

**The ARALB Constitution and Bylaws**  
**The Associated Radio Amateurs Of Long Beach, Incorporated**  
**Constitution and By-Laws**

*Revision: August 2013*

**PREAMBLE**

We, the undersigned, wishing to secure for ourselves the benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves as The Associated Radio Amateurs of Long Beach, and enact this Constitution as our governing law. The Associated Radio Amateurs of Long Beach shall be organized and operated exclusively for educational, scientific, and charitable purposes, and to promote public safety, through the use of amateur radio. It shall be our purpose to further the exchange of information and cooperation among members, to promote radio knowledge, camaraderie and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of the Amateur Radio community.

**CONSTITUTION**

**ARTICLE I: Name**

The name of this organization shall be The Associated Radio Amateurs of Long Beach, hereinafter referred to as ARALB or the Club.

**ARTICLE II: Purpose**

The purpose of this Club shall be:

1. To educate Amateur Radio operators by teaching the rules and regulations as articulated by FCC Part 97.1.
2. To further the public welfare through community service and dedication to emergency communications preparedness.
3. To participate in and provide radio communications for community events.
4. To publish documents, newsletters, and materials necessary or incidental to any of these purposes.
5. To provide emergency communications, following the guidelines of California Office of Emergency Services.
6. To support and maintain the ARALB club station, W6RO, providing a station from which licensed Radio Amateurs may operate.
7. To coordinate the activities of the ARALB with those of the American Radio Relay League, hereinafter referred to as ARRL, and to meet the

requirements to be an ARRL affiliated club, including hosting an annual Field Day event.

8. Each of the enumerated items above (numbers 1 through 7) is limited only to exempt purposes under Section 501(C)(3) of the Internal Revenue Code.

### **ARTICLE III: Club Ownership and Assets**

No part of the assets or income of the ARALB shall inure to the benefit of, or be distributable to, the Members, the Directors, the Officers, or to other private persons except that The ARALB shall be authorized and empowered to pay reasonable compensation for expenses incurred, and to make payments and distributions in furtherance of the purposes set forth in this Constitution.

### **ARTICLE IV: Membership**

1. Membership in this Club shall be open to all licensed Radio Amateurs and other persons interested in Amateur Radio, pending approval of the Board of Directors.
2. Every person granted a membership in this Club shall have voting privileges.
3. The term of membership shall be for a period of one year beginning on the first day of January. Any continuing membership not paid on or before the March General Meeting will be considered lapsed. Payment after this date constitutes a new membership.
4. A membership may be revoked by a two-thirds majority vote of the membership present at the General Meeting. Announcements of such a vote must be published in The Oscillator and announced at the General Meeting during the two consecutive months prior to the vote.

### **ARTICLE V: Administration**

1. The Officers of this Club shall be:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
2. The Board of Directors shall consist of the above named four Officers, plus the immediate Past President, plus six elected Directors.

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| a. Officers and Directors must meet all the requirements described in Article V Section 6b. |
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- b. Officers and Directors are the only persons who may vote on matters before the Board.
  - c. Any member of the ARALB may attend a regular Board of Directors meeting but shall have no vote on matters before the Board.
  - d. The Board of Directors shall have the authority and means to manage the affairs of the club.
  - e. The Board members have a responsibility to meet and greet members and guests at meetings and other Club events.
  - f. The Board of Directors shall approve a trustee of W6RO.

3. Powers of Membership.

The membership may rescind an action of the Board of Directors with a two-thirds vote of members present at a General Meeting.

4. Terms of Office

- a. Officers shall serve for a term of one year. Directors shall serve a term of two years.
- b. If an Officer or Director position is unfilled, the President shall, with the concurrence of the Board of Directors, declare the office vacant, and the President may appoint a member to fill the vacancy and serve out the unexpired term of the position.
- c. Officers and Directors shall have a limit of two consecutive elected terms in the same position.
- d. When any Officer vacates his position, he shall immediately deliver all ARALB items in his possession to his successor or to another Officer if no successor is currently available.
- e. Any Officer or Director may be removed from office at such time as he is no longer a member in good standing, or if at a General Meeting, a two-thirds majority of the membership votes that the person is in gross violation of his duties.

5. Duties of Officers and Directors

All Officers and Directors shall attend General and Board Meetings, or personally notify the President in advance if unable to attend.

Specific duties of each position are shown below.

a. President

The President shall:

- i. Administer the Constitution and By-Laws;
- ii. Assign the duties of the Directors and appoint Special Committees;
- iii. Preside at General Meetings and Board Meetings.

b. Vice-President

The Vice-President shall:

- i. Assist the President in the execution of his duties, and in the absence of the President preside at all General Meetings and Board of Directors Meetings;
- ii. Arrange programs for General Meetings.

c. Secretary

The Secretary shall:

- i. Take minutes of all General Meetings and Board of Directors Meetings;
- ii. Have these minutes available for reading at the subsequent meeting;
- iii. Conduct necessary correspondence of the Club;
- iv. Preside at meetings in the absence of the President and Vice-President.

d. Treasurer

The Treasurer shall:

- i. Accept all monies for the Club, such as dues, donations and admissions for special events;
- ii. Disburse such monies as may be required for the functioning of the Club;

- iii. Keep an accurate account of all monies received and disbursed;
- iv. Apprise the Membership Chair of new memberships and other pertinent information;
- v. Prepare financial reports for the Board and make such information available at all General Meetings.

e. Directors

The Directors shall:

- i. Execute duties assigned by the President;
- ii. Participate in club and community events.

f. Past President

The Past President shall:

- i. Attend Board of Directors Meetings and advise the President and Board as necessary, but shall not have voting privileges.

