

# PARMA RADIO CLUB

## BYLAWS

Draft 11/1/13

In this document Parma Radio Club is referred to as PRC.

### PREAMBLE

Since 1948, Parma Radio Club, has taken great pride in its ongoing effort to provide a friendly atmosphere for experienced hams and beginners. We have a sincere interest in amateur radio and endeavor to provide enriching programs to help members improve their technical knowledge and operating skills. The PRC is affiliated with the Amateur Radio Relay League.

Members enjoy weekly on-air nets, twice monthly meetings and technical programs, the Amateur Radio Relay League Field Day and other operating events, as well as two fun summer picnics and a holiday party. We endeavor to make the PRC a terrific family-oriented club in which members can make lifelong friends.

For anyone considering becoming a "ham" our members are ready to help put them on the path to one of the world's most rewarding hobbies, a past time that literally puts us in touch with the world.

The PRC is governed by the Board of Directors under the guidelines of the Parma Radio Club Bylaws.

Each member is required to review and indicate acceptance of the PRC Bylaws upon enrollment or renewal of membership.

### ARTICLE 1: MEMBERSHIP

1. Membership is open to anyone who is interested in amateur radio and agrees to abide by the PRC's Bylaws.
2. Application for membership includes payment of PRC dues.
3. Membership begins, immediately, upon an affirmative vote of the membership.
4. Members may vote and participate in all on-air activities within the limits of their FCC license.
5. Any member holding a valid amateur radio license issued by the FCC may hold elective office.
  6. All members are afforded equal rights and privileges with the exception that unlicensed members may not vote or hold office.

### ARTICLE 2: DUES

1. The PRC has 3 types of membership:
  - a. Regular membership
  - b. Family membership, and
  - c. Youth membership (under 21 years of age).
2. Regular membership dues is \$15 annually. The term begins January 1 and is effective through December 31.

New Members signing up for the first time during the period of July through September will be charged \$7.50.  
New Members signing up for the first time during the period of October through December will be charged \$15, which will cover the remainder of the year and the following year.
3. Family members who reside at the same address and are licensed are charged \$7.50 for membership.
4. Licensed youth under 21 are free.

### **ARTICLE 3: BOARD OF DIRECTORS**

The Board of directors:

1. Consists of the President, Vice President, Treasurer, Secretary, and one (1) elected trustee.
2. Guides the club toward meeting long range goals and maintaining club growth and stability.
3. Oversees that the Officers are effectively conducting the club's day to day activities while adhering to PRC Bylaws.
4. Terms begin at midnight of December 31<sup>st</sup> of the year elected and continue through midnight December 31<sup>st</sup> of the following year. In case of a special election, the officer's term begins immediately upon being elected.

### **ARTICLE 4: OFFICER'S DUTIES**

President:

1. Administers and enforces all of the provisions of the PRC Bylaws.
2. Supervises the activities of the Vice President, Secretary and Treasurer.
3. Presides over the regular meetings of the PRC and any special meetings that are not presided over by a committee chairman.
4. Makes appointments of members to serve as chairman or members of committees.
5. Makes decisions on matters that require immediate action, and cannot wait until the next regular meeting.  
Such decisions must be reported to the members at the next regular meeting and are subject to the approval of the members at that meeting or a subsequent regular meeting.

Vice President:

1. Performs those duties assigned to that office by the President.
2. Performs all duties of the President in the absence of the President. All actions taken during the President's absence must be reported to the President upon the President's return.
3. In the Vice President's absence, the President may temporarily appoint a member of the PRC to temporarily perform the Vice President's duties.

Secretary:

1. Records attendance at all meetings and PRC events
2. Records and maintains a summary (minutes) of all discussions and decisions during the regular meeting
3. Conducts all PRC correspondence and maintains records of the correspondence
4. Maintains the PRC Bylaws and any other official documents. The Bylaws shall be made available for inspection on demand by any member of the PRC
5. Keeps a record of all club property
6. Performs any additional duties assigned by the President
7. In the absence of the Secretary, the President shall temporarily appoint a member of the PRC to perform the duties of the Secretary.

