

BONNER COUNTY AMATEUR RADIO CLUB

BY-LAWS

ARTICLE I - NAME

Bonner County Amateur Radio Club was organized in 1961 and is known as the Bonner County Amateur Radio Club, hereinafter called the Club.

ARTICLE II - MISSION AND OBJECTIVES

- A. The mission of the Club is to promote amateur radio.
- B. The objectives of the Club are to:
 - 1. Provide emergency communications when other means are inappropriate or inadequate.
 - 2. Promote amateur radio as a hobby and as a resource for the community.
 - 3. Increase the number of licensed amateur radio operators through training and community awareness.
 - 4. Facilitate communication and fellowship among amateur radio operators.

ARTICLE III - MEMBERSHIP

- A. Membership is open to any licensed amateur radio operator.
- B. Associate Membership is available to any unlicensed individual who supports the Club's mission and objectives. An Associate Member does not pay dues, vote or hold office. They may serve on committees and are welcome at all Club functions.
- C. Honorary Membership is available to an individual, group, or business that has actively supported the Club. Honorary Members do not pay dues, and cannot vote or hold office. Individuals or representatives are welcome at appropriate Club functions.

ARTICLE IV – DUES

- A. Dues will be given to the Club secretary-treasurer on or before the first of January.
- B. Membership dues are no less than \$18.00 per year per member. Dues for second person of a family member residing in the same household will be no less than \$9.00 per year, and \$6.00 for each additional family member. Dues may be raised at anytime with a majority vote of members present at an official meeting.
- C. Amateur radio operators whose original license is less than a year old will have their dues waived until the first of the year.
- D. Amateur radio operators whose original license is over a year old will have their dues prorated and due at the time of application for membership.

ARTICLE V - OFFICERS

A. Elected Officers:

1. Officers are elected by a majority vote of members and will serve for a period of one year.
 - a. President
 - b. Vice-President
 - c. Secretary-Treasurer
 - d. Other permanent or temporary offices may be created by a vote of the members at any meeting having a quorum.
2. Election of Officers:
 - a. Elections will be held in December on a date chosen and announced by the president. This announcement will be at least two weeks prior to the date of the election and will initiate the call for nominations. An individual need not be present to be nominated or elected so long as their permission has been obtained prior to the nomination.
 - b. Officers are elected by simple majority with ties immediately broken by lot.
 - c. An election to fill a vacancy or a new office will be held as needed.

B. Non-Elected Officers:

1. Director is filled by the immediate past president.
2. Trustee is filled by appointment of the Board, with the approval of the membership, and will serve until replaced by the Board.

C. Duties of Officers: The following officers comprise the Club's Board of Directors:

1. President will preside over all meetings of the Club, and will:
 - a. Serve as liaison between the Club and other groups and agencies.
 - b. Establish and disestablish committees and will serve as an ex-officio member of all committees.
 - c. Ensure timely notification of pending meetings, training, and other activities of interest to the membership.
 - d. Assign duties and responsibilities to other officers or members as appropriate for the completion of specific tasks.
 - e. Perform other duties as assigned or self-initiated.
2. Vice-President will:
 - a. Fulfill the duties of president in that officer's absence.
 - b. Perform other duties as assigned or self-initiated.
 - c. Serve as the chairperson of the Operations Committee, a committee that coordinates activities with and within the community.
 - d. Perform other duties as assigned or self-initiated.
3. Secretary and Treasurer positions may be combined. The secretary will:
 - a. Prepare a written record of all business meetings, both in-person and on the air, to include a roll call of participating members.
 - b. Maintain appropriate copies of all documents and forms related to the Club.
 - c. Conduct official correspondence of the Club.
 - d. Ensure the timely payment of bills and reimbursements.
 - e. Perform other duties as assigned or self-initiated.

4. Treasurer position may be filled by the secretary and will:
 - a. Maintain up-to-date financial records.
 - b. Ensure the timely payment of bills and reimbursements.
 - c. Perform other duties as assigned or self-initiated.
5. Director will:
 - a. Assume the responsibilities of vacated offices until the office holder returns or until an election can be held to fill the vacancy.
 - b. Resolve disputes within the membership.
 - c. Assist elected officers in resolving problems.
 - d. Maintain an inventory and tracking record of all club hardware assets.
 - e. Perform other duties as assigned or self-initiated.
6. Trustee may also hold an elected office. The trustee will:
 - a. Manage the FCC license renewals and administrative updates,
 - b. Update repeater information with the area frequency coordinator,
 - c. Update the club information on ARRL,
 - d. Update list of officers on form Idaho Secretary of State sends each year to maintain corporate status.
 - e. Serve as the corporation's Registered Agent with the Office of the Secretary of State.
 - f. Select another officer or member to serve as a trainee/assistant to ensure that all licenses, reports, and affiliations are maintained in the event the Trustee is unavailable.

ARTICLE VI - MEETINGS

- A. Purpose of Meetings - Meetings will be held to:
 1. Conduct the regular business of the organization in accordance with Robert's Rules of Order.
 2. Facilitate planning of appropriate activities, i.e., fundraising, public awareness, disaster exercises, initial training and continuing education.
 3. Oversee expenditures, and
 4. Promote fellowship.
- B. Scheduled Meetings – Meetings may be held via the airways or in person:
 1. The members of the Club will meet one or more times per month on a day and time to be agreed upon by the membership.
 2. Members will be notified of any change in date, time, place or method of a meeting.
 3. The President may cancel meetings or call special meetings as needed.
- C. Quorum:
 1. Twenty-five percent (25%) of current members or, no less than five members in good standing will constitute a quorum.
 2. A quorum is required for any motion to be brought to the floor and, unless otherwise specified, all motions will pass with a simple majority.

D. Voting:

1. Each member will have one vote.
2. In the event of a tie, the presiding officer will cast the tie-breaking vote.

E. Financial:

1. All disbursement of funds will be in accordance with Idaho Statutes and Club policy. Expenses of \$50.00 or more will require membership approval.
2. Two signatures shall be required on all checks.
3. A petty cash fund will be managed by the Club President or his/her designee. Receipts of expenditures will be sent to the Secretary-Treasurer within a week of the expenditure. The amount in the petty cash fund will be determined annually by a vote of the membership.
4. An internal financial review will be conducted annually and a report made available on the last meeting of the year.

ARTICLE VII - AMENDMENTS TO BY-LAWS

- A. By-laws of the Club may be amended as required by a two-thirds majority of votes cast by members present or by written proxy at a regular or special meeting.
- B. Proposed amendments will be presented at a meeting or mailed to members no less than a week prior to the meeting in which they will be discussed. Two readings are required prior to voting by members.

ARTICLE VIII - DISSOLUTION

- A. In the event of the dissolution of the Club, all assets will be disbursed in accordance with prevailing federal and state rules and regulations.
- B. All legitimate debts will be paid and the balance will be distributed as follows:
 1. Moneys collected through grants, donations, or bequeaths, where it is not required that moneys be returned, will be donated to a charitable organization to be selected by the Club at the time of dissolution.
 2. All other assets will be made available to members at fair market value with the proceeds and remaining assets given to a charitable organization to be selected by the Club at the time of dissolution.

AMENDED BY MEMBERS ON SEPTEMBER 12, 2006
AMENDED BY MEMBERS ON SEPTEMBER 30, 2001
AMENDED BY MEMBERS ON JANUARY 4, 1996
APPROVED BY MEMBERS ON NOVEMBER 21 & 28, 1991

AMENDED BY MEMBERS ON JANUARY 1, 2010