

COASTAL AMATEUR RADIO SOCIETY

BY-LAWS

May 19, 2001

ARTICLE I: PURPOSE

The purpose of the Society shall be to serve and enhance the mission of Amateur Radio; to provide Amateur Radio training to members and to those who want to be Amateur Radio Operators; to pursue technical competence; to promote the use of good radio procedures; and to train members in emergency communications and support member participation in activities of disaster relief agencies.

ARTICLE II: AREA SERVED

The geographical area served by the Society shall be the combined range of the several repeaters operated by the Society.

ARTICLE III: MEMBERSHIP

SECTION 1: GENERAL MEMBERSHIP: A licensed Amateur Radio Operator of any grade is eligible to become a General Member. A General Member shall have all the rights and privileges offered by the Society.

SECTION 2: ASSOCIATE MEMBERSHIP: A person with a genuine interest in Amateur Radio, but not yet licensed, is eligible to become an Associate Member. A Licensed Amateur Radio Operator residing outside the area served by the Society is eligible to become an Associate Member. An Associate Member shall have all the rights and privileges offered by the Society except for the right to vote; the right to request a Special Meeting of the membership; and the right to propose changes in the By-Laws or the Constitution.

SECTION 3: APPLICATION: Membership applicants shall submit a written application on forms provided by the Society. Acceptance shall be on a majority vote of the Board of Directors, upon recommendation of the Membership Committee.

ARTICLE IV: OFFICERS

SECTION 1: TITLES: The Officers of the Society shall consist of:

- (A) A President
- (B) One or more Vice-Presidents
- (C) A Secretary

- (D) A Treasurer
- (E) A Trustee
- (F) The Immediate Past-President
- (G) One or more Directors, the exact number to be determined by the Board of Directors based on a maximum of one for each ten members, except that if as a result of a drop in membership, fewer Directors are authorized than are currently serving the required reduction may be achieved by term expiration attrition.

SECTION 2: QUALIFICATIONS: An officer of the Society shall be a General Member in good Standing.

SECTION 3: DUTIES: The duties of the individual Officers shall be as follows:

- (A) **PRESIDENT:** The President shall be the chief executive officer and, in general, supervise and control the day-by-day business of the Society; preside at all Board and Membership meetings; appoint committees; and sign, together with any other officer, any instruments authorized by the Board of Directors.
- (B) **VICE-PRESIDENTS:** In the absence, or inability to serve, of the President, the First Vice-President shall perform the duties of the President, and the Second Vice-President shall perform the duties of the First Vice-President, with each order of Vice-President moving up one level. The process shall be repeated in the same pattern as needed to insure the continuous functioning of the role of President. Vice-Presidents shall also perform such other duties as may be assigned by the President or the Board of Directors.
- (C) **SECRETARY:** The Secretary shall keep complete records of the Society's operation; be the custodian of the Constitution and By-Laws and the Corporate Seal; maintain a roster of members; record minutes of Board and Membership meetings; and perform such other duties as may be assigned by the President or Board of Directors.
- (D) **TREASURER:** The Treasurer shall cause to be collected; held and disbursed, under the direction of the Board of Directors, all monies of the Society; deposit or cause to be deposited all monies of the Society in one or more accounts in the Society's name, in the bank or banks designated by the Board of Directors; keep or cause to be kept books of account and all financial records of the Society; and perform such other duties as may be assigned by the President or Board of Directors.
- (E) **TRUSTEE:** The Trustee shall maintain the Society's call sign; educate members in the proper operating procedures of the Society's repeaters; assume responsibility for repeater operation to insure that spurious emissions are not being transmitted; work closely with the Technical Committee and have that authority to determine that a repeater emission is clean and ready to be placed on the air; monitor the repeater frequencies to insure that members conform with the

Society's rules and with part 97 of the FCC rules and regulations.

- (F) **IMMEDIATE PAST-PRESIDENT:** The Immediate Past-President shall perform such duties as may be assigned by the President or Board of Directors.
- (H) **DIRECTORS:** Directors shall perform such duties as may be assigned by the Board of Directors.

SECTION 4: VACANCIES: A vacancy in any office, for any reason, may be filled for the balance of the term by the Board of Directors.

SECTION 5: TERMS OF OFFICE: The term of office for all Officers except Directors and the Trustee shall be one year; the term for Directors shall be three years with one third of the Directors elected each year; the Trustee, who is nominated by the President and appointed by the Board of Directors, shall serve at the pleasure of the Board of Directors.

ARTICLE V: BOARD OF DIRECTORS

SECTION 1: COMPOSITION: The Board of Directors shall be comprised of the Officers of the Society as directed in Article IV, Section 1.

