

AMATEUR RADIO COUNCIL OF ARIZONA
Constitution and By-Laws

CONSTITUTION

ARTICLE ONE
(Name and Objective)

- SECTION 1: The name of this organization shall be "Amateur Radio Council of Arizona" and shall hereinafter be referred to as "Council." This Council shall consist of the Board of Directors and the delegates.
- SECTION 2: The objectives of this organization shall be:
- A) To combine opinions, ideas, strength of the various Amateur Radio organizations in the State of Arizona.
 - B) To assist the affiliated clubs of the Council in promoting the welfare of the Amateur Radio fraternity, and to encourage such activities as will benefit the art of Amateur Radio within the State.
 - C) Coordinate Amateur Radio activities within the State and at the State level.
- SECTION 3: For the purpose of this Constitution and By-Laws, the term "Club" shall refer to any affiliated club, society, group, association or other Amateur Radio organization.

ARTICLE TWO
(Membership)

- SECTION 1: Any Amateur Radio Club, of five (5) members or more, located within the State of Arizona is eligible for membership in this Council and shall be admitted in accordance with the provisions set forth in the Constitution and By-Laws.
- SECTION 2: An Amateur Radio Club applying for membership shall complete an application for membership in the Council. The application (supplied by the Council) shall include a "Resolution of Affiliation" with the Council. Such resolution shall include an agreement to abide by the Constitution and By-Laws of this Council and shall confer upon the delegate selected to represent the club at meetings of the Council, the necessary authority to act for and in behalf of said club on any and all matters properly brought before the Council.
- SECTION 3: An affiliated club may withdraw from the Council by presenting to the Council Secretary a written statement of resignation within thirty (30) days prior to a scheduled A.R.C.A. meeting.
- SECTION 4: A club may be dropped from the Council for violation of the Constitution and/or By-Laws of this Council, or for acts prejudicial to the best interest of the Council. Such expulsion shall only be effected by a two-third (2/3) vote of the Council at a duly called meeting. Each member of the Council shall have one vote. Such proposed action shall be submitted to the Secretary, who shall notify the club against whom this action is contemplated by certified letter. In addition, the club president (if applicable) or delegate shall be notified by telephone. Copies of the letter shall be sent to all member clubs. This action will be taken a minimum of thirty (30) days prior to the date of the called meeting.

SECTION 5: Any club dropped from the Council or who resigns from the Council forfeits all rights and/or privileges of the Council, including any monies or other properties.

ARTICLE THREE
(Management and Officers)

SECTION 1: The general management of the affairs of this Council shall be vested in its officers.

SECTION 2: The Officers shall be Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, and Secretary. They shall serve a term of one year. Officers may serve not more than one (1) additional consecutive term with the exception of the Chairperson who may serve not more than two (2) additional consecutive terms.

SECTION 3: The Board of Directors shall consist of the outgoing Chairperson of the last administration, and the officers of the present administration. (The outgoing Chairperson shall have the same voting privileges as the Board members.)

A) A Treasurer shall be appointed by the Board of Directors and shall serve at the discretion of the Board.

SECTION 4: Voting of delegates for the office of Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson and Secretary shall be determined by a majority vote of the affiliated Clubs represented. Each affiliated Club in good standing shall have one vote.

SECTION 5: The officers shall be chosen from the roster of authorized delegates; however, if no delegate candidate exists for an office, nominations from affiliated Clubs will be accepted. All candidates shall be licensed Amateurs, reside in the State of Arizona, and have been actively involved in the Council and/or Council activities.

SECTION 6: The nomination of officers shall take place at a meeting convened at the call of the Chairperson, which shall be held at least thirty (30) days prior to election. The election shall be held during the Annual Meeting at an ARCA-sponsored summer Hamfest. If no Hamfest is scheduled during June, July, or August, the election shall be held during a meeting scheduled in July called by the Chairperson. Terms of office shall commence at the first general meeting following the electoral meeting.

SECTION 7: The outgoing Secretary shall, within forty-five (45) days, notify in writing, the member Clubs of the election results. Delegates who have been elected to office shall advise their Clubs to send new authorized delegates to the next meeting. It is considered that officers serve A.R.C.A. as delegate "at large" rather than for individual organizations or clubs.

SECTION 8: A vacancy in office shall be filled by the Board of Directors at the meeting at which the vacancy occurs for the remainder of the unexpired term. Should the office of 1st Vice-Chairperson become vacant, the 2nd Vice-Chairperson shall assume the office and a 2nd Vice-Chairperson shall be appointed.

SECTION 9: An officer may be removed from office for cause, following a hearing where the accused may be present, by a two-thirds (2/3) vote of the Council. Each Council member shall have one vote. The accused shall be notified of such meeting.

