

**CONSTITUTION**  
**of the**  
**SCRANTON POCONO AMATEUR RADIO KLUB, INC.**

**Preamble**

We, the members of the Scranton Pocono Amateur Radio Klub (SPARK), wishing to secure for ourselves the pleasures and benefits of associating with persons commonly interested in Amateur Radio, constitute ourselves as a nonprofit corporation registered with the Pennsylvania Department of State as the Scranton Pocono Amateur Radio Klub, Inc. and enact this *Constitution* as our governing law. It shall be our purpose to provide for public service; to further the exchange of information and cooperation between amateurs; and to promote radio knowledge, fraternalism, and individual operating efficiency. To accomplish such, this organization will conduct programs and activities, for its members and the public alike, to advance the general interest and welfare of Amateur Radio in this area.

**Article I: Membership**

All persons interested in Amateur Radio shall be eligible for membership without regard for race, color, creed or sex. There shall be six classes of membership:

Regular Member: Any Amateur Radio licensee who has presented an official application, been approved by the membership, and has paid membership dues.

Family Member: Any Amateur Radio licensee who lives under the same roof with a Regular Member and who has paid dues equivalent to forty (40) percent of the current dues rate. This membership holds all the rights of Regular Membership.

Youth Member: Any Amateur Radio licensee younger than 18 who has presented an official application, been approved by the Executive Committee and then approved by the membership, and has paid membership dues. This membership shall be unable to hold office. Upon becoming age 18, this membership becomes a Regular Member.

Life Member: Any Regular Member who pays at one time dues equivalent to twenty-two (22) times the current dues rate. This membership holds all the rights of Regular Membership.

Associate Member: Any person interested in Amateur Radio, but not holding a valid Amateur Radio license, who has presented an official application, been approved by the membership, and has paid membership dues. This membership shall hold no voting rights and shall be unable to hold office.

Honorary Member: Honorary membership may be extended to any individual who has been recommended by a Regular Member, and has been approved by the members of SPARK. This membership shall hold no voting rights, shall be unable to hold office, and shall not be levied any membership dues.

**Article II: Officers**

Sec. 1-- The officers of the Scranton Pocono Amateur Radio Klub shall consist of the president,

vice president, secretary, treasurer, and trustee. Such will also be the order of succession.

Sec. 2--The officers of SPARK shall be elected from the Regular Membership and serve for a term of one (1) year beginning with the first April meeting.

Sec. 3--Vacancies occurring between elections must be filled by a special election within two (2) months. Notification of such shall be mailed to all Regular Members prior to the election.

Sec. 4--An officer may be removed from office by a three-fourths (3/4) written and secret ballot vote of the Regular Membership in attendance at two consecutive meetings. The Regular Membership shall be notified of such balloting prior to each meeting.

### **Article III: Duties of the Officers**

Sec. 1--The president shall preside at all meetings of this club and conduct the same in accordance to the rules adopted. The president shall enforce due observation of this *Constitution* and *Bylaws*, decide all questions of order, sign official documents, and perform customary duties pertaining to the office of president.

Sec. 2--The vice president shall assume all the duties of the president in the absence of the latter.

Sec. 3--The secretary shall record and safeguard the proceedings of all club meetings, keep a role of member attendance, keep a record of and notify the members of any changes in the *Bylaws*, and make this information known at the following club meeting. The secretary shall turn over all belongings of the club to the successor.

Sec. 4--The treasurer shall receive and receipt all money paid to the club, and keep an accurate account of all money received and expended. The treasurer shall make known to the members an itemized statement of disbursements, receipts and balances at each club meeting. The treasurer shall pay no bill without receiving proper authorization and must turn over all property relating to the office of treasurer to the successor.

Sec. 5--The trustee shall be responsible for all licensing and operational matters with respect to all of the communication equipment owned by SPARK. All money for routine matters shall be expended from the club treasury and reported by the treasurer. Any request for purchase or upgrade of any club equipment must first be heard and then approved by the Regular Membership.

Sec. 6--In the event of the death, resignation, or removal of an officer, any property in their possession belonging to SPARK shall be returned. If needed, the president shall appoint a committee to initiate all reasonable action to acquire any property belonging to SPARK.

### **Article IV: Executive Committee**

The Executive Committee shall be composed of the club officers and two (2) representatives elected from the Regular Membership in March of each year for a term of one (1) year. The Executive Committee shall conduct routine business and decide matters temporarily, with their actions being reviewed at the next regular club meeting. A quorum shall consist of four (4) members. The Executive Committee shall be chaired by the president and may not make any expenditure in excess of the

amount set forth in the *Bylaws*. The Executive Committee shall audit the club treasury a minimum of once per calendar year.

## **Article V: Elections**

Sec. 1--Nominations for the officers and Executive Committee members of SPARK shall begin at the first January meeting and remain open through the first February meeting. The nominee for each office, if not present, shall be notified by the secretary as soon as possible. Anyone nominated for office may decline nomination before the date of the election. An eligible member of SPARK who is absent during the February meeting shall not be nominated for office. All nominations and elections shall be done by secret ballot.

Sec. 2--The election of officers and Executive Committee members shall be conducted by Internet secret-ballot voting, with at least twenty-one (21) days to do so before the first March meeting. Any member with voting privileges shall be able to vote in person by secret ballot at the first March meeting if that vote has not been cast via the Internet. A similar time period shall be used if replacement of an officer is necessary.

Sec. 3--No member may be elected president for a third consecutive term.

## **Article VI: Procedure of Meetings**

*Robert's Rules of Order--Revised* shall govern the proceedings of each and every meeting of SPARK. A copy of such will be kept with the club secretary for review by the general membership.

## **Article VII: Voting**

A quorum shall consist of twenty-five (25) percent of the Regular Membership. Any action requiring a vote and not otherwise covered by the *Constitution* or *Bylaws* shall be decided by a majority vote of the Regular Membership in attendance. Such decisions will become part of the club *Bylaws*.

## **Article VIII: Dues and Assessments**

SPARK may levy upon the membership such dues and assessments as shall be deemed necessary for the business of this organization, within its objectives, as set forth in the preamble. Such dues and assessments shall be determined by a majority vote of the Regular Membership in attendance at two (2) consecutive club meetings. Nonpayment of such shall be considered voluntary resignation of membership until payment is made for reinstatement.

## **Article IX: Club Property and Disbandment**

Sec. 1--Club property shall be available to only SPARK members. The club is under no obligation to lend any property to its members. The decision of the trustee is final.

Sec. 2--All property owned by SPARK shall be recorded by the secretary and remain under the supervision of the trustee. Any borrowed property shall be recorded and returned as soon as possible or within a predetermined amount of time.

## **Article X: Amendments**

Sec. 1--This *Constitution* may be amended by a two-thirds (2/3) vote of the Regular membership. Proposals for amendments shall be submitted in writing at a monthly club meeting, and shall be voted on no sooner than forty-five (45) days and no later than seventy-five (75) days after receipt of such proposals. Notice of such proposals shall be sent to the Regular Membership at least ten (10) days prior to such a meeting, either by United States Postal Service mail or via email to a confirmed address.

Sec. 2--The *Bylaws* may be created or amended by a majority vote of the Regular Membership in attendance at a club meeting.

Sec. 3--Proposals for amendments to the *Constitution* or to the *Bylaws* may either be voiced or submitted in writing to the secretary by a club member.

*[Approved as amended by the membership of the Scranton Pocono Amateur Radio Klub, Inc. on May 17, 2016.]*