

# WEST VALLEY AMATEUR RADIO CLUB, INC.

## BY-LAWS

### ARTICLE I

#### OBJECTIVES

**Principal Objectives** - The West Valley Amateur Radio Club (WVARC) is organized primarily for public service, educational and scientific purposes to advance the art and science of amateur radio communications. WVARC also provides educational programs of interest in the technical aspects of amateur radio and provide disaster, emergency, or public service amateur communications without pecuniary gain.

**Affiliation** - The club shall be an affiliate organization of The American Radio Relay League, Inc (ARRL) and shall support the preservation and advancement of the amateur radio hobby in the United States.

### ARTICLE II

#### FINANCES

The Treasurer shall keep accurate accounts of all receipts and expenditures and report thereon at each General and Board meeting.

A budget for the WVARC Fiscal year will be formulated and presented at the January general membership meeting by the treasurer for approval by a majority of the club membership in attendance.

Checks may be signed by either the President, Secretary or Treasurer for day to day expenses such as postage, printing, etc. Up to \$250 in any one month may be authorized by a majority vote of the board. Specific non-budgeted expenses in excess of \$250 must have a majority vote of the members present at a general membership meeting. The Treasurer will be bonded if the Club funds exceed \$15,000 for more than 30 days.

### ARTICLE III

#### ELECTION OF OFFICERS

Sec. 1 **Nominating Committee** - A Nominating Committee consisting of not less than three Members in good standing shall meet at least 45 days prior to the December general membership meeting. The Nominating Committee shall propose at least one nominee for each Officer and Director position to be vacant. Nominations will be accepted from the floor at time of elections.

Sec. 2 **Election** - Nominees for elected office shall be voted on by Regular Voting Members in attendance at the December General Meeting. Elections may be conducted by a show of hands or by secret ballot if requested by at least two Voting Members. A majority vote of those Voting Members present at a meeting where a quorum is present is required to elect each officer or Director.

Sec. 3 **Installation** - Newly-elected Officers and Directors shall take office on January 1.

## ARTICLE IV

### MEETINGS

General Meetings of the membership shall be held on the first Monday of each month, at a time and place established by the Board of Directors. The Board of Directors, at their discretion, may change the date and time of the general meetings.

Special Meetings of the membership may be called by the Board of Directors. The reason for the special meeting must be stated and members shall be notified at least 10 days in advance. The agenda for special meetings must be restricted to the reason stated for conducting the meeting.

Agendas for all General, Special, and Board meetings will be established by the President or representative appointed by the President. Agendas will be made available to all members prior to each meeting.

### QUORUM

A quorum for general and special membership meetings shall be 15% of the total WVARC membership in good standing.

A quorum for the board meetings shall be 5 board members.

## ARTICLE V

### COMMITTEES

#### Sec. 1

There may be the following committees: Membership, Public Relations/EmComm, Technical, Program, Nominating, Auditing, Benevolent, Donations, and such other committees as the President may deem necessary. Chairperson of these various committees will be appointed by the President. Except for the Nominating Committee, whose members will be appointed by the President, other committee members will be appointed by the respective committee chairperson.

#### Sec. 2

The duties of the Membership Committee are to receive and report membership applications, validate such applications under article II of the WVARC Constitution, maintain membership records, and introduce new members and guests to the membership.

#### Sec. 3

The duties of the Public Relations/EmComm committee shall be to:

**a.** Assist in maintaining a position of cooperation and establish good relations for the WVARC membership within the community and among its residents.

**b.** Promote good public relations by and for the WVARC in this area by appropriate news releases of all club activities and amateur communications activities as may affect residents of the community.

**c.** Develop operational plans for the WVARC regarding emergency communications. Ensure the Club's plans will support the mission of various local, state and federal departments in the event of an emergency. Determine what other local, state or national EmComm organizations the club should affiliate with and be the contact point with these organizations.

Sec. 4

The duties of the Technical Committee shall be to maintain the club's electronic equipment, including repeaters, and to provide direction to the club concerning future changes or needs with regards to equipment. The President may assign additional duties to the technical committee.

Sec. 5

The duty of the Program committee is to provide interesting programs for meetings. The committee will have the authority to set dates for the appearance of speakers, after consultation with the President.

Sec. 6

The duty of the Nominating Committee is to recommend a slate of officers for the ensuing year. In preparing their recommendation for each office, the committee will interview their prospects for office and ascertain that the individual will accept the office, if elected.

Sec. 7

The duties of the Auditing Committee shall be:

- a.** To annually audit all receipts and disbursements and financial records of the WVARC.
- b.** To report the results of the annual audit to the membership at the March General Meeting.

Sec 8

Benevolent Committee: The purpose of this committee is to provide assistance to members and their families in their time of need.

Sec 9

The duties of the Donations Committee shall be:

- a.** To encourage and respond to all possible donations to the WVARC.
- b.** To evaluate and inventory, and price all donations to be sold.
- c.** To develop, maintain, and distribute a current list of equipment for sale with proceeds to be turned over to the treasurer.

## ARTICLE VI

### MEMBERSHIP

Membership in WVARC is open to all people interested in the advancement of amateur radio.

Sec. 1 **Regular Member:** Available to all persons interested in Amateur Radio. A regular member is eligible for full rights and privileges in the club, including the right to vote and hold elective office.

Sec. 2 **Family Member:** A Family Member may include members of the immediate family of a Regular Member. The "Primary" Family Member shall pay full Regular Member dues. Other Family Members shall be accorded complementary dues. All Family Members shall be eligible for full rights and privileges including the right to vote and hold elective office.

Sec. 3 **Complimentary Member:** Complimentary membership shall be offered to anyone passing their Technician license administered by VE's at the General membership meeting or any location so authorized by the board of directors.

Complimentary memberships will be good for the fiscal year they are issued.

Sec. 4 **Life Member:** Life memberships can be bestowed on members by approval of the board of directors and a majority of the members present at a regular membership meeting. Dues are waived for Life Members.

### Dues

Sec. 1 **Establishment of Dues** - Dues shall be established by the Board of Directors in conjunction with the adoption of an annual fiscal budget.

Sec 2 **Fiscal Year** - The fiscal year shall begin January 1 and end December 31.

Sec 3 **Delinquent Membership** - A member's dues are payable on January 1<sup>st</sup> and shall become delinquent if not paid by this date. The Treasurer shall notify the Board of all delinquent members. Delinquent members shall not have the right to vote, hold office, or otherwise be considered a member in good standing until delinquent dues have been paid. All delinquent members will be dropped from the roster on April 1<sup>st</sup> of the current year. The membership chairperson shall send reminders to all unpaid members by February 1<sup>st</sup>.

Sec 4 **Pro-Rated Dues** - A new member who joins between July 1 and Nov 1 shall pay one-half the annual dues. A new member who joins for the first time two months prior to the beginning of the club year shall be considered as paid up for the following year.

## **ARTICLE VII**

### **AMENDMENTS**

Amendments to these By-Laws may be by simple majority vote of the members in good standing that are present at the meeting at which the amendments are voted upon to become effective. Proposals for Amendments shall be submitted in writing to the President by at least two members in good standing and shall be presented at a General or Special meeting but shall not be voted upon until the following General membership meeting.

## **ARTICLE VIII**

### **RULES**

Robert's Rules of Order shall govern all proceedings of the Club.

Revised Oct 18, 2015

Revised Oct 3, 2016

Revised Aug 6, 2018

Revised Sep 2, 2019