

**BYLAWS OF THE COLUMBIA AMATEUR RADIO SOCIETY**  
**Of Columbia County, Florida**  
**Revised November 21, 2016**

**ARTICLE I**  
**NAME / PURPOSE**

**Section 1**

Name:

The name of this organization shall be the Columbia Amateur Radio Society, (hereinafter the club).

**Section 2**

Purpose:

The purposes and objectives of the club shall be:

- a) To stimulate and promote an interest in amateur radio.
- b) To further the progress and maintain the traditions of amateur radio.
- c) To promote an efficient emergency network in cooperation with the ARES/RACES program and to assist other organizations requesting communications services.
- d) To provide assistance wherever possible in situations of amateur or other interference with reception of AM, FM, TV and other broadcasting services etc.
- e) To establish a program of educating and training and examining for amateur licensing.
- f) To provide technical assistance to anyone requesting such in the interest of amateur radio.
- g) To further the spirit of fraternalism through social activities for the club members and their families.

**Section 3**

The club's call sign shall be known as NF4CQ

- a) The custodian/trustee of NF4CQ is Colen Boutwell WA5RKR.

**ARTICLE II**  
**MEETING OF MEMBERS**

**Section 1**

Regular Meetings:

Regular meetings of the members of the club shall be held on the 3<sup>rd</sup> Monday of each month at such time and place as may be determined by the Board of Directors. At regular meetings, those voting members present shall constitute a majority for the transaction of business.

**Section 2**

Special Meetings:

Special meetings of the club may be called at any time by a majority of the directors/officers or by a majority of the licensed radio amateur voting members of the club Notification of Special Meetings shall be posted on the club Web Site, by Phone Contact, Email, and/or USPS Mail at address listed in the Membership Rooster of the club not less than 5 days before the date set for such meeting and no business other than that specified in the special meeting called shall be transacted:

**Section 3**

Voting:

At all meetings each member is entitled to one vote and such member must be present or deliver his signed proxy in order to cast said vote. Voting shall be limited to those members of the club who have paid their dues, are in good standing and hold a valid Amateur Radio License.

**Section 4**

Quorum:

A majority of the voting members who are in attendance (present) at any regular monthly meeting shall constitute a quorum. At any scheduled meeting each Motion shall be approved or disapproved by a simple majority vote of the members present. When a majority is present, action may be taken by the Board only upon the affirmative vote of a majority of the voting members present.

### **Section 5: Absentee Ballot**

A voting member may vote by absentee ballot executed in writing by the voting member and delivered to the Secretary of the club at least five (5) days prior to any regular or special meeting called.

### **Section 6**

Proxy:

A voting member may vote by proxy executed in writing by the voting member appointing a member in good standing to delivered the principal member's vote to any regular meeting or special meeting called.

Definition Proxy: A written authorization given a person who is substituted or deputed by another to represent him and act for him. An Agent representing and acting for principal.

## **ARTICLE III DIRECTORS / OFFICERS**

### **Section 1**

Directors:

The affairs and business of the club shall be managed by the Board of Directors, and also known as club Officers. The members of the club may choose to elect by majority vote, additional members at large to the Board of Directors not to exceed a total number of seven directors/officers. Directors/Officers must be over the age of 21 years, a member of the club in good standing, and be a licensed radio amateur. Directors/Officers may not miss no more than 3 consecutive club meetings during the elected year and may not miss more than 5 club meetings per year or the Director/Officer will be excused from his/her position.

### **Section 2**

Election of Directors:

The elected directors/officers shall be elected at the regular club meeting in November and serve for a period of one calendar year starting January first of the following year. At each November meeting of the club, directors/officers and such additional directors as the members may determine, shall be elected by the regular members from the person or persons receiving a majority of the votes cast.

### **Section 3**

Term of Office:

The term of office of each of the directors/officers shall be for a period of one calendar year and thereafter until his successor has been duly qualified and elected. The club president may only hold office for two consecutive terms. If no other nominee is available for election, the current president of the club has the option to accept the office for the upcoming year, or step down at the end of his/her current term.

### **Section 4**

Board Duties:

The Board of Directors shall have the control and general management of affairs and business of the club. The President or Directors have the additional duty and responsibility of determining all business matters to be presented to the members of the club.

### **Section 5**

Director's Meetings:

Regular meetings of the Board of Directors/Officers may be held immediately preceding or at the time of the regular monthly meetings of the members of the club at which business is transacted or a meeting as called by the Board members of the club.

**ARTICLE III  
DIRECTORS / OFFICERS  
(continued)**

**Section 6**

Voting:

Each director/officer is entitled to one vote only.

