

AMERICAN LEGION POST 33 AMATEUR RADIO CLUB BYLAWS

ARTICLE 1 OBJECTIVES

The Headquarters of the American Legion encourages each Post to establish an amateur radio club as a subsidiary activity of the Post. The Officers and members of Post 33, District 12 of the Illinois Department have authorized the creation of an amateur radio club as a membership activity.

In accordance with FCC rules and regulations, the Officers of the Post will annually select or reaffirm one Post member, who has valid FCC amateur radio license, to be the official Club License Trustee – the official representative of the Post to the Club and official holder of the Club FCC License.

The club shall operate as a nonpartisan, not-for-profit Club and will be officially known as the "American Legion Post 33 Amateur Radio Club" (herein after referred to as the Club). The objectives of the Club are:

- A. To promote interest in and the advancement of amateur radio, and electronics in general.
- B. To promote a good relationship between American Legion members who are licensed radio amateurs and the public through public service activities.
- C. To help interested persons obtain an FCC Amateur Radio License and current licensees to upgrade their licenses.
- D. To participate in activities involving or for amateur radio.
- E. To be prepared to respond in cases of declared emergencies or disasters and to offer amateur radio communications where necessary.

The principal office location for the Club shall be the same location as the sponsoring Post.

ARTICLE II CLUB OFFICERS AND COMMITTEES

A. In accordance with the Articles adopted by the Post establishing the Club, the officers of the Club shall be President, Vice President, Secretary, Treasurer, and Membership Chairman. Combined, these officers shall be considered to be the Board of Directors of the Club.

B. The following permanent Committees shall be established: 1) Activities Committee; 2) Public Relations Committee; 3) Finance Committee; 4) Technical Committee.

The Club President may establish additional committees and sub-committees as necessary to serve the best interests of the Club, including a Field Day Committee and a Nominating Committee.

The Chairs of the various committees shall be appointed by the Club President and confirmed by the Board of Directors, and shall not be considered officers of the Club.

All activities of the committees shall first be authorized by the Board of Directors of the Club, and reports on those activities shall be made to the Club's membership each month

C. All officers of the Club shall be at least 21 years of age and holders of a valid FCC amateur radio license.

D. A term of office for officers shall be three (3) years. No officer shall hold the same office for 2 consecutive terms.

E. No officer shall hold more than one office at a time. However, if an elective office is vacant, the Board of Directors may authorize a current officer to fulfill the duties of that vacant office until a qualified member

can be elected. Individual Club members elected to serve may hold different offices over time if so elected by the membership.

F. The officers shall be nominated and elected one office at a time from the floor at the last regular meeting in June. Election shall be by secret ballot if there are two or more candidates for any elective office. If there is one candidate for each of the elective offices, the entire slate may be voted into office by a show of hands by the members present. The new officers shall be introduced and assume their offices at the first scheduled meeting in July.

G. Vacancies occurring on the Board during the year shall be filled at the next regular meeting by nomination and election from the floor. The new officer shall immediately assume office for the balance of the term.

ARTICLE III DUTIES OF OFFICERS

A. PRESIDENT- It shall be the duty of the President to:

1. Preside over all regular and special meetings of the club.
2. Direct the affairs of the club subject to the advice of the Board and the requirements of the Bylaws.
3. Make reports to the membership of the Club on club activities, events, and general status.
4. Report on the activities, events and general status of the Club to the Post Officers.
5. Appoint 2 or more members of the Club to the Finance Committee to audit the club account books and to conduct a detailed inventory of supplies and equipment.
6. Appoint Club members to all other committees and committee chairs, and be an ex-officio member of each.
7. Sign as required, all contracts or written instruments on behalf of the Club.
8. Represent the Club for social or business contacts when required.

9. Monitor and coordinate with the American Legion's headquarters Amateur Radio Club and report to the members all Amateur Radio activities conducted by the American Legion.
10. Establish and maintain a working relationship with all local Amateur Radio (Ham) clubs on behalf of the Club.
11. Perform incidental duties not herein specified.

