

WHITMAN AMATEUR RADIO CLUB, INC.
Whitman, Massachusetts

***** BY-LAWS *****

PREAMBLE

Prompted by the study and advancement of the science of electronics and radio communications, the officers and members of the Whitman Amateur Radio Club will endeavor to abide by good operating practices as defined by the American Radio Relay League, and to further the art by experimentation and activity on radio frequencies allotted by the Federal Communications Commission. We further institute and approve these bylaws of the Whitman Amateur Radio Club of Whitman, Massachusetts.

ARTICLE I

NAME OF THE ORGANIZATION

Section 1: This organization, hereinafter called "Club" shall henceforth be known as the
"Whitman Amateur Radio Club, Inc."

ARTICLE II

MEETINGS

Section 1: Regular business meetings of the club will be held monthly on the first Wednesday of every month with special meetings called as situations and emergencies require.

Section 2: A quorum to conduct club business, especially motions carried and voted on, will consist of a minimum of 10 members, of which three shall be officers.

Section 3: Robert's Rules of Order will be generally used as a guide to conduct club business.

Section 4: The order of business shall be decided and conducted by the President. The suggested but not mandatory order of business shall be:

Opening of the meeting, Pledge of Allegiance, Roll Call, Reading of or reference to the published minutes of last meeting, Treasurer's Report, Health and Welfare Business, Committee Reports Old Business, New Business, Closing of Meeting. In the absence of the President Roberts Rules shall be followed.

ANNUAL MEETING

Section 5: The first meeting in July will be deemed as the Annual Meeting

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FISCAL YEAR

Section 6: The club's fiscal year consists of a calendar year beginning January 1st and ending on December 31st.

ARTICLE III

GOVERNMENT

OFFICERS and EXECUTIVE BOARD

Section 1a: This club shall have as its officers a President, a Vice-President, a Treasurer, and Secretary.

Section 1b: This club will have four Directors, three elected, and a fourth being the most recent president.

Section 1c: The Executive board is made up of the elected Officers and the Directors.

NOMINATION

Section 2: Nominations will be held during the club's meetings in April and May which precede the election meeting in June. There will be timely notification via email or USPS to all eligible members. Members to be eligible for nomination and election must be in good standing and have attained their 21st birthday and possess a current amateur license.

ELECTION

Section 3a: Elections of Officers and Directors, who shall be elected by ballot, will be held annually in the month of June. Only official ballots are to be allowed and must be presented, counted, and checked off from a current roster by two non-candidate members at the election business meeting in June. Only the candidates named on the ballot can be voted for. **NOTE:** In the rare event that there is only one candidate for each office, ballots will not be mailed out and each candidate will be voted in by one vote during the meeting in June. The candidates will take office on July 1st.

Section 3b: Official ballots will be distributed via USPS mail to eligible members following the May nominations. Results of the election will include absentee ballots received in time. They must be postmarked a minimum of 10 days prior to the election to ensure they will be counted at the election meeting.

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Section 3c: Permanent vacancies in an office occurring between elections will be filled by notifying the membership of the vacancy by email or USPS as to the filling of such vacant office by nomination and secret ballot. 60 days after the notification at the next regular business meeting the ballots will be counted and new office filled.

Section 3d: Temporary vacancies: If a member will be temporarily unavailable to perform their duties the President may appoint an interim member in good standing to sit in while the elected official is out.

INSTALLATION

Section 4: Officers and Directors elected in June shall take office on the following July 1st.

ARTICLE IV

DUTIES OF OFFICERS

Section 1: The **PRESIDENT** shall be the presiding officer at all club meetings, and conduct the same in accordance with the rules adopted; to act as ex-officio member of all committees; with authority to appoint committees from the club body to expedite club business; to vote only when one vote is necessary to break a tie; to counter sign any and all drafts or warrants necessary to the operation of this organization.

Section 2: The **VICE-PRESIDENT** shall assume the duties of the President in his/her absence, or when requested to do so by the President.

Section 3: The **SECRETARY** duties shall be to transcribe the proceedings of all meetings, and to report these when requested to do so; to take charge of all correspondence and notifications to club members; and to have charge of all records pertaining to this office. Duties also include yearly filing all necessary non-financial documents with the IRS and the Commonwealth of Massachusetts, either by the secretary or his/her designated responsible representative.

