

**BYLAWS
OF THE
LAUREL AMATEUR RADIO CLUB**

I. Introduction and Purpose

- A. The formation of the Laurel Amateur Radio Club shall be dated as September Twenty-Third, Nineteen-Hundred and Seventy-Five.**
- B. In the interest of encouraging and promoting emergency preparedness, the club shall participate in at least one drill or field day type exercise each year.**
- C. The club shall periodically sponsor social activities for members and their guests. These may include such events as picnics, Christmas parties, etc.**
- D. The club shall encourage its members to promote good fellowship among the amateur radio fraternity by supporting or participating in nets, contests, and other activities.**
- E. The club shall periodically sponsor and conduct classes or seminars in the art of amateur radio.**
- F. The club shall seek to obtain and maintain a charter of affiliation with the American Radio Relay League.**

II. General Provisions

- A. The club's fiscal year shall begin on January 1st and run concurrently with the calendar year.**
- B. The club's administrative year shall run concurrently with the annual term of executive offices.**

C. Expenditures of up to seventy-five dollars shall be approved by a two-thirds vote of the Executive Board.

D. Business meetings shall be held on the first Sunday of each month. Social meetings may be held periodically, either routinely or otherwise. The Executive Board may schedule or reschedule meetings, provided the general membership is notified in advance.

E. An inventory of all club property shall be made and completed in the fourth quarter of each year, and be completed before December 1st.

III. Officers

A. ELECTED: The Executive Board shall consist, at a minimum, of the current qualified holders of the elected offices of President, Vice-President, Secretary, and Treasurer. A qualified Past President shall also sit on the Executive Board.

B. APPOINTED: The various standing committee chairmen.

C. A quorum of the Executive Board shall be 50% including either the President or the Vice President.

IV. Committees

A. The following standing committees are established, their term to run concurrently with the administrative year, and will be appointed by the incoming President. Should any of these committees not be appointed, the Executive Board will perform the functions of these committees. The number of members serving on these committees may consist of one or more members at the discretion of the committee chairperson(s).

a. Activities Committee

- b. Emergency Committee**
- c. Repeater Committee**
- d. Training Committee**

B. A Nominating Committee will be appointed a minimum of ninety-days prior to the last general meeting in each calendar year. The Nominating Committee shall bring forth a slate of candidates for office for the successive year.

V. Elections

A. Candidates for elected offices shall be licensed Radio Amateurs whose membership in the club is in good standing. The President and Vice President shall be holders of valid Amateur Radio licenses of a class higher than entry level.

B. Candidates who consent to run for elected office may be nominated by a nominating committee and/or nominations from the floor, and elected by a secret ballot or a plurality of the membership present at the last general meeting of the calendar year. Elected officers shall take office at the general meeting immediately following January first of the new-year, and shall serve for a term of one year.

VI. Re-Elections

Elected officers may be re-elected to the same office for one additional term after which they shall leave office. Such officers shall again be eligible to that office after a lapse of one-year.

VII. Succession

A. The order of succession to the Presidency shall be Vice-President, Secretary, Treasurer, the sitting Executive Board dues qualified Past-President, and finally the descending-chronological line of dues qualified Past-Presidents.

- B. Any officer may be removed from office between elections by a vote of two-thirds of the membership of the club.**
- C. The President may appoint to office, any otherwise qualified member in good standing to complete the un-expired term of any elected office left permanently vacant. In the event that this un-expired term is for the Presidency, the Vice President shall assume that office, and may appoint a new Vice President. In lieu of appointing a member to complete the un-expired term of office, the President may, at his option, call a special election at the next meeting.**

VIII. Duties of Officers

- A. The President shall, in addition to his duties outlined elsewhere in these Bylaws, preside over the Executive Board and club meetings, be the chief executive and official spokesman for the club and decide all questions of order and precedence. Procedure at any meeting shall be at his discretion. He shall enforce due observance of the Bylaws. He shall sign all official documents and be authorized to countersign disbursements. He shall appoint and dismiss committee chairman. At the expiration of his term of office, he shall turn over to his successor anything in his possession belonging to the club whether tangible or intangible.**
- B. The Vice President shall perform all of the duties of the President in his absence or incapacity for an extended period. At the expiration of his term of office, he shall turn over to his successor anything in his possession belonging to the club whether tangible or intangible.**
- C. The Secretary shall record minutes of the Executive Board and club meetings. The Secretary shall prepare all correspondence as directed and maintain all club records,**

including copies of correspondence, membership applications, and membership rolls, club property inventory records, publicity and news releases, etc., with the exclusion of financial records. At the expiration of his term of office, he shall turn over to his successor anything in his possession belonging to the club whether tangible or intangible.

D. The Treasurer shall be the recipient of all monies of the club, and shall deposit it in the name of the club in the club account or accounts. In addition, he shall record the source of these monies. All disbursements shall be in the form of a check issued and signed by the Treasurer as authorized and directed by the Executive Board and counter-signed by the President or, in his absence or incapacity, by the Vice President. The Treasurer shall render quarterly reports as to receipts and expenditures to the Executive Board, and shall render an annual financial report to the club. At the expiration of his term of office, he shall turn over to his successor anything in his possession belonging to the club whether tangible or intangible.

