

This document took its present form on 10 January, 2019

Constitution of the Santa Fe Trail Amateur Radio Club, Inc.

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 Santa Fe Trail Amateur Radio Club, Inc., 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, fraternalism and individual operating efficiency, and so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

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 offices of the 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 by ballot of the members present, provided there be a quorum, at the annual 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: Board Members

Sec. 1 - The Board of Directors shall consist of the President, Vice-President, and Secretary/Treasurer, and two members at large.

Article IV: Duties of Officers

Sec. 1 - The President shall preside at all meetings of this club, and conduct them according to the rules adopted. He/she shall enforce due observation 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 duties of the president in his/her absence. In addition, he/she shall coordinate club programs and activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.

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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 mail written meeting notices to each member when so required under the By-Laws. 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 each meeting, he/she shall provide a summary 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 - Committees shall be established by club officers to facilitate club business. Committee members shall be appointed by the club president, with the consent of the other club officers, as defined in the By-Laws. Permanent committees, as established in the By-Laws, shall be appointed no later than one calendar month after the election of club officers. Temporary committees shall be appointed by the club President as deemed necessary.

Article V: Meetings

The By-Laws shall provide for regular and special meetings. At meetings a quorum, as defined in the By-Laws, shall be required for the transaction of business.

Article VI: Dues

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

Article VII: Membership Assistance

The club, through designated Repeater and Education Committees shall provide advice to members concerning: technical issues/operation of the club's repeaters, conduct FCC license classes, assist members in technical problems such as RFI complaints, zoning problems, proper operation techniques. The club shall also maintain a program to foster and guide public relations. Additional committees may be formed as required.

Article VIII: Amendments

This constitution or the By-Laws may be amended by a two-thirds vote of those members voting. The Board of Directors shall not change the By-Laws unless approved by the two-thirds vote. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been notified by mail of the intent to amend the constitution and/or By-Laws at said meeting. Robert's Rules shall govern proceedings.

Original signers of the SFTARC Constitution

Ackerson	Jim	WØRFO		Emerson	Percy	WBØNFL		Neeland	Duke	WBØKIG
Andera	Debbie	KBØGGI		Evans	Chris	NØNAZ		New	Dallas	KBØISU
Andera	Jim	WBØKRX		Evans	Darryl	AE5W		Neylon	Greg	KFØEG
Andera	Kathy	KBØGGH		Evans	Matt	KBØITG		Neylon	Marti	NØPJJ
Angell	Larry	KBØEIA		Fisher	Raymond	K5YYR		Phillips	Julie	NØDRG
Arnold	Peter	W1EHY		Fry	Phill	WDØFHK		Phillips	Larry	NIØW
Bauerly	John	NWØI		Harlow	Dan	KFØRS		Pollock	Jon	KØYMQ
Blair	John	NØHFO		Henkel	Doug	NØDKX		Sample	Bill	NØIET
Branum	Lee	NØKAJ		Hobson	John	WD5BFS		Sample	Julie	KBØISL
Branum	Nancy	KBØGGG		Hueben	David	KBØISS		Samuelson	John	NØKNW
Burke	Art	NE4F		Joy	Larry	WN8P		Scalet	Janet	NØKMW
Copeland	Bill	KAØZAR		Lane	Danny	KAØFMZ		Scalet	Joe	WKØG
Corbin	Gymlyn	KBØISG		Marshall	Mike	KBØISM		Simpson	Bob	KØDJD
Costello	Mike	KBØISQ		Mayberry III	Rob	KE5BR		Wolfe	Dan	KBØISJ
Dunham	Charissa	KB4BML		Mayberry IV	Robert	KBØGEM		Wolfe	Greg	KE5FW
Dunham	Neil	KA8MMI		Moore	Steve	WBØAOD		Yoksh	Bob	WBØEZR

