

CONSTITUTION AND BY-LAWS  
NASHVILLE AMATEUR RADIO CLUB, INCORPORATED

CONSTITUTION

Preamble

We, the undersigned being desirous to secure for ourselves and others the pleasures and benefits of the association of persons commonly interested in Amateur Radio, to further better cooperation among the members, to develop individual efficiency and to further the interest of radio in the general community, do hereby constitute ourselves the Nashville Amateur Radio Club, Inc. and do enact this constitution as our governing law.  
The words: Nashville Amateur Radio Club, Inc., N.A.R.C. and the "club" shall be interchangeable and have the same meaning.

**Article I**

Section 1.

All persons interested in Amateur radio communications shall be eligible for membership. Members shall be admitted and expelled on such terms as the Constitution and By-Laws provide.

Section 2. There shall be four grades of membership, namely:

**HONORARY MEMBERS:** Shall be a person who has rendered eminent services to Amateur Radio, or who is, in the opinion of the club entitled to this distinction. They shall not have any voting privileges.

**LIFE MEMBER:** Shall be a person who because of their many years of exceptional service to the Nashville Amateur Radio Club is given dues free membership for life. They will have all membership privileges.

**FULL MEMBER:** Shall be a person who has qualified in the art of Amateur Radio to the extent that they hold an Amateur Radio Operator's license. Expiration and non-renewal of such license shall automatically reduce such person to the grade of Associate member.

**ASSOCIATE MEMBER:** Shall be an unlicensed person who is interested in Amateur Radio. Such associate member, upon presenting to the club their license when issued, shall become a full member and enjoy all the privileges thereof.

Section 3. Honorary and Associate members shall have all the rights and privileges of full membership except voting.

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BOARD OF DIRECTORS:

Article A

Section 1.

General Powers.

The business and affairs of the corporation shall be managed by its Board of Directors. The directors, which may not include the officers currently elected by the members shall meet, discuss and decide the course of the club. Responsible for bringing needed updates of the constitution to the membership for their approval.

Section 2. Number, Tenure and Qualifications of board members.

The Board of directors shall be composed of 4 members who will be elected by a quorum of members who are eligible to vote during a regular meeting. A board member must be a full member of the club, associate and honorary members are not eligible to serve on the board of directors.

Each board member shall be elected for a two (2) year term. No director will serve more than two (2) terms (4 years) consecutively.

In addition to the 4 board members, the elected club president may serve on the board during their elected term. Each director shall hold office until their successor shall have been elected and qualified.

Section 3. Regular Meetings:

The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without notice other than such resolution.

Section 4. Quorum.

A majority of the number of directors fixed by section 2 of this Article (A) shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Board of Directors present may adjourn the meeting from time to time without further notice.

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Section 5. Manner of Action.

The act of the majority of the directors present at a meeting at which a quorum is present shall be the actions of the Board of Directors.

Section 6. Action Without a Meeting.

Any action that may be taken by the Board of Directors may be taken without a meeting if a consent is given in writing or email, setting forth the action to be taken. It shall be acknowledged before such action by all of the directors.

Section 7. Vacancies.

Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a quorum of members present at a regular club meeting who are eligible to vote. A director elected to fill a vacancy shall be elected for the unexpired term of their predecessor in office.

Article B

Section 1. Corporate Seal.

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Corporation and the state of incorporation and the words, "Corporate Seal."

Article C

Section 1. Officers.

The officers of this club shall be: A president, A Vice President, A Secretary and a Treasurer.

Section 2.

Officers of this club shall be elected for a term of twelve months or until their successors are elected. The President shall, at the September meeting, appoint a nominating committee. Members desiring to run for office will identify themselves to a member of the nominating committee for inclusion in the roster of candidates. The nominating committee will confirm that each candidate for office has a current amateur radio license, and is a full or life member of the club in good standing. Candidates for office will be announced by the nominating committee at the October meeting. No additional nominations will be permitted after the close of business at the October meeting. Elections shall be held at the regular meeting in November of each year. The officers, including the members of the board of directors, then elected will begin their duties with the January meeting. The duties of the officers of this club shall be set forth in the By-laws. If there is no candidate for a particular office, election for that office will be deferred to the regular meeting occurring in January (or later) under the provisions

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for special elections contained in Article C, Section 3. The incumbent of that office will continue to serve until replaced.

