

# **BY-LAWS**

## **COLUMBUS AMATEUR RADIO CLUB, INC.**

Amended March-April 2009 (Sections 6.10 and 7.20)

### **Section 1 – Purpose and Policy**

- 1.1 The object of the Columbus Amateur Radio Club, Inc. shall be the promotion of interest in amateur radio communication and experimentation; the relaying of messages without charge; the furtherance of the public welfare; the advancement of the radio art; the representation of the radio amateur in legislative affairs; the maintenance of fraternalism and a high standard of conduct among its members; and the promotion of such other activities as are allied thereto.
- 1.2 It shall be the policy of the club to affiliate with itself other non-commercial amateur radio societies of kindred aims and purposes and national and international non-commercial radio of kindred aims and purposes with a view to being part of a homogeneous organization which will make possible unity of action in matters affecting amateur welfare.

### **Section 2 – Membership**

- 2.10 All persons interested in amateur radio shall be eligible for membership and once accepted, a member shall have equal rights and privileges with all other members except as specifically prohibited by these laws or by federal law.
- 2.20 All persons interested in amateur radio but not having a valid amateur radio license may join the club as an associate member. Once accepted, an associate member has all privileges of a regular member except that he may not vote in club affairs and may not hold office.
- 2.30 Application for membership shall be accompanied by payment of annual dues.
- 2.40 If any member should abuse these by-laws, federal laws, or otherwise act in such a manner as to degrade amateur radio, the unfavorable action will be reviewed by the officers of the club and a recommendation made for action by the full club membership.

A majority vote of the total club membership, or a majority vote of those present at any meeting if advance notice of the proposed action has been sent to all

members will be required for the approval to the official recommendation. Such notices shall be mailed seven days in advance of the meeting.

- 2.50 All members in good standing and with at least 5 years of continuous membership may, upon obtaining the age of 75 years, make application to be granted an honorary life membership without payment of further dues. Such honorary membership shall include all rights as conveyed by regular membership. Applications shall be made to the Secretary and are to be voted upon by the membership present at any regular meeting. Application for a qualified member may also be made by any member in good standing.

### **Section 3 – Officers**

- 3.10 The officers of the club shall be: President, Vice President, Secretary, Treasurer, and Activities Manager. The Executive Committee shall consist of the elected officers and those members named in 8.30.
- 3.20 All officers of the club shall be licensed amateurs at the time of their election and for their entire term of office and all must have been members of the club without interruption for a period of at least 6 months prior to their election. Members in good standing who must depart the local area are eligible for elected office upon return to the local area if payment of dues for one year is paid and these members of considered members without interruption.
- 3.30 Regular elections shall be held at the last regularly scheduled meeting before the last weekend in March. Elections shall be held in the following order: President, Vice President, Treasurer, Secretary, and Activities Manager. Nominations shall be taken from the floor, and the winner of each election shall be determined and announced before nominations for the next election are in order. A majority of votes cast shall be necessary for election. In the event of a failure of any candidate to receive a majority, subsequent votes shall be taken omitting from the ballot all except the candidates receiving the two highest number of votes. Voting shall be by secret, written ballot.
- 3.40 Special elections shall be held at any meeting to fill vacancies which occur between regular elections. No advance notice is necessary and elections shall be conducted as outlined in Section 3.30 of these by-laws.
- 3.50 Term of office for all officers shall begin at the first regular meeting after the last weekend in March. Officers elected at special elections shall hold their office until the first regular meeting after the last weekend in March.
- 3.60 An office may be declared vacant for any reason by a majority vote of the club membership.

## **Section 4 – Duties of Officers**

- 4.10 The President shall preside at all meetings of the club and conduct the same according to the rules adopted; he/she shall enforce due observance of the charter and of these by-laws; decide all questions of order; sign all official documents that are adopted by the club, and none other; be ex-officio member of all committees; and perform all customary duties pertaining to the office of President.
- 4.20 The Vice President shall assume all the duties of the President in the absence of the President and shall be ex-officio member of all committees.
- 4.30 The Treasurer shall receive and receipt for all monies paid to the club; he/she shall keep an accurate account of all received and expended. He/she shall pay no bills except routine bills without proper authorization by the club or its officers constituting a business committee. He/she shall give a report at each regular meeting of the income and outgo of club funds for the past month, and shall give a report of the financial status of the club at the end of each third month. He/she shall, at the expiration of his term, turn over to his successor everything in his possession belonging to the club.
- 4.40 The Secretary shall keep a record of the proceedings of all meetings; keep a role of members in conjunction with the Treasurer; carry on all correspondence; thank in writing all guest speakers and such other persons or firms or organizations which obligate the club by their favors; read communications at the meetings; and insure notification of club members prior to each meeting. He/she shall, at the expiration of his/her term, turn over to his/her successor everything in his/her possession belonging to the club.
- 4.50 The Activities Manager shall be in charge of official activities of the club and shall appoint such assistants as may be necessary to aid him/her in specific branches of activity. He/she shall aid the ARRL emergency coordinator to the best of his/her ability and shall direct club emergency activities in case of disaster. He/she shall be responsible for the publication of the club bulletin.

