

HOODVIEW AMATEUR RADIO CLUB BY LAWS

The purpose of the By Laws is to define the duties, procedures and responsibilities of Hoodview Amateur Radio Club (the “Club”) in order that the Club may function smoothly.

SECTION 1. Definitions

By Laws shall be those rules of Club operation, which enforce the observance of the Constitution.

SECTION 2. Enactment, Amendment or Deletion

Enactment, amendment or deletion of these By Laws may be made at any regular or special meeting of the Club by a simple majority vote of the members present.

SECTION 3. Nominating Committee

- A. The Nominating Committee shall submit a list of nominees for each elective office of the Club, at the October Board meeting. Whenever possible more than one nominee shall be submitted for each elective office.
- B. Nominations from the floor will open at the regular October and November meetings.
- C. Each nomination by full members and/or the Nominating Committee shall have the approval of the nominee.
- D. No nominations may be made at the time of the election.
- E. The Nominating Committee shall prepare printed ballots for election of officers within seven (7) days after the close of nominations.
- F. The Nominating Committee shall distribute, collect and count ballots received from all full members at the meeting wherein the election is held.
- G. Absentee ballots shall be given, upon request, to all full members who are unable to attend the meeting at which the election is held. Request for absentee ballot must be made in sufficient time to allow for the return of the absentee ballot to the Nominating Committee prior to the election.
- H. The following procedure will be followed in the event an elected office becomes vacant before the term expires:
 - 1. In the event of a vacancy of an elected office, the Nominating Committee shall submit nomination(s) for the vacant office at the next general meeting following announcement of vacancy.
 - 2. The floor will be open to any *other* nominations from the membership present and all nominations will be closed, voted on and elected by a majority of the members

present at that meeting.

SECTION 4. Fiscal Responsibilities

A. Executive Board Limitations

1. The Executive Board may spend up to two hundred dollars (\$200) for any single expenditure without prior approval of the club membership.
2. The Executive Board shall have the authority to pay bills necessary to maintain the solvency of the organization.

SECTION 5. Dues

- A. Reduced dues will be granted to all members sixty-five (65) years of age and older.
- B. Where there is more than one member per family household, each additional member shall have reduced dues, however:
 1. Only one copy of the newsletter will be sent to each household.
 2. Each paid member will receive a copy of the roster. A reasonable fee will be charged for each additional roster requested.
- C. Dues are due by the December general meeting and considered delinquent at the end of the January general meeting, after which the member will not be eligible to be listed in the club roster for that year.
- D. A reinstating member will be required to pay the full calendar year dues to receive benefits of full membership.
- E. New member dues will be prorated for the joining calendar year.

SECTION 6. Newsletter

- A. The Club shall publish and distribute a monthly newsletter no later than seven (7) days prior to the regular club meeting.
- B. The newsletter shall contain all notices required by the Club Constitution, i.e. information regarding the next meeting, list of nominees for any election, etc.
- C. The newsletter may contain items of general or technical interest to Club members.
- D. Newsletters shall be sent to all visitors the next month following their attendance.

SECTION 7. Club Activities

- A. Any activity of Club members may be classified as a Club activity when fulfilling the requirements of the Constitution and any one of the following are met:

1. Authorized by a vote of the Club membership.
 2. Directed by the Executive Board
 3. Carrying out the responsibilities of any duly appointed committee
- B. The club may participate with nonprofit groups (whether or not co-sponsored by commercial interests), providing the following requirements are met:
1. No part of the proceeds to the club from participating in any event or function shall inure to the benefit or be distributed to any individual club member, trustee or officer.
 2. The distribution of any proceeds received will be in accordance with guidelines and conditions as set forth in section 501 (c) 3 of the Internal Revenue Service code and as set down in the club purpose statement.
 3. Token gifts and refreshments given to individual volunteers (i.e. T-shirts, caps, trophies, etc.) shall not be considered a violation of Section 7. B. paragraph 1.

SECTION 8. Station License and Call Sign

- A. The Station License and Call Sign assigned by the Federal Communications Commission to the Club shall be under the control of the Station Trustee. The Trustee shall be appointed by the Executive Board and shall meet the following requirements:
1. The Trustee shall have a valid Extra Class license.
 2. The Trustee shall be a full member in good standing, having been a member for a minimum of five (5) consecutive years.
- B. The Station License and Call Sign may be used for any club activity as defined in Section 7 of the By Laws.
- C. Operators using the Club License and Call Sign shall operate within the limitations of their license.

SECTION 9. Annual Transition of Officers

- A. The transition of Club functions to the incoming officers shall be completed prior to the next General Membership Meeting following successful election of incoming officers.
- B. State Required Paperwork:
1. Upon successful election, the President-elect and Treasurer-elect shall complete necessary State documentation in order to complete signature changes with the Bank.
 2. The Treasurer elect shall submit to the State updated Registered Agent paperwork.

C. Banking Information:

1. Banking signature cards shall be completed once the State paperwork has been received and completed by the State.

D. Login and Password Access:

1. Officers shall have access to credentials appropriate to their position.
 - a. President shall have full access to all credentials including but not limited to:
 1. Financial transactional entities
 2. Website administrative access
 3. Services purchased for Club use (e.g., WebEx, MailChimp, Web Hosting system back-end, etc.)
 - b. Treasurer shall have access to credentials pertaining to any financial transactional online entity. (e.g., PayPal, Online Banking, etc.)
 - c. Secretary and Treasurer shall have access to any online document storage system
2. The President shall be the governing authority granting access to any credentials on an as needed basis.

REVISIONS:

The club voted to drop the senior and junior rate and make all membership dues the same for the first family member. (\$20)

The club voted to drop the price of additional family from \$12.50 each to \$5, making it a total of \$25 for all members of a family

The club voted on providing a one-year free membership to anyone who takes a class from the club and passes their test. This is offered for the first class the student takes.

Revised 1992, 1994, 2004, 2015, 2021
Revised 11/2021