

BY-LAWS

Ogden Amateur Radio Club (OARC)

501(C7) Non-Profit, Non-Charity Corporation

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1. GENERAL

- a. The name of the Organization will be Ogden Amateur Radio Club or OARC (herein referred to as “the Club”).
- b. The purposes of the Club are:
 - i. To provide members an opportunity to meet and discuss topics relating to amateur radio.
 - ii. Offer instruction and support to individuals interested in the art of amateur radio.
 - iii. Advancement of the radio art, community, and emergency services.
 - iv. Help members stay current on events, products, and issues related to amateur radio.
 - v. Be a voice on amateur radio issues in the community.
- c1. The fiscal financial year of the Club will be January 1 through December 31 each year.
- c2. The membership year of the Club will be August 1 through July 31 each year.
- d. Communication of the Club with the members may be done by any reasonable means including email, posting on an internet web site or social media website, by phone, or by any other method deemed appropriate by the Executive Board.

2. MEMBERSHIP

- a. Any person interested in Amateur Radio is eligible for membership in the Club.
- b. Any eligible person requesting membership can become a member upon receipt of appropriate membership application and payment of

Club dues. The membership year will be from August 1 of each year through July 31 of the following year.

- c. Membership will be on an annual basis. In order to vote at meetings or to be eligible for cash door prizes a member must be a paid member in good standing.
- d. There are three types of Club memberships: **Full Member**, **Associate Member** and **Complimentary Member**.
- e. **Full Membership** is open to all licensed radio amateurs. Full Membership includes all Club privileges including the right to hold a Club office, vote for Club Officers, and vote on any Club business. All Full Members are eligible for any drawings at Club activities that feature door prizes including the Grand Door Prize.
- f. **Associate Membership** is open to all unlicensed persons, such as a member's unlicensed spouse, a member's unlicensed minor dependent child, a GMRS licensee or any other interested person. Associate Membership includes all Club privileges except the right to hold a Club office, vote for Officers, or vote on any Club business. Associate Members are eligible for any drawings at Club activities that feature door prizes including the Grand Door Prize.
- g. **Complimentary Membership** is for first-time licensed amateur radio operators who join the Club. Dues for these individuals will be waived until the end of the dues cycle in which they were licensed. Also, any licensed member under the age of 18 years of age is considered a Complimentary Membership. Dues will be waived until the end of the dues cycle in which they reach the age of 18 years.
- h. **Honorary Membership** is a designation for any member age 90 or greater. Dues will be waived into perpetuity for honorary members.
- i. **Lifetime Membership** is an option for a full member, licensed amateur radio operator, and/or an associate, unlicensed member. Once lifetime membership fees are paid according to the collection chart below, annual dues will no longer be collected for that member. Dues for that member will be waived as long as they remain a member of the club. The Lifetime Membership fees are non-refundable.
- j. Application for any membership should be submitted to the Club Treasurer (or another Club Officer who will then submit it to the Treasurer) at regular meetings or on line via the club website. Payment can be via PayPal or by mail to the club PO Box with the appropriate dues included.

3. CLUB DUES

- a. Dues may be paid at any time during the year, but typically are paid during the membership renewal period beginning in July prior to the annual August meeting.
- b. Regular annual dues are assessed for the purpose of providing funds for operating expenses of the Club and are calculated according to the following Dues Schedule:

Memberships	Amount per Year
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Full Membership	\$15.00
Associate Membership	\$10.00
Complimentary Member	\$ 0.00

- c1. Lifetime Full Member membership fees are calculated according to the following Lifetime Schedule:

Lifetime <u>Full Member</u> Membership	One-time fee	Equivalent Years
Age 18 to 50 years of age	\$450	30
Age 51 to 70 years of age	\$350	23
Age 71 to 90 years of age	\$250	16
Age 90 or greater (Honorary Membership)	\$ 0	-

- c2. Lifetime Associate membership fees are calculated according to the following Lifetime Schedule:

Lifetime <u>Associate</u> Membership	One-time fee	Equivalent Years
Age 18 to 50 years of age	\$300	30
Age 51 to 70 years of age	\$250	25
Age 71 to 90 years of age	\$150	15
Age 90 or greater (Honorary Membership)	\$ 0	-

- d. Members age 90 or greater are considered '**Honorary**' members.
e. Lifetime Membership fee may be paid at any time during the year.

