

PLANO AMATEUR RADIO KLUB

CONSTITUTION

April 18, 2022

ARTICLE I

The name of the club shall be “Plano Amateur Radio Klub, Inc.”

ARTICLE II

The purpose for which the incorporated club is formed is to support educational projects and promote undertakings as authorized by Subdivision Two of Article 1302 Revised Civil Statutes of the State of Texas and Part 97 of the Federal Communications Commission Subparts A-G. This club is to act as a unified group to furnish communication services for Civil Defense, Red Cross, State, County and City Law enforcement agencies or such other charitable organizations during times of emergency, distress, national disaster, or in the public interest; to provide for instruction in the fundamentals of electronics and its allied arts, including the International Morse Code; to provide open meetings for lectures and discussions of scientific developments in the Radio Communications and Electronics Arts; to enhance our individual and collective knowledge of Radio Communications and its allied arts and sciences.

ARTICLE III

Membership

All persons interested in Amateur Radio communications¹ shall be eligible for membership. (Membership shall be by application and such terms as the club shall by its By-Laws provide).

ARTICLE IV

Officers

Section 1 – The officers of this club shall be: President, Immediate Past President, Vice-President, Secretary, Treasurer, Activities Director, Newsletter Editor, Web Master, Public Relations Director, and Communications Director. These officers shall constitute the Board of Directors for this club.

¹ Radio Communications between amateur stations solely with a personal aim and without pecuniary interest.

Section 2 – The officers of this club shall be elected for a term of two years by ballot based on the majority vote of the eligible voting members who are in attendance at or transmit a valid proxy to the regular club meeting at which the election is held. Officers must be voting members in good standing.

Section 3–Vacancies occurring between elections must be filled by special elections at the regular meeting following the withdrawal, resignation, abandonment, or removal of an officer of this club. Withdrawals or resignations may only be accepted at a regular meeting. The board may appoint any member in good standing to fill a vacant position in an Interim capacity, subject to confirmation by the general membership at the special election.

Section 4 – Officers may be removed by a three-fourths vote of the eligible voting membership.

ARTICLE V

Duties of Officers

Section 1 – The President shall preside at all meetings of this club and conduct the same according to the rules adopted. The President shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign as an official of the club only those documents that are adopted by the club, and perform all other customary duties pertaining to the office of the President.

Section 2 – The Immediate Past President shall act as a Board Member at large. While this position is counted and included in the total number of Board members voting, it will not count toward the required number of Board Members present to constitute a quorum.

Section 3 – The Vice-President shall assume all the duties of the President in the absence of the latter. Additionally, the Vice-President shall arrange and schedule presentations and programs for the general meetings and will assist in other duties as delegated by the Board of Directors.

Section 4 – The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, receive applications for membership, carry on all correspondence, read communications at each meeting, and ensure that meeting notices are posted on available club social media.

Section 5 – The Treasurer shall receive and receipt all monies paid to this club; shall keep an accurate account of all monies received and expended and shall maintain a double entry bookkeeping system according to accepted accounting practices. The Treasurer shall pay no bills without proper authorization (by the club or its Board of Directors). At the end of each quarter, the Treasurer shall submit an itemized statement of disbursements and receipts. A petty cash fund may be established in accordance with the By-Laws.

Section 6 – The Activities Director shall organize club member activities, plan, and recommend contests for operating benefit, advance club interest in activities approved by the club and shall encourage members in reporting activities to the website. The Activities Director shall endeavor to make the reputation of the club and amateur radio activities in the community as outstanding as possible.

Section 7 – The Newsletter Editor shall be responsible for editing and publishing club information on available club social media.

Section 8 – The Web Master shall be responsible for the operation and maintenance of the official club web site.

Section 9 – The Public Relations Director shall prepare and release official information concerning the club activities to the news media. In addition, the Public Relations Director will perform any other duties pertinent to the communications of the club's activities to the general public.

Section 10 – The Communication Director shall be responsible for operation of the club station and other club radio equipment; shall see that the club equipment is maintained at all times and will be available if required for emergency communication.

Section 11 - All officers are required to abide by this Constitution and all club By-Laws governing operation and maintenance of the club.

Section 12 – All officers on leaving office shall turn over any and all office pertinent club property in their possession, to their successor.

