

CONSTITUTION
BENICIA AMATEUR RADIO CLUB

We, 'the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, constitute ourselves the Benicia Amateur Radio Club and enact this constitution as our governing law. It shall be our purpose to further exchange of information and co-operation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of amatuer radio service
in the community.

Article 1

Section 1- MEMBERSHIP: All persons interested in Amateur radio communication, (radio communication between amateur stations solely with a personal aim and without pecuniary interest) shall be eligible for membership.

Section: 11- MEMBERSHIP ASSISTANCE: This club shall enact appropriate
rules to minimize interference in operation between stations of its members; it shall formulate adequate plans for disposition of any cases of interference to other radio services where reported as caused by any amateur station operation in the area of club jurisdiction. The club through designated Interference, public relations, and operating committees 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 11

Section 1- The officers of this club shall be; President, Vice-President, Secretary, and Treasurer. All officers must hold a valid amatuer radio license.¹

Section 11- The officers of this club shall be elected for a term of one year by mail-in ballot of the members² between the January

¹ Amendment I

² Amendment II

and February meetings. Nominations will be made at the January meeting³ and results of the voting will be announced by the incumbent secretary at the February meeting. At the end of the February meeting, all new officers will assume their duties.

ARTICLE III

Section 1- The President shall preside at all meetings of this club, and conduct the same according to the rules adopted. He/She shall enforce due observance of this constitution and by-laws; decide all questions of order; sign all official documents that are adopted by the club, and none other, and perform all other customary duties pertaining to the office of president.

Section 1-(a) The President shall be authorized to approve expenditures up to \$15.00 without pre-approval of membership. Expenditures must be ratified at the next regular monthly meeting. The President shall have in his/her possession and be authorized to sign, club checks.⁴

Section 11- The Vice-President shall assume all the duties of the president in the absence of the latter, plan all programs for club meetings, and be custodian of all club manuals and equipment and maintain records of their whereabouts.

Section 111- The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, and carry 'on all correspondence.

Section 1V- The . Treasurer shall receive and receipt for all monies paid to the club; shall keep an accurate account of all monies received and expended. \ He/She shall pay no bills without proper authorization by the club. He/She shall deposit to club bank account all monies collected, have in his/her possession, and be authorized to sign, club checks.⁵

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Section V- At the expiration of their term all club officers shall turn-over items belonging to the- club to their sucesors.

³ Amendment III

⁴ Amendment IV

⁵ Amendment IV

⁶ Amendment V

Article IV

Meetings: The By-laws shall provide for regular and special meetings.

Article V

Amendments: This constitution of the By-Laws may be amended as follows; proposal for amendments shall be submitted at a regular meeting, and shall be voted on at the next regular meeting, provided all members have been notified of the intent to amend the constitution and/ or by-laws at said meeting.⁷

Article VI

Ratification: Acceptance of this constitution and accompanying by-laws shall be effected by a majority vote of the members of the club⁸. This constitution and accompanying by-laws shall supercede all previous constitutions and by-laws.

ARTICLE VII

RULES: Modified Robert's Rules of Order shall govern all proceedings of this club, except where they might conflict with the constitution and/or by-laws.⁹

Amendments

Amendment I- The officers of this club shall be; President, Vice-President, Secretary, Treasurer, and Director-at-Large.

Amendment II- Voting shall be accomplished by mail, electronic, or other established means. Each member shall be afforded the opportunity to select their preferred method.

Amendment III- Nominations shall be accepted no later than the end of the January meeting.

Amendment IV- The Club shall establish a financial policies document (FPD) to be ratified by the membership. The FPD shall govern spending limits, dues amounts, and other policies and procedures pertaining to the Club's finances. The FPD shall be subject to membership review on no less than an annual basis.

Amendment V- The Director-at-Large assists the Board and can provide guidance and background.

⁷ Amendment VI

⁸ Amendment VII

⁹ Amendment VIII

Amendment VI- Voting on proposed changes to the Club Constitution and/or Bylaws shall be conducted by a ballot vote of the entire membership, conducted by mail, electronically, or other established means.

