

*CONSTITUTION & BY-LAWS*

*OF THE*

*ZEPHYRHILLS AREA  
AMATEUR RADIO CLUB*

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*ORIGINAL CONSTITUTION    May 1, 1980*

*FIRST REVISION    October 7, 1981*

*SECOND REVISION    September 22, 1983*

*THIRD REVISION    September 22, 1988*

*FOURTH REVISION    April 18, 1991*

*FIFTH REVISION    January 28, 1994*

*SIXTH REVISION    April 20, 1995*

CONSTITUTION  
OF THE  
ZEPHYRHILLS AREA  
AMATEUR RADIO CLUB

PREAMBLE:

We the undersigned, wish 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 occurring 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 verbal application at such terms as the club, by its by-laws, shall 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 color, race or religion.

# ZEPHYRHILLS AREA AMATEUR RADIO CLUB CONSTITUTION

## ARTICLE III

### EXECUTIVE BOARD:

Consists of the President, Vice President, Secretary and Treasurer. To hold office, members shall be eighteen (18) years of age or older.

## ARTICLE IV

### BOARD OF DIRECTORS:

Sect. 1 - The affairs of the club shall be managed by a board of directors, when constituted, consisting 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 two (2) years; 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 V.

*Clarify*  
Sect. 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 of the Zephyrhills area public community.

Sect. 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 there to.

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

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

# ZEPHYRHILLS AMATEUR RADIO CLUB CONSTITUTION

## ARTICLE V

### OFFICERS AND ELECTIONS:

Sect. 1 - The officers of the club, consisting of the president, <sup>clarify</sup> ~~annually~~ <sup>biannually</sup> vice-president, secretary and treasurer shall be elected ~~annually~~ for a period of two (2) years ; and two (2) directors for a period of two (2) years, by ballot of the members present, provided there is a quorum, at the regular March meeting. Elections to be made by majority vote.

Sect. 2 - The president shall appoint a nomination 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, treasurer and two (2) directors, in time to report at the February 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 March election meeting, for voting.

Sect. 3 - 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.

Sect. 4 - 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.

Sect. 5 - 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.

Sect. 6 - He shall appoint qualified members as committee chair-persons to explore, study and/or recommend implementation of programs related to or beneficial to the club. So appointed chair-persons may obtain assistance from the club membership by recommendation to the president.

# ZEPHYRHILLS AREA AMATEUR RADIO CLUB CONSTITUTION

## ARTICLE V (cont.)

### OFFICERS AND ELECTIONS: (cont.)

Sect. 7 - 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.

Sect. 8 - The secretary is the custodian of the club official records and shall functions as specified in the by-laws.

Sect. 9 - The treasurer is the designated custodian of all club funds and is responsible for their collection, disbursement and accounting, as provided by the by-laws.

## ARTICLE VI

### 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 transaction of business.

### FISCAL SUPPORT:

Sect. 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 practice of amateur radio.

Sect. 2 - The club, by majority vote of those members present at any regular 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.

Sect. 3a - 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, education, religious or scientific purposes, as shall, at the time, qualify as a tax-exempt organization.

# ZEPHYRHILLS AREA AMATEUR RADIO CLUB CONSTITUTION

## ARTICLE VII (cont.)

### FISCAL SUPPORT: (cont.)

Sect. 3b - 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 said club and to be disposed of, as set forth in Sect. 3a of Article VII.

## ARTICLE VIII

### 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 IX

### 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 X

### 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.

**BY - LAWS  
OF THE  
ZEPHYRHILLS AREA AMATEUR RADIO CLUB**

1. **MEMBERSHIP:** Membership is open to licensed amateurs and those actively engaged in Club-recognized class leading to an amateur radio license.
- 1a. Single membership must be licensed amateurs, includes all club privileges as well as rights to hold a qualified club office and to vote in membership elections of officers.
  - 1b. Immediate family members who hold an Amateur Radio Operator's license and have paid the five dollars (\$5.00) family dues are entitled to all membership privileges.
  - 1c. Associate membership is an unlicensed person with all club privileges except for the right to hold office and the right to vote.

2. **MEETINGS:** Regular membership meetings will be held once each calendar month at such time and place 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 meeting. Only such business as designated shall be transacted during special meetings.

3. **DUES:** An annual assessment (dues) of fifteen dollars (\$15.00) per member; for immediate family members who are licensed amateur radio operators, five dollars (\$5.00) extra for each additional member. An associate membership fee shall be one dollar (\$1.00).

The secretary shall, on February first of each calendar year, prepare a list of members delinquent in full or partial payment of dues. The secretary will send a note to the members on this list reminding them that dues must be paid by the first of March or they will be dropped from the club roster. During the grace period, (January and February), delinquent members, have no voting privileges. Members whose names appear on the delinquent list will be reinstated by payment of full dues for the current year.

ZEPHYRHILLS AREA AMATEUR RADIO CLUB BY-LAWS (cont.)

3. DUES; (cont.) The December issue of the club news letter shall have a section attached informing all members that dues are due January first and the club P.O. Box where dues may be sent to the Treasurer.

The January news letter will again remind members that dues should be paid in January.

New members paying their dues after July 1st will have membership for the remainder of the current year and next full year.

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. Treasurer's report.
- d. Reports of offices and committees.
- e. Unfinished business.
- f. New business.
- g. Election and appointment of committees.
- h. Good of the club.
- i. Adjournment.

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 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 .



ZEPHYRHILLS AREA AMATEUR RADIO CLUB BY - LAWS (cont.)

5. SECRETARY (cont.): The secretary is responsible for 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 keep an accurate, itemized account of all monies received and expended. He shall report to the membership at each monthly meeting as to the status of the club treasury resulting from the previous month's operation.

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