

# BYLAWS OF THE ANTIETAM RADIO ASSOCIATION

## ARTICLE I – NAME OF ORGANIZATION

The name of this organization shall be known as **Antietam Radio Association**.

## ARTICLE II – PURPOSE

It shall be our purpose to further the exchange of information and cooperation between members, to promote amateur radio knowledge, fraternalism and individual operation efficiency, to facilitate emergency and public service communications, and to conduct association programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

## ARTICLE III – MEMBERSHIP

### Section 1. Members

- A. Active members shall be considered as those who are licensed Amateur Radio Operators recognized by the FCC.
- B. Associate members shall be considered as an unlicensed person interested in amateur radio and may be considering obtaining a license.
- C. Junior members shall be considered as youth under the age of 16, licensed or unlicensed, with an interest in electronics and/or amateur radio operation.
- D. Life members shall be those members rewarded for their service to the Antietam Radio Association. They are nominated and then recognized by a majority vote of the active members.

### Section 2. Removal of a member from the membership rolls

- A. The details of a situation that may be harmful to the organization shall be brought to the attention of the Executive Board for deliberation.
- B. The Executive Board shall vote on whether or not to remove an individual; if approved for removal the matter is taken before the general membership for a vote.

## ARTICLE IV – OFFICERS

### Section 1. Officers and their duties

- A. **President** shall preside over meetings, shall be a voice for the membership when required, sign all legal papers, and provide leadership for the members. The President may appoint a committee chair or members as needed. The President is ex-officio member of all committees; the President cannot initiate a motion; the President may not vote on any motion, except in the case of a tie, where the President may cast the tie-breaking vote.
- B. **Vice-President** shall assist the president when needed and shall stand in for the President when necessary.
- C. **Secretary** shall record the minutes of each meeting, storing the minutes along with all the legal papers and other necessary documents. The secretary shall also maintain a current record of all members and issue membership cards.

- D. **Treasurer** shall collect all monies received by the association, maintain bank accounts and report the results when requested. The treasurer shall also maintain record of all assets of the Association including serial numbers of all the equipment and supervise every financial transaction of the Association.
- E. **Activities Manager** shall be responsible for providing activities for meetings and supervise special activity events when required.
- F. **Three (3) Directors** shall serve on the Executive Board as representatives of the membership.

## **Section 2. Election of Officers**

- A. Only active members are eligible to be an officer.
- B. Officers serve a period of one year and are eligible to be re-elected a following year.
- C. An officer may not simultaneously be elected to more than one office position.
- D. A nominating committee of three (3) shall be appointed by the President in March to present a list of candidates for consideration in April and election at the first meeting of May.

## **Section 3. Executive Board**

**Executive Board** shall consist of the President, Vice-President, Secretary, Treasurer, Activities Manager and the three (3) Directors. The Board may vote on an item or vote to bring the item to the membership for a vote. All discussions are presented to the general membership by the Secretary reading the minutes of the Board at the next regular meeting.

## **Section 4. Appointed Positions**

- A. Appointed positions may consist of those non-elected offices such as: Emergency Coordinator, Asset Manager, Hamfest Chairperson, Membership Chairperson, Nominations Chairperson and others as needed.
- B. Trustee of the Association's FCC License shall be an appointed position with the responsibility of maintaining the integrity of the license and the license periodic renewal.
- C. Each appointee shall receive details of what is required of their office prior to their appointment so they may fully accept the responsibility of the office.
- D. After consultation with the Executive Board, the President shall appoint (or re-appoint) Committee Chairs and other appointed positions following annual elections in May. Appointments should be announced at the Annual Meeting.

# **ARTICLE V – MEETINGS OF MEMBERS**

## **Section 1. Regular Meetings**

- A. Business meetings of the membership shall be held on the first Tuesday of the month.
- B. Activity meetings shall be held on the Third Tuesday of the month except during July and August.

## **Section 2. Annual Meeting**

- A. An annual meeting of the members shall take place on the first Tuesday of June.
- B. At the Annual Meeting, the members shall receive reports on the activities of the **Antietam Radio Association**, and the membership shall determine the goals of the association for the coming year.

### **Section 3. Special Meetings**

Special meetings may be called by the President or the Executive Board at an agreed upon time and place with advance notice to the membership (as defined in Article V, Section 5-A).

### **Section 4. Executive Board Meetings**

The Executive Board shall meet at least quarterly at an agreed upon time and place.