**Section 7**

Quorum:

A majority of the members of the Board of Directors/Officers present at any meeting shall constitute a quorum for the transaction of business.

**Section 8**

Vacancies:

Vacancies in the Board occurring between the annual meetings of the club shall be filled by election for the unexpired term of office. Vacancies occurring between elections may be filled by special appointment of the Board at the regular meeting at which the withdrawal or resignation is announced.

**Section 9**

Duties of the Officers:

The duties and powers of the officers of the club shall be as follows:

a) The President

- 1) shall preside at all meetings of the Board of Directors and members. The President shall sign and make all contracts and agreements in the name of the club and shall oversee the duties of the other directors.
- 2) shall see that the books, reports, statements, club property and inventories are properly kept and made available to the membership.
- 3) shall enforce these bylaws, and perform all the duties, incident with the position and office which he holds.
- 4) shall appoint such chairman of committees as deemed necessary to
- 5) promote advancement and accomplishment of club objectives.
- 6) shall provide leadership for the club and be present at each annual election meeting of the members and directors to give a report as to the condition of the club.

b) The Vice President:

- 1) During the absence or inability of the President to render and perform his duties or exercise his powers as set forth in these bylaws.
- 2) shall have all the powers and be subject to all the responsibilities and duties hereby given to or imposed upon the President.
- 3) shall regulate all publication of any information for the use of the membership and keep all such publications in proper order.
- 4) shall be responsible for advising the members of all coming events by posting information concerning the same on such bulletin boards or in such publications, newsletters or information distributions as shall be from time to time provided by the club.

c) The Secretary:

- 1) shall keep the minutes of the meetings of the Board of Directors and the members of the club in an appropriate record book.
- 2) shall give and serve all notices of behalf of the corporation and shall be the custodian of the club records.
- 3) shall be the Historian-Librarian, when other appointments can not be found, and shall keep a record of all historical or significant events pertaining to the purposes of the club and its activities.
- 4) shall attend to all correspondence relating to the office of the secretary.
- 5) shall maintain / update the club roster.

d) The Treasurer:

1) shall keep all of the financial records of the club current, deposit all monies ~~the same~~ in the name of the club in such bank or banks as the Board of Directors may designate.

2) shall sign, make and endorse in the name of the club on all checks, drafts, warrants and order for the payment of money and pay out, and dispose of same and receipt therefore under the direction of the President or the Board of Directors.

3) shall render a statement of the conditions of the finances of the club. At each monthly meeting, in the form of account status, printed from the bank statements. This record is to be available for review by all members.

4) The statements shall be retained by the Secretary in the club records. The Treasurer shall keep accurate books of accounts and records of all the business and transactions of the club and perform all, do all other duties pertaining to the office of Treasurer.

5) A Club member in good standing and a member for at least 12 months shall be appointed by the majority vote of the Board of Directors as an alternate signer for the club checking account(s).

## **ARTICLE IV MEMBERSHIP**

### **Section 1**

General Membership:

Membership in the club shall be persons of good moral character and reputation and shall consist of three classes. The first shall be licensed radio amateurs who are current with their club dues. This group will be classified as "Regular Members" with voting rights. The second shall be persons who are not licensed radio amateurs but who show an interest in radio electronics, and/or are willing to take an active part in club events and activities. This group shall be classified as "Associate Members" without voting rights. Family Plan membership includes "Regular Membership" and participation by immediate family members. Family Plan membership shall be a yearly dues of \$25.00 with voting rights of licensed radio armatures for two members of the same immediate family who have reached the age of 18 years, no other family members shall have voting rights.

Admission of new members shall be upon the recommendation of at least two members and the verification of a valid Amateur Radio License. Application for membership shall be reviewed and recommended favorably or unfavorably by the officers. The President shall present to the membership the findings of the Board Officers and the voting members shall admit new members upon a majority vote of voting members present.

### **Section 2**

Regular Members:

Members are entitled to vote for a period of one year with the right to extend such membership annually thereafter upon payment of annual dues. In the event dues are not paid ~~to date~~ by March 1<sup>st</sup>. these privileges and rights shall be revoked until the time the member pays his or her dues.

### **Section 3**

Associate Members:

Associate members shall have the privilege to receive the Monthly Newsletter and participate in club events and activities. Associate members, however, shall not be permitted to hold office in the club, serve as a member of the Board of Directors of the club or vote. Provided, however, associate members who thereafter become licensed radio amateurs may be elected to membership as a regular licensed radio amateur member and may hold such offices upon payment of Dues. Should any licensed radio amateur member cease to hold a valid amateur radio license for any reason, such member shall automatically become as associate member with no refund of dues and no voting rights.

