

CONSTITUTION AND BY-LAWS OF THE  
MANKATO AREA RADIO CLUB, INC.

Adopted March 18, 1954  
Amended March 14, 1968  
Amended November 11, 1976  
Amended November 11, 1978  
Amended July 12, 1979  
Amended February 14, 1980  
Amended March 13, 1986  
Amended April 9, 1987  
Amended October 13, 1988  
Retyped January 2, 2005  
Amended March 1, 2005  
Amended February 6, 2007

PREAMBLE

We, the undersigned, being desirous to secure for ourselves, the pleasures and benefits of the association of persons commonly interested in Amateur Radio, by furthering better cooperation among its members, developing individual efficiency, furthering the interest of Amateur Radio in the general community, do hereby constitute ourselves "The Mankato Area Amateur Radio Club" and do enact this constitution as our governing law.

ARTICLE I

**Membership:**

**Sec. 1 Membership shall be of five classes: Full, Family, Associate, Lifetime, and Honorary.**

**Sec. 2 Membership requirements are: a genuine interest in Amateur Radio; a desire to cooperate with the club in its aims and purposes; and a willingness to work for the betterment of Amateur Radio.**  
***Full* members must hold a valid Amateur Radio operators license.**  
***Family membership* shall include all persons of a family who hold a valid Amateur license. They shall all have Full membership privileges. Dependents of a family membership, upon reaching the age of 18, shall be required to apply for an individual Full membership except under certain circumstances which will be determined by the Board of Directors.**  
***Associate* members are those with no amateur license, radio enthusiasts, SWL's, novice students, and the like.**  
***Honorary* members, as designated by a majority vote of the club or at least three of the club officers, shall be ceremonial in nature, with no dues, no official duties, nor voting privileges.**

**Lifetime members must hold a valid Amateur Radio operators license. This class of membership shall be as designated by the Board of Directors.**

**Sec. 3 Duties of the members: to study the subjects under consideration by the club; to perform committee work assigned; to engage in emergency or other similar activity in the event of disaster or emergency situations; to attend club meetings regularly and pay dues promptly when due.**

**Sec. 4 Privileges of members: to attend club meetings; to participate in all club activities; to receive the club publications; and vote on all general matters, except, the rights to vote at annual election of officers and vote amendments to the constitution and by-laws shall be reserved for FULL MEMBERS.**

**Sec. 5 Membership privileges may be suspended, upon recommendation of the Board of Directors, for good and sufficient reasons, by action of a two-thirds majority of quorum at any regular club meeting.**

## **ARTICLE II**

### **Officers and Directors:**

**Sec. 1 The officers of the club shall be President, Vice-President/Secretary, Treasurer and Past-President. There shall be three directors. Two of the three directors shall be from the at-large membership. The third director shall represent the MARC Repeater committee as an officer of the club and be the chairperson of the MARC Repeater committee.**

**Sec. 2 All officers and directors shall be holders of a valid FCC Amateur license, be eighteen years of age or older, and be a Full member in good standing.**

**Sec. 3 All officers shall be elected by written ballot at an annual meeting and continue in office for one year. Directors shall be elected, the same as officers, but for a term of one year. Qualifications are the same as officers.**

**Sec. 4 A majority of votes of those present shall be necessary to constitute an election.**

**Sec. 5 Nomination and election of officers and directors; The President shall appoint a nominating committee whose duty is to select a minimum of two (2) nominees for each office. The annual election shall be held at the regular meeting in March. If possible, the nominee's names should**

be published in the newsletter, preceding the election. Nothing herein shall preclude the nomination from the floor of additional candidates for all offices at the annual election meeting.

**Sec. 6** There is no prohibition to an individual succeeding himself in the same office, or holding a different office, if duly elected.

### **ARTICLE III**

#### **Duties of Officers and Directors:**

**Sec. 1** The regular term of office of all officers and directors elected shall commence at the adjournment of the March annual meeting at which they were elected.

**Sec. 2** There is to be a seven member Board of Directors. The incoming President to be the Chairperson; the Vice-President; the Treasurer and the outgoing President, to be a member of the board for one year. The remaining three members are to be elected from the floor. Two of the three members shall represent the membership at-large and the third member shall represent the MARC Repeater committee. The Board of Directors shall have the power to transact the general business of the club, subject to the approval of the club and to fill vacancies in office. A quorum shall consist of four and is necessary for any action. A majority vote of quorum is necessary for passage. The Board shall provide for an interesting program at each meeting. The Board of Directors, at its discretion, may invite or request any of the regular membership to attend its meetings. They shall meet quarterly, prior to the regular club meetings, in the months of April, July, October, and December. A special meeting may be called by the President, or upon written request of eight members of the club.

