

BYLAWS: The AMATEUR RADIO CLUB of EL CAJON, Incorporated

ARTICLE I PRINCIPAL OFFICE

The principle office for the transaction of business of the corporation is fixed and located at San Diego County, California. The membership may at anytime change the location of the principle office from one location to another in this county. The location of the principle office may be changed from this county to another county by amendment to the Articles of Incorporation.

ARTICLE II NAME AND OBJECTIVES

This organization shall be known as The Amateur Radio Club of EI Cajon Incorporated, herein after referred to as "The Club". The objectives of The Club are to encourage the furtherance of Amateur Radio and allied interest, and particularly to encourage and foster:

- (a) The furtherance of service to the community by the Amateur Radio fraternity.
- (b) The development of acquaintances as an opportunity for the increased enjoyment of Amateur Radio.
- (c) The development of increased skills and knowledge of electronics and good operating practices for increased enjoyment of Amateur Radio.

ARTICLE III MEMBERSHIP

- (a) Any person who is a licensed Amateur Radio operator shall be eligible for full membership with all The Club privileges. If a full member's license lapses, the associate membership shall extend to the end of the month that the dues expire.
- (b) Any person who is interested in Amateur Radio, but does not hold a valid Amateur Radio license, shall be eligible for associate membership. An associate member shall have all club privileges except the right to vote and hold office.
- (c) Family membership: All persons who are an immediate member of the family; i.e. husband, wife, father, mother, son or daughter and living in the same household shall be entitled to full or associate membership in the club
- (d) Life membership in the club may be awarded to persons who have made outstanding contributions to the art of communications or special accomplishments by 2/3 vote of the Executive Committee. Life Members are exempt from dues.
- (e) All applications for membership shall be presented in writing on an approved form. Applications must be accompanied by dues as prescribed in the bylaws. Membership privileges begin when dues are paid.

ARTICLE IV MEETINGS

- (a) Twelve (12) membership meetings shall be held each year on the second Thursday of each month, unless directed otherwise by the Executive Committee. A quorum for any regular or special meeting shall be ten (10) percent of the total membership.
- (b) The annual meeting of the members of this Corporation shall be held on the second Thursday in December of each year at 7:00 P.M. at the principle meeting place of The Club. No notice of any such meeting must be given if it is held on the second Thursday in December at 7:00 P.M. at the principle meeting place of The Club: otherwise written notice of the time and place of the annual meeting shall be mailed or delivered to each member at his or her address as it is shown on the records of the corporation, or if it is not

shown on the records or not readily ascertainable, a notice shall be posted at the place where the meetings are regularly held. Any notice shall be mailed or delivered at least seven days before the date of the annual meeting.

(c) Special meetings of the members of The Club may be called at any time by a majority of the Executive Committee. Written notice of special meeting shall be given forty-eight (48) hours prior to any such meeting.

(d) The Executive Committee shall have at least one scheduled meeting each month. Special meeting of the Executive Committee may be called by the President or at the request of any three (3) Executive Committee members.

(e) Prior to any voting by secret ballot, the President shall appoint three (3) members to act as tellers, whose duties shall be the distribution, collection and tabulation of ballots.

(f) Robert's Rules of Order (Revised) shall govern all meetings except as herein otherwise provided.

ARTICLE V FINANCING

(a) The club shall be financed principally from membership dues of eighteen dollars (\$18.00) per year. An initiation fee of five (\$5.00) dollars shall apply for each new member. Paid up full members only are eligible to vote in the conduct of club business.

(b) Dues of members shall be annually collected from club members by the 31st day of December of each year. Dues will become delinquent if not paid by the end of February of the following year. Members will be dropped from the club roster until dues are paid. Members that join mid-year will pay prorated dues.

(c) The membership shall establish the rate of annual dues for all members. Full and associate members shall pay the same dues. Family membership shall pay one and two-thirds (1 2/3) of the annual membership dues.

(d) The Executive Committee may from time to time make other provisions for raising additional funds.

