

BYLAWS OF THE ANTIETAM RADIO ASSOCIATION

ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be known as **Antietam Radio Association**.

ARTICLE II PURPOSE

It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operation efficiency, to facilitate emergency and public service communications, and so conduct association programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

ARTICLE III MEMBERSHIP

Section 1. Members

- A. Active members shall be considered as those licensed as Amateur Radio Operators by the FCC.
- B. Associate members shall be considered as an unlicensed person interested in amateur radio and may be considering obtaining a license.
- C. Junior members shall be considered as youth under the age of 16 licensed or unlicensed with an interest in electronics and/or amateur radio operation.
- D. Life members shall be those active members rewarded for their service to the Antietam Radio Association. They are nominated and then recognized by a majority vote of the active members.

Section 2. Removal of a member from the membership rolls.

The details of the situation shall be brought to the Executive committee for deliberation, voted on for removal or not and if approved for removal brought to the general membership for a vote.

ARTICLE IV OFFICERS

Section 1. The officers shall consist of:

- A. **President**, who shall preside over meetings, be a voice for the membership when required, sign all legal papers and provide leadership for the members. The President may appoint a committee chair or members as needed. The President is an ex-officio member of all committees. The President cannot initiate a motion and only votes when there is a tie vote on a motion.
- B. **Vice-President**, who shall assist the President when needed and shall stand in for the President when necessary.
- C. **Secretary**, who shall record the minutes of each meeting, storing the minutes along with all the legal papers and other necessary documents. The Secretary shall also maintain a current record of all members and issue membership cards.
- D. **Treasurer**, who shall collect all monies received by the Association, maintain bank accounts and report the results when requested. The Treasurer shall also maintain record of all assets of the Association including serial numbers of all the equipment and supervise every financial transaction of the Association.
- E. **Activities Manager**, who shall be responsible for providing activities for the activity meetings and supervise special activity events when required

- F. **Three Directors**, who shall serve on the Executive Board as representatives of the membership and participate in the voting of all presented issues.
- G. **Executive Board** shall consist of the President, Vice-President, Secretary, Treasurer, Activities Manager and the 3 Directors. The Board may vote on an item or vote to bring the item to the membership for a vote. All discussions are presented to the general membership by the secretary reading the minutes of the Board at the next regular meeting.

Section 2. Election of Officers

- A. Only active members are eligible to be an officer.
- B. Officers serve a period of one year and are eligible to be re-elected a following year.
- C. An officer may not be elected to more than one office position.
- D. A committee of three shall be appointed by the President in March to present a list of candidates for consideration in April and election at the first meeting of May.

Section 3. Appointed Positions

- A. Appointed positions shall consist of those non-elected offices such as: Emergency Coordinator, Quartermaster, Hamfest Chairperson and others as needed.
- B. Trustee of the Association's FCC License shall be an appointed position with the responsibility of maintaining the integrity of the license and the license periodic renewal.
- C. Each appointee shall receive written details of what is required of their office prior to their appointment so they may fully accept the responsibility of the office.
- D. The President, after elections shall appoint or re-appoint, after consultation with the Executive Board, the Chairperson of committees, and other appointed positions. Appointments should be announced at the first meeting in June.

ARTICLE V MEETINGS OF MEMBERS

Section 1. Regular Meetings

- A. Business meetings of the membership shall be held on the first Tuesday of the month.
- B. Activity meetings shall be held on the Third Tuesday of the month except during July and August.

Section 2. Annual Meetings

- A. An annual meeting of the membership shall take place on the first Tuesday of June.
- B. At the annual meeting the members shall receive reports on the activities of the **Antietam Radio Association** and the membership shall determine the goals of the association for the coming year.

Section 3. Special Meetings

Special meeting may be called by the President or the Executive Board at an agreed upon time and place with advance notice to the membership.

Section 4. Executive Board Meetings

Executive Board shall meet at least quarterly at an agreed upon time and place.

