



Bylaws of  
Elk Grove – Florin Amateur Radio Club  
Revised and Adopted June 12, 2015



## Elk Grove – Florin Amateur Radio Club By-Laws



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DEFINED TERMS USED IN THIS DOCUMENT

“Board”

“Chairperson”

“President”

“Vice President”

“Treasurer”

“Secretary”



## **Article I. NAME**

### **Section 1.01 Corporate Name**

- (a) The name of this organization is the Elk Grove – Florin Amateur Radio Club, herein referred to as the “EGFARC”.

## **Article II. PURPOSE**

### **Section 2.01 Purpose**

- (a) The purpose of EGFARC is the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of non-commercial intercommunication by electronic means throughout the world; the fostering of education in the field of electronic communication; the promotion and conduct of research and development to further the development of electronic communication; the dissemination of technical, educational and scientific information relating to electronic communication; and the printing and publishing of documents, books, magazines, newspapers and pamphlets necessary or incidental to any of the above purposes.

## **Article III. MEMBERSHIP**

### **Section 3.01 Full Membership**

- (a) Open to licensed Radio Amateurs.
- (b) Includes all club privileges as well as rights to hold office and vote for Club Officers.

### **Section 3.02 Associate Membership**

- (a) Open to all interested persons.
- (b) Includes all club privileges except the right to hold office and vote for Club Officers.

### **Section 3.03 Honorary Membership**

- (a) May be bestowed to any person nominated by the Board of Directors and approved by the membership at a regular meeting.
- (b) Includes all club privileges except the right to hold office and vote for Club Officers.

### **Section 3.04 Termination of Membership**



- (a) In the unusual case of a member who brings dishonor to the EGFARC because of serious violation of FCC Regulations or Civil or Criminal Law, the member may be expelled from membership by a three-quarters vote of the Board of Directors. The person involved shall be notified immediately by the Secretary of such action. Such a person may be reinstated to EGFARC membership only by a two-thirds vote of the Board of Directors.

## **Article IV. MEETINGS**

### **Section 4.01 Membership Meeting**

- (a) EGFARC shall hold regular meetings on such day and at such time and place as shall be determined by the Board of Directors.
- (b) The Annual Meeting shall normally be held in November at the regular monthly meeting. The membership shall be given at least two (2) weeks' notice of the date, time, and place of the Annual Meeting.
- (c) One-fourth (1/4) of the full members of the EGFARC shall constitute a quorum at any meeting.

### **Section 4.02 Special Meetings**

- (a) May be called by the President upon the written request of any one-third (1/3) of full members.
- (b) Notices shall be sent to members concerning special meetings and the business to be transacted.
- (c) Only such business as designated shall be transacted.
- (d) Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

### **Section 4.03 Board of Directors Meeting**

- (a) Shall be held as needed.
- (b) The Board of Directors shall be held in conjuncture with regular member meetings.
- (c) Board of Director meeting not held in conjuncture with regular member meetings shall determine the date, time, place of the meeting, and shall provide twenty-four (24) hours notice. This meeting may be conducted via teleconference.
- (d) Only business that is specified in the meeting notice may be transacted at the meeting.
- (e) To conduct the business of this organization, three members of the Board of Directors shall constitute a quorum.

### **Section 4.04 Closed Board of Directors Meeting**

- (a) Shall be held as needed for the purpose of Termination of a members Membership, Contracts, Law Suites, and any other business of a confidential matter.



## **Article V. NOMINATIONS, ELECTIONS, AND VOTING**

### **Section 5.01 Nominations**

- (a) The nominating committee shall be formed six (6) months prior to elections.
- (b) Three (3) full members will constitute the nominating committee.
- (c) The committee will be charged with finding qualified candidates to run for office.
- (d) The committee will present a ballot to the President at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and accept the ballot.
- (e) The final ballot will be published and made available to all club members.
- (f) The President will dissolve the nomination committee after the annual elections.

### **Section 5.02 Elections**

- (a) For the election of Officers or other matters, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who casts such ballot, unless there is only one candidate for office.
- (b) An election of Officers shall be conducted at the November membership meeting.
- (c) New Officers will take office in January.

### **Section 5.03 Voting**

- (a) The ballot committee shall not be candidates for office, or shall not have a conflict of interest in the question voted upon.

## **Article VI. OFFICERS**

### **Section 6.01 The Officers that constitute the Board of Directors shall be:**

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Member at Large

### **Section 6.02 Election**

- (a) The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the annual meeting.

### **Section 6.03 Term Limits**

- (a) An individual may not hold the same office for more than two consecutive terms.

### **Section 6.04 Vacancies**

- (a) Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.





### **Section 6.05 Eligibility**

- (a) Must be 18 years of age.
- (b) Must be a full member for at least one year.
- (c) Must hold a valid and current Amateur Radio License

### **Section 6.06 Resignation**

- (a) Any officer may resign his/her position in writing at which time all records and assets of the club that he/she has will be turned over to the President or Vice President.

### **Section 6.07 Removal of Officers**

- (a) Officers may be removed from office for cause, upon written petition of one-third (1/3) of members and presented to the President or Vice President
- (b) After validating the petition will be presented to the membership at the next regular meeting of the club and a voted on by the membership.
- (c) In the unusual case of an officer who brings dishonor on the EGFARC because of serious violation of FCC Regulations or Civil or Criminal Law, the officer may be expelled from membership.
- (d) Removal of an officer requires a three-fourths vote of the full members present at a member meeting.

