

BY-LAWS OF MESILLA VALLEY RADIO CLUB

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Article 1. Membership

Continuing membership in the Club requires that the member abide by the Articles and the By Laws and have paid the required dues. A valid amateur radio license shall be required for full membership. Each licensed amateur in a family membership shall have one vote. A member is entitled to all the rights and privileges of the Club. Membership in this Club is open to all persons interested in amateur radio. Full membership is available only to licensed radio amateurs. The club will offer associate membership to non-amateurs who desire to join. Associate members will be non-voting members of the club and cannot hold office. Otherwise, associate members will have all other club privileges.

Denial of membership and Expulsion of Members. The board of directors, by a two-thirds majority vote, may elect to deny membership to any individual who has a history of disruptive behavior, verbal or physical assault against club members, intentional frequency jamming, misappropriation of club assets and refusal to abide by the club By-Laws and decisions of the club. Any person denied membership has the right to appeal the board decision to the full membership of the club at a business meeting.

Article 2. Meetings

Business meetings. Shall be held monthly at regular times and days. The day and time for the meeting will be determined by the membership and will be announced in the newsletter at least 15 days in advance. The board of directors can cancel a monthly business meeting. The club shall have an annual business meeting in November of each year to elect officers. The President shall chair the meetings in accordance with Robert's rules of order. Fifteen percent (15%) of the members shall constitute a quorum for the transaction of all business. Future meetings may be rescheduled at any monthly business meeting

Social meetings. Will be held as desired by the membership. Social meetings are typically breakfast or dinner meetings arranged at a local restaurant and will not constitute a business meeting. The date and time for social functions will be announced in the newsletter at least 15 days in advance.

Board of Directors. Meet before each business meeting to suggest agenda items for the business meeting; discuss progress of various club projects; prepare a budget for recommendation to the members and to refer concerns of the Club members to the appropriate director for resolution. The President shall chair the Board of Directors' meetings in accordance with Robert's rules of order.

Article 3. Dues

Dues are levied on an annual basis by the Club. Single membership, family memberships and associate memberships shall be offered. Dues may be prorated for first time members only. Changes in dues will be recommended by the Board of Directors and approved by a majority vote of the members present at a business meeting Dues are due in January of each year and are delinquent April 1. An individual who has not paid dues by June 1 will be dropped from the club.

Article 4. Board of Directors

The board shall consist of the at least six (6) directors and no more than ten (10), and the elected officers. The board of directors shall oversee and guide the day-to-day operations of the club in accordance with the members' wishes as agreed at the business meetings. Directors shall be elected by either written or oral ballot of the members. The election will be held at the business meeting in November of each year, and newly elected officers and directors will take office on January 1. Vacancies occurring between elections shall be filled by appointing an acting officer or director to

serve until the next regular election. An acting president shall be appointed by the board of directors and other acting officers and directors will be appointed by the president. Officers and directors may be removed by introduction of a motion at a business meeting. At the next business meeting a majority ballot of members present shall be required for removal.

Article 5. Duties of Directors

The elected directors and appointed acting directors shall have the following responsibilities:

Clubhouse Director: Shall be responsible for the maintenance of the clubhouse and grounds, and scheduling work parties and other activities at the clubhouse. He shall formulate policies for operation of the radio room and be responsible for the safekeeping and maintenance of all of the Club equipment such as transceivers, antennas, towers, rotors, coax, etc. located at the clubhouse. He shall maintain a complete inventory that includes information regarding make, model, serial number, and current location of equipment. He shall maintain the keys for the clubhouse and other associated buildings and maintain a roster of who has keys. The clubhouse director will request assistance from other members as required.

Education Director: Shall arrange and conduct classes for people who want to receive licenses. Other members of the Club will be called upon to assist with teaching of classes. The education director shall also be responsible for obtaining speakers and programs for the business meetings.

Repeater Director: Shall be responsible for operation, maintenance, modifications, installation, frequency coordination, and landlord interfaces for all repeaters operated by the Club.

Communications Director: Shall be responsible for Field Day and other club contests, for coordinating communication for community events such as ARES, RACES etc. and for coordinating club support to public service organizations.

Special Events Director: Shall plan and implement such activities as the Annual Bean Feed food service, the monthly business meeting refreshments and similar activities. The Director shall also arrange for Club social events such as the annual Christmas Party.

Newsletter (Local Oscillator) Director: Shall be responsible for obtaining articles, editing, typography, makeup and editing of the newsletter. The Director shall also be responsible for distribution of the monthly newsletter and maintaining an archive of newsletters. The Director is also responsible for the creation and maintenance of the Club WEB site.

Information Technology (IT) Director: The Information Technology (IT) Director oversees the operation of the communications aspects of MVRC. Oversight includes the equipment and software used for administration, logging, site security, networking, internet access, etc. on the club house computers. Also included is the configuration, access for members, archiving, maintaining updates and upgrades, and keeping the Board apprised of operational status and making recommendations when needed.

Additional Directors: The duties of any additional directors will be determined by the board.

Article 6. Committees

Finance Committee: Shall consist of at least two members who are not officers or directors of the Club. This committee shall review income, expenses, balances and financial records of the Club annually or when there is a change in club treasurer. The Treasurer's monthly summary, year to date income and expense summaries, monthly bank statements and identification of persons with signature authority over accounts shall be generally reviewed, with underlying data available if requested. A review report will be read at the next business meeting. Upon acceptance, the report and the year-end financial records will be turned over to the treasurer and the report placed in the archives.