4. MEETINGS AND ACTIVITIES

- a. Regular meetings and activities will be held at such places and at such times as the Executive Board may designate, one each month being typical. A member of the Executive Board must be present for the meeting to be conducted.
- b. The annual meeting should be held in August each year, at a place and time designated by the Executive Board, within the area served by the Club. Elections of Officers for the following year typically occur at this meeting.
- c. Special meetings may be called by the President, by three members of the Executive Board, or upon request of twenty-five percent (25%) of the membership. Notice of special meetings must be sent to all Club members a minimum of ten (10) calendar days prior to the scheduled day and time of the meeting.
- d. The Executive Board will meet as a separate body periodically, but no less than once each quarter or as requirements and activities dictate.
- e. Five (5) members of the Club will constitute a quorum for the transaction of Club business at regular and special meetings. Those members of the Executive Board or any Committee who are present at the duly scheduled meeting will constitute a quorum.

- f. In any Parliamentary matters that come into question, the most current edition of “Robert’s Rules of Order” will be used, subject to these bylaws of the Club.
- g. Minutes of all Executive Board meetings will be kept by the Secretary or another designated individual. Minutes taken of any regular and special meetings will be communicated to the members by any reasonable means, including electronic. Minutes of the Executive Board are not required to be made available to the general membership, but may be at the discretion of the Executive Board.

5. DIRECTORS AND OFFICERS

- a. The Directors of the Club will be the Officers of the Club. The Officers of the Club will constitute the Executive Board.
- b. The Officers of the Club will be: President, Vice President, Secretary, Treasurer, Program Director, and Activity Director.
- c. The terms of each office will be one year, but may continue from year to year at the discretion of the Club membership.
- d. Vacancies of Officers will be filled by the President and will be for the unexpired term. Any Officer may be removed by a majority vote of the other Officers.
- e. The Executive Board, by majority vote of the quorum present to vote, will direct the business and affairs of the Club in a manner consistent with these bylaws.

6. ELECTION OF OFFICERS AND INSTALLATION

- a. Election of Officers typically is held in conjunction with the annual meeting. The annual election of Club Officers will be coordinated by the Nominating Committee (see “Nominating Committee” below) and be initiated with the preparation of a nomination listing, starting no later than the first day of the election month each year and providing nominations to the general membership on a ballot.
- b. The Nominating Committee must have the individual’s acceptance to place his or her name in nomination for a proposed office. Nominations presented from the floor (general membership) will be added to the ballot prior to the voting for that specific office.
- c. If there is more than one candidate for a given position, voting will be done by silent ballot and candidates will need a simple majority of those present to be approved.
- d. The newly elected Officers will assume the duties of the office for which they were elected at the next regularly scheduled Club meeting or activity.

7. DUTIES OF OFFICERS

- a. The **PRESIDENT** presides over all Executive Board meetings and Club meetings and activities, unless delegated to another elected Officer, and provides over-all guidance and leadership for the Club. The President is also expected to contribute an article each month to the Club’s monthly newsletter.

- *Refer to “OARC Officers Duties and Responsibilities” document for details of specific duties and responsibilities of the club officers.*
- b. The **VICE PRESIDENT** will assist the President as needed in the Club leadership and presides in the absence of the President. The Vice President is responsible for the Club’s Education and Training programs and will represent the Executive Board in arranging class locations, designating instructors and coordinating training programs **(see “Public Education and Training” below).**
- *Refer to “OARC Officers Duties and Responsibilities” document for details of specific duties and responsibilities of the club officers.*
- c. The **SECRETARY** will take minutes at each Executive Board meeting and distribute them to the Executive Board members on a regular basis. The Secretary will also head the Elections Nominating Committee for the Club **(see “Nominating Committee” below).**
- *Refer to “OARC Officers Duties and Responsibilities” document for details of specific duties and responsibilities of the club officers.*
- d. The **TREASURER** will maintain the Club membership records and maintain the Club’s financial records. A quarterly financial status report will be published at the end of each fiscal quarter and presented at the Executive Board meetings as determined by the Club President and distributed to all Executive Board members. The Treasurer will maintain a club Post Office Box and will also file with the IRS a 990-n form and State of Utah to maintain the club’s status as a 501(C7) non-profit corporation each year. **(see “Club Accounts and Funds” below).**
- *Refer to “OARC Officers Duties and Responsibilities” document for details of specific duties and responsibilities of the club officers.*
- e. The **PROGRAM DIRECTOR** will be responsible for the regular meetings and programs held in-house.
- *Refer to “OARC Officers Duties and Responsibilities” document for details of specific duties and responsibilities of the club officers.*

- f. The **ACTIVITIES DIRECTOR** will be responsible for external social and recreational activities, which include Field Days, Club picnics and dinners, etc.

