

# **OWATONNA STEELE COUNTY AMATEUR RADIO CONSTITUTION**

## **PREAMBLE**

We the members, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Owatonna Steele County Amateur Radio (OSCAR) 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 programs and activities to advance the general interest and welfare of Amateur Radio to include providing assistance and training to prospective Amateur Radio operators in the community. To assist the community when requested with public events and in time need. Owatonna Steele County Amateur Radio shall throughout this document be referred to as "The Club".

## **ARTICLE I MEMBERSHIP**

### **Section 1**

All persons interested in Amateur Radio shall be eligible for membership. Membership shall be by request and approval upon such terms as the Club shall provide in its By Laws.

## **ARTICLE II OFFICERS**

### **Section 1**

1. The Officers of the Club shall be President, Secretary, and Treasurer.
2. The Officers shall constitute the Executive Committee.
3. The Officers shall have current Amateur Radio licenses.

### **Section 2**

The President, Secretary, Treasurer of the Club shall be elected for a term of one year by a simple majority vote of the members present at the Annual meeting.

### **Section 3**

The Executive Committee shall appoint a Repeater Trustee and Webmaster. These Appointees shall not be considered Officers or members of the Executive Committee.

### **Section 4**

Vacancies occurring between elections shall be filled by special election at the first regular meeting following the vacancy.

### **Section 5**

Officers may be removed by a three fourths vote of the membership at a Regular or Special Club meeting.

## **ARTICLE III DUTIES OF OFFICERS and APPOINTEES**

### **Section 1**

The President shall preside at all meetings and shall 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 customary duties pertaining to the office of President.

### **Section 2**

1. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of all members, read communications at each meeting ensure meeting notices are publicized, and that notices of such special meetings as may be called are provided in e-mail to each member who is eligible to vote; and maintain archives of the Club.
2. The Secretary shall serve as first alternate if the President is unable to perform the duties of the President.
3. The Secretary shall be responsible for auditing the Treasurer report of Club monies.
4. The Secretary shall keep the Constitution and By-Laws of the Club; have them at every meeting and permit any member to review upon request. The Secretary shall note all amendments to the Constitution and By-Laws.
5. At the expiration of the term the Secretary shall turn over all items and records belonging to the Club to his/her successor.

### **Section 3**

1. The Treasurer shall receive and receipt all monies paid to the Club; keep an accurate account of all monies received and expended.
2. The Treasurer shall not pay any bills without proper authorization by the Executive Committee.
3. The Treasurer shall have primary responsibility for maintaining Club monies in a bank account approved by the membership.
4. The Treasurer shall report to the membership at each Regular meeting the status of Club monies.
5. At the expiration of the term the Treasurer shall turn over all items and records belonging to the Club to his/her successor.

### **Section 4**

The Executive Committee shall:

1. Act as a steering committee for the Club.
2. Prioritize issues for the full Club Membership to consider.
3. Address pressing issues that affect the organization substantially. The Executive Committee shall have the power to act on behalf of the full Club Membership, when the full Club Membership cannot be efficiently and effectively assembled to properly address the issue.

### **Section 5**

The Repeater Trustee:

1. Is the holder of the Club call sign and as such is legally responsible to the FCC for the proper operation of any Club Stations. Control operators may be appointed by the Trustee.
2. Shall stay up-to-date with the activities of the recognized repeater coordination organization and participate in the organization.
3. Responsible for reporting all Club station related matters to the Club.

The Webmaster:

1. Shall maintain a public facing internet web page.
2. The web master shall also establish and monitor a Club email address.

## **ARTICLE IV PERSONAL LIABILITY**

### **Section 1**

No members, officers or directors of the Club shall be personally liable for debts or obligations of the Club of any nature whatsoever, nor shall any property of the members, officers or directors be subject to the payment of the debts or obligations of the Club.

## **ARTICLE V MEETINGS**

### **Section 1**

The By-Laws shall provide for Regular, Annual, Special, and Executive Committee meetings.

### **Section 2**

A minimum of twenty percent of the current membership and a majority of the Executive Committee shall constitute a quorum for the transaction of business at regular, special, and annual meetings.

## **ARTICLE VI DUES**

### **Section 1**

The membership, by a majority vote at any regular or annual meeting may establish such dues as shall be deemed necessary to conduct business of the Club.

### **Section 2**

Promotions and special offers to acquire new members are permitted as determined by the Executive Committee.

## **ARTICLE VII MEMBERSHIP ASSISTANCE**

### **Section 1**

The Club 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.

### **Section 2**

The Club shall also maintain a program to foster and guide public relations.

## **ARTICLE VIII AMENDMENTS**

### **Section 1**

This Constitution and or the By-Laws may be amended by a simple majority vote in which two thirds of the total eligible voting membership votes.

### **Section 2**

Proposals for amendments shall be submitted at regular or annual meetings 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.

## **ARTICLE IX COMMITTEES**

### **Section 1**

Committees may be created and disbanded in accordance with the needs of the Club, desires of its members and at the discretion of the Executive Committee,

### **Section 2**

Committee members must be-members of the Club.

## **ARTICLE X CLUB PROPERTY**

### **Section 1**

The Club may hold an inventory of equipment that may be used for Club activities (e.g. Field Day). Club owned equipment may be temporarily loaned to Club members.

### **Section 2**

The Secretary shall maintain a list of Club property. This list shall include identifying and location information.

## **ARTICLE XI RULES**

### **Section 1**

Robert's Rules of Order shall govern all proceedings.

## Amendments

10-Feb-2018

1. Changed document from html web based to MS Word.
2. Minor edits for formatting and spelling corrections.

13-Mar-2021

1. General formatting, spelling, and verbiage changes for clarity.
2. Added Repeater Trustee and Webmaster as defined duties.
3. Refined responsibilities of Secretary and Treasurer.
4. Added requirement that Club Officers must be licensed Amateur Radio Operators.
5. Defined responsibilities of Executive Committee.

# **OWATONNA STEELE COUNTY AMATEUR RADIO BY-LAWS**

## 1. Membership:

- a. Membership is open to all persons interested in Amateur Radio.
- b. Membership includes all Club privileges, including rights to hold office and to vote.

## 2. Meetings:

- a. Regular meetings shall be held on the second Saturday of each calendar month.
- b. The Annual meeting shall be the December meeting and shall include election of officers.
- c. A Special meeting may be called by the Executive Committee for specific Club business.
- d. The Executive Committee may meet separately for the purposes of carrying out the Duties defined by the Club Constitution. The Executive Committee shall report the business discussed to the Club membership at the next Regular Club meeting.

## 3. Dues:

A regular yearly assessment of \$15.00 per member is hereby assessed in accordance with the provisions of Article VI of the constitution for the purpose of providing funds for expenses.

## Amendments

13-Sep-2014

1. Changed dues in By-Laws to \$15.00 per member.

10-Feb-2018

1. Changed document from html web based to MS Word.
2. Minor edits for formatting and spelling corrections.
3. Deleted references to Associate Membership.

13-Mar-2021

1. Added clarification to meetings specified in the Club Constitution.