

**POLK COUNTY
AMATEUR RADIO ASSOCIATION
(PCARA)
CONSTITUTION AND BY-LAWS**

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POLK COUNTY AMATEUR RADIO ASSOCIATION (PCARA) CONSTITUTION

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 Polk County Amateur Radio Association (PCARA) and enact this constitution as our governing law. It shall be our purpose to further the fraternalism and individual operating efficiency, and to conduct club programs and activities to advance the general interest and welfare of Amateur Radio, and perform public service for the community.

ARTICLE 1 – 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 2 – OFFICERS

Section 1 – Titles

The officers of this club shall be (in order of rank):
President, Vice President, Secretary, and Treasurer.

Section 2 – Election

The officers of this club shall be elected for a term of one year by ballot of the members in accordance with the By-Laws of this organization.

Section 3 – Vacancies

If the office of President should fall vacant before the completion of the term, the Vice President shall assume the office and duties of the President. Vacancies in other offices occurring between elections must be filled by special elections at the first regular meeting following the vacancy.

Section 4 – Removal

Officers may be removed by a three-fourths vote of the membership in accordance with the By-Laws of the organization.

ARTICLE 3 – OFFICER DUTIES

Section 1 – President

The President is the chief executive officer of the club and shall represent the club, or delegate this responsibility whenever there is a need to do so. The President shall preside at all meetings of this club and conduct them according to the rules adopted. He shall enforce due observance 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.

Section 2 – Vice President

The Vice President shall assume all the duties of the President at those times when the President cannot be present to perform them.

Section 3 – Secretary

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 communication at each meeting, and maintain club historical documents. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

Section 4 – Treasurer

The Treasurer shall receive and receipt for all monies paid to the club, keep an accurate account of all monies received and expended, report the financial status of the club at each meeting, pay no bills without proper authorization in accordance to the By-Laws of the organization. At the end of each quarter, he/she shall submit an itemized statement of disbursements and receipts to the club. At the expiration of his/her term, he/she shall turn over all club items to his/her successor.

ARTICLE 4 – MEETINGS

The By-Laws shall provide for regular and special meetings, the modified Roberts Rules of Order shall govern proceedings.

ARTICLE 5 – DUES

The club 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 may be cause for expulsion from the club within the discretion of the membership.

ARTICLE 6 – MEMBERSHIP SERVICES

The club, through designated interference, Public Relations, and Operation Committees, shall provide technical advice to members concerning equipment design and operation, assistance in frequency observance, clean signals, uniform practice, and absence of spurious radiation from club member stations.

ARTICLE 7 – BY-LAWS

The By-Laws of the Polk County Amateur Radio Association (PCARA) shall concern themselves with the details of club operations. They shall also define the relationship between the PCARA and other organizations and entities.

ARTICLE 8 – AMENDMENTS

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 of the intent to amend the Constitution and/or By-Laws at said meeting. Under these circumstances, this constitution or the By-Laws may be amended by a two-thirds vote.

POLK COUNTY AMATEUR RADIO ASSOCIATION (PCARA) BY-LAWS

1. SECRETARY

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have them available at every meeting. He/she shall note all amendments, changes, and additions to the Constitution, and shall permit it to be consulted by members upon request.

2. MEMBERSHIP

FULL MEMBERSHIP is open to licensed amateurs. Includes all club privileges as well as rights to hold a club office and vote for club officers.

ASSOCIATE MEMBERSHIP is open to all persons interested in Amateur Radio, but not licensed. Includes all club privileges except for the right to hold office and vote for club officers.

LIFE MEMBERSHIP includes any one of the following criteria:

- Is a **FOUNDING MEMBER** (Those who originally started the PCARA)
- "75 + 10" Is 75 years of age and has been a PCARA member for 10 years
- "50 + 10" Has been a ham for 50 years and a PCARA member for 10 years

HONORARY MEMBERSHIP includes The ARRL Central Division Director, ARRL Central Division Assistant Director, the Emergency Manager of Polk County, others who are nominated by the Board and approved by the membership. An Honorary Member carries no club privileges, cannot hold office, cannot vote for club officers.

3. MEETINGS

Meetings of the Polk County Amateur radio Association (PCARA) shall take place on the second Saturday of each month at a time and location designated by the President. The President shall have authority to re-schedule or cancel a meeting at his/her discretion based on extenuating circumstances such as weather, holidays, etc. The President, upon request of any five or more club members, may call special meetings. Notices shall be sent to members concerning special meetings and the business to be transacted. Such notices shall be sent to all club members to arrive not less than 24 hours before the special meeting. Only such business as designated in the notice shall be transacted at the special meeting.