Section 4: The **TREASURER** duties shall be to receive and receipt for all monies tendered to the club; to keep an accurate account (register) of all monies received and expended; to pay all debts per direction of the body, to report to the body the state of the treasury at such times as the body shall direct; to present an annual report to the body at the January meeting. Duties also include yearly filing all necessary 501(c) 3 tax documents with the IRS and the Commonwealth of Massachusetts, either by the treasurer or his/her designated responsible representative.

Section 5: A membership roster shall be the combined responsibility of the Secretary and Treasurer. The President and Treasurer will be the only members to have access to the club's bank or other investment accounts and will be the only signatories on said accounts. They shall have the authority to act on reasonable administrative expenses without the express vote of the body. All officers shall, upon retirement from office, surrender all club properties to their successor, or to the club with or without demand.

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ARTICLE V

COMMITTEES

Section 1: The President may name and appoint as many committees as he/she deems necessary in the operation of the club or in the promotion of the club via its many public activities. The President must name the committee chairperson and current members of the committee at the time of appointment.

Section 2: Finance Committee: The President, Vice-President, Treasurer, and Secretary shall constitute the Finance Committee.

Section 3: Annual Auditing: The Auditing Committee shall consist of one or more auditors, skilled in accounting, who need not be members of the club, who shall examine the records of the Secretary, Treasurer and Trustees of the Funds at the end of the fiscal year and make a report to be presented to the club at a subsequent Meeting, they shall receiving such compensation for services as determined by the club officers.

ARTICLE VI

MEMBERSHIP

Section 1: Qualification of Members: The club shall have as its membership those people who have an active interest in amateur radio activities and will support the club as active members while reinforcing the purposes and activities of the club.

Section 2: All Membership candidates shall present a completed current application, including the endorsement by 4 club members in good standing to one of the club officers for review along with payment for the annual dues. This must be done preceding a motion and vote from a meeting with a quorum. All new members will be placed on a 12-month probation period. This will allow existing members to evaluate the candidate's behavior, candor, understanding of social policies, and commitment to the club. The full year's dues are required for application and will be refundable if the candidate is not initially accepted into club membership.

Section 3: A **Full Member** shall be a member who is in good standing in so far as dues are paid on time, will possess a current amateur license, and shall have the privilege of carrying motions and voting.

Section 4: An **Associate Membership** may be established only after section 2 is satisfied for those that do not possess a current amateur license. They shall enjoy all club privileges except that they may not carry motions or vote. A full member who, at any time, loses their amateur license or fails to renew it when its term expires, will automatically be shifted to associate membership status.

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Section 5: **Honorary Membership** may be granted to those individuals for reason of merit, and they shall not be required to pay dues, and are not allowed to carry motions or vote. Honorary membership is decided upon by the 4 elected club officers without need for reason on decision.

Section 6: **Life Member** candidates are eligible for nomination after 20 years of continuous paid dues membership or 15 years of dues paid membership with meritorious service. A written nomination must be presented for each individual, be detailed, and contain the reasoning and justification logic for the nomination of the individual. The written nomination must be submitted to the club officers for review at a club meeting prior to the official nomination being made. The official nomination for the individual member must then be presented by the member making the nomination to the club body at a regular club meeting only when a quorum exists. The presentation must be detailed, explaining the reasoning and justification logic behind the nomination of the individual. Granted Life Membership is not automatic! It is not based on time, or service years to the club. It is an awarded membership status based on the detailed presentation of the reasoning why such status should be given and the agreement of the club body by quorum vote. Life Members shall not be required to pay regular annual dues and shall have the privilege of carrying motions and voting. Waiver of annual dues does not include waiver of any club approved fee's or expenditures.

Section 7: **ARRL MEMBERSHIP:** This club shall endeavor to maintain enough ARRL membership so as to remain an ARRL affiliated club. Club members who are ARRL members should provide proof of ARRL membership when paying their annual dues. Such proof may be in the form of the annual ARRL Membership Card.

Section 8: **EXPULSION of a MEMBER:** No current member shall be removed from club membership without cause. Cause shall include behavior deemed inappropriate by the board of directors, theft of club property, misconduct at a club meeting or sponsored event, or any activity deemed illegal, inappropriate or not in line with the intent or practices of the club. A resolution that a member be removed must be passed by a two thirds majority vote of the Executive Board. Decisions to remove a member from club affiliation shall be communicated to the individual promptly.

