

By-Laws

Adopted April 1, 2023, **DRAFT**

The name of this organization shall be the Florida Keys Amateur Radio Club. In short form it shall be known as FKARC

ARTICLE I – PURPOSE

Section 1: The purpose of the FKARC shall be to further the cause and aims of Amateur Radio among ourselves, our community, our State, and our Nation.

Section 2: The enlightenment and education of ourselves and others interested in the field of Amateur Radio and its related fields.

SECTION I: OFFICERS AND DUTIES

A) Officers: The Officers shall consist of: President, Vice-President, Secretary, Treasurer and the Trustee.

B) Directors and Officers, with the exception of the Club Trustee, shall serve for a period of one year and until such time as their successors shall have been elected and take office at the close of elections.

Each of such Officers shall serve until his/her successor is duly elected. Vacancies among the Officers by reason of death, illness, or resignation, shall be filled by special election at the next meeting after such vacancy occurs. Secret ballot of full members present shall be conducted. Officers elected by Special Election serve only for the remaining portion of the term of the person replaced.

C) The Trustee shall hold office until they resign or are replaced in response to a directive from the Club membership. Such a directive becomes effective upon a majority vote of the members.

D) President: The President shall be the administrative head of the Club; shall preside at all meetings; and shall conduct same according to the rules adopted. The President shall enforce due observance of the Bylaws; decide all questions of order. The President alone shall sign all official documents that are adopted by the Club; and shall act as its spokesmen and representative at meetings with other organizations and committees

unless some other member is delegated so to act in any instance by him/her or the Club Officers.

The President shall perform all other customary duties pertaining to the office of President. The President shall be an ex-officio member of all Club Committees. All candidates for the office of President shall have held membership in the Club continuously for at least two years immediately prior to the election date. For election eligibility purposes, membership is considered continuous if it contains only one lapse not exceeding ninety (90) days.

E) Vice-President: The Vice-President shall possess all the powers and performs all the duties of the President in the event of the absence or disability of the President. The Vice-President shall be the program chairman, responsible for the presentation of the technical program features of the meeting (arrange for guest speakers); they shall endeavor to promote generally increased knowledge of the radio technique among the Club members.

F) Secretary: The Secretary shall keep an accurate record of all official meetings of the Club, which may be read upon request. The Secretary shall keep a copy of the Bylaws present at all times; shall keep these in good order; shall effect all changes and additions in same; shall permit same to be consulted by members upon request. The Secretary shall be responsible for the safekeeping of the Bylaws; shall carry on all necessary correspondence for the Club; shall read all communications. If so authorized by the Treasurer, the Secretary may accept dues in conjunction with applications for membership or for renewal of membership.

G) Treasurer: The Treasurer shall keep an accurate and current record of all monies received and disbursed by the Club; shall read all bills; shall receipt for all bills paid and monies received. The Treasurer shall pay no bill above the amount of \$250.00 dollars without the approval of the majority of the Club Officers. The Treasurer shall deposit all monies received, in the Bank approved by the BClub Officers. The Treasurer may deposit directly dues received, provided a full accounting of such deposits is made. The Treasurer shall keep a roll of all members, and the current status of these members; shall keep a roll of members present at meetings; and provide such roll to the Club Secretary and shall accept all applications for membership.

H) QUORUM: A quorum shall consist of ten percent (10%) of the members present at the meeting.

SECTION II – MEMBERSHIP

Section 1: Membership in this Club shall be granted to all persons genuinely interested in the advancement of radio, either experimental, amateur communication or commercial operation.

Section 2: Membership in the Club shall not be restricted by: age, sex, ethnic background, religion or political affiliation.

Section 3: There shall be four types of members: Regular, Family, Associate, and Honorary.

Regular Member: A member in good standing whose dues are current. Regular members hold all voting rights and privileges in all matters pertaining to club business where a vote is required.

Family Member: A family member is a member of the immediate family of a regular member whose dues are current: spouse, father, mother, or minor children living in the same house. For voting purposes all members of the family that meet the above requirements may vote in all matters pertaining to club business where a vote is required.

Associate Member: Associate membership is available to anyone interested in amateur radio communications and the purposes of the organization. An associated member shall not vote, hold office.

Honorary Member: The Club may elect to honorary membership, persons who have done a conspicuous service to Amateur Radio or to the Florida Keys Amateur Radio Club. An honorary member will pay no dues and will have the privilege to vote.

SECTION III: DUES

Dues shall be payable upon election to membership and at yearly intervals thereafter. Term of membership shall be 12 consecutive months. Dues should be paid to the Treasurer. Such dues shall be used to defray the general expenses of the Club.

The yearly dues will be recommended by the Club Officers and approved by the membership of the Club.

