

# UNITED RADIO AMATEUR CLUB

At The Los Angeles Maritime Museum

## CONSTITUTION AND BY-LAWS

March 1990

AMENDED: February 1992, October 1997, October 2000, and March 2003

RESTATED: March 2004

REVISED: October 2012

## THE UNITED RADIO AMATEUR CLUB OF THE LOS ANGELES HARBOR AREA

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**THE UNITED RADIO AMATEUR CLUB  
OF THE LOS ANGELES HARBOR AREA**  
*(A Not For Profit Organization)*

**CONSTITUTION**

***ARTICLE I***

***NAME***

The name of this organization shall be "United Radio Amateur Club of the Los Angeles Harbor Area", hereinafter to be referred to as the Club.

***ARTICLE II***

***PURPOSE***

The purpose of this Club shall be to promote the interests and advancement of amateur radio, to coordinate the activities of the members in providing public service and to provide the opportunity and facilities for the gathering of amateurs and others interested in the hobby.

***ARTICLE III***

***MEMBERSHIP***

Membership in this Club is open to any person interested in the advancement of amateur radio. There shall be four classes of membership: Full, Associate, Life and Honorary as defined in the By-Laws.

***ARTICLE IV***

***OFFICERS***

- Section 1. The elective offices of the Club shall be: President, Vice President, Secretary, Treasurer and four Directors. Holders of elective offices must be Full or Life members of the Club.
- Section 2. The holders of elective offices of this Club shall be elected for a term of one year. Election of officers shall be by a ballot of all Full and Life members as provided in the By-Laws.
- Section 3. The holders of elective offices of the Club may be recalled as provided in the By-Laws.
- Section 4. The governing body of the Club for guidance of its operation and execution of official business shall be an Executive Board consisting of the President, Vice President, Secretary, Treasurer and the four Directors. The outgoing President automatically becomes a member of the Executive Board for the one year succeeding the term of office.
- Section 5. If any elective office shall become vacant, for any reason, the Executive Board shall appoint a Full or Life member to act for the balance of the term.

***ARTICLE V***

***MEETINGS***

- Section 1. Regular meetings of the Club shall be held monthly at the time and place agreed upon by the membership.
- Section 2. The Executive Board may call special meetings.

- Section 3. Robert's Rules of Order, Revised, when not inconsistent with this Constitution or the By-Laws, shall govern the meetings of this Club.
- Section 4. A quorum of the membership shall be present to conduct official Club Business at regular Club meetings. A quorum is defined as being twenty-five percent of the voting membership.

## ***ARTICLE VI***

### ***AMENDMENTS***

- Section 1. An amendment to this Constitution, and/or its By-Laws may be initiated by either a resolution of the Executive Board or by a petition signed by five Full and/or Life members of the Club.
- Section 2. A proposed amendment to the Constitution and/or its By-Laws shall be introduced at a regular club meeting prior to the meeting at which voting on the amendment shall occur. A copy of the proposed amendment(s) shall be mailed to all members or published and distributed in the Club newsletter, the *Short Circuit*, at least two weeks prior to the meeting at which it is to be voted upon.
- Section 3. This Constitution and its By-Laws may be amended at any regular Club meeting by a two-thirds majority vote of the Full and Life members present.

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## **THE UNITED RADIO AMATEUR CLUB OF THE LOS ANGELES HARBOR AREA**

### **BY - LAWS**

#### ***ARTICLE I***

##### ***MEMBERSHIP***

- Section 1. Completing a signed application form and submitting it and the appropriate dues to the Treasurer may initiate membership in this Club.
- Section 2. Membership designations: Full Members, Associate Members (non-licensed), Life and Honorary Members.
- Section 3. Membership definitions:
- Full Member - any licensed radio amateur meeting the requirements of Section 5.
  - Associate Members - any non-licensed person having an interest in amateur radio complying with the requirements of Section 5.
  - Life Member - any Full Member of the Club elected to Life Status. Life Members may be elected by the Executive Board to Life status in recognition of their service to the Club or community thereby exempting the member from the requirements of Section 5.
  - Honorary Member - a non Club Member, nominated by the Executive Board for Honorary Membership for his or her outstanding contribution to Amateur Radio and elected by a two-thirds majority of the Full and Life members in attendance at a regular club meeting. Honorary Member shall have no voting rights and is exempt from the requirements of Section 5.