ARTICLE FOUR
(Delegates)

SECTION 1: Delegates shall be licensed Radio Amateurs in good standing in their respective clubs.

SECTION 2: Representation of member clubs in the Council shall consist of one delegate and one alternate from each club. Delegates to the Council may serve as long as they are duly authorized to do so by their respective clubs. Names of delegates and alternates shall be submitted to the Council Secretary by letter. Any change must be made by superseding correspondence from the concerned club, on club stationery, signed by a bonafide representative of said club.

SECTION 3: All voting other than specified in this Constitution or By-Laws shall be by a majority vote of the Council present, at any duly authorized meeting. Each club shall have one vote, to be cast by the delegate, or by the alternate in the absence of the delegate.

SECTION 4: Delegates and alternates may only represent one club at any Council meeting.

ARTICLE FIVE
(Meetings & Procedures)

SECTION 1: "Roberts Rules of Order" shall apply to all questions of order not covered by the Constitution and By-Laws of this Council.

SECTION 2: Visitors may attend meetings of the Council, but may only participate when recognized by the chair.

SECTION 3: A quorum for the transaction of all business not otherwise specified in the Constitution and By-Laws shall be one-third (1/3) of the voting members of the Council present. A meeting cannot be held without two (2) Council officers in attendance.

ARTICLE SIX
(Finances)

SECTION 1: This Council shall operate on a strictly non-profit basis, and no salary or other compensation shall accrue to any member, individual, or organization. Delegates shall not enter into any agreements for personal gain in Council activities.

SECTION 2: Dues shall be paid on an annual basis as prescribed in the By-Laws.

SECTION 3: Delegates and Board Members are empowered to incur expenses in the regular process of Council business as approved by the Council or its Board of Directors.

ARTICLE SEVEN
(Dissolution)

- SECTION 1: This Council shall not be dissolved while four (4) member clubs dissent from such dissolution. Each member club shall have one vote. All member clubs shall be polled prior to any dissolution.
- SECTION 2: In the event this Council is dissolved, all assets shall be converted to cash in an equitable manner. All monies will then be distributed to the member clubs and shall be based on the annual dues of each club. Distribution shall be in accordance with Arizona Law.
- SECTION 3: This Council shall not be dissolved until it is discussed at one scheduled Council meeting and voted on at the following scheduled Council meeting.

ARTICLE EIGHT
(Amendments)

- SECTION 1: All voting pertaining to the amending of this Constitution and By-Laws shall be determined by a two-third (2/3) vote of those present at a scheduled Council meeting, each Council member having one vote.
- SECTION 2: Proposed changes and amendments shall be made in written form and presented to the Council Secretary. The amendments shall be published a minimum of sixty (60) days before action is taken by the Council.

(End of Constitution)

BY-LAWS

ARTICLE ONE
(Membership & Dues)

- SECTION 1: Each club applying for membership shall submit to the Council Secretary a completed "Membership Application," to be updated annually by all member clubs and presented at or before the first Council meeting of the calendar year.
- SECTION 2: The initiation fee for all new member clubs elected to membership may be Five dollars (\$5.00) payable at the time the complete application is accepted. Initiation fee may be waived by vote of the Council.
- SECTION 3: Prior to acceptance as a member of the Council, all new member applicants are subject to the approval of the Council. A majority vote of a legal quorum at any duly authorized Council meeting may be required to approve any new membership application.
- SECTION 4: Annual dues shall be assessed at a rate to be decided by delegates and officers present at the first duly authorized Council meeting of the year. A two-thirds (2/3) vote of a legal quorum is required for dues changes. A roster of names and call signs of each club member, as of December 31st of the preceding year, shall be submitted with dues.
- SECTION 5: Clubs whose dues are not paid by January 31st will be delinquent and shall lose their right to vote and good standing until such time as the dues are paid in full.

ARTICLE TWO
(Election of Officers)

- SECTION 1: All officers shall be elected by a majority vote. A quorum shall be present and shall consist of greater than 1/3 of the number of the affiliated clubs in good standing. Should a majority not exist on the first ballot, there will be a run off between the two candidates receiving the greatest number of votes.

ARTICLE THREE
(Disbursements)

- SECTION 1: Should any affiliated club request disbursement of a portion of the treasury, that club shall propose a format for said disbursement and must request it in writing sixty (60) days prior to a scheduled Council meeting. A majority vote of the Council shall be required to approve such request.
- SECTION 2: The amount of non-emergency grants to Amateur clubs is limited to the sum of Five-Hundred Dollars (\$500.00). Grants in excess of \$500.00 will require publishing in the Council minutes and voting on at a second meeting.
- SECTION 3: No expenditure by any officer or committee of A.R.C.A. for any A.R.C.A. business shall exceed Fifty Dollars (\$50.00) a quarter unless prior approval at a scheduled Council meeting is obtained or as follows:

- A) Up to One-Hundred (\$100.00) may be spent on A.R.C.A. business during a quarter as long as two Board of Directors concur.
- B) If a majority of the Board of Directors concur, up to Three-Hundred Dollars (\$300.00) may be spent on A.R.C.A. business in a quarter without delegate approval at a scheduled Council meeting.

