

# WOODCHUCK AMATEUR RADIO CLUB BY-LAWS

[[Effective August 25<sup>th</sup> 2017]]

The name of the organization shall be the “Woodchuck Amateur Radio Club”.

**PURPOSE OF THE ORGANIZATION:** To promote a mutual interest in public service, electronics, and the technical advancement in amateur communications. To provide radio communications capabilities to any non-profit local, state, or federal agency when requested, subject to approval of the Board of Directors.

## **GOVERNANCE:**

The Board of Directors of the organization shall consist of the President, Vice President, Secretary, and Treasurer. They shall act on all matters concerning the organization, except where specifically provided in these By-laws.

## **OFFICERS & DUTIES OF: [Article 1]**

**Sec 1** -- The officers of the organization shall consist of a President, Vice President, Secretary and Treasurer.

**Sec 2** -- Duties of the President: Preside as chairman at all meetings. The President shall perform all duties such as appointing committees and conducting official business.

**Sec 3** -- Duties of the Vice President: Assume all duties of the President in his/her absence and those duties so enacted by the President.

**Sec 4** -- Duties of the Secretary: Keep all minutes and records of the organization. Shall send proper notices of all called meetings and conduct the correspondence of the organization.

**Sec 5** -- Duties of the Treasurer: Shall maintain a record of all monetary and property assets of the organization. Shall hold all funds of the organization and shall pay from them the regular and ordinary operating expenses of the organization without prior approval. He/she shall also issue such payments as directed by the Board of Directors.

## **TRUSTEES & DUTIES OF: [Article 1a]**

**Sec 1** -- The number of Trustees in office shall be no less than 2 but no more than 10% of the entire membership, rounded off, as of September 1st.

**Sec 2** -- Will serve with the Board of Directors as voting representatives of the general membership.

**Sec 3** -- Will accept ideas, suggestions and concerns from any member and bring such to the attention of the Board.

**Sec 4** -- Will cooperate with all of the Officers and other Trustee members in planning and organizing various club projects and help in any way possible.

## **ELIGIBILITY TO HOLD AN OFFICE: [Article 2]**

**Sec 1** -- The nomination for any office shall be open only to regular members of the organization, holding a valid FCC Amateur Radio license and in good standing with the organization for a period of not less than six (6) months.

**Sec 2** -- The nominees for office shall have maintained an attendance of not less than six (6) of the regular scheduled business meetings within the past year (October through September) as shown on the meeting sign-in sheets maintained by the Secretary.

**Sec 3** -- Two or more members of the same household may not hold office simultaneously.

## **NOMINATION FOR OFFICE: [Article 3]**

**Sec 1** -- Elections shall be held in November of each year. Two months prior to the elections, at the September business meeting the President shall appoint, from recommendations of the members, a regular member to act as Nominations Chairman.

The Nominations Chairman will notify all members that he/she is seeking candidates for all positions on the Board of Directors and for the position of Trustee(s).

At the October meeting he will announce the list of candidates he acquired who have agreed to run for each

office.

Regular members of the organization may also nominate eligible candidates for each office from the regular membership should that person agree to run for that office.

No nominations will be accepted after the close of the October meeting.

The Secretary shall have the duty of verifying the eligibility of all candidates prior to their confirmation as a nominee.

**Sec 1A** -- If more than two nominees are running for an office and none of them receives a majority vote (51%), the nominee with the least number of votes shall be removed from the nominee list and another vote taken.

This process will continue until a nominee receives a majority vote of those present at the election meeting.

**Sec 2** -- Elected officers shall assume the duties of their office immediately after the November Business meeting.

**Sec 3** -- Retiring officers shall make available all records, monies, and other properties of the organization to the new officers.

**Sec 4** -- The Secretary shall provide a copy of the current bylaws to each elected member.

**Sec 5** -- Should a vacancy occur in the office of President the Vice President shall assume the remaining term of office.

**Sec 6** -- Should a vacancy occur in any other office; the Board of Directors shall meet to appoint a suitable replacement to fill the office for the remainder of the term.

#### **ELECTIONS OF OFFICERS & TRUSTEES: [Article 4]**

**Sec 1** -- The Secretary shall prepare a written ballot of the eligible nominees to be e-mailed to each regular member of the club. Ballots must be returned to the organization, either in person or the club's mailbox address, no later than the day of the election, prior to the opening of the meeting. Ballots may not be given to or accepted from any member or individual other than the person to whom it was sent.

