

CONSTITUTION & BY-LAWS

of the

Zephyrhills Area  
Amateur Radio Club

FIRST REVISION:

This revision of the Constitution and by-laws of the Zephyrhills Area Amateur Radio Club supercedes the original document, which was approved by the board of directors on April 17, 1980 and the club membership on May 1, 1980.

This revision is effective and in full force on the date of approval by the membership as follows:

Zephyrhills, Florida 33599

Approved: Board of Directors  
October 1, 1981

Approved: Club Membership  
October 7, 1981

SECOND REVISION:

This revision of the Constitution and by-laws of the Zephyrhills Area Amateur Radio Club supercedes the first revision, dated October 7, 1981.

This revision is effective and in full force on the date of approval by the membership, as follows:

Committee

Constitution & by-laws

R. Clark Miley - WBEYH  
Chairman  
James Calhoun  
Carolyne Prachal

Zephyrhills, Florida 34248

Approved: Board of Directors  
June 20, 1983

Approved: Club Membership  
September 22, 1983

Steve Simpson  
President

Board of Directors

Steve Simpson  
PRESIDENT  
Keith S. Mummeny  
PRESIDENT  
Louise L. Hughes  
SECRETARY  
R. Clark Miley - WBEYH  
TREASURER

Delix Hampushi  
PAST PRESIDENT  
William H. Bann  
Carolyne Prachal  
Alfred W. Legg

CONSTITUTION  
of the  
Zephyrhills Area  
Amateur Radio Club

PREAMBLE:

We the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves as the Zephyrhills Area Amateur Radio Club (ZAARC) and enact this constitution as our governing law. It shall be our purpose to further the exchange of amateur radio-oriented information between members, so as to enhance individual technical efficiency and provide for collective general interest and welfare of amateur radio within the area. Further, to conduct club programs and educational curricular activities through the medium of amateur radio organization to provide for the public interest, convenience and needs of the Zephyrhills area public community without monetary or other valuable in-kind considerations accruing to individual members, officers or directors.

ARTICLE I

MEMBERSHIP

All persons interested in amateur radio communication between licensed amateur radio stations with a personal aim and without pecuniary interest shall be eligible for membership. Membership shall be by application at such terms as the club by it's by-laws provide.

ARTICLE II

NON-DISCRIMINATION

The Constitution, by-laws, or any other governing instrument, or any written policy statement of the club does not contain nor imply a provision that provides for the discrimination against any person on the basis of race, color or religion.

ARTICLE III

BOARD OF DIRECTORS

Sec. 1- The affairs of the club shall be managed by a board of directors, when constituted, shall consist of eight (8) full members, (or nine (9), if there is a past-president). They shall be president, vice-president, secretary, and treasurer, to be elected for a period of one (1) year, and four (4) directors, to be elected for a period of two (2) years, two (2) of whom shall be elected annually, as provided in Article IV.

Sec. 2 -

## ARTICLE III (cont.)

### BOARD OF DIRECTORS (cont.)

Sec. 2 - In that the duties and responsibilities of elected directors are such as may require immediate presence, in cases of emergency and instigation of timely action, it is considered essential that candidates for this office be only those full members, who are year-round residents of the Zephyrhills area public community.

Sec. 3 - The Zephyrhills area public community, for the purposes of this document, is defined as the municipality of Zephyrhills, Florida and the geographical area contiguous thereto.

Sec. 4 - Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

Sec. 5 - Directors may be removed for cause, by majority vote of the membership, at any duly constituted regular or special meeting of the club.

## ARTICLE IV

### OFFICERS AND ELECTIONS

Sec. 1 - The officers of this club, consisting of president, vice-president, secretary, and treasurer, shall be elected annually, for a period of one (1) year, by ballot of the members present, provided there is a quorum, at the regular February meeting. Elections to be made by majority vote.

