

# **COPPERAS COVE**

## **REPEATER ASSOCIATION**

### **BYLAWS**

#### Section I - Membership

- A. Full membership is open to Federal Communications Commission (hereafter styled as FCC) licensed Radio Amateurs. Full Membership includes all association privileges as well as the right to hold an association office and to vote on association business. An Association member will be eligible to hold association office after one year of membership.
- B. If more than one person in a household holds an FCC Amateur Radio License and a Full Membership, other members of the family of the licensed members may elect to hold a Family Membership. A family membership offers the family only one vote on association business, regardless of how many family members are FCC Licensed Amateur Radio Operators.
- C. Associate membership is open to those actively engaged in studying for an Amateur Radio license or the family members of a person who holds Full Membership. Associate membership includes all association privileges except for the right to hold office and vote.
- D. Applications for membership shall be submitted to the Secretary or other association officer at a regular meeting.

#### Section II - Meetings

- A. Regular meetings shall be held on dates determined on the Annual Association Calendar that shall be approved by a simple majority of members present at a regular meeting.

- B. Special Meetings may be called by the President upon the written request of any five association members. Notices of Special Meetings shall be sent to all members in writing and the business to be transacted will be included in the notice. Such notices of Special Meetings shall be sent to so that they arrive not less than seventy-two (72) hours before the meeting.
- C. Meetings will be conducted in an orderly fashion with decorum.
- D. The secretary or a designate will make notes about any formal regular, special called or Board of Trustees meetings. The notes shall be recorded as meeting minutes and shall be subject to inspection by an Association member during a regularly scheduled association meeting and through copy thereafter in a manner that is reasonable.

### Section III - Dues, Fees and Assessments

- A. Annual Membership dues of \$20.00 a year per member or \$300 for a single Lifetime Membership and shall be assessed in accordance with the provisions of Article VII of the constitution for the purpose of providing funds for expenses of the Association.
- B. In the event that the association membership chooses not to collect membership dues for a calendar year, Lifetime members will not be eligible for a refund of any dues paid in order to be a lifetime member.
- C. Family Membership dues shall be \$30.00 per year as defined in Section I, B of the Constitution of the Association.
- D. Associate Membership Dues shall be \$10.00 per individual associate member(s) of family of member(s) living in the same location as verified by the address on the FCC License. Associate members may be amateur Radio operators licensed by the FCC, but a person who is an associate member will not be allowed to vote on any association business nor hold office.
- E. Membership dues are payable by January 1<sup>st</sup> of each year and membership expires on December 31<sup>st</sup> of that year. Dues are to be paid in full upon acceptance of a Membership Application, dues are not prorated, however any person submitting a new application for membership during the months of November or December shall be considered paid in full for the next calendar year. This benefit is ONLY offered to a person applying for membership who has not previously been a member of the Association at any time in the past.
- F. Any member whose dues are not paid by February 1<sup>st</sup> will be considered inactive and removed from the active membership roll.
- G. Inactive members as well as members whose dues are not current will have

no voting privileges.

- H. Termination of membership, either by resignation or expulsion, will not constitute a reason for a refund of the dues paid.
- I. Upon receiving evidence of hardship or disability of a member that prevents them from paying their annual dues, the association may waive collection of dues from that member and will preserve full membership of said member for one year. Approval of this action must be made annually upon the majority vote of the members present at any regular meeting after a motion has been made and seconded.

#### Section IV - Elections

- A. Officer elections will be held biennially at a regular November meeting. Officers will assume their elected office January 1<sup>st</sup> of the following year.
- B. The President will appoint a Nomination Committee (the Committee) during the August regular meeting.
- C. The Committee will be charged with finding qualified candidates for the offices and submit the proposed slate at the October meeting.
- D. The Committee will present a ballot to the president at the regular November meeting. The president will also invite nominations from the floor. After the nominations have been conferred the President will entertain a motion to accept the Ballot.
- .
- E. Voting will be done using paper ballots at the Regular November meeting.
- F. Immediately after voting the ballots will be counted openly in front of the membership.
- G. Any candidate may request a recount of the ballots only once for the office for which they are running.
- H. In the case of unopposed candidates, the President may entertain a motion for Election by Acclamation of those candidates and the election of opposed candidates will proceed with voting, using paper ballots.

- I. The Nominating Committee will dissolve after the elections.

#### Section V - Committees

- A. The Association President will have the responsibility to appoint committees to serve the needs of the association. Committee members should be matched to the committee task that is to be conducted. Committees will be composed of an odd number of members, not to exceed five (5) members.
- B. Committees should have a specific purpose and once the purpose has been achieved, they shall automatically dissolve.
- C. No committee shall serve as a standing committee.

#### Section VI - Transition Period for Officers

- A. At the end of the Treasurer's term an independent review of the Treasurer's records will be held by a committee of three (3) members appointed by the President. The independent review shall be completed no later than January 31st of the year following the expiration of office and the findings will be reported as a committee report at the next regularly scheduled association meeting.
- B. Any Association assets held by outgoing officers shall be transferred to the incoming officers by January 1<sup>st</sup> of the new term.

