



Constitution of The Villages Amateur Radio Club

Approved February 20, 2020

Preamble: The name of this club is The Villages Amateur Radio Club, referred to herein as 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. Any person interested in Amateur Radio communications is eligible to apply for membership.
2. Guests of TVARC members may participate in any TVARC activity. TVARC members will be given first consideration over guests to participate in TVARC events.

Article II. Officers

1. Officers must be FCC licensed Amateur Radio Operators, current TVARC members, current ARRL members and residents of The Villages.
2. The officers shall consist of a President, Vice-President, Secretary, Treasurer and Board Member at Large.
3. The officers shall serve without pay.
4. Officers shall be elected during TVARC's February General Membership Meeting by a majority vote of the membership present. The term of office begins at the close of the meeting in which the election was held. The outgoing officers are responsible for posting the minutes of that meeting.
5. Officers shall serve approximately a one-year term ending at the close of the meeting in which the next election is held.

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 TVARC's January General Membership Meeting. Candidates may address the membership during TVARC's January General Membership Meeting.
 - d. The President shall assume the duties of the Treasurer on an interim basis, until a replacement Treasurer is elected, if the Treasurer is not able to perform their duties for any reason.
2. Vice-President
 - a. The Vice-President shall perform any duties assigned by the President.
 - b. The Vice-President shall assume the duties of the President on an interim basis, until a replacement President is elected, if the President is not able to perform their duties for any reason.
3. Secretary
 - a. The Secretary shall record the minutes of Board Meetings.
 - b. The Secretary shall record the minutes of General Membership Meeting proceedings.
 - c. The Secretary shall make the minutes available to the membership on the club's website for at least one year.
 - d. The Secretary shall place copies of the minutes in storage where they can be maintained for at least five years
 - e. The Secretary shall record and present to the membership any motions passed since the last General Membership meeting.
 - f. The Secretary shall assume the duties of the Vice-President on an interim basis, until a replacement Vice-President is elected, if the Vice-President is not able to perform their duties for any reason.
4. Treasurer
 - a. The Treasurer shall maintain records of TVARC's income, expenditures and property.
 - b. The Treasurer shall prepare monthly financial reports and make the reports available to members on the club's website for at least one year.
 - c. The Treasurer shall place copies of the monthly financial reports and all related transactions in storage where they can be maintained for at least five years.
 - d. The Treasurer shall present to the membership a synopsis of financial transactions since the last General Membership Meeting.
 - e. The Treasurer shall assume the duties of the Secretary on an interim basis, until a replacement Secretary is elected, if the Secretary is not able to perform their duties for any reason.
5. Board Member At Large
 - a. The Board Member At Large shall perform those duties assigned by the President.

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 or any action that constitutes a criminal act.
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.
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

1. Proposed amendments to the Constitution must be presented, in writing, to the club Secretary at any General Membership Meeting.
2. The proposed amendment(s) will be read to the members present at that meeting.
3. The text of the proposed amendment(s) shall be included in the minutes of the meeting for members who were not present.
4. At the following General Membership Meeting, the proposed amendment(s) shall be read a second time, followed by open discussion.
5. After members have had an opportunity to voice their positions on the proposed amendment(s), a vote will be taken.
6. If there are multiple proposed amendments, each is to be voted on separately.
7. Passage of a proposed amendment requires an affirmative vote of three-fourths (75%) of the members present.

Article VI. Dissolution

1. The process for dissolution is the same as the process for making any amendment to the Constitution as detailed in Article V.

2. Upon the dissolution of TVARC, the remaining Officer(s) shall, after paying or making provisions for the payment of all of the liabilities of TVARC, dispose of all of the assets of TVARC and donate the proceeds to the American Radio Relay League.