



W5KS
Lawton-Ft Sill Amateur Radio Club
P.O. Box 892
Lawton, OK 73501

Constitution of the Lawton-Fort Sill Amateur Radio Club

Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of persons commonly interested in Amateur Radio, constitute ourselves as The LAWTON FORT SILL AMATEUR RADIO CLUB(LFSARC) with the callsign W5KS, hereunder referred to as the “Club”, and to enact this constitution as our governing law. This constitution establishes the ideals which will govern all Club activities, endeavors, and agendas. This document provides policy for the Club while the adjoining Bylaws provide procedures and operations to enact this policy.

This Club is organized exclusively for Charitable, Educational, Community Service and Scientific purposes. This organization was recognized by the ARRL on the Tenth (10th) day of January Nineteen Forty-Nine (1949) and incorporated in the state of Oklahoma on the Fourth (4th) day of March Nineteen Fifty-Eight (1958).

Article I: Objectives

Section 1: Purpose: The purpose of our Club is in line with that of the ARRL. To quote: “... *the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of noncommercial intercommunication by electronic means throughout the world; the fostering of education in the field of electronic communication; the promotion and conduct of research and development to further the development of electronic communication; the dissemination of technical, educational and scientific information relating to electronic communication; and the printing and publishing of documents, books, magazines, newspapers and pamphlets necessary or incidental to any of the above purposes.*” In addition to this purpose statement of our national organization we also are dedicated to ensuring the highest standards of individual operator proficiency, knowledge, and radio conduct. We conduct Club activities in support of the community and their events which allows active engagement with potential and current ham radio enthusiasts thus ensuring the continued relevance of radio and the Amateur Radio hobby in our rapidly changing world.

Section 2: Goals: We set goals as a Club to promote a common sense of purpose for our members. We strive to provide as much support as possible for the Club Membership and community organizations to promote Amateur Radio communications and experimentation.

Article II: Membership:

Section 1: Qualifications: Qualifications for membership are established by the Executive Board in a manner consistent with Federal, State, and local laws and will not be implemented in any

discriminatory manner regarding race, gender, religion, disability, or any other status protected by Federal and State laws. Qualifications will be reviewed and adjusted as necessary by the Executive Board. Any adjustments will be presented to the Club Membership for ratification. Club Members are not exclusively bound to LFSARC and membership in any other organization does not exclude anyone from becoming or remaining a Club Member except when that organization has goals that are detrimental to the interests of the Club or amateur radio or has requirements that would disqualify that individual from membership in this Club.

Section 2: Membership Privileges: Members who have paid their annual dues in full will be afforded the full range of membership privileges. Unpaid membership provides no, or in some cases, limited privileges.

Section 3: Membership Types: There are Five (5) membership plans available in this Club:

- a. Full Membership
- b. Family Membership
- c. Student Membership
- d. Lifetime Membership
- e. Unpaid Membership

Club Memberships may not be transferred to any other party within or outside of the Club other than as a separate Paid Membership paid for and provided as a gift to that party by a Club Member. Club Memberships begin on January First (1st), and end December Thirty-First (31st), regardless of when the Membership dues were paid.

Section 4: Termination of Membership: For various reasons, a Club Member may choose or be forced to terminate their Membership. Club Members may terminate their Membership at any time for any reason without penalty. Punitive termination of Membership is accomplished by a Two-Thirds (2/3) quorum of the Executive Board and ratified by a simple quorum of Club Membership. The procedures and reasons for dismissal are outlined in Article II, Section 4 of the Bylaws.

Article III: Executive Board: The Executive Board is the governing body of this Club; responsible for overseeing the Club's vision, mission, and internal operations. Executive Board members hold overall fiscal and managerial oversight responsibility for the Lawton-Fort Sill Amateur Radio Club and its operations. An Executive Board Member's term in office starts January First (1st) and typically lasts for One (1) year. There are no term limits and Executive Board Members may be elected multiple times. These Board positions are filled by a quorum of present Club Members at the Annual Meeting in accordance with the procedures outlined in Article III of the Bylaws. A Member may be elected to fill Two (2) positions on the Executive Board except for President and Secretary. Persons in these positions may only hold that position.

