



# Gateway Amateur Radio Club Bylaws

---

Gateway Amateur Radio Club  
PO Box 691  
Cleveland, Georgia 30528

[August 11, 2015]

*An Affiliated Club of the American Radio Relay League*



## **Gateway Amateur Radio Club Bylaws**

### **1. SECTION I – PURPOSE/POLICY**

1.1. The purpose of the Gateway Amateur Radio Club (GARC) shall be to provide an amateur radio club having a fundamental purpose as expressed in the following principles:

1.1.1. Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.

1.1.2. Continuation and extension of the amateur's proven ability to contribute to the advancement of the radio art.

1.1.3. Encouragement and improvement of the amateur radio service through rules which provide for advancing skills in both the communication and technical phases of the art.

1.1.4. Expansion of the existing reservoir within the amateur radio service of trained operators, technicians and electronics experts.

1.1.5. Continuation and extension of the amateur's unique ability to enhance international good will.

1.1.6. Furthering the exchange of information and cooperation between members, promoting radio knowledge, fraternalism and individual operating efficiency and so to conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community.

1.2. It shall be the policy of the club to support and join with other local, state, national and international amateur radio groups, as appropriate, to provide unity of action in supporting all aspects of amateur radio. The club shall be affiliated with the American Radio Relay League.

1.3. These bylaws are the supreme governing document of the club, superseded only by the Articles of Incorporation. These bylaws supersede and replace any Bylaws or Constitutions adopted prior to August 11, 2015 by the club, and any related regulations or policies to the extent inconsistent herewith.

### **2. SECTION II – MEMBERSHIP**

2.1. Any person interested in amateur radio shall be eligible to be considered for membership, and once accepted as a member shall have equal rights and privileges with all other members except as specifically prohibited by these bylaws or Federal law.

2.1.1. Only those members who are licensed Amateur Radio Operators shall have voting privileges. Those members who are not yet licensed will be granted associate memberships with no voting privileges.

2.2. Applications for membership shall be submitted in writing to the Secretary on a special form provided for that purpose. Each such application shall be accompanied by one year's dues as specified in Section VI of these bylaws. The application for membership shall be reviewed and either accepted or rejected by the Executive Committee. Should the Executive Committee reject a

## **Bylaws of the Gateway Amateur Radio Club**

membership application, any dues paid shall be promptly returned to the applicant.

2.3. Family members are those persons in the same household as a full member who also wish to participate in the club. Family membership members have individual voting rights if licensed amateurs.

2.4. Student membership is available to individuals who are full-time students at the time of their membership application. A reduced membership fee applies to student memberships – see Section 6.1. Student members shall have individual voting rights if licensed amateurs.

2.5. Honorary members may be named by a vote of the majority of members present at that meeting. The members shall be notified of the proposed honorary member in the same manner as any special meeting. The term of the honorary membership shall be for one (1) calendar year from the date of the vote. Honorary members shall not have voting privileges.

2.6. Lifetime membership may be granted to long term club members by vote of the majority of members present at any meeting. Lifetime membership recipients will not be responsible for further dues payments and shall retain full voting privileges as long as their license remains in effect.

2.7. Members are to recognize that continued membership in this club depends on proper, accepted decorum and behavior during the meetings, designated club events, and accepted "gentlemen's conduct" on the air. Individual membership may be revoked by a majority vote of the paid membership present at a regular meeting of the club. Notice of this revocation vote will be made in writing to the member involved.

### **3. SECTION III – OFFICERS**

3.1. The officers of the club shall be: President, Vice-President, Secretary, and Treasurer. (The last two of these positions may be combined at the time of the annual election.) These officers, along with the immediate Past President, form the GARC Executive Committee.

3.2. All officers of the club shall be members in good standing and shall be licensed Amateurs at the time of their election. All officers shall have a license grade of General class or above.

3.3. The regular election of officers shall be handled as follows:

3.3.1. The President shall appoint a Nominating Committee composed of three (3) members of the club in October.

3.3.2. The Nominating Committee shall meet and select one or more qualified members as nominees for each office to be filled. Only members who are willing to serve and who meet the qualifications in 3.2 above shall be nominated for office. The nominating committee shall favorably consider candidates with actual demonstrated VHF and HF operating experience. The nominating committee may consider members not currently holding a General class license providing such potential nominees are first approved by the Executive committee as potential nominees.

3.3.3. The Nominating Committee shall make its report to the membership at the November meeting, at which time nominations from the floor will be accepted for all offices. Nominations shall then be closed. Any nominations from the floor must meet the requirements in section 3.2.

3.3.4. The election of officers shall be held during the November meeting.

## **Bylaws of the Gateway Amateur Radio Club**

3.3.5. Those members present and in good standing shall write on their ballots the name of not more than one (1) nominee for each office.

3.3.6. The Nominating Committee shall then collect and tabulate all ballots.

3.3.7. The nominee who receives a majority of votes shall be deemed elected. In the case of no majority, a run-off election of the top two candidates shall be held immediately at the same meeting.

