

**CONSTITUTION  
AND BY-LAWS  
OF THE  
POTTSTOWN AREA  
AMATEUR RADIO CLUB  
(PAARC)**

## Contents

CONSTITUTION	4
MISSION	4
ARTICLE I - MEMBERSHIP	4
ARTICLE II - GOVERNMENT	4
ARTICLE III - DUTIES OF PAARC MANAGEMENT	5
Duties of the officers	5
Section 1 –President	5
Section 2 – Vice President	5
Section 3 – Secretary	6
Section 4 – Treasurer	6
Duties of the Executive Board	6
ARTICLE IV MEETINGS	7
ARTICLE V DUES	7
ARTICLE VI AMENDMENTS	7
ARTICLE VII PAARC REPEATER LICENSEES	7
BY-LAWS	9
MEMBERSHIP	9
DUES	9
MEETINGS	10
Regular Meetings	10
Executive Board Meetings	10
Special Meetings	11
ESTABLISHMENT OF EXECUTIVE BOARD	11
EXECUTIVE BOARD EXCEPTIONS	12
COMMITTEES AND SPECIAL APPOINTMENTS	12
Testing Committee	12
Membership Chairman	12
Public Relations Committee	13
Public and Emergency Service Committee	13
Program Committee	13
Technical Committee	13
Special Appointments	14
DISBURSEMENT OF PAARC FUNDS	14
HOLDING OF MULTIPLE OFFICES	14
OFFICIAL FRIENDS OF PAARC	14
VOTING	14
MISCELLANEOUS	15
UNATTENDED CHILD POLICY	15
Club License Trustee	15

# CONSTITUTION

Wishing to secure for ourselves the pleasures and benefits of association with persons having a common interest in amateur radio, we constitute ourselves The Pottstown Area Amateur Radio Club (PAARC), a Pennsylvania non-profit corporation, and enact this Constitution and Bylaws as our governing law.

## MISSION

Our mission is to support increased awareness and growth of amateur radio in the community, to provide for the continued education and increased proficiency of our members, and to promote advancement in the science and art of amateur radio. By offering educational programs, classes, and licensing examinations; by promoting the sharing of radio knowledge; and by encouraging experimental activities in radio communications and electronics, we endeavor to advance the interest, knowledge, and fraternalism of amateur radio in the community, and to serve the public interest and safety.

## ARTICLE I - MEMBERSHIP

**Section 1** - All persons interested in amateur radio communication shall be eligible for membership. Membership shall be by application and election upon such terms as PAARC shall by its By-laws provide.

## ARTICLE II - GOVERNMENT

**Section 1** - The officers of PAARC shall be: President, Vice President, Secretary, and Treasurer. All officers of PAARC must hold a valid Amateur Radio license. Each officer, by default, is a member of the Executive Board. The Officers are responsible for the day-to-day operation of PAARC.

**Section 2** - The officers of PAARC shall be elected from a list of nominees selected during the regular PAARC meeting in November, for a term of one year by a simple majority of the votes tallied at the regular PAARC meeting in December. The term of office begins on January 1. Each officer shall serve for a term of one (1) year or until his/her successor is named.

**Section 3** - The affairs of PAARC shall be governed by an Executive Board consisting of nine (9) members; the four PAARC officers, three Executive Board Members at Large, the Repeater Trustee and the immediate Past President. If the immediate Past President is elected to another office, then this position shall be vacant. The Executive Board shall have control over the property and affairs of PAARC and shall establish its policies. The Executive Board shall have the power to hold meetings, appoint committees, suspend or censure members and take any necessary and proper steps to carry out the purposes of PAARC and to promote its best interests. Establishment of the Executive Board is defined in the By-laws.

**Section 4** – An officer vacancy must be filled by special elections at the first regular meeting following the resignation. If a Board member position becomes vacant, the Board can appoint a club member to serve the remaining term until the next general yearly election. Officers or Executive Board Members at Large elected by such special elections shall hold the office for the remainder of the vacated term.

**Section 5** - Officers or Executive Board Members at Large may be removed by a two thirds vote of the current voting membership. Voting membership is defined in the By-laws.

## **ARTICLE III - DUTIES OF PAARC MANAGEMENT**

### **Duties of the Officers**

#### **Section 1 –President**

The President shall preside at all Executive Board meetings of PAARC and conduct the same according to the rules adopted. The President shall enforce due observance of this Constitution and By-laws, decide all questions of order in accordance, and sign all official documents as authorized by the Executive Board. The President will turn over all items belonging to PAARC to the new President upon leaving office.

