



**THE HOCKING VALLEY AMATEUR RADIO CLUB CONSTITUTION
and
BY-LAWS**

**Logan, Ohio
2013**

**As Revised March 2020,
March 2021
March 2022
March 2023
March 2024**

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The Hocking Valley Amateur Radio Club

Constitution

ARTICLE I. PREAMBLE

SECTION 1.01 PURPOSE

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 Hocking Valley Amateur Radio Club (HVARC) and enact this constitution as our governing law. It shall be our purpose to further the exchange of information, education and cooperation between members as well as the general public, to promote radio knowledge, fraternalism and individual operating efficiency, and to conduct club programs and activities in order to advance the general interest and welfare of amateur communications.

SECTION 1.02 EMPHASIS

Club emphasis will be to further members' skills needed for emergency communications in cooperation and coordination with public service organizations. These shall include, but not be limited to support of the following: Police, Fire, Rescue, Emergency Medical Services, Red Cross, Emergency Management Agencies (Civil Defense), CERT, ARES, and/or any others.

This club shall acknowledge and abide by all rules and regulations put forth by Amateur Radio's governing body – the Federal Communications Commission, (FCC).

SECTION 1.03 NONPARTISANSHIP

No part of the net earnings of the HVARC shall inure to the benefit of, or be distributable to its members, trustees, officer or other private persons, except that the HVARC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the HVARC shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The HVARC shall not participate or intervene (including the publishing and distribution of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE II. OFFICES

The principal office of the HVARC shall be maintained at the address of HVARC Radio Room, or otherwise as may be determined by a majority of the Executive Committee, provided due written notice shall be given membership at least thirty days prior to any change.

ARTICLE III. MEMBERSHIP

All persons interested in Amateur Radio shall be eligible for membership. Membership shall be by written or transcribed verbal application and election upon such terms as provided by the By-Laws. No applicant shall be denied membership solely by reason of race, sex, creed, physical handicap or age.

ARTICLE IV. OFFICERS

The Officers of this Club shall be a President, a Vice President, a Secretary, a Treasurer, an Emergency Coordinator, Trustee, and an EMA Liaison. The Officers with the exception of the Emergency Coordinator and EMA Liaison shall constitute the Executive Committee. Any combining of these offices may be made with the approval of the membership. The Officers shall be Full Members of the HVARC, and/or Honorary Members if they meet all of the qualifications of a Full Member.

SECTION 4.01 SALARIES AND COMPENSATION

No salaries or other compensation shall be paid to any officer of the HVARC, with the exception of authorized reimbursement of out-of-pocket expenses for goods, materials, and fees incurred exclusively for the Club.

All expenditures of Club funds shall be made in accordance with the Authorization of Expenditures as defined in the Club By-Laws.

SECTION 4.02 TERM

The Officers of this Club shall be elected for a term of one year by vote of the members as the Club By Laws provide. New Officers shall assume responsibility January 1st following the completion of regular elections.

SECTION 4.03 VACANCIES

Vacancies occurring between elections must be filled by special vote at the first regular meeting following the notice of withdrawal or resignation. Members in good standing shall make Nominations from the floor. Officers elected during special elections shall assume responsibility immediately following the completion of said special elections.

SECTION 4.04 REMOVAL

Officers may be removed as the Club By-Laws provide in the By-Laws.

SECTION 4.05 DUTIES OF OFFICERS

(A) PRESIDENT:

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 Bylaws, decide all questions of order, sign all official documents that are adopted by the Club and required by local, state and federal governments, and perform all customary duties pertaining to the office of President. He or she shall aid and direct the other officers of the club in

performance of their duties. He/she shall, at the expiration of his/her term, turn over all records and HVARC property to his/her successor.

(B) VICE PRESIDENT

The Vice President shall assume all the duties of the President in the absence of the latter.

The Vice President's duties shall include, but not be limited to the following: organizing HVARC and social activities, planning and recommending contests for operating benefits, and advancing HVARC interest and activity as approved by the membership.

The Vice President shall organize HVARC radio operations activities and plan and recommend contests and other activities which benefit and advance general HVARC interest and activity. The Vice President shall encourage new stations to report activities to the HVARC and to the Section Communications Manager of the American Radio Relay League (ARRL), all of those things to make the reputations of the HVARC and Amateur Radio activities in the community as visible and outstanding as possible.