(e) Any expenditure by the Executive Committee shall not exceed \$300 without approval of the membership except approved budgeted expenses.

(f) Any expenditure by the membership, that is not budgeted, that exceeds \$300, must be communicated to the membership at the regular meeting prior to the regular meeting at which the expenditure is voted upon.

(g) Members requesting reimbursement of expenditures from the Treasurer shall present an itemized statement with all receipts attached before receiving payment.

(h) The Auditor shall audit the accounts of the Treasurer and present a written report annually to the membership and at such other times as requested by the Executive Committee.

(I) The Finance Committee shall consist of the President, Past-President, Treasurer, Past-Treasurer, and Auditor. The Finance Committee shall prepare the proposed budget for the year. The proposed budget shall be submitted for adoption at a regular membership meeting.

ARTICLE VI OFFICERS AND DUTIES

The officers of the Corporation shall be the President, Vice-President, Secretary, Treasurer, and Past President.

(a) The President shall preside at all meetings of the Executive Committee and at all regular and special meetings of The Club.

(b) The Vice-President shall perform the duties of the President if the President is absent or unable to act and shall automatically become program chairperson.

(c) The Secretary will be responsible for the maintenance of all club records, other than financial records, and will keep full minutes of all meetings, and upon request of the President, will make reports to the membership.

(d) The Treasurer shall be responsible for all funds and chattels of The Club and shall disburse funds as authorized by the Executive Committee or the membership. Proper records of all moneys received and disbursed by The Club shall be kept. All checks must carry the signature of both the Treasurer and the President or such other person as may be designated by the Executive Committee.

ARTICLE VII DIRECTORS

(a) The Board of Directors shall number six (6) and all shall be full members. Over 50% of the members of the Board of Directors shall constitute a quorum for the transaction of business of this Corporation.

(b) Duties; subject to limitations of the Articles of Incorporation, other sections of the bylaws, and of California law, all corporate powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors. Without limiting the general powers, the Board of Directors shall conduct, manage, and control the affairs and business of the Corporation, and to make rules and regulations not inconsistent with the Articles of Incorporation or the bylaws.

ARTICLES VIII EXECUTIVE COMMITTEE

(a) The Executive Committee shall consist of the elected officers of The Club, the Past President, and the Board of Directors. The Executive Committee shall govern the business affairs of The Club. A majority of the Executive Committee (6) shall constitute a quorum for the conduct of business. All responsibilities not delegated herein shall come under the jurisdiction of the Executive Committee until such time as said responsibilities are specifically provided for by amendment to this, the bylaws of The Club.

(b) Officers and the Board of Directors shall serve without recompense.

(c) Any member of the Executive Committee who fails to satisfactorily perform the duties of their office is subject to removal from the position by action of the membership. Replacement shall be described under Article XI. An officer or sitting board member may be suspended from The Club with a two-thirds vote of the Executive Committee. Said suspension shall only occur for gross malfeasance or dishonesty in office. An officer or board member so suspended shall not exercise their right of franchise or assume the duties until the suspension is lifted. Any suspension must be ratified by a two-thirds vote of the general membership at the next general membership meeting. The membership shall be informed of the reasons for suspension. Should the general membership decline to approve the Executive Committee's action, the suspension shall be null and void within the meaning of this article. Any vote for suspension shall be by secret ballot.

(d) Any suspension of an officer or board member shall be lifted no later than their dues anniversary date. It shall be left to the discretion of the Executive Committee to accept a renewal of club dues by the suspended party.

ARTICLE IX COMMITTEES

(a) The following standing committees are hereby established with the Chairperson of each to be appointed by the President with the approval of the Executive Committee:

- (1) Education - code and theory classes.
- (2) Social - picnic and refreshments
- (3) Membership - sign-in, welcoming and badges
- (4) Technical - Club Engineer
- (5) Affiliated Clubs - SANDARC Representatives
- (6) Public Service - ARES and RACES
- (7) Public Relation - Publicity
- (8) Awards - Ham of the Year
- (9) Finance - Budget and Audit
- (10) Field Day

(b) The Awards Committee shall consist of one member of the Board of Directors and two (2) full members appointed by the President and approved by the Executive Committee.

