

CONSTITUTION  
OF THE  
CHARLESTOWN AMATEUR RADIO CLUB

ADOPTED JANUARY 3, 2023

A. NAME:

The name of the club shall be the “Charlestown Amateur Radio Club” (CARC).

B. PURPOSE:

The purpose of the CARC is:

1. To encourage participation in amateur radio;
2. To assist interested residents of Charlestown Community in obtaining amateur radio licenses;
3. To explore opportunities for club members to operate amateur radio equipment on the Charlestown campus.

C. OFFICERS:

1. The officers will consist of the President, Vice President and Secretary/Treasurer and will serve a term of one year beginning June 1<sup>st</sup>.
2. Prospective officers will be nominated at the April meeting. Elections will take place in May. Officers will be elected by a majority of members present.
3. Duties of Officers:
  - a. President:
    - i. Will preside at all meetings;
    - ii. Will speak for the club and sign all authorized communications between the club and the Charlestown Community, businesses, organizations or persons other than members;
    - iii. May call special meetings at his/her discretion.
  - b. Vice President:
    - i. Will assume all the duties of the President in his/her absence;

- ii. Will organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.
- c. Secretary/Treasurer:
  - i. Will keep and maintain a list of the membership:
  - ii. At the President's request, will notify the membership of any special meetings;
  - iii. Will create or delegate any correspondence;
  - iv. Will be responsible for maintaining any financial records that may be required.
  - v. Will be responsible for the safe keeping of any money raised by the club and will pay all authorized bills incurred by the club.

#### D. MEMBERSHIP:

1. Any resident of Charlestown, who is a licensed amateur radio operator or interested in becoming one may be a member of the club.
2. The official membership will consist of those eligible and who have indicated in writing of their intent to become a member.

#### E. MEETINGS:

1. All meetings will be open to Charlestown residents.
2. Frequency of meetings will be determined by the membership, however, with three days' notice, the President may call special meetings at any time.

#### F. BUSINESS:

1. Any business, except as noted in this document, may be conducted by a vote of the members present.
2. If necessary, to meet quorum requirements, the membership may be polled by mail or electronic ballot.
3. A quorum is defined as at least five members.

#### G. FINANCIAL:

1. The club may not incur any debts.

2. The imposition of dues or assessments will require an approval vote with 80%, rounded upwards, of the membership.

#### H. AMENDMENTS:

1. Suggested amendments to this constitution may be made by any member.
2. Amendments will be approved by a vote of members present at a meeting held at least two weeks after the suggested change has been publicized to the membership. Members unable to attend this meeting may vote electronically prior to the in-person vote.