

CONSTITUTION AND STANDING RULES

of the

RIVERLAND AMATEUR RADIO CLUB

La Crosse, Wisconsin

Approved by the Executive Board

In Regular Meeting

October 4, 2022

Attested October 4, 2022

President: Shawn A. Hicks

Vice President: David Peters

Treasurer: Drew Neve

Secretary: Carl Thurston

RIVERLAND AMATEUR RADIO CLUB CONSTITUTION AND STANDING RULES

October 4, 2022

RARC IS A 501 (C)(3) ORGANIZATION

**CONSTITUTION**

**ARTICLE I - NAME** The name of the CLUB shall be Riverland Amateur Radio Club (RARC). The RARC is a 501c3 organization.

**ARTICLE II - PURPOSE** The purpose of the CLUB shall be:

A. To encourage fellowship, social participation and cooperation among amateur radio enthusiasts and their families, and

- 1. To increase the number of trained radio operators, technicians and experts
- 2. Support the club property and enable members' access to it
- 3. Enhance international good will

B. Encompass the purpose of amateur radio as set forth by the Federal Communications Commission Rules and Regulations, Part 97, to wit:

- 1. Provide public service, particularly in emergencies
- 2. Continue and extend the advancement of radio art
- 3. Encourage the improvement of the communication and technical phases of radio art

**ARTICLE III - MEMBERS**

Section 1. Eligibility: Regular Members: The regular membership of the CLUB shall consist of those persons holding valid Amateur Radio Station and Operator's licenses whose application for Regular Membership has been approved. Other member types may be defined in the Standing Rules.

Section 2. Annual Dues - Annual dues shall be payable in accordance with the Standing Rules of the CLUB.

Section 3. Arrears - The Secretary shall notify any member who is two months in arrears with dues, and if the dues are not paid within three months thereafter, said member shall be dropped from the CLUB membership unless satisfactory arrangements can be made with the CLUB administration to clear up the arrears.

**ARTICLE IV- EXECUTIVE BOARD / OFFICERS**

Section 1. Officers - The Executive Board shall be elected by the RARC membership at the Annual Meeting (December) of the RARC. The Officers of the RARC shall be selected by the Executive Board from those members elected to the Executive Board. The officers of this club shall be a President, Vice

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President, Secretary, Treasurer and Station Trustee. Elected Executive Board members not holding an office are Members-at-Large.

Section 2. Duties of Officers - These officers shall perform the duties prescribed by the Standing Rules of the CLUB and by the Parliamentary Authority adopted by the CLUB.

Section 3. Nominations -Members interested in serving on the Executive Board shall be nominated from the floor, but only with the consent of the person being nominated.

Section 4. Election of the Executive Board- The election of the Executive Board shall take place at the Annual Meeting and they shall serve for one year or until their successors have been elected, their term of office beginning at the close of the meeting at which they are elected. Every attempt shall be made to have this election at the Annual Meeting in person with members being required to be present to vote. The Executive Board has the authority to adjust, by majority vote, the medium in which the Annual Meeting election process is conducted if an in-person election is not practical.

Section 5. Balloting - Election the Executive Board - The ballot shall consist of all nominated persons in accordance with Section 3. Nominees are on the ballot only as an unspecified position on the Executive Board. Members at the Annual Meeting are to vote for no more nominees than the current number of Executive Board Member positions in existence, with the Station Trustee not considered an elected Executive Board Member position. Those nominees receiving the majority votes required for at least one unspecified Executive Board Member position shall be considered elected to the Executive Board.

Section 6. Election by Majority - A majority vote by the members present and voting shall be required for election, a quorum being present.

Section 7. Limitations - No member shall hold more than one office at a time.

Section 8. Vacancies - Any vacancy in an office shall be filled in accordance with the Standing Rules of the CLUB.

**ARTICLE V - MEETINGS** The regular meetings of the CLUB shall be held in accordance with the Standing Rules of the CLUB.

**ARTICLE VI - COMMITTEES** The President shall appoint Standing and other Special Committees as the Club deems necessary to carry on the work and responsibilities of the CLUB and the President shall be a member ex officio of all committees except that he shall not be a member of a Nominating Committee if the Standing Rules should provide for one.

