

LAUREL AMATEUR RADIO CLUB, INC.
BY-LAWS

The Laurel Amateur Radio Club, Inc. is dedicated as a public service organization, which provides amateur radio communications for public events in the greater Laurel area or as decided by the organization.

ARTICLE I MEMBERSHIP

All persons, regardless of sex, race, age, or creed, who are interested in Amateur Radio communication (radio communication between amateur stations, solely with a personal aim and without pecuniary interest) shall be eligible for membership as set forth below:

Section 1. TYPES: There shall be two (2) types of members in the Laurel Amateur Radio Club, Inc. – Regular and Associate.

a. Regular membership is open to all licensed amateur radio operators, this membership includes all club privileges.

b. Associate membership is open to all persons interested in Amateur Radio and includes all rights of Regular membership except those of holding office, voting on club business, and operating club equipment.

Section 2. TERMS OF ACCEPTANCE. Applications for membership shall be submitted in writing. Each applicant must express a willingness to abide by the Articles of Incorporation and By-Laws and other rules promulgated by the Club. Applicants shall be considered elected to membership upon payment of dues “and approval of the Board of Directors.”

Section 3. TERMINATION. Membership of any member may be terminated for cause by vote of the membership attending a regular meeting at which time the member will be allowed to speak; should termination occur, the member shall be refunded any dues he/she has already paid for that fiscal year on a pro rated basis.

Section 4. DUES. The fiscal year of the Laurel Amateur Radio Club, Inc. shall be the same as the calendar year. The amount of the annual dues shall be recommended by the Board of Directors and approved by the members.

Section 5. Members in arrears in their dues on the first day of March lose their good standing in the club; members in arrears on the first day of April are automatically deleted from the membership list and must re-apply for membership.

ARTICLE II MEETINGS

Section 1. TYPES. There shall be five (5) types of meetings in the Laurel Amateur Radio Club, Inc.: Regular, Technical, Special, Annual, and On-the-air. All club meetings are

open to the general public, especially to non-member amateur radio operators residing or visiting in the general area.

A. REGULAR. Regular meeting shall be held on the fourth Wednesday of each calendar month at such times and places as the President shall order. The regular November and December meetings may be combined early in December, if the President deems desirable due to holiday considerations. The purpose of the regular meetings is to conduct and/or transact Club business.

B. TECHNICAL. Technical meetings may be held at such times and places as the President shall order. The purpose of the technical meetings shall be announced to the members present at the previous regular meeting, or at the previous on-the-air meeting.

C. SPECIAL. Special meetings may be held at such times and places as the President shall order provided that notice of the special meeting be mailed to each member. The postmark of the notice shall be at least seven days prior to the date of the special meeting. The purpose of the special meeting shall be clearly stated in the mailed notice. A petition signed by at least two-thirds of the regular membership shall cause the President to call for a special meeting.

D. ANNUAL. The annual meeting shall be held in place of the regular October meeting. The purpose of the annual meeting shall be to elect officers for the succeeding year, and any other business the President may wish to present to the membership.

E. ON-THE-AIR. On-the-air meetings may be held at those times and on those frequencies as the President shall order. Official club business may be discussed, but shall not be enacted, during these meetings. The purpose of the on-the-air meeting is to keep the general membership informed of club business, and to provide other information of general interest to amateur radio operators.

Section 2. VOTING. At all meetings where club business is being transacted, each member is entitled to one vote. Votes may be cast in person or by written proxy. A plurality of the votes cast will decide the issue, unless otherwise specified in these By-Laws.

Section 3. PROXY. Each regular member of this club may execute in writing a proxy authorizing any member of the Board of Directors to cast the absent member's vote at a specific meeting of the membership. A member desiring to cast a specific vote on any designated item of business shall direct the Director, in writing, to cast the vote of his preference.

Section 4. QUORUM. The presence in person or by proxy of a quorum of the regular membership shall be necessary to transact business at a regular or special meeting of the club. A quorum shall be defined as at least eighty percent (80%) of the average regular membership attendance over the previous six meetings.

ARTICLE III OFFICERS

Section 1. NUMBER. There shall be four (4) officers of the Laurel Amateur Radio Club, Inc.: President, Vice-President, Secretary, and Treasurer.

Section 2. ELECTION. All officers shall be elected annually by the members, at their annual meeting, and shall hold office for the term of one year or until their successors are duly elected. All officers shall be regular members of the club; the President shall be an amateur radio operator with an active amateur license from the FCC and shall be at least 21 years old.

Section 3. DUTIES OF OFFICERS. The duties and powers of the officers of the Laurel Amateur Radio Club, Inc., shall be as follows:

PRESIDENT

The President:

a. shall preside at all meetings of the membership and conduct same according to the rules adopted.

b. shall cause to be called meetings of the membership and Director in accordance with these By-Laws.

c. shall appoint and remove, employ and discharge, all servants, agents, employees, and clerks of the club other than duly elected officers, subject to the approval of the Board of Directors.

d. may appoint committees for the period of up to one year. Standing committees shall require the approval of the Board of Directors.

e. shall sign and make all contracts and agreements in the name of the club that are adopted by the club, and none other.

f. shall see that the books, reports, statements and certificates required by the statutes are properly made, kept, and filed according to law and shall be empowered to countersign checks.

g. shall enforce due observance of the Articles of Incorporation and By-Laws and perform all the duties incident to the position and office which are required by law.

