

## **CONSTITUTION OF THE:**

### **Central Arkansas Ultra High Frequency Group**

#### **PURPOSE:**

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of a group of persons commonly interested in Amateur Radio, constitute ourselves the Central Arkansas Ultra High Frequency Group, hereafter referred to as The CAUHF Group, enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between our members, to promote scientific investigation and the engineering application in the use of ultra high frequencies in the amateur radio spectrum. This specialized amateur radio knowledge shall be used for public service purposes or volunteer disaster relief communications as well as other patriotic purposes permitted by the Amateur Radio Service regulations (Federal Communications Commission, Part 97). The pursuit of scientific knowledge and the application of sound engineering practices shall be used to improve individual operating efficiency, and to so conduct The CAUHF Group's programs and educational and fraternal activities for the advancement of the general interest and welfare of Amateur Radio in our community and nation.

#### **ARTICLE I**

##### **MEMBERSHIP:**

There shall be two classes of membership in the CAUHF Group:

A. Full Membership. Any person holding a valid Amateur Radio license shall be eligible for full membership. Full members are strongly encouraged to become members of the American Radio Relay League. Full membership shall be by written application and election upon such terms as the CAUHF Group shall, by its Bylaws provide.

B. Associate Membership. Associate membership is open to any person who does not meet all qualifications required to become a full member, yet wishes to support The CAUHF Group. Associate membership shall be by application and under such terms as The CAUHF Group shall provide in its Bylaws.

## ARTICLE II

### BOARD OF DIRECTORS:

The CAUHF Group shall be governed by a board of directors consisting of nine members. These nine members shall include the President, Vice President, Secretary, Treasurer, immediate past president and four Board members at large. The President, Vice President, Secretary, Treasurer, and two Board members at large shall be elected annually.} Any full member is eligible to be elected to a board position in the CAUHF Group if he or she has been a full member in good standing for the previous six months. No member may hold or be elected to hold more than one office or board position simultaneously.

## ARTICLE III

### OFFICERS:

Section 1: The officers of the CAUHF Group shall be President, Vice President, Secretary and Treasurer. The officers shall also serve as members of the Board of Directors.

Section 2: The officers of the CAUHF Group shall be elected for a term of one year by secret ballot of the {full} members present at the November meeting provided a quorum is present. If a quorum is not present at the November meeting, the Secretary will immediately issue another meeting notice for another meeting 30 days later at which time another election shall be attempted.

Section 3: Vacancies occurring between elections must be filled by special election at the first regular meeting following the removal, withdrawal {death, physical or mental incapacity} or resignation, provided a quorum is present.

## ARTICLE IV

### DUTIES OF OFFICERS:

Section 1: The President shall preside at all meetings of the CAUHF Group and conduct the same according to the rules adopted. The President shall enforce the Constitution and Bylaws, decide all questions of order, sign all official documents adopted by the Board and/or CAUHF Group, fill standing committees and appoint special committees, and perform all other customary duties

pertaining to the office of President. The President shall also serve as Chairman of the Board of Directors.

Section 2: The Vice President shall assume all the duties of the President in the absence of the latter. The Vice President shall also be responsible for planning and securing programs for each regular CAUHF Group meeting.

Section 3: The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, carry on all correspondence, read communications at each meeting, and notify members of special meetings. The Secretary shall relinquish all property, records and materials belonging to the CAUHF Group to the Secretary-elect prior to the regular meeting in January.

Section 4: The Treasurer shall receive and receipt for all monies paid to the club. The Treasurer shall keep an accurate account of all monies received and expended. The Treasurer shall pay no bills in excess of \$50.00 or total to the same payee without proper authorization at a meeting of the Board of Directors. The Board of Directors may authorize payments in excess of \$50.00. The Treasurer shall provide to the Board and members an annual report of club expenditures, liabilities, and assets of the CAUHF Group in writing. The Treasurer shall relinquish all property, records, materials, and monies belonging to the CAUHF Group to the Treasurer-elect prior to the regular meeting in January.

Section 5: In order to maintain some assured continuity, the two new at-large board member positions shall serve two-year staggered terms. For purposes of the new board positions, the two persons elected shall draw lots to determine which serves a one-year term and which serves a full two year term in order to continue the order of staggered terms. The immediate past president shall automatically assume this position upon the election of a new president. In case of a vacancy in the immediate past president position prior to the conclusion of the term, an election shall be held to fill the remainder of the term as with any other vacant position.

## ARTICLE V

### REMOVAL FROM OFFICE:

Officers and Directors may be removed by simple majority vote of the total number of full members present in a meeting. This action must (1) occur at a regular meeting, (2) a quorum of a simple majority of all full members must be present, and (3) all voting shall be by secret ballot.

#### ARTICLE VI

##### MEETINGS:

Meetings should be held, at a minimum, on a quarterly basis and during the first month of each calendar quarter. The Bylaws shall provide for regular and special meetings. At meetings, a minimum of 25% of the full membership shall constitute a quorum for the transaction of business except as otherwise provided. A minimum of three Board members must be present in order to conduct business of the Board. At least one of the three present must be either the president or vice president.

#### ARTICLE VII

##### DUES:

The CAUHF Group, by a vote of two-thirds {a simple majority} of full members present at any regular meeting, may levy upon the general membership such special dues and/or assessments as shall be deemed necessary for the business of The CAUHF Group within its objectives as set forth in the purposes statement. The dues structure shall be specified in writing. Regular dues shall be specified in the Bylaws. Non-payment of such dues or assessments shall be cause for expulsion from The CAUHF Group as provided by the Bylaws.

