

# Enterprise Recreation Clubs and Programs

## CONSTITUTION AND BY - LAWS

### OF

### The Boeing Employees' Amateur Radio Society of Huntington Beach (BEARS-HB)

Preamble: We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves as the Boeing Employees' Amateur Radio Society of Huntington Beach, (herein after called BEARS-HB) and do enact this constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, to conduct BEARS programs and activities which will advance the general interest and welfare of amateur radio in the community, and perform such public service that is within the rules and regulations governing amateur radio.

## CONSTITUTION

### ARTICLE I NAME

Section 1 We shall be known as BEARS-HB or Boeing Employees' Amateur Radio Society – Huntington Beach.

### ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the following without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by Boeing benefit guidelines) and domestic partners as defined by The Boeing Company of Boeing employees and Boeing retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouse and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 All persons interested in amateur radio shall be eligible for membership. There shall be 2 types of membership: Full Member and Associate Member. Full Members have voting privileges, and Associate Members do not.

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- Section 3 Dues - Regular dues of \$12.00 per year (prorated at \$1.00 per month) for Full Membership, and \$6.00 per year (prorated at \$.50 per month) for Associate Member is established for the purpose of providing funds for current expenses and to provide for an equipment fund. The yearly dues shall be from January 1 to December 31. These dues may be suspended by the Executive board for any year.
- Section 4 Initiation Fee - Removed (All Members and those Associate Members applying for Membership shall be assessed the sum in accordance with Section 3).
- Section 5 Any member may withdraw his membership by submitting a letter of resignation to the Secretary.
- Section 6 Members may be removed from membership of the BEARS-HB on motion by a three-fourths vote of the voting membership present at a regular business meeting.
- Section 7 The BEARS-HB, by a two-thirds vote of the voting membership at any regular meeting (as defined in Article IV), may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its object as set forth in the preamble thereof. Non-payment of such dues or assessments within a six-month period shall be cause for suspension or expulsion from the Club.
- Section 8 Expenditures greater than \$500.00 for BEARS-HB equipment and/or property shall be authorized by a two-thirds vote of the voting membership present at a regular meeting. Incidental expenditures between \$100.00 and \$500.01 shall be authorized by the Executive Committee, expenditures limited to \$100.00 shall be authorized by the Treasurer.
- Section 9 Membership - Application for membership to the grades of Full Member and Associate Member shall be submitted at a regular meeting in writing. Each application must express a willingness of the applicant to abide by the Constitution and By-Laws and such rules as shall from time to time be promulgated by the Club. An applicant shall be considered elected to membership upon presenting a completed and signed "Application for Membership" form, Initiation Fees, and dues for the remainder of the Calendar Year. Should the Secretary have knowledge of good and sufficient reason why the applicant should not be elected, then the election shall be placed before the membership at the next regular meeting with the vote decided by simple majority.
- Section 10 There shall be two grades of membership: Full Member and Associate Member.
- Qualification Requirements:
- Full Member - Must be an FCC licensed amateur radio operator.
  - Associate Member - Must have an interest in furthering the cause of amateur radio.
- Rights and Privileges:
- Full Member - All rights and privileges granted in the Club Constitution and By-Laws.
  - Associate Member - All rights and privileges granted in the Club Constitution and By-Laws, except the right to vote. The Associate Member is exempt from paying the initiation fee until application is made for full membership.

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Section 11 A Member or Associate Member in good standing who meets any of the following conditions may request to be placed on the inactive roll by notifying the Treasurer in writing, and may remain on the inactive roll only as long as one of these conditions is met:

1. Transfer to another location by employer.
2. A leave of absence approved by employer.
3. An extended illness.

The time involved must exceed 90 days for any of the above conditions to be effective.

Dues will not be charged to Members or Associate Members while on the inactive roll. Members or Associate Members returning to active status will receive credit for any unused dues while on the inactive roll.

Club property on loan to a Member or Associate Member must be returned to the Club while he is on the inactive roll.

Section 12 Cause for Removal from Membership - A Member may be removed from the Club as stated in Article I, Sec. 6 of the Club Constitution for any or all of the following reasons:

Willful violation of the Constitution and By-Laws of the Club.

Willful damage to, or destruction of, Club property or equipment under the Club's jurisdiction.

Willful violation of the FCC Rules and Regulations while using Club equipment or equipment under the Club's jurisdiction;

Non-payment of dues and assessments as specified in Article II of the Club Constitution.

### ARTICLE III OFFICERS

Section 1 The officers of the BEARS-HB shall consist of a President, Vice President, Secretary and Treasurer. The Treasurer of the club executive board must be an active Boeing employee. Eligible candidates for President, Vice President, and Secretary of the executive board may be an active Boeing employee or a retiree of The Boeing Company.

Section 2 Only a Full Member who possesses a valid Amateur Radio License shall be eligible to hold office.

Section 3 The officers of the BEARS-HB shall be elected for a term of one year by ballot of the voting members present. The election shall be held at the December meeting provided there is a quorum. Notice of nominations and elections shall be sent prior to the regular meeting as stated in the By-Laws.

Section 4 Vacancies occurring between elections must be filled by special ballot at the first regular meeting after the withdrawal or resignation is announced.