## **Section 5 – Meetings**

- 5.10 Regular meetings shall be held the second Thursday of each month at such time and place as the President may order. Regular meetings may be cancelled by the President.
- 5.20 Special meetings may be called by the President upon the written request of any five members of the club, and for this purpose, the President may himself sign such a request. Notices shall be sent to all members by the Secretary informing

them of the special meeting and of the business to be transacted. Such notices shall be mailed seven days prior to the meeting. Only such business as is designated in the notice shall be transacted at the special meeting as provided in Section 5.10 of these by-laws, in which case any business shall be transacted.

## **Section 6 - Finances**

- 6.10 Annual dues for membership shall be an amount determined by a vote of the members present at any regular meeting. Such vote shall take effect only after confirmation by an additional vote of the members present at the regular meeting immediately following the one at which the original vote was held. Life time membership shall be three hundred dollars. Any other family member *residing* with a member may also join for only fifty percent of the regular dues amount. Licensed family members will have (voting) membership, and non-licensed family members will hold the associate (non-voting) membership.
- 6.20 Annual dues for associate membership in the club shall be the same as for regular membership.
- 6.30 Members 17 years or younger will be required to pay one-half of the annual dues. Individuals studying amateur radio in hopes of obtaining an amateur license will not be required to join the club or pay any dues unless the individual desires to do so on their own as an associate member.
- 6.40 The club may, by a majority vote of the club membership, levy upon the general membership such special assessments as shall be necessary for the business of the organization within it's objectives as set forth in the chapter and Section 1.10 of these by-laws.
- 6.50 When a member becomes behind in his/her dues, he/she shall be considered a member without privileges for a period of 90 days, at the end of which time he/she shall be dropped from the rolls of the club if he/she has not paid his/her back dues.
- 6.60 With the approval of the Executive Committee, the club Treasurer is authorized to spend up to two hundred fifty dollars for any goods and/or services deemed necessary to carry out any club related or club sponsored activities, without the necessity of bringing the matter before the membership for a vote.
- 6.70 All members in good standing and with at least 5 years of continuous membership may, upon obtaining the age of 75 years, make application to be granted an honorary life membership without payment of further dues. Such honorary membership shall include all rights as conveyed by regular membership.

## **Section 7 – Amendments, Suspension of By-laws, Rules**

- 7.10 A majority vote of the members in good standing present at a regular meeting or a special meeting as provided in Section 5.20 shall constitute a quorum for the transaction of all business.
- 7.20 These by-laws may be amended by a majority vote of the total club membership, or by a majority vote of those present at any meeting if advance notice of proposed amendments has been sent to all members. Such notices shall be mailed seven days prior to the meeting. In lieu of mailing, proposed amendments may be delivered to members by other means approved by the officers, including, but not limited to, personal delivery and e-mail. Proposals for amendments shall be submitted in writing and shall be read word for word by the Secretary, just prior to the voting.
- 7.30 Written votes from absent members shall be accepted and counted provided that the absent member clearly states the motion being voted upon, that it is signed by a member in good standing, that it reaches the Secretary prior to the end of the regular voting, and that it is not challenged by a member present. If challenged, a written absentee vote must be approved by a majority of those present to be valid. The Secretary shall preserve such absentee ballots for a period of 60 days.

## **Section 8 – Appointments and Committees**

- 8.10 Immediately upon assuming office, the President shall appoint an advisory board consisting of the immediate past three Presidents of CARC who are still members. It shall be the duty of this board to provide assistance, recommendations, and a continuity to the President and the club membership.
- 8.20 The President shall have the power to appoint such committees as he deems advisable for the welfare of the club, and he shall have the power to dissolve such committees at any time.
- 8.30 The Executive Committee shall consist of the five elected club officers plus the co-chairman of the public relations committee and the editor of the club bulletin. The committee shall meet at the call of the President or any other two committee members. Four shall be a quorum. It shall be the duty of the committee to decide on minor issues, to plan the affairs of the club, to make recommendations to the club, and to act in the interest of the club between meetings.
- 8.40 Immediately upon assuming office, the President shall appoint a Repeater Committee consisting of a chairman and as many members as he deems necessary.

- 8.50 Immediately upon assuming office, the President shall appoint a public relations committee consisting of a chairman who must be one of the elected club officers and as many members as he deems advisable. It shall be the duty of this committee to obtain for the club and amateur radio in general such favorable publicity as is deemed advisable.
- 8.60 Immediately upon assuming office, the President shall appoint an Emergency Coordination Committee with the Activities Manager as chairman and as many members as the President deems necessary.