Section 13 – Any officer may appoint committees or assistants to aid in specific activities.

Section 14 – The Board of Directors shall act on behalf of the general membership to oversee the actions and programs undertaken by the club. They may authorize necessary expenditures not to exceed the amount specified in the By-Laws at any one Board of Directors meeting. Expenditures above this amount must be authorized by the membership by a majority vote of those present in a meeting as defined in Article VI.

ARTICLE VI

Meetings

The By-Laws shall provide for Regular, Special and Board of Director Meetings.

At Regular and Special Meetings, a minimum of ten percent (10) of the eligible voting members and a majority of the Board of Directors must be present to constitute a quorum for the transaction of business. Voting by written proxy is acceptable in accordance with the By-Laws. Proxies shall not count toward a quorum. An eligible voting member is defined as any current full voting member who is in good standing with the club.

At the Board of Directors meetings, a majority of the board shall constitute a quorum for the transaction of business.

ARTICLE VII

Dues

The club, by majority vote at any meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in Article I and II.

ARTICLE VIII

Amendments

Section 1 – The Constitution of this club may be amended by a two-thirds majority vote of the voting membership present at any regular meeting provided the conditions of Article VI and Sections 2 and 4, have been met or satisfied.

Section 2 – Amendment of the Constitution of this club requires previous notice to the membership before an amendment may be brought to the membership. Such notice may be written or oral, either in the form of a complete text or merely the intent or purpose of the proposed amendment, and the notice must be presented to the membership as outlined in Section 3 of this Article.

Section 3– The initial proposed wording for an amendment to the Constitution or By-Laws shall be presented to the Board of Directors not less than 14 days prior to its scheduled consideration at a regular or special Board meeting. Nothing in this section shall preclude changing the proposed wording during formal discussion at the Board meeting.

Section 4 – Notification of intent and purpose to amend the club constitution must be submitted and recorded in the minutes of the meeting for two consecutive regular meetings immediately preceding the meeting in which the amendment of the Constitution is to be presented to the membership. The amendment is to be presented to the Board of Directors and the Membership in writing thirty (30) days prior to the time that the amendment of the Constitution is to be presented to the membership for a voting decision.

Section 5 – No section of Article IX may be suspended under any circumstances.

ARTICLE IX

Suspension of the Constitution

Any individual article or articles or by-laws except Article IX may be suspended by a three-quarters vote of the voting members present at any regular meeting of the club, provided the conditions of Article VI have been met.

ARTICLE X

Reporting Period

The Plano Amateur Radio Klub, Inc. has established the period from 1 January to 31 December as its reporting period for all fiscal matters.

ARTICLE XI

Rules

Club proceedings shall be governed by this Constitution and By-Laws and guided by the principals of Robert's Rules, as newly revised.

§

PLANO AMATEUR RADIO KLUB

BY-LAWS

1. **RECORDS** – It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have the same available at every meeting. The Secretary shall cause all amendments, changes and additions to be noted thereon and shall permit the same to be consulted by members upon request. Any club record or document shall be made available for inspection within thirty (30) days of receipt of a written request by any voting member. All records or documents shall be kept as a permanent record.
2. **MEMBERSHIP** – Applications for membership shall be submitted at a regular meeting in writing or via email to the club secretary. Each applicant must express a willingness to abide by the Constitution, By-Laws and other rules promulgated by the club. An applicant's Amateur Radio license status shall be verified by the club Secretary. The applicant shall become a member once their membership dues have been received. Unlicensed individuals taking and passing a license exam administered by the club, are eligible for a complimentary membership for the remainder of that calendar year.
3. **CLASSES OF MEMBERSHIP** – There shall be FIVE classes of membership.
 - A. **INDIVIDUAL MEMBER** – Only a licensed Amateur Radio operator may qualify as a voting member of the club. An Individual Member shall have one vote.
 - B. **FAMILY MEMBER** – A Family Member shall be defined as the Spouse and/or any Child or Children of an Individual Member. Each Family Member must hold a valid Amateur Radio license. A Family Member, who is a child, shall be defined as any natural or adopted child under the age of 21 who is financially supported by the Individual Member. Each Family Member (spouse and/or children) shall have one full vote and the dues for the Family Membership shall cover any and all Family Members.
 - C. **ASSOCIATE MEMBER** – An Associate Membership is available to any individual, licensed or not, who has an interest in Amateur Radio. This is a non-voting membership classification. On verification of obtaining an Amateur Radio license, an Associate member will be elevated to full voting membership.