Section 1: Indemnification: The Club Membership will indemnify the Executive Board and any persons appointed to positions by the Executive Board for negative results of actions or policies that are undertaken in good faith to the extent allowed by Federal, State, and local laws as is consistent with the Articles of Incorporation for the Club.

Section 2: Executive Board Member Qualifications: Qualification for Executive Board membership is established to provide competent, active leadership for this Club. That leadership must ensure that the best interests of the Club and Amateur Radio are prioritized in all actions and decisions. All Club business operations will be conducted in a timely and lawful manner with

honesty and full transparency. Specific qualifications for office are outlined in Article III, Section 1 of the Bylaws.

Section 3: Executive Board Authority and Responsibilities: The Executive Board is authorized by the Club Membership to represent the Club and conduct the Club's business with Club Membership oversight. Authority of the Executive Board may be delegated to Committees and individuals for limited purposes. The Executive Board is empowered to act without first gaining a quorum of Club Membership as described in Article V, Section 2 if determined by a quorum of Executive Board members. Though the Executive Board does have authority to act, the Club Membership must be informed of ongoing Executive Board actions. The Executive Board may declare a meeting closed to the public if it is determined that the subject matter of that meeting includes sensitive information detrimental to the Club or its Members. Closed meetings may still be attended by Full Club Members only.

Section 4: Election of Executive Board Members: Executive Board members will be selected from Club Membership at the Annual Meeting as prescribed in Article III of the Bylaws. The President will appoint an Election Committee which will be chaired by One (1) Member at Large. The Election Committee will coordinate and conduct the elections process in accordance with the Club Bylaws.

Section 5: Executive Board Vacancies: A vacancy in an office may happen during the term of an Executive Board. Be it from resignation, removal for cause, disqualification, death, etc., the vacancies will be refilled from Club Membership by special election at the next Club Membership Meeting with exception of the President who will immediately be replaced by the Vice President (if qualified) in accordance with the Bylaws.

Section 6: Removal of Executive Board Members: Executive Board members may be removed from office if they fail to meet the obligations or qualifications of their office as described in the Bylaws. Removal of an Executive Board Member may be determined to be necessary by either the Board or Club Membership. See Article III of the Bylaws for the process of Executive Board member removal.

Section 7: Executive Board Members: There are Six (6) Executive Board positions, Five (5) of which have voting roles in board business. Executive Board positions are as follows:

- a. President:** The President is the Chief Executive Officer of the Club. The President is a non-voting role unless needed to break a tie vote of members present at an Executive Board meeting.
- b. Vice President:** The Vice President shall serve in the President's place in the event the President is unable or unwilling to serve or perform the duties delegated to them.
- c. Secretary:** The Secretary is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records for the current year. The Secretary shall be responsible for maintaining all Club records and documentation outlined by the IRS and Oklahoma State regulations.
- d. Treasurer:** The Treasurer is responsible for the Club funds and must be signatory to any output from the Club bank account. The Treasurer shall be responsible for all financial operations and records.
- e. Members at Large:** There are Two (2) Members at Large who represent the Club Membership at Executive Board Meetings and have veto powers on their behalf at those meetings.

Article IV: Committees: Committees are established to conduct Club business which may not be undertaken by the Executive Board alone. Committee membership typically is comprised of a mix of Club Membership and Executive Board members and is voluntary in nature.