Amendment VII- Acceptance of this constitution and accompanying by-laws shall be effected by a majority vote of the members' votes returned by the voting deadline.

Amendment VIII- The Board of Directors has the authority to extend any timelines defined by this document to the minimum extent necessary in the event of unforeseen circumstances, e.g. a publicly declared emergency.

BY-LAWS

Benicia Amatuer Radio Club

1. Meetings: Regular meetings shall be held on the first Wednesday of each calendar month at such place as the president shall order. Special meetings may be called by the president as required. Notices shall be sent or telephoned to members concerning special meetings and the business to be transacted. Such notices shall be sent so that in the ordinary postal delivery they shall arrive not less than 24 hours before the meeting time. Telephone notification will be made at least 24 hours prior to the meeting Time.

1. Meetings: Regular meetings should be held monthly and must be held at least quarterly. Meeting date, and time, will be announced as soon as practicable but no less than 24 hours notification prior to the meeting.

2. Vacancies: Vacancies occurring between elections must: be filled By special elections at the first regular meeting following the withdrawal or resignation.

2 (a) Officers may be removed for cause, by three-fourths vote of the membership.

3. Dues: Regular- dues of \$1.00 per month are hereby assessed for the purpose of providing funds for current expenses. This assessment is payable in two 6-month installments payable at the March and September meetings. Members under 16 years of age are assessed at a rate of \$2.00 per year payable in two installments as above.

3. Dues: Shall be defined in the financial policies document.

3. (a) Any member failing to pay his dues after being in arrears for 12 months and after receiving written notification from club treasurer will be dropped from club roster 30 days from date of written notification.

3a. Dues delinquency: Shall be defined in the financial policies document.

4. Requirement for new club membership: Must attend one (1) regular club meeting and have interest in amateur radio and public service and be willing to take part in club activities. After fulfilling these requirements, shall submit an application for membership at a regular

meeting. He/She shall become a valid member upon receipt of first payment of dues.

4. Requirements for membership: Requirement for club membership: Anyone interested in amateur radio is welcome to join the club.

Meg Kelsey and Mike Kelsey, being duly elected as President and Secretary of the Benicia Amateur Radio Club hereby declare that all proceedings have been followed and constitution and by-laws have been duly approved and adopted by membership.

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ADDITION TO BYLAWS

5. RELATIONSHIP TO OTHER LOCAL AMATEUR RADIO ORGANIZATIONS.

The Benicia Amateur Radio Club (BARC), Benicia Amateur Radio Emergency Service (ARES), and the Benicia Amateur- Repeater Association (BRA) are separate cooperating entities having a largely shared membership. Each serves a distinct function in regard to amateur radio in the community. The areas of interest of these organizations are herewith defined:

A. BARC shall provide a forum for all aspects of amateur radio of interest to members. Recruiting of prospective licensees, training of prospects, and testing of applicants shall be performed by the club. BARC shall have editorial and financial control of the newsletter, " The logbook" and shall provide space at no expense to ARES and BARA for items of news and interest. Annual Field Day operations and special events stations shall be organized and funded by BARC.

B. The establishment and operation of permanent repeater stations (including the investigation of interference to and

from repeaters) is recognized as being properly under the primary purview of BARA.

C. Emergency and public service communications for the community is recognized as being the function of ARES. Such special training as may be required to prepare 'licensed operators for disaster communications and public service events are also the function of ARES.
*Unanimously approved by the BARC membership 6/12/85.

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6. The Board of Directors shall consist of the currently elected officers of the club.

7. Election committee - The club shall form an ad hoc Election Committee annually in January to conduct the election of club officers. Candidates for office shall not serve on the Election Committee. The election committee will disband after the results of the election are announced at the end of the February meeting.

Financial Policies Document

Philosophy

The purpose of the Financial Policies Document (FPD) is to provide policies and procedures regarding financial matters involved in the operation of all Benicia Amateur Radio Club (BARC) activities. BARC is committed to ensuring that it fulfills its mission in the most effective, efficient, and accountable manner possible.