- Refer to "OARC Officers Duties and Responsibilities" document for details of specific duties and responsibilities of the club officers.

8. CLUB ACCOUNTS AND FUNDS (Treasurer)

- Refer to "OARC Officers Duties and Responsibilities" document for details of specific duties and responsibilities of the club officers.

- a. **ACCOUNT REPORTING:** The Treasurer will receive and receipt for all monies paid to the Club and will keep an accurate account of all monies received and expended. The Treasurer will pay no bills without proper authorization, which method of authorization will be determined by the Executive Board. At the end of each quarter the Treasurer will submit a quarterly financial report itemizing the receipts and disbursements of the Club funds
- b. **CHECKING ACCOUNT:** The Club will manage and maintain one (1) checking account which will be used to properly maintain Club funds, pay monthly bills and reimbursements authorized. Monies collected from membership dues, VE test sessions, repeater donations and any additional monies collected will be maintained in the checking account under separate funds: General Operations, VE Testing and Repeater. Funds collected from Lifetime Membership dues will be maintained in a separate Money Market Account (see below).
- c. **SAVINGS and INVESTMENT ACCOUNTS:** With the authorization of the Executive Board, the Club may optionally manage and maintain one (1) savings account in addition to a checking account to deposit any monies deemed excess for month-to-month financial operations of the Club. The Club may also optionally maintain Money Market accounts (see below) to manage pre-paid Lifetime Membership funds, savings for future capital investments or other needs as approved by the Executive Board.
- d. **GENERAL OPERATIONS FUND:** Any funds collected from annual membership dues and additional monies not designated to other funds, will be deposited to the General Operations Fund for the financial support of the Club as a whole.
- e. **VE TEST FUND:** The funds collected from the VE Test Sessions are to be accounted for separately within the Club account. These funds may only be used to fund VE Test activities and other licensing related efforts and equipment.
- f. **REPEATER FUND:** The Club will manage funds donated or otherwise collected for financial support of repeaters maintained by the club with board approval. Monies collected will be maintained in

the Club checking account as a separate fund. The appointed repeater engineer will have the authorization to draw upon the Repeater Fund as necessary for routine maintenance of the repeaters. Equipment upgrades that require money from the Repeater Fund must be approved by the Executive Board prior to purchase. The use of the Repeater Fund by the Repeater Engineer or other authorized Officer of the Club will be subject to review by the Executive Board. No limit on the amount of any necessary expenditure is placed or implied. The Club as a whole will assume responsibility for the repeaters and their operation.

- g. Deleted.
- h. **PETTY CASH AMOUNTS:** A petty cash amount not to exceed \$200 may be used at the discretion of the club treasurer for club business.
- i. **POST OFFICE BOX:** The Executive Board may authorize the Club to maintain a post office box. If so, the Treasurer will maintain the Club post office box at any local US Post Office and will be responsible to renew it annually.
- j. **INCOME TAX FILING:** The treasurer is responsible for filing form #990-N online with the IRS at the beginning of each calendar year regarding the club's status as a 501(C7) non-profit corporation.
- k. **STATE OF UTAH FILING:** The treasurer is responsible to renew online OARC's Corporation status with the State of Utah each fall.
- l. **Offsite Storage Unit:** The Executive Board may authorize the Club to maintain an offsite storage unit. If so, the Treasurer will maintain the key assignments and will be responsible to renew it annually.
- m. **Money Market Account:** The club may open accounts for the separation and / or investment of excess funds over the month-to-month operations of the club for savings for future capital investments or other needs as approved by the Executive Board. Lifetime Membership dues will be held in a CD will not be used to support the month-to-month financial operation of the club but will accrue for the purpose of growth so that at some time in the future normal operations of the club will be provided for by the CD's income. The monies held in the CD will only be expended by Board approval. At such time as the income from any such CD will be sufficient to provide for the day-to-day operations of the club that income shall be transferred to the General Fund. Prepaid membership dues may also be placed in this or another CD. Such prepaid fees will be transferred to the General Fund as of 1 August of the year for which they are prepaid.