3.3.8 In the event that only a single nominee for each office is on the ballot, formalities may be waived regarding written ballot requirements and the election may be held by a show of hands. Results of voting, whether by written ballot or show of hands, shall be documented in the minutes of the meeting.

3.4. Special elections may be held at any meeting to fill vacancies that occur between regular elections. A special procedure applies to a vacancy in the office of President (see Section 3.4.1). The balance of this section applies to all elected offices other than President. If a special election is to be held, a notice to this effect shall be received by all members eligible to vote at least ten (10) days before the voting by an announcement on the weekly Sunday night net call over the club's 2 meter repeater, email to a member's email address the member has provided to the club or with which the member regularly corresponds with officers of the club, the U.S. Mail, email listserv, or the telephone immediately preceding such election. Those members of the club present at such special meeting shall comprise a committee competent to nominate and elect a club member to the vacant office.

3.4.1. Should the office of President become vacant for any reason, the Vice-President shall immediately and automatically assume the office of President and the office of Vice-President shall be declared vacant and refilled under the terms of Section 3.4 above.

3.5. Term of office for all officers shall be for one (1) year commencing at the adjournment of the December meeting and continuing until adjournment of the December meeting the following year or until their successor has been elected and qualified. Officers elected at special elections shall assume office immediately and their term of office shall end at the adjournment of the December meeting.

## **4. SECTION IV – DUTIES OF OFFICERS**

4.1. The President shall preside at all meetings of the club and conduct the same according to the rules adopted. The President shall enforce due observance of the Articles of Incorporation and bylaws, decide all questions of order, sign all official documents that are adopted by the club, be an ex-officio member of all committees and perform all customary duties pertaining to the office of President.

4.2. The Vice-President shall assume all the duties of the President in the absence of the President and shall be an ex-officio member of all committees. The Vice-President shall be responsible for securing meeting facilities. The Vice-President shall be responsible for arranging programs and operation of the club net and other duties that the President shall direct except those duties assigned to other officers.

4.3. The Treasurer shall receive and receipt all monies paid to the club, shall keep an accurate account of all monies received and expended, shall pay no bills without proper authorization by the club or the Executive Committee, shall give a report of the same at the regular meeting of the club, and shall, at the expiration of their term, turn over everything in their possession belonging to the club to their successor.

## **Bylaws of the Gateway Amateur Radio Club**

4.4. The Secretary shall keep a record of the proceedings of all meetings, shall keep a roll of members in conjunction with the Treasurer, shall carry on all correspondence, shall thank, in writing, all guest speakers and other such persons or firms or organizations obligating the club by their favors and shall read communications at the meetings. The Secretary shall also keep the bylaws of the club and have the same with him/her at every meeting. The Secretary shall cause all amendments, changes and additions to be noted thereon and shall permit the same to be consulted by members upon request. The Secretary shall, at the expiration of their term, turn over everything in their possession belonging to the club to their successor.

4.5. The Executive Committee, composed of the President, Vice-President, Secretary, Treasurer, and the Immediate Past President, shall be responsible for the overall well-being and progress of the club, make necessary appointments, as required, advise the President, keep close liaison with the local and nearby ARES Directors, local Emergency Management Director, local City and County officials, and activities in local and nearby clubs, encouraging visiting the other clubs.

### **5. SECTION V – MEETINGS**

5.1. Regular meetings shall be held on a date determined by the Executive Committee with input from the membership. The meeting shall be held at a location ordered by the President. If there is no significant business and no planned program, a meeting may be cancelled by majority vote of members at the immediate preceding meeting.

5.2. Firearms shall be prohibited at all official club functions including meetings, testing sessions, and other club events.

5.3. The presence of 33% of voting members in good standing at any regular or special meeting shall constitute a quorum. A quorum is required for elections and for the amendment of the bylaws. Additional requirements apply to bylaws amendments as set forth in section 7.1.

5.4. Special meetings may be called by the President upon the written request of any three members of the club, and for this purpose the President may sign such a request. Notice of the special meeting must be given by an announcement on the weekly Sunday night net over the club's 2-meter repeater, email to a member's email address the member has provided to the club or with which the member regularly corresponds with officers of the club, phone, email listserv, or U.S. mail so all members will receive the notice at least 24 hours prior to the meeting. Only such business as is designated in the notice shall be transacted at the special meeting.

5.5. Proxy votes may be submitted on any important matter under consideration by the club. If proxy votes are allowed, the following guidelines shall prevail:

5.5.1 The Executive Committee shall determine whether or not a matter or matters warrant allowing proxy votes.

5.5.2. The total membership shall be advised of the matter under consideration using the procedure in Section 3.40 and notifying them that proxy votes shall be allowed and the deadline for their submission.

5.5.3. All proxy votes must be in presented to any member of the Executive Committee by the announced deadline. Submission may be made by U.S. mail, handwritten note, or email.

5.5.4. Members may change their submitted written proxy vote by attending the meeting at which the matter is voted upon and submitting their official vote at that time.