- Section 4. Yearly dues for this Club shall be determined by the Executive Board and approved by a vote at the October meeting. After July 1, new members will pay 50% of annual dues. New members joining at, or after the regular November Club meeting will pay 100% of the Annual Dues and be credited for full payment of dues for the following calendar year.
- Section 5. Annual dues are due and payable on the first day of each calendar year. Any member who has failed to pay the annual dues by February 1 shall be removed from the membership roster.
- Section 6. The membership of any member of the United Radio Amateur Club may be terminated according to the following procedure:
- A petition requesting the removal of said member and including the signatures of at least five (5) members of the current voting membership shall be presented to the Executive Board along with reasons why it is felt the membership should be terminated. The Secretary shall notify this member in writing of the proposed termination of membership and the reasons presented. The member may respond in writing within fifteen (15) days to the Secretary.
  - The Executive Board shall announce the petition and the accompanying reasons at the next general meeting and that a vote will be held to decide the petition. The member whose termination has been requested shall be given the opportunity to respond to the petition at a general meeting prior to the vote. Removal of the member from the United Radio Amateur Club shall require a two-thirds (2/3) majority vote of voting members present at the designated meeting.

## ***ARTICLE II***

### ***NOMINATION, ELECTION AND INSTALLATION OF OFFICERS***

- Section 1. At the September meeting, the President shall appoint a Nominating Committee consisting of at least three Full and or Life members.
- Section 2. The Nominating Committee shall present its selection of nominees for elected Club offices to the membership at the October meeting. Additional nominations will be accepted from the floor at any time prior to the close of nominations. Nominations will be closed at the end of the October meeting. A nominee must agree to serve in the office for which he is nominated. A member may only be nominated and run for one elected office in any given election.
- Section 3. The general election shall be held at the November meeting. The candidate receiving a simple majority of the votes cast for each office by Full and Life members shall be declared elected. Ties shall be resolved by a simple majority vote of the Full and Life members present at the November meeting.
- Section 4. Newly elected officers shall be installed at the December Holiday Party and assume their duties effective January 1 of the following year. Each elected officer must affirm before the membership that he or she has read, understands, and will abide by those portions of the By-Laws that pertain to his or her office before that office may be bestowed.
- Section 5. A motion to institute a recall election must be made and passed at a regular monthly meeting. The recall election shall be held in the same manner as in the general election as provided above at the meeting after the petition has been made.

## ***ARTICLE III***

### ***DUTIES OF OFFICERS***

- Section 1. All elected officers are responsible for assuring that their office is represented at every meeting. If an officer cannot be present, he must appoint a Full or Life member to represent him at the meeting and provide that person with appropriate documents and or information. Continuous failure to comply with this responsibility is sufficient cause for entertaining a petition for recall.
- Section 2. The duties of the President are to:
1. Preside at all meetings of the Club and of the Executive Board.

2. Appoint the Station Trustee, the Facilities Manager, and the Equipment Manager, the *Short Circuit* editor, Chairman and Members of all Committees. Current appointees may be reaffirmed.
3. Act as official representative of the Club in all matters or delegate as the occasion demands.
4. Act as ex-officio member of all committees.
5. Report on the progress of the Club at the end of the term and make recommendations for the following year.
6. Insure that the State of California documentation is properly filed by the Secretary and Treasurer:
  - a. Incorporation filing
  - b. Tax status filing.
7. Carry out the duties, written and implied, of the Office of the President in such a way as to promote the objectives of and the effective operation of the Club.

Section 3. The duties of the Vice President are to:

1. Perform the duties of the President in his absence.
2. Coordinate the program for each Club Meeting.
3. Provide a calendar of coming events to the Secretary for distribution to the Club membership.
4. Perform duties as directed by the President and or the Club membership.

Section 4. The duties of the Secretary are to:

1. Maintain, in an orderly manner, all records of the Club such as:
  - a. Minutes of the Club meetings.
  - b. Minutes of the Executive Board meetings as approved.
  - c. Affidavits.
  - d. Certificates of ownership.
  - e. Correspondence.
  - f. Membership applications.
  - g. Membership roster.
  - h. Records of attendance at meetings.
2. Present minutes of the Club meetings and approved minutes of the Executive Board meetings to the members.
3. Notify members of meetings, time and place, and any agenda items.
4. Perform the normal duties of a Secretary by taking minutes of meetings and providing reasonable secretarial services to the officers.
5. Provide a copy of the Constitution and By-Laws to each new member upon acceptance of the application for Club Membership.

Section 5. The duties of the Treasurer are to:

1. Maintain an inventory of all Club property. Provide a written year-end inventory of all property and summary of the Club funds to the Executive Board.
2. Be responsible for all Club funds by receiving such funds and depositing them in the Club bank account not later than thirty days after the date of receipt.
3. Pay all Club debts as directed by the President, Vice President or Executive Board.
4. Keep records as necessary to provide a legible and understandable accounting of all Club financial transactions.
5. Present a financial report at each Club meeting and Executive Board meeting reporting receipts, expenditures and on-hand balance as of the end of the previous month.
6. Maintain and make available to the Secretary a monthly update of paid Club members.