Section 5. Notice of Meetings

- A. Email notice of each meeting shall be sent to each member and posted on the website prior to a meeting.
- B. In case of inclement weather, cancellation of a meeting may be announced on local radio plus email to members. State activation of "Snow Emergency Plan" on the meeting night may be considered a cancellation of the meeting unless otherwise notified.

Section 6. Quorum

- A. Regular meetings - A quorum for a meeting of the members shall consist of at least fifteen percent of the active membership.
- B. Executive Board meetings - A quorum for a meeting of the Executive Board shall consisted of no less than 6 Board members

Section 7. Voting

- A. All members shall have full voice and only the Active and Life members will have voting privileges.
- B. All issues to be voted on shall be decided by a simple majority of active members at the meeting.
- C. A member may call a question to a vote made by the Executive Board and have the topic be brought before the Regular meeting for a vote by the active members.

Section 8. Meeting Access

- A. For transparency all meetings shall be considered open meetings, including the Executive Board meetings. All members shall have voice but not have voting privileges
- B. An Executive Board meeting may only be closed by prior approval of the general membership for a point of resolving a sensitive subject. The membership shall be notified of the meeting results.

ARTICLE VI COMMITTEES

Section 1. Standing Committees

- A. Repeater Committee shall supervise the purchase, maintenance and operation of all Antietam Radio Association equipment and locations.
- B. Emergency and Public Service Committee shall oversee the liaison with the local county emergency management and local community service organizations for the purpose of providing communication for emergencies or community events..
- C. Volunteer Examination Program Committee shall plan testing dates and recruit volunteer examiners to monitor the testing program. The committee shall also be responsible for advertising the testing dates and fees to the membership and the public.

Section 2. Appointments of Committees

- A. Committees may be created based on the current needs of the Association.
- B. Committees other than the standing committees serve until completion of their task and may then be disbanded.
- C. Committee chairperson shall be appointed by the President.

ARTICLE VII FINANCE

Section 1. Dues

- A. Membership dues shall be \$15.00 for active and associate members.
- B. Annual dues are based on Calendar year and are due January 1st.

- C. Junior membership dues shall be 50% of the membership dues.
- D. The FCC licensed spouse of a member may become an active member with a fee of \$5.00.
- E. New members joining after July shall pay 50% of the regular dues for that year.
- F. Life members shall pay no dues.
- G. A member shall be considered an inactive member if their dues are not paid by January 31st. When the dues are paid the member will be reactivated with voting privileges.

Section 2. Expenses and Income

- A. All purchases or sales must be brought before the membership or Executive Board for approval.
- B. Invoices must be presented to the Treasurer for payment.
- C. Invoices must be in the Associations name if creating a contract or if purchasing equipment.
- D. Invoices for equipment must include serial numbers and any other required information for verified identification.
- E. General operating expenses under \$50.00 (such as, stamps, office supplies etc.) need not be voted upon.

ARTICLE VIII AMENDMENTS

Section 1. Procedure

- A. The membership may amend these Bylaws by majority vote at any regular or special meeting.
- B. Written notice setting forth the proposed amendment or summary of the changes to be made shall be presented to the membership at a regular meeting and voted on at the next regular meeting.
- C. If additional changes are made to the Bylaws at the presentation meeting, all the changes will be compiled and presented at the following meeting for approval, with a vote to be taken at the next regular meeting.

ARTICLE IX PARLIMENTARY PROCEDURE

All meeting shall operate under the direction and guidance of Robert’s Rules of Order

ARTICLE X CONFLICT OF INTEREST

Section 1. Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt association’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the association or might result in a possible excess benefit transaction.

Section 2. Procedures

- A. Determining whether a conflict of interest exists.
- B. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- C. The remaining Board or committee members shall decide if a conflict of interest exists.
- D. If it is determined a conflict exists the person may have voice but shall abstain from voting.

ARTICLE XI DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ADOPTION OF BYLAWS

We, the undersigned, are all officers of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Executive Board on this ____ day of _____, 20__.

President – Robert Long, Antietam Radio Association

ATTEST: Secretary – William Collins, Antietam Radio Association