The Vice President shall appoint those committees or assistants necessary to aid in specific activities.

The Vice President shall, at the expiration of his/her term, turn over all records and HVARC property to his/her successor.

(C) SECRETARY

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership at the business meetings, carry on all correspondence, read communications at each meeting, and notify members of every meeting by email and/or web page posting.

The Secretary shall announce at HVARC meetings: upcoming ham fests, license testing and results, Amateur Radio classes and other related events.

The Secretary shall keep the Constitution and By-Laws of the HVARC and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

The Secretary shall keep a scrapbook of memorabilia of the HVARC and/or members and/or items pertaining to Amateur Radio. The HVARC shall own the items in the scrapbook.

The Secretary shall be responsible for recording, maintaining and looking after the storage of all documents related to HVARC history.

The Secretary shall prepare a written summary of the HVARC activities that year to be delivered at the December meeting or other meeting as determined.

The Secretary shall, at the expiration of his/her term, turn over all records and HVARC property to his/her successor.

(D) TREASURER

The Treasurer shall receive and receipt for all monies paid to the Club; The Treasurer shall keep an accurate account of all monies received and expended. The Treasurer shall pay no bills without proper authorization by the HVARC or its Executive Committee.

The Treasurer shall deposit all monies received in a bank to the credit of the HVARC. The Treasurer, at each regular meeting, shall give a verbal accounting of the HVARC's financial status. The President, at his/her discretion, may request an itemized statement of the HVARC's financial records.

The Treasurer shall notify members of dues as set forth in the By-Laws. The Treasurer and Trustees shall also keep a current written record (inventory list) of all the HVARC's assets. The HVARC's Executive Committee shall determine the monetary value of said assets. The Treasurer shall use the inventory list as a guide to obtain insurance coverage on desired assets as determined by the Executive Committee. The inventory list shall be completed no later than May of each year and shall be reviewed and updated by the Executive Committee. The Treasurer shall, at the expiration of his/her term, turn over all records, HVARC property and custody of the bank account to his/her successor.

(E) EMERGENCY COORDINATOR

The Emergency Coordinator shall be appointed by the ARRL Emergency Coordinator or the ARRL Section Emergency Coordinator and as a result is not a member of the HVARC Executive Committee.

The Emergency Coordinator shall maintain close liaison with the ARRL Emergency Coordinator or the ARRL Section Emergency Coordinator to further fullest HVARC participation in nationally and locally recognized radio emergency services.

The Emergency Coordinator shall remain informed by questionnaires or other means as to the equipment, normal operating frequencies, and hours and types of operation of those members who possess station equipment to facilitate emergency organization.

The Emergency Coordinator shall serve as a liaison between the HVARC and municipal, county, state and national authorities on matters related to emergency communications and, in time of emergency, shall coordinate the activities of the HVARC to provide the maximum communication and services possible.

The Emergency Coordinator shall appoint those assistants necessary to aid in his/her duties.

(F) TRUSTEE

The Trustee shall be appointed by the Executive Committee. This appointment shall be subject to approval by the Federal Communications Commission as the trustee of the HVARC's Amateur Radio Club License.

The Trustee shall be responsible for the inventory, care and maintenance of all HVARC property, including but not limited to the HVARC's communications and repeater equipment. The Trustee shall ensure that all operation of HVARC communications and repeater equipment is in accordance with all rules and regulations of the Federal Communications Commission and with normal amateur practice.

The Trustee shall make recommendations to the Executive Committee and to the HVARC membership on such operation and maintenance, and they shall be reimbursed for all reasonable expenses associated with such duties.

The Trustees shall make monthly reports to the HVARC on the operation of the HVARC's equipment. The Trustee shall appoint those assistants necessary to aid in his/her duties.

The Treasurer and Trustee shall also keep a current written record (inventory list) of all the HVARC's assets. The HVARC's Executive Committee shall determine the monetary value of said assets. The Treasurer shall use the inventory list as a guide to obtain insurance coverage on desired assets as determined by the Executive Committee. The inventory list shall be completed no later than May of each year and shall be reviewed and updated by the Executive Committee.

