

Meriden Amateur Radio Club, Inc. Constitution & By-Laws

February 29, 1948

as amended

1982;

March 25, 1993;

June 12, 1997;

October 8, 1998;

September 10, 2009;

June 14, 2018;

September 14, 2023;

July 9, 2026

Preamble

We, the undersigned, being desirous to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, by furthering better cooperation among its members, develop individual proficiency, furthering the interest of radio in the general community, do hereby constitute ourselves the MERIDEN AMATEUR RADIO CLUB, and do enact this Constitution and By-Laws as our governing documents.

Date this twenty-ninth (29) day of February, in the year of our Lord, one thousand nine hundred and forty-eight (1948).

February 29, 1948

Amended: 1982, March 25, 1993, June 12, 1997, October 8, 1998,
September 10, 2009, June 14, 2018, September 14, 2023, July 9, 2026

Signed _____
President Dave Tipping, NZ1J

Signed _____
Vice-President Bill Huggins, NR1B

Signed _____
Secretary Jules LoRusso, KC1STF

Signed _____
Treasurer George Bucci, AC1SK

Signed _____
Station Activities Manager Rob Cichon, K1RCT

Date _____

(Signatures appear on the original document)

Constitution

Article I – NAME

The name of the Corporation shall be: MERIDEN AMATEUR RADIO CLUB, INC., hereinafter referred as "MARC, Inc."

Article II – PURPOSES

MARC, Inc. is a non-profit, non-stock corporation organized solely for the purposes set forth hereinafter.

MARC, Inc. seeks to comply and support the purposes of the Amateur Radio Service as defined in the Federal Communications Commission Rules Part 97.1. It seeks to expand public understanding and appreciation of the Amateur Radio Service, encourage men and women to participate in this service, provide emergency and public assistance communications services, assist and improve the technical skills of its members, contribute to the advancement of the radio art, and to otherwise support charitable and public goodwill efforts.

MARC, Inc. will accomplish these purposes through volunteer activities of its membership, financial support of charitable and educational opportunities, and public benevolent efforts.

Article III – MEMBERSHIP

Section 1 The membership of MARC, Inc. shall consist of those individuals who are members in good standing who have paid their dues as defined in the By-Laws.

Section 2 All persons interested in Amateur Radio shall be eligible for membership in MARC, Inc.

Section 3 All members shall be entitled to vote at any regular or special meeting of MARC, Inc.

Article IV - DIRECTORS

Section 1 Directors of the corporation shall be the officers of MARC, Inc. (President, Vice-President, Secretary, Treasurer, and Station Activities Manager). Their terms as Directors shall be concurrent with their terms in MARC, Inc.

Section 2 A special meeting of the Directors may be called by the President, or upon the written request of any three (3) Directors. Notice, through reasonable contact means, shall be sent to all the Directors, informing them of the special meeting and business to be transacted. Such notice shall be made at least 48 hours before the time therein set for the meeting. Only such business as is designated in the said notice shall be transacted at such special meeting.

Section 3 The Directors of MARC, Inc. shall be responsible for the formulation of appropriate financial and activity documentation required by Federal, State, and Local statutory regulations. The Directors of MARC, Inc. shall insure the activities of this organization are in conformance with the purposes set forth herein.

Article V – OFFICERS

Section 1 The officers of MARC, Inc. shall be: President, Vice-President, Secretary, Treasurer, and Station Activities Manager.

Section 2 The officers of MARC, Inc. shall be elected for a term of one year by a vote of members present in person or by other means on voting day, provided there be a quorum as defined in the By-Laws. Elections shall be held on the day of the Annual Meeting, which is the November Business Meeting.

Section 3 Vacancies occurring between elections must be filled by special ballot within sixty (60) days after the vacancy is announced.

Section 4 Officers may be removed on a motion by three-fourths (3/4) vote of quorum membership present and voting at the meeting, provided that:

- a) A special meeting has been requested to address the removal issue.
- b) The special meeting has recommended a motion to remove.
- c) The officer has not resigned.
- d) The motion is voted on at the next regular business meeting.
- e) A quorum is present at both the special and the regular meeting. All financial authority of the officer being considered for removal shall be removed until the matter is resolved.

Section 5 Candidates for office in MARC, Inc. shall have a valid Amateur Radio license.

Section 6 Duties of officers:

Section 6a The President shall preside at all meetings of this organization, and conduct the same according to the rules adopted. He or she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents that are adopted by the organization; and perform all customary duties pertaining to the office of the President. He or she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the organization to his/her successor.