Section 1: Committee Requirements: The President creates and dissolves committees to further the purposes of the Club and appoints or relieves the Committee Chairperson. No committee or chairperson will receive or spend Club funds, nor be reimbursed for expenditures without a quorum of Club Membership at a Club Membership Meeting. Committee Chairpersons will then appoint a Committee Recorder from committee membership to keep minutes of meetings. Committee Chairpersons will report to the Club any actions or decisions of said committee at both Executive Board and Club Membership meetings for the required committees. All other committees will report at Club Membership meetings as requested. Club Members may be appointed by the Executive Board to fill Required Committees if there are not enough volunteers

Section 2: Required Committees: Some committees are deemed essential for Club operations and as such are directly overseen by the Executive Board and *must* be staffed with no less than Three (3) members. These committees are permanent with a revolving membership. Permanent committees include:

- a. **Election Committee:** This committee is tasked with the nomination, balloting, and election of Executive Board members.
- b. **Public Affairs Committee:** This committee is tasked with ensuring the Club website and social media are monitored and keep a consistent image of the Club and its Membership across all utilized platforms and public media. Additionally, this committee seeks opportunities to raise awareness of Amateur Radio in the local community.
- c. **Equipment and Maintenance Committee:** This committee is tasked with the storage and maintenance of Club equipment.
- d. **Emergency Services Committee:** This committee is tasked with coordinating the Club response with agencies who would be served and assisted by the Club Membership in community emergency situations.
- e. **Testing Committee:** This committee will coordinate, conduct, and record Amateur Radio License testing for the Club and will consist of the designated liaison and their VE team.
- f. **Events Committees:** These committees coordinate and execute Club involvement in community events and ham radio. For example:
 1. Field Days.
 2. Sporting Events.
 3. Other events that request communication support.

Section 3: Other Committees: Other committees may be formed and dissolved to meet changing needs by decree of the President with approval of the Executive Board.

Article V: Voluntary Club Officials: There are operations in an Amateur Radio Club that are vital but are more suited to be carried out by Club Membership rather than the Executive Board. To that end, certain advisory positions are open to Club Members. There is no term or term limits associated with these voluntary positions and they are considered “at-will”. Oversight of these positions lies with the Vice President.

Section 1: Asset Management: To provide for the physical and intellectual property of this Club, the following Asset Management positions are instituted. One (1) Club Member may hold multiple positions or multiple Club Members may work as a team to share responsibility for one (1) position, subject to Executive Board approval.

- a. Club Historian:** Long-standing Member(s) of this Club, ideally Life Member(s) or those qualified to be Life Member(s), who volunteers to safeguard the history of the Club and provides continuity between the past and current Club Membership, activities, and policies. This is a non-voting advisory position on the Executive Board providing a historical perspective of past Club procedures and policies and how they apply to current situations. Additionally, the Archivist/Historian(s) maintain the physical custody of the Club Records Archive and ensures that it is available for public inquiry. They also provide an oversight of the digital copy of the Club Records Archive to ensure that continuity is maintained.
- b. Club Equipment Manager:** Responsible Club Member(s) who safeguard the physical property of the Club by keeping physical custody, maintenance, and storage of Club equipment in accordance with Club Bylaws.
- c. Trustee:** This individual is the custodian of the Club call sign and license and is responsible for safeguarding the Club's Station License. They act as "Chief Control Operator" for the Club station license and designate Control Operators to ensure usage of the Club Station License and call sign conforms to FCC regulations and the desires of the Club Membership

Section 2: Amateur Radio Essential Operations: A common activity for Amateur Radio Clubs is the support of local emergency services and support for the training and testing of new Amateur Radio operators. For management of these programs, the following volunteer positions are installed.

- a. Testing Coordinator:** The Testing Coordinator seeks and provides training and testing opportunities for new and current licensees in advancing their license class.
- b. Emergency Services Coordinator:** Liaisons with community emergency services support organizations to provide qualified Club Members to operate communications when needed.

Article VI: Meetings: Meetings are held for the purpose of ensuring that the entirety of participating Club Membership may receive and provide information regarding the Club and its operations. These meetings are interactive and depend on the participation of all Members present. All meetings are open to the public and must be conducted in accordance with Robert's Rules of Order©. This Article applies to all Club Membership, Executive Board, and committee meetings.