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. If the president and vice-president are both unable to attend a meeting the secretary may conduct the meeting.
2. **Membership.** Membership is open to any person interested in Amateur Radio. Membership includes the right to vote for club officers. Only licensed amateurs shall be able to hold elected offices in the club. Current FCC regulations shall be observed in determining the privileges of members. Applications for membership shall be submitted, using approved application forms, at regular meetings or by mail to the club secretary. A member who has not paid his/her yearly assessed dues within 60 days of January 31 of each year shall be removed from the membership rolls. Full membership status will be restored upon payment of such dues.
3. **Meetings.** Regular meetings shall be held on the first Saturday of each calendar month. In response to conflicts with holidays, the meeting may be moved to another date of the month to be specified at the time of the change with proper notification to the club membership. 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. Such meeting notices shall be sent so that they should arrive not less than 24 hours before the meeting. At such special meetings, only such business as so designated shall be transacted.
4. **Committee Meetings.** Committee meetings shall be held on dates established by the committee members. Committee meetings shall be held for the purpose of club business within the established scope of the committee. No notice to the general membership will be required prior to committee meetings.
5. **Committee Activity Reports.** Each committee shall provide regular reports of their activities to the club membership. Committees shall regularly solicit comments from the membership concerning the activities of their committee.
6. **Repeater Committee.** The repeater committee shall consist of the following members: the club president, the repeater trustees, (2) technical support members, (2) Non technical support members. The repeater trustees are the only members of the repeater committee not appointed by the club officers. The trustee of each repeater shall be a permanent member of the repeater committee. Technical support members shall be appointed for a term of (2) years. Non technical members shall be appointed for a term of (1) year. Committee members may be reappointed for consecutive terms at the discretion of club officers. The repeater committee shall be responsible for establishing repeater operating rules and procedures, and maintenance of the amateur repeaters operated by the club. Good operating practices and established FCC rules and regulations shall govern the decisions of the committee. In all matters concerning the legal operation of repeaters the decision of the repeaters trustee shall be final.
7. **Repeater Trustee.** For the purposes of these By-Laws, the repeater trustee shall be the license holder of the repeater as defined in FCC Part 97 and its Appendices.

8. **Education and Public Relations Committee.** An Education and Public Relations Committee shall be appointed by the club officers and include the club Vice-President as a member. This committee shall be responsible for conducting amateur radio license classes and promoting a good public image in the community.
9. **Dues.** A regular yearly assessment of \$20.00 per member is hereby assessed in accordance with the provisions of Article V of the Constitution for the purposes of providing funds for club expenses, repeater maintenance, and repeater enhancements.
10. **Family Membership Dues.** Yearly membership dues for a family membership shall be assessed in the amount of \$30.00 per family.
11. **Violations of Operation Rules and Regulation.** Club members found to be in violation of repeater operating rules, FCC regulations or club rules shall be verbally notified by two persons appointed by the club officers. A written record of any serious violation of repeater rules or applicable FCC violations shall be grounds for revocation of membership privileges and shall require written notice to the member involved.
12. **Quorum.** The number of club members which represent a quorum shall be determined by the club officers at the end of October each year and be announced to the membership at the November meeting. A quorum shall be defined as two-thirds of the average meeting attendance for the previous 12 months.
13. **Approval of checks.** All checks paid from the club funds must be approved by the club officers prior to issue of the checks. Pre-approved payment expenditures may be authorized by the club officers. All authorizations for monthly payments shall be reported to the membership at the first regular meeting following the authorization.
14. **Expenditures.** All club expenditures of less than \$250.00 may be approved by the club officers without prior membership approval. Club expenditures of \$250.00 or more shall require the approval of a Majority of the members voting. Committee expenditures of \$250.00 or less, during any calendar month, may occur without prior approval of the club officers provided such expenditures support established functions of the committee. Emergency expenditures to maintain essential repeater operations as recommended by the Repeater Operations Committee shall be approved by the club officers without vote of the membership, provided such expenditures are within the financial capabilities of the club.
15. **Annual Business Meeting.** The Annual business meeting shall be conducted yearly at the November meeting (reference By-Law #3). A report of club activities and expenditures for the previous year shall be given by the current club officers. The election of new officers shall follow the yearly report. The new officers shall take office immediately following the adjournment of the December meeting.
16. **Voting Procedures.** Election of officers and removal of either an officer or the membership of a member shall be by show of hands or written secret ballot. Normal business of the club requiring a vote shall be conducted according to "Robert's Rules of Order."

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17. **Classes and Expenditures.** The SFTARC club will vote annually, whether or not to conduct a ham class. At the same time, the club will also set the maximum amount allocated to produce that ham class. By voting to “approve,” the club automatically approves and grants permission for the allocation of expenditures necessary for the production of the SFTARC ham class. Instructors may proceed to acquire teaching materials, send advertisements about the class, and recruit students. Upon the scheduled date/time of class, the instructors will then conduct the ham class. If the vote is to “disapprove,” then no ham class will be conducted; therefore, no expenditures will be approved.

