

CONSTITUTION OF THE

Battleship New Jersey Amateur Radio Station

19 March 2001
Revised: 23 September 2003
Revised: 11 February 2006
Revised: 13 September 2008

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Constitution of the Battleship New Jersey Amateur Radio Station (BNJARS)

ARTICLE I. DECLARATION

We, the undersigned, constitute ourselves as the Battleship New Jersey Amateur Radio Station (BNJARS) and enact this constitution as our governing law.

ARTICLE II. MISSION

The **Mission** of the *Battleship New Jersey Amateur Radio Station (BNJARS)* is to provide an educational and recreational organization whose purpose is to support the Home Port Alliance in providing technical expertise, skills and volunteer manning to promote attendance by the public, communications education for the public, and worldwide publicity for the Battleship *New Jersey* through Amateur Radio.

The BNJARS is a separate, non-profit organization affiliated with, but independent of local Delaware Valley radio clubs and the Home Port Alliance. It is open to any interested individual, especially local veterans who served on the USS *New Jersey* or other battleships.

ARTICLE III. MEMBERSHIP

Membership shall be open to all persons interested in the preservation of the shipboard radio rooms, the operation of an Amateur Radio Station ("Station"), and the support of the Battleship *New Jersey*, BB62. Members of the Battleship New Jersey Amateur Radio Station shall be made up of **Active, Auxiliary, Life, Honorary, and Cadet Members**.

All individuals interested in membership shall apply in writing on an application as may be adopted by the Executive Board of BNJARS. Membership applications shall be presented to the Executive Board for approval within 30 days of receipt and the original applications shall be kept on file by the club secretary.

While it is the intent to provide open membership to any interested applicant, an applicant may be denied membership if, in the opinion of the majority of the Executive Board of the organization, the participation of such applicant would be detrimental to the overall operation of the organization; or if the applicant does not meet any legal qualifications as may be set by the Home Port Alliance. No person shall be denied membership based solely on sex, race, creed or national origin.

Section 01: Active Member

An **Active Member** is a member who meets the participation requirements as set forth in the BNJARS Bylaws.

Section 02: Associate Member – This section deleted 11 Feb. 2006

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Section 03: Auxiliary Member

An **Auxiliary Member** is an occasional contributor to the BNJARS who does not meet the participation requirements for active members as set forth in the BNJARS Bylaws, but who possesses unique skills or abilities in support of the organization. An Auxiliary Member may vote if he can fulfill the requirements of a Voting Member as set forth in the Bylaws.

Section 04: Life Member

A **Life Member** is a member who meets the requirements as set forth in the BNJARS Bylaws, and who is elected as a Life Member by a majority of the voting membership present at the meeting. A Life Member may simultaneously hold the membership status of Active Member while they continue to meet the requirements for that class of membership. A maximum of 3 Life Memberships may be awarded per year.

A nomination for Life Membership shall be submitted in writing and signed by 3 Active members and shall include the Nominee's name, accomplishments and/or contributions to the BNJARS. Nominations should be submitted to an elected officer who will then present the nomination to the Executive Board for verification of qualifications before it is presented to the membership at the next general meeting.

Section 05: Honorary Member

An **Honorary Member** is a member who is a United States veteran, who holds a valid Amateur Radio Operator license, and who served in active or reserve duty status aboard the USS *New Jersey* or other Iowa-class battleship. An Honorary Member may simultaneously hold the membership status of Active Member while they continue to meet the requirements for that class of membership.

Section 06: Cadet Member

A Cadet Member is any member ,who meets the minimum ages and other requirements as set forth in the BNJARS Bylaws. Cadet Members may not vote and may not hold office or chair committees.

ARTICLE IV. OFFICERS

Section 01: Elected Officers

The elected Officers of the Battleship New Jersey Amateur Radio Station shall be the President, Vice President, Secretary, Treasurer and Chief Engineer. In addition, three Directors shall be elected to serve on the Board of Directors.

Section 02: Terms of Office

The Officers and Directors of the BNJARS shall be elected for a term of two years commencing immediately after the close of the meeting at which the election is held. No elected Officer may concurrently hold more than one elected position, with the exception that the Secretary or Treasurer may hold the dual position of Secretary/Treasurer if either office is not filled at the time of election. They will hold such dual position until the vacant position is filled by a special election.