Section 6b The Vice-President shall assume all the duties of the President in the absence of the latter. He or she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the organization to his/her successor.

Section 6c The Secretary shall keep a record of the proceedings of all meetings, present applications for membership approval, carry on all correspondence, read communications at each meeting, and notify membership by reasonable communication means of every special meeting of the organization, except when excused by action under the By-Laws. He or she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the organization to his/her successor.

Section 6d The Treasurer shall receive and receipt for all monies paid to the organization. He or she shall keep an accurate account of all monies received and expended. He or she shall pay no bills without proper authorization which occurs at a business meeting. Any recurring cost, brought before the membership for approval, shall have a sunset date. The Treasurer shall maintain a list of recurring costs and their sunset dates. This list shall be available to any member in good standing. The Treasurer shall bring a request for authorization for any sunsetting cost to the membership for re-approval at a regular business meeting and the one month wait between the request and the vote for approval for recurring costs is waived. At the end of each month, he or she shall submit an itemized statement of disbursements and receipts. The Treasurer shall keep a roll of members. He or she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the organization to his/her successor.

Section 6e The Station Activities Manager shall be responsible for station building, station upgrades and upkeep, all transceiving equipment and activities involving the Memorial Club Station and/or stations operated in the name of the organization and shall insure that the membership has access to any and all equipment needed to participate in station activities. The Station Activities Manager shall be responsible for Emergency Coordination within the organization and with outside agencies and work in conjunction with the local EC. An emergency plan shall be kept on file with the Secretary. He or she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the organization to his/her successor.

Article VI - MEETINGS (IN PERSON OR BY OTHER MEANS)

Section 1 The By-Laws shall provide for all meetings of this organization. Regular meetings shall be provided in the By-Laws. The meeting shall be declared by the President in advance to be a business or an activity meeting. Special meetings are unscheduled meetings that may be called by the President upon the written request of any five (5) members of MARC, Inc. for a specific purpose.

Section 2 A quorum of the total membership plus two officers (one of which is the President or Vice-President) shall be necessary for the transaction of business. A quorum is defined in the By-Laws.

Section 3 Elections shall be held at the business meeting in November (annual meeting).

Section 4 When a proposal is brought forth at a meeting without the necessary quorum present, notification by reasonable communication means shall be made to all members by the Secretary stating the proposal that will be brought up at the next meeting to vote for or against it. Reasonable means of communication shall be made at least 48 hours before the business meeting.

Article VII - FINANCES

Section 1 MARC, Inc. may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in the Purposes of the organization.

Section 2 MARC, Inc., from time to time, may participate alone or with other organizations in fund raising activities to supplement member dues and assessments.

Section 3 MARC, Inc., may accept donations from the membership or the general public to be used in the accomplishment of the Purposes of the organization. Financial donations shall be designated for a specific purpose or the general fund usage. Equipment donations shall be under the direction of the Station Activities Manager.

Article VIII - OPERATIONS

Section 1 MARC, Inc., through designated members and committees, may provide technical advice to members concerning equipment design and operation to assist in compliance with FCC Rules Part 97, complete frequency observance, clean signals, uniform practice, and absence of spurious radio radiations from member stations.

Section 2 Where equipment and facilities permit, establish and maintain a Memorial Club Station. The Memorial Club Station shall be for the use in membership activities and provide emergency communications.

Section 3 The current Station Activities Manager shall be the Trustee of the Memorial Club Station to hold the station license as provided for under FCC Rules Part 97.

Section 4 MARC, Inc., through designated members and committees, may provide emergency and public assistance communications services.

Section 5 MARC, Inc., through designated members and committees, may provide support for all persons to participate in the Amateur Radio Service, improve the technical skills of its members, and support allied charitable and public goodwill efforts.

Article IX - AMENDMENTS

Section 1 This Constitution or the By-Laws may be amended by a two-thirds (2/3) vote of members present in person or by other means on the day of the vote. Proposals for amendments shall be submitted in writing at a regular business meeting and not voted on until the next regular business meeting. A quorum must be present at the meeting.

Article X - RULES

Section 1 Robert's Rules of Order (or Cushing's Manual) shall govern all proceedings of this organization.

Article XI - DISBANDMENT

Section 1 Upon dissolution of MARC, Inc., assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to the state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Superior Court of the county in which the principal office of MARC, Inc. 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 law.

