

BY LAWS FOR THE PUEBLO HAM CLUB, INC.
A COLORADO NON-PROFIT CORPORATION

11-13-08

NOTE: Wherever in these By-Laws the word “**CLUB**” is used, it shall be referring to **THE PUEBLO HAM CLUB, INC.**, and wherever the term “**MANORITY VOTE**” is used, they will be used to indicate the majority of the members in attendance at the meeting who are eligible to vote.

ARTICLE 1: MEMBERSHIP

SECTION 1. The membership of the CLUB shall be any desirous person holding an amateur operator/station license, or any person interested in becoming a radio amateur or a member of a family of a licensed amateur.

SECTION 2. It shall be the duty of all members to keep the treasurer informed of the member’s correct mailing address.

SECTION 3. There shall be four (4) categories of membership as described under **ARTICLE II.**

ARTICLE II: TYPES OF MEMBERSHIPS

SECTION 1. Regular membership shall be open to persons licensed in amateur radio. These members shall have full voting privileges and shall be considered as eligible for an elective or appointive office.

SECTION 2. Family membership shall be extended to licensed amateurs who desire to include members of their immediate family and who reside at the same residence, in cases where other members of the family have a valid license, and are interested in amateur radio or just for the purpose of togetherness licensed family members shall have full **CLUB** privileges.

SECTION 3. Associated membership shall be extended to any person interested in **CLUB** activities or wishing to receive the **CLUB** paper. Associated membership is restricted to persons living outside of Pueblo County and / or unlicensed persons residing in Pueblo County. Associate membership may also be extended with the approval of the Board of Directors, to those persons physically unable to attend the meetings of the **CLUB**. Associate members shall not have voting privileges nor shall they be eligible for office. All other **CLUB** privileges shall be extended. However, a licensed radio amateur may have full privileges by paying a full or family membership.

SECTION 4. Student membership shall be extended to any person that is a licensed amateur and is a full-time student as defined by the education institution that the person attends. These members shall have full voting privileges and shall be considered as eligible for any elective or appointive office.

ARTICLE III: MEETINGS

SECTION 1. At any meeting a quorum shall be at least 10 members having the privileges of regular membership.

SECTION 2. The **CLUB** will have at least one meeting each month. However, disposition of the business portion will be allowed upon a **MAJORITY VOTE** at the meeting. The annual meeting shall be January each year.

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SECTION 3. Special meetings may be held at the call of the President or if requested by the membership vote at a prior meeting. Notice of a special meeting must be advertised at least 10 days prior to same and the purpose and agenda must be specified. Only that business specified may be conducted at a special meeting. In case of an emergency a special board meeting may be called without prior notice.

ARTICLE IV: ELECTED OFFICERS AND DUTIES

SECTION 1. The elected officers of this **CLUB** shall hold an amateur license,

SECTION 2. The elected officers shall be: President, a Vice-President, a Secretary, a Treasurer, and (2) members of the Board of Directors of the **CLUB**. The order of authority rank will be the same as the order given above.

SECTION 3. The President shall: be executive of the **CLUB** and Chairperson of the Board of Directors; Preside at all meetings; Call special meetings when necessary; Appoint all committee Chairperson's created by the **BY-LAWS** or by vote of the membership; Be responsible for the general supervision over all matters pertaining to the **CLUB** and assure that harmony is preserved and the **BY-LAWS** subscribed to in accordance with Robert's Rules of Order; Be responsible for known actions taken by committees and coordinate all activities of same; Report the results of any Board of Director's meetings to the next regular scheduled meeting; Be responsible for prior notification to all committee Chairperson's as to the time and place of any board meeting.

SECTION 4. The Vice-President shall: Assist the President on all matters and in the absence of the President, officiate as President.

SECTION 5. The Secretary shall: Keep the correct minutes of minutes of all meetings including the Board of Directors meetings; Keep a record of all motions brought onto the floor and the disposition of same; record any action which effects the business, finance, **CLUB** policy, public relations or any future commitment of this **CLUB**; handle all correspondence of this **CLUB** keeping a record of same, until retired to the archives; Record the number in attendance and the number eligible to vote.

SECTION 6. The treasurer shall: Receive all moneys collected, issue a receipt thereof and pay all bills by check, no cash pay will be allowed; bills will be paid as outlined in article VIII: Section 1 and 2. He/she will keep the financial records and at each meeting advise the President of the number present and the number eligible to vote.

SECTION 7. Elected members of the Board of Directors: The two elected members of the Board of Directors: shall be equally responsible with the other Board members in conducting the business of the **CLUB** in the best interest of the membership, maintain an annual inventory of all **CLUB**'s real property, a record of the location and be trustee of all the **CLUB**'s real property. The annual inventory shall be completed by 12-31 each year. It shall be the Directors duty not to allow disposal of any property or assigned radio frequencies without approval by a **MAJORITY VOTE**.

SECTION 8. The Board of Directors: Shall consist of the current slate of elected officers and to immediate past president. Should the current President be re-elected, nominees from the floor, from the general membership shall be chosen to fill the vacancy. Should the current past President decline to serve on the Board of Directors or for any reason feel unable to fulfill the duties of a Director for the full term of office, the current President shall advise the Nominating Committee to add the third person, from the general membership, to the list of nominees for director. The Board of Directors shall appoint a three person group from the membership to conduct an audit of the finance books by 12-31 of each year and report to the membership their findings. The Directors shall schedule a meeting each month and two thirds of the directors will constitute a quorum.