- (1) It shall be the duty of the Awards Committee to nominate candidates for Ham of the Year.
- (2) The Awards Committee will announce the name of the candidates for Ham of the Year at the November membership meeting.
- (3) Balloting for Ham of the Year shall be by written secret ballot at the December meeting.
The Awards Committee will count the ballots and a properly engraved plaque shall be presented to the Ham of the Year.
- (4) A properly engraved plaque shall be presented to the out-going President.

(c) Club Newsletter: The official name of the club newsletter shall be "Counterpoise". The President with the approval of the Executive Committee shall appoint the editor.

(d) Special Committees: The President may appoint Special Committees as necessary with the approval of the Executive Committee. Such committees shall report to the Executive Committee at the conclusion of their deliberations, after which they shall be discharged.

(e) Special Assignments: The Past President shall be the chairperson of special assignments as determined by the Executive Committee.

ARTICLE X NOMINATIONS AND ELECTIONS

(a) The Nomination Committee shall consist of the chairperson of the Nomination Committee of the previous year, and four (4) members to be elected from The Club membership.

(b) Selection of candidates for the nomination committee: Prior to the October meeting, the Executive Committee shall select from the membership of the club a list of eight (8) names of full members who are qualified for election to the nomination committee.

(c) The ballots for the election of the nominating committee shall contain the eight (8) names. Each full member present may vote for a maximum of four (4) candidates, at the October regular meeting. The four (4) candidates with the highest number of votes shall be declared elected and the one with the greatest number of votes shall be the chairperson.

(d) Duties of the Nomination Committee: It shall be the duty of the Nomination Committee to select at least one (1) candidate for each office. In selecting the candidates, the nomination committee shall give consideration to recommendations of the Executive Committee.

- (e) Any full member shall be eligible for election providing: Candidates for the office of President and Vice-President shall hold a valid technician class amateur radio license or higher. All other Executive Committee members shall hold a valid amateur radio license. Candidates for the office of Treasurer shall be eighteen (18) years of age or older.
- (f) Nominations for the election of the Executive Committee shall be prepared by the nomination committee and presented to the membership at the November regular meeting. Nominations shall be called for from the floor and nominations will be closed at the November regular meeting.
- (g) The President, Vice-President, Secretary, Treasurer, and six (6) board of directors shall be elected for one (1) year by a majority vote of the full membership at the December annual meeting. The term of office shall extend from January 1 to December 31.

ARTICLE XI VACANCIES

- (a) In the event a vacancy occurs in the office of President, the Vice-President shall be appointed to fill out the unexpired term.
- (b) In the event a vacancy occurs in the office of Treasurer, the Executive Committee will, by two thirds (2/3) vote, appoint a member to this office from its own membership to fill out the unexpired term.
- (c) Vacancies in the remainder of the Executive Committee shall be filled by appointment by the President, with the approval of the Executive Committee, to fill out the unexpired term.
- (d) Should an elected person find, between election and installation that they are unable to serve; the vacancy shall be filled as described in Article XI (a), (b), and (c) above.

ARTICLE XII AMENDMENTS

- (a) Amendments to the bylaws may be made by a quorum vote of six (6) of the Executive Committee members, subject to approval of the membership by a two-thirds (2/3) vote at any regular meeting.
- (b) Amendments to the bylaws may be made by a written proposal signed by ten (10) percent of the membership, filed with the Secretary, and subject to the approval of the membership by a two-thirds (2/3) vote at any regular meeting.
- (c) Amendments proposed must be communicated to the membership in writing at the regular meeting prior to the regular meeting at which the amendment will be voted upon.

These bylaws are current, as last amended as of the March 13, 2008 membership meeting of the Amateur Radio Club of El Cajon, Inc.



Paul Rios, KC6QLS
President ARCEC