By-Laws

Section 1 MERIDEN AMATEUR RADIO CLUB, INC. DOING BUSINESS AS (d/b/a)

WALLINGFORD AMATEUR RADIO GROUP: MARC, Inc. shall also d/b/a the Wallingford Amateur Radio Group when conducting and transacting business in the Town of Wallingford. A Certificate of Trade Name shall also be filed by the President with the Town of Wallingford for MARC, Inc. d/b/a the Wallingford Amateur Radio Group.

Section 2 SECRETARY: It shall be the duty of the Secretary to keep the Constitution and By-Laws of MARC, Inc. and have the same at every regular and special meeting. He or she shall cause all amendments, changes and additions to be noted thereon and shall permit the same to be consulted by members upon request.

Section 3 MEETINGS (IN PERSON OR BY OTHER MEANS): Meetings will consist of regular, special, and activities meetings.

Regular meetings shall be held the 2nd Thursday of each month except for the December meeting which may be rescheduled to another December date or omitted to meet the needs of the club. Regular meetings will be held at such place as the President shall designate, or as agreed upon by the membership. A quorum necessary for the transaction of business is defined as one-tenth (1/10) of the total membership plus two officers (one of which is the President or Vice-President).

Special meetings may be called by the President upon the written request of any five (5) members of MARC, Inc. Notice shall be made by reasonable communication means at least 48 hours before the special meeting. The notice shall inform all members of the business to be transacted. Only such business as is designated in the notice shall be transacted at the special meeting.

Activity meetings shall be held each month, January through October, at such place as the President shall designate, or as agreed upon by the membership.

Section 4 MEMBERSHIP: Application for membership shall be in writing at a regular meeting and 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 organization. Two-thirds (2/3) of those present shall approve the applicant before he/she shall be considered elected to membership.

Section 5 TREASURER: The Treasurer shall pay no bills without proper authorization determined at a business meeting. The Treasurer shall present requests for expenditures over \$500.00 at a regular business meeting and that vote shall wait until the next regular business meeting. He/She shall make the books available for annual audit prior to the installation of newly elected officers.

Section 6 DUES: Membership dues are due on December 31 for the following year. (As an example, the 2027 dues are due on December 31, 2026) Anyone with a recently expired membership can be reinstated by paying his or her dues. (See Article 3 of the Constitution.)

Section 7 STANDING COMMITTEES: At the first regular business meeting of the new year, the President shall ensure that a minimum of six (6) standing committees are in place. These shall be the Technical, Community Outreach and Communications, Program and Entertainment, Scholarship, Repeater, and Wallingford Amateur Radio Group. The President is an ex-officio member of all committees. The duties of said committees shall be as follows:

- a) The Technical Committee shall perform its duties in accordance with Article VIII - Operations Section 1 of the Constitution.
- b) The Community Outreach and Communications Committee shall publicize meetings and be the organization's contact with the public at large. An officer shall provide oversight of the committee.
- c) The Program and Entertainment committee shall be responsible for Activity meetings and may also provide assistance for Club Station activities in conjunction with the Station Activities Manager. In addition, the committee may assist other special committees in planning Field Day, picnics, etc.
- d) The Scholarship Committee shall administer and be responsible for the scholarship resources on behalf of the membership of MARC, Inc. The committee shall consist of no fewer than four (4) members plus the President as an ex-officio member. Within a period not to exceed ninety days after the acceptance of these By-Laws, the Scholarship committee shall submit a Scholarship Plan of Operations to the MARC, Inc. officers for approval and be appended to these By- Laws as an integral section.
- e) The Repeater Committee shall be responsible for the Club Amateur Radio repeater. The committee shall be comprised of no fewer than four (4) MARC members to ensure operation of the repeater.
- f) The Wallingford Amateur Radio Group shall function to support the Town of Wallingford with emergency communications, the Community Emergency Response Team, and other town activities as appropriate.

Section 8 REPEATER OPERATION: A detailed Repeater Plan of Operation shall be appended to these By-Laws as an integral section.

Section 9 PURPOSES: MARC, Inc. is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 10 RESTRICTIONS: No part of the net earnings of MARC, Inc. shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that MARC, Inc. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of MARC, Inc. shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and MARC, Inc. shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, MARC, Inc. shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**MARC Scholarship Committee Plan of Operation
THE FRANK DARMOFALSKI (W1FD) SCHOLARSHIP FUND
of the Meriden Amateur Radio Club, Inc.**

Purpose: To provide secondary school graduates scholarship award(s) for the purpose of continuing education in communications electronic or related fields.

Members of the committee shall elect one member as chairperson and to report to the board of directors. chairperson shall serve one year term and may be reappointed by the committee.

A quorum shall consist of three members.

