

# BYLAWS OF THE EASTERN PENNSYLVANIA AMATEUR RADIO ASSOCIATION

## ARTICLE I

### MEMBERSHIP

**Section 1. Qualifications.** Any person, who pays such membership fees and meets such other uniform conditions as may be prescribed by the Board of Directors, may become a member of this organization.

- a. All persons interested in amateur radio shall be eligible for membership.
- b. An amateur is an individual interested in radio techniques solely with a personal aim and without pecuniary interest.
- c. To be an associate member, one must be current of dues and have been voted into the club by majority vote. Associate members do not hold an amateur license issued by the FCC.
- d. To be a full member, one must be current on dues and have been voted into full membership by majority vote. Full members must hold a valid amateur license issued by the FCC.
- e. Only full members may present motions, hold office, or vote in the club.

### **Section 2. Dues;**

#### Membership Rates,

Membership: **\$20.00** per year

Spouse: **\$10.00** per year

Full time Student: **\$15.00** per year

Senior:(Over 62 years of Age): **\$15.00** per year

- a) Dues payments shall be due January 1<sup>st</sup>, if Dues are not paid within 30 days voting rights are suspended. If dues are not paid within 90 days membership shall be terminated.

*(Section 2 was amended on September 12<sup>th</sup> 2019, changes are in **bold** print)*

## **ARTICLE II**

### *BOARD OF DIRECTORS*

**Section 1. Scope.** The Board of Directors shall have supervision and control of the affairs of the organization, shall determine its policies or changes therein within the limits of the Constitution and Bylaws, shall actively pursue its objectives, and shall have discretion in the disbursement of its funds.

**Section 2. Function.** All organization agreements, contracts, drafts, bonds, bills of exchange, notes, and orders of payment of monies, shall, unless otherwise required by law or permitted by the Bylaws, be approved by the Board of Directors. Expenditures above 10% of the treasury balance shall be brought to the club membership for prior approval at a general meeting.

**Section 3. Members.** The President, Vice President, Secretary, Treasurer, and The Board Member at Large shall be members ex-officio of the Board of Directors, with the right to vote.

**Section 4. Meetings.** The Board of Directors shall meet regularly as determined by the President, or upon the request of either the membership or an officer of the organization.

**Section 5. Quorum.** A majority of the Board of Directors shall constitute a quorum, and, if not attained, the meeting must be adjourned until a quorum be present.

## **ARTICLE III**

### *FISCAL YEAR and BUDGET*

**Section 1.** The fiscal year of the organization shall begin on the first day of January of each year and shall end on the thirty-first day of December of the same year.

**Section 2.** A Budget shall be prepared by the Board of Directors and be presented and voted on by the membership at the September Meeting for the following fiscal year. A simple majority is required to pass, provided there is a quorum.

**Section 3.** Additional funding of special projects not in the approved annual budget shall be voted on by the membership. A simple majority is required to pass, provided there is a quorum. Funding is subject to availability of funds not appropriated in the approved annual budget

**Section 4.** The organization shall make available to the Secretary funds for mailing and postage. The Secretary shall provide to the Treasure receipts and records of these expenditures.

## ARTICLE IV

### *Committees*

The President shall appoint such standing or special committees or subcommittees as may be required by the Bylaws or as he/she may find necessary. These shall include but not limited to:

**Public Information Officer** communicates the organization activities to the general public and educates the public regarding the amateur radio hobby.

**Quartermaster** Shall be required to keep accurate record of condition, disposition and location of all organization equipment and provide a monthly verbal, and quarterly written report to the board and membership.

**Field Day Coordinator** shall oversee, plan and organize all aspects of Field Day

**Special Event Coordinator** shall oversee, plan and organize any special events that the organization may hold or attend.

**Membership Committee** maintains an accurate, up to date membership list.

**Program Committee** plans instructive and entertaining programs for the membership at monthly general meetings.

**Newsletter and Communications Committee** provides to the membership and any other designated groups or persons, an electronic newsletter, describing the current events of the organization. Posts current events and info about activities on organization social media pages, sites, and feeds.

**Webmaster** shall maintain an organization website and keep it up to date.

**License Trustee** insures there is a current FCC license in effect for the call sign N3IS.

**ARES/RACES Committee** maintains close liaison with the ARRL ARES EC/AEC and or other ARES leadership persons to further participation and support of the Amateur Radio Emergency Service (ARES). This committee shall also maintain the agreed upon go kit for emergency communications, and alert the membership of any repairs necessary to maintain it in working order. (*See Attachment 1*)

**Audit Committee** Shall receive from the treasurer each January all financial documents for inspection. The committee shall confirm that the finances and books are in order and report their findings to the organization by the March meeting or sooner if possible. The Audit Committee shall consists of the Board Member at Large and two additional members that are not on the board of directors. The two additional committee members shall be chosen from the membership and by the membership.

## ARTICLE V

### *PUBLICATION*

**Section 1.** There shall be a publication maintained by the organization, the name of which shall be "The Beacon". A copy of this publication shall be made available to every member.

## **ARTICLE VI**

### *EQUIPMENT*

**Section 1.** All equipment owned by the organization shall be made available to the membership. User of said equipment shall be responsible for its transport and safety. Equipment shall be returned in working order or user shall be responsible for its repair or replacement. Failure to comply shall be grounds for termination of membership in accordance with Article III Section 5 of the constitution.

## **ARTICLE VII**

### *MEETING SCHEDULE AND RULES OF ORDER*

**Section 1.** This organization shall hold monthly meetings of the membership and said meetings shall be held on the second Thursday of each calendar month unless otherwise specified by the Board of Directors.

**Section 2.** All meetings and committee meetings shall be conducted by the authority of current edition of Robert's Rules of Order Newly Revised.

## **ARTICLE VIII**

### *AMENDMENTS*

**Section 1.** These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any general meeting of this organization; provided that a copy of any proposed amendment must be submitted to the secretary no later than thirty (30) days before the next general meeting and shall be published to all members and announced at least thirty (30) days prior to the date of the general meeting.

**Section 2.** Any amendment adopted by the members is effective when the general meeting adjourns unless the amendment states otherwise.

**Section 3.** The Secretary shall keep the Bylaws of this organization and have the same with him/her at every general or special meeting. He/She shall cause all amendments, changes, or additions to be noted thereon, designating the date of such action, and shall permit the same to be consulted by any member upon request.

**Section 4.** Without changing their intent, the Secretary may from time to time, on notice to the members of the Board, renumber these Bylaws, correct typographical errors, grammar, punctuation and usage errors provided the intent of the document is not changed.

*This current approved Constitution and Bylaws supersede the old Constitution, Bylaws and Amendments.*

*This version attained final approval on September 12<sup>th</sup> 2019*

# **Attachment 1**

## **Emergency Equipment**

EPARA shall maintain a emergency communications go kit consisting of no less than the following items:

1. A two meter HT with alkaline battery pack.
2. Rechargeable battery and maintenance charger for use with item #1.
3. Portable antenna and means of support for use with item #1.
4. Interconnect cables and adapters for all equipment.
5. Small personal First Aid Kit.
6. NOAA WX radio with a set of spare batteries.
7. List of local repeater frequencies and tones.
8. Led Flashlight with a set of spare batteries.
9. Case to hold all items safely.