Sec. 2 - The president shall appoint a nominating committee, consisting of a chair-person and two (2) other members, who do not hold office at the time. This committee of three (3) shall prepare a slate of candidates for president, vice-president, secretary, and treasurer, in time to report at the January nomination meeting. Additional nominations may be made from the floor. The names of the persons nominated will be printed on standard ballots, to be distributed to active, full members, in attendance at the February election meeting, for voting.

Sec. 3 - Nominations for two (2) directors, to be elected for a period of two (2) years, shall take place after the election of officers, at the February meeting; their names to be printed on standard ballots and distributed at the March meeting. Elections to be made by majority vote of the membership present.

Sec. 4 - The president shall not hold office for more than two (2) consecutive terms.

Sec. 5 - The out-going president shall, automatically, become a member of the board of directors, for a period of one (1) year, following the expiration of his presidency.

Sec. 6 - A custodian shall be appointed by the board of directors, to take charge of all club property. He shall keep an accurate inventory of same and care for all club investments. He shall act in an advisory capacity to the president and report to the membership on all matters referred to them.

## ARTICLE IV (cont.)

### OFFICERS AND ELECTIONS (cont.)

Sec. 7 - The president presides at all meetings of the club and of the board of directors and conducts the same according to the rules adopted. He shall enforce due observance of this constitution and its by-laws; decides all questions of order; signs all official documents that are adopted by the club; and performs all other customary duties pertaining to the office.

Sec. 8 - He shall appoint qualified members as committee chairpersons to explore, study and/or recommend implementation of programs related to or beneficial to the club. So appointed chairpersons may obtain assistance from the club membership by recommendation to the president.

Sec. 9 - The vice-president shall assume the duties of either the president, secretary or treasurer, in their absence during the conduct of duly scheduled club business.

Sec. 10 - The secretary is the custodian of the club official records and shall function as specified in the by-laws.

Sec. 11 - The treasurer is the designated custodian of all club funds and is responsible for their collection, disbursement and accounting, as provided for in the by-laws.

## ARTICLE V

### MEETINGS:

The by-laws shall provide for regular monthly meetings and special meetings. At meetings, a minimum of twenty percent (20%) of the membership shall constitute a quorum for the transaction of business.

## ARTICLE VI

### FISCAL SUPPORT

Sec. 1- In general, the club is fiscally supported solely through membership dues, fees, assessments, and other revenue from members in connection with club activities, provided that such other revenues are not compensation or payments resulting from the practice of amateur radio.

Sec. 2 -The club, by majority vote of those members present at any regular monthly meeting, may levy upon the general membership such dues, fees, or assessments as shall be deemed necessary for operation within its objectives as set forth in the preamble.

Sec. 3- Upon dissolution of this organization, the officers shall, after paying or making provision of the payment of all club liabilities, dispose of all assets to an organization or organizations operated exclusively for charitable, educational, religious, or scientific purposes, as shall, at the time, qualify as a tax-exempt organization.

## ARTICLE VII

### MEMBERSHIP ASSISTANCE

The club shall provide both technical and regulatory advice to members concerning equipment design and operation, to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from club member stations. The club shall provide assistance to minimize interference between stations of its members; and for disposition of any case of interference to other radio services where reported as caused by membership amateur station operation. The club shall also maintain a program to foster and guide public relations.

## ARTICLE VIII

### AMENDMENTS

The constitution or by-laws may be amended at any following meeting of the club membership by a two-thirds vote of those present; provided that the proposed amendment(s) had been submitted for consideration at the previous meeting. Proposed amendments to the constitution and by-laws must be submitted in writing.

## ARTICLE IX

### RULES

Robert's Rules of Order, Revised, shall be considered as Rules of Parliamentary Procedure and are applicable during group discussion and group action of the club.

