

# **By-Laws of the Utah VHF Society**

*(Proposed 2/24/2007)*

## **Article I - Preamble**

- 1 We, amateur radio operators of Utah, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves The Utah VHF Society and enact this constitution as our governing law. The objectives of this organization are: promotion of interest in amateur radio communications and experimentation; education of prospective amateur radio operators; public service to the community; to promote radio knowledge; the exchange of information and cooperation between members; and to conduct society programs and activities as to advance the general interest and welfare of amateur radio in the community.
- 2 Utah VHF Society is a non-profit organization founded in 1968 and incorporated with the State of Utah on 15 December 1969 by a group of hams to promote the installation and use of amateur repeaters throughout Utah. The Society also provides financial support for aligned repeaters and serves as the frequency coordinator for the state. The Society does not support auto patches as we feel that is the responsibility of the users of the auto patches.
- 3 Alignment with the Utah VHF Society is defined as any Amateur Radio Group, Club, Organization or Individual desiring support from the Society. Support by the society can include technical, organizational, material, equipment, and/or financial assistance.

## **Article II - Membership**

- 1 All persons interested in amateur radio communication shall be eligible for membership.
- 2 Membership shall be by written application.
- 3 Membership runs from 1 January to 31 December of each year.
- 4 Applications for membership shall be submitted by each member to the club treasurer using the club application form accompanied by the appropriate dues.

## **Article III - Officers**

- 1 Elected officers of the Utah VHF Society shall be President, Vice President, Secretary, Treasurer and Frequency Coordinator. These officers shall constitute the Board of Directors. These officers shall be elected at an annual meeting called for the purpose of elections. The term of office shall be one year.
- 2 Officers will be elected by majority vote of members present at the annual election meeting.
- 3 Vacancies occurring between elections will be filled by appointment of the Board of Directors.
- 4 All officers, directors, and appointees shall serve without compensation in any form. This shall not preclude the reimbursement of administrative expenses included in the approved budget, or others specifically approved by the Board of Directors.

## **Article IV - Duties of Officers**

- 1 President: The president shall preside at all meetings of the society and conduct same according to the rules adopted. He or She shall enforce observance of the constitution and by-laws; decide all questions of order; sign all official documents that are adopted by the club; with concurrence of the membership, appoint any needed committees; and perform all customary duties pertaining to the office of president.
- 2 Vice President: The vice president shall assume all the duties of the president when so indicated by the President or in his absence. He or She will be responsible for maintaining an accurate inventory of club equipment.
- 3 The Secretary shall record the proceedings of all meetings of the Society and of the Board of Directors. The Secretary shall be responsible for the maintenance of the corporate status of the Society and the filing of all reports and certificates which may be required of the Society under the corporate laws of the State of Utah. The Secretary shall file to maintain the corporate status with the State of Utah with the annual report of organization. This report shall be filed before the cut-off date specified by the State of Utah. The Secretary shall maintain minutes of each meeting of the Society to be added to previous minutes in a volume maintained and made available to the successor so that all actions will remain a permanent record, and be available to any member of the Society. Minutes of the previous meeting indicating the main action items shall be read at each regular meeting. The

Secretary shall maintain a list of Society owned non-expendable equipment (with a value in excess of \$100) showing present use or location of the item. Each piece of equipment purchased by the society shall remain property of the society and may be loaned to a sponsored repeater until it is no longer needed. Loaned equipment shall be signed out to a Utah VHF Society member with approval of the UVHS officers. At the end of the term, the secretary will turn over all club records in his or her possession to the newly elected secretary.

- 4 Treasurer: The treasurer shall be responsible for the accurate accounting of all club monies received and/or disbursed. The treasurer shall receive all monies paid to the club and shall disburse funds as authorized by the president in accordance with the By-Laws of the club. All disbursements will be by check and will require two signatures from members of the executive committee. The treasurer will maintain the official roster of all current club members and will receive dues and membership applications. The treasurer will make available a statement of income and expenses at each meeting and at other times as requested by the president. At the end of the term, the treasurer shall turn over all club financial membership records in his or her possession to the newly elected treasurer.
- 5 The Frequency Coordinator shall help all repeater groups in the State of Utah to select the best frequencies for repeater and simplex operations. Assignments for frequencies will be made by the Frequency Coordinator in accordance with the Utah VHF Society Band Plan. This Band Plan shall attempt to follow the ARRL Band Plan whenever possible. A printed record and or computer data base with a backup file shall be maintained listing control and operating frequencies of all repeaters, and shall be turned over to the successor Frequency Coordinator. Major modifications to the UVHFS Band Plan shall be made with concurrence of the UVHFS officers.
- 6 Committees: The Executive Board will form and appoint members of any committees deemed necessary.

