# Palos Verdes Amateur Radio Club Constitution

Dated November 5, 2026

## ARTICLE I -- NAME AND PURPOSE

Section 1

The name of this organization shall be the Palos Verdes Amateur Radio Club, hereinafter referred to as the Club. The Club shall be a social organization whose Purpose shall be to further the exchange of information and cooperation among members, to promote radio knowledge, fraternalism, and individual operating proficiency, and to conduct programs and activities that advance the general interest and welfare of amateur radio in the community.

## ARTICLE II -- MEMBERSHIP AND VOTING

Section 1

All persons interested in amateur radio shall be eligible for Membership. Membership shall be granted upon acceptance of a completed current application and payment of dues, in accordance with Article VI and the By-Laws.

Section 2

Classes of membership shall be:

> **Full Members** shall be licensed amateur radio operators. Full Members shall have all the rights and privileges of membership, including that of voting. Full Members shall include licensed family members of Full Members.
>
> **Associate Members**- shall be members who are either not amateur radio licensed or are non-licensed family members of Full Members. Associate members shall have all the rights and privileges of Full Members, excluding those of voting or holding elective office.

**Honorary Members** shall be those people recognized by vote of the membership or nomination by the Board for particular interest in or service to the amateur radio community. Licensed Honorary Members shall enjoy privileges accorded to Full Members.

**Complimentary Membership** status shall be granted free of dues requirements to newly licensed amateur radio operators for the balance of the calendar year in which that individual receives an amateur radio license through the classes and/or license testing opportunities offered by the Club. During the term of a Complimentary Membership, the licensed radio operator shall have the privileges of Full Membership.

## ARTICLE III - OFFICERS

Section 1

The officers of the Club shall be: a President, a Vice President, a Secretary, and a Treasurer. These officers, with the immediate Past President or an equivalent appointee and two elected Directors, shall constitute the Club executive committee (herein "the Board") for the purpose of conducting Club business. All other official Club positions and non-elected Board positions shall be filled by appointment by the President, approved by the Board, and shall serve at the pleasure of the President.

Section 2

Eligibility for election to the Board is restricted to Full Members.

Section 3

The Board shall be elected for a term of one year by ballot of the members present, provided there is a quorum, at the regular February meeting. Absentee ballots may be included in the determination of a quorum.

Nominations for candidates will be received at the regular January meeting. The current officers may serve as a nominating committee and present nominations; other nominations shall be accepted from the floor.

Section 4

Any vacancy of a Board position occurring between annual elections shall be filled by appointment by the President and approval by the Board, and the appointee shall serve the remainder of the position's term.

Section 5

A Board member may be removed by majority vote of the Board.

A Board member may be removed by a three-fourths vote of the Club members present in a Special Meeting duly called according to the By-Laws.

## ARTICLE IV - DUTIES OF THE ELECTED OFFICERS

Section 1

The President shall preside at all meetings of the Club and conduct the same according to Article XI; he or she shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign, or designate a signatory of, all official documents that are adopted by the Board or by the Club, and perform all customary duties pertaining to the office of president, including reading pertinent communications at Club meetings. He or she may also request an annual audit of the Club's financial records.

Section 2

The Vice President shall assume all duties of the President in the absence of the latter. The Vice President shall also serve as the lead for program content at club meetings.

Section 3

The Secretary shall keep a record of the proceedings of all Board meetings, and carry out or delegate, as appropriate, all correspondence. It shall be the duty of the Secretary to maintain written and electronic copies of the Constitution and By-Laws of the Club. He or she shall cause all amendments, changes, and additions to be noted thereon and cause them to be available on the Club's website. The Secretary shall maintain all club records and shall, at the expiration of the term of service, turn over all items belonging to the Club to the successor Secretary.

Section 4

The Treasurer shall maintain the financial records of the Club and shall perform all monetary transactions of the Club in accordance with the By-Laws. The Treasurer shall keep an accurate and current account of all monies received and expended, as well as a current account balance.

The Treasurer shall also maintain a complete and current membership roster and shall furnish it for publication as the President may decide.

## ARTICLE V - MEETINGS

Section 1

The By-Laws shall provide for regular and special general meetings. At meetings, the presence in person or by electronic means of twenty percent (20%) of the Full Members shall constitute a quorum for the transaction of business. On matters requiring a vote of the Membership, absentee ballots may be included in the determination of a quorum.

Section 2

The By-Laws shall provide for regular and special meetings of the Board. At Board meetings, a minimum of four (4) members of the Board shall constitute a quorum for the transaction of business.

## ARTICLE VI - DUES

Dues or assessments as shall be deemed necessary for the business of the organization within its Purpose shall be required for Full Membership. Non-payment of such dues or assessments shall be cause for termination of membership as provided by the By-Laws. No dues shall be assessed to Honorary Members or to Complimentary Members.