6. Elections

- a. Elections shall be held during the December General Meeting. Officers and Directors shall be installed at the Installation Banquet in January.
- b. To be eligible for nomination as an Officer or Director, a candidate must be an ARALB member in good standing since the preceding March General Meeting, be a licensed Radio Amateur, and be eighteen years of age or over.
- c. Nominations for Officers and Directors shall be held during the November General Meeting. The presiding Officer shall take nominations from the floor during a segment of this meeting. The Secretary shall record the names of those people nominated for each office.
- d. The Secretary shall prepare a ballot for distribution at the December General Meeting. The ballot shall bear the names of the candidates for each office and directorship, and shall also provide a space for write-in candidates for each position. The results of the election shall be announced at the same meeting and shall be published in the January issue of The Oscillator.

- e. Voting shall be by secret ballot. The President shall appoint two general members and one continuing Director to count ballots. The Secretary shall witness the count and record the number of votes cast for each candidate.
- f. The candidate receiving the greatest number of votes shall be declared elected. In the event of a tie, a runoff election shall be held immediately.

## 7. Club Funds

The Treasurer shall receive, deposit, and disburse all Club funds as directed by the Board.

All disbursements shall be by order of the Board of Directors. Checks drawn from bank accounts of the ARALB shall require the signatures of the Treasurer and President. In the absence of the President, the Treasurer and Vice-President may sign checks.

By the end of the first fiscal quarter, two members of the Board of Directors, as selected by the President, shall audit the Treasurer's accounts of the previous fiscal year (February through January); a summary must be presented at the next Directors' meeting.

Upon request, a financial statement of the last fiscal year shall be made available to any member.

## **ARTICLE VI: Amendments**

1. This Constitution may be amended by the following procedure. Any Member may initiate an amendment by presenting it, in writing, for discussion at a General Meeting. Notification of the proposed amendment must appear in *The Oscillator* following the General Meeting. The amendment will be accepted upon approval of two-thirds majority of the Members present at the subsequent General Meeting.
2. Rules not specifically mentioned in this Constitution shall be covered in the By-Laws which are hereby incorporated as part of the rules in the governance of this Club.
3. By-Laws may be amended by a resolution of the Board of Directors subject to approval by a two-thirds majority of Members present at the subsequent General Meeting.
4. Robert's Rules of Order, Newly Revised 10th Edition, shall govern the conduct of all meetings of The ARALB.

# BYLAWS

## I. Meetings

1. General Meetings of the ARALB shall be held on the first Friday of each month at 7:00 PM. The Board of Directors may designate an alternate date or time as deemed necessary.
2. An Installation Banquet shall be held each January, and the incoming Officers and Directors shall be installed during the event.
3. The President, Vice-President and one other Member shall be registered as Club representatives to the Los Angeles Area Council of Amateur Radio Clubs (LAACARC). At least one of these representatives shall attend each LAACARC meeting.

## II. Standing Committees

The committee chairpersons shall be selected by the President and must be ARALB members. Chairpersons will appoint members to their committees, subject to Board approval. The Standing Committees are:

1. Membership. This committee shall be responsible for recruitment and retention of members.
2. The Oscillator. The ARALB newsletter is The Oscillator. The chairperson of this committee shall be the editor of The Oscillator and shall be responsible for the collection of articles, editing, publishing and distribution. It shall be published monthly so as to arrive at least five days prior to the General Meeting.
3. License Examination. This committee shall hold regular and special FCC Amateur Radio license examination sessions, and provide to the Board a monthly report of its activities.
4. Club Station (W6RO). This committee shall maintain the ARALB station and log books, process incoming and outgoing QSL cards, and solicit and train Operators.
5. Seventy-Three Committee. This committee shall be responsible for reporting Members' significant life events to the membership and sending greetings from the Club to the affected Member or the Member's immediate family. This committee also shall bring a Speaker's Certificate each month to the General Meeting.
6. Awards and Recognition.

- a. At the Installation Banquet the Club shall present to each incoming Officer and Director an emblem that states the year of service and the position held.
  - b. At the Installation Banquet the club shall present a commemorative award to the outgoing President.
7. Ham of the Year. This committee is comprised of past Hams of the Year who are current ARALB members. The committee is chaired by the current Ham of the Year. The criteria for selection shall be subject to approval by the Board of Directors. This committee shall present the Ham of the Year Award at the Installation Banquet.

Revised:

December, 1960  
December, 1963  
December, 1969  
November, 1983  
December, 1984  
April, 1987  
October, 1983  
November, 1998  
August, 2006  
October 2006  
August 2013