

EASTERN SHORE AMATEUR RADIO CLUB

[THE CLUB SHALL ALSO BE KNOWN AS E.S.A.R.C. or ESARC]

BY-LAWS

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Article I - Focus

Section 1. Purpose:

To achieve the Mission and Objectives enumerated in the Constitution, and for the pleasures and benefits of an association of persons commonly interested in Amateur Radio, ESARC shall focus its activities toward the following purposes:

- A. ...further the exchange of information and cooperation between members, including maintaining a social network of interested Amateur Radio operators;
- B. ... promote Amateur Radio knowledge to assist one another to obtain or upgrade FCC licenses;
- C. ...promote individuals’ Amateur Radio operating efficiency;
- D. ...conduct club programs and activities as to advance the general interest in and welfare of Amateur Radio in the Eastern Shore Virginia community, including involvement in activities that promote and educate the general public regarding Amateur Radio and it’s operation;
- E. ... management of communications repeater facilities on the Eastern Shore of Virginia, for licensed Amateur Radio operator use as well as for use during communication emergencies; and
- F. ...assist in the provision of emergency communication services in times of need on the Virginia’s Eastern Shore, and maintain a level of preparedness, toward that end, in collaboration with others so organized to respond to emergencies. This shall include participation in Radio Amateur Civil Emergency Service (RACES), and ARES (Amateur Radio Emergency Service).

Article II - Governance

Section 1. Executive Board Members:

The Executive Board comprises elected and appointed members.

Section 2. Elected Officials

Elected officials (Officers) are President, Vice-President, Secretary and Treasurer. The Secretary and Treasurer positions may be held by one or two individuals.

Officers shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the annual meeting (see Article III.2). Vacancies occurring between elections must be filled by special elections at the first regular meeting following a withdrawal or resignation. Officers may be removed by a three-fourths vote of the total, full membership.

- A. The President** shall preside at all meetings of this club, and conduct them according to goals, purpose and other provisions of the Constitution. He/she shall enforce due observance of the Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the Office of President.
- B. The Vice-President** shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.
- C. The Secretary** shall keep a record of the proceedings of all meetings, keep a roll of members, carry on correspondence, read communications at each meeting; keep the Constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions to the constitution and shall permit consultation by members upon request.

At the expiration of his/her term he/she shall turn over all data items and correspondence belonging to the club to his/her successor.

- D. The Treasurer** shall receive and send receipts, as practical, for all monies paid to or by the club; keep an accurate account of all monies received and expended; pay no bills greater than \$150.00 without proper authorization (by the club though a majority vote by a quorum, or by a majority of its Executive Board). At least quarterly, unless otherwise directed by the president, he/she shall present an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over all financial records, and access to Club bank accounts to his/her successor.

Section 3. Appointed Positions

The club shall maintain a Station Trustee, and a Webmaster. These appointments are made by a majority of whoever comprises the Executive Board at the time of need. Appointments shall be held by Full Members, for a minimum of one year, but can be assigned as open-ended, with termination corresponding to reassignment of the role by the decision of a majority of whoever comprises the Executive Board at the time; by expiration/cancellation of the appointee's Amateur Radio License; or by resignation of the appointee.

A. The Station Trustee: The Station Trustee shall be responsible to the Federal Communications Commission (FCC) for the proper operation of the club station.

As defined by the FCC, a club station license allows members of an amateur radio club to have a station operating under a club call sign. The license is granted only to the trustee of the club. It conveys no operating privileges.

To be granted a club station license, a club must have:

1. A name
2. A document of organization
3. Management
4. A primary purpose devoted to amateur service activities consistent with the FCC Rules
5. At least four persons
6. A licensed trustee designated by an officer of the club
7. Trustee must hold an Amateur Extra, Advanced, General, Technician Plus or Technician Class operator license grant. (See Section 97.5(b)(2) of the FCC Rules)

While the trustee may hold any valid amateur radio license, it is preferable that he or she hold the highest class of license held by members of the club. He or she shall insure that the operation logs are maintained in accordance with prevailing FCC rules and regulations. The trustee will keep track of the all Club licenses and ensure their renewal in compliance with FCC rules and regulations.

Additionally, the trustee is responsible for the technical welfare of the Club, including the maintenance of the Club's communications equipment for Field Day, Emergency Communications, and repeater systems. When appropriate the trustee will report the status of the Club's communications equipment and license to the Executive Board and the membership at the Club meetings.

B. The Webmaster shall maintain the ESHARC Web site (K4BW.org).

This web site is dedicated to club activities. The site shall be able to reference/link to minutes of meetings; club constitution; notification of events and ARES activities, and items for sale. Eventually, a member's only section, accessible by password, shall be available and will have names, phone numbers, email and other data to assist members in conducting club business and interacting for club and amateur radio purposes.

C. Additional positions may be created by the executive board from time to time as the board deems necessary, to assist in management and administration of club activities. Such positions shall be created or eliminated by a majority vote of the Board.

Section 4. Committees:

The Executive Board may establish committees from time to time, to provide technical support, emergency preparedness, suggest operating standards, manage events, and foster and guide public relations. Committees shall be dissolved when no longer active or required.

Article III - Meetings

Section 1. Regular meetings:

Regular meetings shall be held on the second Wednesday of January, May, July, and November, to begin at 7 pm at locations to be designated before the meeting. Club members may be invited to gather beforehand for dinner.

Section 2. Annual Meeting:

The Annual Meeting shall be held in March, on a day and at a location to be designated at least 30 days before the meeting. Club members shall be invited to gather beforehand for the annual Club banquet.

Section 3. Special meetings:

Special meetings may be called by the President upon the written request of any five club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive to all members not less than 24 hours before the meeting.

Section 4. Club Picnic:

In lieu of a regular club meeting in September, the Club Picnic will be held on the second Sunday in September, at a location and time to be designated in advance.

Article IV - Dues

Section 1: Regular Assessment for Full Membership:

A regular annual assessment of \$15.00 per individual Full Member is hereby assessed in accordance with the provisions of Section VI.2 of the constitution for the purpose of funding club operations, and Section III that defines membership privileges. The individual Full Member is also defined as a primary member.

Section 2. Family Assessments:

Regarding a primary member's family¹:

- A. His or her spouse, who obtains and maintains a valid FCC issued Amateur Radio license, may be granted Full Membership privileges for an additional annual assessment of \$5.00.
- B. His or her children under 18 who obtains and maintains a valid FCC issued Amateur Radio license, will be granted Full Membership privileges at no additional cost, as part of his or her parent's dues.
- C. His or her children over 18 who obtains and maintains a valid FCC issued Amateur Radio license, but still regarded as dependents, may be granted Full Membership for an additional \$5.00 Fee.
- D. All other family members are granted Associate Membership, whether or not they are licensed, to encourage their interest and participation in certain club activities, provided they wish to be and their information is supplied to the Secretary.

Section 3. Regular Assessment for Associate Membership:

A regular annual assessment of \$10.00 per individual is hereby assessed for those interested in Associate Membership in accordance with the provisions of Section III of the Constitution that defines membership privileges.

Article V - Amendments to By-Laws

Section 1. Amendments:

These By-Laws may be amended by a majority vote of Full Members taken at any regular or special meeting, provided a quorum is present. Per the Club's Constitution, a quorum is met if one-eighth of the full membership total is present.

¹ A family is considered as residing in the same dwelling place.