

# CROOKED RIVER AMATEUR RADIO CLUB, INC.

## BYLAWS – 8/17/2023

### I. Amending the Bylaws

- A. These Bylaws may be amended by a three-quarters favorable vote of those present and voting, providing a quorum is in session. Amendments may be introduced at any business meeting and voted on at the following business meeting.
- B. All members shall be notified by electronic means (e-mail, Newsletter, and/or Web) or in printed form at least two weeks prior to the vote.

### II. Meetings

- A. Two meetings are held each month on an established schedule. The first meeting is designated a Business meeting, with the second meeting designated as the Fellowship meeting. No Club business shall be conducted at the Fellowship meeting unless there is a timely need to do so.
- B. Meetings may be rescheduled, canceled, or held electronically or on-the-air to accommodate scheduling issues, facility availability, or acts of nature.
- C. Notification of meeting schedule changes shall be done electronically.
- D. All Manager and Committee reports, including corrections and amendments, shall be considered accepted. Objections will be noted in the meeting minutes.
- E. After nine consecutive business meetings that fail to achieve a quorum, The Club shall be dissolved in accordance with applicable laws.

### III. Membership

- A. A Membership Coordinator will keep records of members and process new member applications. If there is no Membership Chairman, the Secretary will perform these duties.
- B. The Club membership year will begin on Feb. 1<sup>st</sup> and end on Jan 31<sup>st</sup> of the following year.
- C. The Membership Chairman shall announce new membership applications at the next regular business meeting. A previous member who has not been a member for one or more years will be considered to be a new member.
- D. Removal of a Member by Challenge
  - a. Any member may challenge the continued membership of a new or existing member of only by direct petition of a trustee.
  - b. in the case of a trustee being challenged, The managers will have the right to oversee any investigation of said trustee.
  - c. The details of the challenge will not be openly debated at this phase.
  - d. Any challenged applicant will first be investigated by the three trustees. The trustees will then meet and deliberate.
  - e. Depending on the findings of the trustees, they will either:
    - i. Report to the member initiating the challenge “that they have found no

- cause for denial of membership.”
- ii. Present the challenge to membership and their findings to the club managers, in a managers and trustees only meeting, “that there is cause for removal of a member” and ask that the president shall begin the process of resolving the challenge by following steps:
    1. Notify, directly or by proxy, the challenged member of the finding of the trustees and request that the challenged member voluntarily resign. If the member chooses resignation, the matter is complete.
    2. If the member declines resignation or does not respond within 14 days, the President will bring the issue to the membership for a vote at the next regularly scheduled business meeting.
- e. Membership vote
- i. During New Business, the president will announce that there has been a challenge to membership. After an assessment by the Trustees, there has been a due cause for voting on membership termination. The president will then ask the senior Trustee present to make a motion for the removal of the challenged member.
  - ii. Upon a second, the discussion will follow, with the president first asking the Trustees to share their findings with the membership. Further discussion by members will then follow.
  - iii. Upon completion of the discussion, a vote will be held.
    1. A two-thirds vote- defined as at least two-thirds of those present and voting will be required for the removal of the member.
    2. Failing a two-thirds vote, the member will remain.

F. **Code of Conduct** As Amateur Radio is a family activity, and part of the CRARC mission is to enhance and grow the Amateur Radio hobby, at all times when attending a CRARC activity or representing CRARC at an event, each Club member shall conduct himself or herself in a dignified manner with respect for all others. At no time shall a Club member or guest use obscene or offensive words or gestures, nor demean another person due to their ideas or beliefs when participating in Club activity. The first violation of this code will result in a verbal warning; subsequent violations will involve "mandatory" contributions to the Club treasury and continuing, or egregious violations will result in loss of Club membership. Nothing in this Code of Conduct is meant to inhibit the expression and healthy exchange of ideas and opinions, or even vigorous debate.

G. **Members** may be permanently removed from the club at a regular business meeting by a three-quarters vote of the eligible voting members. No refund of dues will be made. A member may appeal the removal to one or more Trustees within 30 days of the vote. The valid reasons for removal are:

- a. Malicious damage or abuse of club property
- b. Repeated violations of the Code of Conduct
- c. License revoked by the FCC

H. Members are considered to be in good standing only if their dues are paid up. Members are automatically removed from the roster if they fail to pay their dues within 45 days of the start of the club membership year. They can be reinstated at any time upon full payment of the year's dues before the end of the current club membership year.

I. The deadline for changing the annual fee for dues is at least three months before the beginning of the next club membership year. Changes require a two-thirds affirmative vote of the members then-present.

J. Lifetime Membership- a member with at least five years of continuous paid membership may elect to become a life member by paying a one-time fee of \$300. The club may also grant Lifetime Membership (with voting rights) for sustained meritorious service.

#### K. Annual Dues Categories

- a. Full Regular or Associate Member - \$20
- b. Additional Family Members- \$5 (each)
- c. Lifetime Member- Waived
- d. Honorary Lifetime Member- Waived
- e. Age 18 or under (at the beginning of the club membership year)- Waived

L. Honorary Lifetime memberships are proposed by the managers and affirmed by a membership vote.

M. The club may grant extensions or exceptions for membership on a case-by-case basis.

#### IV. Voting

A. A quorum to pass on votes shall be fifteen percent of the voting membership rounded up to the next odd whole number.

B. The preferred method of voting will be by show of hands. Voting for contested manager positions, trustees, changes to the constitution or by-laws will require a secret ballot.