B. VICE PRESIDENT- It shall be the duty of the Vice President to:

1. Act in the absence of the President at all club functions and perform all duties of the President herein described.
2. Arrange and publish the agenda for each Club meeting, for guest speakers, and for induction of new members.
3. Select / assign a mentor for each new member
4. Perform other duties required by the President or the Board.

C. SECRETARY- It shall be the duty of the Secretary to:

1. Keep a written record of all proceedings of all regular, special, and Board meetings, and to provide a copy of each record to the President of the Club and to the editor of the club bulletin for publication.
2. Receive and send all club correspondence. Read all correspondence of general interest to the members at regular or Board meetings.
3. Perform other duties required by the President or the Board.

D. TREASURER- It shall be the duty of the Treasurer to:

1. Keep a written record of all monies and donated supplies or equipment received or expended by the club.
2. Work with the Finance Committee to develop a proposed annual Club budget and submit it to the Board of Directors for approval prior to the last meeting of November.
3. The Board of Directors may elect to conduct all finances through the Post and the Post Finance Director, who shall develop a chart of accounts to accomplish that process.
4. Alternately, the Board of Directors may elect to conduct all finances internally to the Club, maintaining its own bank accounts. The Treasurer

shall be responsible for all financial operations. The Treasurer shall initiate checks for normal monthly expenses and have them properly signed. Checks for \$250 or less or for "normal" expenses (i.e. those annually occurring expenses) may be independently issued by the Treasurer. Checks for expenses over \$250, that are not for normal expenses, shall have either the approval of the Board or the approval of the Club membership at a general meeting.

5. Maintain the club's bank accounts only at banks approved by the Board. A signature card shall be kept by the bank showing the signatures of the current President, Vice President, and Treasurer.

6. Issue dues receipts as required.

7. Provide a monthly report on the financial condition of the Club to the Club members.

8. Maintain an accurate list of all physical assets of the club and their present location

9. Perform other duties required by the president or the Board.

E. MEMBERSHIP CHAIRMAN- It shall be the duty of the Membership chairman to:

1. Prepare an annual list of qualified Club members, ensuring that all are also qualified as Post members after the September regular meeting. The list shall include the name, call identifier, address, telephone numbers and email address of each Club member. The list shall also include all honorary Club members. The list shall be submitted to the Board, the Post Adjutant, and to the editor of the club bulletin.

2. Maintain and update the membership list throughout the year, ensuring the Board of Directors and the Post Adjutant have copies.

3. If a Club bulletin is authorized, the Membership Chair shall be responsible for its preparation and distribution.

a. The Membership Chair shall develop a mailing list and ensure copies are made and mailed or emailed to each qualified Club member and to other persons and organizations on the list.

b. Provide a copy of the bulletin to the Post Historian for permanent record.

c. Maintain a file copy of each bulletin in the Chair's records.

d. Provide copies of the club bulletin to meeting visitors.

4. Prepare membership promotional materials; organize and conduct membership drives
5. Contact all new members and provide them with a welcome letter that outlines the structure and operations of the Club.
6. Perform other duties required by the President or the Board.

ARTICLE IV COMMITTEE FUNCTIONS

In addition to the permanent committees, the President may also elect to establish or dissolve various Club committees and sub-committees designed to enhance the operations and activities of the Club and the enjoyment of its members. Members of the permanent committee shall be initially appointed in August of each year, and their primary responsibilities are listed below:

A. ACTIVITIES COMMITTEE:

1. Organize and conduct club activities such as picnics, camping trips, ball games or other such events for the enjoyment of the members.
2. Obtain prizes for and run a raffle at regular club meetings. Select prizes of general value to radio amateurs and when possible solicit prize donations from retailers or manufacturers, striving to maintain a net positive cash flow from the raffle activities.
3. Provide refreshments at each of the regular club meetings.
4. Help with the organization of the annual Field Day.
5. Perform other duties required by the President or the Board.