SECTION 2: POWERS: The Board of Directors shall exercise all powers of the Society as prescribed by the By-Laws and do all things necessary to carry out the Purpose of the Society. These shall included, but not be limited to, the power to:

- (A) Appoint committees.
- (B) Assign duties to Officers and Committees.
- (C) Discipline members in accordance with the provisions of Article X.
- (D) Decide on the budget and all financial transactions of the Society.
- (E) Decide on the application of individuals for membership.
- (F) Fill vacancies in any office for the remainder of an unexpired term.
- (G) Approve programs and activities of the Society.
- (H) Appoint the Trustee.

SECTION 3: MEETINGS: The Board shall meet at least four times each year, with monthly meetings preferred, at such time and place as are determined by a majority vote of the Board. Notice of such meetings shall be by any reasonable means at least one week prior to the meeting. Special meetings may be called by the President or by the request of two members of the Board.

SECTION 4: QUORUM: The quorum for the transaction of business shall be three-fifths (3/5) of the number of authorized or current Board members, whichever is smaller.

ARTICLE VI: ELECTIONS

SECTION 1: SCHEDULE: Ballots for the election of Society Officers may be submitted

annually after the nominations have been closed at the October Regular Meeting of the membership and prior to the day of convening of the November Regular Meeting of the membership. At the November Regular Meeting the results of the election shall be announced and the Officers elected shall assume the duties of office on 1 January of the following year, except for the Trustee who serves at the pleasure of the Board of Directors.

SECTION 2: NOMINEES: A Nominating Committee, appointed by the President at least two months prior to the October Regular Meeting, shall select a slate of nominees for Officers of the Society, except for the Trustee, who is nominated by the President and appointed to office by the Board of Directors. The Nominating Committee shall present this slate at the October Regular Meeting of the membership at which time further nominations may be accepted from the floor. The nominations shall then be closed. In every case a nominee must be a General Member in good standing.

SECTION 3: PROCEDURE: Only General Members are eligible to vote. Voting shall be by secret ballot. Ballots shall be collected and held as prescribed by the President. The President shall appoint a Committee of Three from among those Directors who are not candidates for office, to count the ballots prior to the convening of the November Regular Meeting of the membership. Results shall be determined by a simple majority of the votes cast. In the event of a tie for any office, a run-off election shall be held between the two candidates receiving the highest number of votes, with the voting procedure being the same as that for the regular election.

ARTICLE VII: MEETINGS

SECTION 1: REGULAR MEETINGS: Regular Meetings of the membership shall be held each month at a time and place selected by the Board of Directors.

SECTION 2: SPECIAL MEETINGS: Special Meetings of the membership may be called by the President, the Board of Directors or by written request to the President by any three (3) General Members.

SECTION 2: NOTIFICATIONS: Notice of Regular Meetings of the membership shall be given to each member by publication in the Society's Newsletter or by such other means as will assure that every member is notified. Notice of Special Meetings of the membership shall be given by any suitable means.

SECTION 3: QUORUM: A quorum for the transaction of business at any Regular or Special Meeting shall be thirty (30) General Members.

ARTICLE VII: FINANCES

SECTION 1: DUES: Dues may be levied against each member. The amount of such dues shall be determined by the Board of Directors. Dues shall be paid on an annual basis, with the

period of membership commencing on the first day of January. Dues that are not paid by the 15th of February for the current year shall render the member subject to action as prescribed in Article X.

SECTION 2: REDUCED RATES: The Board of Directors may offer reduced rates for Dues to Associate Members and to all but the first General Member of a household where more than one General Member resides, except that the dues of a member of any grade may be reduced for the first year of membership if the member is admitted to membership after the month of January.

SECTION 3: DONATIONS: Under the direction of the Board of Directors, the Society may solicit and receive donations of money or equipment for use by the Society.

SECTION 4: SPENDING LIMIT: No monies shall be expended or appropriated beyond the ability of the Society to pay; nor shall monies be expended for any purpose not of direct benefit to the Society or to Amateur Radio.

ARTICLE IX: COMMITTEES

SECTION 1: STANDING COMMITTEES: The President may appoint the following Standing Committees:

- (A) Membership
- (B) Program
- (C) Activities
- (D) Education
- (E) Technical (Repeater)
- (F) Constitution and By-Laws
- (G) Emergency
- (H) Public Relations
- (I) Newsletter Publications
- (J) Field Day

SECTION 2: SPECIAL COMMITTEES: The President may appoint Special Committees whose duties shall be defined in an enabling motion at a Regular Meeting of the membership or by the Board of Directors.

SECTION 3: DUTIES: The duties of each Committee shall be defined by the Board of Directors, based on the following general guidelines.

- (A) **MEMBERSHIP:** Survey the area served by the Society and recruit Amateurs and those persons interested in becoming Amateurs as members; recommend to the Board of Directors the action to be take on applications for membership in the Society.
- (B) **PROGRAM:** Provide appropriate programs at all Regular Meetings; conduct raffles, auctions or other activities at Regular Meetings.

