

## Constitution

### Article I – Name

The name of this club shall be:

Rialto Amateur Radio Club, or may be referred to in this document as RARC or club.

### Preamble

We, the members wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the Rialto Amateur Radio Club, hereafter referred to in this document as “the RARC,” or “club”, 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 and to conduct club meetings and activities as to advance the general interest and welfare of Amateur Radio in the community, with an emphasis on emergency communications. RARC is and shall always be held as public service, not-for-profit organization dedicated to service to the community in which it functions, i.e. as a volunteer group under the umbrella of the Rialto Fire Department without compensation to its members or officers for any and all services provided.

### Article II – Purpose

The purpose for which this club is formed, any and all of which may be undertaken are:

1. To promote a better understanding between and to promote professional contact among Amateur Radio Operators and persons in the City of Rialto and surrounding areas who are interested in Amateur Radio.
2. To organize an active reliable group of proficient Amateur Radio operators to handle communications during any emergencies that may disrupt other lines of communications.
3. To increase the knowledge of persons interested in Amateur Radio, both from an operating and theoretical standpoint, and to further the technical knowledge of the members of the club through activities, discussions, trainings and presentations.
4. To provide assistance to persons with special needs who are interested in becoming Amateur Operators.
5. To cooperate with the American Radio Relay League in promoting the best interest of Amateur Radio.

### Article III-Membership

- Membership shall be open to any person possessing an Amateur Radio Operators License valid in the USA and who are 18 years of age or older.
- Only approved members shall have voting rights as set forth in the club’s Constitution and Bylaws.
- Term of membership shall be 12 consecutive months.
- Anyone who would like to become a member of the RARC shall complete the membership application form and submit it to the club’s secretary. Applicant must then successfully complete the “Process for Becoming a Member of the Rialto Amateur Radio Club”.

## Process For Becoming a Member of the Rialto Amateur Radio Club

Step 1: Fill out RARC brochure application and turn in to secretary.

Step 2: Fill out Volunteer application at City of Rialto Human Resources Department (HR). Be sure to let HR know that you are completing the application for being a “fire department volunteer” and *not* for being a “volunteer firefighter”. **This is very important.** Write on the top of the application you are applying for a fire department volunteer in “Emergency Communications Service” with the Rialto Amateur Radio Club.

Step 3: After the volunteer application has been approved by the Fire Department, Human Resources will contact you to set up an appointment to go in for Live Scan; fingerprinting.

Step 4: Once you have been cleared by the Department of Justice (DOJ), HR will notify you of passing your Live Scan and that you have been cleared.

Step 5: Human Resources will notify volunteer to schedule an appointment to have picture taken for a Fire Department ID card. ID card will be printed at the same time as picture is taken.

Step 6: After Fire Department ID card has been issued, volunteer can then be accepted into the RARC as a member and pay membership dues at the next monthly meeting.

Step 7: Volunteer will need to purchase uniform. *All* volunteer members of the RARC must have a uniform. Uniform includes a half sleeve light blue uniform shirt, navy blue slacks and sturdy black work shoes/boots. Uniform may be purchased online at [www.uniformswarehouse.com](http://www.uniformswarehouse.com). Half-Sleeve Uniform Shirt – Light Blue: Item No.: SC-08; and Rip-Stop Tactical BDU Pants: Item No.: BP12. (Contact radio club secretary for information as to where to purchase the Fire Department patch, purchase name tag and receive an Emergency Communications Service patch; all a requirement for the completion of the uniform).

- A. Once applicant has been cleared by the Department of Justice and has been issued a Fire Department Volunteer ID card, the club’s secretary shall then submit the name of the applicant to the President for acceptance into the club.
- B. At the next monthly meeting, the President will conduct a blind vote by show of hands (with the applicant in another room). Acceptance into membership requires an affirmative majority vote of members in good standing.
- C. Membership dues shall then become due and payable to the Treasurer at a pro-rated basis. This would be by month for the completion of the current year.
- D. All members of the RARC will be issued a Rialto Fire Department Volunteer ID card which will allow the member access to all Rialto fire stations. This ID card will remain the property of the City of Rialto and will be surrendered to Human Resources upon separation from the RARC and the Rialto Fire Department Volunteer position.
- E. Any **active or retired** Rialto Fire Department personnel who hold a valid amateur radio license, and desires to be a member of the RARC, will automatically be accepted as a member of the RARC. Their yearly dues shall be waived.