B. PUBLIC RELATIONS COMMITTEE:

1. Work with the Activities Committee to develop an annual promotional / publicity calendar.
2. Contact and get published in local newspapers as needed announcements of club activities and community service events.
3. Work with the Club Membership Committee and the Post Officers to recruit new members to the Post and subsequently to the Club.
4. Welcome members and visitors to the meeting and answer any

questions they may have about the club.

5. Perform other duties required by the President or the Board.

C. TECHNICAL COMMITTEE:

1. A committee consisting of technically proficient amateur radio operators that:

a. Assists members with technical problems relating to equipment setup and operation.

b. Assists members to obtain and/or upgrade their licenses.

c. When sufficient interest exists, hold classes on such issues as antenna design, frequencies, packet radio operations and other such subjects.

d. Assists members with Radio Frequency Interference (RFI) problems. Each RFI complaint shall be resolved as soon as possible. A log shall be kept for all RFI complaint activities.

e. Acts as lead organizers of the Club's annual Field Day.

f. Advises the Club on equipment and technical setup of the Club's communications center.

g. Coordinates and conducts Club net activities

h. Coordinates all Club communications activities during emergencies or disasters

i. Performs other duties required by the President or the Board.

D. FINANCE COMMITTEE:

A committee consisting of club members technically proficient in budgets and finance. The duty of the Finance Committee shall be to advise the Club Treasurer in development of a Club budget; to annually audit the Club account books and verify the inventory of the Club; to report their findings to the Club no later than the last meeting in September and to the Board of Directors no later than the last Post meeting in October of each year; and to perform other duties as required by the President or the Board.

The President may also appoint other special committees for specific purposes or for the good of the club, including but not limited to:

A. FIELD DAY COMMITTEE:

A committee of interested Club members who will work with the Technical Committee to organize and run the annual Club field day.

B. NOMINATING COMMITTEE:

A committee of Club members selected to recruit individuals interested in serving as an Officer of the Club, and to propose a slate of candidates for consideration by Club members for Club Officers for the next three (3) years.

ARTICLE V MEMBERSHIP

A. Members of this club shall be members in good standing with the American Legion, of good moral character who have an interest in amateur radio and/or electronics, have an interest in the aims of the club, and be willing to voluntarily respond to and assist during declarations of emergencies or disasters. Such persons may become members of the club, provided they also meet other requirements of the Bylaws.

B. There are no dues for membership in the Club unless approved by an affirmative vote of 2/3 majority of the members attending a regularly scheduled meeting of the Club. Prior to such dues being imposed, they must first be approved by the Post Officers. Any dues imposed must be nominal, and only in an amount necessary to cover the barest expenses necessary to ensure the Club remains operational. If such dues are imposed, they shall apply to all Club members except Honorary Members. Any Club member not paying dues shall be dropped from the Club membership rolls and shall not be permitted to participate in any Club meeting or activity.

C. Each member is responsible for notifying both the Post Adjutant and the Club Membership Chairman of any change of address or other contact information.

D. The Board may expel or suspend a member by unanimous vote at a Board meeting under the following conditions:

1. Failure to discharge debts to the Club, including dues.
2. Conduct detrimental to the welfare, interest, character, or order of the Club.
3. Conviction of a violation of the FCC rules resulting in the suspension or cancellation of the amateur radio license.
4. Conviction of a felony under the laws of the State of Illinois or of the United States of America.

E. The Board of Directors may reinstate any expelled or suspended member by a unanimous vote at a Board meeting.

F. Members who have been expelled or suspended or who voluntarily withdraw from the club have no recourse on club assets or property; real or otherwise.

G. Honorary membership is reserved for individuals who have made an extraordinary effort to help improve the Club, or for individuals who hold a position in the community that will help promote the goals of the objectives and image of the Club. An honorary membership is bestowed under the following conditions:

1. Nomination for honorary membership may be made by any club member during the "good of the club" portion of any Board or regular club meeting.
2. Without the individual being present, an Honorary membership shall require a two-thirds affirmative vote of the Board and shall be for a period not to exceed 24 months and shall expire on December 31.
3. Honorary membership may be renewed for an additional period by voting as stated above during the last 3 months of the membership.
4. The Membership Chairman shall maintain a list of all Honorary members.