**Sec. 3** The President shall preside at all meetings of this club and conduct the same 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 that are adopted by the club. The President shall be chairperson on the Board of Directors. The President shall direct the development of a "plan of action" including a table of organization, programming priorities, and budget for the Presidents administrative year; with Board of Directors assisting, and present the "plan of action" as soon as possible after assuming office. The President shall supervise the affairs and activities of the club and shall make an annual report thereon to the members at the annual meeting following the term of office.

**Sec. 4** The Vice-President shall assume the duties of the President in the absence

of the latter. The Vice-President shall serve as a member of the Board of Directors. The Vice-President shall also perform the function of club secretary. He or she shall keep a record of the proceedings of all meetings; read communications at each meeting; take care of any written correspondence and mail written notices to each member of every meeting of the club. He or she shall organize special activities for the member radio stations such as contests. The Vice-President shall maintain close liaison with the ARRL Emergency Coordinator, or SEC, who has jurisdiction. This is to insure the fullest possible club participation in the ARRL Emergency Corps. He or she shall keep informed of the emergency operating capabilities of the club members. He or she shall encourage club stations to report their activities to the club newsletter and to elected communications official of the ARRL. He or she shall promote traffic committees or assistants to aid him or her in carrying out his or her elected duties. If the club publishes a regular monthly newsletter, the insertion of the meeting notices in it shall be considered adequate meeting notice. Communications published in the newsletter need not be read at the meeting.

**Sec. 5** The Treasurer shall receive and receipt for all monies paid the club; he or she shall keep an accurate account of all monies received and expended; the Treasurer shall pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each accounting period, he or she shall submit an itemized statement of disbursements and receipts. The Treasurer shall also maintain the books for the club newsletter, mail quarterly bills/statements to advertisers, and present a monthly report on the financial condition of the newsletter at each meeting. He or she shall keep a roll of members. He or she shall at the end of his term, turn over everything in his or her possession belonging to the club, to his or her successor. In the absence of the Vice-President or if the Vice President must conduct the meeting for the President, the Treasurer shall act as recorder for the meeting. The Treasurer shall serve as a member of the Board of Directors.

**Sec. 6** Any officer or director of the Mankato Area Radio Club may be removed from office for good and sufficient reason by a two-thirds majority vote of quorum, at any regular meeting. Absence of an officer or director at two or more consecutive club or board meetings, without due cause, shall provide sufficient reason for removal from office.

**Sec. 7** If either the Vice-President or the Treasurer cannot continue in their position, then that position will be filled by the 1-year board member. He will continue in that position only until the next election at which time the position will be filled by election. If any of the board positions become vacant, the position will be filled by a recommendation of the

**Board of Directors and agreed upon by the membership. This person will also continue until the next election.**

#### **ARTICLE IV**

##### **Meetings:**

**Sec. 1 The regular March meeting shall be the annual election meeting and shall be called the annual meeting.**

**Sec. 2 Regular meetings shall be held on the first Tuesday of each calendar month, at such place, as the President shall order. Meeting notification shall be by ordinary postal delivery or e-mail if the board so recommends. Special meetings may be called by the President upon written request of 10% of the club members. Notice shall be sent to all members informing them of the special meeting and the business to be transacted. Such notices shall be so sent that in ordinary postal delivery, they shall arrive at least twenty-four hours before the time therein set for the meeting. Email notification shall satisfactory if the board so recommends. Only such business as is designated in the said notice shall be transacted at such special meetings. Headquarters will be within Mankato or North Mankato. At the discretion of the Board of Directors, any regular meeting, except the annual meeting, may be advanced, canceled, or postponed for good reason upon proper notice to the membership. Such action shall not be taken for more than two consecutive meetings.**

#### **ARTICLE V**

##### **Quorum:**

**Sec. 1 One-fourth of the voting membership of the club shall constitute a quorum, but at no time shall the lack of a quorum prevent those present from proceeding with the program of the day. However, lacking a quorum, no club business shall be transacted.**

#### **ARTICLE VI**

##### **Amendments:**

**Sec. 1 The Constitution and By-Laws may be amended at any regular meeting by a two-thirds vote of quorum. The proposed amendments, having been submitted in writing and read to the club at the preceding regular meeting.**

## **ARTICLE VII**

### **Dues:**

**Sec. 1** The annual dues for the forth coming year shall be determined by a club vote at the December meeting, upon recommendation of the Board of Directors. Membership dues shall run on a calendar year basis.