## Removal of Member

1. Any member of the RARC who has his/her license suspended or revoked by the Federal Communications Commission, or who is assessed a fine or other penalty for any violation of FCC Rules and Regulations, shall automatically be removed from membership in the RARC.
2. If a member or members of the RARC deem it necessary for an officer to be removed, that officer shall be notified by RARC intent at the next regular meeting. At the next regular meeting following that notification, a decision shall be made by secret ballot with 2/3, 66%, of the voting membership present being required for removal.
3. The President shall fill the vacancies occurring between elections by appointing a voting member to fill such vacancy for the unexpired term.

### **Member in Good Standing**

A member in good standing is defined as one who is current in his/her dues and abides by the Constitution, Bylaws, and policies of the club. A member in good standing will work collaboratively to strengthen the club.

## By-Laws

### Article IV - Officers

1. The officers of this club shall be: President, Vice-President, Secretary, Treasurer, and Liaison Coordinator.
2. Officers will serve two year term beginning January 1<sup>st</sup> of each year.
3. Officers must be a minimum of 18 years of age.

### Article V – Duties of Officers

**Club Officers/Executive Board** - RARC is a community service organization and officers are core members of the organization. Members expect to see their officers at the meetings. Meetings are of extreme importance, and your attendance is necessary. It's important that you attend all meetings. Your opinions should be voiced at the Executive Board business meetings. It is there that officers "iron out" any problems or concerns so the club can operate smoothly and harmoniously. If you can't attend a meeting, make sure someone else takes notes and records the actions taken.

**Become Familiar with Policies and Procedures** - It is wise for all club officers to have a copy of the club's Constitution and Bylaws and Standing Rules and know what they contain. Some of the biggest internal problems are created due to officers not following club rules simply because they haven't read them. Acquaint the membership with these documents so they have a better understanding of RARC responsibilities and activities.

## **SUMMARY**

The structure of your club and the tasks you perform may be beyond the basic constitutional

duties of your office and will be up to your club members, the board, and your president to delegate duties as necessary. There are many ways you can help and many things you can do — all will make your club stronger. As a leader, you will want to make this year, and every succeeding year, the best year ever for your club. By showing your enthusiasm and performing the duties of your office, you will find others becoming more interested in what RARC is doing. By getting others involved, you will find that you and your co-leaders have, indeed, made this the best year ever for your club.

### Duties of Officers

#### 1. **President**

**The President shall preside at all Executive Board and membership meetings and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.**

#### **Examples of duties, other responsibilities may apply:**

To ensure that all business of the club is conducted in compliance with the Constitution, Bylaws and Robert's Rules of Order; promote the good and welfare of members; to instill confidence, good will, and understanding among the members; to ensure services of the RARC are effectively delivered to members by overseeing the implementation of policies and programs at the club level. As determined by the club constitution, responsibilities may include, but are not limited to the ability to:

1. Learn and interpret the Constitution, Bylaws and Policies.
2. Learn applicable club policies, rules and regulations of the RFD.
3. Interpret and enforce procedure and provisions of the Constitution and By-laws.
4. Exercise good judgment in conducting the affairs of the RARC.
5. Conduct club meetings in accordance with Robert's Rules of Order, and club governance documents. Appoint club committees and their chairpersons in accordance with the Constitution, Bylaws and Policies of the RARC.

#### **Qualifications**

1. Be a member in good standing of RARC.
2. Dedication to the goals and objectives of the RARC and the principles of the Amateur Radio Relay League (ARRL).
3. Willingness to devote personal time in furtherance of the RARC programs and policies.
4. Genuine caring for people and a desire to mentor them in working out problems which may fall within club jurisdiction and/or its ability to provide assistance.

#### 2. **Vice President**

**The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, oversee and coordinate events members wish**

**to participate in within the City, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the local Emergency Coordinator to further club participation in the area of Emergency Communications.**

### **INTRODUCTION**

Generally, it is expected the Vice President is preparing to serve the club as President in the future. The Vice President is to assume the role of the President in an emergency when the current president is unavailable and usually assumes the office of president in the event of a vacancy. To prepare for both of these possibilities, the vice president needs to become knowledgeable about the RARC; the structure of the organization; its policies, Constitution and Bylaws, and Standing Rules; other services available to the membership; and how to perform the president's duties. The vice president attends all meetings and serves on committees at the direction of the president.

