

CONSTITUTION AND BY-LAWS OF THE LOUDOUN AMATEUR RADIO GROUP

P.O. Box 1004, Purcellville, VA 20134

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 Loudoun Amateur Radio Group 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, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

Membership: Article I

All persons interested in Amateur Radio communication shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

Officers and Board of Directors: Article II

Sec. 1. The officers of this club shall be: President, Vice-President, Secretary and Treasurer.

Sec. 2. The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the annual meeting.

Sec. 3. Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

Sec. 4. Officers may be removed by a three-fourths vote of the membership.

Sec. 5. The club shall have a Board of Directors. Article VIII of this Constitution is the charter that shall govern the Board.

Duties of Officers: Article III

Sec. 1. The President shall preside at all meetings of this club, and conduct them according to the rules adopted. He/She 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.

Sec. 2. The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall coordinate club activities, and arrange for programs at club meetings.

Sec. 3. The Secretary or a designee shall keep a record of the proceedings of all Club and Board of Directors' meetings, keep and maintain a current membership roster, submit membership applications, carry on all correspondence, and read communications at each meeting. The Secretary shall also keep and maintain a current copy of the Constitution and Bylaws, making any and all changes, amendments and additions as appropriate. The Secretary will have the most current copy of the Constitution and Bylaws available at all meetings and will make available to members upon request. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Sec. 4. The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

Meetings: Article IV

The By-Laws shall provide for regular and special meetings. At regular meetings, the members then present and voting shall constitute a quorum, provided at least two of the current Officers are also present and voting. Robert's Rules shall govern proceedings.

Dues: Article V

The club, by majority vote of those 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. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

Membership Assistance: Article VI

The club will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from club member stations. The club shall also maintain a program to foster and guide public relations.

Amendments: Article VII

This constitution or the By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been notified by electronic mail, posting to the club reflector, and/or posting to the club web site of the intent to amend the constitution and/or By-Laws at said meeting. The Secretary is responsible for notifying the membership.

Board of Directors Charter: Article VIII

Sec. 1. Purpose of the Board

The purpose of the Loudoun Amateur Radio Group Board of Directors is to ensure the continuity and health of the club. They will work with the currently elected club leadership

and participate in decisions about club activities. They will ensure that the Officers lead the club in a way that maintains LARG's hard-won reputation in the ham community, and the community at large. They will ensure that the club remains financially healthy. They shall ensure that the club remains committed to public service, amateur education, and the development of the skills of its membership.

One role of the Board is to serve as a balance to the LARG Officers' leadership. If the Directors lack confidence in specific Officer decisions, they may present a "No Confidence" vote to the Officers provided there is a two-thirds vote of Directors in favor. At this point, the Officers must work with the Directors to form another plan of action. If no solution is found the Directors shall meet in executive session to vote on calling for a new Officer(s) election.

Sec. 2. Board of Directors Membership

The Loudoun Amateur Radio Group Board of Directors shall be made up at least four and no more than nine Directors. Directors may be nominated by any current member, including themselves. Once nominated, directors are elected by a 2/3 vote of the club membership present at the meeting where the election is held. Only members meeting the following criteria may be nominated and elected:

1. Active member of LARG for at least 5 years.
2. Not currently serving as a Club Officer.
3. The nominee must have taken on at least three major leadership roles in key club activities. Examples of such roles are:
 - a. Served as club officer for at least a year.
 - b. Chairman, station captain, or activities captain for LARG Field Day.
 - c. Net manager for a LARG net.
 - d. Chair of a standing LARG committee.
 - e. Coordinator of LARG public service event.
4. Must have been a licensed amateur for at least 8 years and hold a current Amateur Extra class license. The nominee must have been an active and contributing amateur. Examples of activity and contributions are:
 - a. Entry and submission of score in at least one ARRL or CQWW contest each year as individual or team member.
 - b. Regular participation in LARG nets.
 - c. Entry in Virginia QSO Party.
 - d. Active member of ARES/RACES participating in at least one drill or exercise each year.
 - e. Volunteer at major public service events such as the Marine Corps Marathon.
 - f. Elmering new or inactive hams.
 - g. Teaching a ham radio or radio/electronics class.

When nominated, the Board candidate will prepare a resume documenting his or her qualifications that meet those criteria. The resume will be posted to the LARG web site and copies will be made available at the meeting where the election takes place. To be elected to the board, the candidate must receive a 2/3 majority vote of the members attending the meeting where the election takes place.

Directors shall serve a term of three years. Board elections are held every year at the same meeting at which officers are elected whenever a new Board Member is Nominated for an open board position. Directors can be removed by a 2/3 majority vote of a committee

comprised of all other Directors. If a director steps down or is removed before their term is complete, a special election may be held to replace that position at the first meeting that is practical. Directors elected at a special election shall serve until the next scheduled directors' election. If the number of directors ever falls below four, then a special election must be held.

By-Laws:

1. Membership. Full membership is open to licensed amateurs. Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons. Youth-Student Membership is open to anyone attending school on a full time basis. A licensed amateur Youth-Student member may elect to make application for Full membership. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except for the right to hold office and vote for club officers. Applications for membership shall be submitted at regular meetings. All annual club memberships, including voting privileges, expire at the Annual Meeting (see section 2A) for members whose dues have not been received by the Treasurer. Memberships are reinstated immediately upon payment of dues.

2. Meetings.

A. Club Meetings. Regular meetings shall be held each month unless changed by the general membership. Special meetings may be called by the President upon the written request of any five club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting. The regular meeting in January of each year is designated as the Annual Meeting, at which club officer elections are held and all club memberships expire.

B. Board of Directors Meetings. The Board shall meet whenever required by important issues or decisions, but no less than once every three months. Meetings may be in person or virtual. Meetings shall be for the purpose of discussion of club activities and direction, and for voting on Major Activities (see Section 4). In addition, the Board shall meet each December to nominate the next slate of Officers. Board meetings shall be attended by Board members and current Officers.

3. Dues. A regular monthly assessment of \$1 per Full and Associate members (\$12 per year), and \$1 per year for all additional club members from the same immediate family and an annual assessment of \$1.00 per Youth-Student member is hereby assessed. These assessments are in accordance with the provisions of Article V of the Constitution for the purpose of providing funds for expenses.

4. Club Activities. Club activities may be proposed by any member, officer, or director. Involvement in non-emergency activities where the club is identified as participating require approval by a simple majority of the membership present at the meeting where the activity is proposed. Commitment of the Club to Major Activities shall also require approval by a 2/3 majority of the Board of Directors. Major activities are defined as events that involve mobilization of the general membership and/or club expenses of more than \$250. Examples of Major Activities are Field Day, Club Banquet, and large public service events and emergency drills.

5. Committees. The club will have four permanent/standing committees. They are:

A. Education Committee. This committee shall consist of three members (appointed by the club President). The committee shall set up classes for new amateurs and of upgrading existing licensees.

B. Emergency Service Committee. This committee shall consist of three members (appointed by the club President). The committee shall coordinate activities with the Loudoun County ARES coordinator to provide a pool of volunteers for emergency situations.

C. Public Service Committee. This committee shall consist of three members (appointed by the club President). The committee shall organize volunteers and equipment for activities such as races and other special events. It shall also maintain a program to support and foster good community relations.

D. Field Day Committee. This committee shall consist of three members (appointed by the club President). The committee shall organize activities and equipment for the annual ARRL Field Day event and any other contests the club desires to participate in.

The club president may also create and appoint members to other committees, as deemed appropriate, for things such as special functions, or activities not covered by the standing committees.