- (C) **ACTIVITIES:** Coordinate participation by the Society and individual members in any operating contests officially recognized by the Amateur fraternity; plan special operating activities for the Society members.
- (D) **EDUCATION:** Set up programs for the education in Amateur Radio of any person wishing to study for an Amateur license or, if already licensed, to study for upgrading.
- (E) **TECHNICAL (REPEATER):** recommend to the Board of Directors the purchase, sale and repair of Society equipment; supervise the installation of such equipment; ensure that security and adequate safeguards exist over equipment, including the purchase of necessary insurance; maintain good relations with hosts who provide sites to set up and operate Society equipment; maintain Society equipment in good operating condition and assist the Trustee in the education of members in the proper procedures for the use of such equipment.
- (F) **CONSTITUTION AND BY-LAWS:** Accept proposals from any General Member for amendments to the Constitution or By-Laws, put them in proper form, and recommend to the Board of Directors the action to be taken on the proposals.
- (G) **EMERGENCY:** Cooperate with local authorities, Civil Defense, American Red Cross, A.R.E.S. and other disaster relief organizations to provide Amateur Radio Operators and equipment in the event of local, regional or national emergencies of any type.
- (H) **PUBLIC RELATIONS:** Maintain good relations with media representatives in order to publicize Society activities and to present Amateur Radio in a good light, emphasizing work done by Amateurs in the public interest, especially in emergencies.
- (I) **NEWSLETTER:** Send to each member and others as appropriate, a monthly newsletter. The newsletter should announce Society meetings and activities; news of and about members; information of interest, and may contain specialized columns covering all phases of Amateur interest. Advertising may be solicited for its support.
- (J) **FIELD DAY:** Arrange for and support the participation of the Society in Field Day exercises.

ARTICLE X: DISCIPLINE

SECTION 1: GENERAL: The membership of a member of any grade may be Suspended or Terminated for conduct, judged solely by the Board of Directors, to be improper or likely to endanger the welfare, safety, harmony or good reputation of the Society or its members. A member of any grade may be Expelled from membership for similar conduct on recommendation

of the Board of Directors and approval by two-thirds ($\frac{2}{3}$) of the General Membership present and voting at a Regular Meeting of the membership. The basis for such action by the Board includes, but is not limited to:

- (A) Any violation of FCC Rules and Regulations regarding licensed Amateur Radio Operators, especially those relating to proper conduct on the air according to Part 97.119 (Obscenity, Indecency, Profanity).
- (B) A wanton disregard of the Society's rules regarding the use of the Repeaters and the conduct of meetings of the membership.
- (C) Failure to pay dues within the time specified in Article VII, Section 1, except that disciplinary action shall be limited to Suspension if the dues are ultimately paid within the current year. If the dues are not paid before the end of the current year, the membership of the member shall be Terminated. To be reinstated, a suspended member must pay in full all back dues. To be readmitted to membership, an individual whose membership was terminated must pay in full all back dues plus dues for the current year.

SECTION 2: TERMS: The terms Suspend, Terminate, and Expel shall have these meanings:

- (A) **SUSPEND:** The member is denied all rights and privileges of membership for the period of the suspension.
- (B) **TERMINATE:** The member's membership is revoked, but the individual is not barred from applying for membership in the future.
- (C) **EXPEL:** The member's membership is revoked and the individual is barred from membership in the future.

SECTION 3: PROCEDURE: Prior to the action of the Board of Directors to Suspend or Terminate the membership of any member or Expel any member, the member shall be given notice in writing of the proposed action to be taken by the Board at least ten days prior to the date set by the Board for a meeting to consider the status of the member, except that for Suspension for late payment of dues a members may be notified at any time by any reasonable means. The member may then submit any evidence or any written statement to the Board before the date of the meeting. On the day of the meeting the Board shall consider such evidence and statements that may have been received and then by secret ballot vote on the proposed action which will be determined by a simple majority of those present and voting. If the proposed action is the Expulsion of a member, the Board will present to the membership at a subsequent Regular Meeting any evidence or statements submitted by the member, together with the recommendation of the Board.

SECTION 4: OFFICERS: The Board of Directors may, by a two-thirds ($\frac{2}{3}$) majority vote, remove any Officer of the Society from office for improper conduct in office. The Board of Directors shall be the sole judge of what constitutes improper conduct in office.

ARTICLE XI: RULES

SECTION 1: PARLIAMENTARIAN: The Chairman of the Constitution and By-Laws Committee shall act as Parliamentarian at all meetings.

SECTION 2: AUTHORITY: Roberts Rules of Order, Revised, shall be the final authority for resolving any disputed points of procedure at any meeting.

SECTION 3: CHANGES: Proposals for changes to these By-Laws may be made by any General Member. All proposals must be in writing and be submitted to the Constitution and By-Laws Committee. This committee shall put them into proper form and submit them, with its recommendation, to the Board of Directors. The Board shall submit the proposals to the membership with its recommendation. To be accepted as changes to the By-Laws, the proposals must be approved by at least two-thirds ($\frac{2}{3}$) of the General Membership in a voting procedure prescribed by the Board of Directors.