**Sec 2** -- Ballots shall be counted by a minimum of three (3) individuals not participating as nominees of the election (which shall be called an Election Committee) selected by the general consent of the membership.

The return address on the envelope shall be verified as a member eligible to vote. Being a secret election, the envelopes will be opened and the ballot removed and placed in a container without viewing the ballot.

**Sec 3** -- Only regular members are entitled to vote.

**Sec 4** -- There will be no proxy votes permitted. Election of Officers and Trustees shall be conducted by secret ballot, simple majority ruling.

#### **COMMITTEES: (Article 5)**

**Sec 1** -- The Board of Directors may create committees as needed to further the purpose of the organization.

**Sec 2** -- Standing committees shall consist of three basic areas: Technical / Operational, Membership, Program and Social.

**Sec 3** -- Technical / Operational Committee: shall have sole responsibility for acquisition and upkeep of the club equipment. The Technical/Operational committee shall make any technical decisions concerning club equipment.

**Sec 4** -- Membership Committee: shall be responsible for public relations and general membership recruiting.

**Sec 5** -- Program Committee: shall be responsible for meeting programs.

**Sec 6** -- Social Committee: shall be responsible for all social functions of the club.

**Sec 6** -- Standing or special committee appointments shall be available to all members of the organization.

#### **FISCAL AFFAIRS: [Article 6]**

**Sec 1** -- The fiscal year of the organization shall commence on the first day of January and end on the last day of December of the year.

**Sec 2** -- The books of the organization shall be audited during the first month of the fiscal year. The Board of Directors shall appoint a committee of three regular members. The audit committee shall report the condition of the books at the first business meeting of the fiscal year.

**Sec 3** -- All funds and properties received by or coming into the custody of the organization belong to and are funds and property of the organization to be expended only for the purposes authorized and only in accordance

with the regulations prescribed by the organization.

**Sec 4** -- The Treasurer shall make all disbursements of funds of the organization.

**Sec 5** -- All expenditures or sales must have prior approval by a majority vote of the membership in attendance at a business meeting. This does not include the ongoing expenses for publication of the newsletters, paying of monthly or annual bills, and the general miscellaneous small operating expenses.

**Sec 6** -- Only in the event of an emergency or urgent situation may expenditures or sales under the amount of two hundred (\$200) dollars be permitted, after a majority approval of the Board of Directors in attendance or polled by phone. Should the amount be over two hundred (\$200) dollars, Sec 5 must be followed.

**Sec 7** -- The Board may not reverse any action previously decided by a vote of the membership.

#### **OFFICIAL BUSINESS AND VOTING: [Article 7]**

**Sec 1** -- All official business will be conducted and carried out by the Board of Directors.

**Sec 2** -- A quorum of the organization must be present to transact any business of the organization. A quorum is hereby defined as being 25% of the membership of the organization present.

**Sec 3** -- Voting on general business of the organization will be conducted by a show of hands

**Sec 4** -- If a quorum is not met at a regular scheduled meeting of the organization, the President may, at his/her option, request a vote of 2/3 of the regular membership present to approve a motion.

**Sec 4** -- Voting on general business of the organization will be conducted by a show of hands vote, simple majority ruling.

**Sec 5** -- Each regular member in good standing is entitled to one (1) vote each.

#### **GUESTS: [Article 8]**

All guests shall be welcome to attend any regular club Business meeting or social. A guest is anyone not on the membership roster of the organization. During a Board Meeting only a regular member of the club shall be admitted as a guest. He/she may attend but may not participate in the meeting in any way unless requested by the Board. Executive Board Meetings are only open to the President, Vice President, Secretary, Treasurer, Trustees and the Parliamentarian although he has no vote.

#### **MEMBERSHIP & DUES: [Article 9]**

**Sec 1** -- Membership is open to all who have an interest in amateur radio.

To obtain membership you must fill out and sign a membership application, signed by two members of the Woodchuck Amateur Radio Club. You must agree to abide by all of the club's by-laws, decisions of the Board of Directors, votes of the majority of the club members and FCC regulations.

**Sec 2** -- Anyone not having an FCC Amateurs Radio licenses shall be considered an Associate Member. Associate Members may not vote in the general election of officers or hold an office in the organization.

