

Newport County Radio Club

Constitution and Bylaws

CONSTITUTION

ARTICLE ONE – NAME and PURPOSE

Section 1) The name of this club shall be the Newport County Radio Club.

Section 2) The purpose of this club shall be to promote the interest of Amateur Radio and to utilize our club's resources and talents in service to the community.

ARTICLE TWO – MEMBERSHIP

Section 1) The membership of this club shall consist of licensed amateurs and persons interested in Amateur Radio.

Section 2) There shall be the following classes of membership:

- (a) Full Adult Member (voting) – those members who hold a current FCC Amateur License of any class.
- (b) Youth Member (voting) – Those members who hold a current FCC Amateur License of any class and who will be less than 18 years of age on July 1st of that membership year.
- (c) Life Member (Voting and Non-Voting) – Any member of the Newport County Radio Club in good standing for 5 years may become a Life Member. Fees for Life Membership will be determined as follows:
 - (1) Club member for 5 years, fee will be 10 times annual dues.
 - (2) Club member for 10 years, fee will be 5 times annual dues.
 - (3) Honorary Member elected by the membership shall be a paid up life member.
- (d) Associate Member (Non-voting) – Those members who do not hold any FCC amateur license.
- (e) Honorary Member (Non-voting) – all persons who have been elected to this group.

Section 3) No member of the Newport County Radio Club, now or in the future, may profit, except intellectually, morally and spiritually, from the activities of the club.

Section 4) All new members are "Probationary" for their first year of membership.

ARTICLE THREE – ADMINISTRATION

Section 1) The officers of the club shall consist of President, Vice President, Secretary, and Treasurer.

Section 2) The offices of President, Vice President, Secretary, and Treasurer shall be elective. Candidates for these offices shall be from the ranks of the active voting membership. They shall hold office for a period of one year. ~~The first business meeting of the new year shall mark the inauguration of the newly elected Officers unless such inauguration is impossible because of unforeseen circumstances. The outgoing officers shall hold office until the newly elected Officers are able to assume their duties.~~

Section 3) The resignation of any officer of the club may be accepted by the Secretary. If the office vacated is the President, the Vice President shall serve the remaining term as President, vacating the office of Vice President. ~~The President shall appoint a member to serve in the vacated position until a special election can be held at the next business meeting following notification of membership of the special election.~~

Section 4) The office of President may be held by any one member for only two (2) consecutive terms. However, such member may again be elected to office after a lapse of one (1) term.

Section 5) The outgoing President may not be the incoming Vice President.

Section 6) Nothing in this article shall be used for the purpose of abrogating a regular election.

Section 7) Robert's Rules of Order shall prevail at all business meetings.

ARTICLE FOUR – AMENDMENTS

Section 1) This Constitution may be amended by a two thirds vote of the electorate present at any regular meeting, such electorate having been notified of the proposed amendment and the voting date at least two business meetings in advance.

An amendment to the constitution or a change in the by-laws may be proposed by any member of the electorate at any business meeting. A majority vote of the electorate present at the time is required before the notification process shall begin.

BYLAWS

ARTICLE ONE – OFFICERS

Section 1) The President shall preside at all meetings of the club. The President shall serve ex officio on all committees. The President shall insure that required filings with federal and state agencies are completed on time.

Section 2) The Vice President shall assume the duties of the President during an

absence. The Vice President shall be in charge of all club social activities and other activities as assigned by the President. The Vice President shall also serve as the Chair of the Membership Committee and may enlist other members to serve as needed. The membership Chair shall maintain a current roster of all members in good standing, receive applications for new membership and facilitate their transition through vetting to new membership, and encourage and engage new members in club activities.

Section 3) The Treasurer shall be the custodian of all club funds, pay all club debts and hold the receipts for such payment. The Treasurer shall receive and receipt for all monies due the club and shall make deposits in an approved financial institution. The Treasurer shall prepare a statement of club financial affairs when requested by the President and shall issue a formal statement to the members at the first business meeting of the new year.

The Treasurer shall send a notice to all members at the first of the year advising them that the annual membership dues are due. The notice shall include the names of the newly elected officers that will take office for the new year.