Treasurer:

1. Receives and holds all PRC monies from member dues, donations or other sources, makes pay outs on all authorized purchases, and keeps accurate records of all transactions
- 2.. At the business meeting presents a summary of financial transactions since the previous meeting and the club's financial status to the members
3. All PRC financial records shall be made available for inspection on demand, by any member, in a reasonable time
4. The Treasurer will process and record membership applications and maintains membership records.
5. The Treasurer shall perform those additional duties assigned by the President
6. In the absence of the Treasurer, the President shall appoint a member of the PRC to temporarily perform the Treasurer's duties.

#### **ARTICLE 5: TRUSTEE**

During the November Officer election, one member will be elected to serve as Trustee. The Trustee will:

1. Serve on the Board of Directors as representative of the general membership.
2. Will attend all Board of Director meetings
3. Will accept ideas, suggestions and concerns from any member and bring that information to the attention of the board.
4. Serve a term concurrent with that of the other Directors.
5. Will not have a vote but will have an equal voice among the Board of Directors.

#### **ARTICLE 6: ELECTION OF OFFICERS AND TRUSTEE**

1. Nominees for elected office must be members of the PRC, hold a valid FCC amateur radio operator license and be willing to hold office. Two members of the same family or household cannot hold an an elected office simultaneously.
2. If more than two nominees are running for an office and none of them receives a majority vote, the nominee with the least number of votes shall be removed from the nominee list and another vote taken. This process will be continued until a nominee receives a majority vote.
3. At the September Business meeting the President shall appoint, from recommendations of the members, a member to act as Nominations Chairman.
4. The Nominations Chairman will notify all members that he/she is seeking candidates for all positions on the Board of Officers.
5. At the October business meeting the Nomination Chairman will announce the slate of officers he acquired, additional nominations by members from the floor will then be taken for the November election. The elections will be held at the November business meeting.
6. All candidates' names must be received by the Nominations Chairman by the close of the October business meeting.
7. Immediately following the October Business meeting Ballots shall be sent by U.S. Mail to each regular licensed member with instructions to return the ballot by mail to the Secretary by the November business meeting or brought to the November business meeting.
8. Voting must be by secret ballot. Ballots will be counted at the November business meeting by three regular members who are appointed by the chairman of the nominating committee and agreed upon by the membership. The appointees must not be running for an office.
9. The names of those elected to each position will then be announced at the meeting.
10. To be elected to office a nominee must receive a majority vote of the membership.
11. In the event there is only one nominee for each office the nominees shall be elected by acclamation.

## ARTICLE 7: MEETINGS

Meetings of the general membership are held twice monthly on the first and third Monday of each month, with the exception of occasions where PRC outdoor events or holidays preclude the meeting. The second monthly meeting is the "Business Meeting" at which all PRC business is tended to. Meeting dates, times and locations are published well in advance for all members and the general public. Attendees do not have to be a member or a licensed amateur.

1. Special meetings may be called by the President or a committee chairman. All members whose presence is required or have an interest in the special meeting must be notified of the date, time and location of the meeting.
2. Business meetings shall be conducted according to "Robert's Rules of Order", and the PRC Bylaws. Where there is a conflict between Robert's rules of order and the PRC Bylaws, PRC Bylaws prevail. For routine business, the presiding officer may relax these procedures. Special meetings may be conducted informally at the discretion of the presiding officer.
3. Comments from the floor shall be limited to 3 minutes unless accepted by the Presiding Officer.

## ARTICLE 8: OTHER POSITIONS

The PRC serves its members through the assistance of member volunteers. On-going regular functions include:

1. Trustee of the club's amateur radio call sign(s).
2. Web master – publishes the PRC web site ([parmaradioclub.webs.com](http://parmaradioclub.webs.com))
3. Communications Director – publishes the regular *Parma Radio Club e-minder*, an e-mailed memo to keep members up to date and remind them of upcoming meetings.
4. Net Control Operators – Perform as NCO for the VHF/ UHF and HF meter nets
5. Sunshine Chairman – sends get well cards to members who are ill
6. Program Director – works with the members to develop programs for all meetings
7. Field Day Chairman – Oversees the technical aspects of the ARRL Field Day Operation
8. Earth Day Chairperson – Oversees operation of the Earth Day special event operation
9. Elections/ Nominations Chairman – seeks Officer Nominees and oversees the annual election
10. Picnic Chairman – Organizes the two PRC picnics, secures site, maintains fire and cooking utensils
11. Holiday Chairman – Organizes the December Holiday/ Christmas party

Other chairpersons will be appointed by the President as necessary

## ARTICLE 9: OFFICER VACANCIES

1. In the event that the office of the President becomes vacant, the Vice President shall assume the role of President for the remainder of the term of that office.
2. If a vacancy should occur in the office of Vice President, Secretary or Treasurer a special election shall be held to fill the vacancy within 60 days after the vacancy occurred.
3. The provisions of Article 6 (Elections of Officers) shall be followed for special elections.

