

By-Laws of the New Mexico VHF Society

1. Maintenance of the Constitution and Bylaws

1a. It is the duty of the Secretary to maintain the constitution and by-laws of the Society, and to have current copies of these documents available at every meeting. The Secretary shall annotate these documents to show changes, additions, or deletions, and post these on the Society web site.

2. Membership

2.a. Membership: Membership is open to any active licensed radio amateur. Membership includes all Society privileges, opportunities to hold a Society office, and the right to vote for the Society future. All members are life members and will be assigned a club number.

2.b. A prospective member shall submit an application in writing to the Society through the Secretary. The application shall contain a summary of the applicant's recent VHF activities, accomplishments, and capabilities. The Secretary will poll the membership and the prospective member will be approved or disapproved based on a majority vote.

3. Meetings

3.a The geographical challenge of bringing members together from across the State of New Mexico is formidable. To the extent possible, formal meetings to transact Society business shall be minimized. Society business will rely on Internet forums, chat, and/or email. If a subject requires extended or complicated discussion, the subject shall be deferred to a regular meeting. If the subject is time-sensitive, a special meeting may be called.

3.b. Regular meetings shall be held at least once during each calendar year. Every effort will be made to coordinate annual meetings with other ham radio events within the State such as the Duke City Hamfest, New Mexico Techfest, or another prominent amateur radio event within the State.

3.c. Special meetings may be called at the discretion of the President or upon the written request of any five members. Notices shall be sent to members by the Secretary 15 or more days prior to the proposed meeting date. The notice shall define the business to be transacted. Discussion of other subjects at special meetings is welcome, but decisions shall be prioritized to the subjects defined in the meeting notice. Every effort will be made to coordinate special meetings with other amateur radio events within the State such as the Duke City Hamfest, New Mexico Techfest, or another prominent event in the State.

3.d. Informal meetings and communications between members across the State are encouraged, and do not require announcement or definition.

4. Officers

4.a Officers of the NM VHF Society shall consist of a President and a Secretary, elected as defined below.

4.b. Officers of the Society shall be elected for a term of two years by simple majority vote of the membership. A printed or e-mail ballot shall be used.

4.c. Election of officers shall be conducted within the first 15 days of December in even dated years.

4.d. The term of Society officers shall be two years. The term shall commence on January 01 of the year following elections.

4.e. Vacancies in the offices of President or Secretary occurring prior to the end of the prescribed term shall be filled by special elections conducted within 45 days following the occurrence of the vacancy.

4.f. Officers serve at the pleasure of the membership, and may be removed by a two-thirds vote of the membership.

4.g. Duties of the President

4.g.1. Direct the day-to-day affairs of the Society.

4.g.2. Preside at all meetings and conduct them according to the rules adopted.

4.g.3. Represent the Society at meetings with other organizations, at hamfests, and with the ARRL.

4.g.4. Decide all questions of order; sign all official documents adopted by the Society and perform all other duties pertaining to the office of President.

4.g.5. Originate committees as needed and define membership and committee chairs.

4.g.6. Originate appointed positions and committees and define objectives.

4.h. Duties of the Secretary.

4.h.1. Conduct any regular or special meeting of the Society if the President is unavailable.

4.h.2. Assume the duties of President in the event that the President is not able to complete the elected term and call for a special election to select a new President.

4.h.3. Notify the membership of all meetings.

4.h.4. Keep minutes of the proceedings of meetings; publish and post those as the Society record.

4.h.5. Provide written definitions of Society business and required decisions to be put up for voting by the membership and post those on the Society website within the notification schedule defined herein.

4.h.6 Originate the ballot for election of officers.

4.h.7. Prepare and manage Society correspondence, amendment proposals, and revisions to the Constitution and By-Laws.

4.h.8. Receive applications for new members and manage new member voting.

4.h.9. Maintain the Constitution and Bylaws.

5. Amendments

5.a Amendments to the Constitution and/or By-Laws shall occur only at an annual meeting and by a two-thirds majority vote. Amendment proposals must be published to the membership a minimum of 30 calendar days prior to the annual meeting. Amendment proposals shall include the text of the proposed change as it will appear in the affected document, author's name, description of the rationale for change, and a synopsis of the effect of the change.

6. Member voting

6.a There are two types of voting as follows:

6.a.1. Business Voting. Society business requiring a vote of the membership shall be decided by a two-thirds majority of voting members. Members not in attendance may vote by absentee email, post, or other verifiable means at the approval of the Secretary. The President shall assure completeness of absentee membership coordination, and may defer the issue to a point in time when membership coordination is complete. Absentee voting may occur only to a written definition of the issue and shall be a "yes" or "no" vote. Proposals shall be published by the Secretary 30 calendar days prior to any meeting where a vote is sought.

6.a.2. Officer Elections: In situations where there are two or more candidates for an officer position, email or written balloting shall be conducted among the members. Results shall be decided by a simple majority of voting members. A printed or e-mail ballot shall be used. In cases where there is only one eligible candidate for a given office, that candidate shall be elected without membership voting.

7. Committee Appointments

7.a. The Society President shall appoint a nominating committee to qualify and select candidates for Society officer positions. The President may appoint committees to carry out specific functions of the organization. The President shall define the committee objective, set the term of the committee, and designate the committee chair. Terms of committee members shall not extend beyond the term of the officer making the appointment unless endorsed by the incoming officer.

8. Appointed Positions

8.a Webmaster. The Webmaster shall be appointed by the president. Webmaster duties are:

8.a.1. Maintain the Society web site.

8.a.2. Manage the domain registration for NMvhf.org and any other domains the Society should acquire.

8.a.2 Contest Chair: The contest Chair shall be appointed by the president. Contest Chair duties are:

8.a.2.1. Receive and compile contest entries for Society and ARRL contests, and forward these results to the Webmaster for posting on the Society web site.

8.a.2.2. Maintain records for any Society awards.

8.a.2.3. Originate and manage a roster of members eligible to submit scores/logs for club competition and submit to contest sponsors as required.

9. Dissolution

Should the New Mexico VHF Society be dissolved through the actions of its members or by order of law, the assets of the organization (if any) shall be distributed to the American Radio Relay League Foundation.

Promulgated: 22 November 2016