

Raleigh Amateur Radio Society - Bylaws

January 25, 2000

We the members of the Raleigh Amateur Radio Society, Inc, do hereby declare that the following rules and regulations, not inconsistent with the laws of the State of North Carolina and the Articles of Incorporation of this Society, shall be our governing law.

Section 1 - OBJECTIVE

The primary objectives of the Raleigh Amateur Radio Society are education and public service. Education shall generally be in radio communication techniques and obtaining of radio amateur licenses. Public service is the providing of radio communications in times of disaster, emergency and civic need.

Section 2 - MEMBERSHIP

All persons interested in amateur radio shall be eligible to apply for membership. Duly licensed amateurs may only apply for FULL membership in the Society. Sixty percent (60%) of the entire membership of the Society shall be "FULL" members. (A person interested in amateur radio is defined as an individual interested in radio technique, good fellowship, and civic activity solely without pecuniary interest.) Persons that are not licensed may only apply for ASSOCIATE membership. In addition, licensed amateurs living in the same household as a full member may apply for a "FAMILY MEMBER" membership. A FAMILY MEMBER is entitled to all the privileges of a FULL member, but does not receive club mailings. Only FULL members and FAMILY MEMBERS shall have the right to vote at meetings of the Society on matters of business or policy. Membership shall be accepted on application to the Society, and payment of dues.

Special Life Membership may be awarded, upon recommendation by the Board and by a majority vote of the FULL members present at a regular meeting, to a member of the Society for special services performed for the Society and for Amateur Radio. A Special Life Member pays no dues and is entitled to all the privileges of Full membership.

Honorary membership may be awarded upon recommendation by the Board and by a majority vote of the FULL members present at a regular meeting, to a non-member, of the Society for special services performed for the Society and for Amateur Radio. An honorary member pays no dues and is entitled to all the privileges of FULL membership except voting.

Section 3 - OFFICERS

The Society shall have four officers, which shall be named as follows: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer. Each officer shall be eighteen (18) years of age or older and a "FULL" member of the Society. Each candidate for office in the Society shall have been a member of the Society for a minimum period of one year prior to his or her election to office.

a) Tenure of office - Staggered Elections

The term of office for all officers of the Society shall be for two (2) years. The term of office for the President and Secretary in the first year of operation (1999) shall be one (1) year. (Thus elections for a new President and Secretary shall be conducted in the month of November 1999, and in the ODD years thereafter.)

The Vice President and Treasurer shall be elected for two (2) year terms commencing in the second year of operation (2000) and for two (2) year terms at all succeeding elections. (Thus elections for the Vice President and the Treasurer, after the initial election in November, 2000, shall occur in November 2002, and in the EVEN years thereafter.)

It shall be possible for a Society officer to be nominated and elected to another office. For example, the Vice President might be nominated and elected to the office of President during the odd year elections. In this event, the former office shall be declared vacant subsequent to the election to the new office, and a special election shall be held to fill the remaining term of the former office.

b) Nomination and Election of Officers

Nominations for all offices in the Society shall be submitted to the membership at the first regularly constituted business meeting in the month of October in the year in which the elections fall due. All nominations will be noted in the official minutes of the Society by the Secretary. Elections by open ballot shall be held at the first regularly constituted business meeting in the month of November following the nominations. The newly elected officers shall be invested with the rank of office at a meeting of the membership in the month of December following, and shall assume the duties of office as of January 1 of the new year.

A majority of the FULL members present at a regular meeting shall be necessary to constitute a valid election of officers, subject to the provisions of Section 6.

In case of two candidates for the same office, that candidate receiving the largest total vote shall be declared the winner. In the case of three or more candidates for the same office, that candidate receiving a majority vote shall be declared the winner. If no one candidate receives a majority vote, a runoff election shall be conducted between the top two candidates, and the candidate receiving the largest total vote in the runoff election shall be declared the winner.

There shall be no restrictions as to the number of times (consecutively or otherwise) that a qualified member of the Society may hold the same or another office in the Society.

c) Actions to remove Officers

Any officer may be removed for just cause upon an affirmative vote for removal by 75% of the FULL voting membership in person or by proxy at a regular meeting. Proxies shall not exceed 50% of the full voting membership. The Secretary shall notify all FULL members of the Society by mail of the action to be considered prior to the meeting at which the vote is to be taken.

d) Duties of Officers

1) **PRESIDENT** - The President shall preside at all meetings of the Society, and shall conduct the same according to the rules adopted; enforce due observance of the Articles of Incorporation and By-Laws; decide all questions of order; sign all official documents that are adopted by the Society, and none other; and perform all customary duties pertaining to the office of President.