#### **Examples of duties, other responsibilities may apply:**

Vice presidents can and do perform a number of duties at the direction of the president that will lend assistance and strengthen the club. An active vice president must:

1. Prepare to serve as president.
2. Attend all club and executive board meetings.
3. Serve on all committees to which assigned.
4. Become familiar with all policies, Robert's Rules, the Constitution and Bylaws, and Standing Rules of both the club and the RFD.
5. Plan in arranging programs and/or trainings for club meetings (i.e., speakers, films, special interest events).
6. Conducting membership drives on behalf of the club.
7. Assist in communicating with RARC members.
8. Plan social events and/or club activities that will provide opportunities for members to get acquainted.

#### **Prepare To Serve As President**

A vice president will be much better prepared to take on responsibilities of the presidency, whether for a meeting or two from time to time or having been elected to the office, if he/she keeps in close communication with the current president and gives all the support and assistance possible. Through good communication, you will learn of existing problems, what is being done to resolve those problems, and how to seek the necessary assistance for the various concerns members express.

A vice president needs to be familiar with the mechanics of conducting a meeting, understand simple parliamentary procedures, know the procedures for setting up meetings, developing agendas, and arranging for facilities. The vice president should also be aware of the president's schedule of meetings aside from the regular club and executive board meetings.

#### **Other Meetings**

A club president cannot be in all places at all times. Often meetings, workshops, etc., conflict with one another. The president may direct the vice president to attend any of these functions in his or her place.

### **Serve On Committees**

Committees help keep a club active and effective and are necessary to perpetuate the “member control” of which we are so proud. We all know, however, that a person can give only so much time and effort. A good club vice president can organize committees to involve many of the members. As members become more active, future leaders can be identified and more people will be working together making club projects more successful.

### **3. Secretary**

**The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and email written meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.**

#### **Examples of duties, other responsibilities may apply:**

1. Actively participate in the decision making functions of the board.
2. Meet with the president to prepare agendas for meetings.
3. Notify all members in writing of general and special club meetings (time, date, place) and the agenda for each meeting.
4. Keep an accurate roll of members and officers in attendance at club and executive board meetings.
5. Record the minutes of meetings.
6. Receive all correspondence.
7. Keep the records and files of the club, including an inventory of equipment or furniture, the RARC owns.
8. Maintain up-to-date copies of governance documents, and see that copies of same are available for reference at all meetings and available for inspection by the general membership upon request.
9. Know and follow constitutions, policies, standing rules and parliamentary procedure (Robert’s Rules).
10. Read communications at club meetings.
11. Respond to communications on behalf of the club under direction of the board, president, and the membership.
12. Instill and encourage loyalty to RARC.
13. Maintain an up-to-date roster from information supplied by club treasurer.

### **4. Treasurer**

**The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each month he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her**

**term, he/she shall turn over everything in his/her possession belonging to the club to his/her successor.**

**Examples of duties, other responsibilities may apply:**

1. Acts as a focal point for membership processing.
2. Maintains inventory of expenditures and other related items.
3. Distributes membership applications in accordance with City and club policies.
4. Processes ARRL membership and dues.
5. Gives roster updates to club secretary and all club officers within 10 days of payment.
6. Verifies information on membership for the club.
7. Prepares the club's budget in cooperation with the board and based upon their plans.
8. Sits on the club's Executive Board.
9. Collects, records, and deposits all funds received by the club. Pays, records, and confirms all club bills.
10. Orders any supplies for the club.
11. Balances and maintains all club accounts.
12. Prepares the monthly financial statement to report to the club. (Report includes: all revenues, expenditures, dates, and balance.)
13. Most important to your role is a good understanding of your club's Constitution and Standing Rules as well as those of the ARRL. You should understand both of these. Your club's Constitution will identify members, and the membership dues structure and assessments.

**Before You Leave Office**

The Treasurers needs to comply with the following before leaving office:

- Verify and provide a copy of bank statements to the club President, along with all other records.
- Assist the new treasurer to learn the duties associated with the office. An audit will be preformed upon leaving office.

Article VI – Dues

1. The purpose is to provide funds for current expense such as, but not limited to: postage, printing, minor repeater repair and expense, and other items deemed necessary by the officers of the club. The annual dues will be \$12.00 per person, payable January 1<sup>st</sup> of each New Year. Any new member will pay a pro-rate of \$1.00 per month.
2. Members not paying dues by March 1<sup>st</sup> each year will be barred from official actions of the club until dues are paid.
3. Family membership rate of \$24.00 may be obtained where all members reside at the same residence. This would include unmarried family members attending college (out of town).

