

Constitution and By-Laws of the Moreno Valley Amateur Radio Association

Constitution

Article I Name

The name of this organization shall be the Moreno Valley Amateur Radio Association (MVARA)

Article II Purpose & Goals

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Moreno Valley Amateur Radio Association (MVARA) and enact this constitution as our governing law. It is our purpose to further the exchange of information and cooperation between members; promoting technical knowledge, operating efficiency, club programs and activities and to advance the general interest and welfare of Amateur Radio in the community.

Article III Membership

All persons interested in Amateur Radio shall be eligible for membership. Membership shall be by application for a period of one year from November to October.

Any person upon application, and becoming a licensed ham radio operator within 6 months, shall receive a complimentary 1 year membership in the MVARA.

A Member in Good Standing is one whose dues are paid for at least twenty-eight days and who abides by the by-laws of the Club. A member, whose dues are in arrears three (3) months or more, will be considered inactive and dropped from the membership roll. In order to be reinstated to membership, an inactive member must pay the full annual dues.

Lifetime Members: In August, the MVARA board may select one deserving regular member for Lifetime Membership. To be considered, the member must have demonstrated sustained outstanding service and dedication to the MVARA and the Amateur Radio Community as determined by the MVARA Officers. New Lifetime Members will be noted in the MVARA By-Laws.

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Article IV Officers

Section 1. The elected officers of this club shall be:

- President
- Vice-President
- Secretary
- Treasurer

These officers will be known as the Executive Board.

Section 2. The officers of this club shall be elected for a term of one year by secret ballot of the members present at the November meeting. The term will be from January to December.

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

Section 4. Officers may be removed by a three-fourths vote of the membership.

Section 5. Executive Board shall meet monthly to decide the agenda for the general meetings and to discuss MVARA business.

Duties of Officers

Section 1. The President shall preside at all meetings, and conduct them according to the rules adopted. The President shall enforce due observance of this Constitution and By-Laws; decide all questions of order, sign all official documents adopted by the club, be one of two signatures required to sign checks, and perform all other duties pertaining to the office of President. The President shall act as chair of the Field Day Committee. Other duties include (but are not limited to), resolving questions of dispute, actively managing and directing the club to its long range objectives and reviewing the accomplishments of the last year.

Section 2. The Vice-President shall assume all the duties of the President in his/her absence, including the authority to sign checks. In addition, the Vice-President shall assist in planning club activities and events and shall maintain close affiliation with ARRL. The Vice President shall act as chair of the Speaker Committee.

Section 3. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, carry on all correspondence, read communications at each meeting, and control the club stationary, club forms, and the original MVARA Constitution. The Secretary shall accept and maintain MVARA club membership applications and accept and submit ARRL membership applications. The Secretary will quarterly submit a current list of paid members to the treasurer. The Secretary shall act as chair of the Jamboree On The Air Committee. Additionally, the Secretary shall assist the Treasurer whenever needed. At the expiration of the term, the Secretary shall turn over all items belonging to the club to their successor.

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Section 4. The Treasurer shall receive and provide a 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). Sign all checks as required and be one of the two signatures required on all checks written. This officer shall collect the dues and assessments from all club members. The Treasurer shall act as chair of the Budget Committee and submit, for approval, a club budget for the coming fiscal year. The Treasurer shall provide new members with an information packet to include a copy of the MVARA Constitution, maintain a database of current membership applications, mailing list and membership roster. Additionally, the Treasurer will assist the Secretary whenever needed. At the end of each quarter, the Treasurer shall submit an itemized statement of disbursements and receipts. At the end of the term, the Treasurer shall turn over everything in their possession belonging to the club to their successor.

Appointed Officers

The Executive Board shall appoint the following officers as needed: Public Information Officer (PIO), Technical Officer, Liaison, Historian, Newsletter Editor, and Sergeant At Arms.

Public Information Officer (PIO): Provide information on club activities/events to local news agencies, ARRL and other publications as appropriate to publicize the MVARA

Technical Manager: Manage execution of weekly net in accordance with the MVARA repeater guidelines. Represent MVARA at any MOU/repeater guidelines discussion. Coordinate with repeater trustee for repeater maintenance. Coordinate technical assistance for club members.

Liaison: Represent MVARA at meetings, coordinates assistance for event requests, and inform club members of requests for communication support.

Newsletter Editor: Review all submissions to the club newsletter prior to publication, Establish cutoff date for submitting articles to the news letter and be responsible for layout and publishing the newsletter.

Historian: Maintain club archives, to include Scrapbook, past records and other items deemed appropriate.

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Sergeant At Arms: Shall maintain order at all meetings. Will maintain a sign-in sheet for each meeting which, at the end of each meeting, will be given to the Secretary. Will operate and officiate the 50/50 Raffle and turn the monies over to the treasurer at the end of each meeting.

Article V Meetings

The By-Laws shall provide for regular membership meetings and board meetings. At regular meetings, a majority of the Members in Good Standing who are present constitutes a quorum.

Article VI Dues

The club, by majority vote at any regular meeting, may adjust the annual dues one time annually upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Only members may vote, be on a committee, or hold an elected office.

