



## ORANGE PARK AMATEUR RADIO CLUB BYLAWS

### PREAMBLE

The purpose of the Bylaws is to amplify the ARTICLES OF INCORPORATION of the Orange Park Amateur Radio Club Inc. (Hereafter called the Club) as recorded in the Office of the Secretary of the State of Florida, on March 20, 1990.

The Articles of Incorporation are sometimes referred to as a Constitution and when granted become for all intents and purposes the Constitution of Charter of the Club and cannot be changed except by amendment filed with the Secretary of the State of Florida.

### MEMBERSHIP

1.01 FULL MEMBERSHIP is open to all persons having paid current dues and holding a valid F.C.C. Amateur License. Full membership includes all club privileges as well as rights to hold a Club office and to vote for Club officers.

1.02 LIFETIME MEMBERSHIP is open to anyone who qualifies as a Full member and pays the Lifetime Membership dues and will have the same rights as a full member.

1.03 ASSOCIATE MEMBERSHIP is open to all other interested persons. Associate membership includes all Club privileges except for right to hold office or vote for Club officers.

1.04 Members, either Lifetime, Full or Associate, may be removed as such members by a majority vote of the Full members present at any regular monthly meeting of the Club.

1.05 The rights of a member, including the right to vote and all of the other rights and interest in the Club of a member, shall cease upon removal of such member.

1.06 No member shall be entitled to share in any distribution of Club assets upon the dissolution of the Club's corporate structure, except as set out in Section 10.01 of these Bylaws as concerns an original donor.



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### MEETINGS

2.01 Regular meetings shall be held on the third Thursday of each calendar month at 1930 at such place as the President shall order.

2.02 Special meetings may be called for by any officer or upon written request to the club president by any five Club members. Notices shall be sent to members of the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent by email, website post or postal delivery so that the notice arrives not less than 72 hours before the meeting time.

### ELECTIONS

3.01 The elected officers of this Club shall be:

- President,
- Vice-President,
- Secretary,
- Treasurer,
- Trustees

The Board of Trustees shall be made up of the

- Club officers,
- The immediate past president,
- Two (2) Trustees elected from the Club membership.

3.02 Election of officers shall be held at the November meeting. However, at the September meeting, a nominating committee, consisting of the President and two full members elected by the Club membership, shall be established. At the October meeting, the nomination committee shall present a list of candidates who have been ascertained to be fit for the offices and are willing to serve, if elected.

3.03 Members are encouraged to enter additional nominees from the floor at the November meeting.

3.04 The election will be by secret ballot and a majority vote shall elect.



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3.05 Newly elected officers shall be installed by informal induction at the December meeting and the term of office shall begin on January 1 of the following year.

3.06 Officers may be removed for cause by a three-fourths vote of the Full members present at the Club meeting.

3.07 Vacancies ( for any reason) occurring between annual elections shall be filled by special ballot at the first regular meeting after the vacancy occurs. The term of such an election shall run until the next annual election.

### **DUTIES OF OFFICERS**

4.01 The President shall preside at all meetings of the Club as well as the Board of Trustees. He/She shall be an ex officio voting member of all other Club committees. He/She must sign all authorizing contracts and other obligations and undertakings in the name of and on behalf of the Club. He/She shall be the principal officer of the Club and shall have general charge and supervision for the Club's affairs. He/She shall perform such other duties as may from time to time be assigned him/her by the Board of Trustees of the Club.

4.02 The Vice President shall assume the duties of the President in the absence of the same or at the designation of the President. The Vice President shall be an ex officio, voting members of all standing committees. He/She shall perform such other duties as may be assigned him by the President. He shall also be responsible for providing a relevant program for the membership at each regular meeting. The Vice President will be the Property Manager.

4.03 The Secretary shall attend and keep the minutes of all meetings of the Club and the Board of Trustees. He/She shall notify the membership of regular and additional meetings of the Club. The Secretary shall keep and reserve all records, corporate papers (including copies of the Club's ARTICLES OF INCORPORATION and BYLAWS) as well as legal copies of all licenses and FCC records necessary for



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the operation of the Club's radio station. The Secretary shall be in charge of all Club correspondence.

4.04 The Treasurer shall have control of all funds of the Club subject to such regulation as may be prescribed by the full membership. He/She may endorse on behalf of the Club for collection, checks, notes and other obligations, and shall promptly deposit same and any other receipts received in cash, in such banks or other depositories as shall be designated by the Club. The Treasurer will keep full and accurate accounts of all monies and property received, and all monies and obligations incurred, for the account of the Club, and will exhibit such books for inspection to the Board of Trustees, and to all officers, at all reasonable times. He/She will, in general, perform all duties incident to the office of Treasurer subject to the control of the Club. He/She will also provide a report on the current financial condition of the Club at each regular monthly meeting of the Club.

