

**BYLAWS OF THE  
JEFFERSON AMATEUR RADIO CLUB, INC.**

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## Preface

The official publication of rules of order recognized by this club shall be: The New Roberts Rules of Order by Mary A. De Vries (Penguin Group, copyright 1989, 1st edition 1990). Unless otherwise stated in the club's special rules of order, this publication shall govern the conduct of all meetings and order of business. Special rules of order may be enacted after notice has been given to the membership and carried by a majority vote of the members present at a general or special or Board meeting provided there is a quorum of voting members.

## 1 - Elected Officials

The duties of the Board of Directors of the club shall be as follows:

- a. The Board of Directors, which consists of the Officers and the Directors at Large, shall be responsible for the direction of the club within the object and purpose for which the club is chartered. They shall oversee all activities, programs and business affairs of the club to ensure compliance with the Article of Incorporation and the Bylaws. They shall recommend to the membership any action or changes in the affairs of the club necessary for its best interest and well-being. They shall review and approve the appointment of the Trustee(s). They shall review and approve the annual budget and all expenditures of the club. The board shall carry out any other duties or responsibilities assigned to it by the Membership and the Bylaws. The Board shall create, publish, promote, maintain, and enforce the JARC Code of Conduct. The Board shall be responsible for conducting an annual inventory of the club's assets. The Board minutes shall constitute its report and/or recommendations to the membership.
- b. The President shall preside at all meetings of the club and maintain discipline while the meetings are in session. The President shall sign all official documents and perform all necessary duties pertaining to his/her office. The President shall appoint and discharge committees and their duties as necessary, making initial appointments as soon after taking office as possible. The President, at his/her discretion, may authorize any expenditures within the approved Budget and beyond the approved budget, up to Two Hundred (\$200.00) of club funds to cover expenses without prior approval. Such expenses must be supported with receipts or other documentation. All such expenses must be ratified by the Board at the next meeting and included in the Board's minutes read at the next General Meeting. The Board shall vote to replenish this fund and/or impose other ceilings or limitations as deemed necessary. Under emergency conditions the Board may authorize an additional One Hundred Dollars (\$100) for the President. For security and continuity the President shall have access to the club funds as a backup to the Treasurer. The President shall keep a current list of all persons having keys to the club. The President shall complete and publish a list of accomplishments for the preceding year as soon as possible after the conclusion of that year. The President shall be the contact point for actions involving the national and state ARRL.
- c. The Vice-President shall assume all duties and privileges of the President in his/her absence. The Vice President shall maintain a club handbook which includes the Articles, Bylaws, a record of all long term motions and special rules of order, the JARC Code of Conduct and procedures/standard practices.

- d. The Secretary shall record the proceedings of all meetings, shall produce a written record of all meetings, and shall read the minutes of previous meetings into the record at the subsequent meeting. The Secretary shall read the minutes of the Board meeting at the following General Meeting. The Secretary shall be responsible for the maintenance of the corporate status of the club and the filing of all reports and certificates which may be required under the corporation laws of the State of Louisiana. The Secretary shall be responsible for providing updated information about the club to keep the records of other groups current. The Secretary shall be responsible for all correspondence of the club and shall read all communications at the meetings. The Secretary shall be charged with the safe-keeping of all past and current records of the club. The Secretary shall keep a copy of the Roberts Rules of Order and make it available for reference by the membership. The Secretary shall be responsible for providing notice to the membership or call of the membership as directed in the Articles of Incorporation and Bylaws. The Secretary shall keep a current roll of all members.
- e. The Treasurer shall be responsible for the club funds and assets and serve without bond. The Treasurer is empowered to collect, deposit and withdraw monies from all existing accounts, to initiate new accounts and close old accounts as approved by the Board of Directors. The Treasurer shall serve as chairperson of the Budget Committee. The Treasurer shall prepare and maintain a budget for the club and submit it for the approval of the Board. The Treasurer shall be responsible for all disbursements, receipts of the club and at the monthly meetings submit a written, monthly report to the Secretary, for inclusion in the minutes, detailing all moneys received and expended since the prior meeting and the balances in all club accounts. The Treasurer shall issue written receipts for all cash funds received. The Treasurer shall distribute club mail from the club post office box.
- f. The Directors at Large shall assist the officers in directing the affairs of the club. There shall be 6 Directors at large with terms of 2 years. One half shall be elected each year to assure continuity of programs and long range organizational planning. Directors at Large may serve as committee chairpersons as appointed by the President.