#### **Article V - Meetings**

- 1 An election meeting (General Meeting) will be held on or before 1 March of each year, this will normally be in conjunction with the Society Swap Meet. Normally most all Society business will be conducted at this annual meeting.
- 2 All other meetings of the Society shall be called by the President or at the request of any ten members of the Society. These meetings may be called at any time during the year to conduct business or training as deemed necessary. Notification of the meetings shall be made either through the mail (to include email) or on two successive sessions of the regularly scheduled Society Net. If special meetings are called, only that business which is in the request for the meeting shall be conducted.
- 3 At all meetings of the Society a quorum shall be at least five percent (5%) of the membership to include at least two of the elected officers, preferably the President and or Vice President..

#### **Article VI - Dues**

- 1 The club by majority vote of the membership shall levy dues as deemed necessary for the business of the organization.
- 2 Non-payment of such dues shall be cause for termination of membership from the club at the discretion of the club officers.
- 3 Annual dues are payable on 01 January of each year.
- 4 New members joining for the first time may have their dues prorated on a monthly basis.

#### **Article VII - Expenditures (Disbursal of Funds)**

- 1 Each aligned repeater group requesting funding for maintenance or upgrade shall submit a written request to the Society.
- 2 The Board of Directors will review all requests for funding prior to approval. Funding will be granted provided that the request is reasonable, funds are available, and if approved by the Board of Directors. All funding will require a receipt or valid documentation.
- 3 The Society Treasurer shall make all approved disbursements

#### **Article VIII - Amendments**

- 1 Proposals for amendments shall be submitted in writing 30 days prior to the annual meeting and posted on the Society Web Site for members to review, members will be notified via email if possible. The

Proposal shall be voted on at the annual meeting. The VHF Society By-laws may then be amended by a two-thirds vote of the membership present.

- 2 This constitution and by-laws may then be amended by a two-thirds vote of the membership present.

### **Article IX - Parliamentary Procedure**

- 1 The proceedings and general functioning of this club will be governed by Robert's Rules of Order, Revised.

### **Article X - Dissolution**

- 1 In the event any reason arises to dissolve the organization of The Utah VHF Society, the existing property and funds owned by the Society shall be disposed of in the following manner:
  - a. The equipment may be offered for purchase, or transferred to an organization with similar interests by majority vote of the membership.
  - b. Monies held in the treasury or gained by the disposal of property will be allocated to an organization(s) with similar interests by majority vote of the membership.

### **Article XI - Alignment Provisions for Repeaters**

- 1 All amateur radio repeaters to be aligned with Society shall meet the following criteria:
  - a. The repeater shall be an open repeater, i.e. all amateurs shall be allowed access. For technical reasons, CTCSS may be required in some cases.
  - b. The frequencies for the repeater shall have been approved by the Frequency Coordinator.
  - c. The proposed repeater shall have been operational for no less than six (6) months prior to application.
  - d. The repeater trustee shall be properly licensed by the Federal Communications Commission;
  - e. Any proposal for aligning a repeater with the Society shall be submitted to the Board of Directors, in writing, at least ten (10) days prior to the general meeting. The board may then make a recommendation to the general membership for approval.
  - f. Proposals for alignment, having been approved by the Board of Directors, may then be submitted to the Society membership to be approved by a majority vote.
  - g. Failure to comply with the above criteria will result in immediate removal of any funding. Removal from alignment shall be accomplished by a majority vote of the Society membership.
- 2 The Utah VHF Society is responsible for the maintenance and upkeep of the Society owned repeaters.

#### **APPROVED:**

We the undersigned club officers certify that this copy of the Constitution and By-Laws of the Utah VHF Society were presented to the club membership for approval on this 24 day of February, 2007 and will be effective immediately.

Mel Parkes, NM7P  
President

Don Blanchard, WA7GTU  
Vice President

John Mabey, W7CWK  
Secretary

Dan Fullerton, KC7RUF  
Treasurer

John Lloyd, K7JL  
Frequency Coordinator