### DUES

5.01 The Club, by majority vote of members present at the October meeting, will establish the Budget for the next Fiscal year.

5.02 Each member will pay annual dues as voted for approved by the membership in a regular meeting. Dues are to be rendered in full on or before January 31 of each year. Any member, who fails to remit dues by March 1, will be removed from the rolls and will be required to submit application in the same manner as a new member. An Associate member, who becomes F.C.C. Licensed, will receive Full member status without further charge, for the current year.

5.03 Dues shall not be prorated. All dues must be paid in a lump sum. All dues are considered earned and therefore non-refundable.

5.04 The dues for Lifetime Membership will be \$150.00 for members under the age of 60, and \$75.00 for members over the age of 60.



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### BOARD OF TRUSTEES

- 6.01 The Board of Trustees (Board) will consist of the following individuals:
- President
  - Vice-President
  - Secretary
  - Treasurer
  - Directors, 2 (two)
  - Trustees of all Club Repeaters
  - Clay County Emergency Coordinator (A.R.E.S.)
  - Technical Committee Chair Persons
  - Outgoing President.
- 6.02 The Trustees shall meet a least quarterly, at the direction of the President.
- 6.03 The Trustees shall also constitute a Standing Finance Committee.
- 6.04 All members of the Board of Trustees shall be voting members of the Board and the Finance Committee.
- 6.05 All Trustees must maintain a Full membership in the Club to so serve.

### COMMITTEES

- 7.01 In addition to the Finance Committee, there shall be two additional standing committees: Technical, and Membership. The President shall appoint chair-persons for each committee. Each chair-person in turn will appoint other responsible members to serve on that committee. The chair person shall provide on fewer than Quarterly reports on committee activities.
- 7.02 The Board of Trustees reserves the right to remove committee chair persons by majority vote.



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7.03 Committee chair persons shall serve from date of appointment until the regular monthly meeting in January of the following year, unless removed by the Trustees.

### DISBURSEMENTS

8.01 Generally speaking, all disbursements shall be made in accordance with those specifications expressed in these BYLAWS at Section 4.04. The Treasurer shall generally make all disbursements, however, the President shall be able to authorize only emergency expenditures not to exceed \$100.00, unless a greater amount is specifically authorized by a three-fourths (3/4) vote of the Board of Trustees for such emergencies.

8.02 The Technical Committee chair persons will administer a fund, established by the Board of Trustees, for maintenance of the repeaters.

### AUDITS

9.01 The President shall appoint two responsible members to audit all financial records and property inventories of the Club. Such audits shall be conducted during the month of October each year.

### PROPERTY CONTROL

10.01 Any and all equipment, parts, components and sub-assemblies acquired by the Club, if purchased for the purpose of the construction and/or operation of the radio stations of the Club, shall become the property of the Club, to the specific exclusion of any individual, whether member or not. Such equipment shall remain the exclusive property of the Club so long as it is used by the Club for the above-described purposes. If any such items are donated and thereafter should cease to be so employed by the Club, the Club may return said items to the original donor. However, while such donated property is so employed by the Club, it shall be considered the exclusive property of the Club.



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10.02 In the event of dissolution, the residual assets of the organization will be disposed of in accordance with Article III of the Articles of Incorporation.

### QUORUM

11.01 Forty Percent (40%) of the members entitled to vote and present at any regular monthly meeting, or additional meetings as allowed by Section 2.02, shall constitute a quorum for purposes of the transaction of Club business and decision making. Additionally, five (5) members of the Board of Trustees/Finance Committee entitled to vote and present at meeting of said Board or Committee shall constitute a quorum. No such business or decision making may take place if such a quorum is not present.

### AMENDMENTS

12.01 The Constitution or these BYLAWS may be amended by a two-thirds vote of the members present at a regular meeting. Proposals for amendments shall be submitted in writing and the total membership shall be notified by email, website post or postal delivery so that the proposal arrives at least thirty (30) days prior to the meeting at which the proposed amendments(s) is to be voted upon.

### PARLIAMENTARY PROCEDURE

13.01 Robert's Rules of Order shall serve as parliamentary authority in the absence of Constitution and BYLAW rules.

APPROVED AND ADOPTED

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GREG FITCHER, PRESIDENT  
O.P.A.R.C., INC.



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### AMMENDMENT 1

This amendment supersedes paragraph 9.01 in the Orange Park Amateur Radio Club Bylaws dated August 17, 2012.

9.01 The President shall appoint two responsible members to audit all financial records and property inventories of the Club. Such audits shall be conducted during the month of January each year.

APPROVED AND ADOPTED

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DON AHLKOG, PRESIDENT  
O.P.A.R.C., INC.