#### V. Trustees

A. Three (3) trustees shall serve.

B. At each Manager election on odd-numbered years, a new trustee shall be elected to replace the longest-serving trustee. To qualify to be a trustee, a member must have been a regular member for the immediately previous three years and must not be a current manager. A trustee ceases to qualify for the office if they either become a manager or leave the club.

C. The three trustees will be deemed the freshman, junior and senior. The newest trustee will be the freshman, and the current senior trustee will revert to a regular member. In the event that the current president decides to leave office, he will be given a **President Emeritus** status and will be eligible for the next open trustee position

D. In the event that a trustee is unable to continue in that position, replacement trustees shall be nominated from qualified club members. The membership will vote to approve the replacement trustee by secret ballot if there is more than one candidate. The replacement trustee must be elected within two months. This replacement trustee will serve the remaining term of the trustee they are replacing.

E. The Trustees shall primarily function, individually and collectively, as a monitoring and reporting body. Any or all Trustees may present a report to the Club members present at any business meeting and offer motions to be voted upon.

F. Additionally, the Trustees shall mediate disputes involving Managers, manage all secret ballot voting, manage all absentee voting and investigate complaints about a

member.

- G. Trustees are required to meet as a group and to present to the club a minimum of one status report a year, on or before the April Business Meeting, including a financial status review.

## **VI. Manager Elections**

- A. Manager elections will be conducted according to the constitution.
- B. Managers must be regular members for the immediately previous six months at the time of elections.
- C. Managers and, if appropriate, Trustee nominations will be accepted at the November and December business meetings.
- D. Elections will be held during the January business meeting by secret ballot. Only members who have been regular members for the previous three months may vote. All members wishing to vote in Manager elections must be verified they are allowed to do so prior to obtaining a ballot.
- E. Each candidate for a contested management or trustee role shall have the right to select a “contestor” to oversee the election process and ballot counting on the candidate's behalf and to object to election results also on their behalf. Any findings of impropriety shall be reported to either the Presidential Manager or the Trustee with the longest tenure.
- E. If the club is unable to meet in January for the election, elections will be held at the next business meeting.
- F. Newly elected officers assume office on February 1st.
- G. Officers may be removed from office by a petition of at least three members to the trustees, who will then schedule a vote. The reasons for removal – an unwarranted absence or lack of participation in club meetings for three or more consecutive months, malfeasance, financial impropriety, or repeated violations of the code of conduct.
- H. Officer positions that become vacant with less than six months remaining in the term shall be filled by appointment by the Trustees. Otherwise, a special election will be held to fill the position.
- I. All terms for Managers and Trustees will be limited to two consecutive terms served for each office. After this limit has been reached, another management position may be sought for a term, then the original position may again be sought.

## **VII. Officer Duties**

- A. The President maintains overall responsibility for ensuring that the operation and direction of the Club is consistent with its objectives and purposes as defined in the Constitution. He conducts meetings in an orderly fashion, designates committee chairs, and delegates tasks as necessary. He keeps the vice-president informed as to the Club's project status in the event the vice-president needs to run a meeting. He develops and maintains beneficial relationships with other area clubs, local and national Ham Radio associations. In general, he devotes the time and effort necessary to maintain awareness of the status and progress of Club activities and proactively guides the Club with the advice of other

Managers, Trustees, and Club Members.

- A. Committees- The President may appoint committee chairs, establish temporary ad-hoc committees (two or more members) or appoint a Coordinator (a single club member) to deal with specific club duties or club projects. The establishment of standing committees or coordinators requires a motion with voting by members.
- B. Vice President – Shall perform the duties of the President if the President is not available for any reason. The Vice President will also coordinate suitable programs for the Activity meeting.
- C. Treasurer – Shall coordinate all financial matters of the Club. The Treasurer shall manage the collection of club dues and, when certified by the Secretary, the disbursement of all funds. The Treasurer shall report to the membership at business meetings, our current financial status. The Treasurer shall also track member eligibility based on dues payment and either file or coordinate the filing of IRS and State government paperwork as needed. This person shall also keep a club roster that will be updated in a timely manner and checked quarterly for accuracy. The Treasurer shall also check the club roster for accuracy preceding all elections.
- D. Secretary – Shall record all business meeting minutes and provide a suitable copy to be published in the newsletter and on the web page. The Secretary shall also document all authorized expenditures and certify them to the Treasurer. The Secretary shall maintain copies of all official correspondence.
- E. Coordinators and Committee Chairpersons- are non-elected positions designed to fulfill specific needs within the club. Examples might include Public Information Coordinator, Webmaster, Field Day Chairman, etc., as needed. There are two types- ad-hoc (appointed by the President to handle a specific temporary need) and standing (permanent). The establishment of standing coordinators or committees requires an affirmative vote by members (if not already in existence). Coordinators or Committee chairs may be removed or replaced by a consensus of the Officers & Trustees in an officer's meeting.

### **VIII. Financial Expenditures**

- A. Usually, all expenditures require approval by a motion and member vote. If an urgent need is determined, expenditures of up to \$100 may be made if authorized by three Managers (or two managers and a trustee). In the case of an manager authorized urgent expenditure, the members must be notified within three months of the expenditure. Unless explicitly stated, all spending motions expire one year from the date of passage.
- B. Requests for reimbursement should be made in a timely manner, generally within 90 days of the expense. If an expense is not presented in a timely manner and causes the club to incur additional costs, the club may, with the approval of 3 managers or trustees, reduce the reimbursement by those additional costs.

Bylaws amended and approved on (DATE APPROVED).