#### **Section 2 – Vice President**

The Vice President shall assume all the duties of the President in the absence of the latter. The Vice President will turn over all items belonging to PAARC to the new Vice President upon leaving office.

### **Section 3 – Secretary**

The Secretary duties are:

- Keep a record of Executive Board and special meeting proceedings
- Keep a roll of members of Executive Board ,
- Carry on all correspondence between PAARC and outside parties
- Keep a record of attendance at Executive Board and special meetings,
- Keep a record of the count of all votes attendance at Executive Board and special meetings,
- Read communications attendance at Executive Board and special meetings

The Secretary shall, upon leaving office, turn over all items belonging to PAARC to his the new Secretary. The Secretary may delegate authorization for certain correspondence as approved by the Executive Board. It shall be the duty of the Secretary to keep the Constitution and By-laws of PAARC and have them available at every Executive Board and general meeting. The Secretary shall note all amendments, changes, and additions to be acted thereon and shall permit the same to be consulted by members upon request.

### **Section 4 – Treasurer**

The Treasurer shall receive and receipt all monies paid to PAARC, keep an accurate account of all monies received and expended, and pay no bills without authorization of the Executive Board unless expressed in the club by-laws. The Treasurer will report a statement of accounts at each Executive Board meeting. The Treasurer will turn over all items belonging to PAARC to the new Treasurer upon leaving office.

### **Duties of the Executive Board**

**Section 5** - The Executive Board shall enforce due observance of this Constitution and By-laws, create and appoint all committees and special appointments, call special elections when vacancies in the Executive Board occur, and make all proposals to the general membership for consideration. Any departing Executive Board member will turn over all items belonging to PAARC to the new Executive Board member upon leaving office.

### **Section 6 - Establishment of the Executive Board**

Establishment of the Executive Board is defined in the By-laws.

### **Section 7 - Committees and Special Appointments**

The day to day operations are conducted by committees and special appointments. Establishment and responsibility of committees and special appointments is defined in the By-laws.

## **ARTICLE IV MEETINGS**

**Section 1** - The By-laws shall provide for regular Executive Board and special meetings.

## **ARTICLE V DUES**

**Section 1** - As provided in the By-laws, PAARC may levy upon the general membership such dues or assessments as deemed necessary. Dues or assessments are further defined in the By-laws. Amount of Dues shall be determined from time to time by the Board of Directors and disseminated to club members by electronic means.

## **ARTICLE VI AMENDMENTS**

**Section 1** - Proposals for amendments to this Constitution and By-laws must be submitted in writing to the Executive Board. The Executive Board shall direct the Secretary to notify all voting members, of the proposal, in writing by first class or e-mail. The written notification must take place at least 20 days before the vote is to be taken and must include the exact proposed amendment to be considered. This Constitution may be amended by a two thirds vote of total voting members. The By-laws may be amended by a two thirds vote of the Executive Board.

## **ARTICLE VII PAARC REPEATER LICENSEES**

**Section 1** - PAARC repeater licensees shall be a General class or higher and governs all use of PAARC repeaters. The licensees shall be appointed by the Executive Board. There is no specified term for PAARC repeater licensees.

5/6/2010 - Constitution revisions approved by PAARC Membership  
3/8/2017 - Mission statement updated by PAARC Board of Directors

## **BY-LAWS**

### **MEMBERSHIP**

PAARC has two classes of membership. Those classes of membership are Full and Associate. Each class of membership is defined below. Applications for new members shall be approved by a majority of voting members of the Executive Committee.

**Full Membership:** Full Membership is open to licensed amateurs and includes all PAARC privileges as well as the rights to hold a PAARC office and vote.

Full Membership is also open to a licensed spouse, domestic partner, child, parent, or other close relative of a Full Member residing at the same address as that of the Full Member at reduced dues. Each Family Member will have full voting privileges but will not receive a newsletter.

Full membership is also open to a licensed primary school student at reduced dues (Student Member.)

**Associate Membership:** Associate Membership is open to unlicensed persons interested in Amateur Radio and includes all PAARC privileges except the right to hold office and vote.

### **DUES**

Yearly dues will be assessed by the Executive Board and approved by a simple majority of members of the Executive Board in accordance with the provisions of this Constitution. Non- payment of dues by day after scheduled March meeting shall result in termination of membership.