#### Section VII - Election of Trustees

- A. Trustees will be elected for four (4) year terms. A total of three (3) trustee positions will exist in the Association. Trustees will be elected in the same manner as designated in Section IV Elections for the Association Officers in the years when their terms are due for election. B. Trustee 1 will be re-elected or elected in the years 2028, 2032, 2036, 2040, 2044 and so forth every four years. Trustee 2 will be re-elected or elected in the years 2025, 2029, 2033, 2037, 2041 and so forth every four years. Trustee 3 will be re-elected or elected in the years 2026, 2030, 2034, 2038, 2042 and so forth every four years.

#### Section VIII - Association Assets

- A. Association Assets are defined as any tangible asset owned by or is the responsibility of the Association as a whole. Examples include computers, flash drives, computer media, software, keys, radios, equipment, electronic records, paper records, bank statements, application, membership documents, post

office box key(s), title documents, signs, vehicles, trailers, batteries, antennas and any other tangible item that were given to or purchased by the Association.

- B. Other non-tangible assets include user-names, passwords and signatures for financial accounts.
- C. The Secretary of the Association shall keep a detailed record of all association assets and where the assets are located to whom they are issued. Some items may not be issued but are simply stored or installed at a particular location.
- D. The Secretary, and two other members appointed by the President shall conduct an inventory of all Association assets once per year in the month of May and shall report the findings of the inventory to the Association members at the next regularly scheduled meeting.

#### Section IX - Miscellaneous

- A. Signatories for check writing will be the President, the Treasurer and one (1) Trustee. Checks written shall be signed by two (2) persons for each transaction. All monies expended shall be reported to the Treasurer and shall be included on the financial report.
- B. The Secretary and the President will have custody of the key(s) to the mail box.
- C. A post office box shall be listed as the official address of the Association. The address of the Association is currently Post Office Box 805, Copperas Cove, Texas, 76522.
- D. A cloud-based file storage system will be utilized when practical in order to keep all records of the Association. The system may also have email capabilities. All usernames and password(s) of the online system shall remain the property of the Association however, the disclosure of the username and password(s) is limited only to the current Officers and the Board of Trustees and may be changed at any time subject to need.
- E. The Association may have a presence on Facebook and on a

website. The President shall appoint a member to be responsible for managing and operating the association Facebook account. The President shall also have the responsibility to appoint a person to serve as the webmaster for the Association website.

The President will have full access to the Association Facebook page and website. All access, logins and passwords to both must be kept intact and updated at all times for any changes. Dual access logins for both are preferred if possible, if not full administrator access must be provided to the President even if the login is shared with the appointed person(s) and the President.

#### Section X - Liability

- A. The Association exists as a social organization for the common interest of supporting amateur radio communication for the Copperas Cove Area. Monies held in any account for the Association is contributed freely from the member and is to be expressly used for the good of the Association. No member may receive a direct financial gain for any monies collected for the Association and any reimbursements to an Association member shall be approved by a majority of the members present at any regular or special called meeting. Any member who expends their own personal funds for a purchase to benefit the Association should ensure that the Association has approved of the reimbursement of the expense ahead to the expenditure otherwise the purchase will be considered a gift to the Association.
- B. The Association is responsible for paying all sales tax of any purchases or services received.
- C. No Association member shall misrepresent themselves on behalf of the organization.
- D. It is the intent of the Association that no Officer, Trustee or Association member shall be held personally liable for the actions of any other member of the Association that may be considered a violation of the law.
- E. The Association shall purchase and maintain appropriate property and equipment insurance to insure Association property and equipment.

#### Section XI - Finances

- A. The President will present a proposed budget to the members of the Association at the regularly scheduled meeting in December of each year. The budget should include all proposed revenue and expenditures for the calendar year. A simple majority of the membership present at the meeting will consider the budget and shall consider adoption of the budget before the conclusion of the meeting.
- B. Members may request a change to the annual budget during any regular or special called meeting where the budget is listed as an agenda item and receives the approval by simple majority.
- C. At NO time will a budget be adopted where the expenditures exceed the revenue or revenue plus reserves. The Association is not structured to assume any debt or financial liabilities.
- D. In the annual budget an amount will be specified for the maintenance and repairs of the repeater(s). The President is authorized at the request of the repeater trustee to expend funds to repair the repeater(s) in case of breakdown or damage. Any amount needed to provide for the repair above what is approved in the annual budget must be approved by a simple majority of the Association at any regular or special called meeting.

**Section XII - Constitution and Bylaws**

- A. Each year members of the Association should review the Constitution and Bylaws for any needed changes or updates. No official vote is needed if the documents are reviewed and no changes are proposed, however during the regularly scheduled meeting in February each year an agenda item for the meeting should be included that provides the membership an opportunity to concur that the documents are still relevant and do not need to be changed.
- B. Any changes that may be needed for the Association Bylaws, must be made in accordance with the Association Constitution as detailed in Article X –Amendments.

In Witness whereof, we set our hands on the \_\_\_\_\_ day of \_\_\_\_\_ in this year \_\_\_\_\_.

**The updates to the Bylaws were reviewed, discussed and approved in accordance with the Constitution Article X – Amendments.**

**President**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Call Sign: \_\_\_\_\_

**Secretary**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Call Sign: \_\_\_\_\_

**Trustee 1**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Call Sign: \_\_\_\_\_

**Trustee 2**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Call Sign: \_\_\_\_\_

**Trustee 3**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Call Sign: \_\_\_\_\_