Section 1: Meeting Requirements: Meeting locations must be capable of accommodating all Club Members that are expected to attend. All meetings are to be open to the public except for closed meetings of the Executive Board. All meetings will have the minutes published and accessible to all Club Members.

Section 2: Quorum and Voting: A Quorum is defined as a majority of eligible, voting Members *present* at any Club meeting. Different meetings or subjects may have differing definitions of majority. Absence from a meeting will be considered a decision to abstain from voting. Voting on behalf of another Club Member or external parties (Proxy Votes) will not be accepted at any meeting for any reason and may be grounds for termination of Club Membership.

Section 3: Meeting Attendance: To be considered present, Members must attend in person or remotely on an approved platform if available for that meeting.

Section 4: Scheduled Meetings: Some meetings are essential to Club operations and must be conducted. There are Four (4) meetings that are Scheduled for this Club's purposes:

- a.** Scheduled Meetings will have Two (2) distinct phases.

1. Operational phase deals with reports from Executive Board members and Committee Chairs as well as review and update of Old Business.
 2. Discussion phase deals with new business, proposals and motions and any guest speakers or training.
- b. The **Annual** meeting is held once a year in December for the purpose of Executive Board elections and Constitution or Bylaws update ratification. This meeting may be held in conjunction with the Club Christmas Party but is not required to do so.
 - c. The **Club Membership** meetings will be held once a month at a time and location coordinated by the Club Secretary.
 - d. The **Executive Board** meetings will be held once a month at a time and location coordinated by the Club Secretary.
 - e. **Committee Meetings** will be held at the interval, time, and location coordinated by the Committee Chair.

Section 5: Unscheduled Meetings: Circumstances beyond the control of the Executive Board may occasionally require non-standard meetings or meetings at an unscheduled time. Unscheduled meetings are for Club business that cannot or should not wait for the next Club Membership meeting.

Article VII: Changes to Club Policies and Procedures

Section 1: Constitution: This document is a living document that provides policy guidance to this Club; and as such is subject to periodic updates and changes to reflect changes to FCC regulations, ARRL requirements, and Club Membership's priorities. Changes to this Constitution may be instituted by a two-thirds (2/3) quorum of Club Membership present at the Annual Club Membership meeting.

Section 2: Bylaws: Bylaws are a legal document outlining the operations that enact the policies outlined in this Constitution. To ensure adherence to changes in applicable Federal, State, and local laws, these Bylaws may be amended by a quorum of the Executive Board. The Executive Board is prohibited from making changes to the Bylaws without approval from a quorum of Club Membership at a Club Membership Meeting.

Article VIII: Dissolution: The decision to dissolve this Club is solely the responsibility of the Club Membership. If there is no Club Membership, the responsibility falls to the Executive Board. Should the Club Membership decide to dissolve this Club, or this Club is forced to dissolve for legal or financial reasons, the Executive Board will take actions as required for a non-profit organization under Federal, State, and local laws.

Article IX: Ratification: For updating policies and procedures of this organization to better align with current Federal, State, and local laws as well as the desires of the Club Membership; this Constitution is ratified by a quorum of Club Membership in the Lawton-Fort Sill Amateur Radio Club on the sixth (6th) day of December in the year Twenty Twenty-Two (2022). This document is intended to be interpreted and enacted in the context of its entirety.

We, the elected members of the Executive Board of the Lawton-Fort Sill Amateur Radio Club, licensed with the callsign W5KS do hereby sign this document on behalf of all Club Membership for the year of 2023_____

President: _____
Print Sign Date

Vice President: _____
Print Sign Date

Secretary: _____
Print Sign Date

Treasurer: _____
Print Sign Date

Member: _____
Print Sign Date

Member: _____
Print Sign Date