

M.A.A.R.S. Constitution & Standard Operating Procedures

(Revised 2015)

Article 1 - Name

This organization shall be known as the Manhattan Area Amateur Radio Society abbreviated as "MAARS," and is hereinafter referred to as the "Society" in this Constitution and in the Standard Operating Procedures which follow it.

Article II - Purpose and Objectives

Sec. 1: The purpose of the Society is to secure for members the pleasures and benefits of an association of persons interested in Amateur Radio and related fields, to further the exchange of information and cooperation between members, to promote knowledge of Amateur Radio and individual operating efficiency, and to conduct such programs and activities as may advance the general interest and welfare of Amateur Radio in Manhattan, Kansas, and surrounding areas.

Sec. 2: Attendance at any Society meeting or other activity is open to all persons interested in any aspect of Amateur Radio, so long as such persons do not disrupt said meeting or other activity.

Article III - Official Notice

The Society email reflector is the official Organ of the Society: Before every meeting which is not defined as an "Event" in Article IV, and before any of the actions enumerated below may be taken, an announcement of the time, date, and place of said meeting and proposed actions must be publicized at the previous Regular meeting. Also, full details of the proposed actions must be communicated to membership at least ten (10) days before the meeting at which the election on such actions is to take place. Items requiring pre-announcement:

1. Permanent change of time or date for Regular meetings (Article IV)
2. Temporary change to time or date of a Regular meeting (Article IV)
3. Election or impeachment of an Officer or Officers (Article VIII)
4. Election or impeachment of a Trustee (Article X)

5. Amendment of the Constitution (Article XII)

Newsletters that do not contain any of the above announcements should be communicated at least 4 working days before a regular meeting.

Article IV - Meetings

Four kinds of meetings may be held:

1) "Regular" meetings shall be held on specified dates chosen by majority vote, and such dates shall become a part of the Standard Operating Procedures. An election to change the Regular meeting date may be requested by any Society member. With the approval of the Officers, Regular meeting dates may be changed temporarily to take advantage of special speakers or events.

2) The Regular meeting held in November of each year is also hereinafter referred to as the "Annual" meeting.

3) "Special" meetings may be called by the President upon the written request of any five Society members. Such requests must be in writing stating the specific purpose of the proposed meeting and must be received by the President and Secretary at least fourteen (14) days prior to the meeting. At this meeting only the specifically requested items may be considered as business.

4) "Event" meetings may be called by any Officer, who shall attempt to notify all members by whatever method appears to be the most convenient. Official notice is NOT required, and NO item of business may be considered at an Event meeting.

Article V - Membership

Sec.1: Membership is open to any person who holds a valid Amateur Radio license from any country or who holds a certificate of completion of all requirements for an FCC Amateur Radio license and has applied for an Amateur Radio license; who promises to abide by the Constitution, by all other rules which may be agreed upon by the Society and published in the Standard Operating Procedures, and by all other rules and regulations from other sources which pertain to the Society. No person shall be denied membership because of age, race, color, creed, sex, or religious belief.

Sec. 2: Membership begins when the Treasurer receives the appropriate dues. Dues are due and payable upon joining, and thereafter annually before the first day of November of each successive year. membership automatically ceases when dues are unpaid. Any member may also withdraw his or her membership by giving written notice of withdrawal to the Treasurer.

Sec. 3: Every member has the obligation of providing the Society with his or her name, Amateur Radio license callsign, and current mailing address and email address. Every member is entitled to participate in any Society vote.

Sec. 4: The Society, by a majority vote at its annual meeting, may levy upon the membership such dues as shall be deemed necessary to meet the objectives of the Society as set forth in this Constitution. The amount of these dues shall become a part of the Standard Operating Procedures and shall be in effect immediately. Dues, once paid, are not refundable for any reason. Each member shall begin to pay the new Dues on his or her normal renewal date.

Sec. 5: Any member who cannot attend a meeting but who wishes to participate in a vote to be made at that meeting may give a written and signed proxy document to another member, said document must contain explicit instructions on how the proxy holder is to act on behalf of the absent member.

Article VI - Officers

Sec. 1: The Officers of this Society, all of whom must be members of the Society, shall include a President, a Vice-President, a Secretary, and a Treasurer. The President-elect appoints an auditor. The auditor is to go over the books within 30 days of appointment, and give a full report to the President and thence to the Society; the report to be published in the January Newsletter. The offices of Secretary and Treasurer may be held by the same person.

Sec. 2: Officers are elected by a majority vote for a term of one year.