ARTICLE VII

DUES & FEES

Section 1: The Dues for all paid memberships will be the same for all members regardless of membership type.

Section 2: Fees may be enacted by quorum vote for such things as late dues payments, training expenses, additional and optional club activities, or anything else that may incur expenses to the operation of the club.

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DUES

Section 3: The dollar amount of membership dues may be determined by the club members at a quorum vote during any club meeting. The Secretary will notify the membership if, or when there are changes to the dues. At the time of this by-laws review (05/01/2024) the annual membership dues are \$25.00 per year. The year of membership will be from January 1st and ending on December 31st of the calendar year. Membership dues will be considered late the day after the first January meeting each year. Dues received after the first January meeting will be assessed a late fee of \$5.00. A member to remain in good standing shall not be more than 30 days in arrears of dues from the end of the calendar year.

Section 4: If it is known and confirmed by the President or the Treasurer that a member finds it a hardship to pay dues, the payment of all or part of such dues may be waived by agreement between these two officers. This waiver shall apply to not more than the fiscal year for which the two officers hold their positions. An unrestricted membership card when applicable shall be delivered by one of these officers to the member concerned. The member shall be advised of the action taken but neither the Board of Directors nor the membership shall be informed.

Section 5: Members who enter the armed forces may have their dues suspended upon notification to the club until such time as they return to the local area on a permanent basis.

Section 6: A member who wishes to present to the Board of Directors a request for a temporary suspension of dues must tender a written notice of such to an officer who in turn will present it to the board for consideration. For consideration of such a request, a member must be in good standing at the time of presentation. The membership shall not be informed of this request or the resulting consideration of temporary change.

ARTICLE VIII

EXECUTIVE BOARD

Section 1: The **EXECUTIVE BOARD** shall consist of the elected Officers: President, Vice-President, Treasurer, Secretary, as well as the most recent President and three members of the body who shall be elected for three non-concurrent three year terms. Any permanent vacancies shall be filled by election by the Club membership for the term of the vacated position unless a member in good standing is appointed temporarily by the President.

Section 2: The **EXECUTIVE BOARD** shall be self-governing, and shall meet as often as it deems necessary or when so ordered by the President or the rulings of the by-laws. It shall act as an advisory committee to the body and to the individual member, to make recommendations to the body, and or the elected officers regarding the disposition of situations in which dues or other special cases are referred to them; to make

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suggestions as to the possible changes or additions to the Club's operation or activities. The Executive Board shall have the authority to act on reasonable administrative expenses without the express vote of the body for each administrative detail needing action. Such expenses shall include, but not limited to such considerations as postage, club stationary needs, flowers for charity, donations, or the acquisition or repairs of electronic equipment or supplies such as but not limited to wire, connectors and other operational Amateur Radio related items.

ARTICLE IX

CLUB PROPERTY

Section 1: Club members using club property must follow posted regulations as prescribed by the Board of Directors or current Equipment and Asset Manager/Quartermaster.

Section 2: Upon termination or dissolution of the Whitman Amateur Radio Club any assets available for distribution will be distributed to (1) or more qualifying 501(c)(3) Ham Radio Associations and/or Ham Radio Organizations. If a qualifying Amateur Radio Association/organization cannot be found, the club's assets will go to the American Radio Relay League known as (ARRL) as described in section 501(c)(3) of the Internal Revenue Code. No part of the net earnings or properties of the Whitman Amateur Radio Club, on dissolution or otherwise shall inure to the benefit of, or be distributed to, its members, directors, officers or other private corporations or individuals

ARTICLE X

CLUB COMMUNICATIONS

Section 1: Official club communication will be via E-mails sent to members in good standing as well as posting of communications on the club's web site. This is where members should expect to see the latest notices and posted information. All members must ensure they keep their contact information up to date by sending updates when needed to the club Secretary.

ARTICLE XI

AMENDMENTS

Section 1: These Bylaws may be amended by a 2/3 vote in favor, by the eligible members present at a regular meeting called for the purpose of amending these bylaws or at a regular business meeting following

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notification of the eligible membership one month in advance of such intention. The term voting membership shall mean those who attend and are eligible to vote at the meeting. The notification will include the recommendations of the Board of Directors, and the meeting date at which the vote will be taken. If needed a proxy vote can be made prior to the vote directly to the President.