TEHACHAPI
AMATEUR RADIO ASSOCIATION

CONSTITUTION AND BY-LAWS

Revised October 12, 2017

ARTICLE I – NAME

Section 1: Name

A. This organization shall be known as the TEHACHAPI AMATEUR RADIO ASSOCIATION (TARA), hereinafter referred to as the "Association".

Section 2: Location

A. The general administrative location shall be in the community of Tehachapi, County of Kern, State of California.

Section 3: Affiliations

A. In recognition of the benefits and services available to the Association and its members, the Association shall affiliate with the American Radio Relay League (ARRL), Newington, CT.

ARTICLE II – OBJECTIVES

Section 1: The objectives of the Association shall be to encourage and promote interest in the technical and community phases of the radio art by involvement in educational, hobby, recreational, emergency aid, public service and scientific investigation programs.

ARTICLE III – MEMBERSHIP

Section 1: Eligibility

A. The objectives of the Association shall be to encourage and promote interest in the technical and community phases of the radio art by involvement in educational, hobby, recreational, emergency aid, public service and scientific investigation programs.

B. No member's background shall include conviction of a crime or felony.

Section 2: Procedure

A. Membership shall be by written application and approval by a vote of the membership at any official meeting.

Section 3: Affiliate Membership

A. All members, except students, are encouraged to apply for membership in the American Radio Relay League, Newington, CT by their second enrollment.

Section 4: Geographical Territory

A. No geographical boundaries shall be established for membership.

Section 5: Expulsion

A. Members may be expelled for cause by a quorum vote of the membership at a special election.

B. Members to be expelled must be notified of action at least 14 days prior to vote.

C. Members shall be offered an opportunity to defend themselves immediately prior to the vote.

Section 6: Constitution Acceptance

A. Any person who is accepted into membership in the Association shall be deemed to have accepted these articles, the constitution and the by-laws, and shall be bound by them in all respects. Each new member shall be given a copy of the by-laws.

ARTICLE IV – OFFICERS

Section 1: Elected Officers

A. The elected officers of the Association shall be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

Section 2: Officer Terms

A. The President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer shall be elected by the membership for a two (2) year term.

Section 3: Officer Appointments

A. The Technical Director (advisor) shall be an appointment and serve at the pleasure of the officers.

Section 4: Officer Elections

A. Elections for the Association officers shall be conducted no less than 30 days prior to the annual business meeting. Elected officers shall assume office at the annual business meeting.

Section 5: Officer Eligibility

A. Elected officers shall be members in good standing of the Association.

B. The President shall hold an amateur radio operators license on the election to the office.

Section 6: Removal from Office

A. Officers may be removed from office for cause by a quorum vote.

Section 7: Vacancies

A. Vacancies occurring between elections shall be filled by special election if more than one-quarter (1/4) of the elected term remains.

B. If less than one-quarter (1/4) of the elected term remains, the vacancies may be filled by temporary appointment of the officers.

Section 8: Resignation of Officers

A. Officer and committee chairman resignations shall be presented in writing to the Secretary prior to relinquishing the duties of the office.

ARTICLE V – DUTIES OF OFFICERS

Section 1: President

A. The President shall preside at all meetings of the Association and conduct the same according to the rules adopted. He/She shall enforce due observance of this constitution and by-laws, decide all questions of order, sign all official documents that are adopted by the Association, and perform all customary duties pertaining to the Office of the President. He/She may appoint others to aid him in the specific branches of activity.

Section 2: 1st Vice President/Activities Officer

A. The 1st Vice President/Activities Officer shall assume all duties of the President in the absence of the latter. He/She shall organize membership radio activities, plan and recommend contests for operation benefit, and advise the general membership interest and activity as may be approved by the Association. He/She shall maintain close liaison with the ARRL Emergency Coordinator or SEC to further the fullest possible Association participation in the Amateur Radio Emergency Service. He/She shall help in planning general interest activities and encourage new stations to report activities to the membership. All these actions are purposed to make the reputation of the Association and Amateur Radio activities in the community as outstanding as possible.

Section 3: 2nd Vice President/Activities Officer/Publicity Officer

A. The 2nd Vice President/Activities Officer/Publicity Officer shall assume the duties of the President in the absence of the President and the 1st Vice President. He/She is responsible for providing information and news releases to the media concerning club meetings, special activities, emergency activities, and Field Day exercises.

