

**Decatur County Amateur Radio Club, Inc.
By-Laws**

**ARTICLE I
NAME**

The name of this organization shall be the Decatur County Amateur Radio Club, Inc., hereinafter referred to as the Club.

**ARTICLE II
PURPOSE**

The general charter and purpose of the Club is set forth in the Constitution together with its various amendments. These By-Laws are established to set forth guidelines for the day to day conduct of the business of the Club. This document shall establish the powers, responsibilities, and governing rules not specifically contained in the Constitution.

**ARTICLE III
NON-DISCRIMINATION POLICY**

The Club shall not discriminate against any application for membership on the basis of race, color, national or ethnic origin.

**ARTICLE IV
MEMBERSHIP**

The requirements for membership in the Club are set forth in the Constitution. The basic types of membership are:

FULL MEMBER – Full membership in the Club is available to any person holding a valid Federal Communications Commission license in the Amateur Radio Service. Full members are entitled to vote on all Club business.

ASSOCIATE MEMBER – Associate membership in the Club is available to any person who has an interest in the activities and purposes of the Club or who desires to learn more about the Amateur Radio Service. An Associate Membership may be upgraded to a Full Membership upon obtaining a valid Federal Communications Commission license in the Amateur Radio Service. Associate members are not entitled to vote on Club business.

FAMILY MEMBER – Family Membership in the Club is available to any member of a household in which at least one person is a Full Member of the Club. A household for this purpose consists of all related persons living in the same dwelling for at least twenty (20) days out of each calendar month. A related person is defined as the spouse, children, or parents of a Full Member of the Club and the spouse of a related person.

Each family member or related person holding a valid license Federal Communications Commission license in the Amateur Radio Service is entitled to vote on the business of the Club.

A membership term in the Club shall be consistent with the fiscal year of the Club and must be renewed in the first month of the fiscal year by payment of the dues appropriate for the type of membership held in order for that membership to remain active.

A member may be removed from the rolls of the Club for cause. The removal must be petitioned by a minimum of three (3) active members and the cause entered into the minutes of the meeting where said petition is presented. The petition shall be publicized on the Club's web page for thirty (30) days before a motion for removal may be made in open meeting. For the motion to carry, a quorum (75%) of all active members present at the meeting where said motion is made must vote affirmative.

ARTICLE V **ANNUAL BUDGET**

The officers and membership shall conduct discussions of the budget issues at the annual meeting starting with a report from the Treasurer and then a discussion of budget issues for the upcoming fiscal year. Budget issues for the upcoming fiscal year shall be voted upon and resolved at the first meeting of the new fiscal year. If issues arise which cannot be resolved at that meeting, that particular issue shall be tabled until a following meeting.

The fiscal year of the Club shall be defined as the period from 12:01 AM January 1st to midnight December 31st of the same calendar year.

ARTICLE VI **DUES**

Dues shall be determined for the following year by a majority vote of the membership attending the annual meeting. Amounts shall be determined to cover Full, Associate, and Family Memberships.

Dues amounts when joining will be prorated by the following schedule:

Joining in January, 100% of annual dues

Joining in February through March, 75% of annual dues

Joining in May through July, 50% of annual dues

Joining in August through October, 25% of annual dues

Joining in November or December, payment of the following year's dues at 100% and these two months are free

Membership renewal dues are payable in the first month of the fiscal year. Members not paying their dues by the end of the third month of the fiscal year shall be dropped from the active membership roll of the Club. Payment in full must be made for reinstatement to active member status.

The officers of the Club may waive payment of dues on an annual basis for any member who demonstrates a need for such waiver.

A copy of the Constitution and By-Laws of the Club shall be made available to any member at the time dues are paid.

ARTICLE VII **MEETINGS**

A meeting to conduct the business of the Club will be held on a monthly basis at a time and place recommended by the officers and approved by the members. There shall be a minimum of eleven (11) business meeting held in each fiscal year.

The time and place of regular business and other meeting will be recommended by the officers and approved by a majority of those members present at the next regularly scheduled business meeting.

Monthly social meetings may be held at a time and place designated by the officers.

Special meetings of the Club may be called by the President with the approval of the other officers. A special meeting shall be called if requested in writing by at least five (5) active members.

The annual meeting shall be held before the end of the fiscal year on a date and time designated by the officers. This meeting will normally be held in the next to last month before the end of the fiscal year to conduct election of officers and other necessary business.

The order of business for all business meetings shall be:

- Call to order
- Introduction of members and visitors
- Reading, discussion, and approval of previous meeting minutes
- Reports of officers
- Committee reports
- Unfinished business
- New business
- Adjournment

The presiding officer may modify the order of business at any business meeting should he believe the situation so warrants.

The rules contained in the current issue of Robert's Rules of Order Newly Revised shall govern the conduct of all meetings in cases where they are applicable and in which they are not in conflict with these By-Laws and any special order the Club may adopt.

Notice of meetings shall be present in all publications and other suitable means of communication of the Club.

ARTICLE VIII **QUORUM**

For regular business meetings a quorum shall consist of a simple majority of the active members in attendance at that meeting.

For discipline of members or the removal of an officer a quorum shall consist of seventy-five per cent (75%) of the active members attending the meeting when the vote to discipline or remove is made.

Each active member present at any meeting shall have one vote on each question of business.