All ham class expenditures must be directly associated with the purchasing of:

- 1) class materials for both the instructors and the students,
- 2) advertisements for the class, and
- 3) updating class information on the SFTARC web-site.

A Bill, or Receipt, for all expenses must be presented to the club’s Treasurer for payment or reimbursement.

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REVISION HISTORY
of the
CONSTITUTION AND BY-LAWS
of the
SANTA FE TRAIL AMATEUR RADIO CLUB, INC.
(Text deleted is lined out. Text added is shown in red.)

Amended 1 November, 2014

By-law #13. Approval of checks.

All checks paid from the club funds must be signed by two club officers and approved by the club officers prior to issue of the checks. Pre-approved payment expenditures may be authorized by the club officers, and only one signature shall be required on these checks. All authorizations for monthly payments shall be reported to the membership at the first regular meeting following the authorization.

Format change adopted on 4 October, 2014

In order to keep the by-laws cleaner and easier to read, the SFTARC membership approved a change to the format of the club Constitution and By-Laws. These documents previously had shown amended text in red with a note to explain what was changed and when. After the date of this format change the Constitution and By-Laws will only show the current wording (as amended), and the Revision History showing all amendments made to both documents during the previous five (5) years will be appended to the By-laws. (The Revision History will contain only those amendments made during the last five (5) years; older amendments will be deleted from the Revision History.) The format change recorded here changes neither the Constitution nor the By-laws of the club.

Amended 4 October, 2014

By-law #12. Quorum.

The number of club members which represent a quorum shall be determined by the club officers at the end of ~~September~~ **October** each year and be announced to the membership at the ~~October~~ **November** meeting. A quorum shall be defined as two-thirds of the average meeting attendance for the previous 12 months.

Amended 5 October, 2013

By-law #15. Annual Business Meeting.

The Annual business meeting shall be conducted yearly at the ~~October~~ **November** meeting. (Reference By-Law #3) A report of club activities and expenditures for the previous year shall be given by the current club officers. The election of new officers shall follow the yearly report. The new officers shall take office immediately following the adjournment of the ~~November~~ **December** meeting.

Amended on an unknown date between 5 December, 2009, and 5 March, 2011

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By-law #18. Classes and Expenditures.

The SFTARC club will vote annually, whether or not to conduct a ham class. At the same time, the club will also set the maximum amount allocated to produce that ham class. By voting to “approve,” the club automatically approves and grants permission for the allocation of expenditures necessary for the production of the SFTARC ham class. Instructors may proceed to acquire teaching materials, send advertisements about the class, and recruit students. Upon the scheduled date/time of class, the instructors will then conduct the ham class. If the vote is to “disapprove,” then no ham class will be conducted; therefore, no expenditures will be approved.

All ham class expenditures must be directly associated with the purchasing of:

- 1) class materials for both the instructors and the students,
- 2) advertisements for the class, and
- 3) updating class information on the SFTARC web-site.

A bill, or receipt, for all expenses must be presented to the club’s Treasurer for payment or reimbursement.

Amended 7 June, 2008

By-law #14. Expenditures.

All club expenditures of less than ~~\$100.00~~ **\$250.00** may be approved by the club officers without prior membership approval. Club expenditures of ~~\$100.00~~ **\$250.00** or more shall require the approval of a Majority of the members voting. Committee expenditures of ~~\$100.00~~ **\$250.00** or less, during any calendar month, may occur without prior approval of the club officers provided such expenditures support established functions of the committee. Emergency expenditures to maintain essential repeater operations as recommended by the Repeater Operations Committee shall be approved by the club officers without vote of the membership, provided such expenditures are within the financial capabilities of the club.

Amended Feb, 2006

By-law #14. Expenditures.

All club expenditures of less than ~~\$50.00~~ **\$100.00** may be approved by the club officers without prior membership approval. Club expenditures of ~~\$50.00~~ **\$100.00** or more shall require the approval of a Majority of the members voting. Committee expenditures of ~~\$50.00~~ **\$100.00** or less, during any calendar month, may occur without prior approval of the club officers provided such expenditures support established functions of the committee. Emergency expenditures to maintain essential repeater operations as recommended by the Repeater Operations Committee shall be approved by the club officers without vote of the membership, provided such expenditures are within the financial capabilities of the club.