

Bylaws of the
BASTROP COUNTY AMATEUR RADIO CLUB
Changes Marked by Bold Italic Print - 2.11.17 Draft

Article 1. Annual Meeting

- a. The Annual Meeting of the Club shall be held within 37 days of January 1 each year. Notification of the Annual Meeting shall be per Article 3.

Article 2. Meetings

- a. Regular meetings shall be held monthly.
- b. Special Meetings: Notification of this meeting shall comply with Article 3. Attendance at a special meeting shall be taken. Minutes of the special meeting and results of any special vote shall be made available via the **club website** (<http://bcarc-hams.org>) or by US mail within 48 hours of the meeting.

Article 3. Notifications

- a. Notification shall be by email.
- b. For those members who do not have an email address this shall be done by USPS if those members have made prior arrangements with the club secretary to be notified in that manor. The timing of the notification shall be sent at least seven (7) days in advance of the meeting the email date or postmark shall count as the first day of the required seven (7).

Article 4. Membership

- a. Individual membership in the Club shall be granted to any person interested in amateur radio having paid dues and are elected to membership. The right to cast a vote is limited to all licensed members in good standing.

Article 5. Duties of the Officers

- a. President
 1. The President shall preside at all meetings of the Club.
 2. The President shall have general supervision and active management of the affairs of the Club.
 3. The President shall sign all written contracts and obligations of the Club.
 4. The President shall perform all duties usually incident to the office.
 - i. ***The club president shall assign an elected club officer to keep records of all equipment owned by the club and report possession and location of said property when requested.***
 5. ***The President shall decide all questions of order.***
 6. ***The President shall appoint Committee Chairpersons, and appoint Ad Hoc committees as necessary.***
 7. ***The president shall appoint a person to maintain close liaison with ARRL functions.***
 8. The President shall have a discretionary fund of up to \$200.00 for the use of emergency supplies, ***or*** equipment ***for the benefit of the club.***

- b. Vice-President
 - 1. The Vice-President shall, in the absence of the President, preside at any meetings of the Club and have the same power and responsibility *as* the President.
 - 2. The Vice-President shall perform such duties as directed by the President.
- c. Secretary
 - 1. The Secretary shall keep the records of meetings, including attendance (sign-in) sheets, keep a current email and mailing list of members, and give notice of all meetings in accordance with the Constitution *and Bylaws*.
 - 2. The Secretary shall perform such duties as directed by the President.
- d. Treasurer
 - 1. The Treasurer shall collect dues, pay bills, keep fiscal records of the Club, prepare and present financial reports at monthly and annual meetings.
 - 2. The Treasurer is responsible for signing all checks, co-signing all legal documents.
 - 3. The Treasurer shall perform such duties as directed by the President.
- e. Sergeant-at-Arms
 - 1. The Sergeant-at-Arms shall maintain order at all meetings, oversee the acceptance of *materials and equipment* offered to the Club, *and* recommend action to the club for the disposal of equipment or materials.
 - 2. The Sergeant-at-Arms shall perform such duties as directed by the President.

Article 6. *Membership Dues*

- a. Membership Dues *shall be collected* on January 1 of each year in accordance with the provisions of Article 5 of the Constitution *with* the purpose of providing funds for *the* expenses and operations of the Club.
- b. Dues shall be prorated *monthly* for NEW members for the remaining period of the *calendar* year.
 - i. *Prorated dues shall be rounded up to the nearest dollar. [(\$20/12)x(13-Month)]*
- c. Members whose dues are paid *and comply with article 4* are considered “members in good standing” and are eligible to vote. Dues may be paid in *cash, by check, or electronically but may not be paid by* “in kind” services.
- d. If deemed necessary, special assessments may be made in order to fulfill the purposes of the Club. Special assessments shall be in writing and presented to the Club at either a Special Meeting as defined in Article 2, or at a regular monthly meeting depending on the circumstances for such assessment.
- e. No officers or members shall receive salaries or compensation of any kind, (“monetary or in kind”) for their services *rendered to the Club*. There shall be no dividends to the members of the Club.
- f. The fiscal year of the Club shall correspond to the calendar year.