ARTICLE IX **OFFICERS**

The officers of the Club shall be a President, Vice President, Secretary, and Treasurer. Only active Full Members are eligible to hold office. At the regular scheduled meeting held two months prior to the end of the fiscal year, the officers shall appoint a Nominating Committee to select candidates for the next fiscal year. The Nominating Committee shall be composed of three (3) Full members. The Nominating Committee shall present its slate of nominees for office at the following regularly scheduled meeting.

Election of officers shall be held at the annual meeting in the last month of the fiscal year. Nominations may be made from the floor at the annual meeting. No nomination shall be made without the prior consent of the member being nominated. A simple majority of the members present at the annual meeting is necessary to elect an officer. The officers elected shall begin their term at the first business meeting of the new fiscal year.

If the President's office becomes vacant for any reason, the Vice President will assume the office of the President for the remainder of the term.

If any other office becomes vacant for any reason, the President will fill the office by appointment.

The term of office shall be for one year or the unexpired term if an appointment is made to fill a vacant office.

Officers may succeed themselves in office.

Removal from office shall come only after due consideration by the members of the Club. The officer in question shall be notified of the motion and of the reasons presented for removal within ten (10) days after the meeting in which the motion was made and approved. A registered letter to the officer's last known address shall be considered as compliance with the notification requirement.

After a motion to remove from office is made, a waiting period of thirty (30) days is required before a vote on the motion may be made. For the motion to carry, a quorum (75%) of all active members in attendance at the meeting must vote affirmative.

POWERS AND DUTIES

1. The President shall preside at all meetings; decide questions of order; be chairman of the officers, be an exofficio member of all committees; appoint the chairmen of all committees; cast a vote in case of a tie; and perform such other duties as are required for the orderly conduct of the business of the Club. The President shall present a written report of his administration to the Club at the annual meeting.
2. The Vice President shall perform the duties of the President in the absence of the latter.

3. **The Secretary shall preside at meetings in the absence of both the President and the Vice President and shall record the official minutes of business and executive committee meetings. The Secretary shall be responsible for the authenticity of all votes cast at any business meeting. The Secretary shall maintain the official record of all changes in the Articles of Incorporation, the Constitution, and the By-Laws of the Club. The Secretary shall be the official correspondent of the Club and shall at the end of his term pass all records to his successor.**

4. **The Treasurer shall preside at meetings in the absence of all the other officers; shall collect, hold, and disburse funds as directed by the officers of the Club. Withdrawals for expenditures greater than three hundred dollars (\$300.00) for non-recurring expenses from any account shall require two authorized signatures of persons agreed upon by the officers of the Club. At the request of the President the Treasurer shall make a financial status report to the Club's membership. The Treasurer shall be responsible for filing tax returns as required by law. The Treasurer shall maintain a current roster of dues paid and have it available at each business meeting. At the expiration of his term the Treasurer shall prepare a detailed financial report and remit the financial records to his successor. He shall keep accurate records that shall be subject to audit by competent persons selected by the other officers prior to the end of each term of office. The Club's financial records shall be open for inspection by any member at business meetings.**

All officers of the Club shall assure that all records and materials entrusted to their care and all rightful property of the Club, including keys, shall be passed to the officer's successor prior to the first business meeting of the new fiscal year.

ARTICLE X **COMMITTEES**

Committees shall be formed by direction of the officers and with the approval of a majority vote of the members in attendance.

The chairman of a committee shall be appointed by the President with the approval of a majority vote of the members in attendance.

The committee chairman shall appoint assistants.

Each committee shall meet as often as necessary and report to the membership on their activities at each successive business meeting until the committee is dissolved. Committee members are expected to accept assignments from their chairman, to attend meetings, and to actively support the Club.

The committee chairman is responsible within each committee for delegating tasks and assuring effective action by committee members.

The committee chairman and members may be relieved in the same manner as which they were appointed.

Committee appointments shall expire at the end of each fiscal year with new committees and appointments directed by the incoming administration.

ARTICLE XI
INSURANCE

The Club shall maintain insurance coverage as follows:

1. Legal liability coverage for the officers and the Club in the amount consistent with risks that may be experienced.
2. Other property and casualty insurance coverage as is usual and appropriate for the security of the Club's assets and the well being of its members.
3. Insurance requirements shall be reviewed and updated as necessary on an annual basis.

ARTICLE XII
AMENDMENTS

These By-Laws may be amended, with the proper notice and publication, by a two-thirds vote of the membership in attendance at a regular or special business meeting plus absentee ballots. All proposed amendments must be submitted in writing and read by the Club Secretary to the members at a regular or special business meeting. The proposed amendment(s) shall then be posted on the Club's web site for a period of not less than thirty (30) days and voted on at the next regularly scheduled business meeting after elapse of the thirty (30) day period. At the time the proposed amendment(s) are posted to the Club web site the Secretary shall make available to all members who may request them printed copies of the proposed amendment(s). All amendments adopted by the Club shall be posted on the Club's web site.

Absentee ballots shall be permitted for the purpose of amendment of these By-Laws and must be in delivered to the Club's corporate office no later than seven (7) days prior to the vote being taken.

ARTICLE XIII
DISPOSAL OF ASSETS

In the event of dissolution of the Club, the officers shall conduct the disposal of assets. The residual assets of the Club will be turned over to one or more organizations in Decatur County which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the United States Internal Revenue Code of 1954 or corresponding sections of any prior or future law.

Accepted and Ratified by the members of the Club on (date).

Attested _____
Ronald P. Duffle, President

Witness _____
Tony R. Keeton, Club Secretary