

# **CONSTITUTION OF THE INDIANAPOLIS RADIO CLUB**

## **- A NON-PROFIT ASSOCIATION**

### **PREAMBLE**

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 Indianapolis Radio Club and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fellowship, and individual operating skills, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the Community.

### **MEMBERSHIP**

1. All persons interested in Amateur Radio communications shall be eligible for membership.
2. Membership shall be by application and approved by the Board of Directors.

### **OFFICERS**

1. The officers of this club shall be: President, Vice-President, Secretary, Treasurer, and at least two (2) Directors-at-Large. The number of Directors-at-Large is at the discretion of the Board of Directors and set by a majority vote of the Board of Directors. One Director should be the immediate past-President to allow for a smooth transition of the operation and administration of the club.
2. The officers shall constitute the Board of Directors.
3. The officers of the club shall be elected for a term of one-year by the members present at the November meeting and take office January 1.
4. Vacancies occurring between elections must be filled by appointment by a majority vote of the Board of Directors and confirmed by a majority vote of the qualified membership present at the next club general meeting.
5. Officers may be removed by a three-fourths ( $\frac{3}{4}$ ) vote of the qualified membership.

### **DUTIES OF OFFICERS**

1. The President shall preside at all meetings of this club, 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, and perform all other duties pertaining to the office of President.
2. The Vice-President shall assume all the duties of the President in their absence. In addition, the Vice-President shall organize club programs and activities, and other duties as delegated by the President.
3. The Secretary shall keep a record of the proceedings of all meetings, carry on all

correspondence, read communications at each designated business meeting, maintain the club mail list, and email a monthly newsletter to the club. At the expiration of their term the Secretary shall turn over all items belonging to the club to their successor.

4. The Treasurer shall receive and receipt all monies paid to the club, keep an accurate account of all monies received and expended, receive membership applications and keep a roll of members, pay no bills without proper authorization by the Board of Directors, and each month submit an itemized statement of disbursements and receipts to the Board of Directors. At the expiration of their term the Treasurer shall turn over all items belonging to the club to their successor and assist with the transfer of any club financial documents.
5. Directors-at-Large help with the administration of the club and assist the President.

## **MEETINGS**

1. The by-laws shall provide for regular and special meetings.
2. The rules contained in "Robert's Rules of Order" shall govern the club in all cases to which they are applicable and not inconsistent with the club constitution or by-laws.

## **DUES**

1. The Board of Directors, at the November meeting each year, shall fix the dues for the following calendar year.
2. Dues shall be paid in advance on an annual basis.
3. Non-payment of such dues shall constitute a termination of membership.

## **DISSOLUTION**

Upon the dissolution of the club the governance of the by-laws shall be followed.

## **AMENDMENTS TO THIS CONSTITUTION OR BY-LAWS**

1. The constitution or by-laws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of the qualified voting members attending a regular club meeting specified for this purpose.
2. The proposed amendments/changes, along with voting time and place shall be emailed to each qualified voting member at least fifteen (15) days prior to the specified meeting.
3. If a qualified voting member cannot attend the specified meeting, an absentee vote including the member's name and callsign may be sent by email three days in advance of the meeting to the Secretary.

**ORIGINAL:** 1914

**AMENDED:** September 1984, December 2004, October 2011, and October 11, 2019.  
October 2019 review committee: W9MGB, N9NIC, K9RTT, N9KT, and K9RU.