

2/19/2018

CONSTITUTION OF THE DURANGO AMATEUR RADIO CLUB INC.  
(DARC)

I. NAME AND PURPOSE

A. This organization shall be known as the Durango Amateur Radio Club , Or (DARC)

II. The purpose of this organization shall be:

A. To obtain the pleasure and benefits of association with persons mutually interested in amateur radio, electronics and radio communications.

B. To provide emergency and public service communications when and where needed.

C. To further the interest of Amateur Radio in the community and promote good fellowship among all radio/electronics minded persons.

D. Provide educational services in the Radio & Electronic Arts and Sciences by mentoring and conducting or sponsoring courses of instruction open to the public.

The corporation is organized and operated as a Public Charity exclusively for these purposes within the meaning of section 501c(7) of the Internal Revenue Code

III. MEMBERSHIP

A. The membership of this organization shall consist of anyone having a bona fide interest in amateur radio.

IV. OFFICERS

A. Officers of this organization shall be: President, Vice-President, Secretary and Treasurer. The Board of Directors shall consist of the officers, and the immediate past President and shall serve without compensation.

B. The President, Vice-President, Secretary and Treasurer shall be elected for a term of two years. Two officers on odd years and two officers on even years.(see section IV C)

C. President and Secretary shall be elected in the odd calendar years, and Vice President and Treasurer shall be elected in even calendar years.

D. Officers and directors shall be elected at the December general meeting of the membership each year. A majority of the membership voting shall determine the outcome. Newly elected officers and directors shall take office January 1st. (see section III D of the by laws)

E. Any officer may be removed from office by a three-fourths vote of the active members present at a regular or special meeting, provided 30 days written notice has been given to all members.

V. AMENDMENTS

A. This Constitution has been drawn in order that members shall have control of the Club affairs through their duly elected officers. Proposals for amendments shall be submitted in writing at a regular meeting and voted on at the next following regular meeting, provided that all members have been notified at the prior regular meeting of the intent to amend the Constitution at said meeting. This Constitution may be amended by two-thirds vote of the active members present.

Approved Date \_\_\_\_\_

BY-LAWS OF Durango Amateur Radio Club. INC.

(DARC)

I. MEMBERSHIP

A. Upon completion of the membership application and payment of annual dues, and acceptance by membership chairperson, the applicant will become an active member.

B. The Board may bestow an honorary membership to an individual for a term set at the discretion of the Board. Honorary membership shall have limited privileges as determined by the Board. Honorary members will not have voting rights.

C. DARC. subscribes to the code of ethics embodied in what is popularly known as the "Radio Amateur Code".

II. DUTIES OF OFFICERS

A. The governing authority of this organization shall be the Board of Directors.

B. The duties of the President shall be to preside at all meetings, to uphold the Constitution and By-Laws, appoint committee chairs and to dissolve committee appointments when deemed necessary, to act as ex officio member of all committees, to appoint all officers pro tem, and to perform all other duties consistent with the office of President.

C. The Vice President shall perform the duties as assigned by the President. In the absence of the President the Vice President shall assume the responsibilities and authority of the President.

D. The Secretary shall keep accurate Minutes of the proceedings of the Club and the Board of Directors. The Secretary shall send out all meeting Notices and conduct all official correspondence of the Club.

E. The Treasurer shall be the depository for all moneys of the Club and shall make disbursements at the direction of the President or the meeting of the general membership. The Treasurer shall keep accurate accounts of all receipts and expenditures in accordance with generally accepted accounting practices, provide a summary financial report at each regular Club meeting and maintain an up to date Membership Roster. Checks may be signed by either the President or the Treasurer. In any given month the Board of Directors shall have the discretion to incur expenses not to exceed \$100. Any single expense or expenses in the aggregate that exceeds \$100. shall first be approved by a vote of the membership at a general or special meeting.

III. ELECTION OF OFFICERS AND DIRECTORS

A. Any active member in good standing over age of 18 shall be eligible for any office.

B. Election of officers and board members shall be held annually in the month of December.

C. At the November meeting and with ample notice, the Nominating Committee shall present its slate of officers and directors for the ensuing calendar year, additional nominations may be taken from the floor. Members may nominate either in person at the November meeting or by email or by other secure electronics means provided the nomination is received by a Nominating Committee member within up to 24 hours prior to November 30<sup>th</sup>, Ballots must be received 24 hours prior to the start of the December meeting. Members cannot nominate by telephone or US Postal Service or means other than stated herein.

D. From the nominations received, the Nominating Committee shall prepare a ballot which will be distributed to the membership together with the December general meeting Notice. Members may vote either in person at the December meeting; by email or other secure electronic means provided the ballot is received by a Nominating Committee member within up to 24 hours prior to of the start of the December meeting; At the December general meeting the Nominating Committee will preside over the vote, tabulate the vote, and prepare a report of the results to be announced at the December general meeting. The term of office shall be from beginning on January 1st to December 31st of the following year.

#### IV. MEETINGS

A. Regular meetings shall be held on the second Wednesday of each month.

B. Special meetings may be called by the President, who shall first provide Notice to the membership setting forth the date, time, location, and purpose of the meeting.

C. Club members who have paid their dues in the current year (a member in good standing) attending either a general or special meeting or by E-Mail shall constitute a quorum.

#### V. COMMITTEES

A. On or before the November meeting of each year the President shall appoint a member in good standing to serve as Chairperson of the Nominating Committee; said appointment shall be ratified by the Board of Directors. The Nominating Chairperson is to select two additional members to serve on the committee. It is the responsibility of the Nominating Committee to prepare a slate of officers and board members for the December vote. The committee shall also conduct the proceedings when taking nominations from the floor at the November meeting. The committee shall also conduct the proceedings at the December Meeting where it shall collect the ballots, tabulate the vote, and prepare a report with the results for the December meeting.

The Nominating Committee shall also be responsible for processing nominations and ballots received via email prescribed herein.

B. The President shall appoint a member to serve as Chairperson for each of the various standing club committees. The committees will coordinate their efforts with the President.

C. Tenure of all committees will be determined by the President. Tenure of Special Committees may be limited at the time of appointment.

D. During January of each year but prior to the regular February Meeting, an ad hoc internal audit committee will be formed to review financial records and processes and provide its report to the membership at the February meeting. Their report shall include their findings and recommendations. At a minimum, the ad hoc internal audit committee will consist of one officer or board member and one person from the general membership, not involved with the board.

#### VI. DUES

A. Annual membership dues are on a calendar year basis.

B. The Board of Directors shall determine the dues amount at the November meeting for each ensuing year.

C. Active member dues are due and payable no later than December 31 of each year for the ensuing year.

D. Immediate family members of a DARC member in good standing, and living at the same residence or with the same residence address shall not be required to pay dues.

E. Any member whose dues are three months in arrears is liable for suspension at the discretion of the Board of Directors and shall have no voice in the meetings until their dues are brought current.

F. New members joining prior to July 1 shall pay the full membership amount. New members joining July 1 or later shall pay half the membership dues for that calendar year.

#### VII. AMENDMENTS

A. Proposals for amendments shall be submitted in writing at a regular meeting and voted on at the next following regular meeting; provided all members have been notified at the prior regular meeting of the intent to amend the By-laws at said meeting. These By-laws may be amended by two-thirds vote of the active members present.

VIII. RULES OF ORDER

A. President or Vice President shall maintain orderly meetings.

Adopted Date \_\_\_\_\_