

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.