Section 6. The duties of the Directors are:

1. The general duties of the Directors are to assist the President, Vice President, Secretary and Treasurer in the conduct of the Club's business.
2. The President may assign specific tasks and duties to a Director. Such tasks and duties may include but not be limited to:
  - a. Special Events
  - b. Special projects and programs.
  - c. Contest participation

## **ARTICLE IV**

## ***EXECUTIVE BOARD***

Section 1. The Executive Board shall be composed as described under Article IV, Section 4, of the Constitution.

Section 2. The Executive Board shall be responsible for:

1. Direction of the Club within the framework of the Club's constitution and By-Laws.
2. Definition of the objectives of the Club as they pertain to activities, operations, and public relations.
3. Devising methods for funding the Club and its activities.
4. Reviewing all unfinished business and outstanding motions from the previous Club and Executive Board meetings.
5. Investigating and reporting to the members about Club equipment problems or misuse.
6. Devising methods for increasing Club membership and interest in Club activities.
7. Providing for the maintenance of station equipment.
8. Adjudication of Constitution and By-Laws interpretations.

Section 3. The Executive Board shall meet periodically as required to conduct club business. The time and place shall be as agreed upon by the majority of the board members.

Section 4. Five Executive Board members present at an Executive Board meeting shall constitute a quorum.

Section 5. The President, Vice President and Treasurer shall be empowered to sign checks for routine business of the club. Checks over \$200.00 will require the Executive Board's approval prior to issuance.

## ***ARTICLE V***

### ***ORDER OF BUSINESS***

Section 1. The order of business for regular meetings of the Club shall be as prepared or directed by the President.

Section 2. Generally, the order of business shall be as follows:

1. Presentation and approval of minutes of previous meetings.
2. Treasurer's report
3. Approved Executive Board reports and announcements.
4. Program
5. Break
6. Old business
7. New business
8. Raffle
9. Adjourn

The order of presentation may be modified to accommodate the guest speaker or the evening's agenda.

## ***ARTICLE VI***

### ***CLUB STATION***

Section 1. The primary purpose of the Club Station, K6AA, is to demonstrate amateur radio communications technology and to educate the public visiting the Museum about the capabilities of and the public service provided by the club and amateur radio. Information on how to obtain a license shall be available at the station. Interaction with the visiting public and the public at special museum or off site events shall be the number one priority of the Club Station.

Section 2. In accordance with the Station Operating Manual, only Full or Life Club members whose training and qualifications as Station Operators have been certified by the Station Manager or his or her designee shall staff the Club Station. Guests may operate under the terms of their amateur radio license while accompanied by a certified Station Operator.

Section 3. With the Executive Board's approval, the President shall appoint a Trustee of the Club's FCC license, K6AA. The

Trustee is responsible for:

1. Safe keeping of the FCC license.
2. Authorizing the use of "K6AA" in the Club activities.
3. Advising the Executive Board of changes of FCC regulations relating to the Club license.
4. Insuring that K6AA operations are at all times in compliance with all applicable FCC rules and regulations. Serious operator violations will be brought to the attention of the Station Manager and the Executive Board for corrective actions up to and including revocation of privileges and or Club membership.

Section 4. With the Executive Board's approval, the Trustee shall appoint a Station Manager. The responsibilities of the Station Manager include:

1. Responsibility for the day-to-day operations of the club station in accordance with the guidelines of "Duties of K6AA Station Manager" listed in the Station Operating Manual.
2. Responsibility for administration of the "Station Operations Code", to insure proper representation of the club station, station operation and station operators to the public visiting the Los Angeles Maritime Museum.
3. Insuring that K6AA operations are at all times in compliance with all applicable FCC rules and regulations. Serious operator violations will be brought to the attention of the Trustee and the Executive Board for corrective actions up to and including revocation of privileges and or Club membership of the non-compliant member.
4. Receipt and distribution of the incoming US mail received at the Museum and addressed to the Club. The Station Manager shall insure that all mail addressed to Club members by name shall be routed unopened to the addressed individual. All other mail, not directly related to QSLing or Station operations, shall be turned over to the Secretary for handling.

Section 5. With the Executive Board's approval, the President shall appoint a Facilities Manager. The responsibilities of the Facility Manager include:

1. Maintenance and upgrades of antenna systems.
2. Insuring that the Club's station facilities and appearance are maintained to present URAC and the Maritime Museum favorably to the public.

Section 6. With the Executive Board's approval, the President shall appoint an Equipment Manager. The responsibilities of the Equipment Manager include:

1. Coordination of the maintenance of all station equipment except the antenna system as installed at the Club station.
2. Installation of new equipment as required.

The forgoing Constitution and By-Laws of the United Radio Amateur Club of the Los Angeles Harbor Area (a not for profit organization) have been approved and legally adopted by a two-thirds majority vote of the Full and Life members present at a regular Club meeting on the 21st day of March 2003, and is attested thereto by the Executive Board.

**President** \_\_\_\_\_

**Vice President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Director** \_\_\_\_\_

**Director**

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**Director**

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**Director**

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**Past President**

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