

Snoqualmie Valley
Amateur Radio Club
Constitution and By-Laws

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Preamble:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Snoqualmie Valley Amateur Radio Club (SVARC), a program of the Carnation Duvall Citizen Corps Council (CDCCC), and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation 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 Amateur Radio in the community. If any conflict shall arise or be made known between the constitution or by-laws of the SVARC and the articles of incorporation or by-laws of the CDCCC, the governing charters of the CDCCC shall take precedence.

Article I: Membership

All persons interested in Amateur Radio communications, licensed and non-licensed, shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

Article II: Election of Officers

The officers of this club shall be President, Vice-President, Secretary, and Club Trustee. Position will be served for a period of two years with the President elected in even numbered years and the Vice President and Secretary elected in odd numbered years. Club Trustee is appointed by the Board of Directors.

Nomination: On or before the regular December meeting of each year, the Secretary will accept nominees for each officer. All nominees shall be regular members. The Secretary shall present these nominees to the club at the December regular meeting with additional nominations being accepted from the floor. All nominees must give his or her permission for accepting the nomination.

Voting: The election shall be held by secret ballot. Candidates for each office shall be listed in alphabetical order by last name. Ballots shall be sent to all voting members in good standing on or before January 10th and shall be returned no later than January 25th or personally delivered to the secretary prior to the start of the February annual meeting. The ballot as issued by the Secretary shall be the official document used for conducting the election. Only original email or printed documents may be submitted. Voting by proxy shall not be permitted.

Results of Election: The Secretary shall, at the February annual meeting, accumulate and tally all ballots and announce the results of voting. A majority of all votes cast shall be necessary to elect an officer. If no candidate for an office receives a majority of the votes cast, a written run-off election shall be held at that same annual meeting until a final determination is made. All ballots shall be retained by the Secretary for a period of thirty days after the election or until all disputes involving the election have been resolved. Upon completion of the retention period, the ballots shall be destroyed.

Disputes: The judge of the election shall be the club President and in that capacity the President shall make the final determination as to resolution of issues or disputes. The President's decision may be appealed by a vote of two-thirds (2/3) of the voting members present at that meeting.

Article III: Duties of Officers

The President shall preside at all meetings, and conduct them 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 adopted by the club, and perform all other duties pertaining to the office of President. The President will also represent SVARC with all government agencies that the club may interact with.

The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall be responsible for overseeing and managing the activities of the committees through their committee chairs insuring that they meet their goal and objectives.

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, and send meeting notices and meeting minutes to each member via E-mail. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor, including all electronic files and databases pertaining to the running of the Club. The Secretary shall interface with that CDCCC's Treasurer and provide all required documentation.

The Club Trustee will be the contact on record and is responsible for and will insure compliance with all guidelines set forth by the FCC regarding the use of Club Call sign and Repeater Operations. The Trustee is a non-elected position and is appointed by the Board of Directors. The Club Trustee participates in an executive management role. The Trustee position may be held by any current active member holding a Technician, General, or Extra class license.

Article IV: Committees in general

Committees will function as an operational support group to the club and is not limited to the following. A committee shall consist of a chair and appropriate other members or associates as needed to carry out the current duties of that committee. The committee chair reports to the Vice-President. Officers of the club can participate in the committee and as a committee chair. New committees can be formed and tasked with duties with the approval of the Board of Directors.

Emergency Mobilization Planning Committee: This committee is to provide guidance and planning regarding training and mobilization to deal with an emergency. The committee will support the programs with the Carnation-Duvall Citizen Corps Council. The committee chair will provide and maintain close liaison with the ARRL Section Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.

Technology Committee: This committee provides recommendations and technical direction supporting a rolling 4-year development plan relating to voice, data, and digital communication in support of the club's growth within Amateur Radio and proving Amateur Radio Emergency Service to the community in coordination with the Emergency Mobilization Planning Committee and local emergency response agencies. The committee is also responsible for providing direction and support to a communication strategy for the CDCCC's programs.

Community Education and Outreach Committee: This committee is responsible for communication with and education of local citizens as to the benefits, needs, and responsibilities of SVARC. The committee develops membership drives, organizes club activities, the monthly meeting education presentation, plans and recommends contests for operating benefits, and advances club interest and activity as approved by the club.

Article V: Finances

The CDCCC Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts to the CDCCC and SVARC.

Article VI: Dissolution of Assets

In case of dissolution of SVARC, all assets remand to the CDCCC, which shall make any determination as to their disposition.

Article VII: Meetings and Quorum

The By-Laws shall provide for regular and special meetings. At meetings, a minimum of one-fifth of the current active (i.e., current on their dues payments) membership shall constitute a quorum for the transaction of business.

Article VIII: Membership Fees and Assessments

Determination: The Board of Directors shall, no later than November 30, determine the membership fees for the upcoming year and shall publish same on the Internet web site.

Due Date: Membership is based on calendar year and shall commence with the tender of a properly completed application and appropriate membership fee to the club. Memberships shall expire on the last day of the year and renewed on or before the 1st meeting in March to remain current and in good standing.

Special Assessments: The Board of Directors shall be empowered to recommend special assessments to the membership as necessary. A majority of the voting members present at any regular or special meeting shall be required to confirm the board's assessment recommendation. Assessments shall be due and payable in full within thirty days of notice to the membership. Failure to pay the assessment shall be handled in the same manner as failure to pay membership fees.

Article IX: Amendments

This constitution or By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been noticed by mail or personal delivery of the intent to amend the constitution and/or By-Laws at said meeting.

By-Laws:

1. Duty of the Secretary: It shall be the duty of the Secretary to keep the constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

2. Membership: There are three types of memberships, (1) Full Membership, (2) Associate Membership and (3) Family Membership.

2.1 Applications: Applications for Membership shall be submitted at regular meetings and once a determination has been made by any officer of the club that an application meets the requirements of membership then that membership immediately becomes active

2.2 Full Membership: Full membership is open to licensed amateurs and includes all club privileges. Full members have the privilege of holding elected office and voting.

2.3 Associate Membership: Associate membership is open to unlicensed persons interested in Amateur Radio and includes all privileges except the right to hold office and vote.

2.4 Family Membership: shall consist of a full member and their spouse or domestic partner and any dependents. Only family members holding a valid license shall have the privileges to hold office and vote.

3. Meetings: Regular meetings shall be held each calendar month. Special meetings may be called by the President upon the written request of any five club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting. Robert's Newly Revised Rules shall govern all meetings.

4. Dues: A regular annual assessment of dues is assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses. The dues for a family membership shall be one and one-half of the regular annual assessment and includes the full member.

5. Expenditures: The Board of Directors has the ability to approve normal operation expenditures up to seventy-five dollars and one cent (\$75.01) per

project. Expenditures in excess and Capital Improvements must be approved by the voting community as outlined in Article V.

6. Payment of Expenditures: Reimbursements must be prior approved and submitted in writing with valid (machine printed) original receipts showing: date of purchase, company of purchase, and items of purchase. Signed approval for payment will be summated to the Treasurer by the President. If the President is submitting expenses for reimbursement, then the approval will be signed by the Vice-President.