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- Section 5 Officers may be removed on motion by a three-fourths vote of the voting membership present at a regular business meeting. Cause for removal shall be as specified in the By-Laws.
- Section 6 Cause for Removal from Office - An elected officer of the Club may be removed from office for any or all of the following reasons:
1. Willfully acting in a manner not granted in Article III of the Club Constitution to the detriment of the Club.
  2. Failing to perform the duties of the office as detailed in Article IV.

### ARTICLE IV DUTIES OF OFFICERS

- Section 1 President shall:
- a. Preside at all business meetings.
  - b. Be chairperson of the Executive Board.
  - c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as specified.
  - d. Perform such other duties as the office may require.
  - e. Perform the duties of the Vice President in their absence.
  - f. Review the monthly bank statement with the treasurer.
- Section 2 Vice President shall:
- a. Oversee and coordinate the efforts of all major committees.
  - b. Perform the duties of the President in their absence.
- Section 3 Secretary shall:
- a. Keep minutes of all Executive Board and other business meetings.
  - b. Maintain an up-to-date roster of members.
  - c. Notify members of all club meetings as specified.
  - d. Maintain all required documents of the club.
- Section 4 Treasurer shall:
- a. Keep an accurate account of all financial transactions of the organization.
  - b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
  - c. Disbursements shall normally be made by check for tracking purposes. A checking account will be set up and no check will be honored by the bank for payment unless signed by one of the Officers authorized as signatories on the account. Only officers may be signatories on the account.
  - d. Maintain accounts and monthly financial statements of the organization.
  - e. Review the monthly bank statement with the President.
  - f. Review the financial records with an officer or club member upon request.

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Section 5 The Boeing Company provides Recreation Advisors who will provide administrative support and oversight as required to the Executive Board.

### ARTICLE V ELECTION OF OFFICERS

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election at the December regular meeting as defined in the club's operational procedures.

Section 2 Nominations for officers of the organization shall be made by a any member at the November meeting.

Section 3 No person is eligible to hold office that is not a dues paying member of the organization.

Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive terms. The length of a term is defined as a year.

Section 5 Only one member of a family, the active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President(s), Secretary(ies), or Treasurer. This applies to appointed voting members of the executive board.

Section 6 All elections shall be by secret ballot.

Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.

Section 8 No officer or trustee shall receive any salary or wages by reason of office.

### ARTICLE VI COMMITTEES AND BOARDS

Section 1 There shall be an Executive Board, and no major committees.

Section 2 Executive Board

- a. The President, Vice President, Secretary, Treasurer, and all major committee heads shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet according to the schedule defined in the club's operating procedures.

Section 3 Major Committees

The BEARS-HB does not have any major committees. Major committees can be formed by modification of the Constitution and By-laws as set forth.

Section 4 Other Committees

Other committees and their chairperson shall be appointed by the President as he/she sees fit. These committees shall serve until the appointing President's term of

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office expires. The President may dismiss a committee when its purpose is served.

### ARTICLE VII MEETINGS

- Section 1 Business meetings shall be held when needed at such places as the President shall order; sufficient advance notice shall be given by the President. Business will be handled, as needed, at the regularly scheduled monthly meetings (2<sup>nd</sup> Thursdays, 11:30AM).
- Section 2 Special Meetings may be called by the President upon the written request of any five members of the Club or at any time as determined by the President. Notice shall be sent to all the members informing them of the Special Meetings and the business to be transacted. Only such business as is designated in said notice shall be transacted at such Special Meetings. Notices shall be sent to all members informing them of officer nominations and the date of the election meeting (usually in December). Notices shall be sent to all members when Constitution or By-Laws amendments have been proposed.
- Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.
- Section 4 At special meetings, one-third of the voting membership, or a total of ten voting members, whichever number is least, shall constitute a quorum for the transaction of business.

### ARTICLE VIII GENERAL PROVISIONS

- Section 1 The BEARS-HB shall enact appropriate rules to minimize interference in operation between stations of its members; it shall formulate adequate plans for disposition of any cases of interference to other radio services where reported as caused by any member station. The BEARS-HB will provide technical advice to Radio Amateurs concerning equipment design and operation, to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from BEARS-HB member-stations. The BEARS-HB shall also maintain a program to foster and guide public relations in those channels favorable to amateur work.
- Section 2 The Constitution and By-Laws of the Club shall be in force when accepted by the Charter Members.

### ARTICLE IV AMENDMENTS

- Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding business meeting of the organization at which there shall be a quorum present (present is defined as in

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person, or via virtual meeting method). Two-thirds of the voting membership at the meeting is needed to amend this constitution.

- Section 2 Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.
- Section 3 Written notice or email of the meeting shall be given two weeks prior to the meeting at which the amendment is voted upon.
- Section 4 All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

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BY-LAWS

ARTICLE I QUORUM

Section 1 At regular monthly scheduled meetings, the voting members present shall constitute a quorum for the transaction of business.

ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by BEARS-HB with BEARS-HB funds shall be considered club property and not the property of any individual member or group of members.

Section 2 The fiscal year for BEARS-HB shall be from January to December inclusive. All budgeting and financial accounting shall be rendered on this basis.

Accepted 8-28-1964

Amended 12-8-1964

Amended 3-18-1965

Amended 12-9-1965

Amended 2-11-1966

Amended 2-21-1967

Amended 3-21-1969

Amended 10-11-2001

Amended 1-9-2003

Amended 1-12-2012

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_
Club President
BEARS-HB

Print Name: EVELYN L. Alexander Sign Name: [Signature] Date: 12/13/2011
Recreation Staff
The Boeing Company