**Sec 3** -- Approval of membership will be voted on by the Board of Directors. The Board of Directors reserves the right to refuse any applicant without stated cause.

**Sec 4** -- Regular membership shall be \$15.00 per year. Available only to FCC Amateur Radio licensed individuals. Regular membership for all additional members, at the same mailing address shall be \$7.50.

**Sec 5** -- Associate Membership shall be \$7.50 per year. Available only to non-FCC Amateur Radio licensed individuals.

**Sec 6** -- Annual dues must be paid by the January business meeting of each year. (For new members, who join during the period of July through December, one half (1/2) of the regular dues may be paid for that year.)

#### **REMOVAL OF A BOARD MEMBER: [Article 10]**

**Sec 1** -- Removal of a Board member must be initiated by a written petition, signed by at least 2/3rds. of the total membership of the organization. The petition must include the reason(s) for removal of the Board member. The petition shall be submitted to the Secretary at a regular meeting. If the petition is for the removal of the Secretary, it shall be submitted to the President.

**Sec 2** -- The Board member petitioned to be removed must be notified in writing by registered mail, of the cause for such action as well as the date, time and location for consideration of such action, not less than 30 days prior to the date at which their removal will be voted on.

**Sec 3** -- Consideration for removal of a Board member must occur at a regular meeting held not less than 30 days from the date of the notification of the individual. All members must be notified by E-mail of the date, time, and location of the meeting at which the removal of the Board member will be considered.

**Sec 4** -- If the removal of the President is under consideration, the Vice-President shall preside over the meeting while he President's removal is under consideration.

**Sec 5** -- A 2/3 vote of the members present in a secret ballot is required to remove a board member.

**Sec 6** -- The individual must be afforded the opportunity to present his/her case prior to the vote at the meeting where their removal will be considered.

**TERMINATION OF MEMBERSHIP: [Article 11]**

**Sec 1** -- If a member commits any acts that are detrimental to the Woodchuck ARC, or knowingly fails to abide by the Bylaws of the organization or FCC regulations, that member's membership may be revoked.

**Sec 2** -- The termination of a membership must be initiated by a written petition, signed by at least 2/3 of the membership of the organization present. The petition must include the reason(s) for termination of the membership. The petition must be submitted to the Secretary at a regular meeting. If the petition is for the removal of the Secretary, it shall be submitted to the President.

**Sec 3** -- The member petitioned to be terminated must be notified, in writing by registered mail, of the cause for such action as well as the date, time and location for consideration of such action, not less than 30 days prior to the date at which their termination will be voted on.

**Sec 4** -- Consideration for termination of a membership must occur at a regular meeting held not less than 30 days from the date of notification of the individual. All members must be notified by e-mail of the day, time and location of the meeting at which the termination of the membership will be considered.

**Sec 5** -- Until a final vote on termination of a member's membership is taken, the Board of Directors may temporarily suspend some or all of the member's membership privileges.

**Sec 6** -- If an officer's membership is revoked, that officer is automatically removed from office.

**Sec 7** -- A 2/3 vote of the members present in a secret ballot is required to terminate a membership.

**Sec 8** -- All individuals must be afforded the opportunity to present his/her case prior to the vote at the meeting where their termination will be considered.

**DISSOLVING OF THE CLUB: [Article 12]**

In the event the organization is dissolved, all property (test equipment, repeaters, coax, and anything else) shall first be made available at auction to all regular member in good standing for the highest bid at a publicized place and time. The proceeds of such an auction will be added to the funds. After all the properties have been sold to members the proceeds along with the remaining club funds shall be donated to one or more charitable organizations determined by a membership vote. A special committee shall be appointed to determine a price for all the properties not auctioned and dispose of them in a manner determined by the membership.

**AMENDMENTS: [Article 13]**

**Sec 1** -- These Bylaws may be changed by a vote, at a regular business meeting, as called for in Article 7, sections 2 & 3.

**Sec 2** -- All members must be notified of proposed changes no less than two weeks prior to the meeting at which the change(s) will be presented for a vote.

