

CONSTITUTION AND BYLAWS  
of the  
SIERRA AMATEUR RADIO CLUB OF THE HIGH MOJAVE  
As amended 14 November 2022

PREAMBLE

We, amateur radio enthusiasts, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves the Sierra Amateur Radio Club of the High Mojave 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 to so conduct Club programs and activities as to advance the general interest and welfare of amateur radio in the community by providing public displays and services.

ARTICLE I

All persons interested in amateur radio communication shall be eligible for membership. Membership shall be by application and payment of dues upon such terms as the Sierra Amateur Radio Club, hereafter referred to as the Club, provide in its Bylaws.

ARTICLE II

Section 1. The officers of the Club shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2. The officers of the Club shall be elected for a term of one year by ballot of the members present, provided there is a Quorum, at the last meeting of the calendar year.

Section 3. Vacancies occurring between elections must be filled by special elections at the first regular meeting following the removal or resignation.

Section 4. At meetings a minimum of ten (10) members or thirty percent (30%) of the full membership, whichever is less, shall constitute a Quorum for the transaction of business. Robert's Rules of Order shall govern proceedings.

Section 5. An officer may be removed by a three-fourths vote of the membership at a meeting where there is a Quorum present.

ARTICLE III

Section 1. The President shall preside at all meetings of the Club, and conduct the same according to the rules adopted. The President shall also enforce due observance of this Constitution and Bylaws, decide all questions of order, sign all official documents that are adopted by the Club and perform all other customary duties pertaining to the office of President.

Section 2. The First Vice-President shall assume all duties of the President in the absence of the President, and perform those duties assigned by the President. The First Vice-President shall be the chairperson of the Public Relations Committee.

Section 3. The Second Vice-President shall assume all duties of the President in the absence of the President and First Vice-President, and perform those duties assigned by the President. The Second Vice-President shall be chairperson of the Program Committee.

Section 4. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for memberships, carry on all correspondence, read communications at each meeting and distribute meeting notices to each member as needed. Upon expiration of his / her term, the Secretary shall turn over all items belonging to the Club to the successor.

Section 5. The Treasurer shall receive and receipt for all monies paid to the Club. The Treasurer shall also keep an accurate account of all monies received and expended in either a paper or electronic general ledger. The general ledger minimum fields required shall include a income/credit and expense/debit with a description of all income and expenses. The Treasurer shall pay all incurred debts and approved expenses upon authorization of a majority of a Quorum of membership at a regular meeting or a majority of a Quorum of the Board of Officers. The Treasurer shall, at the expiration of the elected term, turn over everything belonging to the Club in his/her possession to the Audit Committee. The responsibilities of the Treasurer can be transferred only after an audit.

#### ARTICLE IV

The Board of Officers shall be responsible for all matters of the Club and report to the members on matters it deems necessary or required by the Constitution. At Board of Officers meetings, a minimum of four officers shall constitute a Quorum for the transaction of business. In addition to authorizing payment of periodic debts, the Board of Officers may authorize expenditure of no more than five hundred dollars (\$500) per period between regular Club meetings.

#### ARTICLE V (deleted)

#### ARTICLE VI

The Club, by a majority vote of those present at any regular meeting where a Quorum exists, may levy upon the general membership such dues as shall be deemed necessary for the business of the organization within its objectives as set forth in the Preamble. Nonpayment of such dues shall be cause for automatic removal from the Club.

#### ARTICLE VII

Committees shall be of two kinds: Standing Committees as provided by this Constitution and Ad Hoc Committees as needed. The chairpersons of these committees shall constitute a Steering or Advisory Committee should the need arise.

#### ARTICLE VIII

Section 1. The Technical Assistance Committee shall provide assistance to the membership in the design, construction and proper operation of equipment used in an amateur radio station.

Section 2. The Repeater Committee shall provide guidance, design, construction, installation, operation, service and modifications for Club translators, repeaters, control links and associated equipment. The Club call sign Trustee shall head the Repeater Committee. The design and operation of this equipment shall be in accordance with the wishes of the membership as expressed by a majority vote of a Quorum of members at a regular Club meeting.

Section 3. The Radio Frequency Interference Committee shall provide technical assistance to Club members and the community, in the interest of improving public relations.

Section 4. The Program Committee shall provide a program at each regularly scheduled meeting in accordance with the objectives of the Club. The Program Committee shall also keep the membership informed of activities of other Amateur Radio organizations that might be attended by Club members. The Second Vice-President shall be the chairperson.