## 2 - Annual Elections

- a. The Board of Directors shall be elected at the annual meeting in January. The out-going President shall automatically be a nominee for a seat on the Board as one of the Directors at Large.
- b. To be eligible for election to the Board, the candidate must 1) be an active member with dues paid in full, 2) be the age of majority and able to legally engage in the business of the club as defined by the Laws of the State of Louisiana and 3) accept the nomination as a candidate. To avoid conflicts of interest the President may not be president of any other major amateur radio club, and the Treasurer may not be president or treasurer of any other major amateur radio club.
- c. Where there is more than one nominee for an office, the voting process shall be by secret ballot. The ballots shall be issued and counted by the members of the Nominating Committee.
- d. The Term of Office for the Board shall end with the election of the new Board in January. Each member of the Board whose term is expiring shall turn over to their successor all records and paraphernalia pertaining to that office prior to the next board meeting. Other officials may serve

until a successor is named and then shall turn over all records and paraphernalia relating to that position.

### 3 - Meetings

- a. The Board of Directors' meetings shall be held in the evening on the second Thursday of the month, unless changed to accommodate a holiday. Changes due to holidays shall be announced in prior meetings and on the club website. In case of important or emergency business, which cannot be held over to a regular Board meeting, a special meeting may be called at the President's discretion. In the case of a special meeting, the Secretary shall attempt to announce it to each Board member at least ten (10) days in advance of the meeting date. The Board may also choose to adjust the timing of its monthly meetings to suit the purposes of the Board, but such change must specify consistent timing within the month so that the membership may plan to attend.
- b. General Meetings are to be held on the fourth Thursday of the month, unless changed to accommodate a holiday. Changes due to holidays shall be announced in prior meetings or on the club website. In case of important or emergency business, which cannot be held over to a General Meeting, a special meeting may be called.
- c. Special Meetings shall be called at the discretion of the President or upon receipt, by the Secretary, of a written, petition signed by ten (10) or more active members. In the event of a special meeting, the Secretary will email the membership or mail a postcard with meeting date, place, and purpose to each member at his/her last known email address, or if time permits, by notice on the club website.
- d. A Quorum is required for the transaction of business. At General and Special meetings, 10% of the members with voting privileges must be present to constitute a quorum. At Board meetings, 60% of the Board Members must be present to constitute a quorum.

### 4 - Planning and Budgeting

- a. The president shall call an annual planning meeting in the month of February prior to the General Meeting. The purpose shall be to set the agenda for the club programs, meetings, social events, and general business for the year. In attendance shall be the Board of directors, and committee chairpersons. The President shall present the annual agenda to the membership at the February General Meeting for approval.
- b. The Treasurer shall submit the proposed budget based on the Agenda for the year to the Board for approval at the March Board meeting. The Treasurer shall present the approved budget at the March General Meeting. All expenditures of the club must comply with the approved budget. The Board may authorize budgets by individual committees to eliminate having to approve each expenditure individually. The committee chairpersons have the authority and the responsibility for the committee budget and expenditures and shall report the committee progress and budget status at the Board meeting. The budget may be altered by a majority vote of the Board at a Board meeting.
- c. Annual Dues shall be assessed at a rate only as recommended by the Board of Directors after notice has been given to the membership and carried by a majority vote of the members present at a

General Meeting provided there is a quorum of voting members. Such change shall become effective on January 1st of the following year. Dues for the year are due on January 1.

## 5 - Membership

- a. The Membership shall be responsible to follow the Articles, Bylaws, JARC Code of Conduct, ARRL Safety guidelines, and approved motions of the club, to follow the amateur code, and to support and maintain the club. Members operating club equipment are responsible for gaining the proper operating knowledge for that equipment. Members who elect to perform any work on club equipment and structures acknowledge that they possess appropriate skill sets to perform all such work for which they will be engaged. It shall be the responsibility of each member to keep the Secretary advised of any changes to the information provided on the member's application.
- b. Application for Membership: Any person may apply for new membership by completing an application form and submitting it to the Membership committee with prorated dues through December 31st. The membership committee shall make all new pending applications available to the Board. The General Membership shall accept or reject with a simple majority vote of voting members present at a General Meeting. If an applicant is rejected, any dues paid with the application will be returned.
- c. Renewals: Members may renew their membership by paying full annual dues (i.e. no proration). Members shall provide an updated, signed membership application with the annual dues. Any member delinquent in payment of their dues or in providing an updated membership application by the January General Meeting shall not be eligible to vote in any club business or elections. A member will be suspended if dues or membership application is outstanding by the February General Meeting. Any member with dues or membership application outstanding by March 1 shall be automatically dropped from membership.
- d. No person shall be denied membership on the basis of race, creed, national origin, or gender.

