

# HOGVILLE AMATEUR RADIO CLUB

## BY-LAWS of July 2013

### *MISSION STATEMENT & BY-LAWS*

The Hogville Amateur Radio Club (hereafter, in this document, referred to as H.A.R.C. or as the Club) is a nonprofit, family oriented, group established to provide public service for the people of NW Arkansas Counties, communities, and the State of Arkansas, when requested, and to promote the fellowship and welfare of its members. H.A.R.C. promotes Amateur Radio, public service, public safety, and friendly competition and co-operation within the radio communities. H.A.R.C. may participate in public service events only as a "Good Samaritan". If offered H.A.R.C. may accept a non-solicited donation for any services rendered. Under no condition will compensation be a prior condition of H.A.R.C. participation in any event. Participation in an event must be with the prior approval of the majority of the members present at a regular or special meeting prior to the event. A majority of the Executive Committee may give approval in an emergency situation.

1. These By-Laws are established to ensure the efficient and proper operation and administration of H.A.R.C.

2. These By-Laws may be modified at any regular or special meeting, after thirty days written notice, by a two-thirds vote of the voting membership.

A. They must be reviewed annually to insure that they properly fulfill their purpose. Recommendations for modification or change shall be submitted to the President by the conclusion of the November meeting. At the January meeting the By-Laws and any recommended changes shall be discussed in open forum. If necessary this discussion shall continue through the February meeting. A vote of the membership, on the By-Laws shall be held at the March meeting.

3. All Parliamentary procedures and meetings of H.A.R.C. will be conducted in accordance with the guidelines set forth in the latest edition of "Roberts Rules of Order". Meetings of the Membership shall be conducted monthly, at a time and place designated by the President. The President shall insure that the time and place of each monthly meeting is announced at frequent intervals over the H.A.R.C. Repeater network.

#### **4. Governing Body**

##### **A. Board of Directors**

(1) The Board of Directors shall consist of three (3) Members. They shall be elected by the Membership, and shall serve for a three-year term. No Director shall hold any other elected office in H.A.R.C.

(2) Each year one Director's term will expire and it will be necessary to elect or re-elect only one Director, for a three-year term.

(3) In the event of the resignation or removal of a Director from office, at the next regular meeting, a new Director shall be elected by the Membership to complete the remaining term of that Director's office.

**B. Officers**

- (1) Shall be elected by the membership and serve a one year Term.
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Member at Large

\* The Secretary and Treasurer may be combined if necessary.

**C. Executive Committee**

- (1) The Executive Committee shall consist of the Board of Directors, all elected officers, and the immediate Past President of H.A.R.C. for one year. The Repeater Trustee and the Parliamentarian will sit as non-elected and non-voting members; in an advisory role only.
- (2) The Executive Committee shall be chaired by the H.A.R.C. President and shall meet at the time and place designated by the President. Meetings of the Executive Committee shall be at the discretion of the President. Meetings must be at least every four months. The Executive Committee shall advise the President and determine issues to be brought before the Membership. The Executive Committee, on urgent issues may make temporary binding rules or commitments for H.A.R.C. These issues must be brought before the Membership, at the next meeting, for confirmation and/or vote.

**5. A Quorum is defined as follows:**

- A. At a regular or special meeting of the Membership or of the Executive Committee; five or more members.
- B. At a Membership meeting or Executive Committee meeting considering a change to the By-Laws or a Disciplinary matter; at least two thirds of the voting members.

**6. Duties of Officers:**

**A. President:** The President must be a licensed Amateur Radio Operator. His duties are to preside over meetings, to provide sound leadership, and to appoint temporary committee members when necessary. He shall insure that the business and operations of H.A.R.C. is conducted within the laws, rules and ordinances of the United States of America, The State of Arkansas, its municipalities and these By-Laws.

**B. Vice President:** To assist the President and to perform the duties of the President in his absence.

**C. Secretary:** To record the minutes of all meetings. Submit the written minutes to the Membership for modification or approval. Maintain a permanent record of approved minutes, which shall be made available to the membership at any reasonable time. To receive, prepare response when required, and maintain a permanent file of correspondence. All incoming and outgoing correspondence shall be directed through the Secretary. To keep a record of all Club licenses, permits, charters, etc. and give timely notice to the President when renewal or payment is required.

D. **Treasurer:** To receive and disburse all Club monies. All monies shall be receipted in a permanent receipt book with a copy retained for record. All disbursements shall be by check. Checks for amounts in excess of one hundred dollars (\$100.00) must be signed by two authorized Members. Amounts of fifty dollars (\$50.00) or less, may be disbursed, by receipt, from a "Petty Cash" fund, which shall not exceed Fifty Dollars (\$50.00). Monies in excess of that amount shall be deposited in the H.A.R.C. bank account. Prepare and submit a monthly Treasurer's Report as an addendum to the minutes. Keep a continual account of the monetary assets of H.A.R.C. At no time shall expenditures exceed the amount stipulated in the Annual Budget or the available balance of the H.A.R.C. bank account.

E. **Member at Large:** Shall act as a stand in for any officer, except the President, at any meeting of the Membership or of the Executive Committee. Shall assist the President as required. Shall act as investigator of any charges brought by one member against another. Shall act as Sergeant at Arms during any sanctioned meeting or gathering of the Membership or Executive Committee.

