

CONSTITUTION AND BYLAWS

OF THE

DOWNEY AMATEUR RADIO CLUB, INC.

As Amended May 1, 1997

Constitution
Of The
Downey Amateur Radio Club, Inc.

We, the undersigned, being desirous of securing for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio by furthering cooperation among its members, developing individual efficiency, conducting scientific tests and investigations, providing education, community service, and emergency communications and furthering the interest of amateur radio in the general community, do hereby constitute ourselves as the Downey Amateur Radio Club, Inc., and do enact this constitution as our governing law.

Article 1

Name

The name of this organization shall be the Downey Amateur Radio Club, Inc.

Article 2

Membership

All persons interested in Amateur Radio may be eligible for full or associate membership as regulated in the Bylaws.

Article 3

Officers

The Officers of this Club shall be elected by the full members and shall be the President, First Vice President, Vice President-Programs, Vice President-Membership, Vice President-Service, Vice President of Ways and Means, Secretary and Treasurer.

Article 4

Board of Directors

The governing body of this Club shall be the Board of Directors comprised of elected officers plus two Directors elected by the full members, and the immediate past President and immediate past First Vice President. The Board of Directors shall have such powers as provided in the Bylaws.

Article 5

Meetings

The Bylaws shall provide for regular and special meetings. An attendance of 25 percent of all members holding full membership shall constitute a quorum for the transaction of business.

Article 6

Dues

Membership fees shall be charged as provided in the bylaws.

Article 7

Dissolution

In the event of dissolution or disbandment of the club, all moneys shall be given to the Los Angeles Area Council of Amateur Radio Clubs, Inc., a non-profit corporation.

Article 8

Rules

Robert's Rules of Order shall govern all proceedings of this Club.

Article 9

Amendments

This constitution may be amended by two-thirds vote of the full members present at a regularly scheduled meeting. Proposals for amendments may be submitted at any regular meeting, but may not be voted on less than thirty days later, usually at the next regularly scheduled meeting.

Bylaws of the Downey Amateur Radio Club, Inc.

Qualifications of membership

1. Any person professing an active interest in Amateur Radio and holding a valid Amateur Radio license is eligible for full membership.
2. Any person professing an active interest in Amateur Radio and not holding a valid Amateur Radio license is eligible for associate membership.
3. Members may be suspended by a majority vote of the Board of Directors for activities detrimental to Amateur Radio or to the Club.

Powers and Limitations

1. The Board of Directors shall be the governing body of this organization. It shall have the authority to authorize disbursement of funds as specified in an annual budget adopted by the general membership, and in addition, may authorize expenditure of additional funds not to exceed ten (10) percent of the total budgeted or ten (10) percent of the funds in the treasury, whichever is less.
2. The President, or presiding officer, shall normally not vote, but shall cast the deciding vote in the case of a tie, except in the election of officers.

Officers

1. **President** - The President shall be the Chief Executive of the organization and shall preside at all general meetings and meetings of the Board of Directors. He shall set the agenda for the Board of Directors meeting. He shall report or have another member of the board report to the general meeting the actions taken on behalf of the club. He shall present or have presented to them for action any items that require their vote or confirmation. He shall call such meetings as the Bylaws provide. He shall execute such documents separately or jointly with other officers of the organization as may be necessary in the business of the Club. He shall see that the Bylaws of the Club and such rules and regulations of the organization as the membership may adopt from time to time are enforced. He shall supervise generally the affairs of the Club. He shall appoint such committees as may be deemed necessary. He shall also be an ex-officio member of such committees. He shall be a licensed Radio Amateur and must have been a member of DARC for at least two years at the time he assumes office.
2. **First Vice President** - The First Vice President shall be vested with all the powers and shall perform all the duties of the President in the case of absence or disability of the President. He shall have such other powers and perform such other duties as may be assigned to him by the President or the Board of Directors.
3. **Vice President - Programs** - The Vice President-Programs shall be responsible for the general meeting programs, refreshments, public relations and publicity, the Club bulletin, the annual picnic, the annual brunch, the packet group, T - hunting group and any field trips. He may appoint persons or committees to handle these responsibilities with the confirmation of the Board of Directors.

4. **Vice President - Membership** - The Vice President-Membership shall be responsible for recruitment of new members, keeping attendance records, providing new member packets, the Sunshine Committee, the telephone tree, the library database, classes for education and advancement, Elmers, Helping Hams, club representatives to LAACARC, OCCARO, HAMCON, TASMA, SCRRA, and SCCDC. He may appoint persons or committees to handle these responsibilities with the confirmation of the Board of Directors.

