

Bylaws

Amateur Radio Club of Augusta, Incorporated

The Amateur Radio Club of Augusta was incorporated in 1957, in the State of Georgia, as The Amateur Radio Club of Augusta, Incorporated, hereinafter referred to as the ARCA. Whenever pronouns or other gender specific references appear in this document, their meaning shall apply to either male or female, unless otherwise specifically indicated.

SECTION 1

The mission of the ARCA is the promotion of interest in amateur radio communication and experimentation, fostering education in the field of electronic communication, the furtherance of the public welfare, and the advancement of the radio art. The ARCA will accomplish this mission through the following objectives:

- I. Facilitate communication and fellowship among amateur radio operators.
- II. Promote amateur radio as a hobby and as a community resource.
- III. Increase the number of licensed amateur radio operators through community service, community outreach, community awareness, education, and examination and promoting active use of the hobby.
- IV. Provide emergency communications when called upon.
- V. Disseminate technical, educational, and scientific information pertaining to electronic communication through club publications, workshops, and presentations.

SECTION 2

It shall be the duty of the Secretary to keep the Constitution and Bylaws of the ARCA and have the same with him at every regular and special meeting; he shall faithfully record all amendments and changes thereto, and shall permit the same to be consulted by any member upon request; he shall collect, preserve, and safeguard all documents, record meeting minutes, and historical data pertaining to this club.

SECTION 3

Applications for membership shall be submitted in writing to the Secretary at a regular meeting and shall contain such information regarding equipment, operation, procedures and personal data as may be pertinent to the stated objectives of this club as set forth above, and such application must contain a signed affidavit by the applicant expressing his willingness to abide by the Constitution and Bylaws and such rules as may be adopted by the club and all laws and regulations of the Federal Communications Commission. A two-thirds (2/3) vote of the members present shall approve the applicant and all dues and assessments shall be paid before applicant be considered elected to membership for a one year period. Renewal of membership for succeeding years shall be automatic upon payment of all dues and assessments. The applicant shall be provided a copy of the Constitution and Bylaws upon being elected to membership.

Membership may be revoked by a two-thirds (2/3) vote of the members present at a regular meeting, provided that the member be notified by the Board of Directors of the charges against him/her and he/she be permitted to appear before a meeting of the Board of Directors, of which meeting he/she shall be notified at least 15 days in advance of the meeting date. The Board of Directors shall notify the membership of their vote prior to the vote of the membership. If the accused member resigns no further action need be taken and the member will be dropped from the roster.

SECTION 4

At the November meeting officers and directors shall be elected by secret ballot by the members present or represented by signed for mailed-in official ballots, provided there is a quorum present. Candidates receiving the most votes of the members in good standing shall be declared elected. They shall be installed and assume their positions and authorities at the December meeting.

SECTION 5

Any member in good standing is eligible for nomination to any elective office of the club, who affirms his support and adherence to the Constitution and Bylaws and the principals herein stated. A Nominating Committee will be named by the President. This committee will present a slate of candidates at the October meeting, at which time nominations from the floor may be made. An incumbent President or Vice President shall be eligible for reelection not more than once, or a two (2) year consecutive tenure, maximum, which will not restrict his eligibility for other elective office in the club.

SECTION 6

Financial Reporting: Club financial status and account balances will be made available to any club member upon request to the Treasurer. **Budget Preparation:** Each committee in the club that anticipates annual expenditures in excess of \$100 should prepare and propose a budget with spending estimates and justifications to the Finance & Fund Raising Committee (F&FC); these will typically include the Hamfest and Repeater Committees. The Treasurer will prepare a budget for the general operating expenses of the club and include the other submitted budgets. The F&FC will review the budget proposals and make recommendations to the Board of Directors for adjustments and final approval. This activity shall take place annually. **Budgeted Expenditures:** Expenditures allocated within an approved budget will be made at the discretion of the Treasurer. The Treasurer will track spending against the budget. **Non-Budgeted Expenditures (>\$100):** Expenditures over \$100 should be proposed to the F&FC. It is important that a justification for expenditure be submitted along with the recommended amounts. The F&FC will vote and will make recommendation to the Board of Directors for approval or disapproval. The Treasurer decides in the case of a tie vote. The Treasurer will track and may report budget impact. **Non-Budgeted Expenditures (\$100):** Expenditures under \$100 will be at the discretion of the Treasurer for payment. These should typically be payments for supplies, materials or services necessary for the club to carry out its normal function. **Emergency Expenditures:** Expenditures for items of a time-critical nature may be made by agreement of the Treasurer and the President.

SECTION 7

Regular Meetings:

Regular club meetings are defined as: a normally scheduled meeting, at a regular time each month, at a predetermined location (within Richmond County). Regular club meetings shall be held on the third Tuesday of each calendar month at a place and time (within Richmond County) as the President may order.