(G) EMA LIAISON

The EMA Liaison shall be appointed by the HVARC Executive Committee and as such is not a member of the HVARC Executive Committee. EMA Liaison shall maintain close liaison with the ARES Emergency Coordinator and HVARC to support the Hocking County Emergency Management Agency's participation in nationally and locally recognized emergency services. The EMA Liaison shall maintain close liaison with municipal, county, state and national authorities on matters related to emergency communications and to provide the most efficient communication and services possible.

ARTICLE V. MEETINGS

The By-Laws shall provide for regular and special meetings. At all meetings, the President or Vice President, 2 additional HVARC officers and 5 members in good standing shall constitute a quorum for the transaction of business and elections of Officers, where simple majority shall carry.

ARTICLE VI. DUES

The By-Laws provide for the payment and amount of regular dues as deemed necessary for the business of the HVARC within the objectives set forth in the Preamble.

SECTION 6.01 DUES ARREARAGE

Members who's dues are in arrears shall be Suspended from Membership as prescribed in the ByLaws.

SECTION 6.02 MEMBER REINSTATEMENT

A suspended Member may be reinstated upon payment of current Dues if the suspended Member meets all other Membership requirements of the By-Laws. A person whose Membership has been previously forfeited must apply for new Membership. A member whose suspension became effective in the same year as reinstatement shall pay the full year dues rate.

ARTICLE VII. AMENDMENTS

SECTION 7.01 QUORUM

This Constitution may be amended by a two thirds (2/3) vote of the membership in good standing of the HVARC. The By-Laws may be amended by a simple majority of the membership in good standing of the HVARC. The number of votes to be counted for Constitution and ByLaw amendments shall be reduced by the number of Members abstaining from voting or failing to submit a vote by the voting deadline. The voting deadline shall be at the conclusion of the Regular Meeting following the Regular Meeting at which the amendments are presented to the Membership.

SECTION 7.02 PROPOSED AMENDMENTS

Time critical proposals for amendments shall be submitted by full members in good standing, in writing at a regular meeting, and shall be voted on at the next regular meeting. Otherwise, proposals shall be held until reviewed by the Constitution and ByLaws Review Committee, and the Executive Committee.

The full membership of the HVARC shall be notified in writing of the proposal for amendment(s) prior to its being voted on. There is no requirement to notify Associate Members of the amendment.

SECTION 7.03 REVIEW OF CONSTITUTION AND BY-LAWS

The Executive Committee shall meet once a year to review the recommendations of the Constitution and ByLaw Review Committee, prior to the recommendations being submitted to the Membership for a vote. The Executive Committee may modify, accept or reject any or all recommendations made by the Constitution and ByLaw Review Committee.

--- End of Constitution ---

The Hocking Valley Amateur Radio Club
By-Laws

ARTICLE I. MEMBERSHIP

SECTION 1.01 APPLICATION

Application for membership shall be submitted at a regular meeting or submitted to the Secretary between meetings. If submitted at a regular meeting, a vote on membership shall be held at that meeting. If submitted between meetings, a vote on membership shall be held at the next regular meeting. A simple majority of the HVARC meeting quorum shall vote for approval or denial of membership

(A) FULL MEMBER

Any person, without regard to race, creed, gender, age or physical challenge, who is in possession of a current, valid FCC Amateur Radio License, shall be eligible for full membership in the HVARC. Membership shall be by application and election upon such terms as the HVARC, by its By-Laws shall provide.

The Full Member shall notify the HVARC Secretary of FCC License Status and Call Sign changes, mailing and email address changes, and telephone number changes, in a timely manner.

(B) ASSOCIATE MEMBER

Any person, without regard to race, creed, gender, age or physical challenge, who is not in possession of a current, valid FCC Amateur Radio License, shall be eligible for associate membership in the HVARC. Membership shall be by application and election upon such terms as the HVARC, by its By-Laws shall provide. An associate member may attend club social events and activities but cannot have any voting privileges. An associate member cannot hold office, but associate members may be assigned to committees.

(C) FAMILY MEMBERSHIP

A Family Membership will be classified as a licensed full member who wishes to sponsor family members residing in the same household. Licensed Family Members shall become HVARC members with all privileges and non-licensed family members shall be HVARC Associate members. An Associate Member may not sponsor family memberships.

(D) HONORARY MEMBERSHIP

The Executive Committee may nominate a person to Lifetime Membership for outstanding service to the HVARC or the community, no matter where the nominee may reside. The final decision to confer honorary membership shall be made by a two thirds (2/3) vote of the HVARC membership.

