CONSTITUTION
HELLGATE AMATEUR RADIO CLUB, INC.

Missoula, Montana

PREAMBLE

We, the members of the HELLGATE AMATEUR RADIO CLUB, INC., a non-profit organization, endeavoring to promote the art of Amateur Radio in Missoula and surrounding counties for individual and public use, do hereby ordain and establish this Constitution. This endeavor shall include fostering cooperation among its members; developing individual proficiency; furthering the interest of amateur radio in the community; and providing emergency communications when called upon by proper civil, federal, or military authority. This also includes testing for public safety, fostering national or international competition, and other public service. The organization is organized exclusively for charitable, educational, scientific, and public safety purposes relating to amateur radio in our community and state within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States internal revenue law.

Article I – TITLE

The Organization shall be known as the Hellgate Amateur Radio Club, Inc. (HARC). The Club shall be identified as such, or by such call sign(s), as may be assigned by the Federal Communications Commission (W7PX).

Article II – MEMBERSHIP

All persons interested in amateur radio shall be eligible for membership. Membership shall be by application upon such terms as the Club shall by its By-laws provide.

Article III – OFFICERS

Section 1: The officers of this Club shall be the President, Vice President, Secretary, and Treasurer. These officers will also constitute the Board of Directors of the Club.

Section 2: The officers of this Club shall be elected for a term of one (1) year by a ballot of the majority of the voting members present. Officers will be nominated at the regular October meeting, elected at the regular November meeting, and, after one month to bring the new officers up to date, assume the duties and responsibilities of their respective offices in January at the first regular monthly meeting of the new year.

Section 3: Vacancies occurring between elections must be filled by special ballot at the first regular meeting following the meeting at which the vacancy is announced. Election shall be by a ballot of the majority of the voting members present.

Section 4: Officer Removal: Proposals for removal shall be submitted individually in writing by five (5) voting members at a regularly scheduled meeting. Voting on the removal proposal will be by majority vote of the quorum conducted at the next regular meeting.

Article IV – DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of this Club and conduct the same according to the rules adopted. The President shall enforce due observance of this Constitution and By-laws, decide all questions of order, sign all official documents that are adopted by the Club and none other, and perform all customary duties pertaining to the office of the President. The President shall also have authority to make appointments of members to specific positions as necessary for the needs of the Club, other than those offices specifically enumerated. The President shall have responsibility over the required positions – see Artical 5, Section 4. The President shall, at the expiration of the current term of office – during the month of December, turn over everything belonging to the Club to the newly elected President.

Section 2: The Vice-President shall assume all the duties of the President during the President's absence. The Vice-President shall, at the expiration of the current term of office – during the month of December, turn over everything belonging to the Club to the newly elected Vice-President.

Section 3: The Secretary shall keep the Constitution and By-Laws of the Hellgate Amateur Radio Club and have the same for inspection at every regular meeting. The Secretary shall cause all amendments, changes, and additions to be added therein and shall permit the Constitution and By-Laws to be reviewed by any member upon request. The Secretary shall keep a record (Minutes) of the proceedings of all meetings, handle such correspondence as may be necessary for the business of the Club, and read communications at each meeting. The Secretary, in conjunction with the President, shall also be responsible for such reports as may be requested by the ARRL. The Secretary shall, at the expiration of the current term of office – during the month of December, turn over everything belonging to the Club to the newly elected Secretary.

Section 4: The Treasurer shall keep records of the Club's finances, membership, and equipment assets. At each monthly meeting the Treasurer shall submit a report, and upon request, an itemized statement of disbursements and receipts. The Treasurer shall accept and record applications for membership and membership renewals to the Club and shall maintain a current list of members. The Treasurer shall also be responsible for making such tax and corporate reports as may be required of the Club by state and federal laws. The Treasurer shall, at the expiration of the current term of office – during the month of December, turn over everything belonging to the Club to the newly elected Treasurer.

ARTICLE V – POSITIONS & AD-HOC COMMITTEES

Section 1 - The Board (President, VP, Secretary, Treasurer) (See Article III Section 1)

Section 2 – Definitions:

Club Positions and Role Descriptions: These persons should operate as individuals, draw on the skills and talents of each member, and work toward common goals to ensure club success. Effective members should have: a commitment to the club, sufficient time to devote to the position, an understanding of the role of the Club and their role within it.

