

DeFOREST AMATEUR RADIO CLUB BY-LAWS

Preface

Robert's Rules of Order will be used, as a guide, during all proceedings of the DeForest Amateur Radio Club. The Rules should be used only to help, not to hinder business. It is not intended that in all cases strict observance of every rule be followed.

Meetings

Meetings will normally be held the second Tuesday of February, April, June, August, October, and December.

Election of Officers

Candidates for office and all who expect to vote for those candidates must be full members in good standing; their dues must be paid by the last day of February of the current year; and they must hold a valid amateur radio license.

An individual may be a candidate for only one office each election, President, Vice President, Secretary, or Treasurer.

If for any reason, an office is vacant, such as no one is willing to volunteer his or her time for the office or the office becomes vacant for any reason, the President can appoint temporary officer(s) from any club member willing to hold the office, whether or not the person is able to meet the requirements described above, under the Election of Officers. The appointment(s) are temporary and can be a short or as long as necessary. The club President may call for a special election or may wait until the next voting session in December.

Nomination of Club Officers

Nominations for all officers will be by secret. All members who are at the December meeting, and who are eligible to vote for officers for the following year, will be given a piece of paper on which to write the names of eligible candidates of their choice. The nominations will be tabulated at the December meeting, prior to voting.

The eligibility of the candidate to hold the office will be verified. A candidate must agree to run for the nominated office prior to voting, at the same December meeting. If the candidate is not present at the meeting and it cannot be verified the candidate is willing to run for the office, the candidate's name will not be included in the voting.

Voting Procedure For Club Officers

A ballot will be given to each eligible voting member at the December meeting. The Secretary will oversee the collecting and counting of ballots and will announce the incoming officers.

Duties of the President

The President is to open the meeting at the time at which the assembly is scheduled to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous motions by refusing to recognize them; to authenticate, by his signature, when necessary, all the acts, orders, and proceedings of the assembly. In case of very serious disorder, or other emergency, the chair has the right to declare the assembly adjourned to some other time, and place if necessary.

The President cannot close debate unless by order of the assembly, which requires a two-thirds vote; nor can he prevent legitimate motions by hurrying through the proceedings. If the President must leave the meeting and if the Vice-president is absent, the President may appoint a President pro-tem. The President MAY NOT, knowing that he will be unable attend a future meeting, appoint a President pro-tem.

Additional Presidential duties include: take charge of membership recruiting programs, schedule amateur radio classes, assist the VE liaison to schedule test sessions for new and upgrading amateurs.

The President will form a committee and be the chairman of the same committee, with as many or as few members as he or she feels necessary to maintain the Ohio incorporation status and the Internal Revenue Service non-profit organization status. This committee must include the Statutory Agent in all meetings and decisions pertaining to finances of the organization. In any case, the President may not avoid his or her duties through non-management, by not attending meetings and by ignoring the affairs of the organization. Under Ohio law, he or she may be subject to personal liability.

Duties of the Vice-president

In the case of the absence of the President the Vice-president must preside, performing all duties of the President. In case of prolonged illness, or resignation, or death of the President, the Vice-president becomes President for the unexpired term of the President. Since article III of the constitution prohibits any particular office being held for more than three continuous years, if the Vice-president held the position of President for the three previous years, and the office of the President becomes vacant, the Vice-president will inform all members, by mail, that there will be a special election, for the presidency, to be held within thirty days of the vacancy of the President.

Additional Vice-presidential duties include: the chair-man of the Financial Committee; schedule net control operators for the weekly nets and keep the net control paperwork (call-up procedure and net reports) for the current year; be in charge of operation and maintenance of the club repeater; be special events coordinator for Field Day.

Duties of the Secretary

The Secretary is the recording officer of the assembly and the custodian of its records except such are specifically assigned to others, such as the Treasurer's books, the records held by the Statutory Agent, and the VE Liaisons tests and forms. It is the duty of the Secretary to keep a register or roll of the members and to call the roll when required. It is the Secretary's duty to send out proper notices of all meetings. In the absence of the President and Vice-president, when the hour for opening the meeting arrives, it is the Secretary's duty to call the meeting to order, and to preside until the election of a President pro-tem, which should take place immediately before any further business is conducted. The Secretary should keep a record of the proceedings, stating what was said and never making criticisms, favorable or otherwise, of anything said or done. This record is usually referred to as the minutes.

Duties of the President Pro-tem

When a President pro-tem is appointed either by the vacating President or by election conducted by the Secretary, when the meeting adjourns his appointment ends. The appointment can also be terminated by electing another chairman or by the entrance of the President or Vice-president. The President pro-tem can perform all the duties of the President.

Duties of the Treasurer

The Treasurer acts as the club's banker, merely holding the funds deposited with him and paying them out in the order of the club signed by the President and the Secretary. The Treasurer is required to make reports at the scheduled business meetings of the club.

Additional Treasurer duties include: take orders for ARRL books from club members, collect money for the books and write a DeForest A.R.C. check and to order the books from the ARRL. When the books arrive, the Treasurer is to see that the members who ordered the books get them.

The Treasurer is also to collect dues for ARRL memberships, both new and renewals, from club members, deducting the club allowance and promptly forwarding the information and a DeForest A.R.C. check to the ARRL for processing.