**ARTICLE VII - PARLIAMENTARY AUTHORITY** ROBERT'S RULES OF ORDER, NEWLY REVISED (2000) shall govern all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Standing Rules of the CLUB, or with any Special Rules the CLUB may adopt.

**ARTICLE VIII - AMENDMENTS** This Constitution and Standing Rules may be amended at the Annual meeting of the CLUB by a two-thirds majority of the members present and voting, a quorum being present, provided that the proposed amendment has been submitted to the membership at a previous regular meeting.

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**ARTICLE IX – DURATION AND DISSOLUTION** The duration of the RARC is perpetual. If and when the RARC wishes to dissolve, the assets of the CLUB shall be distributed to a local non-profit organization that falls under the 501(c)(3) code of the IRS.

**STANDING RULES -- RARC**

**ARTICLE I – ADJUNCT MEMBERSHIPS**

Section 1. Additional forms of membership.

Voting Family Membership shall consist of membership(s) for licensed legal dependents who would otherwise be eligible as a regular member.

Non-voting Associate Membership shall consist of those persons who may not be so licensed but who are interested in amateur radio, whose application for Associate Membership has been approved.

Non-voting Student Membership shall consist of those persons who may not be so licensed but who are interested in amateur radio, whose application for Student Membership has been approved.

Non-voting Honorary Membership with no voting privilege or fee may be conferred upon a motion made and carried by the membership.

**ARTICLE II - DUES**

Section 1. The annual dues for regular, associate, and student membership shall be determined at the Annual Meeting each year and shall be payable on or before the third meeting of the year.

Section 2. The CLUB may levy upon the entire membership any special assessment deemed necessary to carry out the business of the CLUB, such assessment to be approved only by a majority vote of the members present and voting at a regular meeting of the CLUB, a quorum being present.

**ARTICLE III – EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of seven members – six elected by the membership and the seventh being the Station Trustee, who is an ex officio voting member of the board. Executive Board members shall be elected by secret ballot at the December Annual Meeting. If there is no quorum, the Executive Board may appoint members to fill expired board positions to serve only until a quorum can be established for the election. The Executive Board shall select officers from amongst Executive Board members immediately following the adjournment of Annual Meeting to no later than two weeks after the Annual Meeting. The Station Trustee shall be appointed or renewed by the Executive Board annually in January. The Station Trustee may continue in that position until he/she resigns or is removed by the Executive Board. The Station Trustee may not hold any other officer positions on the board.

Section 2. The Term of Office for the CLUB officials is one year and they can only hold office for two consecutive years in a given office, unless they are unopposed then they can hold office for three years or more.

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Section 3. The business of the CLUB shall be managed by its Executive Board. Each board member shall discharge board duties in good faith and with the diligence and care which an ordinarily prudent person in a like position would exercise under similar circumstances. The board shall have the power and authority to implement the purposes and goals of the CLUB. These duties shall include, but are not limited to:

A. Performing all functions defined by other provisions of the Constitution or by the Standing Rules or by the membership of this CLUB.

B. Performing all functions required by law and not herein specifically assigned to the members or officers.

Section 4. Fulfilling other duties as appropriate; establish projects and budgets; evaluate the need for fund raising; authorize expenditures up to \$500; expenditures exceeding \$500 will be brought to the membership for advisory consideration through majority vote; plan with the Vice President club programs and locations; and discuss and prepare for presentation to the membership information relating to significant projects and undertakings of the CLUB.

Section 5. The Executive Board shall meet a minimum of six times per year with four of those meetings occurring in January, May, July, and November. The dates, times and locations of the Executive Board meetings shall be publicized to all club members at least three days in advance of the meetings. The frequency of board meetings shall be consistent with the operational management nature of the Executive Board. The quorum for board meetings shall be a majority of board members.

Section 6. A board vacancy occurring prior to the December Annual Meeting must be filled by appointment by the Executive Board within three weeks after the vacancy is announced. The term of an appointed board member is that of the vacant position. Unless the term expires, an appointed board member must be confirmed by a vote of the membership at the next December Annual Meeting.

Section 7. Members of the Executive Board may be removed by majority vote of a quorum of the membership.

Section 8. The remaining two elected board members will be designated as Board Members at Large. They are to have the same voting power as any other board member when it comes to decisions that the board makes on the club’s behalf. While having no specified duties, other than providing a voice in board decisions; the President may call upon them to serve in a leadership role as a committee chair from time to time as situations arise or assign them other duties.