## 6 - Membership Classes and Dues

Membership classes and dues of the organization are defined as follows:

### **ACTIVE licensed members have voting privileges:**

- a. **FULL MEMBER (100% DUES)**: Any person holding a valid FCC Amateur Radio License or anyone having a license pending from the FCC.
- b. **LIFETIME FULL MEMBER**: Any FULL MEMBER who donates in advance a monetary sum equal to the lesser of 90 minus the age of the member times the current dues rate, or \$1000. Any such donation(s) may be directed to apply to any other FULL MEMBER who is NOT the donor.
- c. **FAMILY MEMBER (50% DUES)**: Each additional member of the same family residing at the same domicile of a Full member and holding a valid FCC Amateur Radio License. (Maximum dues per domicile is limited to 200% dues for a family.)

- d. HONORARY MEMBER (0% DUES): Any person voted upon by the Board of Directors to have full membership privileges for a specific time period, without the assessment of dues, in recognition of loyal, unselfish, dedicated service to the organization and/or the amateur community. The recipient must hold a valid FCC Amateur Radio License.
- e. STUDENT MEMBER (50% DUES): Any full time student holding a valid FCC Amateur Radio License.
- f. SPECIAL MEMBER CLASS(es): Any person holding a valid FCC Amateur Radio License or anyone having a pending license from the FCC who is nominated by the Board of Directors and approved by the membership who shall meet such special class criteria defined by the general membership. Provisions for dues, voting status, privileges, duration of the special criteria and any other conditions of membership shall be defined when the specific Special Member Class is created and approved by the general membership.

**ASSOCIATE members do not have voting privileges:**

- g. ASSOCIATE MEMBER (100% DUES): Any person desiring to hold a valid FCC Amateur Radio License.

## **7 - Appointments and Membership Committees**

- a. The Officials appointed by the President include individual positions and the committee Chairperson. Committees shall consist of a Chairperson and appointed members. The president shall appoint the committee chairperson and may delegate the appointment of committee members to that chairperson. All appointed officials shall attend Board and General Meetings or provide a written report on the status and plans for their area of responsibility. The President may appoint such additional committees as necessary. The duties of the appointed officials are:
- b. The Budget Committee consisting of the Treasurer (as Chairperson) and elected Officers and shall prepare a proposed budget based on the agenda for the year.
- c. The Building Committee shall be responsible for keeping the club's building and grounds (except amateur equipment) in good, clean condition and shall handle any expansion or alterations to the building and grounds.
- d. The Education Committee shall plan and conduct such classes as authorized by the Board of Directors. The committee shall explore the possibility of advancing amateur radio through contacts in the community.
- e. The Emergency Coordinating Committee shall organize local stations for cooperation with municipal, state, federal authorities and with local and national organizations during emergency or disaster conditions. This committee shall keep list of all stations equipped to operate on emergency power as well as portable and mobile equipment and shall conduct drills of such emergency squads as may be organized.
- f. The HF Committee shall be responsible for maintaining the club HF radios, antennas, poles and towers in good clean condition and, shall handle any expansion or alteration to the equipment.

- g. The Information Technology Committee shall be responsible for maintaining the club computers and digital communication equipment in good, clean condition and shall handle any expansion or alteration to the equipment.
- h. The Membership Committee shall be responsible for the recruitment of new members and shall act as the official welcoming committee to new and prospective members and maintain a parallel membership list to the Secretary.
- i. The Net Committee shall run the club nets.
- j. The Nominating Committee shall be appointed at least 3 months prior to the January meeting (i.e. by the October General Meeting). The Committee shall consist of a chairperson and three (3) members, none of whom shall be related or hold any elected office. The committee shall note the member's merit and contributions throughout the year so as to recommend one, qualified candidate for each office to be filled at the January meeting. The committee shall present their recommendations to the membership at the December General Meeting.
- k. The Publications/Publicity Committee shall be responsible for the publication of the club's official journal, and shall handle all publicity for the organization and the VEC.
- l. The Repeater Committee shall be responsible for the operation and all repairs and preventative maintenance on all club analog and digital repeaters, club-owned UHF/VHF transceivers, accessory equipment, and towers. Board members are automatically control operators during their term of office. Additional Control Operators and Controller Programmers must be approved by the Board.
- m. The Volunteer Examiner Coordinator (VEC) Chairperson shall coordinate volunteer examination sessions on behalf of the FCC. The VEC shall operate in accordance with the FCC regulations for VECs, maintain contacts with the NCVEC and shall be responsible for VEC funds which shall be accounted for separate from other club funds. The VEC Chairperson, at his/her discretion, may authorize any expenditures within the VEC's approved Budget and beyond the approved budget, up to One Hundred (\$100.00) of allocated VEC club funds to cover expenses without prior approval. Such expenses must be supported with receipts or other documentation. Oversight of VEC expenditures shall be provided by the Treasurer. If the Treasurer, in addition, serves in the role of the VEC, the President shall exercise oversight of VEC expenditures.
- n. A Parliamentarian shall be appointed by the president from the Board. The Vice-President will normally serve as Parliamentarian although any Board member may be appointed. His/her duties shall be defined in Roberts Rules of Order and shall include advising the president in procedural matters.
- o. The Registered Agents shall be appointed by the President. Whenever there is a change in a Registered Agent, the Secretary shall provide notice to the Secretary of State.
- p. Trustees shall serve in the capacity of control operators of the club's amateur radio stations and licenses thereof. The Trustees shall ensure that all who operate and/or repair the club's equipment acknowledge that they have the skills, are fully capable of doing so and are cognizant of the current FCC Rules and Regulations.