Article 7. *Donations*

- a. Funds - Cash donations
 - 1. Cash donations shall be expended as designated by the donor *within (2)*

- years of the donation.* If no designation is made, *or the two-year period has elapsed*, the funds shall be included in the general fund *of the Club.*
2. *The Treasurer shall acknowledge* all donations in the annual financial report and unless the donor wishes to remain anonymous, the donation and the donor shall be listed.
- b. Equipment - Equipment donations shall be made in the following manner:
 1. All donations of equipment shall be reported to the Sergeant-at-Arms, or *other elected club officer.*
 2. A full report of the material/equipment donated shall be made to the Club at its next regularly scheduled meeting.
 3. Disposal of any equipment owned by the Club shall be the decision of the Club by vote at a regularly scheduled meeting.
 - c. *Club Funds - Funds that are requested to be donated to charities or other organizations must be presented in writing to the President's Committee, as defined in Article 10, for consideration and approval. Upon Board approval, the request shall be presented to the general membership at the next official club meeting, either regular or special, with a quorum.*

Article 8. Fund Appropriations

- a. *Any request for monies of a sum exceeding \$300 shall be voted on by the general membership at an official club meeting, either regular or special, with a quorum.*
- b. *Any request for monies of a sum exceeding \$300 shall be presented to the general membership at least fifteen (15) calendar days before a vote can take place.*
- c. *Such money requests shall be made either in person at a meeting, or by electronic or US mail service.*
- d. *Full membership shall be notified of an upcoming appropriation vote either in person at a meeting, or by electronic or US mail service.*
- e. *In the case of replacement or repair of preexisting club property, either including but not limited to repeater equipment, the President's Committee, as defined in Article 10, may appropriate funds at their discretion, even if exceeding \$300, to replace said equipment with a comparable item or pay for repairs to said equipment.*
 - i. *If equipment replacement is necessary, a like or comparable item shall be purchased at current market value. If any equipment upgrades or substantial feature additions are proposed, the appropriation request shall be presented to the Club as defined in above Sections a-d.*
 - ii. *This section is intended to empower the President's Committee to take necessary steps to maintain the repeater system or any other Club feature in continued constant operation as quickly as possible, but does not grant the President's Committee power to unilaterally add new items or equipment to Club inventory without the approval of the general membership.*

Article 9. Fund Raising Committee

- a. *This Ad Hoc committee shall consist of up to three (3) volunteer members plus the appointed chairman and shall manage the club's efforts to raise operating funds, through solicitation, planning, and executing any activity to strengthen the financial stability of the Club. They shall report to the president.*

Article 10. President's Committee

- a. ***The President shall establish a Board consisting of all elected officers and appointed committee chairs.***
- b. ***The Board may meet prior to the monthly club meeting to establish an agenda and discuss club business.***

Article 11. Repeater Committee

- a. This committee shall consist of three members appointed by the club President and shall oversee the maintenance, operations, installation, and compliance of the club's repeaters. ***The committee shall report any irregularities or issues and make recommendations for repair or improvement*** (including the hiring of an outside contractor), to maintain compliance with FCC rules.

Article 12. Interference Committee

- a. ***This Ad Hoc committee shall consist of up to five members appointed by the club President should an incident dealing with RF interference require investigation.***
- b. ***The committee shall direct investigations, invite proper inquires, establish technical facts and record testimony related to the incident and report all results to the club in writing.***

Article 13. Amendments

- a. These Bylaws may be amended by a ***majority (51%)*** vote of the membership at a regular meeting provided that notification of proposed amendments ***be*** sent along with a letter announcing the suggested changes a minimum of ***fifteen (15) days prior to a vote. The email date or postmark shall count as the first day of the fifteen (15).***
- b. Deletions, additions, and/or corrections to the Bylaws or the Constitution shall be kept on file with the Club Secretary, with copies to the President. Each recorded change shall contain the ***proposal date and*** date of passage.
- c. ***The bylaws shall be posted on both the club website and club reflector upon approval so long as either or both locations exist.***
- d. These Bylaws may not be temporarily suspended.

Article 14. Revision History

Amendment 4-7-2007:

Added the President Discretionary funding of \$200 for emergencies.

Amendment 2-2-2012

Major changes in organization and text of document. See previous document for changes.

Proposed on March 3, 2012

Adopted on February 2, 2013

***Changes in Articles 2, 4, 5, 6, 7, 9, 11, and 12 added Articles 8, 10
Language adjustment for sake of consistency throughout document.
Proposed February 11, 2017 Adopted on***