All monies received/raised by the scholarship committee shall be deposited into the treasury. The scholarship committee shall recommend to the board of directors the investments in which to place the monies received for the scholarship fund.

Scholarship awards shall be of two types: perpetual or expendable.

Perpetual scholarships shall award the interest/dividends gained from the investments each year, the scholarship(s) is(are) funded by bequests of individuals or through funds raised by MARC Inc.

Expendable scholarships shall award the total sum received from the sponsor where the intent is to fund a short term scholarship or where the monies received would not generate enough income to warrant multiple years of awards.

Perpetual scholarships endowed by individuals with at least \$2000.00 (two thousand dollars) or more shall be given in the individuals name annually providing the donor wishes to be recognized.

Expendable scholarships of \$100.00 (one hundred dollars) up to \$1999.00 (one thousand nine hundred ninety nine dollars) shall be given in the persons named which the donations represent.

Monies raised or donated to MARC shall first fund The Frank Darmofalski Scholarship unless otherwise designated by the donor.

Award(s) of interest from the scholarship fund shall be made to the selected candidate(s) each year upon the recommendation of the scholarship committee. The number of awards and the amounts shall be decided by the committee each year based upon interest earned. The board of directors shall disburse the funds for the award(s) at the start of the academic year to the school of the candidate(s). The treasurer shall notify the committee by February 1st as to the amount of monies available to be awarded.

It shall be the scholarship committees' responsibility to notify and send applications to all secondary schools in the towns represented by the membership by March 1st with returns by April 15th.

Applications shall be considered confidential material and only members of the scholarship committee may review them.

Applicants Requirements: Must be enrolled in an accredited institution beyond high school and hold a valid amateur radio operator license. Transcripts should be attached Preference to students of electronics or related fields Open to all regardless of race, religion, sex or national origin. Must be a U.S. citizen.

Awards shall be based upon academic grades, financial need, leadership qualities, area of study, public service activities, electronic projects.

Each member of the scholarship committee shall review the applications and select three candidates for the award(s) ranking them in numerical order #1-3. The candidate(s) receiving the highest total shall be awarded the scholarship(s).

If no (one) candidate receives more points then those chosen with the highest totals will be reviewed by the committee and ranked again. If no (one) candidate is selected then the president as ex-officio member shall cast the deciding ballot after reviewing the applications of those selected by the committee and receiving the highest totals.

Upon review of the applicants if two candidates are ranked equal and one of which is a member of MARC or their family then preference shall go to that person.

No member of the committee shall be allowed to vote on an application of their immediate family, relatives, employee or employer.

In the event MARC Inc. shall be dissolved all monies in the scholarship fund shall be given to the ARRL scholarship program for perpetuation of the scholarship program.

REPEATER PLAN OF OPERATION

July 24, 2023 Ver. 3.4

Meriden Amateur Radio Club, Inc. herein referred to as MARC

Repeater Plan of Operation per the By-Laws of MARC

NAME: MARC Repeater Committee, herein referred to as The Committee

PURPOSE:

The Committee shall provide a reliable method of emergency and normal communications in fulfilling the stated purposes of MARC. The Committee shall also provide communications for the properly licensed members of the Amateur Radio Service in the Central Connecticut area.

CALL IDENTIFICATION:

The repeater shall identify using the assigned amateur radio call of W1NRG/R

REPEATER COMMITTEE:

The Committee shall be operated as a permanent standing committee of MARC and shall be comprised of MARC members. The committee shall select a chair person among themselves. The President of MARC serves as a non-voting ex-officio member of The Committee.

COMMITTEE MEMBERSHIP:

Appointment and Terms of this committee shall be consistent with the rules of all standing committees, as determined by the By-Laws of MARC.

PROPERTY:

All equipment, supplies or other assets shall remain property of MARC. An inventory of all equipment shall be provided to the Station Activities Manager and the President on an annual basis.

RESPONSIBILITIES:

The Committee shall be responsible for providing repeater service within applicable requirements of the FCC Rules Part 97, and reasonable engineering and maintenance standards. All optional features of the repeater shall be determined by a majority vote at a business meeting.

REPORTING:

The chair person shall provide a report of all operating and maintenance issues to the Secretary as needed.

AUTHORITY:

All committee members should have the ability and authority to disable the repeater in the event of serious violations of FCC regulations. When such action is necessary, it shall be promptly communicated to all members of the committee. All members shall regularly monitor the repeater for issues regarding performance, operating issues, and user conduct to ensure compliance with FCC regulations. All committee members shall keep the Chair-person advised of any abnormal issues or problems.