Section 4: Secretary

A. The Secretary shall keep the official record of the proceedings of all meetings, keep a roll of all members, submit applications for membership, carry on all correspondence and read communications at each meeting. He/She shall at the end of the term turn over everything in his possession belonging to the Association to his successor.

Section 5: Treasurer

A. The Treasurer shall receive, and receipt for, all monies paid to the Association. He/She shall pay no bills without proper authorization by the Association or its officers constituting a business committee. At the end of each quarter He/She shall submit an itemized statement of disbursements and receipts. He/She shall at the end

of this term turn everything in his possession belonging to the Association to his successor.

Section 6: Technical Director

A. The Technical Director shall direct the construction, repair and purchase of all Association owned and operated equipment (such as an Association repeater or base station). He/She shall provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practices, and absence of spurious radiations from Association member stations. This may be accomplished by the Director singly or through a designated "Interference, Public Relations and Operating Committee" which He/She may appoint and head. He/She shall keep informed by questionnaire, or by other means, of the equipment, normal operating frequencies and hours, and type of operation of such members as possess equipment to facilitate emergency organization.

ARTICLE VI – MEETINGS

Section 1: Frequency and Purpose

A. The Frequency and Purpose of official meetings shall be by amendment to these Articles, except:

1. An annual business meeting shall be conducted during the month of January each year for the purpose of installation of the elected Association officers and the transaction of all business pertaining to the welfare of the Association.

2. At least one (1) officers executive meeting shall be conducted during each quarter.

3. At least one (1) general meeting shall be conducted during each quarter.

Section 2: Location

A. General and officers executive meetings shall be conducted as provided above at a regular location in Tehachapi, CA except:

1. Other locations may be utilized on special occasions.

Section 3: Special Meetings

A. Special Meetings may be called at any time by the President, or in the absence of the President, by the Vice President, or by written petition of at least 25 percent of the membership.

B. A special meeting notice shall be made to the membership advising the date, time, location and specific purpose for the meeting not less than five (5) days prior to the meeting.

C. The specific purpose for which the meeting was called shall be the only official business that may be considered at any special meeting.

ARTICLE VII – FINANCES

Section 1: Non-Profit Status

A. The Association shall operate as a non-profit entity generating only as much revenue and reserve as is needed to meet immediate and projected goals and objectives.

B. The membership shall approve fund raising activities and monetary assessments.

Section 2: Dues Assessments

A. A dues assessment in the amount of $25.00 per year shall be collected from each member of the Association.

1. Second and subsequent family membership, not including students, shall be one-half (1/2) of the regular membership rate per year.

2. Student membership fee shall be $6.00 per year for any full-time student.

B. Dues assessments shall be reviewed annually and adjusted, if necessary, based on projected or expected need.

C. The amount of the dues assessment shall be approved by a quorum vote of the membership.

D. Dues assessments shall be due and payable in January and shall be delinquent after sixty (60) days.

E. Dues assessments may be pro-rated from July for new or re-instated members.

F. Dues will normally not be refundable.

Section 3: Disbursements

A. All disbursements shall be made by the Treasurer with the approval of the officers.

B. A checking account in the name of TEHACHAPI AMATEUR RADIO ASSOCIATION shall be established at any federally insured financial institution for the deposit, storage and dischargement of all monetary assets.

1. The signature of the Treasurer and one other Association officer, or any two (2) Association officers in the absence of the Treasurer, shall be required on all checks.

Section 4: Dissolution of Organization

A. Any property, money, equipment or trust purchased, given to or owned by the Association shall belong to all members for fair and equal use.

B. Upon dissolution, the last transaction of the officers shall be to disburse all assets at a fair market value. The surplus of proceeds, after all obligations are met, shall be divided among the remaining members based on the percentages of monetary (other than dues) and material contributions paid during each member's membership.

ARTICLE VIII – COMMITTEES

Section 1: Number

A. The officers shall determine the number and purpose of all special and standing committees necessary to the achievement of the objectives and purposes of the Association.

Section 2: Committee Members

A. The President shall, with the advice and consent of the officers, appoint all committee chairmen and shall announce such appointments to the membership prior to the first official meeting of the committee.

B. The committee chairman shall be responsible for appointment of committee members.

Section 3: Standing Committees

A. Standing Committees shall be provided for by amendment to these articles.

Section 4: Special Committees

A. Special Committees shall exist for the duration of need, or for one (1) year, subject to re-appointment.

ARTICLE IX – MISCELLANEOUS

Section 1: Quorum

A. For voting purposes, two-thirds (2/3) of the membership (adjusted up to the next full member) shall constitute a quorum.