VICE-PRESIDENT

During the absence or inability of the president to render and perform the duties or exercise the powers of the president, as set forth in these By-Laws or in the acts under which this club is organized, the same shall be performed and exercised by the Vice-President; who when so acting, shall have all the powers and be subject to the responsibilities hereby given to or imposed upon the president. The vice president shall be empowered to countersign checks.

SECRETARY

The secretary shall keep the Articles of Incorporation and by-laws of the club, and have them with him at every meeting.

The Secretary:

- a. shall ensure that all amendments, changes, and additions to these documents are properly recorded.
- b. shall present these documents for examination and review upon the request of any member.
- c. shall keep a record of the proceedings of all meetings, keep a roll of members, carry on all club correspondence, read correspondence, as appropriate, at meetings, and read minutes of preceding meetings when called upon to do so.
- d. shall note the attendance at each meeting and determine the number of members necessary to constitute a quorum, and shall perform all other customary duties pertaining to and demanded by the office of secretary.

TREASURER

The Treasurer:

- a. shall receive and receipt for all monies paid to the club.
- b. shall keep an accurate account of all monies received and expended.
- c. shall open and maintain in the name of the club a checking account at an accredited financial institution.
- d. may not disburse monies without the approval of the Executive committee.
- e. shall disburse monies by check, signed by the treasurer and countersigned by another eligible officer.

An outgoing Treasurer shall make a full written accounting to the membership of all the past year's receipts and disbursements of club monies at any time a new treasurer is installed; a re-elected treasurer shall make this accounting yearly, coincident with the installation of the other officers. The treasurer will perform all other customary duties pertaining to and demanded by the office of Treasurer.

Section 4. MEMBER-AT-LARGE. The club shall have a member-at-large elected by the general membership. The main duty of this office shall be to represent the general membership at Director's meetings, and to ensure that the Laurel Amateur Radio Club, Inc. is duly represented at the Foundation for Amateur Radio meetings.

Section 5. All club officers or members shall give over to their successor any club property or equipment at the first regular meeting following the resignation or removal.

Section 6. Vacancies occurring between elections must be filled by special elections at the first regular meeting following the resignation or removal.

Section 7. Any officer may be removed from office by a majority vote of the regular (voting) membership at any time with or without cause.

Section 8. Newly-elected officers shall assume their duties no later than the next regular meeting; the outgoing president may elect to have a special installation ceremony at a time and place of his choice prior to this meeting, at which time the newly elected officers will assume their duties.

ARTICLE IV DIRECTORS

Section 1. NUMBER. The affairs and business of this Incorporation shall be managed by a Board of Directors and composed of five (5) regular members, and at least three of such directors shall be a resident of the State of Maryland and a citizen of the United States.

Section 2. MEMBERSHIP. The Board of Directors shall consist of the club president, vice-president, secretary, treasurer, VEC chairman, and member-at-large.

Section 3. TERM OF OFFICE. The term of office of each director shall be one year, and thereafter until a successor has been elected.

Section 4. DUTIES. The board of directors shall have the control and general management of the affairs and business of the club. Such directors shall in all cases act as a Board, by a majority, and they may adopt such rules and regulations for the conduct of their meetings and the management of the club as they may deem proper, not inconsistent with the Articles and the By-Laws and the laws of the State of Maryland.

Section 5. DIRECTOR'S MEETING. Regular meetings of the board of directors shall be held following the annual meeting of the membership, and at such other times as the board of directors may determine. Special meetings of the board may be called by the president at any time, and shall be called by the president or the secretary upon written request of any three (3) directors.

Section 6. VOTING. At all meetings of the board of directors, each director is to have one vote. The act of a majority of the directors shall be the act of the board of the directors.

Section 7. QUORUM. A majority of the board shall constitute a quorum at any meeting of the board of directors.

ARTICLE V LIABILITIES

The Laurel Amateur Radio Club, Inc. shall undertake to hold harmless those officers, directors, employees, and members who, while engaged in an authorized club activity, may become liable as the result of a non-criminal action at law or equity. The Laurel Amateur Radio Club, Inc., may undertake to hold harmless those officers, director, employees, and members, who, although not engaged in an authorized club activity, may become liable as the result of a non-criminal action at law or equity through an of another, such act occurring during an authorized club activity. Liabilities that may arise through the operation of motor vehicles are specifically excepted from the above provisions, whether or not associate with, or necessary to, performance of an authorized club activity. In addition, the Laurel Amateur Radio Club, Inc., assumes no responsibility for any activity of a club officer, director, employee or member that is not a part of an authorized club activity. An authorized club activity is an activity or event the Laurel Amateur Radio Club, Inc. agrees to sponsor, or an activity or event for which the Laurel Amateur Radio Club, Inc. volunteers the services of its members to the sponsor(s) of such activity or event. The club shall bond those officers necessary at a time decided upon by a quorum of the membership.

ARTICLE VI AMENDMENTS

The Articles of Incorporation and these By-Laws may be amended by a majority vote of the total voting membership. Proposals for amendment shall be submitted in writing at a regular meeting and shall be voted on at the next following meeting.

ARTICLE VII RULES

Robert's Rules shall govern proceedings at the discretion of the President.

The by-laws were approved by the members of the Laurel Amateur Radio Club on _____, 1992.