Section 3 - These **required positions** will consist of 1 person for the following assignments appointed by the President:

Emergency Coordinator – See By-Laws Section 5 paragraph 3
Trustee – Holds club license, A club station license grant may be held only by the person who is the license trustee designated by an officer of the club. The trustee must be a person who holds an operator/primary station license grant.
QSLs Awards – Receive and maintain cards and grant earned awards to qualified members.
Webmaster – Actively maintain and update the clubs web site w7px.org
License Exam Coordinator – Insure monthly exams take place with qualified examiners.
Static Editor – Edit/publish the clubs monthly newsletter with accurate and informative information.

Section 4 – These **Ad-Hoc non-required but important positions may** include the following examples:

Repeater Committee – Make necessary recommendations & maintain the Club repeaters.
Program Coordinator – Ensure an active and enlightening radio program is presented each month.
Other positions – As required by the Board

ARTICLE VI – DUES

The Hellgate Amateur Radio Club, by majority vote of those voting members present at any regular meeting, may levy upon the general membership such dues and assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues shall be cause for being dropped from the Club roll, except where specifically exempted by a majority of the voting membership present at a regular meeting.

ARTICLE VII – AMENDMENTS

Any proposed amendment, change, or addition to this Constitution or By-Laws must be presented in writing by a voting member at a regular meeting. Such proposed amendment, change, or addition must be published in the next newsletter or by special mailing, prior to the next regular meeting. Instructions shall also be published giving instructions for voting by proxy for members unable to attend. It shall be voted on at the next regular meeting and must be approved by two-thirds (2/3) of the voting membership present, including written proxy votes, by email from those regular members unable to attend.

ARTICLE VIII – DISSOLUTION

Section 1: Upon the dissolution of the organization, the Board shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, as the board shall determine.

Section 2: Any such assets not so disposed of shall be disposed by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

BY-LAWS of the

HELLGATE AMATEUR RADIO CLUB, INC.

Missoula, Montana

Section 1: MEMBERSHIP

A. Type of Membership

1. **Full Membership** shall be open to all persons with an interest in the amateur radio service,
   a. Who subscribe to the nature and purpose of that service as described in the governing regulations of the Federal Communications Commission, Part 97, Subpart A.
   b. Who express a willingness to abide by the Club Constitution and By-Laws.
   c. Who commit to abiding by the dues requirement described in Section 3A of the By-Laws.
   d. Who hold a valid amateur radio license.
   e. Will have voting privileges.

2. **Family Memberships**. A Club member meeting the qualifications of A above.
   a. May include immediate family members who reside in their home, and who meet the qualifications of A above.
   b. May join the Club upon application and payment of an additional one-fifth (1/5) per such family member over and above his, or her, own dues.
   c. Family members will have regular or associate voting status according to their qualifications.

3. **Student memberships**. Full-time students enrolled in an accredited educational institution and otherwise qualified for Club membership may pay a reduced dues rate as set forth in section 3A with voting privileges.

4. **Associate Membership**. Persons who meet all the qualifications for membership described in A1, above, except for (A1d), may be accepted as Associate Members. Associate Members are welcome to attend all Club meetings, to take part in discussions, and to participate in all Club activities as legally permissible.
   a. Associate members are NOT entitled to vote on issues placed before the Club for formal decision and do not count as part of the quorum. Dues as set forth in section 3A.
   b. Associate members may become Full members upon receiving a valid license (Call Sign), submitting a membership application, and paying the membership fee.

5. **Life Memberships**. Lifetime memberships may be awarded to qualified applicants who:
   a. Have been active club members for at least 3 years,
   b. Make a payment of $500.00/person,
   c. Life memberships shall be by application, for approval by the Board and voted on by membership prior to acceptance.
   d. Will have voting privileges.

B. Length of Membership

1. **Membership term** shall ordinarily be one calendar year (beginning Janurary 1st and ending December 31st), payable November - January 31st.
   Members whose dues are not current by February 1st shall be dropped from the Club roll.

C. Termination of Membership

All memberships may be terminated for cause by a majority vote of the total voting membership present at any regularly scheduled meeting. Proposals for termination shall be submitted in writing by three (3) independent members at a regular meeting, to be voted upon at the next regular meeting.

