

1 **Rialto Amateur Radio Club**  
2 **Constitution & Bylaws**  
3 **July 28, 2009**  
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6 **Article I – Name**  
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8 The name of this club shall be: Rialto Amateur Radio Club, or may be referred to in this document as Club.  
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10 **Article II – Objects**

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

- 12 1. To promote a better understanding between and to promote better social contact among the Amateur Radio  
13 Operators and persons in the City of Rialto and surrounding areas who are interested in Amateur Radio.  
14 2. To increase and foster more efficient and reliable handling and relaying of traffic.  
15 3. To organize an active, reliable group of proficient Amateur Radio operators to handle communications  
16 during such emergencies that may disrupt other lines of communications.  
17 4. To increase the knowledge of persons interested in Amateur Radio, both from an operating and theoretical  
18 standpoint, and to further the technical knowledge of the members of the club through the presentation of  
19 suitable discussions and explanations.  
20 5. To promote interest in Amateur Radio among interested persons through code classes, lectures, and  
21 entertainment.  
22 6. To provide special assistance to handicapped persons who are interested in becoming Amateur Operators.  
23 7. To cooperate with the American Radio Relay League in promoting the best interest of Amateur Radio.  
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26 **Article III – Membership**

27 The membership shall be open to all persons who are interested in furthering the ideals and objectives of the Rialto  
28 Amateur Radio Club, subject only to such reasonable qualifications and limitations as shall be set out in the club  
29 bylaws. Applications for membership shall be oral or written to any officer of the club and will be approved by  
30 membership before acceptance as a member. Only approved members will have full voting rights.  
31 Once approved, new members will process through the City of Rialto Human Resources Department as a Fire  
32 Department Volunteer. New members will pass a background check as set forth by current standards at the time of  
33 the application.  
34 All members of the Rialto Amateur Radio Club will be issued Rialto Fire Department Volunteer ID cards allowing  
35 access to fire stations. This ID card will remain the property of the City of Rialto and will be surrendered upon  
36 separation from the Rialto Fire Department Volunteer position.  
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39 **Article IV – Officers**

- 40 1. The officers of this club shall be: President, Vice-President, Secretary, Treasurer, and Liaison Coordinator.  
41 Officers will serve two year beginning January 1<sup>st</sup> of each year.  
42 2. All officers must be a minimum of 18 years of age.  
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2 Article V – Duties of Officers

3 (A) President

- 4 1. The president shall preside at all meetings of the club membership.  
5 2. The President shall not be entitled to vote in an Executive Board meeting except in the case of a tie. In this  
6 case, he shall cast the deciding vote.  
7 3. The president shall perform all of the customary duties of his office and appoint committees when  
8 appropriate and needed.

9 (B) Vice-President

- 10 1. In the event the president shall be unable to perform the duties of the office, or be removed from the office,  
11 the Vice-President shall assume the duties of the President. The normal duties of the Vice-President are:  
12 Membership Chairman, soliciting, encouraging new members, and Activities Chairman.  
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14 (C) Treasurer

- 15 1. The treasurer shall be authorized to open a checking account in the name of the Rialto Amateur Radio Club  
16 for payment of normal expenditures. The bank account will be made accessible by two signatures.  
17 Signatures being: Treasurer and any Executive Board member. (No two signatures by the same family)  
18 2. The Treasurer shall receive and maintain accurate records of receipts and expenditures. All expenses must  
19 be authorized and recorded in club minutes before payment is made. A financial report will be given  
20 during each calendar quarter. Financial records shall be open for inspection by any regular member at a  
21 regular monthly club meeting.  
22 3. The Treasurer, at the expiration of the term of office, shall prepare a detailed financial report and remit the  
23 financial records to the successor of the office.  
24 4. In the event the President and Vice-President shall be unable to perform the duties of the office, or be  
25 removed from the office, the Treasurer shall assume the duties of the President and Vice President.  
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27 (D) Secretary

- 28 1. The Secretary shall maintain the official minutes of all regular club meetings and meetings of the officers.  
29 Maintain the official record of all changes in the articles of By-Laws of the club.  
30 2. The Secretary shall write all official correspondence for the club, answer all official letters, and keep a file  
31 of correspondence of the club.  
32 3. The Secretary shall have a copy of Robert's Rules of Order Revised and available for all meetings.  
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35 Article VI – Dues

- 36 1. The purpose is to provide funds for current expense such as, but not limited to: postage, printing, minor  
37 repeater repair and expense, and other items deemed necessary by the officers of the club. The annual dues  
38 will be \$12.00 per person, payable January 1<sup>st</sup> of each New Year. Any new member will pay a pro-rata of  
39 \$1.00 per month.  
40 2. Members not paying dues by March 1<sup>st</sup> each year will be barred from official actions of the club until dues  
41 are paid.  
42 3. Family membership rate of \$24.00 may be obtained where all members reside at the same residence. This  
43 would include unmarried family members attending college (out of town).  
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## Article VII – Meetings

1. Regular meetings will be held on the third Saturday of each month at 10:00 A.M. The location will be Rialto Fire Station 201 located at 131 S. Willow, Rialto, CA. The meeting date, time, and place will not be changed during the year except when forced to vacate the present premises and must be approved by club officers.
2. 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).
3. 3 of the members must be present for a quorum.
4. Regular club business may be conducted by majority vote of voting members present.
5. The order of business for the club shall be:
  - a. Call to order
  - b. Flag Salute
  - c. Introduction of Visitors
  - d. Report of Officers
  - e. Communications
  - f. Committee Reports
  - g. Election of new members
  - h. Unfinished business
  - i. New business
  - j. Program
  - k. Adjourn

The presiding officer may modify this sequence.

6. 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 VIII – 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. 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. The \$50.00 fund must be replenished by approval of trustees.

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

14 The rules contained in “Robert’s Rules of Order, Revised” shall govern in all cases to which they are applicable, and  
15 in which they are not inconsistent with this Constitution & By-Laws.  
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### 17 Article X – Review of Bylaws

18 These By-Laws shall be reviewed every two (2) years by the club. Bylaws may be amended by Motion at any  
19 regular meeting per Standing Rules.  
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### 21 Standing Rules

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- 23 1. Amendments to Standing Rules may be made at any executive, regular, or special meeting. Changes must  
24 be approved by Club Officers. Membership will be notified of changes at the next regular Club meeting.
- 25 2. Regular business meetings shall be held the Third Saturday of each month, at Station 201 of the Rialto Fire  
26 Department. Meeting times are from 10:00 to 12:00 hours.
- 27 3. Regular on the air meetings will be held each Monday at 20:00 hours on the Box Springs Repeater, 445.380  
28 MHz, PL=127.3.
- 29 4. In the event we take on any equipment, Bylaws will be open for review.
- 30 5. Bylaws may be amended by majority vote of membership at any regularly scheduled meeting.
- 31 6. Bylaws may also be amended by majority of executive board at any regularly scheduled meeting of the  
32 executive board, and then must be ratified by members at a regularly scheduled meeting.  
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