

Bylaws of the Huntsville Amateur Radio Club, Inc.

Adopted March 5, 2021

ARTICLE I -- MEMBERSHIP

SECTION A. Prospective members of HARC shall complete a membership application. The applicant must be accepted for membership by a simple majority vote of the members present at the next regular meeting after the submission of the application. Dues for the current year are due at the time of joining the club.

SECTION B. To be a member in good standing, a member must pay annual dues or be exempt from dues. Only members in good standing may hold office in the club or vote in club elections. A member in arrears on dues for less than 24 months may be reinstated upon payment of dues. Longer periods of non-payment will require the former member to repeat the application process.

SECTION C. A person may be granted honorary membership in the club by a 2/3 majority vote of the Board of Directors and a 2/3 majority votes of the members present a regular meeting. The membership shall be given at least 1 week notice of any such vote. Honorary membership is granted for a lifetime, unless the honorary member is expelled.

SECTION D. Members whose actions are detrimental to the Huntsville Amateur Radio Club may be expelled. Grounds for expulsion include: committing a felony, particularly if club members or property are involved; termination of amateur radio license by the FCC; harassment of other club members; unauthorized use of club property or call sign; or any other action that disrupts club operations or brings ill repute to the club. Expulsion requires by a 2/3 majority vote of the Board of Directors and a 2/3 majority of the members present at any regular meeting. Previously expelled members are not eligible for membership.

ARTICLE II – DUES

SECTION A. Annual dues cover January 1 to December 31.

SECTION B. The annual dues shall be \$15.

SECTION C. If two or more members of HARC reside at a single address, they may collectively pay dues at a family rate of \$20 per year.

SECTION D. Any member is exempt from dues in the calendar year in which their first amateur radio license is earned. If the license was earned after September 1, the dues exception also applies in the following year.

SECTION E. Honorary members are exempt from dues.

ARTICLE III – MEETINGS

SECTION A. The Board of Directors shall communicate to the membership the time, place, and manner of meetings. Changes to the regular meeting schedule shall be communicated to the membership not less than 10 days in advance, whenever practical. Methods of notification may include email, repeater announcements, posting on the club website, or announcements at club meetings.

ARTICLE IV – DUTIES OF OFFICERS

SECTION A. The President shall preside at Club meetings and Board of Directors meetings. The President shall appoint all Appointed Managers.

SECTION B. The Vice-President shall assume all the duties of the President in the event of the temporary absence of the President and shall assume the office of the President in the event of a vacancy in that office.

SECTION C. The Secretary shall:

- Keep a record of the proceedings of all regular Club meetings and Board of Directors meetings. The minutes of club meetings shall be communicated to the membership.
- Carry on the normal correspondence of the club.
- Ensure the collection of the Club's mail at the PO Box.
- Receive Club funds in the absence of the Treasurer.
- Keep the official copies of the Constitution and Bylaws of the Club which bear original signatures and make these documents available to members upon request.
- Maintain the club's affiliation with the ARRL.

SECTION D. The Treasurer shall:

- Take all steps reasonably necessary so that the financial dealings of the Club comply with all applicable federal, state, and local laws.
- Receive all monies paid to the club and keep the accounts of the club.
- Report the financial status of the club, including the credits, debits, and balances to the club at the second meeting in each calendar month.
- Submit all required tax forms.
- Maintain the list of members in the club.

SECTION E. The Officers-at-Large have no specific duties beyond attending Board of Directors meetings but are expected to serve as liaisons between membership and the Board. They may also serve on committees, organize events, or be in an Appointed Manager role.

SECTION F. Any four members of the Board of Directors may recommend to the membership that an officer be removed. After this recommendation, the membership must be notified 1 week in advance of a regular club meeting where the membership will vote on the removal of the officer. A 2/3 majority of the Club members present at the meeting is required to remove an officer.