**PAARC has four classes of Dues as follows:**

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>
<b>Full member</b>	\$25	\$20	\$15	\$25*
<b>Each Additional</b>				
<b>Family Member</b>	\$5	\$4	\$3	\$5*
<b>Full Member Student</b>	\$10	\$8	\$6	\$10*
<b>Associate Member</b>	\$5	\$4	\$3	\$5*

\* Dues paid in the fourth (4th) quarter will include membership for the following year.

Dues may be waived to certain members at the discretion of the Executive Board.

## **MEETINGS**

PAARC will hold three types of meetings, Regular Meetings and Executive Board Meetings and Special Meetings. The three types of meetings are described in detail below.

### **Regular Meetings**

Regular PAARC meetings shall be held on the first Thursday of each calendar month at a time and location specified by the Executive Board. Except for the November and December meetings, PAARC meetings will generally be a social event and no business is expected to be done unless requested by the attending membership and a minimum of four members of PAARC Executive Board are in attendance. Nomination of officers will be held at the November meeting and elections will be conducted at the December meeting. Regular Meetings are not normally held during the months of July and August.



## **Executive Board Meetings**

Executive Board meetings shall be held at least quarterly and as required, at a time and location specified by the Executive Board. All voting members of PAARC are invited to attend Executive Board meetings and will be notified as to date and time.

Decisions of the Executive Board shall be approved by a majority of voting members of the Executive Board. All Executive Board members will have the opportunity to vote by first class mail or e-mail if unable to attend the meeting. All votes sent by e-mail must be received by a non-voting person and be kept secret until the vote is counted. The Executive Board shall meet at such time and place as determined by the Executive Board.

## **Special Meetings**

Special meetings may also be called by the Executive Board. Notices shall be sent, by the Secretary via electronic or first-class mail, to all voting members, concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Meeting dates and locations shall be determined by the Executive Board.

## **ESTABLISHMENT OF EXECUTIVE BOARD**

The affairs of PAARC shall be governed by an Executive Board consisting of nine (9) members; the four PAARC officers, the three Executive Board Members at Large, the immediate Past President and the Trustee of the Repeater. The chairperson of the Executive Board will be the President of PAARC.

The President, Vice President, Secretary and Treasurer are elected to one (1) year terms. The Executive Board Members at Large are elected to three (3) year terms, with one Executive Board Member at Large elected each year. The Repeater Trustee is appointed by the Executive Board.

## **EXECUTIVE BOARD EXCEPTIONS**

The Executive Board hereby authorizes the following delegations of its authority:

Payment of expenditures for any PAARC activity with monthly or aggregate expenses of less than \$100,

Payment of expenses for printing and mailing of PAARC newsletter and special PAARC activities, and payment of utility bills and other expenses of less than \$100/month.

## **COMMITTEES AND SPECIAL APPOINTMENTS**

All committees and special appointments shall be appointed by the Executive Board by majority vote. There will be two types of committees, standing and ad hoc. Standing committees will continue forever and ad hoc committees will exist only for the period of time to complete the business for which the committee was established. Examples of ad hoc committees might be Field Day Committee or Election Committee.

### **Testing Committee**

The Testing Committee is a Standing Committee. The chairman of the committee is appointed by the Executive Board upon recommendation of the Volunteer Examiners (VE's) and will report to the president.

The Testing Committee shall oversee activities related to license classes and testing.

### **Membership Chairman**

The Membership Chairman is a special appointment by the Executive Board and will report to the president. This chairman will be responsible for maintaining PAARC membership database. The chairman will process membership applications in the database and report to the club president.

## **Public Relations Committee**

The Public Relations Committee is a Standing Committee. The chairman of the committee is appointed by the Executive Board upon recommendation of the committee members and will report to the president.

The Public Relations Committee shall send news releases pertaining to PAARC activities to local news media and shall carry on other appropriate publicity activities concerning PAARC and Amateur Radio.

## **Public and Emergency Service Committee**

The Public and Emergency Service Committee is a Standing Committee. The chairman of the committee is appointed by the Executive Board upon recommendation of the committee members and will report to the president.

The Public and Emergency Service Committee shall be the point of contact with served organizations, designate a Field Day chairman, appoint one or more Net Managers as necessary for operation of any nets sponsored by PAARC, and maintain liaison with officials of organizations such as RACES and ARES. The Emergency Coordinator will be a member of this committee.