Section 5. The Public Relations Committee is responsible for placing public information announcements in the local news media, electronic and social media and other public places. The First Vice-President of the Club shall be the chairperson.

Section 6. The Audit Committee shall insure that the financial records of the Club are in order. An audit shall occur at the end of each fiscal year and anytime a new Treasurer is installed. An audit may also occur by a vote of a majority of a Quorum of the members at a regular meeting or by a majority of the Board of Officers. A fiscal year is defined as a calendar year. The Audit Committee shall be a minimum of three members, including the outgoing and incoming Treasurer and the remaining member(s) selected at large by the President. The Audit Committee shall be appointed at the December meeting. The Audit Committee shall report to the members and Board of Officers at the regular meeting following the audit completion no later than the February meeting each fiscal year or the installation of a new Treasurer.

Section 7. The Nominating Committee shall consist of three members appointed at large by the President at the September meeting. The Committee shall present the slate of candidates at the November regular meeting.

Section 8 The Emergency Communications Committee shall coordinate and plan the Club's response to community emergency or disaster situations. The chairperson shall serve as a point of contact for emergency service and volunteer agencies requesting the Club's participation in community emergency relief efforts. It is suggested that the American Radio Relay League Emergency Coordinator for Eastern Kern County be appointed as chairperson if he/she is a member of the Club and is willing to serve.

Section 9. The Public Service Committee shall coordinate and plan public service activities of the Club.

Section 10. The chairpersons of all committees shall keep the the Board informed of all regular or special meetings involving their committees.

## ARTICLE IX

This Constitution or the Bylaws may be amended by a two-thirds vote of a Quorum of the members at a regular meeting. Proposals for amendment 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 the same method as the newsletter is disseminated of the intent to amend the Constitution and/or Bylaws at said regular meeting. In years with the number thereof ending in zero and five, this constitution shall be reviewed and proposed amendments recommended if required.

## ARTICLE X

In the event that the Club should be dissolved, the Club officers shall transfer all Club physical property, which can be used to maintain the emergency communications capability of in the Indian Wells Valley, to an acceptable local club or group. In the event there is no club or group capable of maintaining the physical property, then the equipment is to be sold at auction. The Club officers shall close all Club bank accounts. The monies received from the auction of physical properties and the closed bank accounts shall then be given to the American Radio Relay League Foundation General Fund for use in supporting scholarship programs.

## BYLAWS

BYLAW 1. Application for membership shall be submitted to the Secretary. Membership privileges are obtained following application and payment of dues. Full voting membership is open to licensed amateurs only. Full membership includes all Club privileges as well as rights to committee membership. Club officers must hold an amateur license. Associate memberships are available to those with an active interest in amateur radio but who do not hold an amateur radio license. Associate members shall be granted all membership privileges with the exception of voting, holding office and committee membership.

BYLAW 2. Regular, monthly meetings of the membership shall be held on a specific day of the month at such place as the Board of Officers shall determine. The location shall be published regularly in the club newsletter. 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. Only such business as designated in the special meeting notice shall be transacted at said special meeting. Special meeting notices shall be delivered to arrive not less than forty-eight (48) hours before the special meeting's time.

BYLAW 3. Dues shall be for membership from January 1 through to December 31. Dues shall be payable annually by January 20. Dues not paid by March 31 shall result in the removal from the Club membership. Full time students, Associate members and active duty military personnel shall have dues reduced to an amount equal to fifty percent (50%) of regular dues. A family membership is for multiple members at one physical address. Family membership dues shall be one-hundred-and-fifty-percent (150%) of the regular dues. Multiple year membership shall be limited to two (2) years.

First time licensed amateur radio operators, having passed the required FCC exam at a local VE session or taken a SARC sponsored licensing class, are eligible for a one year free membership. Those licensed prior to June will receive membership for that year. Those licensed after June shall receive membership for the remainder of that year and the whole of the next year.

BYLAW 4. The Club is authorized to publish a Newsletter. The Editor shall be a position filled by a volunteer Club member with approval of the Board of Officers. The contents and format of the Newsletter shall be selected at the discretion of the Editor as long as the information is of interest to amateur radio and Club members. The newsletter Editor, with the consent of the Board, shall determine the method to disseminate the newsletter. Information from the Board of Officers and chairpersons of committees shall be given to the Editor for dissemination to the membership. The Editor shall be a member of the Public Relations Committee.