

# **CARROLL COUNTY AMATEUR RADIO CLUB, INC.**

## **BY-LAWS**

(REVISED May 2000)

### **ARTICLE I. MEMBERSHIP**

- A. Classes of members. The club shall consist of three classes of membership: regular, associate, and life.
  - 1. Regular members. Regular members are those holding valid amateur radio licenses.
  - 2. Associate members. Associate members are those members who do not hold a valid amateur radio license.
  - 3. Life members. Life members are those who have been regular members for at least 20 years and have made significant contributions to both the club and the amateur radio service. Life members must be nominated for such membership by The Executive Board, and confirmed by at least 2/3 of the voting members at a business meeting. The nomination shall be made at a regular club business meeting, announced in the next newsletter, and voted upon at the next club business meeting.
- B. Privileges. Regular and life members shall have full privileges of membership including the right to vote, and are eligible to hold office. Associate members are not eligible to hold office or chair a committee, but have the right to vote at club meetings and serve as a member of any club committee.
- C. Admission to membership. Any person who supports the goals and objectives of the club may become a member by submitting a completed application for membership and paying the membership dues.

### **ARTICLE II. MEMBERSHIP DUES**

- A. Dues. Membership dues for regular and associate members shall be the same, and set by a majority vote of the members at the meeting at which the annual budget is submitted for approval, or at any business meeting for which at least 25 days prior notice of the proposal has been given to all club members. Dues are payable in full for one year in advance and are non refundable
- B. Special Rates.
  - 1. Student members. Regular members who are under the age of 22 years and are full time students shall pay 50 percent of the regular dues, rounded up to the nearest dollar.

2. Family members. Any regular or associate club member's family, residing at the same address (including any/all students under 22 years of age) shall be included in the family rate. The family membership rate is one and one half times the regular member dues.

### **ARTICLE III. OFFICERS**

- A. The officers of the club, in order of seniority, are President, Vice-President, Secretary, and Treasurer. No member shall hold more than one office at any time.
- B. Duties of officers.
  1. President. The president presides at all regular business meetings and at all meetings of the executive board. The president is an ex-officio member of all club committees.
  2. Vice President. The Vice-President assumes all the duties of the President in his/her absence, and assists the President in all functions of the office.
  3. Secretary. The Secretary maintains accurate records of all club and executive board meetings, and maintains up-to-date copies of the club charter, articles of incorporation, by-laws, and the amateur radio license issued in the name of the club. These copies will be in the Secretary's possession at every club business meeting. The Secretary will keep an accurate list of all club equipment and its location.
  4. Treasurer. The Treasurer receives all club monies and keeps accurate and current records of income and expenses. The Treasurer disburses funds as authorized in Article VIII of these by-laws. At each business meeting, the Treasurer gives a summary report of the club's financial status and a detailed report of same when requested by the President, Executive Board, or a majority of the voting membership at any meeting.

### **ARTICLE IV. EXECUTIVE BOARD**

- A. The executive Board shall consist of the following nine members:
  1. The President, Vice-President, Secretary, and Treasurer.
  2. If not a current officer, the trustee of the club's station license shall be an Honorary member of the Executive Board.
  3. Additional numbers of at-large members to bring the number of Executive Board members to nine.
- B. The Executive Board shall be responsible for the conduct of all club business not delegated otherwise by the by-laws.

- C. The Executive Board meeting shall be held regularly at a time and place announced to the membership and agreed to by the board membership. The President shall declare a special meeting if requested by at least three other members of the Executive Board. The President shall make all reasonable efforts to provide the board members with at least three days notice of a special meeting, specifying the time, place and reason for the meeting. At least five members of the Executive Board shall be required to be in attendance for the board to conduct any business at either routine or special Executive Board meeting.

## **ARTICLE V. NOMINATION, ELECTION, OR REMOVAL OF OFFICERS, TRUSTEE, AND AT LARGE EXECUTIVE BOARD MEMBERS**

### A. Nomination of Candidates

1. A nominating committee shall be appointed by the President four months prior to the election. This committee shall recommend a slate of at least one candidate for each office, including the members-at-large of the Executive Board.
2. Nominations will be presented by the nominating committee at the business meeting two months prior to the business meeting at which the election is to be held. The Secretary shall record nominations for each office, including members-at-large of the Executive Board. Additional nominations shall be accepted from the floor at any business meeting prior to the election. Each nomination shall be seconded, and each person being nominated shall verify their willingness to serve in said position if elected thereto. No one may be nominated to more than one of the four principal positions.

- B. Elections. Elections shall be conducted by the presiding officer at the last scheduled business meeting of the club's year. Election of the four principal officers shall be held first, followed by the election of the members-at-large. Elections shall be by secret written ballot, with a simple majority vote of the ballots cast needed to win any position, even if running unopposed. If no one receives a simple majority vote for a given position, the person(s) receiving the fewest number of votes shall be eliminated, and run off elections held between or among the remaining persons nominated for that position until a winner is determined. This procedure shall be repeated until each position is filled.

- C. Removal. Offices may become vacant due to resignation, impeachment, or death.

1. Resignation. An officer, trustee or member-at-large may resign their office by submitting a resignation to the Executive Board.
2. Impeachment. Petition to impeach shall state the reason(s) in support of impeachment, and must be signed by at least five members and submitted to the President or Secretary at least twenty days prior to the business meeting at which it is to be considered. The Officer receiving the petition shall attempt to verbally notify the other members of the Executive Board with 48 hours of the receipt of the petition. The Secretary shall give written notice of the petition, its contents, and the identity of the

petitioners, to the Executive Board within ten days after the submittal. The petition shall be considered at the next business meeting after the twenty days has expired. Voting shall be by a secret ballot. The officer, trustee, or member-at-large shall be removed if at least two thirds of members voting at that meeting, vote to impeach him or her.