2) **VICE PRESIDENT** - The Vice President shall assume all the duties of the President in the absence of the President, and shall, when so requested, aid the President in the performance of his or her duties. The Vice President shall be responsible for coordination of programs for regular meetings and all Society functions.

3) **SECRETARY** - The Secretary shall maintain a neat and accurate written record of the proceedings at all meeting of the Society (minute book) which shall be available for inspection at all times; sign the official minutes after each meeting; file and be responsible for answering all Society correspondence; maintain the Society stationary and seal; bring pertinent correspondence to the attention of the Society at each meeting; distribute the minutes of the preceding meeting prior to the next meeting or read the minutes of the preceding meeting at the next meeting, and notify the entire membership of any special actions to be taken by the Society, and generally perform all other appropriate duties which pertain to the Secretary of the Society.

4) TREASURER - The Treasurer shall maintain the Society ledger in a neat and accurate fashion by the cash receipts method. The ledger shall be open for inspection at all times. The Treasurer shall be responsible for maintaining the Society bank accounts in an institution of sound financial structure and good reputation; retain and file all canceled checks of the Society, all receipts of expenditures, and shall issue receipts for dues paid by members upon request. The Treasurer shall give quarterly financial reports to the Board (or more often upon request) and shall present to the membership an annual financial statement at the end of each fiscal year. Prior to presentation of the annual financial statement the Society's financial records shall be examined by an ad hoc committee designated by the Board. The Treasurer shall maintain, and publish twice yearly, a separate and accurate record of the entire membership of the Society with addresses, telephone numbers, grade of license, class of membership in the Society, and whether a member of the ARRL; and be responsible for answering any inquiries or questionnaires from Federal or State taxing authorities. The Treasurer shall maintain all Society financial documents and records in an adequate and easily identified location, and shall keep the Board advised of its status.

5) GENERAL - Each officer shall be responsible, at the end of his or her term in office, for turning over all records and items belonging to the Society to the successor, and to indoctrinate the successor as to the respective duties of the office.

e) Vacancy in Office

Any vacancy occurring in one of the Society offices more than six (6) months before the end of the term for that particular office shall be filled by special election.

If the vacancy occurs in one or more of the Society offices with six (6) months or less left in the term for that office, the vacancy shall be filled as follows:

1) If the vacancy occurs in the office of the President than the Vice-President, in addition to his or her own duties, shall assume the duties of that office.

2) If the vacancy occurs in the office of Vice-President, Secretary, or Treasurer the position shall be filled by appointment by the Board.

Section 4 - BOARD OF DIRECTORS

The Society shall have a board consisting of no less than seven directors. The officers of the Society shall serve as directors of the Society and the election of Society officers shall also constitute the election of those officers to the Board of Directors. In addition, the immediate past president shall serve as a member of the Board of Directors. Chairpersons of standing committees shall be elected to their chair and simultaneously to the Board in the same manner as the officers. Additional directors at large may be nominated and elected to the Board.

The Board shall have broad powers to plan Society activities and to conduct Society business except for those items of business reserved for the FULL membership by the By-Laws of the Society. Decisions made by the Board, acting within its authority, shall require concurrence of a majority of the board members present at a regular board meeting.

a) Budgets - Disbursements - Issuance of Checks - Saving Account

A budget shall be prepared by the Treasurer, with input from the membership, and submitted to the Board at the beginning of each fiscal year, which shall start on July 1 and end on June 30. The budget shall identify by categories known and predictable disbursements of Society funds. After approval by the Board the budget shall be submitted to the membership at a regular meeting. Approval of the budget by the membership shall provide sole and sufficient authorization to the Treasurer to disburse Society funds in each of the categories up to its approved maximum. During the fiscal year the Board may authorize reapportionment of funds among the categories. No Society checks may be issued that exceed the

budget. The Treasurer is authorized to issue Society checks that are not expenditures, but are merely for handling of money such as the payment to the seller at a Society auction, or as a cash advance.

Non-budgeted expenditures up to two hundred fifty dollars (\$250.00) may be authorized by the Board. Non-budgeted expenditures in excess of two hundred fifty dollars shall require both Board and membership approval. Non-budgeted authorizations become part of the annual budget for the current year.