## **ARTICLE 10: CENSURE OR REMOVAL OF AN OFFICER**

1. Censure or removal of an officer must be initiated by a written petition signed by at least 20% of the total membership of the PRC.
2. The petition must include the reasons for the removal of the officer.
3. The petition shall be submitted to the Secretary at a regular business meeting.
4. If the petition is for the removal of the Secretary, the petition shall be submitted to the President.
5. The officer in question must be notified by registered mail a minimum of 15 days prior to a vote.
6. Consideration of removal of an officer must occur at a business meeting within 30 days of the date of the submission of the petition for removal of that officer. All members must be notified of the date, time and location of the meeting at which the removal of that officer will be considered.
7. If the removal of the President is under consideration the Vice President shall preside over the meeting while the President's removal is under consideration.
8. A majority of the membership present, voting by secret ballot, is required to remove an officer.

## **ARTICLE 11: TERMINATION OF MEMBERSHIP**

1. If a member commits acts that are deemed by the members to be detrimental to the PRC or knowingly fails to abide by the PRC Bylaws or FCC Rules, the member's membership may be revoked.
2. The termination of a membership must be initiated by a written petition, signed by at least 20% of the total membership of the PRC.
3. The petition must include the reason or reasons for terminating the member's membership.
4. The petition shall be submitted to the Secretary at a regular meeting.
5. If the petition is for the termination of the Secretary, the petition shall be submitted to the President.
6. The member in question must be notified by registered mail a minimum of 15 days prior to a vote.
7. Consideration for revoking a membership must occur at a business meeting within 30 days of the date of the submission of the petition for revoking that membership. All members must be notified of the date time and location of the meeting at which determination of that membership will be considered.
8. Until a final vote on revoking a member's membership is taken, the President may temporarily suspend some or all of that member's membership privileges.
9. If the determination of the President's membership is under consideration, the Vice President shall preside over the meeting while the President's membership termination is under consideration.
10. If an officer's membership is revoked, that officer is automatically removed from office.
11. A majority of the membership present, voting by secret ballot, is required to revoke a membership.

## **ARTICLE 12: COMMITTEES**

1. The President may choose to have a task handled by a group of members. In such case, the President will appoint a Committee to perform the task and appoint one of the Committee to act as Chairman. The Chairman is free to request of the President additional appointees if needed.
2. A Committee appointee must be a member of the PRC. If the primary task and duties of the Committee involve an on-the air activity, the members of that committee must hold an FCC issued amateur radio license.
3. The committee's work shall begin when ordered by the President and will continue until either the committee's work is completed or the President disbands the committee. In no case, shall the member(s) of committees serve past December 31 of the year in which they are appointed.
4. A Committee shall perform those duties and tasks as directed by the President.
5. The President may remove or replace a committee member as needed.

## **ARTICLE 13: GENERAL POLICIES**

1. Any form of disruptive behavior will not be permitted at a meeting or other event and the attendee will be asked to leave the location.
2. A member who refuses to abide by these policies is subject to termination of membership.

## **ARTICLE 14: DISSOLUTION**

In the event of the dissolution of the PRC, distribution of any funds and property after payment of any indebtedness, shall be contributed one or both of the following:

1. The Amateur Radio Relay League Spectrum Defense Fund
2. An amateur radio club that has shown to be dedicated to the advancement of amateur radio

## **ARTICLE 15: AMENDMENTS**

1. Amendments to these Bylaws must be submitted in writing with the exact proposed wording to the Secretary at a business meeting.
2. Consideration of the amendment must begin at a business meeting within 30 days of the submission of the amendments. All members must be notified by mail of the date, time and location of the meeting(s) at which the amendments will be considered.
3. If during consideration of a proposed amendment the wording is changed, the final vote on its adoption shall be postponed to a future business meeting. All members must again be notified by mail of the time date and location of the meeting and the notification shall include the exact new wording of the amendment.
4. Adoption of the revision requires a majority of the members present at a business meeting.

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