SECTION 1.02 FORFEITURE OF MEMBERSHIP

A member may forfeit their membership due to repeated disregard for objectives stated in the preamble. A member may be removed for reasons stated herein.

(A) Loss of License

Any member whose Federal Communications Commission issued Amateur Radio license is suspended or revoked with cause or who is assessed a fine or other penalty by the FCC shall be removed from membership in the HVARC.

(B) Violation of FCC Rules and Regulations

Any member who operates his/her station in violation of Part 97 of the FCC Rules and Regulations, and who does not cease and desist from the aforementioned violations, may be removed from membership in the HVARC.

SECTION 1.03 CHARGES

Any member desiring to bring charges against a fellow member shall appear before the Executive Committee and present the facts. The Committee shall investigate the aforementioned "charges" and rule on the viability of the charges. The decision of the Committee shall be final. All records of arbitration shall be sealed, except for the resolution or decision of the Committee.

SECTION 1.04 REMOVAL OF OFFICERS

An Officer may be removed from office before the expiration of his or her term of office for repeated disregard for his/her responsibilities by a vote of two-thirds of the HVARC membership present at a regular or special meeting called for such purpose. A motion for such removal may be made by any voting member or by the Executive Committee.

(A) Notification of Removal

If a Full Member or an Associate Member is to be considered for involuntary termination or an officer is to be considered for removal from office, a special meeting shall be called as set forth in the By-Laws. In the event a special meeting is called to remove an associate member, then that Associate Member is to have due notification.

ARTICLE II. MEETINGS

SECTION 2.01 REGULAR MEETINGS

Regular monthly meetings will normally be held on the first Tuesday of each month at a time and place determined by the Executive Committee. The date and time of the regular scheduled meeting may be changed by the Executive Committee due to any unforeseen circumstances.

(A) QUORUM

At all meetings, the President or Vice President, 2 additional HVARC officers and 5 members in good standing shall constitute a quorum for the transaction of business and elections of Officers, where simple majority shall carry.

SECTION 2.02 SPECIAL MEETINGS

Special meetings shall be called by the President or upon request of any five full members of the HVARC to the President. All HVARC members shall be notified informing them of the special meeting and the business to be transacted. Notification shall be at least forty-eight (48) hours prior to the designated time of the Special Meeting. There is no requirement to notify Associate Members of special meetings unless the meeting involves the Associate Member. A special meeting may be held at a regular meeting. The president shall schedule a special meeting within fifteen (15) days of the requested meeting.

SECTION 2.03 EXECUTIVE COMMITTEE SPECIAL MEETINGS

Special Meetings and meetings of the Executive Committee shall be called at the discretion of the president or designated representative.

SECTION 2.04 MEETING PROCEEDING AND RULES OF ORDER

All proceedings during meetings shall be kept as informal as possible, but where conflicts arise, meetings shall be governed by Roberts Rules of Order, Revised.

SECTION 2.05 EMERGENCIES

The President and/or the Executive Committee may cancel a regular meeting during an emergency declared by local, state or federal authorities, or when holding the meeting at the regularly scheduled time and/or place would threaten the safety and well-being of the participants. The meeting may be conducted by electronic means between participants, and not by physical presence, during a declared emergency.

During emergencies, all votes normally conducted by the Club may be held electronically, i.e., by email, by text/SMS, by video conference, or by on-the-air meeting. On-the-air votes shall not include votes on financial matters, as proscribed by the FCC. An appropriate period of no less than 48 hours shall be provided for voters to respond if voting is by a non-real time method, i.e., email or SMS/text. A valid quorum for electronic voting shall consist of the number of valid votes received by the Secretary being no less than the number of voters required for a specific issue at an in-person meeting.

SECTION 2.06 TELECONFERENCE MEETINGS

Regular, Special, or Executive Committee meetings may be broadcast via Teleconference at the discretion of the President or his/her designated representative, except for meetings held under Sections 1.02 or 1.03 of these ByLaws. Full Members joining the meeting via Teleconference shall make their presence known in order to arrive at a Quorum, and to verify their eligibility to vote on motions. Except as specified in Section 2.05 - Emergencies, Teleconference methods shall not include broadcast via Amateur Radio.

