

**CONSTITUTION AND BYLAWS OF THE
RIVER CITY AMATEUR RADIO COMMUNICATIONS SOCIETY, INC.
SACRAMENTO, CALIFORNIA
AN ARRL AFFILIATED ORGANIZATION**

Revised and Adopted August 5, 2008

ARTICLE 1 – OBJECT

The members of RIVER CITY AMATEUR RADIO COMMUNICATIONS SOCIETY, INC., for the purpose of securing for ourselves the pleasures and benefits of association and activities with persons commonly interested in amateur radio adopt this combined Constitution and Bylaws as our governing law. It shall also be our purpose to assist in emergencies, to further the exchange of information and cooperation among members, to promote radio knowledge, to promote technical assistance to members, to promote individual operating efficiency, and to conduct club programs and activities to advance the general interest and welfare of amateur radio in the community.

ARTICLE II - MEMBERSHIP

Section 1- Classes of Membership

Regular Membership is open to all licensed amateurs and includes all club privileges, including the right to hold office and vote on all club issues and elections.

Associate Membership is open to any unlicensed person and includes all club privileges except the right to hold office or vote on club issues or elections.

Family Membership is open to the relative(s) of regular members provided that such relative(s) reside at the same address as the regular member. Those family members who are licensed amateur's shall have the same rights as regular members. Family members who are not licensed shall have the same rights as associate members,

Life Membership may be granted to licensed amateurs who based on their contributions to this organization and/or to amateur radio in general have been approved at a general membership meeting by a majority of regular members present for life membership. Life members shall have the same rights as regular members but shall not be required to pay annual dues or assessments.

Honorary Membership may be granted to any individual who based on their contributions to this organization and/or to amateur radio in general have been approved at a general membership meeting by a majority of regular members present for honorary membership. Honorary members shall have the same rights as associate members but shall not be required to pay annual dues or assessments.

Courtesy Membership may be granted by the Board of Directors to licensed amateurs under terms and conditions set by the Board of Directors. Courtesy members shall have the same rights as associate members but shall not be required to pay annual dues or assessments.

Section 2 - Membership Eligibility

All persons interested in amateur radio communication shall be eligible for membership. No one shall be denied membership because of race, religion, sex, age, political preference or other grounds apart from flagrant and overt/covert opposition to the aims of the club. Membership shall be upon such terms and conditions which are not in conflict with these rules and policies and by application on such forms as shall be approved by the Board of Directors.

Section 3 - Dues and Assessments

The amount of annual dues and/or assessments shall be established by the voting membership at a general membership meeting at which a quorum is present by the approval of 2/3 of the members voting. The amount of the dues and/or assessments to be voted on shall have been noticed to the voting members at least 15 days in advance of the meeting. Such notice shall be by electronic mail (e-mail), and/or U.S. Mail and/or telephone and or announced in the newsletter.

Dues are due on January 1st of each calendar year and payable no later than February 1st of each year. Any member who fails to pay all required dues and assessments by no later than February 21st will automatically be dropped from the membership roster.

New members shall pay the full amount of the annual dues. New Members who join after August 31st shall be credited with paid up dues for the balance of the current year and paid up dues for the following year.

Failure of any officer or member of the Board of Directors to pay any required annual dues will result in his/her removal from office.

ARTICLE III - OFFICERS

Section 1- Officers and Duties

The officers of this club shall be: President, Vice President, Secretary, Treasurer, Membership Chair, and four (4) Directors.

The President shall preside at all meetings and conduct the same according to the rules adopted; decide questions of order sign all official documents that are adopted by the club; and perform other customary duties as provided for in this document.

The Vice President shall assume the duties of the President in the absence of the latter, and shall be responsible for membership promotion, public relations, meeting programs, and shall act as parliamentarian.

The Secretary shall keep a record of the proceedings of the meetings of the Board of Directors, and general membership meetings, and shall handle all correspondence. The out-going Secretary will, in a timely fashion, turn over all club records and equipment in his/her possession to the new Secretary.

The Treasurer shall receive and deposit into a local bank account in the name of the club all monies paid to the club; shall keep an accurate record of all monies received and expended; shall pay no bills nor disburse any funds without authorization by the Board or Directors; and shall submit an itemized statement of disbursements and receipts at each business meeting and general membership meeting. The out-going Treasurer shall, in a timely fashion, turn over all club records and equipment in his/her possession to the new Treasurer.

