

# 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~~ 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.
- c. The fiscal year of the Club will be January 1 through December 31 each year.
- d. Communication of the Club with the members may be done by any reasonable means including mail, email, posting on an internet 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 form and payment of Club dues. The membership year will be from August of each year through August of the following year.

- c. Membership will be on an annual basis. In order to vote at regular or annual meetings, a member must be a paid member in good standing.
- d. There are two types of Club membership: **Full Member** and **Associate Member**. Full membership can be an **Individual Member** or a **Family Membership**.
- 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. Full Membership includes either an Individual Membership or Family Membership.
  - i. **Individual Membership** is open to all licensed individuals.
  - ii. **Family Membership** is open to two or more licensed individuals living in the same household.
- f. **Associate Membership** is open to all unlicensed persons, such as a member's unlicensed spouse or any other interested persons. 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.
- h. 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 by mail with the appropriate dues included.

### 3. CLUB DUES

- a. 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:

Membership	Amount per Year	Pro-Rata Amount less than 6 months
Full	\$15.00	\$ 8.00
Family	\$25.00	\$13.00
Associate	\$10.00	\$ 5.00
Complimentary	\$ 0.00	\$ 0.00

- b. Dues may be paid at any time during the year, but typically is paid at the annual meeting.
- c. If dues are paid more than six months after the last regular yearly election, the assessment will be ½ rounded up of the annual fee for the remainder of the time before the Club elections.

### 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 (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 ~~Roberts~~ ~~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 and State each year to maintain the club's status as a 501(C7) non-profit corporation. (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 may 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)

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 all Club funds, pay monthly bills and reimbursements authorized. All monies collected from membership dues, VE test sessions, repeater donations, autopatch donations, and any additional monies collected will be maintained in the checking account under separate funds: General Operations, VE Testing, Repeater, Auto-Patch and Petty Cash.

- c. **SAVINGS ACCOUNT:** 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.
- d. **GENERAL OPERATIONS FUND:** Any funds collected from 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.
- f. **REPEATER FUND:** The Club will manage funds donated or otherwise collected for financial support of the 146.82, 146.90, 448.575 and 444.60 MHZ repeaters. 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. **AUTO-PATCH FUND:** At the discretion of the Executive Board, the Club may manage funds, donated or otherwise collected, for financial support of an auto-patch on one of the Club repeaters. Monies collected may be maintained in the Club checking account as a separate fund. The Repeater Committee members will have authorization to draw upon the Auto-Patch Fund as necessary for continuing operation of the auto-patch. The use of the Auto-Patch Fund by the Repeater Committee members 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 auto-patch and its operation.
- h. **PETTY CASH FUNDS:** A petty cash fund may be provided for miscellaneous small expenditures. Use of these funds will be under the same requirements as other expenditures. Petty cash amounts and allocations will be determined by the Executive Board.
- 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 clubs status as a 501(C7) non-profit corporation.

- k. **STATE OF UTAH FILING:** The treasurer is responsible to renew online OARC Corporation status with the State of Utah each fall.

## 9. APPOINTED POSITIONS

- 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 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.

## 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.

## 12. COMMITTEES

- a. The **Repeater Committee** will be chaired by the Repeater Engineer, and consist of the Call Sign Trustee, at least one other member of the Club, and no more than three representatives from the Weber County Amateur Radio Emergency Services (ARES). One of the three ARES group members will be a co-repeater engineer with OARC's Repeater Engineer. The repeaters to be supported are: 146.82, 146.90, 448.575, and 448.600. The 146.82 and 146.90 repeaters are 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