Article VII – Meetings

1. The President may call a special meeting of the club by notifying members of the club of the upcoming meeting 72 hours prior to the meeting via the club repeater and/or the repeater that is regularly used by the majority of the club. Alternately, the president may choose to notify the members by telephone or email 72 hours prior to the called meeting (members who do not have a telephone or email shall be notified by one of the other means available).

2. Three of the members must be present for a quorum.
3. Regular club business may be conducted by majority vote of voting members present.
4. The order of business for the club shall be:
  - a. Call to Order
  - b. Flag Salute
  - c. Introduction of Visitors
  - d. Approval of Minutes
  - e. Officers Report
  - f. Committee Reports
  - g. Unfinished Business
  - h. New Business
  - i. Roundtable
  - j. Program
  - k. Adjourn

The presiding officer may modify this sequence.

#### Article VIII Elections

The Secretary shall act as the nominating committee chair at the last meeting in September. Their nominees will be presented at the regular meeting in October. Elections shall be held at the October meeting. Nominations from the floor may be made on the date of the elections.

- a. Elections for President and Secretary shall be held in odd years.
- b. Elections for Vice-President and Treasurer shall be held in even years.

#### Article IX – Club Owned Repeater

1. The Rialto Amateur Radio Club shall retain the right to sponsor, maintain, and control a repeater in any or all of the authorized coordinated frequencies in the VHF band and above. Any Club repeater will be operated as an open repeater unless interference and abuse becomes a problem.
2. There shall be a repeater committee of three (3) persons holding valid and current Amateur licenses, Technician, or higher and shall be Club members. One being the head trustee to oversee club owned equipment.
3. The Club shall approve all upgrades or downgrades to the repeater and equipment. The owner or controller of the repeater site must approve alterations affecting structure or site building.
4. The repeater committee shall be responsible for maintenance of the repeater and shall have sole access to repeater sites and equipment. Other club members that require access shall do so through the Committee.
5. Maintenance shall be performed by the Committee or by a person or persons under supervision of the Committee. Any repairman shall be qualified and the club shall know said person(s). The Committee shall make the club aware of necessary repairs, why they are needed, and who will be doing the repair if projected repairs exceed \$50.00. If the Committee is not qualified to project the expense, then they shall come before the club and seek guidance from Club members before reaching out to commercial repairman and Amateurs from other areas.

6. The \$50.00 fund must be replenished by approval of trustees. There shall be no additions or deletions of peripherals connected to the repeater, housing, or equipment by anyone unless authorized by the club.
7. The repeater committee shall be responsible for maintaining a log at the repeater site. The log shall contain information as to what routine maintenance, names of person or persons visiting the site, and dates and times. This log will be made accessible to club offices and the owner or controller of the premise (site).
8. Users will be encouraged to underwrite the cost of a repeater upkeep, Auto-Patch, and Telephone line, if the repeater is so equipped. Officers shall have the option of closing the auto-patch to non-contributing users if costs are not covered.
9. Donations from Amateurs and other persons outside the area will be accepted to this fund and regular club fund; however, the donor will not have a voice or vote in the affairs of the Club and/or repeater operation.

#### Article X – Review of Bylaws

Bylaws may be amended by Motion at any regular meeting per Standing Rules.

#### **Standing Rules**

- A. Amendments to Standing Rules may be made at any executive, regular, or special meeting. Changes must be approved by Club Officers. Membership will be notified of changes at the next regular Club meeting.
- B. E-Board meetings will be held on the First and Third Wednesday of the month at 1 p.m., at RF Station 201, 131 S. Willow Ave, Rialto.
- C. Regular RARC meetings shall be held the Third Saturday of each month at 10:00 a.m. The location for meetings will be at the Rialto Fire Department Station 202, 1700 N. Riverside Ave Rialto.
- D. The meeting date, time, and place will not be changed unless approved by Club Officers.
- E. Regular Net Meetings will be held each Monday at 8:00 p.m. on 146.580 Mhz, simplex, or repeater 147.645 Mhz., PL 127.3 -, or repeater 445.520 Mhz. PL 127.3 -.
- F. In the event we take on any equipment, Bylaws will be open for review.
- G. Bylaws may be amended by majority vote of membership at any regularly scheduled meeting.
- H. Bylaws may also be amended by majority of executive board at any regularly scheduled meeting of the executive board, and then must be ratified by members at a regularly scheduled meeting.