5. **Vice President - Service** - The Vice President-Service shall be responsible for emergency service, public service, ARES, RACES/DCS, Club Nets, QSL bureau, Volunteer Exams, RFI/TVI committee, Silent Key committee and Interference Direction Finding group. He may appoint persons or committees to handle these responsibilities with the confirmation of the Board of Directors.

6. **Vice President - Ways and Means** - The Vice President-Ways and Means shall be responsible for Club property, the auto patch, recycling, hats, caps and jackets, yard sale, equipment loans and repeaters. He may appoint persons or committees to handle these responsibilities with the confirmation of the Board of Directors.

7. **Secretary** - The Secretary shall record the minutes of the Club general meetings, the Board of Directors meetings, and any Special meetings called in accordance with these Bylaws. The Secretary shall be custodian of all Club records. He shall supervise and attend to giving and serving notice of meetings, etc. He shall provide membership cards and copies of this Constitution and Bylaws to all members and shall keep records of membership standing and attendance at meetings. In the absence of the Secretary, a secretary pro tem shall be selected.

8. **Treasurer** - The Treasurer shall be custodian of the Club's funds and shall keep or cause to be kept full and accurate accounts of receipts, disbursements and balances. He shall perform all duties incident to the office of Treasurer.

9. **Directors** - The Directors shall be elected to terms of two years and serve on the Board of Directors to help guide Club activities and help assure continuity of the Board's actions.

Appointive offices

1. **Historian** - The Historian shall be appointed by the President and shall accept from the prior Historian and shall keep or cause to be kept such records and artifacts of the Club that are, at the direction of the Historian, needed to provide a continuing record of major Club activities.

2 **Librarian** - The Librarian shall be appointed by the President and shall maintain a database of books, publications and periodicals on subjects of general interest to Amateur Radio operators, which are in the hands of members who are willing to loan them to other members.

Term of office

1. All elected officers described herein shall hold office from November 1 following their election for a period of one year (two years in the case of the Director) or until such time as a successor has been elected and installed.

2. The terms of the Directors shall be two years except that the first time Directors are elected; one shall be elected for a one-year period.

Manner of nomination and election

1. Nomination of candidates to be voted on for Club offices each October shall be made by a nominating committee appointed by the President and announced at the September meeting. Additional nominations will be accepted from the floor from full members at either the September or October meetings.

2. Names of the September nominees shall be placed on appropriate ballots with provision for write-in of October nominees. Voting shall be at the October meeting and election shall be a majority vote of the full members present.

3. A tie vote shall be decided by a second vote of the members present with only the names of the candidates who were tied on the new ballot.

Vacancies

1. Vacancies in office may occur by death, resignation or termination of membership. The Club may, by majority vote, grant a leave of absence to an officer, not to exceed six months duration at any one time. Any office shall be declared vacant upon the majority vote of the full members present at a regular or special meeting. If an officer is absent from three successive regular meetings without a leave of absence having been granted, the Club may declare such office vacant at a succeeding meeting.

2. The presiding officer may, at his discretion, call a special election to fill any elected office vacancy. If a special election is called, nominations will be accepted from the floor at the next general meeting, and the election shall be conducted at the meeting following the acceptance of nomination.

Board of Directors

1. The board of directors shall be constituted of the President, First Vice President, two Directors, Vice President-Programs, Vice President-Membership, Vice President-Service, Vice President-Ways and Means, Secretary, Treasurer, and if available to serve, the immediate past President and immediate past First Vice President.

2. The board is empowered to conduct all business of the Club with the fiscal limitation provided by these Bylaws.

3. The Board shall meet at least once a month for the purpose of planning activities and conducting the business of the Club at such time and place as the President shall decide.

4. Board meetings shall be announced at the previous regular membership meeting and shall be open to attendance by all members of the Club, who may audit the meeting and participate to the extent approved by the Board. Only members of the Board of Directors may vote.

Meetings

Meetings of the membership will normally be the first Thursday of each month at 7:30pm, but specific meetings may be rescheduled by the Board of Directors if necessary. Special meetings of the membership may be called at any time by the President by instructing the secretary to mail each full member a notice of the special meeting, stating the time, place and purpose thereof. This notice is to be mailed to those members, at least ten days prior to the date of such a special meeting.

Notice may be given by telephone or by radio in the event of an emergency or reasonable necessity. At special meetings no business shall be transacted except that specified in the notice.