Section 03: Elections

Elections shall be held bi-annually as set forth in the Bylaws. At the general meeting immediately prior to the election meeting, the President shall appoint a Nominating Committee, who shall nominate a slate of candidates to be delivered to the Secretary no less than two weeks prior to the election meeting. The Secretary shall notify all members of the nominated candidates no less than one week prior to the election meeting. Prior to voting at the election meeting, nominations for any office may be made from the floor as long as the nominee is present or a letter of acceptance is presented for the nominee.

A Candidate for office must be an **Active Member** of the BNJARS for at least one year. The Secretary, in accordance with official records, shall determine "Active Member" status.

Officers and Directors shall be elected by secret ballot at the annual election meeting by a simple majority of the voting members present. Ballots shall be tallied by the Nominating Committee. In case of a tie vote for any office, a second vote shall be held for that office. If a tie still exists after the second vote, the candidate(s) shall be chosen by lot.

Section 04: Removal from Office

At the recommendation of the Executive Board, and with notification to the membership at least 2 weeks prior to a general membership meeting, an Officer or Director may be removed from office, for cause, by a three-fourths vote of the voting membership present at the meeting. The President may dismiss an Appointed Official by giving the Executive Board a two week notification and with their majority approval vote.

Section 05: Vacancies

Vacancies of elected offices occurring between elections shall be filled by a special election at the first general meeting following the occurrence of the vacancy provided that the general membership is notified at least two weeks prior to the meeting of the special election. The President may appoint an interim replacement to serve until such election. The newly elected Officer's term shall commence immediately after being elected and his term shall run until the next bi-annual election meeting.

ARTICLE V. DUTIES OF OFFICERS AND APPOINTED OFFICIALS

Section 01: President

The **President** shall preside at all meetings, and conduct them in accordance with the rules adopted. The President shall enforce the Constitution and Bylaws of the Battleship New Jersey Amateur Radio Station; be an ex-officio member of all permanent committees; act as liaison to the Home Port Alliance; and represent the BNJARS at public functions.

Section 02: Vice President

The Vice President shall work with the committees to organize club activities, such as special events, contests, awards, and social activities. In the absence of the President, the Vice President shall assume all the duties and responsibilities of the President.

Section 03: Secretary

The **Secretary** shall keep a record of the proceedings of all meetings carry out club correspondence; read all official communications at each meeting; mail any communications as required or deemed necessary by the majority of the Officers; and maintain an up-to-date data base of all members and membership status. At the expiration of his term, he shall turn over to either his successor or the Executive Board, all books, materials and records in his possession belonging to the BNJARS.

Section 04: Treasurer

The **Treasurer** shall receive all moneys paid to the club; keep an accurate account of all moneys received and expended; pay all authorized bills approved by the Officers or Directors; report all moneys collected and deposited; present all bills in amounts over \$100.00 for authorized payment approval; and record all financial transactions. At the expiration of his term, he shall turn over to either his successor or the Executive Board, all books, materials and records in his possession belonging to the BNJARS.

Section 05: Chief Engineer

The **Chief Engineer** shall be responsible for the operation and maintenance of the Station in accordance with all the BNJARS Rules and Regulations. He shall maintain an operating schedule in a fair and equitable manner; provide member training on equipment operation and logging procedures; ensure proper equipment condition and repairs; maintain Station compartments; ensure records are kept in order and available for inspection by appropriate individuals; and act as technical liaison to the Home Port Alliance, the Navy, and the public. The Chief Engineer may appoint **Watch Supervisors** to act in his stead, as he deems necessary.

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At the expiration of his term, he shall perform an inspection of all Station compartments and equipment jointly with his incoming successor and all other Officers. He shall turn over to either his successor or the Executive Board, all books, materials and records in his possession belonging to the BNJARS

The Chief Engineer shall be responsible for the organization of the BNJARS work parties and the integration of their work with the staff of the Battleship New Jersey Museum.

Section 06: Station License Trustee

The **Station License Trustee** shall be an Extra Class amateur radio operator appointed by the Executive Board as the authorized trustee for the organization's FCC-issued amateur radio club license. The Station License Trustee shall ensure that the station is operated in accordance with the regulatory requirements of the FCC, and may prohibit any member from operating the station for failure to comply with FCC regulations that might jeopardize the club's station license.

Section 07: Public Information Official

The Public Information Official shall be appointed by the Executive Board. He shall organize informational presentations to be given to the public onboard the ship or other public places; provide continuing information programs to the Amateur community; and solicit active membership.