**Sec 3** -- These by-laws will become effective at the end of the regular business meeting at which they are approved.

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These by-laws were approved by a membership vote at the July 24, 1998 business meeting.  
Changes made to Article 6 / sections 1, 2, 5, & 6, were approved by a vote of the membership present at the April 27th, 2001 business meeting.  
Change to Article 6, Section 6 approved at Feb.24, 2012 business meeting. (Corrected re-type July 27, 2012.)  
Changes to Article 9, Sec 6 approved at March 2013 business meeting.  
Changes to Article 4, Sec- 1 & addition of Sec-1A approved at the August 2014 meeting.  
Change to Article 1a, Sec 2 & Article 8 approved at the July 2017 meeting.  
Change to Article 1a, Sec 1 Approved at the August 25<sup>th</sup> meeting. Addendum approved and added 1/26/18 meeting.

# **Addendum to Woodchuck Bylaws**

Approved 1/26/2018

## **Elected Officers and Appointed Members Duties**

**President:** Preside as chairman at all meetings using Roberts Rules of Order or a relaxed version of the same as he wishes. The President shall perform all duties such as appointing committees and conducting official business.

He will be responsible to set the meetings program agenda for the year and schedule the outside events such as Field Day and other events. He shall receive a copy of both the Secretary and Treasurers monthly documents so there will be a duplicate of all relevant club information available at all times. He will be responsible for the overall operation of the club.

**Vice President:** he shall assume all duties of the president in his or her absence and those duties so enacted by the president.

Upon their return of the president he shall provide a list of what actions were taken during the Presidents absence.

**Secretary:** Keep all minutes and records of the organization. Shall send proper notices of all called meetings and conduct the official correspondence of the organization.

Records include the monthly sign-in sheet and all meeting minutes, copies of which he/she will give to the President at the next meeting. Such minutes will be public records for the membership with the exception of Executive Board Meetings which shall be kept separate.

**Treasurer:** Shall maintain a monthly record of all monetary assets of the organization. Shall hold all funds of the organization and shall pay from them the regular and ordinary operating expenses of the organization such as the club insurance and yearly meeting room rent without prior approval. He/she shall also issue such payments as directed by the Board of Directors.

Collect club dues and maintain a current Membership Roster.

He/she will read the present balance of the club funds at the monthly meeting and report what was received and spent during the month since the last report.

A copy of that report shall be given to the President at each meeting along with any Roster (membership) changes.

Update our A.R.R.L. Affiliated Club data base yearly.

### **Trustee:**

Will serve with the Board of Directors as voting representatives of the general membership, accepting ideas, suggestions and concerns from all members and bring such to the attention of the Board.

They shall monitor club operation and all Board Meetings for the membership.

They will cooperate with all of the Officers and other Trustee members in planning and organizing various club projects and help in any way possible.

## **Other Club Officials Duties**

### **Call Sign Trustee:**

Will act as the call sign administrator for WA8Q on the [WWW.QRZ.com](http://WWW.QRZ.com) Data Base and will add the monthly meeting program and upcoming events, as this is the official WA8Q data base. QRZ is the most used Ham site in the United States and elsewhere and is available to everyone.

Will check FCC club call sign license date yearly.

Contact the "Ohio Repeater Coordination Group" and report yearly.

Be sure the call sign trustee is correctly listed at the ARRL sight.  
He shall Monitor Repeater usage as required by the FCC.

**Repeater/Operations/Technical Committee:**

Technical / Operational Committee: Shall have sole responsibility for acquisition and upkeep of the club communication equipment. The Technical/Operational committee shall make any technical decisions concerning club equipment.

**Parliamentarian:**

Individual must be well acquainted with Roberts Rules of Order and the Woodchuck Bylaws. Shall make rulings on questions of Order and interpret the Bylaws during all Business and Board Meetings, should a question on the interpretation of either arise.

**Membership Committee:** Use any means & individuals necessary to secure new members.

**DX/Field Day Chairman:** Recruit individuals to help setup and manage all club radio events.

**Net Operations Manager:** Shall be sure there is a Net Controller each week for both Nets.

**Newsletter Editor:** Shall produce a club newsletter with information concerning coming events and presentations each month along with information any Board members may request to be included for the membership.

**Web Administrator:** Responsible for all content on any Board approved site he/she may run.

**Property Manager:** Shall keep all club property to be used by members in his possession. Will sign- out and sign-in borrowed property and check its' condition upon return. Also provide a list of all the club property being held to the President and update as necessary.

**Sunshine:** Shall send signed cards from the club to members for illness or family losses.

**Sergeant at Arms:**

He/she will maintain order when directed to do so by the club chairman.  
This may entail removing an individual causing a disturbance during any club meetings or functions, including calling the proper authorities if needed.