**Sec. 2** The club, by majority vote of those members present at any regular meeting, may levy upon the general membership, such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in the preamble thereof. Nonpayment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

**Sec. 3** Renewals of membership shall be retroactive to the date of expiration of dues. If payment is not made within ninety (90) days after notice, the member shall be removed from the roster. Reinstatement without retroactive payment of dues may be made after six months from the date of membership lapse.

**Sec. 4** Dues are payable in advance, on an annual basis to the Treasurer and are due by the First of January. New member's dues will be prorated according to a quarterly scale.

**Sec. 5** Dues will be determined for the following memberships: Full, Family, Lifetime, and Associate. The dues for a Family membership shall never exceed two times the Full membership.

## **ARTICLE VIII**

### **Committees:**

**Sec. 1** The MARC through its Board of Directors and members shall maintain the following committees: MARC Repeater Committee, Education Committee, Emergency Services Committee, Marketing Committee and the Membership Committee.  
The Board of Directors shall have the power to appoint and disband any other committees as needed to effectively service the club membership.

**Sec. 2** The Mankato Area Radio Club, Inc. (MARC) shall maintain a MARC Repeater committee. This MARC Repeater committee shall be responsible for the maintenance and operation of club repeaters or similar type

equipment and/or systems. This committee shall remain in force as long as repeaters or similar equipment are maintained by the club for the use and enjoyment of MARC members.

The MARC Repeater Committee shall be responsible for the maintenance and operation of club repeaters or similar type equipment and/or systems.

A Chairperson shall be elected by MARC membership. The Chairperson will also serve on the MARC Board of Directors, as one of the 3 directors, for a period of one year and represent the MARC Repeater committee activities to the MARC at its regular meetings.

Repeater Trustees shall serve on the MARC Repeater committee, be approved by the MARC membership, represent their respective repeater to the committee and be a Full member of the MARC.

Repeater Trustees will be required to: direct the observance of FCC regulations, direct the formulation of user guidelines which specify user etiquette, represent the MARC Repeater Committee of the MARC at meetings of the Minnesota Repeater Council and maintain all final decisions on regulatory matters.

The Chairperson of the MARC Repeater Committee (formerly the Technical Coordinator's duties) will be required to: conduct and/or direct the technical maintenance and modification of the system, screen and limit those who may wish to service or adjust any equipment in the system, direct an annual Proof of Performance, maintain an accurate log of the equipment maintenance, adjustments, and all related manuals and schematics, with all modifications shown and advise the Trustees of the status of control systems. Codes, tones and any control information shall be relayed to the trustees, within 30 days of any change.

Any member of the MARC may volunteer to serve on the MARC Repeater Committee.

The MARC Repeater Committee shall meet as needed during a MARC monthly meeting to discuss MARC Repeater activities. The committee shall bring all expenditures for repairs, maintenance, upgrades and equipment purchases to the general membership for approval.

All new repeater installations, upgrades, and/or changes shall be brought to the general membership by the MARC Repeater Committee for approval at its regular monthly meeting.

In the event of the dissolving or disbanding of the MARC and its MARC Repeater committee, all assets shall be given to the Minnesota Chapter of the Courage Handi-Hams, or alternately the American Radio Relay League, without recourse.

**Sec. 3 Education Committee shall be responsible for all education related activities.**

These will consist of, but are not limited to; VE Testing, Meeting Programs, Tech Tuesday, new ham classes, ticket upgrades.

Any member of the MARC may volunteer to serve on the Education Committee.

**Sec. 4 Emergency Services Committee shall be responsible for all emergency related activities. These will consist of, but are not limited to; ARES, RACES, Field Day, and the weekly MARC Emergency Services Net. Any member of the MARC may volunteer to serve on the Emergency Services Committee.**

**Sec. 5 Marketing Committee shall be responsible for all marketing related activities. These will consist of, but are not limited to; Monthly Newsletter, Web site, and Historian. Any member of the MARC may volunteer to serve on the Marketing Committee.**

**Sec. 6 Membership Committee shall be responsible for all membership related activities. Any member of the MARC may volunteer to serve on the Marketing Committee.**