Section 4

Any person, without regard to race, creed, gender, age, or physical impairment, who shows an interested in Amateur Radio shall be eligible for membership in the club. Membership shall be by application and election upon such terms as the club organization Bylaws shall provide.

## **ARTICLE V DUES**

### **Section 1**

The membership application form shall contain fees for the current year. The club, by majority vote of the members present at any regular meeting, may levy upon the general membership such dues as shall be deemed necessary for conducting the business of the club organization.

“Regular annual dues of \$20.00 per member is hereby assessed in accordance with the provisions of Article V of the Bylaws for the purpose of providing funds for expenses. Dues shall be payable in January of each year. Members who fail to pay their dues by the end of the first Day of March shall be suspended from Club membership. Full membership and continuity can be restored with the payment of the annual dues for that year. New members joining after 1 July of the calendar year shall be assessed \$10.00 dues for the remainder of the year.” Dues may be paid in Cash or Check. Be sure to ask for a receipt upon payment.

## **ARTICLE VI CLUB PROPERTY**

### **Section 1**

Club Property:

The Officers of the club shall accept property donations only upon approval of a majority vote of the Board. A written receipt shall be prepared by the Treasurer for all gifts. Any equipment or gifts given to the club shall be considered an unconditional donation and shall be accompanied by a written acknowledgment from the donor to be entered into the club records. Equipment may be loaned to the club only at the owner's risk for damage or loss of that equipment and no liability will be placed on the club or its members for said damage or loss.

### **Section 2**

Inventory:

The club property shall be inventoried once a year at the time that new officers take over. The model, name, description, quantity, and storage location shall be noted. The record of this inventory shall be kept by the Secretary as part of the club records.

### **Section 3**

Disposition of Club Property:

If the club is discontinued or dissolved for any reason, all its assets will be transferred to an IRS section 501 (c) (3) status organization, for disposal which shall be voted upon by the Board. If no board is present due to the dissolving of the club, the vote defaults to ARRL for disposal.

## **ARTICLE VII CLUB CALL SIGN**

### **Section 1**

Proper Usage: NF4CQ

Use of the club call sign is restricted to an official club or nationally sponsored amateur radio group event or activity approved by the Board. It will only be used by those regular members participating in an authorized club event or activity.

### **Section 2**

Improper Usage:

The club call sign will not be used by any individual so as to replace their station call sign for any reason.

**Section 3**

Trustee Responsibilities:

The trustee of the club call sign has veto authority over all planned use of the club call sign if the trustee feels that the use violates established law or does not serve the best interests of amateur radio. The trustee is also responsible for the updating of all information with the FCC and renewing of the call sign.

**ARTICLE VIII  
AMENDMENTS**

**Section 1**

Amendments:

These bylaws shall be made, altered or rescinded by the majority vote of the members at any regular meeting called for such purpose, by affirmative vote of a majority of such members present and voting.

These Bylaws may be amended by a two-thirds majority vote of the club members present at a regular monthly or called meeting, provided all members have been notified as set forth at Article II, Sec 1 of the intent to amend these Bylaws at said meeting.

**ARTICLE IX  
ANNUAL REVIEW / REVISION**

**Section 1**

Review:

The club bylaws shall be reviewed by the board/officers at the first board meeting of the New Year. If no changes are deemed necessary the date and signatures of the President and Secretary of the club will be entered on the Signature Page (last page) of the document.

**Section 2**

Revision:

If revision is deemed necessary the membership will be notified in accordance with Article VIII section 1 and a vote of the regular membership will be taken at the next regular meeting.

**Section 3**

Document updates:

This document (The Bylaws of the Columbia Amateur Radio Society) shall show the revision date directly below the Article heading. Any additions or changes to this document shall bear an underline showing the additions or changes. Any deletions shall bear a strike-out word. This is an example of an addition OR change. ~~THIS IS AN EXAMPLE OF A DELETION.~~ These changes must be shown on the documents during the current calendar year.

This document is available online via the club's website (<http://nf4cq.com>) or may be viewed at our monthly club meeting. You may request a hard copy of the bylaws for a cost of \$1.00. The hard copy will be delivered at the following month's club meeting.

**ANNUAL REVIEW SIGNATURE PAGE**

Office:

Signature:

Date:

---

---

---

By affirmative majority vote of the voting members present these bylaws were accepted. Signed on November 21, 2016 by the President, Vice President, and Secretary of Columbia Amateur Radio Society.