Voting on any matter presented at the meeting shall include votes received via Teleconference as well as in-person votes. Voting via other methods, such as texting or email, is at the discretion of the President or presiding official, and may be time limited. The President or presiding official may require other procedural rules during Teleconferences at his/her discretion.

Remote members that are in attendance via audio only must state their whole name and call sign and their vote on the issue for a Roll Call vote.

The hardware, software, and internet and/or telephone connection required to participate in a Teleconference is solely the responsibility of the participant.

ARTICLE III. ELECTIONS

SECTION 3.01 NOMINATIONS

At the October meeting the President will name a nomination committee of at least three full members of the HVARC. This committee shall present a list of nominees for consideration of the HVARC Membership at the November Meeting.

Nominations shall also be solicited from the floor.

(A) ANNUAL ELECTIONS

Annual elections shall be held at the regular Club meeting in November. At this meeting, the membership shall elect the President, the Vice President, the Secretary, the Trustees and the Treasurer. Elections are to be conducted in accordance with Robert's Rules of Order, Revised.

ARTICLE IV. DUES

SECTION 4.01 ANNUAL DUES

Annual Dues are due at the First Regular Meeting of the calendar year. New Full Member Dues shall be prorated at 50 percent of the Dues amount for the remainder of the year if the New Full Member joins HVARC after June 30.

A yearly membership fee of fifteen (\$15) dollars per HVARC Full Member and twenty (\$20) dollars per Family Membership is hereby assigned as dues in accordance with the Constitution.

Individual dues shall be waived for all sponsored Family Members.

SECTION 4.02 DUES ARREARAGE AND MEMBER SUSPENSION

If a member has not paid his/her dues by the end of the Regular meeting in January, that member is considered in arrears. If a member in arrears is still in arrears at the end of the May meeting, then that member will be suspended.

A member that is Suspended from Full Membership shall lose voting rights. This suspension shall include all Family Members in a Family Membership. The Executive Committee may, at their discretion, waive the suspension or impose forfeiture of Membership as defined in the By-Laws. The Club Trustee or the Executive Committee, may restrict the use of Club facilities by Suspended Members.

If dues are not paid within two years of suspension, then that suspended member will be removed from club rolls and must reapply for membership.

ARTICLE V. TREASURY

The HVARC's funds shall be kept in a checking account of a local bank. The Treasurer or the President shall be authorized to sign all checks. The Treasurer and the President, at the expiration of their term, shall transfer custody of the bank account to the newly elected Treasurer and President.

SECTION 5.01 AUDIT

An audit shall be conducted by three full HVARC members at the transfer of custody. The three members shall be chosen randomly from the attending membership.

SECTION 5.02 AUTHORIZATION OF EXPENDITURES

A simple majority of the quorum at a Regular Meeting shall authorize all normal, planned, and expected expenditures. The Executive Committee may, at their discretion, authorize unexpected expenditures of HVARC funds for needs that occur between meetings, not to exceed a total of five hundred (\$500) dollars. The President, Vice President or Trustee may authorize an emergency expenditure if required to mitigate a condition that presents an immediate hazard to life and/or property. The membership shall be advised of any special expenditures at the next meeting.

SECTION 5.03 CONTINUITY OF TREASURY

In the event the HVARC Treasurer is temporarily unable to perform their duties, he/she shall coordinate with the Executive Committee to ensure that continuity of the Treasury is maintained.

ARTICLE VI. COMMITTEES

The President may appoint special work committees for a stated period of time. The committee shall consist of a committee chairperson and as many other HVARC members as are deemed advisable. The President is a member of every committee.

ARTICLE VII. DISSOLUTION

The HVARC may be dissolved as a result of the entire voting membership of the HVARC. In order for such a vote to carry, the vote shall be unanimous.

In the event of the dissolution of the HVARC, all assets of the HVARC shall be disposed of by the Court of Common Pleas of Hocking County, exclusively for such purposes or to such organization or organizations as the court shall determine

--- End of By-Laws ---

The forgoing Constitution and By-Laws were revised and adopted by the Executive Committee and by a vote of the Full Membership of March 2024, and signed into effect by:

President – Roman Wilshanetsky	Date
Vice President – Bruce Underwood	Date
Secretary – William Hopstetter	Date
Treasurer – Roy Vickers	Date
Trustee - Ray Webb	Date