- D. STUDENT MEMBER** – A Student Membership is available to any student, licensed or not, who has an interest in Amateur Radio. Persons eligible for a student membership must be 18 years old or less. This is a non-voting membership classification except for a Student Member holding a valid Amateur Radio license.
- E. HONORARY MEMBER** – An Honorary Membership may be bestowed upon anyone who has been of great benefit to the club. This is a lifetime membership in the club with no annual dues. Nomination for Honorary Membership must come from the Board of Directors and the membership must be approved by a majority vote of the voting members at a regular club meeting in accordance with Article VI of the Constitution. This is a non-voting membership classification. An Honorary Membership list shall be kept by the club Secretary as part of the permanent records of the club.
- 4. MEETINGS** – Regular meetings shall be held at such place and time as the Board shall select. Special meetings **MUST** be called by the president **WITHIN TEN (10) CALENDAR DAYS** upon the written request of any seven (7) voting members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Reasonable means shall be employed, such as website notifications and email to ensure that the notifications arrive not less than twenty-four (24) hours before the meeting time.
- 5. DUES** - In accordance with the provisions of Article VII of the Constitution for the purpose of providing funds for necessary expenses of the organization, annual dues for all classes of Membership for which dues are required shall be collected on a yearly basis. Dues shall be due and payable by January 1 of each year. Dues for any Membership Class may be set by the Board of Directors and ratified by a simple majority of the membership voting at a regular business meeting. The Secretary will maintain documentation of the current dues structure as part of the club records. Any member who has not paid annual dues by March 1 of each calendar year shall be considered delinquent and will forfeit voting rights until such time as dues are paid.

For the purpose of serving new members, "half-year" dues shall be established for the period of July 1 through December 31 of each calendar year. A "New Member" is defined as an individual joining the club during this "half-year" period and who did not hold membership during the prior calendar year. Half-year dues cannot be used to clear delinquent dues or to re-establish a previous membership. The President of the club shall hold final authority to resolve any membership disputes as they relate to Membership dues.

6. **TENURE OF OFFICERS** – No person holding the office of President, Vice-President, Secretary, or Treasurer shall hold that office for more than two terms consecutively. No other officers shall be subject to term limits. A person appointed / elected to fill a vacant office, for more than 2/3 of that offices term, shall be considered to have served a full term in that office. No officer shall hold more than one elected office at the same time.
7. **ELECTIONS** – Election of the President, Treasurer, Activities Director, and Newsletter Editor shall be held in October at the regular meeting on odd numbered years.
The Vice-President, Secretary, Web Master, Public Relations Director, and Communications Director shall be elected in October at the regular meeting on even numbered years.
Election of officers will be made by secret ballot.
Only members present, or those who have submitted a valid written proxy prior to the meeting at which the vote is taken, shall be permitted to vote.
A sample ballot will be printed in the official club newsletter and other electronic media no later than two weeks prior to the election. The president will not have a vote unless a tie shall result and shall then cast the tie breaking vote. Official ballots will be available to the voting members attending at the evening on which the election is to be held.
8. **PROXIES** – A proxy may be transmitted by a member in case of absenteeism, providing it is dated and signed for a specific meeting. A written Proxy may be presented by a member attending the meeting or may be transmitted by email to the club secretary. Proxies shall be logged by the secretary. No attending member shall cast more than two proxies at such meeting, and Email Proxies must be date/time stamped at least two hours prior to such meeting.
9. **BOARD OF DIRECTORS EXPENDITURE AUTHORIZATION** – The Board of Directors shall have the authority to expend an amount not to exceed three hundred dollars (\$300.00) in accordance with Section 14 of Article V of the Constitution of this club.

§

Record of Revisions:

Revision Number	Date Revision	Date Approved	Editor	Comment
05	2/7/2022	4/18/2022	Tim Johnson K5TCJ	Modified wording of Article III, Membership; Article V, Section 2 – 7, 11 & 12, Article VIII, Section 3 & 4, verbiage updated. By-Laws; 2, 3c,3d,6,7,8; verbiage updated.