All Society funds exceeding that required for operating expenses shall be transferred from the Society checking account to a savings account to be opened by the treasurer. All Society funds shall be held in accounts that are fully insured by an agency of the Federal Government.

At the beginning of each fiscal year, or other times as necessary, the Board shall review and make appropriate changes to signature authority for all Society financial accounts.

Section 5 - DUES

The annual dues payable to the Society shall be established by the Board and approved by the membership for all classes of membership.

Family membership shall be allowed for one-or-more additional members of a members family. The family membership shall be limited to spouse, children, parents, brothers, and sisters whether-or-not they reside at the same address as the member.

Dues for existing members are payable at the start of each fiscal year. Members who haven't paid their dues by October 15, of the current fiscal year, shall be dropped from the roster. Reinstatement for the current fiscal year shall be made upon full payment of the dues.

Section 6 - QUORUM TO CONDUCT BUSINESS

Notwithstanding other provisions of the By-Laws, ten percent (10%) of the FULL voting membership must be present at a regularly scheduled meeting to be considered a quorum.

A Board meeting shall require a minimum of (7) of the current board members to be considered a quorum. No proxies shall be accepted for either a quorum or for voting.

Section 7 - AMENDMENTS TO THE BY-LAWS

Amendments to the By-Laws shall be presented by the Board to the membership at any regularly constituted business meeting. The Secretary shall note the proposed amendment in the official minutes and notify the FULL membership by mail of the proposed action before the meeting at which the vote is to be taken. The membership shall then vote on the proposed amendment at the next regularly constituted business meeting. The majority vote in the affirmative of the FULL members present at a regular meeting shall be necessary to adopt the amendment, subject to the provisions of Section 6.

Section 8 - CONDUCT AT MEETINGS

A current edition of "Robert's Rules of Order" shall be maintained by the Secretary, and shall govern proceedings of the Society in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation or the By-Laws of the Society.

Section 9 - COMMITTEES

The Board may designate committees or individuals to oversee or perform the various Society activities. The chairpersons of standing committees shall be subject to election by the FULL membership to their positions and simultaneously to the Board of directors.

Section 10 - ARRL AFFILIATION

Affiliation with the American Radio Relay League, Inc., will be commenced as soon as the Society can qualify. Affiliation with the League shall continue perpetually as long as the Society meets and upholds the qualifications. However, League membership is not a requirement for membership in the Society.

Section 11 - POLITICAL AND PERSONAL ACTIVITIES FORBIDDEN

The Society as an organized body shall not participate or intervene in any political campaign on behalf of any candidate for public office.

No part of the assets or income of the Society shall be distributed to or expended toward the benefit of any member, Director or Officer of the Society or any private individual. However, reasonable compensation may be paid for services rendered to or for the Society affecting one or more of its purposes.

Section 12 - REMOVAL OF MEMBERS

Any member may be removed for just cause upon an affirmative vote for removal by 75% of the FULL voting membership in person or by proxy at a regular meeting. Proxies shall not exceed 50% of the FULL voting membership. The Secretary shall notify all FULL members of the Society by mail of the action to be considered prior to the meeting at which the vote is to be taken.

Section 13 - MEETINGS

a) Regular Meetings

Society meetings shall be conducted on a regular monthly basis, at a suitable site whose location had been previously communicated to the membership by means of the newsletter.

b) Board Meetings

Board meetings shall be conducted on a regular monthly basis, at a suitable site whose location had been previously communicated to the membership by means of the newsletter. The Board meetings shall be open to all Society members.

Section 14 - POST OFFICE BOX

A post office box shall be maintained to act as the Society's official address and to receive its mail.

Section 15 - SOCIETY NEWSLETTER

A newsletter shall be published monthly and mailed to all members to provide them with Society and amateur radio news. The newsletter shall be considered an acceptable means for notifying the membership about forthcoming activities and actions.

Section 16 - DISSOLUTION

Upon the dissolution of the association, the Directors shall pay or make provision for the payment of all of the liabilities of the association, and the balance of all money and other property remaining received by the association from any source shall be used or distributed exclusively for purposes within the intent of Section 501 (c) (3) of the Internal Revenue Code as the same now exists or as it may be amended from time to time, or the Board of Directors may distribute all the remaining assets

to such organization or organizations formed and operated exclusively for charitable, educational or benevolent purposes as shall at that time qualify as an exempt organization under the Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of any future United States statutes.

Or, the Board of Directors may elect, upon dissolution of the association, to sell the assets of the association and to distribute the proceeds from such sale as provided in the preceding paragraph.