Section 3.

Vacancies occurring between elections must be filled by special election, at the next regular meeting following the withdrawal or resignation.

Section 4.

All meetings and elections, to be valid, must have a quorum of full members present at said meeting. Quorum being defined herein as the number of Full and Life members attending said meeting.

Section 5.

All regular and special elections must have a quorum of full and life members to be valid. The vote of a simple majority of all full or life members present at that meeting shall be necessary to elect an officer.

Section 6.

Officers and members may be removed for cause by a vote of three-fourths of full and life members at a meeting. President has the authority to ask for the resignation of any officer or board member for just cause.

Article D

Section 1.

The By-laws shall provide for regular and special meetings of the club. Notice of these meetings may be published in the "Bandspread", by telephone or by radio or by email.

Section 2.

The Nashville Amateur Radio Club, Inc. by a majority of those full and life members 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 within its objects as set forth in the preamble hereof. The amount and method of paying shall be set forth in the by-laws.

**Article E**

Section 1.

This constitution and these By-laws may be amended by a vote of three-fourths of the full members at a regular meeting. Proposals for amendments shall be submitted to a standing Constitution and By-law committee for study and recommendation to the membership within 60 days. The proposal shall not be voted on prior to the second meeting after the proposal has been submitted to the club.

The secretary shall certify the amendment on the form attached hereto.

**BY-LAWS**

Section 1.

- (a) 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 the Constitution and By-laws; decide all questions of order; sign all official documents; and perform the customary duties pertaining to the office of President.
- (b) The Vice-President shall assume the duties of the president in the absence of the latter and shall assist the President in other executive duties when called upon to do so. He/She shall advance club interest and activity as approved by the club.
- (c) The Secretary shall keep the Constitution and By-laws of the Nashville Amateur Radio Club Inc., and shall have the same with them at every regular and special meeting. The secretary shall cause all amendments, changes and additions to be noted thereon, using the form attached hereto and shall permit the Constitution and By-laws to be consulted by members upon request. He/She shall keep a record of the proceedings of all meetings, keep a roll of members, carry on all correspondence and send notices of all meetings and club activities by mail or email. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.
- (d) The Treasurer shall keep an accurate account of all moneys paid to and spent by the club. He/She will receive all membership applications and dues and pass this information to the Secretary. He/She will give an oral report of disbursements and receipts at monthly meeting. At the end of each quarter or within 14 days of a written request he/she shall submit an itemized statement of disbursements and receipts in writing. The Treasurer shall, at the expiration of their term, turn over all club records and money to their successor.

Section 2.

Membership application for Full and Associate membership shall be submitted either orally or in writing, and each applicant must express the willingness to abide by the Constitution and By- Laws. A member of any class of membership may be expelled for cause by a quorum of the membership at a regular meeting.

Section 3.

Membership:

Membership dues shall be as follows:

- (a) single membership shall be (\$20.00) twenty dollars per year for each licensed amateur radio operator.
- (b) Single associate membership shall be (\$10.00) ten dollars per year until the time that they become licensed. At that time they will be required to pay the difference of the full membership.
- (c) The membership year is from January 1, to December 31, of each year and membership ceases with lapse of dues after March 1.
- (d) After due deliberation of individual hardship cases, the officers may waive membership dues for a period of one (1) year and this waiver may be extended for additional time.

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- (e) After July 1 of any year, the dues will be half price for both member and additional family member.
- (f) It shall be the responsibility of each member to notify the club secretary of any changes of: address, call sign and name.
- (g) All members who, because of illness, planned travel, or job responsibilities, are unable to attend a special election or meeting shall notify the secretary, with sufficient time prior, and request a mail ballot.

