

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 **Olive Branch Amateur Radio Club** 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 and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest of Amateur Radio in the community and provide charitable and educational services.

Article I: Membership

All persons interested in Amateur Radio communications 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: Officers

Sec. 1. The officers of this club shall be President, Vice-President, Secretary, and Treasurer.

Sec. 2. The officers of this club shall be elected for a term of one year(Jan 1st through Dec. 31st) by ballot of the members present, provided there be a quorum, at the regularly scheduled November meeting.

Sec. 3. Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

Sec. 4. Officers may be removed by a three-fourths vote of the membership.

Article III: Duties of Officers

Sec. 1. 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.

Sec. 2. The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the ARRL Section Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.

Sec. 3. 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 provide notice to each member of upcoming meetings. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Sec. 4. The 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. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

Sec. 5. The activities chairperson shall have the responsibility of organizing and supervising all events and operating activities in which the club shall participate, i.e. field day, parades, charitable fund raising activities, contests and public emergencies.

Sec. 6: The operations manager shall be responsible for maintenance of the club repeater(s) and shall be custodian of all club chattel property and shall be responsible for

the good care and storage of the same. The operations manager shall from time to time, upon request of the president, make recommendations for improvements to or disposal of such property. The operations manager may become the trustee of the club station license, provided that he or she has a valid amateur license meeting the requirements of the Federal Communications Commission. He or she may appoint an operator who holds a valid amateur license meeting the requirements of the Federal Communications Commission to become trustee of the club station license. The operations Manager shall maintain a technical committee assembled from members in good standing for the purpose of sharing knowledge of the club's on the air radio equipment and shall maintain an appropriate number of control operators to monitor on the air activities of said equipment.

Article IV: Meetings

The By-Laws shall provide for regular and special meetings. At meetings, a minimum of 20% of the membership shall constitute a quorum for the transaction of business.

Robert's Rules shall govern proceedings.

Article V: Amendments

Proposals for amendments shall be submitted in writing at a regular meeting. These proposals shall be voted on at the next regular meeting, provided the membership has been notified of the intent to amend the constitution and/or by-laws. Means of notification is defined in the By-Laws. This constitution or by-laws may be amended by a two-thirds vote of the membership present.

By-Laws:

1. 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. Full membership is open to licensed amateurs. Associate membership is open to all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except for the right to hold office and vote for club officers.
3. Meetings.
 - a. Regular meetings shall be held on the third Tuesday of each calendar month.
 - b. 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 at a special meeting. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.
4. Notification. It is each member's responsibility to provide valid contact information. Notification may consist of any of the following:
 - a. E-mail provided the member has provided an email address.
 - b. Postal Mail
 - c. Telephone
 - d. Radio announcement
 - e. Personal Contact
5. Interference committee. This committee shall consist of five members (appointed by the club President). The committee shall direct investigation, invite proper inquires, establish technical facts and testimony and report its results to the club.
6. Public Relations committee. This committee shall consist of three members (appointed by the club President). This committee shall provide communication assistance to other committees within the club as well as provide direct correspondence to the community and public service agencies in the area in an effort to promote public awareness and effective communication with outside agencies.
7. Training committee. This committee shall consist of three members (appointed by the club President). The committee shall plan and direct Code and Theory classes for the advancement of the club as a whole. A strong reserve of technically minded, well-trained operators is the best guarantee of providing excellent service to our club and community. We should strive to provide and promote upgrading of license, technical expertise, and operating skill within the club as well.
8. Technical assistance "Elmer" committee. This committee shall consist of at least three volunteers (approved by the club President). This committee will serve in an advisory "Elmer" capacity. The diversity and level of skill and training within our ranks is surely only comparable to the eagerness to learn and share the wealth of knowledge.

9. Contest and Special Event committee. This committee shall consist of three members (appointed by the club President). The committee shall plan and direct the location and associated regulations, equipment, and promote participation and attendance within the club and community of Contest and Special Events.

10. Dues. A regular annual assessment of dues will be determined by vote at a regular meeting.

11. Additional by-laws may provide for technical, program, publicity and other committees, or other rules or provisions not provided for in this constitution.

Signed _____ Date _____

Signed _____ Date _____