

# **BROWARD AMATEUR RADIO CLUB, INC.**

## **BY-LAWS** (Reprinted 2005)

### 1.0 NAME

1.1 The name of the organization is: Broward Amateur Radio Club, Inc.

### 2.0 PURPOSE

2.1 To promote the association of amateur radio operators; to stimulate cooperation among radio operators; to establish programs to increase their efficiency, and to stimulate the interest in amateur radio among the general public.

2.2 To make the communication service of the club and its members available to the Government of the United States, of the State of Florida, and of local governments in any emergency.

### 3.0 MEMBERSHIP

3.1 Eligibility: anyone with a valid amateur radio license is eligible to full membership, if the applicant is acceptable to the club members.

3.2 Anyone interested in amateur radio but not licensed shall be eligible for Associate Membership.

3.3 Associate members may attend all functions of the club; they may participate in discussions, but they shall not make motions, vote, or hold office, but they may serve on committees.

3.4 Application for membership shall be made in writing; current year's dues shall be attached to the application. After review by the Executive Board, a majority vote of the board shall decide.

3.5 Licensed amateurs in a member's immediate family - living in the same domicile - qualify for Family Membership, with all the privileges of full membership.

3.6 Honorary Membership can be conferred by a three-fourths vote of the members of the executive board present at a board meeting. Honorary members are entitled for life, to all privileges of full membership.

- 3.7 Dues are: \$18.00 per year for full members  
\$24.00 per year for family membership  
\$12.00 per year for associate members
- 3.8 Dues will be prorated for new members on a quarterly basis. During the 4th quarter, October, November and December, the succeeding year's dues shall be paid with the prorated quarter.
- 3.9 With the exception of members joining in the last quarter of the year, dues are due January 1st of each year. Any member whose dues remain unpaid on March 31st shall be automatically dropped from membership.
- 3.10 The Executive Board may consider dues changes annually and proposed changes will be submitted to the November membership meeting for a vote.
- 3.11 Membership may be revoked by a majority vote of the Executive Board and a majority vote of the members present at a regular meeting. After the majority vote of the Board, written notification shall be sent to all members, as determined by the club roster, and voted on at the following regular meeting. Written notification shall be sent by first class mail at least ten days prior to the regular meeting at which the vote will be taken. This action can only be taken if the member in question is found to be in serious violation of FCC regulations and/or practice or action unbecoming an Amateur Radio Operator. All voting will be by secret ballot. If the member is dismissed, all dues and remittances will be forfeited.

#### 4.0 OFFICERS

4.1 The officers of the club are:

4.2 President

4.3 Vice-President

4.4 Secretary

4.5 Treasurer

4.6 Communications Officer

4.7 Administrative Officer

4.8 All officers shall hold office for one year or until their successors are elected.

4.9 No member shall hold more than one office at any one time.

- 4.10 Vacancies in office shall be filled by the Executive Board for the unexpired term by majority vote.
- 4.11 Officers may be removed from office on motion by a three-fourths vote of the regular membership present, provided that a petition to recall has been signed by ten full members and submitted at the previous monthly meeting. Written notification shall be sent to all members prior to voting.

## 5.0 DUTIES OF OFFICERS

- 5.1 The President is the chief executive officer of the club. He appoints the chairmen of committees and is ex-officio member of all committees, except the Nominating Committee.
- 5.2 The President presides at all meetings of the club and of the Executive Board.
- 5.3 The Vice-President shall, in the absence of the President, perform the duties of the President.
- 5.4 The Vice-President is the chairman of the Program Committee, which plans and schedules programs and activities for the club.
- 5.5 The Secretary prepares and keeps minutes of the club and Executive Board meetings; he provides copies of these minutes to the President and Vice-President.
- 5.6 The Secretary notifies officers, directors and chairmen of the committees of their election or appointment.
- 5.7 The Secretary processes and submits applications for membership to the Executive Board for action.
- 5.8 The Treasurer keeps an up-to-date roll of paid-up members and supplies same to the Secretary.
- 5.9 The Secretary conducts such correspondence as may be requested by the President, the Executive Board or the club.
- 5.10 The Secretary sends out notice of meetings as required.
- 5.11 The Secretary hands applicants for membership a copy of the By-Laws and of the most recent club roster.

- 5.12 The Treasurer supplies all Honorary members with current membership cards and club rosters.
- 5.13 The Treasurer prepares and publishes annually the Club Roster which will include each members name, call sign and E-Mail address if available.
- 5.14 The Treasurer collects, receives and guards all funds of the club and deposits them into such banks as have been designated by the Executive Board or by the membership.
- 5.15 The Treasurer disburses funds as directed by the Executive Board or by the membership.
- 5.16 The Treasurer issues receipts for all funds received; he maintains an up-to-date record of paid-up membership. He issues membership cards to all paid-up members.
- 5.17 The Treasurer reconciles all bank statements as, if and when received. He keeps his books of account up-to-date and submits to the Executive Board every month a written report summarizing all transactions of the past month and stating reconciled bank balances.
- 5.18 The Treasurer submits to the Executive Board a statement of financial condition as of the 31st of December and a summary of revenues and disbursements transacted during the year of his tenure.
- 5.19 The Communications Officer is in charge of the clubs emergency operations; he coordinates the club's activities with the County Emergency Management.
- 5.20 The Communications Officer is in charge of the club's Field Day and other special station activities.
- 5.21 The Administrative Officer shall be in charge and shall maintain an accounting for all of the property belonging to the club, other than cash or funds deposited with the banks or other institution. He shall upon taking office, prepare an inventory of all such assets and at each December meeting shall properly account for additional or deletion of properties belonging to the club, He or his delegate shall maintain the security of the club quarters and the clubs property there.

