

# **STILLWATER AMATEUR RADIO ASSOCIATION CONSTITUTION**

## **PREAMBLE**

We, the members, wishing to secure for ourselves the pleasures of an association of persons commonly interested in amateur radio, constitute ourselves the Stillwater Amateur Radio Association (S.A.R.A.), and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation among members, to promote radio knowledge, fraternalism, and individual operating expertise, and to conduct programs and activities to advance the general interest and welfare of amateur radio to include providing assistance and training to prospective amateur radio operators in the community. SARA is incorporated as a non-profit organization under the Minnesota state law. SARA and “the Club” are used interchangeably and are to be one and the same.

## **ARTICLE I - MEMBERSHIP**

All persons interested in Amateur Radio communication shall be eligible for membership. Membership shall be by application and election upon such terms as the Club shall provide in its bylaws.

## **ARTICLE II - OFFICERS**

- Section 1. The officers of the Club shall be President, Vice President, Secretary, Treasurer, Trustee and shall constitute the Executive Committee.
- Section 2. The President, Vice President, Secretary and Treasurer of the Club shall be elected for a term of one year by majority vote of the members present at the annual meeting. Members eligible to vote but who cannot attend the annual meeting may submit their vote prior to the election.
- Section 3. The Club Trustee shall be appointed by the elected officers of the Club.
- Section 4. Vacancies occurring between elections shall be filled by special elections at the first regular meeting following the vacancy.
- Section 5. Officers may be removed by a majority vote of voting members present at a special meeting. Members eligible to vote but who cannot attend the special meeting may submit their vote prior to the meeting. At least 30 days written notice must be given prior to a special meeting.

## **ARTICLE III - DUTIES OF OFFICERS**

- Section 1. The President shall preside at all meetings of the Club, and conduct them according to the rules adopted. The President shall enforce all due observance of this constitution and bylaws; decide all questions of order; sign all official documents adopted by the Club; and perform all other duties pertaining to the office of President.
- Section 2. The Vice President shall assume all duties of the President in his/her absence. The Vice President shall also organize Club activities; plan and recommend contests for operating benefits; and advance Club interest and activity as approved by the Club. The Vice President shall maintain close liaison with the American Radio Relay League (ARRL) Section Emergency Coordinator to further Club participation in the Amateur Radio Emergency Service (ARES).
- Section 3. The Secretary shall keep a record of the proceedings of all meetings; keep a roll of members; submit membership applications; carry on all correspondence; read communications at each meeting; ensure meeting notices are publicized, and that notices of such special meetings as may be called are provided in writing to each member who is eligible to vote; and maintain archives of the Club. The Secretary shall keep the constitution and bylaws of the Club; have the same at every meeting; and permit any member to review the same upon request. The Secretary shall note all amendments to the constitution or bylaws. At the expiration of the term, the Secretary shall turn over all items and records belonging to the Club to his/her successor.

Section 4. The Treasurer shall receive and receipt all monies paid to the Club; keep an accurate account of all monies received and expended; and pay no bills without proper authorization by the Executive Committee. The Treasurer shall submit an itemized statement of disbursements and receipts at each regular meeting. At the expiration of the term, the Treasurer shall turn over all items and records belonging to the Club to his/her successor.

Section 5. The Trustee is the holder of the Club call sign, and as such is legally responsible to the FCC for the proper operation of any Club station. The Trustee shall be responsible for the operation and maintenance of the Club stations. Control operators may be appointed by the Trustee. The Trustee should stay up-to-date with the activities of the recognized repeater coordination organization and participate in the organization. The Trustee is also responsible for reporting all Club station related matters to the Club.

#### **ARTICLE IV - PERSONAL LIABILITY**

No member, officer, or director of the Club shall be personally liable for debts or obligations of the Club of any nature whatsoever, nor shall any property of the members, officers, or directors be subject to the payment of the debts or obligations of the Club.

#### **ARTICLE V - MEETINGS**

Section 1. The bylaws shall provide for regular, board, special, and annual meetings. A majority vote of the members present at meetings is required for the transaction of business.

Section 2. A minimum of twenty percent of the current voting club membership and a majority of the Executive Committee shall constitute a quorum for transaction of business at regular, special and annual meetings. A majority of members of the Executive Committee shall constitute a quorum for transaction of business at board meetings.

Section 3. The latest edition of Robert's Rules of Order shall govern all meetings where they are not inconsistent with the Club constitution, bylaws and/or any special rules of order the Club may adopt.

#### **ARTICLE VI - DUES**

The membership, by majority vote at any regular or annual meeting, may establish such dues as shall be deemed necessary to conduct business of the Club. Promotions and special offers to acquire new members are permitted as determined by the Executive Committee.

#### **ARTICLE VII - MEMBERSHIP ASSISTANCE**

The Club will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from Club member stations. The Club shall also maintain a program to foster and guide public relations.

#### **ARTICLE VIII - AMENDMENTS**

This constitution and/or the bylaws may be amended by a simple majority vote in which two-thirds of the total eligible voting membership votes. Proposals for amendments shall be submitted at a regular or annual meeting, and shall be voted upon in a manner determined by the Executive Committee to include an opportunity to vote at the next regular or annual meeting; provided all members have been notified in writing of the intent to amend this constitution and/or bylaws at said meeting. This amended constitution and the bylaws shall take immediate effect upon approval by such vote.

## **ARTICLE IX - COMMITTEES**

Committees may be created and disbanded in accordance with the needs of the Club, desires of its members and at the discretion of the Executive Committee. Committee members must be full members of the Club.

## **ARTICLE X - CLUB PROPERTY**

The Secretary shall maintain a list of Club property. This list shall include identifying and location information. Upon dissolution of the Club, the Executive Committee shall determine disposition of any Club property.

## **STILLWATER AMATEUR RADIO ASSOCIATION BYLAWS**

### **SECTION 1 - MEMBERSHIP**

There shall be four categories of membership. Dues structure may vary by membership category.

**Full membership** is open to licensed Amateur Radio operators. It includes all Club privileges, including rights to hold a Club office and to vote.

**Family membership** is open to licensed Amateur Radio operators who are related and reside at the same address. Each family member has full membership privileges.

**Student membership** is open at a reduced rate, to licensed Amateur Radio operators, who are full-time students. Privileges are the same as full membership.

**Associate membership** is open to all licensed Amateur Radio operators or anyone interested in Amateur Radio. It includes all Club privileges, except rights to hold a Club office and to vote.

### **SECTION 2 - MEETINGS**

There shall be four categories of meetings.

**Regular meetings** shall be held on a schedule established by the Executive Committee.

**Board meetings**, consisting of the Executive Committee members and all Club committee chairs, shall be held for planning and operations purposes. Board meetings are open to all Club members and the public.

**Special meetings** may be called by the President upon the written request of any five Club members, or by a majority of the Executive Committee. Notices concerning special meetings shall be sent to all members, specifying the time and venue, and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so they arrive at least seven calendar days before the meeting.

**Annual meetings** shall be held during January of each year.

### **SECTION 3 - AUDITS**

The Executive Committee will appoint a committee to audit financial and other Club records. Such audits shall be conducted at least annually, or whenever the Executive Committee shall require it.

### **SECTION 4 – AFFILIATION AND PURPOSE**

SARA is an affiliate of the American Radio Relay League.

SARA is also an affiliate of the Courage Center's Courage St. Croix chapter. As such the Club is dedicated to offer radio communications support and general leadership to that organization's HandiHam program.

Furthermore, SARA is dedicated to offer radio communications support as a public service at various non-profit community activities, civic events, and especially during emergencies and disasters.