Section 2: MEETINGS

A. Regular meetings shall be held on the second Monday of each calendar month at such place as the President shall order. The regular meeting can be scheduled for a day other than the second Monday by a majority vote of the voting members present at a regular meeting.

B. Special meetings can be called by the President upon the written request of any five (5) voting members of the Club. Notices shall be sent to all the members informing them of the special meeting and the business to be transacted. Such notices shall be given to the Club members by mail, telephone, or by amateur radio, and shall be given at least 24 hours before the meeting time. Only such business as designated in the said notice shall be transacted at such meetings.

C. At any meeting, one-fifth (1/5) of the membership in good standing (see Section 1A1), shall constitute a quorum for the transaction of regular business.

D. Roberts Rules of Order shall govern all regular and special meetings.

Section 3: DUES AND SPECIAL ACCOUNTS

A. The regular club dues for the following year shall be set by resolution at the October meeting of the calendar year.

1. All membership, except Life, ends the last day of December of each year.
2. Full membership dues shall be set for a single member.
3. Family members living in the same household shall be eligible for a Family membership and shall be charged dues at one-fifth (1/5) of the regular rate per additional individual.
4. Student and Associate members shall be eligible for membership at one-fifth (1/5) the rate of a membership.
5. New members, joining the club after the first month of the calendar year shall pay a prorated amount based on the month in which they are applying for membership. New member dues shall be prorated in increments equaling one-twelfth (1/12) of the dues of a Member per month, rounded to the nearest dollar.

B. The regular club dues shall be payable in, or before, the first month of the calendar year. Reminders of dues due will be printed in the November, December and January Static. Members who have not paid fees by February 1st shall be dropped from the Membership list.
Any Member paying dues after the first month of the calendar year shall be required to pay the annual dues in full.

C. All dues will be current before a member will be allowed to:

1. Participate in Club elections,
2. Vote on Club activities,
3. Be involved in, or appointed to, any committee or position (see Article 5).

D. Club Newsletter

1. Every Member shall receive the Club Newsletter, *The Static* – via email.
2. Complimentary subscriptions may be provided to other clubs and specific officials at the discretion of the Board of Directors of the Club. These subscriptions shall end at the end of each year.

E. All interest earnings and other revenue generated by the Club can be deposited in the General Fund, unless specifically directed by a majority vote of the voting membership at a regular meeting or requested by the donor.

F. Life Member Funds: Life membership funds submitted and accepted by the Club shall be deposited in a seperate account not the general fund.

G. Audit
Once a year, in February or March, the President shall appoint 2 members other than an officer of the Club to review the financial records of the Club, during the next month, and to report back to the membership, at the next meeting, as to the correctness of said records. The members do not need to be auditors.

Section 4: AUTHORITY

This document shall take precedence over any other publications (Static, web site, membership forms, etc.) that the club publishes. It shall be the final authority should their be a dispute between literature.

Section 5: ELECTIONS AND APPOINTED POSITIONS

The Officers of the Club shall present to the membership at the October meeting a list of nominees for Officers of the Club. Prior to the election at the November meeting, any voting member present may make additional nominations from the floor. The election of officers shall be held at the November meeting.

Club Officers may appoint volunteer members to positions that aid and assist Club operations. Club Officers who make an appointment shall be responsible for the actions of the appointee in Club matters.

To ensure the continued ability of the Club to respond to requests for communications assistance from public agencies, the Club shall designate a member, who holds a valid General Class or higher Amateur Radio License, as Emergency Coordinator (EC). The Emergency Coordinator will be the designated liaison between public agencies and the Club in all matters relating to emergency communications. Club Officers and Standing Committee members should ensure that the Emergency Coordinator is consulted about any proposed procedures or actions that may impact emergency communications operations.

The undersigned, being the directors of the Hellgate Amateur Radio Club, do hereby certify that the foregoing Constitution and By-laws were duly adopted by the required vote of the membership of said corporation at a regular meeting held on the ninth Day of September, 2024.

Board:

President, Eric Sedgwick – NZ7S.

Vice President, Dale Baldwin – W7RPG

Secretary, Mike Leary – K7MSO

Treasurer, Jim Ramsey – KJ7YHG

Appointed Assistants:

Paul Shuey – N7PAS (Editor)

David Herzberg – K7MTD