## 6.0 TRUSTEES

- 6.1 The Trustee of the club's amateur radio license, W4AB, shall be nominated and elected in the same manner as the officers and directors. He shall serve a term of one year. He shall have been a full member of the club for a period of not less than one year.

- 6.2 The Trustee is responsible for the club's radio license; any use of the club's call and/or license shall be authorized by the Trustee. The Trustee is the custodian of the club's station operating logs and records.
- 6.3 The Trustee of any repeater or auxiliary station owned and operated by the club shall be nominated and elected in the same manner as the officers and directors. He shall have been a full member of the club for not less than one year
- 6.4 The Trustee of the repeater shall be ex-officio chairman of the repeater committee.
- 6.5 The Trustee of the repeater is responsible for the operation and maintenance of the repeater.

## 7.0 EXECUTIVE BOARD

- 7.1 The elected officers of the club, the immediate past president of the club, the trustee of the club's radio license, W4AB, and five additional members (to be known as directors) to be elected at the same time and in the same manner as the officers, constitute the Executive Board.
- 7.2 The Executive Board has general supervision of the affairs of the club between membership meetings. The Board is subject to the decisions taken by the membership and none of its actions shall conflict with any of the membership's decisions.
- 7.3 The Board deals with current needs and problems of the club as well as with long range operational or policy matters; the results of its deliberations will be submitted to the membership for approval.
- 7.4 The Executive Board approves the payments of bills and operating expenses not exceeding \$100.00.
- 7.5 The Board holds monthly meetings at a time and place of its own choosing. Special meetings may be called by the President or shall be called at the written request of three members of the Executive Board.
- 7.51 Attendance of all meetings of the Executive Board shall be obligatory for all Officers as well as all Directors. Any member of the Board who fails to attend any two meetings in one year without prior notification to and excuse by the President shall be automatically deemed to have resigned his Office or Directorship.
- 7.6 Five members of the Executive Board constitute a quorum.

7.61 Vacancies of Directors shall be filled by the Executive Board for the unexpired term by majority vote.

7.7 Directors may be remove from office following the identical procedure outlined under 4.12 for Officers.

## 8.0 ELECTIONS

8.1 At the membership meeting in September, the club shall elect a Nominating Committee of three members, all of whom have been members for at least one year.

8.2 The Nominating Committee shall nominate candidates for officers, directors, and trustees; the nominees shall have agreed to their being nominated and the slate shall be announced during the October membership meeting.

8.3 Additional nominations may be made from the floor provided that the consent of the nominee shall have been obtained.

8.4 The election of Officers, Directors and Trustees shall take place during the November meeting of the membership. If there is more than one candidate for any one of the offices, election for such office must be by written ballot. A majority vote shall elect.

8.5 The nominees for the office of President and Vice-President shall have been full members for not less than one year.

8.6 Installation of newly elected Officers, Directors and Trustees shall take place during the December membership meeting. They will assume their duties on January 1st of the year for which they were elected.

## 9.0 MEETINGS

9.1 Unless decided differently by the Club or the Executive Board, membership meetings shall be held on the second Tuesday of each month with the exception of July and August.

9.2 Special meetings may be called by the President or upon the request of ten members. All members will be notified by E-Mail and Traffic net or phone as to date and place of such special meeting.

9.3 Twelve voting members shall constitute a quorum.

## 10.0 COMMITTEES

- 10.1 EOC Liaison - To promote and maintain high level of cooperation between the EOC and BARC.
- 10.2 The Finance Committee consists of the Chairman and two members; they plan and submit to the Executive Board a budget, which is consistent with reasonable expectations and the club's resources and objectives.
- 10.3 The Repeater Committee oversees the engineering and operation of the club's repeater and makes periodic reports to the Executive Board and the membership on such operations and with suggestions for improvements of its technical capabilities and public service function.
- 10.4 The Audit Committee designates one of its members to audit the accounts kept by the Treasurer not later than the first week of January, so that its report is available at the first membership meeting of the new year.

## 11.0 PARLIAMENTARY AUTHORITY

- 11.1 The rules contained in Robert's Rules of Order, shall govern the club in all cases to which they are applicable.

## 12.0 AMENDMENTS

- 12.1 These By-Laws may be amended at any regular business meeting of the club by a majority vote of the members present.