Sec. 3: The President, with the approval of the Treasurer, may appoint a Newsletter Editor. In addition, any Officer, with the approval of the President, may appoint ad hoc Directors and Committees for various activities for terms not to exceed the term of the appointing Officer.

Article VII - Quorum

Sec. 1: A quorum consists of the members present at a Regular or Special meeting.

Sec. 2: The words "majority vote" as used in this Constitution means an affirmative vote of more than half of the votes cast. The term "three-fourths vote" as used in this Constitution means an affirmative vote of more than three-fourths of the votes cast.

Sec. 3: In all elections, both show-of-hands votes and written ballots shall be counted by an ad hoc committee of three judges selected by the presiding Officer. The judges are also permitted to vote and cast ballots.

Sec. 4: In any election, if no majority is obtained in the first round of voting, then an immediate run-off election shall be held between the persons with the two highest counts.

Article VIII - Elections

Sec. 1: A nominating Committee, which shall be appointed by the President and approved by a majority vote at a Regular meeting, shall publish a list of one or more nominations for each officer in the Newsletter preceding the Annual meeting.

Sec. 2: Additional candidates may be nominated from the floor at the Annual meetings. Self-nominations are accepted and encouraged.

Sec. 3: The election for contested offices shall be by written ballot.

Sec. 4: The newly-elected President, Vice-President, and Secretary assume their responsibilities at the December meeting. The Treasurer does not assume his/her responsibilities until the financial records have been audited as stated in Article VI, Section 1.

Sec. 5: Any vacancy occurring between elections shall be filled by a special election at the first Regular meeting after the vacancy occurs. Such a newly-elected Officer assumes his or her responsibilities immediately.

Sec. 6: Officers may be impeached by a three-fourths votes at a Regular meeting.

Sec. 7: Dues must be paid before voting begins in order to vote at the Annual meeting.

Article IX - Duties of Officers

Sec. 1: The President shall preside at all meetings of this Society and conduct the same according to the rules adopted; enforce due observance of this Constitution; decide all questions of order, sign all official documents that are adopted by the Society, and perform all other customary duties pertaining to the office of President. The President shall aid and direct the other Officers of the Society in the performance of their duties.

Sec. 2: The Vice-President shall assume all the duties of the President in the absence of the President.

Sec. 3: The Secretary shall keep a complete and orderly permanent record of the proceedings of all Society activities, including all correspondence, both written and received. This record shall be available for inspection by any member at any Regular meeting. A summary of recent activity shall be presented at the next meeting or printed in the Newsletter, at the discretion of the Secretary. If the Secretary is unable to attend a Society activity, another member shall be delegated to act as temporary Secretary for that activity. The Secretary shall carry a copy of this Constitution and the Standard Operating Procedures to each Regular meeting for ready reference by any member or prospective member.

Sec. 4: The Treasurer shall accept applications for membership, collect all dues and monies paid to the Society, keep accurate records of such transactions, keep a roll of members, and ensure that official notice is sent to each subscriber prior to each Regular and Special meeting. The Society may acquire, own, and dispose of electronic equipment and other personal property necessary or convenient for the furtherance of its goals; the value of such property is part of the treasury administered by the Treasurer. The Treasurer will keep a written record of all Society assets. The Standard Operating Procedures list an amount the Treasurer is authorized to spend each month without prior authorization; any larger amount requires approval by a majority vote at any Regular meeting. The Treasurer shall pay annual bills such as lease fees and liability and equipment insurance without approval of the Society. The Treasurer shall provide the membership a summary of the Society transactions and balances at each Regular meeting or in the Newsletter.

Sec. 5: The duties of ad hoc appointments shall be specified by the Officer making said appointments, and said duties shall become a part of the Standard Operating Procedures.

Sec. 6: Upon leaving office, each Officer shall promptly surrender all items belonging to the Society to the incoming Officer.

Article X - Trustee(s)

Sec. 1: The name and callsign of the Trustee(s) shall be used to register all Society repeaters or Society stations with the FCC. Each trustee must hold an FCC Amateur Radio license of sufficient class so that all transmissions are legal. The Trustee(s) shall represent the

Society on matters pertinent to the Federal Communications Commission and shall be responsible in all matters pertaining to the general operation and control of such transmitters.

Sec. 2: The Trustee(s) shall be nominated by the President, in consultation with the other Officers, and shall be elected by a majority vote at a Regular meeting. The election for contested positions shall be by written ballot.