F. **Director:** The Board of Directors shall provide direction for the Club and its activities. The Directors may, by majority vote of the Directors, intervene with the action of the Membership and/or the Executive Committee in matters concerning Club indebtedness, license or legal matters. Any intervention must be justified to the Membership at its next regular meeting. The Board of Directors shall conduct an Annual Inventory; recording all serial numbers, manufacturer, and model designations, where appropriate. Any item not having a serial number or identification shall be assigned a H.A.R.C. control number. This inventory shall be a physical inventory. At least one Director shall sight each item. This inventory shall indicate the location, condition, estimated value and ownership of all items in possession of H.A.R.C. This inventory shall be conducted during the month of September and reported to the Membership at the October meeting. A copy of the completed inventory shall be turned over to the Secretary for retention in a permanent file.

G. **Repeater Trustee:** A non-voting member of the Executive Committee, appointed by the Executive Committee. He must be a Club Member and a licensed Extra Class Amateur Radio Operator. He is responsible to insure that the H.A.R.C. Repeater is operated in compliance with FCC rules and regulations. He shall report any maintenance or operational problems to the President.

7. **Budget:** During the month of September, the Executive Committee shall compile an annual budget for the next calendar year. The Budget shall be presented to and voted on by the Membership at the October meeting.

8. **Disciplinary:** Any member having a complaint against another member may submit the details of that complaint, in writing, to the President, at any time. The President shall give the complaint to the Member at Large for investigation. The Member at Large shall report his findings to the Executive Committee, which shall review the report and render a decision of unfounded or true. A finding of True will require that a recommendation be placed before the membership for vote by secret ballot. The Membership must render the decision for any action to be taken. The membership may make a finding of unfounded or vote for admonishment or dismissal. A finding for admonishment or dismissal must be by two-thirds agreement of a Quorum. During the entire disciplinary procedure the accused has the right to be informed of the charge(s), and the name of the accuser. He has the right to his own counsel and to present rebuttal to any evidence against him. In any disciplinary hearing or action there shall be no mention or reference to employment, social status, national origin, race, sex, sexual orientation, religion, political views or affiliation with other organizations.

9. **Elections:** During the October meeting, the President shall appoint a nominating committee of three members. They shall solicit from the membership nominations for all elected officers with the exception of the two Directors whose terms do not expire. Any member who is nominated must agree to accept that nomination. The committee shall report the nominations to the Membership at the November meeting. Additional nominations may be received from the floor. The Secretary shall record the nominations in the minutes. The President shall compile a slate of candidates and have ballots prepared for election at the December meeting.

A. To be eligible for election to any office, a member has to be a current member for the previous one (1) year, or by special consideration by the executive committee.

10. **Voting:** All H.A.R.C. members, except Family and Honorary Members, are eligible to vote. The Secretary shall prepare a list of all eligible voters. Any member who cannot be present for the voting may request an absentee ballot from the Secretary. Any request for an absentee ballot, which must be mailed, must reach the Secretary in ample time to allow for turn around mail time. Any absentee ballot received by the Election committee after the election shall be discarded, and will not be counted.

11. **Election procedures:** The President shall appoint an Election Committee of three Members. One member shall be designated as the Chairman who shall also be the recorder. The Secretary shall provide a list of eligible voters to the Chairman. The Chairman shall insure that each eligible voter receives a ballot. The members shall mark their ballots, fold them so as not to reveal their vote, and return them to the Chairman. At this time all absentee ballots shall be verified and delivered to the Chairman in their original sealed envelopes. The Election Committee shall retire to a private place where they shall open and count all ballots. Each ballot shall be viewed, counted, and agreed upon by all members of the Election Committee. The recorder shall make a written record of how all votes are cast. All votes must be accounted for. The record must indicate how many votes each candidate received in each contest. Non-votes (i.e. The voter did not mark any selection in a contest) must be indicated. The Chairman shall deliver the results of the election to the President. The President shall announce the winner of each contest and the number of votes received by each candidate. Elected Officers shall take office at the January meeting.

12. **Membership Types and Dues defined:**

A. **Regular Member:** Pays dues when due, and is voted into the Club by the Membership. May hold office, vote and participate in all activities and elections. Dues shall be set annually by vote of the Membership at the November meeting for the following year. The amount shall be recorded in the minutes. All dues are due at the January meeting. A grace period shall extend to the end of the February meeting. All Dues not paid by that time are in arrears. To re-gain his membership, that person must pay his dues, re-apply and be voted in. Any new member who joins the Club, for the first time, after the June meeting, shall be charged only one half of the Regular Member amount. Family Member dues shall not be discounted. Any new member is not a voting member for one month following his acceptance as a member.

B. **Family Member:** Must be sponsored by a regular member residing at the same household. Dues shall be five dollars (\$5.00) annually. Is not eligible to vote or hold office.

C. **Honorary Member:** A non dues-paying member appointed by the President in recognition for exceptional contributions to H.A.R.C., the community, and/or Amateur Radio. Has all of the rights and privileges of a Regular Member except that he may not hold office or vote.

13. **Audits:** A full audit of all property and funds shall also be conducted during the month of March by the Board of Directors.

These By-Laws have been read, understood, approved and accepted by a two thirds majority vote of the Membership of the Hogville Amateur Radio Club, Inc. present in a Quorum. All members will be provided with a copy of these By-Laws.

CERTIFICATION

These bylaws were approved at a regular meeting of the club by a two thirds majority vote on July 18, 2013 with a quorum of two thirds of the voting membership present.

**Judy Seifert**  
Secretary

**July 20, 2013**  
Date