### **Section 6.08 Board of Directors Authority**

- (a) The Board of Directors shall have the control and management of the affairs and business of the organization.
- (b) Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by the President after due notice to all the directors of such meeting.
- (c) Each director shall have one vote and such voting may not be done by proxy.
- (d) The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

## **Article VII. DUTIES OF OFFICERS**

### **Section 7.01 President**

- (a) Conduct Meetings of the Membership and Board of Directors.
- (b) Serve as the Chairman of the Board of Directors.
- (c) Adviser to all committees.
- (d) Appoint all committees and task forces.
- (e) Ensure all books, reports, and certificates required by law are properly kept or filed.
- (f) And other duties as assigned by the Board of Directors.

### **Section 7.02 Vice President**

- (a) Conduct meetings of the Membership and Board of Directors in the absence of the President.



- (b) In the absence of the President, assume the role of the President of the organization.
- (c) Shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.
- (d) Shall insure an educational aspect is present at regular meetings.
- (e) Shall maintain close liaison with the local ARRL's local ARES® Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.®
- (f) And other duties as assigned by the Board of Directors.

### **Section 7.03 Secretary**

- (a) Shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and communicate written meeting notices to each member. These may be in digital form, or in books, but must be available for all to view with reasonable time for the request to be met.
- (b) At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.
- (c) File any certificate required by federal, state, or local statute.
- (d) And other duties as assigned by the Board of Directors

### **Section 7.04 Treasurer**

- (a) Shall receive and receipt for all monies paid to the club.
- (b) Keep an accurate account of all monies received and expended.
- (c) Pay no bills without proper authorization by the Board of Directors.
- (d) At the end of each month he/she shall submit an itemized statement of disbursements and receipts.
- (e) At the expiration of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.
- (f) File any certificate required by federal, state, or local statute.
- (g) Present the financial books for audit at the end of the year.
- (h) And other duties as assigned by the Board of Directors.

### **Section 7.05 Member at Large**

- (a) Shall be a voice for the Membership.
- (b) And other duties as assigned by the Board of Directors.

## **Article VIII. DUES, FEES & ASSESSMENTS**

### **Section 8.01 Dues**

- (a) Shall be recommended by the Board of Directors and approved by a majority vote of the membership present at a regular meeting.
- (b) Membership dues for the next year may be paid starting in November of the current year.



- (c) Any renewing member whose dues are not paid in full by the March meeting will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.
- (d) Non-payment of dues or assessments shall be cause for expulsion from the club within the discretion of the membership.
- (e) Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

## **Article IX. FINANCES**

### **Section 9.01 Budget**

- (a) The outgoing Board of Directors shall have a proposed budget draft by December 31<sup>st</sup> for the new incoming Board of Directors in January.
- (b) The Board of Directors shall adopt an annual budget by February 28<sup>th</sup>. Expenditures not consistent with the budget shall require advance approval by the Board of Directors.

### **Section 9.02 Signatories**

- (a) The President, Vice President, and Treasures shall be signatories' on all accounts. The Board of Directors may determine which additional Board of Directors may be signatories on any accounts.
- (b) All checks shall be signed by any of 2 signatories.

## **Article X. CLUB CALL SIGN**

### **Section 10.01 Appointment**

- (a) The Board of Directors shall assign trusteeship of the club call sign.

### **Section 10.02 Club Call Sign Trustee Requirements**

- (a) Be a member of the club.
- (b) Meet FCC requirements.
- (c) Hold a valid General class or higher license.
- (d) Has not had his/her Radio Amateur license revoked or sanctioned at any time.

## **Article XI. CLUB PROPERTY AND OWNERSHIP**

### **Section 11.01 Assets**

- (a) A record of all club property and who has it shall be maintained by the Secretary.
- (b) EGFARC shall not be responsible for loss or damage to personal property of members, visitors, or guests.



## **Article XII. DISSOLUTION OF THE CLUB**

### **Section 12.01 Termination of Operations**

- (a) In the event that the Board of Directors votes that the club should be dissolved the motion for dissolution must receive more than two thirds (2/3) vote of the full membership to pass.

### **Section 12.02 Disposition of Assets**

- (a) The Board of Directors shall handle the disbursement of all assets of the club.
- (b) No member or group of members shall receive benefit from the assets.
- (c) All equipment will be donated to a non-profit organization.
- (d) All remaining cash will be donated to a non-profit organization.

## **Article XIII. ADMENDMENTS**

**Section 13.01** These By-Laws may be altered, amended, or added to by an affirmative vote of not less than 51% of the membership present at a regular membership meeting.

## **Article XIV. RULES OF ORDER**

**Section 14.01** Robert's Rules of Order shall be the Parliamentary Authority for all procedures pertaining to any meeting of the EGFARC or the Board of Directors not specifically covered by these By-Laws.

## **Article XV. INDEMNIFICATION**

**Section 15.01** The organization shall, to the maximum extent permitted by California Law, except for willful misconduct and/or gross negligence, indemnify each of its Officers, Members of the Board of Directors, and Committee Members as defined by these By-Laws against any expense, judgments, fines, settlements and other cost actual and reasonably incurred in any connection with any proceeding arising by reason of the act any such person was an Officer, Member of the Board of Directors, or Committee Member.



**The above Amended By-Laws was approved at the General Membership Meeting held on June 12, 2015.**

**ATTEST:**

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Eric Guenzler, KG6BZT, President

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Brandon Muncy, KJ6NEF, Vice President

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Christine Lay, KG6JFO, Secretary

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Bonnie Sellstrom, KC6PSZ, Treasure

Note: Prior versions of the By-Laws were adopted on:

January 11, 2012