

**Potomac Highlands Amateur Radio Club
(PHARC)**

Approved Date: August 21, 2014

Constitution

Article I – Name

The organization name shall be Potomac Highlands Amateur Radio Club (PHARC)

Article II – Preamble -Purpose – Service Area

Potomac Highlands Amateur Radio Club shall be a non-profit club consisting of members interested in Amateur Radio Service as defined by the Federal Communications Commission.

The Club purpose shall be to enhance member's knowledge and professionalism in Amateur Radio and related subjects along with comradeship and mutual support to better be prepared to properly participate in emergency communications, general communications, licensing, community support functions and miscellaneous activities that may be considered appropriate by the governing body of the club.

The primary service area for the club will be the Potomac Highlands of West Virginia and adjoining counties.

Article III – Governing Body

The governing body of the organization shall be a board of directors and officers which will be licensed Amateur Radio Operators duly elected by the membership.

Article IV – Membership

All persons who are interested in Amateur Radio Service as defined by the Federal Communications Commission shall be eligible for membership.

By-Laws

Article I – Membership

Section I – Regular Membership

All qualified prospective members shall complete an application for membership. The application will be presented at the next announced club meeting. Election to membership will be by a majority of members present at that meeting. The newly elected member will then become an actual member of the club upon payment of dues, which will be prorated based on the number of months remaining in the club year. Club members are responsible for keeping the club secretary advised of current mailing address, phone number and e-mail status.

Section II – Voting

Each member of the club, who is current on dues, will be eligible to vote on each matter brought before the club. Voting will be decided by a majority of members present at any meeting. Voting will be by show of hands, or secret ballot at the discretion of the presiding officer on any given matter brought before the club. Proxy voting is prohibited.

Section III – Expulsion of Members

Any person may be expelled from the Club for misconduct by a majority vote of members present at the meeting. The membership must be notified of the location, time and date of this meeting and the reason for such action 30 calendar days prior to the ballot. Any such motion must be reviewed by the Board of Directors before being announced.

Misconduct is defined as any willful and repeated infraction of the rules and regulations of the Federal Communications Commission and other laws pertaining to the Amateur Service or public conduct as to reflect unfavorably upon Potomac Highlands Amateur Radio Club.

Article II – Dues

The Board of Directors will recommend dues, assessments, and categories for each coming year and upon approval of the majority vote of the members present at any regular meeting may levy any such dues or assessments upon the club members. Any member, who is in arrears on dues or assessments for a period exceeding 90 days, shall have terminated their membership and will be dropped from the club rolls. Members in arrears have no voting privileges and cannot serve as an officer or director of the club.

Waiver of dues may be granted to any regular club member by a majority vote of members present at any announced meeting of the club. The period of the dues waiver may be for one or more years and should be considered as part of the motion to grant the waiver.

Waiver of dues may be awarded for but is not limited to: members who have greatly contributed to the club and/or amateur radio or in cases of personal hardship.

Members who have been granted a waiver of dues will retain all rights and privileges of full dues paying membership and if a licensed operator may hold elected club officer position.

The club may establish special dues rates for certain categories of membership such as family membership.

Article III — Election of Officers

The club year is from March 1 of any given year through February 28 of the following year. Nomination and election of officers and directors shall not be later than the meeting held in February for the upcoming club year, unless postponed by the Board of Directors for legitimate cause.

All members of the Board of Directors and officers shall continue to serve until their replacement is duly elected and installed. In no case shall any member be elected to any office without their consent.

The Board of Directors may make temporary appointments for the replacement of an officer or Director unable to complete their term until a general election can be held to fill the vacancy.

Article IV — Directors and Officers

The Club Directors will be the officers of the club and are authorized to handle routine business that may occur between meetings and present recommendations to the membership for approval. The officers and directors of the club will be elected for a term of one (1) year and serve March 1 through February 28, or until their replacement has been duly elected and installed. Officers and directors must be Licensed Amateur Radio Operators.

The officers of the club shall be President, Vice President, Secretary and Treasurer. Assistants to these positions may be appointed (by the presiding officer) as required or needed.

Article V — Duties of Officers

President: The President shall preside at all club meetings, establish a club calendar of events and meetings, and appoint committees and chairmen. The club President or his duly appointed representative shall oversee all club activities.

Vice President: The Vice President shall assume the duties of the President in the absence of the President, assist the President in the affairs of the club and any other duties that may be assigned.

Secretary: The Secretary shall keep the minutes of the club meetings, handle club correspondence, handle applications for membership, shall keep the membership roster, and attendance register. The Secretary shall also provide each new member with a copy of the club Constitution and By-Laws. The club Secretary will also serve as the club historian and perform any other functions or duties as may be assigned.

Treasurer: The Treasurer shall accept and deposit into the club account all monies collected, and prepare disbursements as authorized by the club. The Treasurer will maintain accurate records and provide a treasurer's report at each regular meeting of the club or as may be required by the President, as well as any other duties that may be assigned. The Treasurer and one (1) other authorized officer must sign all checks for disbursement from the club account.

Article VI — Meetings

Regular scheduled monthly membership meetings will be set by the Board of Directors and President's calendar of events. A quorum shall be considered a majority of members present.

Board of Directors/Officers meetings shall be as needed or at the direction of the President for the necessary operation of the club.

Emergency meetings and cancellation of meetings will be at the desecration of the President or presiding officer who will make every effort to notify the majority of the membership.

Meeting locations and times will be determined by the President or presiding officer.

Article VII — Committees and Trustees

The club President may appoint special activities chairman and/or committees as needed. Trustee for club equipment shall be the Board of Directors and any other member as appointed that may be necessary due to special expertise or personal contributions.

The club repeater trustee shall be appointed by the club Board of Directors and shall be responsible for and maintain proper operation of the repeater according to the Federal Communications Commission rules and any club requirements.

Article VIII – Constitution and By-Laws (Changes and Updates)

The Constitution and By-Laws may be changed at any time by a majority vote of members present at any regular or special meeting of the membership; provided any such change(s) proposed were made at the previously held regular membership meeting. Notification of such proposal for the change(s) shall be made to the membership eligible to vote, at least two (2) weeks prior to the established voting meeting date.

Any electronic device, electronic mail, or postal mail may be used to make the required notification to the address of record. Mail notification is the responsibility of the club Secretary or his duly appointed representative.