4. ELECTIONS

Regular yearly elections shall take place in December. Nominations for office may be made at the regular November meeting of the club. Voting will take place at the December meeting of the Club. Mail-in ballots will be made available to the membership prior to the December meeting, and must be filled in, mailed and received by the club Secretary before the December meeting in order to be counted with the live vote taken at this meeting. The ranking officer as specified in Article 2, Section 3, may call special elections.

5. DUES

Each full or associate member of the club (as defined in Section 2 of the By-Laws) shall pay a yearly non-refundable dues payment in accordance with Article 5 of the Constitution. This assessment is solicited in the month of January. Exceptions to annual dues payment may be enacted by a majority of the members present at a given meeting. Four membership categories are available to all those interested in becoming a member of the club:

1. Individual Membership

Full (licensed) or associate (non-licensed): \$20/yr non-refundable

2. Family Membership (living in the same household)

Full (licensed) or associate (non-licensed) per household: \$25/yr non-refundable.

3. Life Member

Full (per criteria set forth in Section 2 of the By-Laws): Dues are waived.

4. Honorary Member

(As set forth in Section 2 of the By-Laws): Dues are waived.

6. MONETARY FISCAL POLICY

- a. A reserve of money shall be maintained in the treasury equal to or exceeding the value of the club operation costs for a period of one year.
- b. Operating costs are defined as: Newsletter expenses, rents, power bills, maintenance contracts incurred by the club, Repeater Council Dues, and insurance.
- c. The Treasurer shall have discretionary use of a petty cash fund of \$50 per year.
- d. Individual payments exceeding \$100 shall be approved by a majority vote of the members at a given meeting.
- e. Reimbursement by the club for cash expenditures by an individual should be approved by the membership in advance, if at all possible. However, the club may vote to approve an unauthorized outlay if circumstances warrant it.
- f. Authorized Signatures, reviewed and listed annually with financial institutions, including Checking Accounts, Debit Cards, Savings Accounts, Investment Accounts shall be; 1)President; 2)Treasurer.

7. CLUB STATIONS

(a). Repeater and Station Support

The Polk County Amateur Radio Association (PCARA) supports FM repeaters and transceivers, HF transceivers, APRS Nodes and Gateways, Packet Nodes and RMS Gateways, antenna systems, battery back-up systems, computer systems and other amateur radio equipment. Support of this equipment implies both financial and legal responsibilities. The club shall, through its officers and the appointed trustee(s) of designated stations, guarantee that they are operated in a legal and responsible manner. Repeater stations must be properly coordinated with the Wisconsin Repeater Association and that monies for such rents, maintenance, and utility bills, as are necessary to maintain these stations, are allocated by the PCARA. The physical maintenance of this station is the responsibility of the membership of the PCARA as a whole and not of the individual Trustee(s) only.

(b). Club Call Sign Support

Polk County Amateur Radio Association (PCARA), meeting all the requirements for the granting of a Club Station Call Sign, has been granted the Call Sign N9XH by the FCC. Requirements must be

reviewed and the necessary applications made to support the maintaining of this Call Sign. All operating rules and regulations will be complied with when the Club Call Sign, N9XH, is used.

8. STATION TRUSTEE

The Trustee of a radio station supported by the Polk County Amateur Radio Association (PCARA) shall be elected, with their consent, for an indefinite term by a majority of the membership present at a meeting. By this election and registration of the station as is necessary by law or convention, the Trustee shall be legally responsible for the operation of the club station. A vacancy in the position of Trustee must be filled by election at the first regular meeting following the vacancy, or at a specially convened meeting if there is a need. A trustee may be removed from his position by three-fourths vote of the membership at a given meeting. Trustees are elected as responsible parties for the station described in By-Law 7(a), Repeater Support, and By-Law 7(b), Club Call Sign Support.

AMENDMENTS HISTORY

2-13-10 – By-Laws Section 5. Dues – Change modified membership dues. Created two membership categories: Individual Membership, full or associate, \$20/yr non-refundable, and Family Membership, full or associate, \$25/yr non-refundable.

2-13-10 – By-Laws Section 6. Monetary Fiscal Policy – Change modified the “individual payments exceeding” clause from \$25 to \$100.

2-13-10 – By-Laws Section 7. Club Stations – Sub-section (b). Club Call Sign Support – Change modified club call to N9XH.

5-10-14 – By-Laws Section 2. Membership – Added two additional categories: Life Membership and Honorary Membership.

5-10-14 – By-Laws Section 5. Dues – Life Membership and Honorary Membership, dues are waived.

5-10-14 – By-Laws Section 7. Club Stations and Equipment. Modified to include all club maintained equipment.

3-14-15 – By-Laws Section 6. Monetary Fiscal Policy – Added subsection f: Authorized signatures listed as the President and Treasurer