The Membership Chair shall provide for maintaining current records of membership and their status.

Section 2 – Nomination Procedure, Time of Elections

At the August Business meeting a nominating committee of three (3) voting members who also are approved by the Board of Directors shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the November General Membership meeting. The committee will give a progress report of their activities to the Board of Directors at the October business meeting.

Before the election at the November General membership meeting, additional nominations from the floor shall be permitted. No member may be nominated for any office without giving their prior permission. After nominations are closed, the candidates for each office will be permitted to address the membership on their qualifications.

Section 3 – Election and Voting

At the November Annual General Membership meeting the President shall conduct the vote for those offices up for election for the ensuing year.

For any offices for which there is only one (1) nominee the President shall declare the nominees for those offices elected by acclamation without any requirement for a motion or otherwise.

For those offices for which there are two or more candidates voting for all contested offices shall be done on a single written secret ballot. Each member who is entitled to vote shall vote for the person he/she deems most qualified to each office.

The President will appoint three (3) tellers who are not candidates for any contested office to tally the votes. The candidate receiving a majority of the votes cast shall be declared the winner. If no one single candidate in a contested race receives a majority of the votes cast, then the two (2) candidates having received the largest number of votes will immediately enter a run-off election by secret ballot.

Should there be a tie between the final two candidates a coin toss shall determine the winner.

Section 4 - Term of Office

The President, Vice President, Secretary, Treasurer and Membership Chair shall be elected to serve for one (1) year or until their successors are elected and their term of office shall begin on the following January 1st.

Two (2) Directors each year shall be elected to serve two (2) year terms or until their successors are elected and their term of office shall be begin on the following January 1st.

Directors shall serve for a two (2) year term with two (2) new directors to be elected each year.

Section 5 - Vacancies

Vacancies occurring between elections shall be filled by a majority vote of the Board of Directors.

Section 6 – Recall Procedures

The recall of an officer or a board member may be initiated by a petition signed by ten (10) percent of the voting membership and submitted to the Secretary. If it is determined that the petition is valid, the Secretary shall be directed by the Board of Directors to notify the officer or board member against whom the recall petition is directed, advising him/her of the recall petition.

Any officer or member of the Board of Directors subject to recall under the provisions herein shall within thirty (30) days of receipt of said recall petition from the Secretary, be afforded the right of preparing a written statement in defense of this/her positions.

The secretary will send by U.S. Mail to each voting member, a recall ballot. A copy of the recall petition, and the written statement (if any) of the officer or board member up for recall will also be mailed in the same envelope as the recall petition and ballot. All ballots must be returned within thirty (30) days from the date the ballots are mailed out.

The secretary will arrange with the Postmaster for a post office box. The key or combination of such box shall remain in the possession of the Postmaster. Such arrangement shall be confirmed by letter. On the day set for tabulation of the recall ballots, the President will appoint three (3) tellers. A copy of the letter confirming the arrangement with the Postmaster will be furnished to the tellers which will authorize the Postmaster to deliver the contents of the box to the tellers at the given hour.

The tellers shall return to the place designated by the President and count the ballots. Officers and board members up for recall, or their designees, will be permitted to observe the count. A vote of two-thirds (2/3) of the total ballots cast is needed for removal. The results shall be reported to the President in writing. If a recall election passes, the officer or board member recalled will be removed from office upon completion of the ballot counting.

In the event the President is under recall his/her duties under this article will be performed by the Vice President. In the event the Secretary is under recall, his/her duties under this article will be performed by the President.

ARTICLE IV - MEETINGS

Section 1 – Regular General Membership Meetings

General membership meetings shall be held on the first (1st) Tuesday of each month, and/or at other times deemed necessary by the Board of Directors. The General membership meeting held in the month of November shall also be designated the Annual Meeting. General membership meetings held other than the first (1st) Tuesday of the month will be noticed at the earliest possible date prior to such meeting. Such notice shall be by electronic mail (e-mail) and/or U.S. mail and /or telephone and/or announced in the newsletter.

Section 2 – Regular Board of Directors and Business Meetings

Board of Directors meetings will generally take place on the fourth (4th) Tuesday of each month and shall be constitute the monthly business meeting for the organization. Voting on items brought before the meeting shall be limited to those officers, directors and others as provided for in Article V herein.

All members are welcome to attend these meetings as observers and may speak on any agenda item, if time permits. Anyone wishing to address the Board of Directors shall submit a request to be placed on the agenda.