The Treasurer shall keep financial records of the club in accordance with generally accepted accounting principles. These records shall be maintained for the length of time required by the Internal Revenue Service.

The Treasurer shall be responsible for all filings with the Internal Revenue Service necessary to maintain the club's 501(c)(3) status. The Treasurer shall be responsible for all filings with the Rhode Island Secretary of State.

The Treasurer shall maintain insurance as directed by the Executive Board.

Section 4) The Secretary shall keep minutes of the meetings. The Secretary shall conduct correspondence, keep the records of the club, carry out or direct changes to the club web site, and furnish the Treasurer the names of all persons elected to the membership. The Secretary shall keep organizational records of the club in perpetuity.

Section 5) The Executive Committee shall consist of the President, Vice President, Immediate Past President, Secretary, Treasurer, and two to five **Members At Large** elected by the membership. The Executive Committee shall provide guidance and bring before the membership, issues and topics related to the well being of the Club and membership.

ARTICLE TWO – NEW MEMBERS

Section 1) Anyone may complete an online application for membership and pay the appropriate dues either online, or to the treasurer (in person at a meeting, or via mail).

Section 2) All applications for new membership are reviewed by the Executive Committee (EC) before being presented to the general membership for a vote. If the EC finds a just reason, they may refuse to allow the membership application to proceed, in which case all membership fees shall be refunded in full. Reasons to refuse to process

an application are not limited to, but may include concerns of danger to club members or knowledge of inappropriate or felonious behavior.

Section 3) New members who have been approved by the Executive Committee and have paid their dues, may be voted in by the general membership at a business meeting. Approved new members are probationary for their first year, and may be removed by the Executive Committee at their discretion, in which case the member's full dues shall be refunded.

ARTICLE THREE - TERMINATION OF MEMBERSHIP

Section 1) Any Full Adult or Life Member of the club may request that the Executive Committee (EC) terminate another member's membership for cause. The member making the request must supply their reasons in writing to the EC. The EC shall evaluate this request and may conduct further investigation. The member being asked to resign will be requested to supply any evidence in support of retaining their membership to the EC, or they may choose to voluntarily resign. Upon investigation, should the EC deem that involuntary removal is appropriate, and the impacted member requests to bring their case to the membership, the EC shall provide their findings to the membership at the next possible business meeting. The impacted member may state their case at the same meeting. A simple majority vote by secret ballot at that meeting shall determine the outcome. If, at any point, the impacted member chooses not to participate, this will be considered a voluntary resignation.

ARTICLE FOUR- VOTING

Section 1) Only voting members in good standing are eligible to vote in all club business.

ARTICLE FIVE – DUES

Section 1) Dues shall be fixed from time to time by the Executive Committee. Their recommendations shall be presented to the membership for vote at the November meeting. Dues shall be payable in advance in January of each year. Dues for new members elected after July 1st shall be one half (1/2) the annual dues.

Section 2) Dues for youth members shall be not more than one half of the current adult full voting member dues.

Section 3) Any member who has not paid his or her dues by July 1st will automatically be dropped from the membership roll of the club. In order to be reinstated, they must write to the Secretary and ask to be reinstated and remit their overdue dues.

ARTICLE SIX – MEETINGS

Section 1) The business meeting of the club shall be held on the second Monday of each month at 7:00 PM local time. When the second Monday falls on a holiday (October and November), the meeting shall be held on the third Monday. The Executive Committee, at its discretion may change the date of any meeting. A quorum of six Full Voting Members is required to conduct business.

ARTICLE SEVEN – COMMITTEES

Section 1) The Executive Committee or President may establish standing committees and Chairpersons as needed.

Section 2) Special Committee Chairpersons shall be appointed by the President as required.

(a) Nominating Committee, a Chair plus two members who shall report no later than October 1st of each year, the names of Voting Members to be nominated for office at the November meeting and the offices for which they are to be nominated.

(b) Audit Committee of two members shall audit the Treasurer's books after the year-end financial report has been completed and present their findings no later than the May meeting.

ARTICLE EIGHT – NOMINATIONS AND ELECTIONS

Section 1) The slate of officers proposed by the Nominating Committee shall be presented to the membership during the October meeting.