## **Bylaws of the Gateway Amateur Radio Club**

5.5.5. The Secretary shall keep, in his/her possession, all envelopes or emails containing proxy votes. They shall be opened and counted at the club meeting when the issue at hand comes up for consideration.

### **6. SECTION VI – FINANCES**

6.1. Annual dues for full membership and associate membership shall be an amount equal to that in the club dues schedule maintained and updated by the club treasurer. The schedule shall contain rates for individual, family, and student membership. Any dues rate changes proposed by members shall be approved by the majority of voting members, assuming a quorum is present. The fiscal year for accounting for club finances shall be from January 1 through December 31 of the same year. A NEW member joining the club after July 1 shall pay half dues to carry their membership through the end of that fiscal year.

6.1.1. A Special Fund may be established by the Executive Committee and the membership expressly to receive voluntary contributions from club members and others who wish to contribute to the operation of the club. Expenditures from this fund will be made by the Treasurer with the approval of the Executive Committee or as directed by the club.

6.2. It will be the responsibility of the Executive Committee to prepare the budget each year consistent with the purposes of the club and consistent with expected revenues and resources. After the budget has been approved by the club, the Executive Committee shall direct the Treasurer to make such expenditures of club funds as are consistent with the budget as devised and as provided by Section 4.3. At the close of each fiscal year, it shall be the duty of the Executive Committee to audit the accounts and records of the Treasurer and the Secretary and to render a report of its findings to the club at the January meeting.

6.3. The club, by a majority vote of all members, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in these bylaws. Nonpayment of such dues or assessments shall cause the member to be put in an inactive status with no voting privileges. These special assessments shall be due in sixty (60) days from the date of their approval.

### **7. SECTION VII – AMENDMENTS**

7.1. These bylaws may be amended by a majority vote of the total club membership or by a two-thirds vote of members present at any meeting, assuming a quorum of at least 33% of the eligible voting membership. Proposals for amendments shall be submitted in writing to the Secretary at least 14 days before a regular meeting and shall be disseminated to the members at least 7 days before the meeting by posting to the club's website, email listserv, or via email. The proposed amendment shall also be read word for word by the Secretary just prior to voting.

7.2. Robert's Rules of Order shall govern all proceedings of the club except in case of conflict with these bylaws or Articles of Incorporation, in which case the bylaws or Articles of Incorporation will govern.

### **8. SECTION VIII – APPOINTMENTS, SUSPENSION OF BYLAWS, RULES**

8.1. The President shall have the authority to appoint such committees as deemed advisable for the welfare of the club, and he/she shall have the authority to dissolve such committees at any time.

8.2. The Executive Committee shall consist of the elected officers specified in Section 3.1. The

## **Bylaws of the Gateway Amateur Radio Club**

Executive Committee shall meet at the call of the President or any two (2) other members of the Committee. Three (3) members of the Committee shall constitute a quorum for the transaction of any club business as specified in these bylaws. It shall be the duty of the Executive Committee to approve all club activities and projects and is responsible for overall club operations. The Executive Committee shall make recommendations to the membership for appropriate action.

8.3. The President, or in the absence of the President, the club officer presiding at a club meeting, or the club by a unanimous consent of the members present, shall have the authority to suspend specific rules except for the bylaws, Articles of Incorporation, fundamental rules of order, or rules that protect absent members or basic rights of individuals..

### **9. SECTION IX – USE OF CLUB EQUIPMENT**

9.1. Authorized use of club equipment will be as follows, in order of priority:

9.1.1. Emergencies as designated by local, state or national officials.

9.1.2. Drills as designated by local, state or national officials and approved by the club President or Executive Committee.

[Note that 9.1.1 and 9.1.2 are coordinated activities between Government officials and White County ARES.]

9.1.3. Official club activities as designated by the President (these include contests as well as activities for instructional purposes.

9.2. Club equipment shall not be used for any event for which use of the club call has not been authorized by the club Trustee (this provision applies only to radio transmitters/transceivers).

9.3. Club equipment will not be authorized for the exclusive use of any individual or individuals at any time, unless such use is covered by a separate executed loan agreement between the individual and the club.

9.4. Any loss or damage to club equipment will be investigated by a three-member committee appointed by the club President. A report on the loss/damage, along with the committee's recommendations, will be made at the next regular club meeting. If the loss/damage involves \$100.00 or less, those members present will accept or reject the committee's recommendations by a majority vote. For loss/damage in excess of \$100.00, using the method in Section 3.4, Members will be notified and the members present at the next regular meeting will decide appropriate action by majority vote.

9.5. No individual will be held personally responsible for loss/damage to club equipment unless it can be shown that the individual failed to exercise reasonable care in safeguarding said equipment.

9.6. Donated equipment must be accompanied with written documentation from the donating person/group and described in the Minutes of the next meeting.

NOTE: The use of "he/she," "her/him" and "his/hers" and such forms in the above bylaws is to allow for either gender.