B Y - L A W S

of the

ZEPHYRHILLS AREA AMATEUR RADIO CLUB

1. MEMBERSHIP: Full membership is open to licensed amateurs and those actively engaged in a Club-recognized class leading to an amateur radio license. Full membership includes all club privileges as well as rights to hold a qualified club office and to vote in membership elections of officers. Associate membership includes all club privileges except for the right to hold office and participate in the vote at regular and special meetings of the membership. Applications for membership shall be submitted to the secretary at regular meetings.
2. MEETINGS: Regular membership meetings will be held once each calendar month at such place and time as the president shall order. Special meetings may be called by the president upon the written request of any five (5) club members. All club members shall be notified, not less than forty-eight (48) hours before the meeting, as to time, place, and purpose of the meeting. Only such business as designated shall be transacted during special meetings.
3. DUES: An annual assessment (dues) of five dollars (\$5.00) per member is hereby established in accordance with the provisions of Article VI of the Constitution for the purpose of providing funds for current sustaining expenses. Annual assessments (dues) are due and payable by full and associate members during January of each calendar year.  
...The secretary shall, on February first of each calendar year, publish a list of members delinquent in full or partial payment of dues and shall submit list to the membership at the regular February meeting for disposition. Individuals whose names appear on the delinquent list will not be permitted to participate in elections or the conduct of club business.  
...Members whose names appear on a delinquent list may be reinstated by payment of full dues for the current year plus a reinstatement assessment of five (5) dollars. This reinstatement fee may be waived for cause by majority vote of the club membership.
4. ORDER OF BUSINESS: The order of business for regular meetings of the membership shall be as follows:
  - a. A statement by the secretary to the presiding officer that a quorum is, or is not present.
  - b. Reading of minutes of preceding membership meeting.
  - c. Reports of officers.
  - d. Reports of committees
  - e. Unfinished business.
  - f. New Business.
  - g. Election and appointment of committees.
  - h. Good of the club.
  - i. adjournment

ZEPHYRHILLS AREA AMATEUR RADIO CLUB  
ZEPHYRHILLS, FLORIDA  
MARCH 25, 1987

CONSTITUTION & BY-LAWS  
OF THE

ZEPHYRHILLS AREA  
AMATEUR RADIO CLUB  
SEPTEMBER 22, 1983

ARTICLE VI - SEC. 3 (As it now stands)

Sec. 3<sup>a</sup> Upon dissolution of this organization, the officers shall, after paying or making provision of the payment of all club liabilities, dispose of all assets to an organization or organizations operated exclusively for charitable, educational, religious, or scientific purposes, as shall, at the time, qualify as a tax-exempt organization.

PROPOSAL: (March 26, 1987) Revision of Sec. 3, as follows: To add on paragraph, shown below, -

Sec. 3<sup>b</sup>  
(cont.) All equipment, on loan to the club, shall be returned to its original owner. All equipment, donated to the Zephyrhills Area Amateur Radio Club, shall become and remain the property of the said club and to be disposed of, as set forth in Sec. 3<sup>a</sup> of Article VI.

5. SECRETARY:

The secretary is the official custodian of the Constitution and by-laws of the club. They shall be in his possession at every meeting. He shall cause all amendments, changes and additions to be noted thereon and permit the same to be consulted by members upon request.

...He shall prepare a written record of the proceedings at all regular and special meetings. Minutes of each meeting, as approved, shall be maintained by the secretary as permanent records of the club.

...The secretary shall maintain a currently up-dated roll of membership and is responsible for processing application for new membership.

...the secretary is responsible for the preparation, responding and maintaining records of official club correspondence. At expiration of his term of office, the secretary shall turn over all records of office to his successor.

6. TREASURER:

The treasurer shall maintain an itemized and accurate account of all monies received and expended. He shall report to the membership at each regular monthly meeting as to the status of the club treasury resulting from the previous months operation.

...No earlier than thirty (30) days prior to the annual February membership meeting, the club president will cause the Treasurer's books and accounts to be audited by a qualified person. At the February membership meeting, the Treasurer shall present a complete statement of financial transactions of the club during the past year.