Sec. 3: The Trustee(s) may remain in their position until no longer eligible or until they ask to be relieved but they are subject to dismissal under the same process as the Society officers.

Sec. 4: The Trustee may appoint Standing Committees to assist as needed; the function of such Committees shall become a part of the Standard Operating Procedures.

Article XI - Other Rules and Regulations

Sec. 1: Robert's "Rules of Order," as interpreted by the Officer in charge, shall govern all parliamentary procedure during meetings.

Sec. 2: Nothing in this Constitution or the Standard Operating Procedures shall be construed to conflict with any rules or regulations which are or which may be established by the City of Manhattan, Riley County, the State of Kansas, or the United States of America.

Sec. 3: Other rules or regulations established by the Society shall also be binding upon its members after such rules or regulations have been agreed upon by a majority vote at any Regular meeting.

Article XII - Amendments

This Constitution may be amended by the following process:

- a) A written proposal for an amendment shall be submitted as a petition signed by one-fifth of the Society membership. The size of the membership shall be based on the number of paid members at the time that the petition is submitted. Eligibility of signatures is also determined at the time that the petition is submitted. The proposal must be read in full at a Regular meeting and shall be affixed to the minutes of that meeting.
- b) Official notice, as defined in Article III, shall be given.
- c) At the next Regular meeting, the proposal must be reread in full. At the end of this second reading, and after all relevant discussion has been presented, a three-fourths vote is necessary for the amendment to pass.

The Standard Operating Procedures may be amended by a majority vote of the members at any Regular meeting. Such changes become a part of the Standard Operating Procedures. Ad hoc appointments may be changed at any time by the person(s) authorized to make the appointments in the first place. Such changes become a part of the Standard Operating Procedures.

Standard Operating Procedures

Regular meetings are held on the second Friday of each calendar month at such place as the President, in regular consultation with the other Officers, shall order.

A copy of the Constitution and Standard Operating Procedures shall be given to each new member along with other pertinent information about the Society such as access codes for the repeater.

The Treasurer is authorized to spend up to twenty dollars (\$20) on incidental expenses without prior authorization.

In accordance with the provisions of Article V of the Constitution, each member is hereby assessed the amount of twenty dollars (\$20) per year for the purpose of providing funds for Society expenses. Family / household memberships are thirty dollars (\$30) per year for two licensed adults and all licensed dependent children; students ten dollars (\$10). No Society memberships may be transferred to another individual.

Any non-members who wished to receive the Society Newsletter can do so by requesting access to the Society email reflector from the Secretary. Copies of the Newsletter will be posted on the Society web page and otherwise distributed by the person in charge of publicity.

Use of Society repeaters(s) by all licensed Amateur Radio operators who have transmit privileges on the repeaters(s) input frequency(ies) is encouraged, whether or not such operators are members of the Society; however, "speed-dial" numbers and other perquisites are reserved for members. Access codes may be given to non-members on the air. Non-members are encouraged to join the Society.

Procedures for using the repeater are generally the same as one would use when informally conversing in person (e.g., don't interrupt a conversation unless you have something relevant to add; don't dominate the conversation -- let others use the repeater, etc.) However, there are two regularly occurring situations in which the repeater use becomes more structured:

the Tuesday Night MAARS Net and the Weather Amateur Radio Network (WARN). During such situations, repeater users are guided by the net control station. If repeater users do not have anything relevant to add, please delay communications until the repeater is released back to regular use by the Net Control.

Regardless of presence of a Net Control, in any emergency situation, users must immediately relinquish the repeater to the station with emergency traffic and stand by on the frequency, awaiting any requests for assistance. The use of other area repeaters is encouraged if they are not in an emergency use. The officers are encouraged to create Memoranda-of-understanding with the Riley County Office of Emergency Management and the Riley County RACES and ARES Coordinator for use of the repeater.

The Secretary shall send a written "thank you" note to speakers and other people who otherwise contribute significantly to the furtherance of the Society's goals, and may send "get well" cards on behalf of the Society to members who are hospitalized or for other occasions where an expression of sympathy from the Society might be appropriate. Flowers shall be sent for the death of a member. Donations to the Treasurer to defray the cost of flowers are encouraged.

Standing Committees

The Repeater Committee makes technical decisions about the Society's repeater(s), including maintaining the equipment and suggesting new upgrades, controls keys access to the physical facilities and controls who has access codes (for programming the controller, turning the repeater on and off, etc.)

The Radio Frequency Interference Committee handles radio and television interference and other technical Amateur Radio matters not covered by the Repeater Committee.