#### ARTICLE VIII

##### MEMBERSHIP ASSISTANCE:

The CAUHF Group shall offer its members a variety of technical assistance including but not limited to assistance in addressing interference problems through the constitution of committees as needed, enactment of guidelines to minimize interference between member stations, provision of technical advice to members concerning equipment design and operation, and to assist in frequency observance, clear signals, uniform practice, and absence of spurious radiation from member stations. The CAUHF Group will also provide assistance, either

individually or through organized programming, to members who wish to learn more about specific technical or operating topics. The CAUHF Group, through both individual and collective efforts of its membership, is committed to providing appropriate support to help individuals obtain or upgrade amateur licenses.

#### ARTICLE IX AMENDMENTS:

Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following meeting providing that all members have been notified by United States Postal mail or electronic mail of the intent to amend the Constitution and/or Bylaws at said meeting. This Constitution and Bylaws may be amended by a two-thirds vote of those casting ballots. This vote shall be by written ballot of members present at the meeting. Mail out ballots and proxies shall not be used.

#### ARTICLE X

**RULES:** Robert's Rules of Order shall govern all meetings of the Central Arkansas Ultra High Frequency Group.

### **BYLAWS OF THE Central Arkansas Ultra High Frequency Group**

1. **ARRL AFFILIATION:** The CAUHF Group shall be affiliated as an American Radio Relay League (ARRL). All full members of the CAUHF Group are strongly encouraged to be or become current members of the American Radio Relay League.

2. **BOARD OF DIRECTORS:** The Board of Directors shall govern the general operation of the CAUHF Group, taking into full account the expressed wishes of the whole membership. The Board shall govern with an expressed spirit of the

openness to the general membership. All Board meetings, with the exception of executive session, shall be open and public. Except for special called Board meetings, all Board meetings will be held prior to and on the same day as the regular CAUHF Group meeting. The Board will conduct all regular and routine business of the club.

3. VETO OF BOARD ACTION: Any member may, upon a motion and appropriate second, call for a veto of a Board action. Such a veto will require approval by a two thirds majority, providing a quorum is present.

4. BOARD EXECUTIVE SESSION: The Board may meet in closed session only for the purposes of considering new membership application, removing a member from CAUHF Group membership, or the removal of an Officer for non-attendance {or other reasons}. The Board may invite any affected parties into such a meeting. The Board must report to the general membership, the action taken {and votes must be made in public}, at the next regular CAUHF Group meeting.

5. SECRETARY: It shall be the duty of the secretary to keep the Constitution and Bylaws of the CAUHF Group and have the same present at every meeting. The Secretary shall cause all amendments, changes, and additions to be noted thereon and shall the same to be consulted by the members upon request.

6. MEMBERSHIP: Full membership is open to licensed amateurs. Full Members are strongly encouraged to also become members of the American Radio Relay League. Full membership includes all CAUHF Group privileges as well as rights to hold a CAUHF Group office and vote for officers. Associate membership is open to any person having an interest in support of the CAUHF Group. An associate member shall have no voting privileges and may not hold office. An application for CAUHF Group membership shall be submitted in writing, along with the appropriate dues to the Board of Directors for approval. A majority vote of the Board of Directors is required for all applicants to become a CAUHF Group member. Each member shall be issued a serially numbered membership card by the CAUHF Group secretary.

7. LOSS OF MEMBERSHIP: The Board of Directors may revoke the full or associate membership of any member found to be engaging in activities harmful

to the interests of the CAUHF Group or of amateur radio in general. Board action to revoke membership shall require two-thirds majority and shall be fully reported to the general membership at the next regular CAUHF Group meeting.

8. MEETINGS: Regular meetings shall be held at least once each calendar quarter, time and place to be determined by the president and announced such that sufficient notice is given to all members of said meeting. Special meetings may be called by the president upon the written request of any five (5) full members or at the direction of the Board. Notices shall be mailed {or electronically} notified to all members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that in the ordinary postal delivery, they will arrive not less than twenty four (24) hours prior to the meeting time or by electronic mail with return electronic receipt requested.

9. DUES: Dues will be assessed on an annual basis due at the regular CAUHF Group meeting in January of each year and in accordance with the provisions of Article VII of the Constitution for the purpose of providing funds for current and future expenses. All dues are due and payable at the regular CAUHF Group meeting in the first calendar meeting of the new calendar year. Members whose payment is not received by the Secretary by the end of the business day 30 calendar days following the first meeting in the first calendar quarter will be processed as a new applicant. Dues structure shall be as follows: Full member: Full dues rate. Associate Member: Full dues rate. Family Membership: Each Master Family member shall pay the full dues rate. An additional 50% of the full dues rate will cover all family members residing in the same household.

10. Standing and Special COMMITTEES: Except as otherwise provided and not including special committees or subcommittees of the Board of Directors appointed to conduct Board business, an Officer or Board member is prohibited from serving as chairman of a standing or special committee of the club. Except as otherwise provided, and not including special committees or sub-committees of the Board of Directors appointed to conduct Board business, an Officer or Board member is prohibited from serving as a member of more than two standing or special committees in the same calendar year. The CAUHF Group shall create such standing and special committees as directed and approved by the Board.

## 11. VOTING:

Election of Officers, Board members, and amendments to the Constitution and Bylaws shall be conducted only by secret ballot and by those members present. Ballots by mail and proxy votes are prohibited.