ARTICLE V: NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

SECTION 1. Nomination and election of officers shall be conducted at the November meeting each year. The directors shall appoint a nominating committee consisting of two (2) board members and three (3) from the general membership to select the officers and directors. The committee will select, from the available list of members, one (1) for each position open. This list of nominees must be published in the **CLUB** publication one (1) month prior to the election. Nominations may be made from the floor with prior consent of the member. If there is no nomination from the floor, the slate of officers and directors can be elected by the Secretary casting one (1) vote for each officer and director selected by the nomination committee. The term of office shall be for one (1) year. No proxies will be allowed.

SECTION 2. Installation of officers shall be such that the newly elected will assume office at the January meeting.

SECTION 3. Only those members having an amateur license shall be eligible for office.

SECTION 4. If an office becomes vacant by formal resignation or by unexplained absence or negligence, then a vote of the majority in attendance at any meeting may fill that vacancy for the completion of the year's tenure of office. If the vacancy is to be declared, the office holder must be notified immediately by registered mail and vote to fill the vacancy shall not be until the next regular meeting.

ARTICLE VI: APPOINTMENTS AND COMMITTEES

SECTION 1. Immediately after installation and at latest prior to the next regular meeting, the President will appoint members to fill the following office and chairs such appointment are to be one (1) year's tenure and concurrent with that of the President. Committee chairperson may appoint additional members to their committee.

SECTION 2. The editor shall: Perform the normal duties expected of an editor being responsible for collection, editing, publishing, and mailing of any **CLUB** publication.

SECTION 3. The historian shall: Be responsible for collecting and maintaining records, written or graphic, that can be used to portray the history of the **CLUB** each year including all **CLUB** activities, keep a record of the number of operations and the labor-hour of each event. The original of the records will go to the archives and a copy retained by the historian for current reference.

SECTION 4. The program chairperson shall: Coordinate and plan extracurricular **CLUB** activities, any social meeting and establish the date of programs such as guests, guest speakers, firm, slides, lectures, etc.; Shall coordinate with the president in establishing the calendar of events other than business meeting or portions thereof. Select members for the program committee and report to the membership on all matters of significance.

SECTION 5. The publicity chairperson shall: Be responsible for gathering news of amateur and **CLUB** activities which are of interest to the public and may serve to increase favorable interest; establish good working relations with news and serve as a credible source of news of amateurs for such media. Report to the members on all matters of significance.

SECTION 6. The repeater chairperson shall: Be responsible for the maintenance and operation of any repeater owned or operated by the **CLUB** and shall report to membership on all matters of significance.

SECTION 7. The parliamentarian shall: Advise the President and membership on parliamentary policy and matters of protocol.

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SECTION 8. Committee chairpersons and members of the standing committees shall serve for the term concurrent with that of the President of the **CLUB**. The same or new appointments must be made each year.

ARTICLE VII: DUES, FEES AND FUND RAISING

SECTION 1. Membership dues shall become effective on the date they are received and will expire on the last day of the last month of the calendar year in which they are received. The treasurer shall provide the membership with pro-rated amounts for partial year membership, in monthly increments.

SECTION 2. Regular membership dues shall be \$20.00 per year.

SECTION 3. Family membership dues shall be \$30.00 per year.

SECTION 4. Associate membership shall be \$15.00 per year.

SECTION 5. Senior membership (60 or older) dues shall be \$15.00 per year.

SECTION 6. Senior family membership dues shall be \$22.00 per year.

SECTION 7. Student membership dues shall be \$15.00 per year.

SECTION 8. Suggested amounts for a special occasion or activities may be allowed but shall be approved by a **MAJORITY VOTE**.

ARTICLE VIII: BILLS AGAINST THE CLUB

SECTION 1. No purchase over \$100.00 shall be made by any committee out of the general fund or repeater fund without a review by the Board of Directors with a recommendation to the membership. The recommendation to the membership may be via the "GRIDLEAK" or in a business meeting. Approval of the purchase shall require a **MAJORITY VOTE**.

SECTION 2. Any purchase under \$100.00 requested by a committee shall be endorsed by the committee chairperson before submission for payment.

SECTION 3. Payment of bills against the **CLUB**, by check or draft shall require the signatures of the President and Treasurer. If the President or Treasurer is unavailable to sign, the Vice-President may sign as an alternate.

ARTICLE IX: AMENDMENTS

SECTION 1. Any amendment or alteration to the **BY-LAWS** shall be proposed in writing, read before the assembly in at least one regular or special meeting, advertised and laid over until the next regular meeting when a vote shall be taken on the disposition. A **MAJORITY VOTE** shall be required to alter the **BY-LAWS**.

ARTICLE X: SPECIAL PROVISIONS

SECTION 1. Articles of Incorporation: No change to the articles of incorporation can be permitted except that is done by an **affirmative vote of 2/3 of the entire membership.**

SECTION 2. Disposition of assets upon dissolution: In the event of the **CLUB dissolution**, disposition of all assets must be such that some will be donated to charity, state, county or city government agencies, or to another amateur radio club which is a non-profit corporation.

(REV. 02-21-88)
(REV. 02-19-91)
(REV. 10-17-94)
(REV. 01-18-98)
(REV. 01-01-03)
(REV. 06-01-06)
(REV. 06-10-07)
(REV. 11-13-08)