Special Meetings:

Special club meetings are defined as: any meeting called outside of the framework of a regular club meeting. Special Meetings may be called for the following reasons: to conduct club business with expediency when delaying such business may be detrimental to the club; to take advantage of various field trip opportunities as they may arise; or due to the unavailability of the location of the regular club meeting location; or due to annual events (May Picnic, December Christmas Party). Limits on Special Meetings for the above reasons are; to conduct club business, the Special Meeting must be within Richmond County; to take advantage of various field trip opportunities as they may arise, no club business may be conducted at such meeting (other than the learning experience of the field trip) due to possible limitation of attendance by club membership; use of the unavailability of the location of the club regular club meeting location; a Special Meeting may be called in lieu of the regular meeting at a location specified (within Richmond County) as the President may direct; to schedule annual events (May Picnic, December Christmas Party); the May Picnic is held at a park within Richmond County; the December Christmas Party is held at a location decided upon by the Board of Directors, and approved by the membership. These two (2) Special Meetings are in lieu of the regular club meetings for those respective months, and club business may be conducted at these meetings. Special club meetings (within Richmond County) may be called upon written request by any

three (3) members, or the President. Notices shall be sent to every member, by U.S. Mail, and other methods, informing them of the date, time, location, and purpose for such Special Meeting. Said notice shall be sent so as to arrive at least seventy two (72) hours before the time established for such Special Meeting.

For Special Meetings to conduct club business, only such business as advertised in said notice shall be transacted at any such Special Meeting, provided there is a quorum (per Article V, Section 2 of the club Constitution).

SECTION 8

Individual applicants are considered members in good standing once their application has been approved by the membership at a General Meeting of the Amateur Radio Club of Augusta and their annual dues of \$25 have been paid. Once successfully completed, the criteria for Individual Membership will have been met.

Membership may be granted to all members of a family who reside in a single household: head of household, spouse, and any children under the age of 19. All applicants in a family are considered members in good standing once their applications have been approved by the membership at a General Meeting of the Amateur Radio Club of Augusta and their annual dues of \$25, plus \$5 for each family member, have been paid. Once successfully completed, the criteria Family Membership will have been met.

An individual may be granted a Lifetime Membership upon recommendation by the Board of Directors and approval of the membership at a General Meeting. This membership may be granted in recognition for exception achievement and service to the Amateur Radio Club of Augusta.

An individual may be granted a Honorary Membership upon recommendation by the Board of Directors and approval of the membership at a General Meeting. This membership may be granted to a deceased member or to any individual deemed appropriate by the Board of Directors, at their discretion.

Silent Key membership status shall be granted to any current member upon their death. Silent Key membership status may be granted to deceased former members upon recommendation by the Board of Directors and approval, by a vote of the members present, at a regular meeting.

All memberships are due for renewal during the anniversary month of their joining the club and their dues are due, paid in full, by the end of that month. Any extensions for the payment of dues may be granted at the discretion of the Board of Directors, upon request of the member or on their behalf by a member of the Board of Directors. Other necessary assessments incidental to the operation of this club within its purposes as above stated may be requested of the membership by the Board of Directors.

SECTION 9

Investigations into cases of television, broadcast, or inter-station interference shall be by committee of not less than five (5) persons appointed by the President. This committee shall direct investigations, make inquiry, and recommend solutions to grievances in cases referred to it for arbitration.

SECTION 10

The President shall have the power to appoint committees and or special assistants to aid him in the proper and efficient operation of this club.

These may include:

- I. Program and Entertainment Committee (Chairman: Vice President)
- II. Finance and Fundraising Committee (Chairman: Treasurer)
- III. Hamfest Committee
- IV. Public Relations and Publications Committee
- V. ARRL Liaison
- VI. Constitution Committee
- VII. Field Day Committee
- VIII. Special Events
- IX. Educational and Instructional Committee
- X. Technical Committee
- XI. Repeater Committee
- XII. Visitation Committee

SECTION 11

The President shall be an ex-officio member of all committees and have full voting privilege on matters incident to the duties and responsibilities of the individual committees.

SECTION 12

The official club bulletin shall be known as the "SPLATTER", be issued monthly, and contain notices of meetings, rules changes, proposed and/or approved amendments to the Constitution and Bylaws, and other information of interest to the membership, or deemed necessary in carrying out the purposes of this club as above slated. The editor shall be appointed by the President. He is authorized to sell advertisements in the Splatter.

SECTION 13

The ARRL Liaison, with the President, shall be responsible for ensuring that the club maintains all activities under the requirements set forth by virtue of the club's existence as a Special Service Club and affiliation with ARRL. The ARRL Liaison shall be responsible for establishing and maintaining open communications between the Service Club Coordinator (SCC) and the club.

SECTION 14

Club members shall acknowledge the possession of club property to the Treasurer on a bi-annual basis. Club property no longer needed by the club, shall be sold to the highest bidder in a public auction.

Adopted: 17 April 2001
Revised: 18 January 2015 – Chris A. Clark (KK4NXA)
Amended: 17 February 2015
Amended: 17 November 2015 (Section 8)

Accepted and Approved by the Board of Directors of the Amateur Radio Club of Augusta, Incorporated:

President – Chris A. Clark (KK4NXA): _____

Vice President – Ray Gannaway (KJ4HZ): _____

Secretary – Shannon Covington (KK4MED): _____

Treasurer – Tom Brown (KF4ITM): _____

Director – Walter Brumbeloe (W4EFS): _____

Director – Joe Mann (KK4RHJ): _____

Director – Ryan Ruby (NE1AM): _____

Director – Carl Bosard (AJ4AU): _____