Authority

The Board of Directors is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required.

- The Treasurer is authorized to pay bills, receive funds, and maintain bank accounts.
- The Treasurer is authorized to disperse funds up to \$300.00. Disbursements for amounts greater than \$300.00 shall require the approval of the president, or another board member if the president is not available.
- The Treasurer is authorized to pay for activities that have been approved by the membership, regardless of the amount.
- In the case of a long-term absence of the Treasurer, the President shall appoint another board member to temporarily assume the Treasurer's duties. The President shall not assume the role of the Treasurer.
- No contracts shall be signed without the approval of the Board of Directors

Responsibilities

The Board of Directors shall:

- Manage the Club's assets in a prudent and efficient manner.

- Provide guidance to the membership, when requested, to enable the membership to understand and fulfill their role in protecting the Club's assets.
- Conduct an annual audit of the club's finances and report out to the membership.
- BARC may award a contract to any provider and is not required to accept the lowest bid.

The Treasurer shall:

- Provide a Treasurer's Report to the membership at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitments without specific approval of the Board, and the membership as required
- Manage the Club's assets in a prudent and efficient manner.

Financial Transactions with Insiders

No advances of funds to officers are authorized. Direct and necessary expenses and other activities related to carrying out responsibilities shall be reimbursed.

In no case shall BARC accept financial loans from any member, or officer of the organization without specific authorization from the Board of Directors, and the membership when required.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with approved priorities, organization goals, and specific objectives, proposals for projects estimated to exceed \$300 shall include a proposed budget to explain intended expenditures.

Example: A member wished to put forth a motion to fund a Christmas Party and funding in the amount not to exceed \$1500. The member would include in the motion a proposed budget estimate justifying the

requested funding amount; for example, \$750 for catering, \$250 for raffle prizes, \$500 reserve. If passed, the motion would authorize the event and an expenditure not to exceed \$1500. If more funds are found to be needed, a motion to amend the funding limit would be required to be passed.

Asset Protection

In order to ensure that the assets of BARC are adequately protected and maintained, all members shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
- Maintain a current inventory of club-owned assets.
- Plan and carry out suitable protection and maintenance of property, buildings, and equipment.
- Avoid actions that would expose the organization to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.

Dues

- Annual dues are set at \$25 per member/household. Members must be individually listed in the membership roster to be certified to vote. Only one unlicensed person per household may be included in a family membership.
- A change to the dues amount requires a change to the FPD (see below - Amending the FPD).
- Dues become due annually on March 1st.
- Any member failing to pay their dues after being in arrears for 12 months and after receiving written notification from the Treasurer will be dropped from the membership roster.

Amending the FPD

The FPD can be amended as follows:

- Any member may propose changes to the FPD by putting forth a motion at a regularly scheduled meeting outlining the specific changes requested.
- If the motion passes, the Board will discuss and vote on whether or not to suggest putting the proposed changes to a vote of the entire membership at the next regularly scheduled board meeting.
- If the Board votes to put forth the changes, the suggested changes will be put to a vote of the entire membership. Acceptance of the proposed changes shall be effected by a majority vote of the members' votes returned by the voting deadline.
- If the Board votes to reject the proposed changes, the Board will inform the membership of their decision and the rationale for such decision. The Board will remind the membership that they may put forth a new motion with revised changes if desired.

Example: A member proposes that dues be increased to \$30 per year. The member brings forth a motion for the increase. If the motion is passed by a majority of the members attending the meeting, the Board then takes the issue under consideration and conducts a vote of the Board. If the Board agrees and votes to support the increase, the proposal to amend the FPD and increase the dues amount is presented to the entire membership for a vote. If a majority of votes returned support the increase, the dues amount will be increased to \$30 and the FPD will be amended accordingly. Otherwise, the dues amount and FPD remain unchanged.

Alternatively, the motion fails and the dues amount and FPD remain unchanged. Or, the motion passes but the Board votes against the dues increase. The Board will then inform the membership of their decision and the rationale for deciding against it and will remind the membership that they are entitled to bring another motion to the floor if desired.