Presiding Officer

The president, or in his absence, in the following order: the First Vice President, the Vice President of Programs, the Vice President-Membership, the Vice President-Service or the Vice President-Ways and Means shall act as presiding officer. In the event that all of the above persons are absent, the members shall elect a chairman who shall act as presiding officer.

Dues and Assessments

1. Normal annual dues for full membership are twenty dollars per year. Full membership dues for immediate family members residing in the same household as a full member paying normal dues will be 50 percent of the normal annual dues, to a maximum of \$35 total per household.
2. Normal annual dues for associate membership are ten dollars per year. Associate membership dues for immediate family members residing in the same household as a full or associate member paying normal dues are 50 percent of the normal associate member annual dues.
3. Annual dues are payable upon joining the Club and on individual membership anniversary date.
4. If the annual dues impose a financial hardship on an applicant or member, a confidential request may be made to the Board of Directors and it may reduce the dues in an acceptable amount.
5. Full and associate members may be required to pay additional fees for special activities or projects of the Club as voted by two-thirds of the full members present at a regular or special meeting.

Liability

No liability shall exist against the members of this Club or any individual thereof beyond membership fees provided in the Bylaws.

Funds

1. All moneys received from the operations of any committee or Club function of this organization shall be deposited in the general funds of the Club.
2. At no time shall any moneys be paid to members in the form of a share in profits, installment earnings, or dividends.
3. All moneys to be paid out shall be disbursed by check.
4. The incoming President shall appoint three or more Club members, one of whom shall be a past President, whose duty it shall be to prepare a budget in income and expenditures for the coming calendar year.
5. The outgoing President shall appoint three or more Club members to audit the Treasurer's accounts. The end of the Club year shall be October 31, after which the books of the Treasurer shall be closed and audited. The reports of the treasurer and audit committee shall be presented to the Board of Directors at the December meeting. The audit committee shall also present such recommendations, as it may deem beneficial for the club.

Publications

1. The official publication of this organization shall be titled the "Q5".
2. It shall be published monthly and mailed to all members and such other persons or organizations that may be deemed to need a copy thereof.
3. Each issue shall contain the calls, names and telephone numbers of the Club Officers in addition to the other information as may be determined by the editor, President or Board of Directors.
4. Club rosters shall be updated and mailed to Club members as often as required, but at least semi-annually.

Subgroups

The Board of Directors may, from time to time, recognize the existence of or authorize the establishment of one or more subgroups to serve the special interests of a portion of the Club membership. Such subgroups may organize their leadership and activities as they see fit, but may not establish treasuries separate from the Club treasury. To be recognized as a Club subgroup, at least two-thirds of the membership of each subgroup must be members of DARC.

Amendments

These Bylaws may be amended by an affirmative vote of two-thirds of the full members present at a regular meeting, provided that the text of the proposed amendments is distributed to Club members prior to that meeting.

The foregoing constitution and bylaws were read and adopted by Charter members of the Downey Amateur Radio Club, Inc., at its Second meeting held June 12, 1951.

Herb Black
W6HQR
Secretary

Ray Reynolds
W6PNW
President

Amended May 13, 1952

Carson Binkley Harry Middlecoff
W6RVG
Secretary President

Amended March 23, 1971

Oscar Senteney Reed Craven
WN6KXS WB6BFBK
Secretary President

Amended April 1, 1982

Frank Myers Reed Craven
N6ATU WB6BFBK
Secretary President

Amended March 3, 1983

Olivia Denisac Reed Craven
KA6SLS WB6BFBK
Secretary President

Amended September 1, 1983

Olivia Denisac Reed Craven
KA6SLS WB6BFBK
Secretary President

Amended June 7, 1984

Olivia Denisac Leon Emerson
KA6SLS NM6M
Secretary President

Amended April 7, 1988

Clem Patooka Fred Hart
KB6ACJ KB6MJQ
Secretary President

Amended October 6, 1988

Clem Patooka Fred Hart
KB6ACJ KB6MJQ
Secretary President

Amended January 4, 1989

Mike O'Domey Ken Wahrenbrock
KK6AF KF6NC
Secretary President

Amended September 6, 1990

Mike O'Domey Ken Wahrenbrock
WCIV KF6NC
Secretary President

Amended October 8, 1993

Douglas Lyon	David Buhler
N6WZI	WB6ZGF
Secretary	President

Amended August 3, 1995

Ray Fas	Douglas Lyon
KD6GRM	N6WZI
Secretary	President

Amended May 1, 1997

John Marthens	David Buhler
NU6A	WB6ZGF
Secretary	President