ARTICLE V – ELECTIONS

SECTION A. No later than the first Club Meeting in March, the President shall appoint no less than 3 members of the club to be the Nominating Committee for Club offices. Members of the Nominating Committee may not be current officers of the Club, nor may they run for any Club offices in the year in which they serve on the Nominating Committee. The task of the Nominating Committee is to find at least one candidate for each Club office and report the names of these candidates to the President not later than the first Club meeting in April.

SECTION B. Nominations for Club offices shall be opened at the first Club Meeting in April, with a presentation to the Club of the list from the Nominating Committee. Nominations shall remain open until the time of election. Any club member may declare candidacy by announcement at a Club meeting or by communication with the President. The President must determine the willingness to serve of any candidate not self-nominated or nominated by the Nominating Committee.

SECTION C. Elections shall be held at the first meeting in May. For any uncontested race, voting by acclamation is acceptable. For any contested race, voting shall be by secret paper ballot. The ballots shall be counted by 3 members of the club who are not candidates, current officers, or on the nominating committee. The vote counters shall be nominated by the president and approved by a simple majority of the members present at the meeting. Vote tallies shall be announced before the end of the meeting.

SECTION D. If there are contested races and it is not reasonably possible for the club to gather in person and conduct voting by secret paper ballot, then voting may be conducted by email. The period of voting shall be the first week in May. Vote counters will be selected at the last meeting in April, following the provisions of Section C. The entire club will be notified of the email vote and the email addresses of the vote counters before the first of May. The vote counters shall verify that only votes from members in good standing are included in the final tallies. The vote counters shall not reveal the votes of any individuals to anyone except other vote counters and shall report

the final vote tallies to the President for announcement to the club at the second meeting in May.

SECTION D. The term of the newly elected officers shall begin at the first Club meeting in June.

SECTION E. Should any office other than the President become vacant, there shall be a two week notice of a special election to fill the position which will occur at a regular club meeting. Nominations for the office may occur at any time between the office becoming vacant and the election. The President shall present at least one candidate for the office to the membership. Voting procedures shall be the same as for regular officer elections.

SECTION F. The oath of office shall be:

I, (name of incoming officer), do hereby swear or affirm that I will uphold the Constitution and Bylaws of the Club. I further swear or affirm that I will faithfully discharge the duties of the office I am about to enter, without exception or reservation.

ARTICLE VI – APPOINTED MANAGERS

SECTION A. The Club shall have Appointed Managers to fill necessary roles within the organization. These Appointed Managers are selected by the President and answer to the President for the conduct of their duties. There are no limits on the length of time any one person may serve as an Appointed Manager.

SECTION B. The Webmaster is responsible for the maintenance of the club's domain name, website, and club email addresses.

SECTION C. The VOX Editor edits the monthly Club Newsletter, The VOX, and prepares it for distribution.

SECTION D. The Property Manager is responsible for the storage and maintenance of all physical items owned by the club. The Property Manager maintains a list of all items owned by the club and their current location. If items are borrowed from the club, the Property Manager makes sure that they are returned in a timely manner. The Property Manager reports to the Board about any items that are damaged, destroyed, discarded, used up, or no longer needed by the club.

SECTION E. The Programs Manager finds speakers for the Programs at Club meetings and maintains a schedule of upcoming Program speakers and topics. The schedule of upcoming programs shall be communicated to the VOX Editor.

SECTION F. The Training and Education Manager coordinates all classes taught by HARC that are longer than a meeting Program. These might include license exam preparation classes or other continuing education classes. The Training and Education manager shall select the subject and instructor, set a schedule, and arrange for the class location and any needed supplies.

SECTION G. The Public Affairs Manager is responsible for communications with the media and the public at large.

SECTION H. The Field Day Coordinator organizes all Club ARRL Field Day activities.

SECTION I. The Call Sign Trustee is an Amateur Extra Class member of the club responsible for maintaining the club call sign, K4BFT.

SECTION J. The Social Media Coordinator manages the social media presence of the club.