## **Program Committee**

The Program Committee is a Standing Committee. The chairman of the committee is appointed by the Executive Board upon recommendation of the committee members and will report to the president.

The Program Committee shall arrange for speakers on educational and informative topics for PAARC meetings. The Committee shall also plan other functions in accordance with the purposes of PAARC.

## **Technical Committee**

The Technical Committee is a Standing Committee. The chairman of the committee is appointed by the Executive Board upon recommendation of the committee members and will report to the president.

The Technical Committee shall maintain the Amateur Radio stations owned and operated by PAARC. The licensee(s) and/or trustee(s) of PAARC repeaters shall be permanent members of the Technical Committee.

## **Special Appointments**

Special Appointments are given to individuals that perform a discreet function such as Emergency Coordinator, Regular Meeting Moderator, and Sergeant at Arms, Newsletter Editor, Webmaster or Transmitter Huntmaster. Special Appointments are appointed by the Executive Board and will report to the president.

## **DISBURSEMENT OF PAARC FUNDS**

Disbursement of PAARC funds may be made by check or electronic funds transfer from the checking account. The signature of the Treasurer is required on all checks. For an EFT, a printed copy of the transaction must be maintained. For expenditures of \$50 or less payment may be made in cash provided adequate record of the transaction is maintained.

## **HOLDING OF MULTIPLE OFFICES**

No voting member may concurrently hold more than one of the following positions: President, Vice President, Secretary or Treasurer.

## **OFFICIAL FRIENDS OF PAARC**

As a mechanism to promote goodwill and communications to those outside of PAARC, certain organizations and individuals can be declared to be "Official Friends" of PAARC. Official Friends are entitled to complimentary copies of PAARC newsletter and other broadcast communications.

Official Friend designation may be granted by recommendation of any PAARC member and approval by a simple majority of the Executive Board. Official Friends have no PAARC privileges, but are welcome to participate in any PAARC activity or communications. The ARRL EPA Section Manager and Atlantic Division Director are automatically declared Official Friends of PAARC upon their election to office. Other Official Friends can include other ARRL officials, neighboring ARRL affiliated clubs, and any other approved organization or individual.

## **VOTING**

All voting for elections of Officers shall be by written ballot. All ballot votes will be supervised and tallied by the club Secretary or an Election Committee. All voting members will have the opportunity to vote at the meeting or if unable to attend, by first class mail, or e-mail. First class mail or e-mail ballots must be received by the Secretary, or his designee, at least 48 hours prior to the meeting.

## **MISCELLANEOUS**

No pets, except for service animals as defined by the Americans with Disabilities Act (ADA), will be allowed at PAARC sponsored functions.

## **UNATTENDED CHILD POLICY**

PAARC welcomes children of all ages. While we enjoy the presence of children at our functions, PAARC members cannot assume responsibility for the safety and well-being of children left unattended at our functions.

Responsibility for the welfare and the behavior of children at PAARC functions ultimately rests with the parent/guardian or an assigned caregiver. To ensure their safety, PAARC requires that children under the age of seventeen (17) be accompanied by a parent, guardian or adult caregiver.

## **CLUB LICENSE TRUSTEE**

As the chief control operator for the club station license, it is the duty of the Club License Trustee to act in the best interests of the club.

The Club License Trustee must be a current PAARC member in good standing.

### **Responsibilities**

The Club License Trustee is a Board member.

The Club License Trustee enforces clear, well defined, and transparent procedures for repeater usage.

The Club License Trustee may designate Control Operators to assist with his or her function. A club station control operator is designated by the club license trustee and must be someone who is trusted and will follow all FCC rules at all times. The club station control operators must be a current PAARC member in good standing.

The Club License Trustee handles all issues related to repeater usage: new nets, potential nets and improper operator repeater usage. Decisions about repeater usage remain with the Club License Trustee.

The Club License Trustee must inform the Board of issues related to repeater usage in a timely manner.

8/5/2010 - By-Laws revisions approved by PAARC Board

1/30/2014- By-Laws revisions approved by PAARC

Board 3/20/2014- By-Laws revisions approved by

PAARC Board

10/22/2014-By-Laws revisions approved by PAARC Board

4/22/2015- By-Laws revisions approved by PAARC Board

3/18/2016- By-Laws revisions approved by PAARC Board

3/8/2017- Bylaws Mission statement revised by PAARC Board

3/22/2017 Constitution and Bylaws revised by President to correct typo and format errors