Section 3 – Special Meetings

Special General Membership meetings shall be noticed at least fifteen (15) days in advance by notification to the voting members by U.S. Mail and/or Electronic Mail (e-mail) and/or Telephone.

Special Board of Directors meetings shall be noticed at least seven (7) days in advance by notification to individuals specified as voting members in Article V herein U.S. Mail and/or Electronic Mail (e-mail) and/or Telephone.

Section 4 – Quorums

A quorum for a General Membership meeting shall consist of twenty percent (20%) of the voting membership, for purposes of voting on all matters, including election of officers and amendment of Constitution and Bylaws..
A quorum for a Board of Directors meeting shall be a simple majority of the elected members of the bo

Section 5 – Failure to Attend Meetings

Any elected member of the Board of Directors who is absent without a reasonable excuse from three (3) consecutive board meetings, the president may have his/her office declared vacant by a vote of the elected members of the Board of Directors. Six of the nine elected members must agree to declare the office vacant.

ARTICLE V - BOARD OF DIRECTORS

The sole policy making body of this club shall be the members in a general membership meeting. The Board of Directors shall, in business meetings, carry out the policies of the club as expressed in the general membership meetings and this document.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Membership Chairperson, and four (4) Directors. The Newsletter Editor, the Education Coordinator, and the repeater Trustee shall also have full voting privileges on items brought before the board at business meetings.

ARTICLE VI - COMMITTEES

The President with the concurrence of the Board of Directors shall appoint the Field Day Coordinator, Ham Swap Coordinator, Newsletter Editor, Emergency Coordinator, Repeater Trustee, Education Coordinator and Auditing Committee.

Field Day Coordinator

The Field Day Coordinator shall plan and coordinate all aspects of the field day operations so that all participants can contribute effectively. The Coordinator is also responsible for submitting logs and scores to the American Radio Relay League (ARRL).

Ham Swap Coordinator

The Ham Swap Coordinator shall be responsible for the planning, coordination and execution of the annual ham swap. Proceeds from this event shall be deposited in the club's treasury.

Newsletter Editor

The Newsletter Editor shall be responsible for the preparation, editing, printing, publishing and circulation of the "River City ARCS Newsletter." which shall be published at least six (6) times a year.

Emergency Coordinator

The Emergency Coordinator (EC) shall maintain an emergency callout roster and be responsible for activating the club members to provide emergency communications in the event of an actual emergency.

Repeater Trustee

The Repeater Trustee shall form a repeater committee whose duties shall be to maintain and upgrade the repeater equipment under the supervision of the Trustee. The names of all repeater committee members must be submitted by the Trustee on an annual basis (and no later than July 1 of each calendar year) to the Board of Directors for approval. Repeater upgrades exceeding \$150.00 must be submitted to the Board of Directors for their approval. It will also be the responsibility of the Trustee to maintain an accurate and up-to-date record of all club property in his/her possession and under his/her control, which has an itemized value of fifty dollars (\$50.00) or more. This inventory record will include repeater transmitters, receivers, controllers, antennas, test equipment, and any other related items which are donated to the club, and/or purchased with club funds

Education Coordinator

The Education Coordinator shall be responsible for scheduling classes, ensuring each class has a qualified instructor, and for publicizing the classes.

Other Committees

The Board of Directors shall establish such standing or ad hoc committees as requested by the general membership to carry out the aims of the club, and these committees shall serve at the pleasure of the Board of Directors.

ARTICLE VII - AMENDMENTS

This Combined Constitution and Bylaws may be amended at a general membership meeting by a two-thirds (2/3) vote of those members entitled to vote in attendance, provided that all members have been notified in advance at least 15 days in advance by either regular mail or electronic mail (e-mail) or both the complete text of the proposed amendment(s). Such advance notice shall also include the date, time, and location on which the proposed amendment(s) will be considered. Any voting member shall have the right to propose amendments to this document.

ARTICLE VIII – PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the business of this organization in all cases when they are not in conflict with this document.

The above Amended Constitution and Bylaws was approved at the General Membership meeting held on August 5, 2008.

ATTEST:

Andrew Stephens, Hayes, President

Glenn Gleason, Secretary

Note: Prior versions of the Constitution and/or Bylaws were adopted on:

July 8, 1977

September 3, 1996

March 7, 2000

September 5, 2006