

The Villages Amateur Radio Club
Constitution of The Villages Amateur Radio Club
Approved by general membership vote on January 21, 2016

Preamble: The name of this club shall be The Villages Amateur Radio Club referred to herein as the TVARC. The purpose of this not for profit club is to provide a means for the members to advance the common interest in the science of Amateur Radio and to support The Villages community through public service.

Article I. Membership

1. All persons interested in Amateur Radio communications shall be eligible to apply for membership.
2. Guests of the TVARC members may participate in any TVARC activity. TVARC Members shall be given first consideration over guests to participate in TVARC events.

Article II: Officers

1. Officers must be active FCC licensed Amateur Radio Operators, a current TVARC member, a current ARRL member and a resident of The Villages.
2. The officers shall consist of a President, Vice-President, Secretary, and Treasurer.
3. The officers shall serve without pay.
4. Officers shall be elected during the TVARC's February General Membership Meeting by a majority of vote of the membership present. The term of office begins at the close of the meeting holding the election.
5. Officers shall serve approximately a one year term ending at the close of the meeting holding the next election.

Article III: Duties of the Officers

1. President

- a. The President shall preside at all Meetings and perform other duties as associated with the office.
- b. The President may appoint standing and ad hoc chairperson(s) as needed for terms within the duration of the President's term in office.
- c. The President shall request nominations for Officers during the November and January General Membership Meetings. Candidates nominated for Officers shall be presented during the TVARC's January General Membership Meeting. Candidates may address the membership during the TVARC's January General Membership Meeting.
- d. The President shall assume the duties of the Treasurer if the Treasurer is not able to perform their duties for any reason.

2. Vice-President

The Vice-President shall assume the duties of the President if the President is not able to perform their duties for any reason and any other duties assigned by the President.

3. Secretary

- a. The Secretary shall record the minutes of Board Meetings.
- b. The Secretary shall record the minutes of General Membership Meeting proceedings involving membership votes.
- c. The Secretary shall maintain records of approved minutes.
- d. The Secretary shall make the minutes available to members for one year. The Secretary shall keep minutes for a minimum of five years.
- e. The Secretary shall present a synopsis to the membership of any motions passed since the last General Membership meeting.
- f. The Secretary shall assume the duties of the Vice-President if the Vice-President is not able to perform their duties for any reason.

4. Treasurer

- a. The Treasurer shall maintain records of the TVARC's income, expenditures, property, prepare monthly financial reports and make the reports available to members for one year.
- b. The Treasurer shall keep all financial records for a minimum of five years.
- c. The Treasurer shall present a synopsis to the membership of financial transactions since the last General Membership meeting.
- d. The Treasurer shall assume the duties of the Secretary if the Secretary is not able to perform their duties for any reason.

Article IV: Censure / Expulsion

1. Members can be censured or expelled for any violation of The Villages CDD Recreation Department code of conduct, fiduciary misconduct, any action that constitutes a criminal act, or failure to carry out any of the duties set forth in this document.
2. Censure is public reprimand of an individual for their actions.
3. Expulsion is the removal of an individual from any office held and club membership for a period of three (3) years.
4. Censure or expulsion may be proposed by any member at a General Membership Meeting, by stating the specifics of the misconduct in a motion. The motion must include who was a party to the misconduct, the specific nature of the misconduct, when it occurred, and any other relevant information. The member must be able to supply evidence to support the accusation, not hear-say.
5. If the motion is seconded and approved by a majority vote of the members present, it shall constitute notice of issues requiring a membership vote and notice to the accused.
6. At the next General Membership Meeting, the accused will be allowed to appear and present a defense before the Members in attendance, prior to the vote to censure or expel.
7. The accused is censured or expelled by a majority vote of the members present at the meeting.

Article V. Amendments

Amendments may be presented, in writing, to the TVARC Secretary at any General Membership Meeting. The amendment(s) will be read to the members present at that meeting. The text of the amendment(s) shall be included in the minutes of the meeting, for members who were not present. At the following General Membership Meeting, the amendment(s) shall be read a second time, and then opened for discussion. After members have had an opportunity to voice their positions on the amendment(s), a vote will be taken. Each amendment is to be voted on separately. Passage of an amendment requires an affirmative vote of three-fourths (75%) of the members present.

Article VI. Dissolution

Upon the dissolution of the TVARC, the remaining Officer(s) shall, after paying or making provisions for the payment of all of the liabilities of the TVARC, dispose of all the assets of the TVARC as a donation to Operation Home Bound in care of North Lake Presbyterian Church, 675 Rolling Acres Rd, Lady Lake, Florida 32159-5025.

By Laws of The Villages Amateur Radio Club

1. Board Meetings

- a. The board shall consist of a President, Vice-President, Secretary, and Treasurer.
- b. The Officers shall hold regular Board Meetings monthly and additional Meetings may be held at any time when the majority of Officers deem it necessary.
- c. A majority of Officers constitutes a quorum for a Board Meeting. In absence of a quorum, no action shall be taken except to adjourn the meeting.
- d. Passage of a motion requires a simple majority.
- e. All expenditure of TVARC funds, property transactions, or contractual agreements requires approval of a simple majority. (Example; a tie, 2 yes votes vs. 2 no votes, does not pass)
- f. Vacancies shall be filled by a majority of vote of the membership to fill remainder of the term of the position vacated.

2. General Membership Meetings

- a. General Membership Meetings shall be held monthly and additional meetings may be held at any time when the majority of Officers deem it necessary.
- b. Notice of issues requiring membership votes shall be made at least thirty of days in advance of the meeting.
- c. Advance notice for membership votes may be waived by a two-thirds super-majority of vote of the membership present.
- d. Twenty-Five percent of the membership constitutes a quorum for issues requiring membership vote.

3. Dues

The annual membership fee shall be \$12.00 per person, due at the first meeting attended after January 1st, and it shall cover the period from January 1st through December 31st of that year. New members joining and paying the membership fee after July 1st shall be considered paid for the current year as well as the following year. Any member who is in arrears of dues after December 31st shall be dropped from membership and from the club reflector (if they had joined the reflector). Dues cannot be reimbursed or prorated.