SECTION K. The President may create additional Appointed Manager positions, temporary or permanent, as needed.

ARTICLE VII – COMMITTEES

SECTION A. The Board of Directors may form committees as necessary to complete the Club's business. The Chair of each committee must be a member of the Club and shall be selected by simple majority vote of either the Club members present at a regular meeting or a simple majority of the Board of Directors. The Chair may select members of the committee, subject to veto by the Board of Directors.

SECTION B. Committees should periodically report their activities to the Club or to the Board of Directors and at the conclusion of the Committee's task.

ARTICLE VIII – FINANCE

SECTION A. The Board of Directors shall prepare a Budget for the club prior each Fiscal Year. The newly elected Board of Directors shall have the option to prepare an amended Budget within one month of assuming office. The Budget shall contain all customary and expected expenditures for the year. Items contained in an approved Budget may be paid by the Treasurer without vote of the Board or Club.

SECTION B. The Budget must be approved by a simple majority of the members present at the first meeting in May or the first meeting in July for an amended Budget.

SECTION C. All expenditures not in the Budget must be approved by the President for items less than \$50, by the Board of Directors for items less than \$200, or by a simple

majority of the club members present at a regular meeting. Approval of the membership is strongly advised for all off-budget expenditures, regardless of size.

SECTION D. Sale of any items by the Club requires a simple majority vote of the members present at a meeting. Note that sales of donated items worth more than \$500 requires the filing of IRS for 8282.

SECTION E. In addition to the monthly Treasurer's Reports, the outgoing Treasurer must prepare a summary of the Club's finances by the first meeting in June each year. This report must include all money taken in by the club, the source of these funds, and all money spent during the preceding fiscal year. Both the monthly and yearly Treasurer's Reports shall be made available to the membership.

SECTION F. Upon request by any three members of the Club, the President must appoint a Committee of at least three members not on the Board of Directors to review and audit the club's finances.

SECTION G. At least one person other than the Treasurer must have full access to the Club's bank accounts. This person must be approved by a majority vote of the Board of Directors.

SECTION H. The club may enter into contracts. Any contracts can only be signed by the President, Vice-President, or Treasurer.

ARTICLE IX – OUTSTANDING AMATEUR AWARD

SECTION A. The Club shall present an "Outstanding Amateur" award annually to a Amateur Radio Operator in the Tennessee Valley in recognition of technical achievement in Amateur Radio, service to the hobby of Amateur Radio, or service to one or more Amateur Radio related organizations in the Tennessee Valley.

SECTION B. Nominations may be made by any club member no later than the 15th of April and the recipient will be selected by the Board of Directors. Members of the Board are ineligible for the award. The award will be presented at the time of the installation of new officers.

ARTICLE X – MISCELLANEOUS

SECTION A. The Club shall be affiliated with the Amateur Radio Relay League.

SECTION B. The Club shall encourage and support individual and collective action in public service by supporting local civic functions with communications. The Club shall also encourage and support individual and collective action in emergency communications and disaster preparedness.

ARTICLE XI – AMENDMENTS

Any proposed amendment(s) to these Bylaws must be read to, and discussed with, the membership at a regular club meeting. A written copy of the proposed amendment(s) must be made available to the membership at least seven days prior to the meeting at which the vote will be taken. The amendment(s) shall become effective upon the affirmative vote of two-thirds (2/3) of the members present when the vote is taken.

SIGNATURES

We, the duly elected officers of the Huntsville Amateur Radio Club, Inc, do certify that the foregoing is a true and correct copy of the Bylaws adopted on March 5, 2021.

William Gold, KM4BGF, President

Jared Messervy, W4XXX, Vice President

Anita Vibbert, KD2KAG, Secretary

Lisa Shier, N3WQL, Treasurer

Richard Christiansen, W1TV, Officer at Large

Thomas Hatter, K4AKC, Officer at Large

Paul Nix, KE4EOW, Officer at Large