E. The Past President shall serve on the Executive Board to provide continuity until a new Past President succeeds him. If the Past President ceases to be a member in good standing, he will cease to be a member of the Executive Board. The current President will then fill this office through the appointment of a qualified previous Past President.

F. The Executive Board shall publish a list of members in good standing in April and October of each year.

G. The Executive Board shall take suggestions from the membership for new or amended bylaws under advisement for possible submission as a formally proposed bylaw.

IX. Amendment of Bylaws

Bylaws may be amended by a majority of the members present in a meeting, providing there is a quorum present, and if the proposed amendment has been introduced at a previous meeting, or has been advertised to the membership by the Executive Board in sufficient time to be received by all members prior to the meeting.

X. Membership, Dues, Assessments, and Contributions

A. Persons eligible to apply for membership shall be all those who are now, or are interested in becoming, licensed Amateur Radio operators or in supporting their operations.

B. Written application for membership shall include such information as deemed necessary by the Executive Board.

C. Acceptance of application for membership shall be by majority vote of the Executive Board.

D. Individual full members of the club shall pay membership dues in the amount of \$25.00 per year. Dues paid for individual membership may be pro-rated beginning after March 31st with the rate being \$2.50 per month.

E. Special full members of the club shall pay membership dues in the amount of 15.00 per year. Dues paid for special membership may be pro-rated beginning after March 31st with the rate being \$1.50 per month. Qualification for special membership shall be persons under eighteen years of age, persons over 65 years of age, full-time students under of twenty-five years of age, and/or single heads of household with dependents.

F. Family membership dues in the amount of \$40.00 per year paid for two full members from the same household constitutes a family membership. Dues paid for family

membership may be pro-rated beginning after March 31st with the rate being \$4.00 per month.

G. Exempted from dues payment are those associate members who are dependants of family or special members in good standing and living in the same household.

H. Full members are those that are identified with dues payment credit associated with individual, family, or special memberships. Full members are eligible to vote.

I. Associate members are those identified as dues exempt dependents living in the same household with the holders of family or special memberships. Associate members are not eligible to vote.

J. Past members wishing re-attain the status of membership in good standing, shall pay dues in arrears, not to exceed one-year prior to the current year.

K. Dues are to be paid at the beginning of the club's fiscal year, which will begin January 1st. Memberships that expire on June 30, 2004, or on June 30th in any subsequent year must be supplemented by a bridging dues payment at a rate of 50% of annual dues to maintain membership in good standing.

L. The open membership period shall be from January 1st through September 30th. All dues for a given fiscal year shall be collected and posted before October 1st. The exceptions being for past members who are in arrears, and for bridging members.

M. An attempt shall be made to contact any member whose dues have not been paid by the beginning of the fiscal year. If after the attempt has been made, there is no response by the February club meeting the members name will be removed from the membership roll.

N. Manner of payment of dues should be by check. Checks should be made payable to Laurel Amateur Radio Club. Cash is acceptable and the club's Treasurer will issue a receipt.

O. To maintain membership in good standing, a member must have dues and/or assessments paid currently, and attend a minimum of one meeting per year. Members who do not attend a reasonable amount of meetings without explanation as determined by the Executive Board, and members who are in arrears an unreasonable amount as determined by the Executive Board, may summarily be dropped from the rolls.

P. Dues, assessments, and contributions shall not be refundable.

XI. Quorum

The number constituting a quorum for meetings shall be 20% of the membership in good standing as determined by the Executive Board.

XII. Repeater Rules

A. A Control Operator for the repeater shall be any member in good standing that is authorized by the Repeater Committee to act as such. A Control Operator shall monitor repeater emissions and have the capability to shut down the repeater, should this become necessary. Each Control Operator will be assigned or given a choice of the hours when he/she shall monitor. A member wishing to be a Control Operator must hold a valid amateur radio license, which authorizes him or her, with operating privileges on the repeater frequencies to be controlled.

B. The Control Operator on the scheduled operating assignment will I.D. each ten minutes during periods of emergency. It will be the responsibility of the scheduled Control Operator to notify the repeater users as to the extent of the emergency for the purpose of keeping the repeater channel clear for emergency communications.

C. Auto-patch use will be confined to that of a personal or emergency nature. Any use that may be construed to be business or business related may be in violation of part 97, Rules and Regulations, Federal Communications Commission, and are not authorized. Control Operators are authorized to shut down the repeater if this occurs.

D. Adhere to good operating practices and applicable FCC Rules and Regulations when using the repeater.

XIII. Document History, Organizational Notes

Revised April 2004. This revision consolidates provisions from the prior constitution and bylaws documents. While copies of prior constitution documents may be retained for archival purposes, such copies are deemed invalid concurrent with the passage of this bylaws revision.