Nominating Committee: Shall consist of at least three members. The committee will present a selection of at least one candidate for each office to the membership for voting at the November meeting.

AD HOC Committees: The President may appoint ad hoc committees to be responsible for various Club activities. These committees shall report to the President. The President may remove or add members to each ad hoc committee as necessary. The President shall serve as an ex-officio member of each committee and shall vote only to break ties. Each committee will serve for a specified period of time, after which it will disband.

Article 7. Affiliation

To assist in carrying out these purposes, the Club maintains, and intends to maintain, an active affiliation with organizations that support or use amateur radio services. ARRL is our current affiliation.

Article 8. Officers and Terms

The officers of this Club shall be a President, a Secretary, and a Treasurer. The officers shall be elected for a term of one year and may run for reelection when their term ends.

Article 9. Duties of Officers

The President. Shall preside at all business and board meetings of the Club and shall conduct them according to the Robert's Rules of order. He shall enforce due observance of these By-Laws, decide all questions of order, sign all official documents adopted by the Club, serve as an ex officio member of all committees and perform all the customary duties pertaining to the office.

The Secretary. Shall record the members present at each business meeting; Maintain the roster of club members including call sign, address, phone number and email address; keep a record of the business meetings and board meetings; submit appropriate applications; carry on both regular and Email correspondence as required; submit communications and minutes of the previous meeting to the newsletter; submit minutes of each business meeting and Club related documentation for inclusion in the Club archive at the end of each calendar year; keep the official copy of the Articles and By-Laws of the Club; cause all amendments, changes and additions to be made on this official document; and make it available for consultation by members upon request. The secretary shall be responsible for the collection, storage and cataloging of all archive materials passed on to him by various officers specified in this document. The secretary shall assume all the duties of the President in his absence. If there is a motion made at a business meeting to remove the President, the secretary shall assume the duties of the President until the motion is resolved. The secretary shall be responsible for the maintenance of the club calendar. At the end of his term, the Secretary will pass all official documents on to his successor.

The Treasurer. Shall keep an accurate account of all monies received and disbursed; keep an accurate account of the Club's financial assets; and status of the Scholarship Fund in the NMSU Foundation Office. He shall maintain a list of club members who have paid their dues, provide this information to the secretary and assist in maintaining the club roster. He shall provide a monthly report of expenses and income to be published in the Club newsletter. He shall deliver a financial report to the membership at year-end. At the end of his term he shall pass all the records to his successor and to the Club financial records committee.

Article 10. Budget

Expected budget: In October of each year, each director shall submit to the Board of Directors

an annual budget request. The request will include projected needs of the Club for meeting the needs of their responsibility. The Board shall review and refine requests and develop a final annual budget. After the board finalizes the budget, it will be presented to the membership for approval at the January business meeting. The board of directors shall have full authority to expend funds identified in the approved budget.

Unexpected budget: Unbudgeted expenditures of less than \$200 per year can be approved by the president. Unbudgeted expenditure of less than \$500 per year can be approved by a majority vote of the Board of Directors. Unbudgeted expenditures greater than \$500 must be approved by a majority vote of the members present at a business meeting.

Article 11. FCC Compliance

The Club will, within its capabilities, provide advice and assistance to any member requesting it to assure all operations and emissions of member stations conform to FCC regulations and good amateur radio practice.

Article 12. Scholarships

A Scholarship Fund has been established with New Mexico State University's Foundation. The club officers shall select an applicant for an award based on the following criteria: A) *Must be in good standing with the university* B) *Must have a valid Technician, General, or Extra class FCC License.* C) *Must be a U.S. citizen.*

Article 13. Amendments to the Bylaws

All amendments to these Articles and By-Laws must be submitted and discussed at a business meeting of the Club. They shall be approved at the next business meeting by a (2/3) Two-Thirds majority of members present. The proposed amendments shall be published in the Newsletter prior to the vote.

Article 14. Disestablishment

The Club may be dissolved by (2/3) Two-Thirds majority vote of the Board of Directors if liquid assets of the Club (evaluated with due regard to the reasonably anticipated collectibles such as dues) become or are anticipated to become insufficient to pay the Club's outstanding and anticipated bills (the condition of which shall be referred to hereinafter as "insolvency"). Before a vote to dissolve may be taken by the Board of Directors, the membership of the Club shall be given notice of an existing or anticipated insolvency and shall be given an opportunity within thirty days to pledge and pay assessments, contributions or other payments to the Club sufficient in the aggregate to pay all outstanding and anticipated bills of the Club for a period of at least six months. In the event the Board of Directors votes to dissolve the Club, it shall have authority to sell all assets of the Club (both real and personal). If any funds shall remain after all of the Club's liabilities have been paid, the remaining funds shall be contributed to an IRS recognized non-profit amateur radio organization selected by the board of directors. When all club assets have been liquidated, obligations settled and proper authorities (such as the FCC and IRS) notified, the board of directors shall disband.

END

These Bylaws were approved at the business meeting of 3 February 2018 by a 2/3 majority of the members present.

<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____
Director _____	_____	_____