The Treasurer is also to forward to the database coordinator information regarding membership renewal or new member information, including the date paid, amount paid, and all other personal information such as address, phone, email address, etc. This should be done on a weekly basis during the months associated with membership renewal, mainly December, January, February, and March.

Statutory Agent

The Statutory Agent is the representative appointed by the Incorporators (officers of the DeForest Amateur Radio Club) to represent the club, in all matters concerning Incorporation under Ohio law. In compliance with Ohio Revised Code 1701.07(A)&(B) and 1702.06(A)&(B), the person serving as Statutory Agent is (until changed by filing an amendment with the Secretary of State):
Jerry S. Paquette, 1966 Logans Lane, West Union, OH, 45693.

VE Liaison

The VE Liaison will: work with the President and the VEC to schedule test sessions; be the contact between the VEC and the VE team; secures test site and makes rent payment for test site, if necessary; schedules VEs; advertises test sessions in newspapers and on radio; keeps all tests and forms for test session; collects money for test sessions; administers and grades tests in accordance with the VEC and FCC rules and regulations; mails all necessary paperwork to the VEC within 10 days; reports test session results to the President. The VE Liaison is an appointed position, not an elected position, and can be any EXTRA class license holder who is a full member in good club standing.

Financial Committee

The committee will be chaired by the Vice-president and will have as the other two members the Treasurer, and the Statutory Agent.

The Financial Committee will:

1. Identify accounts and make procedure for payments of all club expenses.
2. Plan a budget for the next year.
3. Set fair market value for any piece of equipment to be disposed of, for any reason, by the club.

Legal Committee

The committee will consist of two members appointed by the club President.

The Legal Committee will:

1. Make sure the constitution is easily understood by all.
2. Be watchful of any possible liabilities and make recommendations to the membership.

Assets Management Committee

The committee will consist of two members, to be appointed by the President.

The Assets Management Committee will:

1. Identify ownership of equipment.
2. Loan equipment and material (make and enforce rules).
3. Control rental of equipment - to club and to others.
4. Make sure club and borrowed equipment is properly maintained.

Membership

A Full Member will have all voting privileges allowed by the constitution and by-laws. Individual Full membership annual dues are \$15.00 per year. Additional family members who are currently licensed hams living in the same home can be members for one fee of \$5, for a total of \$20 per family. This will be known as a Family membership. A student who normally lives in the home is considered living in the home even when away at school.

An Associate member has no voting privileges. Associate members cannot hold an elected office in the club, however, an Associate member can be appointed an office, by the club President, if necessary. Associate membership dues will be \$5.00 per year, per family.

A Student membership will be \$5 annually. If the student is not a licensed ham, the membership level would be an Associate. If the student is (or becomes) licensed the membership level would be a Full member. If the student becomes a Full member after the last day of February restrictions mentioned elsewhere in these by-laws would apply. This level of membership is for a student not eligible to be a part of a Family membership, perhaps if the student is the only ham in the family.

All licensed Hams registered as part of the Family membership have Full membership privileges, including voting for officers and the ability to hold an office, providing the conditions under Election of Officers in this document have been met.

ARMED FORCES MEMBERSHIP

A member of the club, or spouse or child of a member of the club, is eligible for consideration of a special FULL membership, known as ARMED FORCES MEMBERSHIP. To qualify for this membership, the candidate must be:

1) a licensed HAM operator, 2) active, full time military in one of the United States of America branches of military service.

All candidates must be approved by the majority of the voting members at the regular membership meeting where the request is being considered.

If approved, the member will receive FULL membership in the club.

Dissolution of Club

All proposals to disband the club must follow article five of the constitution with the following changes and restrictions.

1. A vote of 75% of the entire voting membership will be required to disband the club.
2. Members who have been a paid member for at least one calendar year (Jan 1 - Dec 31) who have attended at least two of the last four business meetings will be the only members permitted to vote for dissolution. No votes will be accepted by mail.
3. Assets are to be disposed of within 60 days.
4. Members will have first opportunity to buy equipment, by sealed bid only, within 30 days.
5. No less than 75% of the fair market value will be accepted. Fair market value will be determined by the financial committee.
6. After 60 days, if more than \$ 100.00 of equipment is left, the equipment will be advertised in amateur radio publications.
7. Until all equipment is properly disposed of, the only club money to be spent is for advertising of the equipment for sale. All other money will be kept in the bank until all money is in.
8. After all money is collected and all bills paid, the remaining money will be distributed in accordance with the Sixth article of the DeForest Amateur Radio Club Articles of Incorporation. This action is mandatory by Ohio law.

2006 DeForest Amateur Radio Club Officers

Jerry Paquette – WB8IOW - President
Ridney Lorenz – N8XGP – Vice-president
Kim Paquette – N8YWX - Secretary
Edward Lock – KE8FK - Treasurer

Signed February 14, 2006

by DeForest Amateur Radio Club members present at the meeting.

<i>Jerry Paquette</i>	<i>WB8IOW</i>
<i>Barbara Lock</i>	<i>N8HIA</i>
<i>Pat Ellis</i>	<i>KE8LVE</i>
<i>Edward Lock</i>	<i>KE8FK</i>
<i>Bamp B. How</i>	<i>KB8AMG</i>
<i>David Eldon O'Leary</i>	<i>KB8AMX</i>
<i>Ridney Lorenz</i>	<i>N8XGP</i>
<i>Kelly E Boone</i>	<i>KB8UAO</i>

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