3. Filling Vacancies. If the Executive Board determines that the vacancy needs to be filled, a special election shall be held at the next business meeting.

## **ARTICLE VI. MEMBERSHIP MEETINGS**

- A. Regular business meetings shall be held at least once a month.
- B. The normal time and place for each meeting shall be determined by the Executive Board and approved by a simple majority of the members voting at that meeting. Any proposed changes to the regular business meeting schedule must be presented and tabled until the next business meeting.
- C. Two levels of quorum shall exist:
  1. In order to hold a business meeting, and carry out minor club business, (See Article VI section D. for definition of minor and major club business) a quorum of one third of the average number of members attending the six most recent business meetings must be present
  2. In order to conduct major club business, a quorum of at least 75% of the average number of members attending the last six most recent business meetings must be present.
- D. Major club business shall be defined as club business dealing with monetary requests over \$150, changes to the bylaws, elections, special elections, impeachment, or any motion that requires tabling until the next meeting. Minor club business shall be defined as all other club business, not specified under Major club business.
- E. Business meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised. A motion may be made to suspend the formal use of Roberts Rules in order to conduct the remainder of the meeting in a more informal manner. This motion must have a unanimous vote of the members present. Upon any objection during the course of the meeting, Robert's Rules will be reinstated for the remainder of the meeting. The President can decide if he or she chooses to appoint an official Parliamentarian. If appointed the Parliamentarian must abide by the rules of order presented in Robert's Rules regarding his or her ability to make motions and vote on issues.

## **ARTICLE VII. COMMITTEES**

### **A. Standing Committees**

1. Technical Committee. The Technical Committee shall be made up of a coordinator plus the chairpersons of all the technically oriented committees, such as the repeater, six-meter, club station and any other technically oriented committee.
  - a. The Technical Committee coordinator shall serve as the facilitator at the Technical Committee meetings. This position shall be appointed by the President.
  - b. The Technical Committee shall coordinate, evaluate, recommend and implement proposals from the various technically oriented committees.
  - c. All proposals from any of the technically oriented committees must be brought before the Technical Committee prior to presentation to the membership.
  - d. The recommendations of the Technical Committee shall represent the views of the majority of the committee members.
2. Publication Committee. The Publication Committee shall prepare, produce, and distribute the K3PZN NewsWaves. The Chair shall be the Editor.
3. Finance Committee. The Finance Committee shall assist the Treasurer in forecasting future income and expenses of the club, and coordinate fund raising with the Fund-raising Committee. The Chair shall be the Treasurer.

### **B. Additional Committees.**

1. The President shall appoint any other committees that are necessary for the proper functioning of the club.
2. The President has the ability to appoint and remove any committee chairs.

## **ARTICLE VIII. BUDGET**

- A. Approval of the operating budget. At the third business meeting of the club year, the Executive Board shall submit a proposed budget to the membership showing expected income and expenses for the subsequent club fiscal year. Subject to amendment by the membership, the budget shall be adopted. The budget, once adopted, will serve as the basis for all expenditures of the club.

- B. Operating budget. The adopted operating budget shall be for club operating expenses only. Project budgets and any other expenditures must be voted on by the membership on an individual basis.
- C. Establishment of budgets for projects and other expenditures (anything not included in the operating budget).
  - 1. Any project or other expenditure must have its own budget and must be voted on and approved by the club membership as described in Article VIII, Section D.
  - 2. The club member proposing the project or other expenditure, or the chairman of the committee proposing the expenditure, must submit a detailed report of the expenditures to the Treasurer at least quarterly, and provide final report of the expenditures to the club members at the project's completion.
- D. Procedure for establishing or modifying project budgets.
  - 1. Any club member may move to establish or modify a budget at any business meeting. After being seconded, the motion may be discussed and, except as provided herein, may be voted upon at that meeting. If a budget is to be increased or established by an amount of more than \$150, it will automatically be tabled until the next business meeting. Multiple requests for budget modifications for the same project, at the same business meeting, are not permitted.
  - 2. During the interval between business meetings, the Executive Board shall meet and consider the motion. It shall report its recommendation concerning the proposed modification at the next business meeting at which a quorum is present.
  - 3. After the Executive Board recommendation has been reported, and any further discussion is held, the budget may be modified by a majority vote.
- E. Emergency Expenditures. If the need for an emergency expenditure occurs, the President or Vice President will contact the Executive Board to approve the expenditure by a majority vote.
- F. Expenditures. All checks issued by the club shall be signed by the Treasurer or one other officer appointed by the Executive Board.

## **ARTICLE IX. CLUB/FISCAL YEAR**

- A. The club year shall run from April 1st through March 31st.
- B. The club fiscal year shall run from July 1st through June 30th to allow the newly elected officers to establish committees and the club budget.

## **ARTICLE X. AMENDMENTS TO THE BY-LAWS**

- A. The by-laws of the club may be amended at any club business meeting. No amendment shall be voted upon unless the proposed change has been presented at the previous business meeting. Notice shall be mailed to all members setting forth the proposed changes and setting the date of the business meeting at which the vote is to be taken. This notice shall be mailed no less than 15 days prior to the meeting at which the vote is to be taken.
  
- B. Changes may be proposed by the Executive Board or by a petition signed by no fewer than ten regular or associate members. An affirmative vote of three fourths of the members present at the business meeting is required to change the by-laws.