Section 2) Nominations from the floor. Any member with voting privileges can be placed into nomination for any office of the club. Such a nomination must occur during the October meeting, must be moved and seconded and approved by a show of hands.

Section 3) The election of officers will be held during the November meeting and will consist of the combined slate from the Nominating Committee and any floor nominations.

Section 4) All positions that are not contested shall be elected by the Secretary (or designate) casting a single vote.

Section 5) Any position that is contested shall be elected by a simple majority of votes placed by secret ballot of all members present during the November meeting. Should more than five Members At Large be on the ballot, the top five vote getters shall be elected.

Section 6) The secretary shall post a list of elected officers on the club website.

Section 7) The period of time between the November meeting and the December meeting shall be used as a transition period. Incoming officers may vote along with

outgoing officers as required during any transition meetings.

Section 8) The formal transition of power to the incoming officers will happen on the second Monday in December (usually a year-end party).

Section 9) The outgoing officers shall hold office until the newly elected Officers are able to assume their duties.

Section 10) Should any officer resign, the President shall appoint a replacement. If the replacement comes from one of the elected Executive Committee members, then that person shall serve the remainder of the term (no special election is required). Members at Large do not need to be replaced until fewer than two remain. A special election is not required to be held in the last three months of the year.

ARTICLE NINE – POLICY

Section 1) The club shall not attempt to censure or govern the actions of its members in the operations of their amateur stations.

Section 2) The club shall always stand ready to inaugurate, complement and publicize any action tending to promote relations between the Amateur and general public.

Section 3) The club shall maintain an Amateur Radio Station under a club call. The Trustee of this call shall be appointed by the President as necessary.

Section 4) The club shall maintain its status as an affiliate of the American Amateur Radio League (ARRL).

Section 5) The club shall maintain its 501(c)(3) tax exempt status.

Section 6) The club shall maintain General Liability and Equipment Insurance.

Section 7) All members of the club are considered to be ambassadors of the club and are expected to extend good will to all members and non-members during on-air activities, in-person events, and club meetings. Users of club equipment, such as repeaters, are expected to keep their conversations congenial and not be disruptive or disrespectful to others.

ARTICLE TEN – TERMINATION

Section 1) If for good and sufficient cause the membership shall vote to terminate the existence of the Newport County Radio Club or upon dissolution of the club for any reason:

(a) The Club records will be turned over to the ARRL Section Manager for Rhode Island.

(b) The cash assets of the club will be distributed to the American Radio Relay League's (ARRL) Scholarship Fund if and only if it is a tax-exempt organization under section 501(c)(3) of the IRS Code at the time of dissolution.

(c) The physical assets of the club will be distributed to the American Radio

Relay League (ARRL) if and only if it is a tax-exempt organization under section 501(c)(3) of the IRS Code at the time of dissolution.

(d) Otherwise all assets of the club will be turned over to the Attorney General of Rhode Island in his capacity as administrator of charitable trusts.

History of Revisions:

- January 19, 1992
- January 13, 1997
- August 11, 1997
- January 12, 1998
- April 13, 1998
- November 10, 2003
- June 10, 2013 - Changed duties of President/Treasurer to ensure proper legal filings are maintained for taxes and 503c3 status, Insurance is obtained. Notices no longer required by mail (now email). Secretary to maintain the website. Eliminated all predefined committees except Nominating and Audit.
- June 8, 2015 - Added Youth Membership Category
- November 13, 2017 - Reformatted for consistent indenting, changed duties of VP and Treasurer
- June 10, 2019 - Constitution added new Section 4 (probationary 1st year). Bylaws Article 2 revised (New Members). Bylaws Article 3 revised (Termination of membership)
- October 12, 2020 - Bylaws Article One Section 5 modified to change Executive Committee members from "two" to "two to five", and a few typos fixes
- December 12, 2022 - Constitution Article 3 Section 4 removed Vice President from 2 year term limit.
- January 9, 2024 - Added new section 8 on elections (renumbering 9 and 10), added conduct policy as section 7 of article 9. Modified article 6 to accommodate holidays and allow a change of meeting date. Removed Article 3 section 2 text concerning elections. Changed Audit due date to May.
- January 30, 2025 - Added section 10 to deal with vacancies.