## **8 - Club Assets**

- a. The club equipment, buildings, and other assets are for the exclusive use of the club for club activities and business. Equipment and assets may only be removed from their designated locations with appropriate prior approval: removal for repairs must be approved by the Committee Chairperson responsible for the work; removal for reasons other than repairs must be approved by the President. Any person requesting permission to remove club equipment or asset must be a member in good standing and agree to assume financial responsibility for repair or replacement in the event it is damaged, lost or stolen while under their authority. The Board of Directors may suspend all club privileges of any member until damages are paid for.
- b. Any person holding club keys shall be responsible for the use of the keys and may not reproduce them or loan them out to anyone. Keys to the clubhouse shall be made available to the current Board. The key to the club post office box shall be provided to the club Treasurer and Secretary. The president may, on a temporary basis, assign a club key or keys to a committee chairperson or member in good standing who may have a specific duty or responsibility to carry out. This temporary assignment must be ratified by the Board and shall have a term of no more than the time required to carry out the duty or responsibility. The Board and other key-holders shall return their keys to the club President upon leaving office. The President shall transfer them to the new Board and approved key-holders.

## **9 - Suspension - Expulsion - Removal from Office**

- a. Any member that has been issued a Notice of Apparent Liability from the FCC is expelled from the club. Notification shall be provided to the member that he is expelled.
- b. Any member may be expelled from the club for cause after notice has been given to the membership and carried by a majority vote of the members present at a General Meeting provided there is a quorum of voting members. A motion and a second are required to present the notice of cause. Cause may include, without limitation, violating the FCC Amateur rules, violating the Amateur Code, obtaining or upgrading an Amateur license under false pretenses, the conviction of a felony, or violating good amateur practice. The Secretary shall mail a copy of the notice to the address in the club records of the member subject to the expulsion vote. The member in question does not have to be present for the expulsion vote to take place. Notification via email and post shall be provided to the member that he/she is expelled. If the President deems it appropriate, an expelled member may be reported to the ARRL and/or the FCC.
- c. Any elected official may be removed from office for cause after notice has been given to the membership and carried by a majority vote of the members present at a General Meeting provided there is a quorum of voting members.
- d. In addition to Bylaw 9.c, any Board member may be suspended from office for cause by majority vote of the remaining Board members present provided there is a quorum. The suspension must be ratified by the membership at the next general or special meeting and 9.c proceedings begun. The President shall then recommend a temporary replacement to the Board which must be approved by a majority vote of the Board members present provided there is a quorum of voting members.
- e. Voting for suspension, removal from office and expulsion shall be by secret ballot.

## **10 - Vacancies filled by succession, appointments, or by a special election.**

- a. Succession: The vice president shall succeed the president, or the secretary, or the treasurer in the event of a vacancy.
- b. Appointments: If the succession is refused or if the vacancy occurs in the Directors at Large, the remaining Board of Directors shall appoint a qualified active member to fill the vacancy for the remaining term of office.
- c. Special Election: If the Board is unable to fill a vacancy, a special election shall be called to fill the remaining term of office. Special elections shall follow the same rules as regular elections including eligibility and balloting.
- d. The President may remove from office any appointed official.
- e. A committee chairperson may remove from office any of his/her appointees for cause.
- f. In all cases requiring notice to the membership, (except those defined in the Articles of Incorporation which require publication of notices in the official journal of the Parish of Jefferson, State of Louisiana), the Secretary shall publish it on the official club web site at least 30 days before the date of the event. In those cases where it may not be practical to publish a notice, the Secretary will send out emails to comply with the requirement. The requirement of notice shall be accomplished with the inclusion of the posting date in any notification. The notice shall contain the date, time, place and brief description of the event. In cases where these Bylaws give a specific definition of notice to the membership that definition shall prevail.

**These Bylaws are hereby adopted in accordance with Article 10 of the Articles of Incorporation, by approval of the general membership, effective the 22nd day of April, Two Thousand Twenty One. These Bylaws supersede all prior Bylaws of the Jefferson Amateur Radio Club, Inc.**