SECTION IV: AMENDMENTS

The Bylaws may be adopted and amended by a two-thirds (2/3) majority vote of the membership present at any duly called meeting (provided they constitute a quorum as defined in Section I – paragraph J.) Proposals for amendments shall be submitted in writing to all members of the Club one (1) month before the actual vote. A proposed amendment submitted by the general membership must be submitted in writing and include the signatures of at least ten (10) members in good standing. Proposed

amendments may be submitted by the Club Officers or current by-laws committee at anytime.

SECTION V: PROCEEDINGS

Robert's Rules of Order shall govern all proceedings of the Club, subject to the discretion of the members with interpretation by the President.

SECTION VI: FISCAL YEAR

The Fiscal Year shall begin on January 1 and end December 31.

SECTION VII: MEETINGS

Meetings shall be held at least once each month. A regular date, time, and place for the meeting, excepting special meetings, shall be selected by the Club Officers, but may be altered by a majority vote of the membership. Special meetings may be called by the President or on written application of five (5) members in good standing. A notice of all regular and special meetings shall be communicated (e-mail or regular mail) to each member at least four (4) days prior to the date of such meetings. The voting members present at any duly called meeting shall constitute a quorum for all purposes. However, the election or removal of officers or change of Bylaws shall require a minimum of ten percent (10%) of the voting members to constitute a quorum.

SECTION VIII:

Members shall have the privilege of voting; having the use of the Club's repeater systems; facilities; and equipment. They shall remain on the Club mailing list when their dues are not in arrears more than three (3) months.

SECTION IX:

An Officer may be removed from Office by a two-thirds (2/3) vote of a quorum as defined in SECTION I – paragraph J.

SECTION X:

Standing Committees: They shall be appointed by the President from time to time as the need arises; and shall meet with the approval of the Club Officers.

SECTION XI:

This Club, its Officers, Committees, or Members shall not attempt to govern the action of its membership in the operation of their amateur radio stations.

SECTION XII:

It shall be the policy of this Club to support the American Radio Relay League (ARRL). This is expressed in the affiliation therewith and the participation in the activities thereof.

SECTION XIII:

These Bylaws may be suspended in case of extreme emergency by unanimous vote of those present at a meeting which has been duly called.

SECTION XIV: ELECTION PROCEDURES

A) Vacancies occurring between elections shall be filled by special ballot, at the first regular meeting after the vacancy or resignation is announced.

B) Procedures for Regular Elections.

1) By the October Club meeting, a Nominating Committee shall be appointed by the Officers. By the November general meeting the committee will have chosen a slate of nominees, at least one for each office.

2) At the November meeting the Nominating Committee will disclose to the membership their suggested slate of officer's nominations.

3) The entire list of candidates shall be published via email to the membership, prior to the December meeting.

4) At the December election meeting nominations from the floor will again be opened. After the nomination is closed an election will be held.

5) In the case of offices for which more than one candidate has been duly nominated, elections will be conducted by secret ballot. Election to office requires a majority vote of the members present at a duly called election meeting. If none of the candidates for an office receives a majority vote, the matter may be resolved by a runoff ballot between the

two candidates who received the greatest numbers of votes. The runoff ballot should be taken at the same election meeting as the initial ballot.

SECTION XV: REPEATER SYSTEMS AND FACILITIES

A) Repeater Committee: The Repeater Committee and none other shall be responsible for and shall have authority over any and all Club stations. It shall set proper policies and procedures for usage of such Club stations by members and other operators. Recommend operating procedures to be published via email and club web page.

The Committee shall consist of four (4) members: Club Trustee, another Club Officer and two (2) members at large from the club membership. The committee members are selected by the repeater committee chairman.

B) Funding: Repeater maintenance and replacement funds shall be provided from the general fund of the Florida Keys Amateur Radio Club.

C) Trustee: The Trustee shall hold all licenses for Club Stations operating on all amateur frequencies; shall be the official representative of the committee with all outside agencies and groups; shall be chairperson of the Repeater Committee and officiate at its meetings. The License Trustee is ultimately responsible for construction and maintenance of all Club Stations; shall see that all equipment is operating properly and in accordance with good amateur practice and shall be responsible for keeping all associated reference materials (schematic diagrams, instruction manuals, etc.) current and up to date, and provide any other needed data to other Committee members upon need. The Committee and the membership at large shall give the License Trustee all support necessary to perform his/her duties. All policy and procedure changes shall be submitted for publication in the next issue of The FKARC Notes following such changes. A general statement of policies and procedures shall also be published at least annually.

In the event it should become necessary to disband the Florida Keys Amateur Radio Club (FKARC), a request to do so must be signed by twenty-five percent (25%) of members in good standing; and shall be presented to the club president in writing. The president will present the request to the general membership. At the next meeting, after the request has been presented, a vote will be taken. If the request is passed a committee of five (5) members in good standing shall be formed to establish how all assets of the club will be disposed of; and to which organizations, materials and monies will be given. This will be done in such a manner that no member of the club will have any material or monetary gain.