

Fayette County Amateur Radio Club, Inc

BY-LAWS

(REV: Jan 4, 2024)

Part 1. Organization

1. The Board shall meet at the call of the President who shall serve as Chair.
2. The presence of three (3) members of the Board, two of which are current officers, shall constitute a quorum for the purpose of transacting business. The vote of this quorum shall be binding upon the membership.
3. The immediate past president shall serve as a voting member of the Board of Directors for a one calendar year term after leaving office in to provide continuity.
4. A standing Amateur Radio fundraising committee shall identify activities that promote funding support for the recruitment, license preparation, education, and training of Amateur Radio operators.

Part 2. Duties of Officers

1. The President shall serve as Chairman of the Board. He shall preside over all meetings of the Board and the FCARC. The President may call a special meeting of the membership or of the Board, and shall have, subject to the advice and control of the Board, general charge of the business of the FCARC. The President shall execute with the Secretary and Treasurer, all certificates, contracts, and instruments which the Board has approved. The President shall be responsible to the Board for operational management of the FCARC and the repeater(s) under its control. It shall be the duty of the President to enforce provisions of the Constitution and By-laws in order that the integrity and prestige of the FCARC shall be of the highest caliber.
2. The Vice-President shall assume all duties of the President in the absence of the latter. He shall perform such other duties pertaining to the FCARC as the President may properly prescribe. If a vacancy should occur in the office of the President for any cause, the Vice-President shall automatically become President of the FCARC.
3. The Secretary shall record the minutes of all meetings. The Secretary shall keep an accurate file of all items of business of the FCARC and other data that may be used in maintaining the accurate history of the FCARC. The Secretary shall perform other duties of the FCARC as the President may properly prescribe.
4. The Treasurer shall be responsible to the Board for all financial records, receipts, and expenditures. The Treasurer shall expend all monies of the FCARC. Expenditures more than \$150.00 shall require Board approval. The Treasurer shall perform other duties of the FCARC as the President may properly prescribe.

5. The Technical Coordinator shall direct and supervise all repairs and maintenance of the repeater(s) and associated hardware. This person shall be responsible for all FCARC-owned test equipment and spare parts. The Technical Coordinator shall see that the equipment and parts are protected and kept in a safe place.
6. The Repeater Control Operator shall direct and supervise the general conduct of the repeaters, including but not limited to the enforcement of proper FCC procedures on the repeater(s).
7. The Manager of Volunteer Examinations, shall coordinate new amateur radio operator license exams and upgrade exams with the officers of the Club.
8. Any officer or officers may be removed from office based upon a recall motion made and accepted at a general membership meeting and by a three-fourths vote of the eligible voting members present at that general membership meeting.

Part 3. Membership/ Dues:

1. The Board of Directors shall determine the Annual dues. Dues Initial membership dues paid more than halfway through the year the member joins, shall carry through the following year. Subsequent years may be prorated as determined by the board.
2. The Board of Directors may levy upon the membership such dues or assessments as shall be deemed necessary for the business of the FCARC. Non-payment of such dues or assessments shall be cause for removal from the FCARC at the discretion of the Board.
3. Lifetime membership. A lifetime member shall have all the privileges of full membership for the price to be determined by the board.

Part 4. Elections

1. The President shall appoint a chair of the nominating committee to oversee the elections process. Nominees must be current members in good standing with voting privileges. Nominations shall be accepted from the floor at the Annual Meeting. Nominations shall also be accepted by mail to the designated chair of the elections nominating committee, at least 14 days prior to the meeting and presented to the Regular members at the meeting. Vacancies occurring between elections shall be filled by appointment by the President. The appointment shall be for the remaining portion of the term.
2. Ballots shall be cast in a manner to ensure secrecy. A process to accommodate Regular members who cannot attend the general membership meeting in person shall be established. Nominees with the most votes for each office shall be elected. Any resulting ties shall be resolved by the voting members present. The new President shall begin the term of office immediately. Nominees for uncontested seats shall be elected by acclamation.