Section 08: Board of Directors

The **Board of Directors** shall consist of three elected Directors; a member-at-large appointed by the President; the Vice President ex-officio; the Station License Trustee; and a representative of the Home Port Alliance. The Secretary or his designate shall act as a non-voting member in order to record the minutes and correspondence of the Board.

The Board of Directors shall be responsible for: compliance with all applicable laws and regulations; acquisition, sale and disposition of the organization's assets; custody of all loaned equipment, material and intellectual assets; approving all capital improvements to the Station and all major expenses, as defined by the Bylaws; securing finances through dues, the solicitation of donations by corporations and other organizations, and/or other sources; and defining the BNJARS mission and roles aboard the Battleship *New Jersey*.

Section 09: Executive Board

The **Executive Board** shall consist of the five elected Officers, the Station License Trustee, permanent committee chairs, and appointed officials. The Executive Board shall meet on a regular basis to conduct the routine business of the BNJARS. All decisions and actions shall be reported to the general membership at the next general meeting.

Section 10: *Affiliated Organization Representatives – this section deleted in February 2006 revision*

ARTICLE VI. COMMITTEES

Section 01: *Permanent Committees*

Permanent Committee Chairs shall be appointed by the President and approved by Executive Board. Their term of office shall be for two years. Committee membership shall be on a volunteer basis with the approval of the committee chair. The **Permanent Committees** shall consist of the following:

- **Education/Scouting Relations** – Works with local schools; educational institutions; and scouting councils, troops, and other scout units, to promote amateur radio, education, and cooperation with Scouting and schools. The committee chair or his designee shall be the **Scouting Liaison**.
- **Emergency Communications Committee** – Works with local, state and national emergency communications organizations, such as Office of Emergency Management, RACES, ARES, FEMA, Red Cross, and the Navy to support emergency communications, Military Affiliate Radio Service (MARS) operation, and related emergency and health and welfare communications. The committee chair shall be called Emergency Co-Ordinator. (Moved from Standing Committee to Permanent)

Section 02: *Standing Committees*

The **Standing Committees Chairs** shall be appointed by the Chief Engineer with the approval of the Executive Board. Their term of office shall be at the discretion of the Chief Engineer. Committee membership shall be on a volunteer basis with the approval of the committee chair. The Standing Committees shall consist of the following:

- **QSL Committee** – Designs and procures QSL cards upon approval of the Executive Board; maintains station QSO logs; and solicits QSL cards for stations worked and responds to QSL requests from stations worked, in accordance with a policy to be determined by the Committee. The committee chair shall be the **QSL Manager**.

Section 03: *Ad Hoc Committees*

The President or Executive Board may assign temporary, ad hoc committees for the purpose of performing limited duration activities as necessary. Ad hoc committees shall terminate when their mission is completed and results reported to the membership. At the time of formation, a committee chair will be appointed, or the committee members may select one from their membership.

ARTICLE VII. MEETINGS

The Bylaws shall provide for regular and special meetings.

Robert's Rules shall govern all proceedings except as required by this Constitution or the Bylaws of this organization.

ARTICLE VIII. DUES

The Board of Directors shall determine the financial requirements of the organization, which may include the collection of dues from the general membership. It is the goal of the Battleship New Jersey Amateur Radio Station to operate without the necessity of membership dues.

ARTICLE IX. AMENDMENTS

This Constitution shall require a two-thirds vote of the initial membership of the forming steering committee for ratification.

A three-fourths vote of the voting membership, with the approval of the Executive Board, shall be required to dissolve the Battleship New Jersey Amateur Radio Station and this Constitution.

Proposals for amendments to this Constitution shall first be submitted in writing to the Executive Board for their recommendations. Proposals may only be submitted by voting members. The Secretary shall then notify members in writing of the proposal along with its exact wording, or a summary of changes, no less than two weeks prior to the next regular meeting.

At the regular meeting following submission, the proposal shall be read, along with the recommendations of the Executive Board. Sufficient time shall be provided for interpretation and discussion of the proposal prior to the calling of a vote.

If the proposal is seconded, a two-thirds vote of the voting membership in attendance shall be required for approval. If approved, the Secretary, or his designee, shall make all updates to the document that are impacted by the changes adopted and all members shall be notified in writing of the amendment changes. The Secretary shall update the Constitution with the change and maintain with the organization's records.