9. APPOINTED POSITIONS

- *Refer to "OARC Officers Duties and Responsibilities" document for details of specific duties and responsibilities of the club officers.*

- a. The Executive Board will appoint a **CALL SIGN TRUSTEE** to be responsible for the Club call sign. This person will also serve on the Repeater Committee (see "Repeater Committee" below).
- b. The Executive Board will appoint a **REPEATER ENGINEER** to chair the Repeater Committee. The Executive Board will also appoint other members of the Repeater Committee, as needed (see "Repeater Committee" below).
- c. The Executive Board will appoint a **VOLUNTEER EXAMINER (VE) LIAISON** that will coordinate and supervise all Club sponsored VE Test Session(s) (see "Volunteer Examiner (VE) Test Sessions" below).
- d. The Executive Board will appoint the **PUBLICATIONS COMMITTEE CHAIR** (see "Publications Committee" below).
- e. The Executive Board may appoint a Club **EQUIPMENT MANAGER** to manage Club equipment and property.
- f. The Executive Board may appoint a Club **PHOTOGRAPHER** to take pictures at Club meetings and activities, to be published on the Club website as well as in the Club newsletter.
- g. The Executive Board may appoint a Club **QSL MANAGER** to manage any Club QSO activities.
- h. The Executive Board may appoint a Club **HISTORIAN** to archive and manage any Club historical items.
- i. The Executive Board may make any other appointments they may deem necessary.

10. PUBLIC EDUCATION AND TRAINING (Vice President)

- a. At least one formal public training class will be conducted each year. The training class will be well publicized and made available to the people of the surrounding communities to encourage and promote public interest in Amateur Radio, the goal being to assist individuals in gaining a license or upgrading license classes of existing licensed amateurs.
- b. The Vice-President will represent the Executive Board in arranging class locations, designating instructors, and coordinating training programs.
- c. The Vice-President will coordinate with the VE liaison to conduct additional VE test sessions as reasonable for classes that end outside of the regular sessions.

11. VOLUNTEER EXAMINER (VE) TEST SESSION(S)

- a. The Club VE Liaison will conduct one (or more) formal VE test session each year. The session(s) will be scheduled and publicized and made available to the people of the surrounding communities to encourage and promote Amateur Radio licensing and assisting in the upgrading of license classes of existing licensed amateurs.
- b. The VE Liaison will appoint a VE test team to coordinate and administrate VE test session activities.

- c. The Club VE Liaison will appoint and train an assistant VE Liaison to assist during scheduled sessions and conduct sessions in the absence of the VE Liaison.

12. COMMITTEES

- a. The **Repeater Committee** will be chaired by the Repeater Engineer, and consist of the Call Sign Trustee and at least one other member of the Club. The repeaters to be supported are: 146.82, and 448.575. The 146.82 repeater is “aligned” by the VHF Society of Utah. The Repeater Committee will take care of routine maintenance and equipment upgrades at the Club’s repeater sites.
- b. The **Publications Committee** will be chaired by a person appointed by the Executive Board who will then appoint any others to assist in keeping an up-to-date website dedicated to Club activities and publish on the Club website a monthly newsletter, Watts News, for all interested parties. It will not be necessary to be a Club member to view or receive a copy of the newsletter.
- c. The **Nominating Committee (Secretary)** will be chaired by the Club Secretary who will select at least one assistant from the general membership if desired.
- d. The Executive Board may create any other committees they may deem necessary.

13. AMENDMENTS

- a. These bylaws may be amended at any meeting of the Club, of which members will be given at least ten (10) calendar days’ notice.
- b. A two-thirds (2/3) majority vote of approval by the members in good standing attending the meeting at which the vote is taken is necessary for the amendment(s) to be approved.

- Refer to “OARC Officers Duties and Responsibilities” document for the process of amending the club’s by-laws.

Adopted May 18, 2013

Revised October 19, 2013

Revised November 15, 2014

Revised March 19, 2016

Proposed Revision September 08, 2018

Note added to refer to “OARC Officers Duties and Responsibilities document for Treasurer and Appointed Positions.

Proposed Revision **March 15**, 2025

Note: Proposed Changes

- 1c. Changed to 1.c.1 and added 1.c.2 regarding fiscal year definition
- 2d. Added reference to Complimentary membership.
- 2f. Added reference to GMRS licensee and clarified dependent child
- 2g. Added reference to any member under the age of 18 years of age

- 2h. Add definition of an Honorary Membership.
- 2i. Added reference to a new Life Time Membership plan
- 3a. Deleted ½ year membership option
- 3c. Added Lifetime membership dues schedule
- 8b. Deleted reference regarding Autopatch
- 8f. Corrected repeater frequency information
- 8g. Deleted section regarding Autopatch
- 8h. Add a limit on petty cash expenditures.
- 8l. Added section regarding Offsite Storage unit
- 8m. Added section regarding financial handling of Lifetime Memberships
- 10c. Added section to clarify need for additional VE Test sessions
- 11c. Added section to clarify need for an assistant VE Test liaison