Part 5. Meetings/Committees

1. A Club business will be conducted during regular FCARC meetings at the direction of the club President. The meetings will be conducted in the best spirit of Roberts Rules of Order.
2. A quorum for transacting business at a regular meeting of the FCARC shall be fifteen percent (15 %) of the Regular Members. Votes for members not present may be recorded by the nominating committee either in advance of the meeting by proxy or during the meeting by electronic means. In case a quorum is not achieved during the Annual Meeting, the Board shall continue in office until the next annual meeting. A quorum of the Board at leadership meetings shall be three (3) members.
3. The Board shall maintain and publish a record of their meetings and business transacted therein. The Board shall also present a full statement at the annual meeting showing in detail the condition of the FCARC.
4. The President shall activate and deactivate committees, as needed.
5. All committee recommendations shall be approved by the Board prior to being presented to the membership.

Part 6. Business Transactions

1. All legal transactions of the FCARC shall bear the signatures of the President and the Secretary. Checks shall bear the signature of either the President or the Treasurer.
2. Donations received by the Club shall be recorded as such into the books of the FCARC and a receipt acknowledging the same shall be issued to the donor.
3. Annually, the Treasurer shall file the requisite report form to the U.S. Internal Revenue Service, per requirement of 501(c)(3) organizations, and the renewal actions necessary with the Georgia Secretary of State.
4. The Executive Board will prepare and post a draft budget on the club website in January for approval by the general membership in February.

Part 7. Repeater Management/Operations

1. Annually, a committee chairman and vice-chairman to maintain and oversee operations of Club owned repeaters shall be appointed by the president. Committee membership shall be recruited by the committee chairman and shall be open to all club members and other technical advisors as appropriate.
2. The committee is vested with the following broad responsibilities:
 - a) Repeater maintenance

- b) Repeater operations
 - c) Repeater planning
 - d) Repeater budgeting
 - e) Repeater training
 - f) Maintaining a FCARC Repeater Policies and Procedures document containing specific guidance on executing the committee's responsibilities
3. The committee's specific responsibilities include, but are not limited to:
- a) Advising club leadership and general membership on all issues related to the operation, maintenance and status of club repeaters.
 - b) Preparing an annual budget for submission to club leadership and general membership that addresses repeater operations, maintenance and replacement costs.
 - c) Maintaining an accurate inventory of all club repeater property.
 - d) Coordinating and overseeing all repeater-related activities including, but not limited to:
 - i. Repeater operations and maintenance
 - ii. Repeater coordination
 - iii. Repeater site maintenance and management
 - iv. Ensuring best electrical/RF engineering and safety practices are followed
 - v. Repeater planning
 - vi. Repeater technical training on installation;

Part 8. Safety During Activities

1. As a safe environment in which Radio Club members participate in the hobby is paramount, the Radio Club leadership shall ensure that a safety officer is identified and appointed for each Radio Club operated and/or sponsored activity. This individual shall brief all participants prior to each such activity. Adequate safety paraphernalia (i.e., first aid kit) shall be on hand for the activity.
2. Radio Club activities that involve a significant exposure to personal risk (i.e., Field Day; fox hunts; communications support for community events) shall be limited to members of the Radio Club. If a non-member wishes to participate, the club Secretary shall execute a Liability Release of FCARC with said non-member.
3. The Radio Club Treasurer shall maintain the annual ARRL Endorsed Club Officer Liability Insurance Policy for FCARC.

Part 9. Amendments

1. These By-laws may be amended by a plurality of the vote of the Board of Directors provided the quorum requirements are met.
2. The Constitution may be amended by a two-thirds vote of the Membership at the annual meeting or any special meeting provided the quorum requirements are met. Proposals for amendments to the Constitution shall be submitted in writing to the Board at least fourteen (14) days prior to any meeting.
3. History of changes:
 - AMENDED June 24, 1996
 - AMENDED June 25, 2005
 - AMENDED October 22, 2023
 - AMENDED January 3, 2024

Draft for Vote