**ARTICLE IV - DUTIES OF OFFICERS**

Section 1. President – The President shall preside at all meetings of the Executive Board and meetings of the CLUB membership; conduct meetings according to the rules adopted; enforce due observance of this Constitution and Standing Rules; decide all questions of order; sign all official documents that are adopted by the CLUB and none other; appoint committees as appropriate to CLUB activities; and perform all other customary duties pertaining to the office of president. Maintain the CLUB’s Special Service Designation with the ARRL.

Section 2. Vice-president - The Vice-president shall assume all the duties and responsibilities of the President in the absence of the President, or, if for any reason, the President steps down from the chair.

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The Vice-president is to be the chair of the CLUB program committee; and arrange for meeting places for monthly CLUB activities and scheduled meetings of the membership.

Section 3. Secretary - The Secretary shall maintain an accurate record of all meeting procedures; in cooperation with the Treasurer, shall keep a current roster of the membership; submit applications for membership at a regular meeting of the CLUB and carry on all CLUB correspondence, read communications at meetings; publish written notices in advance of board meetings and meetings of the membership; maintain all official records of the CLUB; ensure continuing registration of the CLUB with appropriate governmental entities including not-for-profit status, charitable organization status, tax exempt status; maintain the CLUB's ARRL affiliation. Upon succession, the outgoing Secretary shall turn over all club records to the incoming Secretary.

Section 4. Treasurer – The Treasurer shall receive and receipt for all moneys paid to the CLUB; keep an accurate account of all moneys received and expensed; maintain a bank checking account in the CLUB's name; and maintain a listing of significant equipment owned by the CLUB. The Treasurer shall pay no bills without proper authorization by the Executive Board. In November and May, the Treasurer shall submit a written itemized statement of disbursements and receipts to the Executive Board. Upon succession, the outgoing Treasurer shall turn over all CLUB records and moneys to the incoming Treasurer. Maintain the 501 (C) (3) status completing both the State and Federal forms for tax purposes.

Section 5. Station Trustee – The Station Trustee is responsible for coordinating all activities and documentation to maintain the club's repeater affiliation with the Wisconsin and Minnesota Repeater Associations.

**ARTICLE V - CLUB FINANCES**

Section 1. All CLUB funds shall be placed in a savings and/or checking account in a recognized community banking institution.

Section 2. Deposit and withdrawal of these funds shall be the duty of the Treasurer.

Section 3. At the December meeting, the President will appoint two members at large to audit the CLUB's finances; check the original bank statements of checking and savings accounts and verify that deposits and expenditures are correct as reflected by the bank statements.

**ARTICLE VI - MEETINGS**

Section 1. Regular meetings of the CLUB shall be held monthly on a day and time selected annually.

Section 2. The December meeting shall be designated as the Annual Meeting.

Section 3. The President may call special meetings, as he/she deems necessary for the good of the CLUB.

**ARTICLE VII - QUORUM** Twenty-five percent of the regular CLUB members shall constitute a quorum for this CLUB.

**ARTICLE VIII - AMENDMENTS**

Officer \_\_\_\_\_  
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Section 1. With the exception of voting on changes to the Constitution and Standing Rules and in the election of the Executive Board, the quorum requirement may be changed at any meeting of the CLUB by a three-fourths majority vote of the regular members present and voting.

Section 2. On the death of a member or of a member's 1st degree relative, or of a past member in good standing for at least 10 years, a RARC memorial of \$25.00 will be made to HandiHams or a charity of the family's choice.

Section 3. Expenses for out of town presenters would include dinner and mileage based on Federal Government guidelines.

Section 4. New never licensed Hams will be granted free membership in the CLUB for the balance of the current year plus the next year. A new CLUB member who is licensed will have their membership prorated after July 1.

Section 5. An archive will be created and maintained of the meeting minutes, financial records and any changes in the Standing Rules or Constitution will be included and passed along to the appropriate incoming officers. An electronic copy will be presented to all officers at the December meeting.

Section 6. A record of the awards presented to members of the CLUB will be established and maintained in the archive. The awards include, but are not limited to: "Ham of the Year," "New Ham of the Year," "Elmer of the Year," "Ernie Gershon Lifetime Achievement Award" and any other "Special Award" presented to a member of the CLUB

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