Section 2: Majority

A. For voting purposes, one-half (1/2) of the membership (adjusted up to the next full member) shall constitute a majority.

Section 3: Voting

A. Unless noted otherwise, for the purpose of voting, a simple majority shall be sufficient to pass.

Section 4: Fiscal Year

A. The Fiscal Year shall be from January 1 of each year to December 31 of the same year.

Section 5: Changes in By-laws

A. To make changes to these by-laws, the change shall be presented at one meeting and discussed, then voted upon at the following meeting if a quorum is established. If a quorum is not established, a ballot shall be drawn and mailed to all members for their consideration and voting. Ballots are to be mailed or returned in person in time for the next scheduled regular monthly meeting.

AMMENDMENT #1

TO

ARTICLE VIII – COMMITTEES

The following standing committee is established:

A. Amateur Radio Emergency Preparedness Committee.

1. Members
   a. The committee shall be composed of a chairman and at least two (2) Association members.

   b. The members of this committee shall be selected as provided in Section 2 above.

2. Duties
   a. Report to the Association ARPSC, NTS, ARES, and all non-amateur emergency organization activities, announcements and information of interest to the membership.

   b. Assist the Association member's preparedness for emergency operation through society training programs.

   c. Emergency operating activities

      1) Coordinate the Association involvement in:

         a) Simulated Emergency Test (ARRL)

         b) W.K.C ARES drills, tests and alerts

         c) Local community public service projects

         d) Assist with June Field Day (ARRL)

AMMENDMENT #2

ADDING

ARTICLE X – ESTATE AND CLUB PROPERTY SALES PROCEDURES

Revised June 1993

Section 1: Committee

A. One member of the board, appointed by the President, shall chair a committee to organize and price the equipment to be sold. The President may appointment himself/herself as the chairman or member of the committee.

B. The committee shall consist of at least two members and will typically consist of three or more members.

Section 2: Agreements

A. Discussion with the heir(s) or executor authorized to dispose of parts of the estate shall take place prior to inventory or removal of any equipment. The discussion shall include informing the heir(s) or executor that the Association expects a donation of at least 15 percent of the gross sale of the equipment.

B. If removal of antennas, towers or other structures is required, a larger donation may be expected as determined by the committee and agreed to by the heir(s) or executor.

C. It should be stated to the heir(s) or executor that typically less than half (1/2) of the original sales price of any piece of equipment is to be expected, depending on the age, condition and demand for the equipment.

D. All equipment shall be inventoried prior to removal and the list should be witnessed and signed by an heir or executor and at least one committee member.

E. Disposition of items that are not sold should be by agreement of the heir(s) or executor, i.e., sold for the best price available, placed for sale on consignment, donated to the Association, returned to the estate, or thrown away.

Section 3: Method of Sales

A. All sales will be by one or more auctions with the following exception: The items not sold by auction will be disposed of per Section IIE.

B. As an incentive to get Association members to help with the removal and selling of equipment, all of those members participating will be given a 10 percent discount on their purchases following an auction or disposition per Section IIE. The discount will come from the proceeds of the sales or donation to the Association.

C. The equipment list with the minimum bids will be posted by way of the Uplink. This positing will include the location where all items may be see and tested, where possible, in ample time prior to the auction. An agreed time and location for the auction should also be included in the posting.

D. The committee will determine the minimum bids for all items. Equipment inoperative or cannibalized will be priced at the best judgment of the committee.

E. Items not meeting the minimum bid during the first auction will be set aside for a second auction with a new minimum bid as determined by the committee. The positing of the items with the new minimum bid may be by way of the Uplink or simply held at the location of the second auction. The time and location of the second auction will be determined at the conclusion of the first auction. Items not sold at the second auction may be disposed of as per Section IIE.

F. For those items listed as MISCELLANEOUS and without a minimum bid price, offers may be made and, if approved by at least two of the committee members, the sale may be completed without the item being held for auction.

G. ALL SALES ARE FINAL! No return of equipment for refund will be accepted. It is the responsibility of the buyer to check out the equipment prior to the auction. No equipment or items may be removed prior to the auction.

G. In general, each item will be sold to the person meeting or beating the minimum bid price and, and when paid in full, will be allowed to remove the equipment. The equipment will then be removed from the list. All items must be paid in full by the close of each auction.

Section 4: Club Property

A. The above procedures concerning estate sales also govern the sale of Association property, with the exception that guidelines concerning heir(s) or executor do not pertain.