## ARTICLE VII – CLUB STATION AND CALL SIGN

The Club shall maintain the FCC Licensed Call Sign K6PV and a Club station with that call sign, constituting a repeater on a designated and coordinated

frequency pair serving the Palos Verdes Peninsula. The Club may maintain such other repeaters as may be authorized by the Board. Each repeater shall have a designated and FCC-registered License Trustee.

## ARTICLE VIII - AMENDMENTS

Section 1

The Constitution may be amended by a two-thirds (2/3) majority of the Full Members plus Honorary Members present, provided all members have been duly notified, in advance, to their postal or email address on record, of the intent to amend the Constitution at a specific meeting. Such notice and the wording of proposals for amendments shall be included with the notification, which shall be posted no later than the club meeting one month before the meeting at which the vote will be taken.

Section 2

The By-Laws may be amended by majority vote of those present, provided all members have been notified, in advance, to their postal or email address on record, of the intent to amend the By-Laws at a specified meeting. Proposals for amendments to By-Laws shall be submitted to the membership in writing prior to the meeting at which the vote will be taken.

## ARTICLE IX – COMMITTEES AND ACTIVITIES

The President shall appoint committees as needed for purposes approved by the Board. Club Activities shall be authorized by Board action regarding purpose, location, financial support and such other specifics as may be required to enable them.

## ARTICLE X – DISSOLUTION

The Club may be dissolved by a 3/4ths majority vote of Full Members present at a duly called Special Meeting to take this irrevocable action. Any funds and assets of the Club remaining after discharging all debts and obligations shall be given to the ARRL.

**ARTICLE XI-RULES**

Robert's Rules of Order shall govern all Board and Club meeting proceedings.

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**Certification of Passage**

I certify that the vote to approve the adoption of this Constitution passed with the required vote by the Members of the Palos Verdes Amateur Radio Club on November 5, 2026.

_____, Secretary

Ron Wagner, AC6RW

# Palos Verdes Amateur Radio Club By-Laws

Dated November 5, 2026

**Section 1 Meetings**

Regular meetings shall be held monthly on a reasonably consistent schedule. The meeting shall be at such time and place as the President shall order. Members of all classes shall be notified by email reminder of such meetings.

Special meetings may be called by the President upon the written request of any five Full Members or upon approval of the Board. Notices shall be sent by electronic means to members concerning special meetings and the business to be transacted. Only such business as is so communicated shall be transacted at a special meeting. Such notices shall be sent so that delivery to the email address of record will arrive at least 24 hours before the meeting time, designating location and time of the in-person meeting, and means by which Members may join through electronic participation. Such notices shall also include ballots, when appropriate, for use by members unable to be present at the special meetings.

**Section 2 Board Meetings**

Regular Board meetings shall be held on a reasonably consistent schedule at such time and place as the President shall order. Special meetings of the Board may be called by the President upon request of any member of the Board.

**Section 3 Dues**

In accordance with Article VI of the Constitution, annual dues shall be set by the Board, upon recommendation by the Treasurer, recognizing expenses and programs anticipated for the coming year.

**Section 4 Membership**

Application for membership and renewals shall be submitted to the Treasurer and will be accepted upon receipt of payment of dues. Application for Membership and payment of dues constitutes agreement by the applicant to

abide by the Constitution, By-Laws, and rules promulgated by the Club and to indemnify and hold harmless the Club, its members, and its officers from any and all damages that may result from Club activities. Members are individually responsible for notifying the Treasurer of changes in address, email address, and/or telephone number.

**Section 5 Financial Transactions**

No funds may be disbursed without proper authorization by the Board.

Once authorized, all checks drawn on Club funds must be signed by:

- the Treasurer and one other elected Club officer, or
- two elected Board officers, or
- the Treasurer alone, if specifically authorized by the Board at a Board meeting and recorded in the meeting minutes.

Payments by electronic means must be authorized by the same Board action as physical checks and recorded in the meeting minutes. If a payment cannot be approved at a Board meeting, it may be authorized electronically by email to the Treasurer. Such authorization must:

- come from four or more Board members, and
- clearly reference the specific payee and payment amount, and
- be reflected in the subsequent Board meeting minutes.

The Treasurer must submit an itemized monthly report of all disbursements and receipts.

**Section 6 Activities**

The Club may conduct or support such activities as are appropriate to the fulfillment of the Club's purpose. Such activities may include, but are not limited to, amateur radio license training and VE testing, Field Day participation, special contest or special event participation, and designated seasonal or other social gatherings. When an operating amateur radio station is associated with any such event or participation, the call sign used shall be that of the Club, K6PV.

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**Certification of Passage**

I certify that the vote to approve the adoption of these Bylaws to the Constitution passed with the required vote by the Members of the Palos Verdes Amateur Radio Club on November 5, 2026.

_____, Secretary

Ron Wagner, AC6RW