Article VII Amendments

This constitution may be amended by two-thirds vote of the voting members at the scheduled meeting. Proposals for amendments shall be submitted in writing at a regular meeting and voted on at the next regular meeting. All members must be notified 28 days in advance, by mail or e-mail of the club's intent to modify the Constitution or By-laws.

By-Laws

1. Officers. It shall be the duty of the Secretary to have the Constitutional/By-laws and allow members to review upon request. The Secretary will also carry a record copy of all minutes from the previous 12 months, at every meeting. Also, the Secretary shall provide the Webmaster with a copy of meeting minutes for publication in the club web page. The Secretary and Treasurer shall have a roster of the club membership, constant supervision of the checkbook and keep it open for inspection at every regular meeting.

2. Membership. Membership is open to any interested persons. Only valid amateur licensees' may vote or hold a club office.

Member: A member in Good Standing shall be entitled to all rights and privileges accorded to members of the Association, including:

- A. Vote on all questions brought before the members and in all elections held by the Association.
- B. A member may request to vote by proxy via email.
- C. Run for and hold Office in the Association.
- D. Receive all Association publications.
- E. Have all pertinent access codes related to the Association Repeater and Website.
- F. Any additional rights and privileges from time to time as may be deemed appropriate by the Board.

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Associate Member: An associate member is one who is interested in amateur radio but does not hold a valid amateur license. An associate member has all of the rights and privileges of a full member except voting / holding office and repeater access codes.

Member Conduct: A member charged with conduct unbecoming a member of this Club may be expelled by a two-thirds (2/3) vote of those present at a meeting if the Executive Board has found the charges are sustained by its investigations.

Applications for membership shall be submitted at regular meetings.

3. Meetings. Robert's Rules of Order shall govern proceedings. Regular meetings shall be held on the first Thursday of each calendar month unless otherwise scheduled. Special meetings may be called by the President upon the written request of any five club members. Notice shall be sent to 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 they arrive not less than 24 hours before the meeting. Members at the last regular meeting before a holiday shall determine the next meeting time in case of holidays. The Board shall publish the club meeting calendar for the upcoming year.

4. Dues. The annual dues shall become due at the November meeting. Any change in dues or an assessment shall require notification of all members prior to the vote for change. Membership expires at the November meeting. Dues shall be assessed at one year's rate for any member who joins MVARA from the November meeting through the May meeting. Any member who joins between the May meeting and the November meeting shall be assessed membership dues at half the annual rate.

A regular yearly assessment of \$15.00 for individuals or families (member, spouse, and/or minor children).

5. Committee. All committees shall be appointed as needed by the club President and the responsible officer for that specific function.

a Standing Committees:

- I. Field Day
- II. Speaker
- III. Jamboree On The Air (JOTA)
- IV. Budget
- V. Nominations

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6. Trustee. The Board shall appoint such a Trustee or Trustees as shall be necessary to conduct negotiations with the Federal Communications Commission (F.C.C.) on any and all matters pertaining to the issuance and maintenance of Amateur Radio Station licenses issued to the Club. The Trustee(s) shall be responsible for the Club's compliance with the rules and regulations prescribed by the Federal Communications Commission relative to the operation of the Club's radio station(s) and equipment, and shall have sole authority over the use of said equipment where F.C.C. regulations pertain. He or she shall act as the Club's liaison with the ARRL and coordinating councils concerning Amateur Radio frequency spectrum allocation and use. All actions of the Trustee(s) shall be under the direction and control of the Board.

A Trustee shall hold office until the expiration date of the Club station license for which he or she is responsible, or until he or she is no longer willing or able to serve and a successor is appointed

7. Amendments. These By-laws may be amended by majority vote of the voting members at the scheduled meeting. Proposals for amendments shall be submitted in writing at a regular meeting and voted on at the next regular meeting. All members must be notified 28 days in advance, by mail or e-mail of the club's intent to modify the Bylaws.

8. Lifetime Members: The following members have been selected by the MVARA board and approved by the membership for lifetime status:

John Thomas WA6QMW (silent key), Ray Frost WA6TEW, Betty Hapeman KE6HM, Steven Rathbourn AJ6Y ex/KF6ZH, Carl Schmidt KF6JE, Sheryl Schmidt KA6WRB, Jack D. Weiss NK7W, Roman Evans K6JPP, Jerry Lloyd N6MEJ, Glen Sperry KI6GD, Montgomery Hart N6LRY, Bob Boyter N6NYZ (silent key), Larry Marcum KA6GND, Glen Johnsen KA6GMA, Glenn Tobey AB6PA, Dennis Brucks KC6FJC, Mike Box N6BOX, Robin Box K6BOX.

Lifetime members are free of all annual dues and will have all privileges of paid members.

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Valley Amateur Radio Association**

Approved by the Moreno Valley Amateur Radio Association membership at the general membership meeting held on May 2nd , 2013. at Lake Perris CA. Event Building Lot 9

President AC6DX Steven Rapata

Vice President KF6HIV Larry Froehlich

Secretary N6BOX Mike Box

Treasurer AB6PA Glenn Tobey