**Section 4.**

**Meetings**

Regular Meetings shall be held on the third (3rd) Thursday of each calendar month, at such a place as the President shall order. Special meetings may be called by the President. Any five (5) Full Members of the Nashville Amateur Radio Club, Inc., in writing may request the President to call a special meeting. Notices of the special meeting shall be sent by newsletter, telephone or by radio to all members informing them of the special meeting and the business to be transacted. Only such business as is designated in said notices shall be transacted at such special meeting. The order of business at all regular meetings shall be:

1. Program
2. Reading of or vote to dispense with reading of minutes.
3. Reports of officers
4. Reports of Committees in order named in Section 5.
5. Unfinished business
6. New business (election in November.)
7. Adjournment

Order of business may be changed at the President's discretion.

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The President may appoint the following standing committees and such OTHER special committees as may be necessary to carry out the purposes of the Nashville Amateur Radio Club, Inc.

- (a) A Membership committee, Who shall seek new members, sources of new members, welcome visitors, explain to prospect members how to join N.A.R.C., and generally do all possible to maintain and increase the membership of N.A.R.C.
- (b) Program committee, Who shall plan for programs as far in advance as possible and shall have the responsibility of obtaining the speakers, films or other program material, and advise the Bulletin committee chairman of the program in time for notices to be sent of the meetings. The committee shall endeavor to present programs of interest to a majority of the members.
- (c) A Bulletin committee, Who shall be responsible for publication of the N.A.R.C. organ known as "THE BANDSPREAD". The committee is to see that material for "THE BANDSPREAD " is gathered, edited, reproduced. Complaints, items which may appear to be controversial, slanderous or an attack on any individual shall not be published in "THE BANDSPREAD". All members of the bulletin committee must agree that a particular item is suitable for publication.
- (d) A Property committee, Who shall make and keep an inventory of all property belonging to the Nashville Amateur Radio Club, Inc. and keep a record of the location of the property, and see that the property is kept in good condition. When any such property becomes surplus or unusable, it shall be reported to the club so that proper disposition may be made.
- (e) A Publicity committee, Who shall provide the newspapers and other agencies with favorable news of the Nashville Amateur Radio Club, Inc., and strive at every opportunity to increase the interest and understanding of Amateur Radio and N.A.R.C.



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- (f) An Activities committee, Who shall keep informed and in turn shall keep the N.A.R.C. club informed of all activities of A.R.R.L. and other groups in which N.A.R.C. members or groups may take part. It shall be the duty of this committee to coordinate activities of N.A.R.C and its members with these other groups, so as to result in the most good for the enjoyment of our hobby.
- (g) A Service committee, As the members of N.A.R.C. recognize that we can only maintain our privileges and integrity through service to our community, it shall be the duty of this committee to seek out such opportunities for service make plans and present them to the club and follow through in the carrying out of such projects. Providing communications, technical support or other civic action to any organization by N.A.R.C. does not indicate or imply agreement or endorsement of the aims or objectives of the supported organization.
- (h) An Interference committee, Who shall investigate all reports of radio, electrical or TV interference by amateurs. If the investigation discloses that the interference is not being caused by amateurs, that fact should be carefully explained to the complainant and helpful advice given if possible. If the interference is being caused by the amateur, all possible help and advice shall be given to help alleviate the situation.
- (i) A Social committee, Who shall plan such parties and similar gatherings of the club and their friends as the club shall decide.
- (j) Constitution and By-Laws committee This standing committee shall receive all proposals to amend the constitution and by-laws. The committee shall study the proposal and bring their recommendation to the Nashville Amateur Radio Club, Inc. membership no sooner than 30 days after the proposal was made.

Approved by the Board of Directors this 1 day of July, 2015

Martha Frederick  
Chairman of the Board.

Approved by the general club membership, this 1 day of July 2015

Jerry Adelstein  
Club President

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I, Elizabeth Lester Secretary of the Nashville Amateur Radio Club, Inc. do hereby certify that this is a true copy of the club's constitution and by-laws as amended by the general membership.

Dated this 1 day of July, 2015

