

## **By-Laws of the Cape Fear Amateur Radio Society**

### **Section I Document Accessibility**

A copy of the Constitution and By-Laws will be maintained by the Secretary/Treasurer and will be kept current as amendments and changes occur. This copy will be available to the membership at all meetings.

### **Section II Meetings**

1. Regular meetings shall be held on the third Monday of each calendar month at such place as the President shall direct.
2. Special meetings may be called by the President when deemed necessary or upon the written request of five members. Notices shall be sent to members concerning the business to be transacted and no other businesses will be considered. Notification to members will be made at least twenty-four hours prior to the special meeting.

### **Section III Membership Application and Dues**

1. Application for membership shall be submitted in writing. Each applicant must express willingness to abide by the Constitution and By-Laws, and other rules promulgated by the Society Newsletter and members will vote upon the applications at a subsequent regular meeting of the Society. An applicant must be present when voted upon, unless waived by the Society on an individual basis. A majority of the members present is required for approval.
2. The applicant may apply for membership on a yearly basis, or for life membership if he/she is already a member. An honorary membership may be awarded to anyone at no cost by a two-thirds vote of the members present at a meeting.
3. Applications for active membership will not be considered unless accompanied by a fee of five dollars and annual dues in the amount of twenty dollars (\$20) except that applications submitted during the period from the first of July to the thirty-first of December will be accompanied by a dues fee of ten dollars (\$10.00). In addition, a fee of ten dollars (\$10) will be assessed for annual dues for a second and each additional family member.
4. Applicants for Life Membership will be assessed two hundred dollars (\$200), payable in full, or in increments of fifty dollars (\$50) with the application and fifty dollars every month thereafter until the full sum has been paid. A second or additional family member of a life member may apply for life membership for an assessment of one hundred dollars (\$100) payable in full, with the application, or in increments of twenty-five dollars (\$25) with the application and twenty-five dollars (\$25) every month thereafter until the full sum has been paid. Failure of a Life Membership applicant to meet the payment schedule will not be cause for loss of membership if annual dues are current based on the amount paid. Life Member applicants who have made partial payments toward Life Memberships may not obtain refunds of funds paid for or towards such memberships. All such funds are applied against annual dues.

5. Annual dues are due and payable on January 1st of each year. Annual dues not paid by April 1st will be cause for removal from the membership rolls. If a member is deployed on active duty with the military between January 1<sup>st</sup> and April 1<sup>st</sup>, the annual dues are waived, and the member remains on the membership rolls for that year.

#### **Section IV Committees**

1. The President shall appoint Committee Chairpersons and may additionally appoint members of various committees to carry out the functions and responsibilities of the Society in an efficient and orderly manner. Appointments to committees will normally be made in January and in all cases the membership will be notified of committee appointments.
2. Standing Committees to which a chairperson must be appointed each January are as follows: Membership Committee, Audit Committee, Publicity Committee, and Repeater Committee. Duties and responsibilities of Standing Committee Chairpersons will be delineated by the President in coordination with other officers of the Society with the following exception: The Audit Chairperson shall be responsible to conduct a complete audit of all funds, records, and property belonging to the Society in December of each year. A written report of their findings will be presented to the membership at the December meeting. In addition, the Audit chairperson will conduct periodic reviews of financial records to assist the Secretary/Treasurer in proper records maintenance.
3. Other committee appointments, in addition to the standing committees, will normally be made for the following activities or functions: Two Meter Net Manager, Field Day Chairperson, Facilities Chairperson (responsible for Society property), Swapfest Chairperson, Health/Welfare Chairperson, and Emergency Training Coordinator.

#### **Section V Disbursement of Funds**

1. A budget will be established annually to authorize and disbursement of Society funds for a 12-month period beginning in January of each year.
2. A draft Budget will be submitted to the President-elect by the current Secretary-Treasurer at the December meeting so that the President-Elect can develop the proposed budget to be presented for approval of the general membership at the January meeting.
3. A proposed budget will be prepared by the President-elect and presented for approval of the general membership of the Society by a majority vote at the January meeting. This document will authorize the elected officers to obligate and disperse Society funds within the limit imposed for each budgeted item provided sufficient non obligated funds are in the Society treasury at the time that the new obligation is executed.
4. The budget may be amended to meet obligations by a majority vote of the membership present at a regular monthly meeting.
5. All disbursements made by the Secretary/Treasurer from the General Fund will be signed by not less than two elected officers.

## **Section VI Society Newsletter**

1. Purpose: The Society Newsletter shall serve as the official journal for minutes of meetings, financial reports, official notices, listing of applicants for membership, proposed amendments to the Constitution or By-Laws, appointments to committees, and other official acts deemed necessary by the President. The Newsletter will also provide other information for the membership within space and budgetary limitations, at the discretion of the Editor.
2. Editor: The President will appoint a Society member to serve as editor of the Society Newsletter during the President's term of office.
3. Publication: The Newsletter will be published monthly in sufficient time and distributed by email no later than the day prior to the monthly regular meeting of the Society.
4. Mailing: The Newsletter will be E-mailed and posted on social media for all members, ARRL officials and others deemed appropriate by the Editor. The Secretary/Treasurer will provide lists and changes as required. Special arrangements may be made for members that require USPS mailing.

Cape Fear Amateur Radio Society P.O. Box 36106, Fayetteville, N.C. 28303