ARTICLE FOUR
(Committees)

SECTION 1: Committees as named by the Council Chairperson shall be headed by a licensed Amateur. The Committee Chairperson shall be responsible for reporting on the status and results of the committee to the members of the Council at the scheduled Council meeting. Except as described in Section 2 of these Bylaws, all members of committees shall be members in good standing with affiliated clubs. Except as described in Section 2 of these Bylaws, the Committee Chairperson shall be appointed by the Council Chairperson, subject to a two-thirds (2/3) majority vote of the representatives present at a scheduled Council meeting (see Article Four, §3 of the Council Constitution as to who may vote).

SECTION 2: The Repeater Owner's Group shall be a standing committee of the Council, and shall:

- A) Have as its members any licensed amateur repeater owner whether a member of an affiliated club or not,
- B) Coordinate repeater frequencies and requirements throughout the state of Arizona,
- C) Have a Chairperson elected by the members at a scheduled Repeater Owner's Group meeting. (Note 1: The Council Chairperson may recommend a candidate.) (Note 2: The Chairperson must be a licensed amateur and should be (but not restricted to) a repeater owner.)
- D) Have at least two scheduled meetings (the Spring Council Swapmeet and the summer Council-sponsored Hamfest),
- E) Vote by a simple majority of the members present at a scheduled meeting. Only Coordinated repeaters/owners shall have a vote and the votes shall be one vote per repeater per representative. Each repeater owner may delegate one representative for each repeater owned. At his/her discretion the committee Chairperson may require evidence of representation. (Only in the event there is some doubt as to the authority of the representative.)
- F) Establish and make available through the Council:
 - 1) An Arizona coordinated Repeater Directory to be published at least once a year,
 - 2) A list of requirements and regulations as adopted by the Committee.
- G) Act as liaison between repeater owners, the F.C.C., A.R.C.A., and other such organizations as to benefit and protect the amateur community.
- H) Act as an arbitrator between repeater owners in the event of conflict.

- I) Not be influenced in any way by the Council members in regards to rules, regulations, arbitrations, etc.

ARTICLE FIVE
(Duties of Board of Directors)

- SECTION 1: CHAIRPERSON: The Chairperson shall call and preside at any meetings of the Council or Board of Directors. The Chairperson shall appoint committees as required to perform the duties and objectives of the Council.
- SECTION 2: 1st VICE-CHAIRPERSON: The 1st Vice-Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson. He/She shall assist the Chairperson in the performance of his/her duties. He/She shall chair all A.R.C.A. sponsored Hamfest and Swapmeet committees and be responsible to the Board of Directors on activities relative to these committees.
- SECTION 3: 2nd VICE-CHAIRPERSON: The 2nd Vice-Chairperson shall serve assist the 1st Vice-Chairperson in performance of his/her duties. He/She will serve as Co-Chairperson for the annual hamfest presented by the Council. This office shall be considered as training for the office of 1st Vice-Chairperson.
- SECTION 4: SECRETARY: The Secretary shall:
- A) Keep minutes of all meetings, which shall include names of visitors, delegates, officers, and all persons present.
 - B) Advise delegates and officers of regular and special meetings.
 - C) Send copies of minutes and other matters of interest to the delegates and alternates of affiliated clubs and the board members of the Council.
 - D) Act as correspondent of the Council.
 - E) Be the general recipient of all advices and correspondence of the Council and its committees. Copies of the above shall be given to the Secretary.
 - F) Maintain a current file of all Council business and consider such business confidential within the Council and members of affiliated clubs.
- SECTION 5: PAST-CHAIRPERSON: The Past-Chairperson shall:
- A) Chair the Nomination Committee and submit a slate of candidates to the Council at the meeting immediately preceding the electoral meeting in midsummer.
 - B) Chair the Scholarship Committee. He/She shall form a committee to review all scholarship applications and select recipients. Scholarship awards shall be made at the A.R.C.A. hamfest in midsummer.
 - C) Act as tie breaker for any Board of Directors business.
- SECTION 6: TREASURER: The Treasurer shall:
- A) Furnish the Council with a monthly financial report.

- B) Manage the finances and keep the accounts of the Council. He/She shall render such special reports as may be called for by the Arizona Law and the Chairperson or Board of Directors. The accounts of the Council shall be audited annually by a disinterested person selected by the Board of Directors.

- C) Assist the Board of Directors as requested.

(End of By-Laws)