### **Section 5. Notice of Meetings**

- A. Email notice of each meeting shall be emailed to each member and posted to the website not less than 24 hours prior to the meeting.
- B. In case of inclement weather, cancellation of a meeting may be announced on local radio plus posting to the website and in an email to members. State activation of "Snow Emergency Plan" on the meeting night may be considered a cancellation of the meeting unless otherwise notified.

### **Section 6. Quorum**

- A. Regular meetings – A quorum for a meeting of the members shall consist of at least fifteen percent of the active membership.
- B. Executive Board meetings – A quorum of Executive Board shall consist of no less than six (6) board members.

### **Section 7. Voting**

- A. All members shall have full voice; only Active and Life members will have voting privileges.
- B. All issues to be voted on shall be decided by a simple majority of active members at the meeting.
- C. A member may call a question on a vote made by the Executive Board and have the topic be brought before the Regular meeting for a vote by the active members.
- D. At an Executive Board Meeting, all non-board members may have voice, but no voting privileges.

### **Section 8. Meeting Access**

- A. For transparency, all meetings shall be considered open meetings, including the Executive Board meetings.
- B. An Executive Board meeting may only be closed by prior approval of the general membership for a point of resolving a sensitive subject. The membership shall be notified of the results of the meeting.

## **ARTICLE VI – COMMITTEES**

### **Section 1. Standing Committees**

- A. Repeater Committee to supervise the purchase, maintenance and operation of all Antietam Radio Association equipment and locations.
- B. Emergency and Public Service Committee to oversee the liaison with the local county emergency management and local community service organizations for the purpose of providing communication for emergencies or community events.
- C. Volunteer Examination Program Committee to plan testing dates and form volunteer examiners to monitor the testing program.
- D. Membership Committee shall seek methods to encourage amateur radio operators to maintain their membership or to join the ARA.
- E. Nominating committee shall be activated to provide candidates for any election of officers.

**Section 2. Appointments of Committees**

- A. A majority vote of the membership can establish other committees.
- B. Committees other than the standing committees serve until completion of their task and then the committee may be disbanded by a vote of the membership.
- C. Committee chairperson shall be appointed by the President.

**ARTICLE VII – FINANCE**

**Section 1. Dues shall be assessed to each member**

- A. Dues shall be determined at the annual meeting by a vote of active members.
- B. Junior membership dues will be at half the value of regular dues.
- C. Annual dues are based on Calendar year and are due January 1<sup>st</sup>.
- D. The FCC licensed spouse of a member may become an active member with a fee of \$5.00.
- E. New members joining on or after July 1<sup>st</sup> shall pay half the value of regular dues for that year.
- F. If any members dues are not paid by January 31<sup>st</sup>, they will be considered an inactive member and will not have voting privileges until the dues are paid.
- G. Life members shall pay no dues.

**Section 2. Expenses and Income**

- A. All purchases or sales must be brought before the membership or Executive Board for approval.
- B. Invoices or receipts must be presented to Treasurer for payment.
- C. If creating a contract or purchasing equipment, all contracts or invoices must be in Association's name.
- D. Invoices for equipment must include serial numbers and any other information required for verified identification.
- E. General operating expenses under \$50.00 (such as, stamps, office supplies, etc...) need not be voted upon.
- F. A discretionary fund of \$200 shall be made available to the President for use in a situation requiring immediate disposition, and will be required to present the details to the membership at the next meeting for approval.

**ARTICLE VIII – AMENDMENT OF BYLAWS**

**Section 1. Procedure**

- A. The membership may propose to amend these Bylaws by a majority vote of the active members.
- B. Written notice setting forth the proposed amendment or summary of the changes to the Bylaws shall be presented to the membership at the next regular meeting and voted upon at the following regular meeting.

**ARTICLE IX – PARLIAMENTARY PROCEDURE**

All meetings shall operate under the direction and guidance of Robert's Rules of Order.

**ARTICLE X – CONFLICT OF INTEREST**

**Section 1. Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt association’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, or member of the association.

**Section 2. Procedure to determine if a conflict of interest exists**

- A. After disclosure of any financial interest of the individual in question, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed.
- B. The remaining board or committee members shall decide and vote on whether a conflict of interest exists. If a conflict exists the person shall abstain from voting on the transaction or arrangement.

**ARTICLE XI – DISSOLUTION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**ADOPTION OF BYLAWS**

We, the undersigned, are all officers of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the preceding pages, as the Bylaws of this corporation.

**ADOPTED AND APPROVED by the Executive Board on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
President – Robert Long, Antietam Radio Association

ATTEST: \_\_\_\_\_  
Secretary – William Collins, Antietam Radio Association