5. Honorary members shall not be able to vote, or hold office

ARTICLE VI MEETINGS

Regular meetings of the club shall be held monthly at designated times and places. All meetings shall be open to all interested members. Special meetings may be called by the Board when necessary.

Notices of regular and special meetings shall be mailed to each member within a reasonable time prior to each meeting. Notices of special meetings shall contain a list of important items on the agenda. Robert's Rules of Order (revised) shall govern club meetings when it does not conflict with these Bylaws.

The order of business at the regular club meetings shall be as follows unless circumstances dictate otherwise:

1. Call to Order - The president shall call the meeting to order.
2. Announcement of Lecture or Entertainment - The Vice President shall introduce the guest speaker or entertainment for the meeting.
3. Roll Call of Officers - The Secretary shall call roll by title and record the officer attendance in the minutes.
4. Reading of the Minutes - The Secretary shall not be required to read the minutes of the previous meeting if they were published in the club bulletin. The President shall ask for a motion and a vote to approve the minutes as published. Any corrections or additions may be made by a member and be approved by the members present.
5. Treasurer's Report - The Treasurer shall report on the financial condition of the club.

6. Introduction of Members - The Membership Chairman shall introduce any new members present.

7. Introduction of Visitors- The President shall introduce any visitors present at the meeting. A visitor log shall be passed around at the beginning of the meeting. The visitor log shall be retained in the permanent records of the membership chairman.

8. Committee Reports - The President shall ask for any reports from the committee chairs.

9. Communications - The Secretary shall read any communications of general interest to the Club members.

10. Old Business- The President shall bring up items of old business for further or final action.

11. New Business - The President shall ask for any items of new business for the club.

12. Good of the Club - The President shall ask if there are any items to be presented or discussed of interest to the club.

13. Presentation by guest speaker

14. Adjournment

ARTICLE VII

LONG TERM APPOINTMENTS

Long term appointments of key individuals shall be made by the President when necessary. These appointments shall be for an indefinite period preferably for several years, and should only be given to members who are able to perform the specific requirements of the job.

A. CLUB HISTORIAN:

The Club Historian shall maintain records and all other items of historical value to the club, and ensure a copy of such items be filed with the Post Historian.

B. LICENSE TRUSTEE:

The Club License Trustee shall be appointed by the Officers of the Post, and shall hold a valid FCC amateur radio license.

The Trustee shall be responsible for the club call, and shall file renewal forms with the FCC when required.

C. OTHER:

Other appointments may be made as necessary, such as Club net control operators.

ARTICLE VIII DONATIONS, OPERATIONS, DISOLUTION

In the event of the dissolution of The Club, the assets of the Club shall become the assets of the Post and may be sold as a fundraiser for a designated community service project, or donated by the officers of the Post to one or more non-profit organizations in such manner as defined in Post bylaws.

ARTICLE IX AMENDMENTS

These bylaws may be amended at a regular Club meeting by a two-thirds affirmative vote of the members present, provided that the proposed amendment has first been presented to and approved by the Post Officers, and then has been presented as a motion and read to the Club at two consecutive regular Club meetings.

ARTICLE X
SEVERABILITY

If any provision of these Bylaws or their application to any person or circumstance is held to be invalid, the invalidity does not affect other provisions or applications of the Bylaws which can be given effect without the invalid provision or application, and to this end the provisions of the Bylaws are severable

ADOPTION OF BYLAWS

These Bylaws have been reviewed, discussed, and adopted on _____ 2018 by a majority of the members present at a regularly scheduled meeting in accordance with the Articles adopted by the Officers and members of Post 33.

ATTEST:

_____ 2018
President Date

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the adopted Bylaws of the Post 33 Amateur Radio Club, that these Bylaws were duly adopted by the members of the Club, and that said Bylaws were adopted on the date set forth above.

_____ 2018 _____
Date Secretary

Amended:

Amended:
