

Bylaws

Of the

Marion Amateur Radio Club

NAME

The organization shall be known as the Marion Amateur Radio Club and may also be referred to by the acronym - MARC. The acronym MARC will be used throughout these bylaws to describe the organization, its officers and their duties.

PURPOSE

The purpose of the organization is to promote the art and welfare of amateur radio and to secure the benefits and pleasures from association with persons commonly interested in amateur radio.

ARTICLE 1

MEMBERSHIP

- 1.01 All persons holding a valid amateur radio license, of any class, shall be eligible for a full voting membership providing annual dues are paid by the last day of February. Otherwise, the person shall be eligible for a full voting membership thirty (30) days after paying said dues.
- 1.02 Others having an interest in amateur radio may join as associate, nonvoting members, if they so desire.

MEMBERSHIP DUES

- 1.11 The Board of Directors shall establish membership dues based on the following criteria.
- | | |
|---|---------|
| 1.11.1 Regular membership..... | \$16.00 |
| 1.11.2 Family members of regular members..... | \$8.00 |
| 1.11.3 Associates (non-licensed)..... | \$5.00 |
| 1.11.4 Students..... | \$0.00 |
- 1.12 Dues proposals will be presented to the membership prior to their adoption. Any changes in dues will require a 2/3 vote of members present at a General Membership Meeting.
- 1.13 Lifetime memberships may also be granted by the Board of Directors at their discretion based upon a particular member's longevity of membership and outstanding contributions to MARC during those many years of membership.
- 1.14 Dues are payable from January 01 through the last day of February to remain as a member in good standing with voting privilege.

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- 1.15 Upon payment of late dues full voting privilege shall be restored and membership returned to good standing status after thirty (30) days.

ARTICLE 2

OFFICERS

- 2.01 The Officers shall be: President, Vice-President, Secretary/Treasurer, Assistant Secretary/Treasurer.
- 2.02 The Officers shall be elected for a term of one calendar year with the exception of the Secretary/Treasurer which shall be for a term of two calendar years. The officers shall be elected by secret ballot of the membership.
- 2.03 A member shall only hold one office at a time.
- 2.04 There are three additional members elected as Trustees. (See 4.09 for further detail on Trustee elections.)

OFFICERS' GENERAL DUTIES

- 2.11 It shall be the duty of all elected Officers, Trustees, and appointees to attend all Board of Directors Meetings and General Membership Meetings. In the event an elected official's work or personal life requirements continually prevents attendance at meetings, said official may resign, or will be encouraged by the Board of Directors to resign their position.
- 2.12 Failure to attend two (2) consecutive Board of Directors Meetings or General Membership Meetings without notification of absence, shall give the Board of Directors the option to declare the position vacant.
- 2.13 If an office is declared vacant or by reason of resignation, that position will be filled by election at a General Membership Meeting. Persons subject to a vacancy declaration shall be notified in writing via first class postage, at their MARC listed address, or any electronic means available, and resignation shall require no notification.
- 2.14 The Officers whose signature is listed on MARC bank account are secretary/treasurer, assistant secretary/treasurer and third year trustee.
 - 2.14.1 Those Officers whose signatures are listed on MARC bank accounts may be bonded for such sum and with such surety as the Board of Directors shall deem appropriate. Bonding is recommended, but may be dependent upon club finances.
- 2.15 All bond premiums shall be paid by MARC.
- 2.16 An Officer's inability to be bonded results in immediate vacation of that office. Replacement shall proceed as a resignation listed in article 2.13.

OFFICER'S SPECIFIC DUTIES

President

- 2.21 Shall preside over and preserve order at all Marion Amateur Radio Club Meetings.
- 2.22 Shall conduct all meetings using a prepared written agenda and in accordance with our Bylaws.
- 2.23 Shall be empowered to appoint all committee chairs not specified in the Bylaws, and name any additional committees not otherwise provided for in the Bylaws.
- 2.24 Shall see that all Officers and committee chairs perform their duties thereby achieving compliance with these Bylaws, regulations, and presidential instructions.
- 2.25 Does not normally vote in a Board of Directors Meeting or in a General Membership Meeting, but has the right to vote in any Election of MARC Officers and on any matter voted by secret ballot. The President shall cast the deciding vote in case of a tie vote in a Board of Directors Meeting or a General Membership Meeting.

Vice President

- 2.31 Shall assist the President in the performance of his/her duties as the President may direct.
- 2.32 Shall assume the President's duties in the vacancy of the President.
- 2.33 Shall be Programs committee chair, and serve other specific committees as assigned by the President.

The Secretary/Treasurer

- 2.41 Shall record and keep an accurate written record of all MARC proceedings and minutes of all meetings and give a report of the minutes in the proper order of business during a Board of Directors Meeting and at a General Membership Meeting.
- 2.42 Disperse and receive all club funds as directed by the Board of Directors and/or the club membership in accordance with the procedures described within these Bylaws.
- 2.43 Maintain and keep accurate, current, and detailed records of all financial transactions to which MARC is a party.
- 2.44 Establish and maintain an effective system to track budget status and projected budget conditions so as to alert the President and the Board of Directors of any potential short-falls which may occur.
- 2.45 Deposit within five (5) business days, or as directed by the Board of Directors, all monies received from any source in a bank of sound financial standing insured under FDIC and maintain a petty cash fund as directed by the Board of Directors.

- 2.46 Provide, as requested by the Board of Directors or by the President, a detailed and complete listing of receipts, expenditures, receivables, and liabilities.
- 2.47 Shall issue all checks on behalf of MARC. Checks will normally be signed by the Secretary/Treasurer. If he/she is unavailable, another officer whose signature is on the accounts signature card may sign checks. All check signatories may be bonded if the Board of Directors so directs. (A check cannot be issued to the person signing it.)
- 2.48 Shall submit, in February of each year, all accounts of MARC to an audit committee appointed by the President to audit MARC's books for the preceding year.
- 2.49 Shall, within thirty (30) days of vacating the office, turn over all documents, books, reports, and monies entrusted to him/her to the newly elected Secretary/Treasurer. Those items will be audited by a committee appointed by the President.

The Assistant Secretary/Treasurer

- 2.51 Shall assist the Secretary/Treasurer in taking minutes during all MARC meetings.
- 2.52 Shall assist with other paper work during the meeting as the Secretary/Treasurer may require.
- 2.53 Shall fill in as the Secretary/Treasurer during a MARC meeting in the absence of that officer.
- 2.54 Shall accumulate a working knowledge of the Secretary/Treasurer position.
- 2.55 Shall serve on the Executive Board of MARC.

ARTICLE 3

BOARD OF DIRECTORS

- 3.01 The Board of Directors shall consist of: President, Vice-President, Secretary/Treasurer, Assistant Secretary/Treasurer and three elected Trustees.
- 3.02 The seven elected members shall be voting members for matters that require Board of Directors approval.
- 3.03 Shall meet to conduct MARC business, at a day and time set by the President within guidelines as stated in Article 5, Meetings, 5.01
- 3.04 A quorum of five (5) members of the Board of Directors shall be present at the Board of Directors Meeting to conduct business matters that require Board of Directors approval.
- 3.05 Shall be empowered to act on behalf of the MARC.
- 3.06 Shall enact and approve working budgets for all MARC committees that require funds for operation.

- 3.07 Shall be empowered to approve reimbursement of out of pocket expenses, by a member of MARC, incurred while working on an approved MARC project. Within thirty (30) days, the member shall submit an original purchase receipt to the Secretary/Treasurer indicating the amount of expense, if purchased by private sale then submission of a bill of sale shall be required.
- 3.08 Elected Board of Directors of MARC shall serve on audit committees, for the benefit of MARC.
- 3.09 The Board of Directors' meetings will be closed to members. If a member has an item for discussion, that member shall be required to request to the President in writing permission to attend the next Board of Director's meeting.

ARTICLE 4

ELECTION OF OFFICERS

- 4.01 An election for the purpose of selecting Officers and Directors for MARC shall be held annually at the December General Membership Meeting.
- 4.02 A nominating committee shall be named by the President at the October General Membership Meeting. This committee shall be chaired by the immediate Past-President or in the absence of a Past President the outgoing elected Trustee.
- 4.03 The committee shall present a slate of Officers and Trustees for nominations at the November General Membership Meeting.
- 4.04 Additional nominations shall be taken from the floor at the November General Membership Meeting.
- 4.05 Prior to any nomination, the person being nominated shall have been previously canvassed to confirm that they will run for the office if nominated and they will serve if elected.
- 4.06 Any nominee must be a voting member of MARC in good standing and must have been a voting member for at least one full year.
- 4.07 To be elected, the individual should be present at the nomination meeting in November and must be present at the election meeting in December.
- 4.09 Trustees shall be elected to a three-year term. The most senior, (a third year Trustee), will go off the board at each election and the newly elected Trustee will begin serving a new three-year term. The intent is to always have a one-year remaining, a two-year remaining, and a new three-year Trustee, with the most senior leaving office each year.
- 4.10 Voting. A secret ballot will be used to elect the Officers and Trustees in the event of a contested election. The Secretary/Treasurer shall be assisted by the Assistant Secretary/Treasurer in the preparation of ballots for the election in December.
- 4.11 Provision for Absentee ballots in a contested election. If a member knows they will not be available for an election meeting in December, he/she may

obtain an absentee ballot from the Secretary/Treasurer. The ballot must be in the Secretary/Treasurer's hands prior to the election in order to be counted with the regular ballots. The absentee ballot must come directly from the requesting member and may be delivered via email, mail or in person allowing sufficient time to be received prior to the day of the election.

- 4.12 A simple majority vote is required to be elected in a contested election. In the event a nominee has not received a majority vote, there will be a run off between the two nominees receiving the highest number of votes.
- 4.13 A non-contested election. When nominations are declared closed, and there is only a single candidate for each office, the nominated slate of officers may be declared the new officers with only a voice vote being called by the President.
- 4.14 Vacancies occurring between elections shall be filled as described in Section 2.13. Nomination rules described in section 4.05 shall stand. Absentee voting will not be available since nominations and election will be held at the same meeting.

ARTICLE 5

MEETINGS

Board of Directors Meeting

- 5.01 Board of Directors Meetings of MARC, shall be held on the first Monday of the following months: January, March, May, September and November. If the first Monday is a holiday, then it would be changed to the first Tuesday of said month. (i.e., September's first Monday is Labor Day; January's first Monday may be New Year's Day).
- 5.02 This meeting shall be to conduct all current business for MARC by the Board of Directors. This meeting will be closed door.
- 5.03 This meeting time and place may be changed by the President or Board of Directors. Notification must be sent to all Board of Directors so as it will be received at least 24 hours prior to the normal meeting time. Following the change the Board of Directors Meeting shall revert back to its normal place and time.
- 5.04 Meeting Agenda (suggested)
 - 5.04.1 President calls the meeting to Order.
 - 5.04.2 Read minutes of previous Board of Directors Meeting.
 - 5.04.3 Old Business
 - 5.04.4 New Business
 - 5.04.5 Adjournment

MARC GENERAL MEMBERSHIP MEETING

- 5.10 The General Membership Meeting shall be held on the second Monday of the month, September through May, at a place and time agreed upon by the Board of Directors.
- 5.11 This meeting shall be for the membership to have a program and still conduct MARC business.
- 5.12 This meeting time and place may be changed by the President or Board of Directors. Notification must be sent to all members so as it will be received at least 24 hours prior to the normal meeting time. Following the change the MARC General Membership Meeting shall revert back to its normal place and time.
- 5.13 Meeting Agenda
 - 5.13.1 President calls the meeting to Order.
 - 5.13.2 Pledge to the Flag of The United States of America
 - 5.13.3 Introduction of Guests
 - 5.13.4 Reading of Treasures report
 - 5.13.5 Meeting scheduled Program
 - 5.13.6 Recess for 10 minutes
 - 5.13.7 Standing Committee Reports
 - Facility
 - Education
 - 5.13.8 Special Committee Reports (at President's discretion)
 - Repeaters
 - DigiNet
 - Website
 - School Course
 - ARES
 - 5.13.9 Old Business
 - 5.13.10 New Business
 - 5.13.11 Welfare of MARC members and family
 - 5.13.12 Adjournment

SPECIAL MEETINGS

- 5.21 Special Meetings may be called by the President or upon written request of any five members in good standing. The written request shall be given to the President and the Secretary/Treasurer of MARC. Email shall suffice for a written request as long as all parties involved are sent a direct email and courtesy copy of the meeting request. This meeting notification shall be as prescribed in 5.03 and 5.12. Only business topics specified in the meeting request shall be discussed at a special meeting.

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Standing committees

5.31 MARC shall have the following standing committees.

5.31.1 Programs

5.31.2 Education

5.31.3 Facilities

5.32 Special Committees may be appointed by the President and serve at the discretion of the President.

5.33 Committee Chairs are expected to attend all Meetings.

ARTICLE 6

MARC ASSET

6.01 Physical and financial assets of the Marion Amateur Radio Club shall be managed by a committee appointed by the Board of Directors. The committee shall be comprised of any three board members, past or present. They shall manage an investment portfolio appropriate for the current assets. They shall also manage the fixed assets of MARC.

6.02 If the club is disbanded for any reason and there is a liquidation of assets, those assets should go to:

1. Marion ARES, provided they are set up to receive.
2. Marion area charitable organization.
3. ARRL

ARTICLE 7

STANDARD RULES FOR MEETINGS WITH CODE OF CONDUCT

7.01 Any activity which in the opinion of the President is calculated to disturb, or may have the effect of disturbing a member while speaking, disturb the conduct of the meeting, or shall hinder the transaction of business shall be declared out of order.

7.02 All business transacted within MARC shall be strictly confidential and is for the membership of MARC only.

7.03 Members, while speaking shall adhere to the question under debate. They shall avoid aspersions to personalities and indecorous language as well as any reflections on the organization or its members. MARC tries to encourage family membership and as such, foul or indecent language is not tolerated within the meetings.

7.04 No member shall interrupt another person while speaking except as noted in Roberts Rules of Order.

7.05 No member shall be allowed to speak more than three (3) minutes on any subject in any meeting without the permission of the members in

attendance. Even with that permission, they must surrender the floor and stop speaking upon being called to order by the President.

- 7.06 No alcoholic beverages, or unlawful substances, may be consumed by any member or volunteer during a MARC meeting or MARC organizational activity to include smoking in enclosed spaces or buildings.
- 7.07 Members who are accused of misconduct at any meeting or MARC activity shall be brought before the Board of Directors. The accused shall retain the right of due process, with the burden of proof being born by the accusers. The Board of Directors recommendation shall be brought before the general membership at the next Membership Meeting during new business, for action.

ARTICLE 8

BYLAW AMENDMENTS

- 8.01 A biennial committee shall be formed to formulate any needed changes to the Bylaws. The committee can recommend changes be made, or no changes needed. This committee shall be appointed by the Board of Directors beginning in May of 2015 to allow the summer break to meet and formulate needed changes. These changes will be presented at the September Board of Directors Meeting in writing and then to the General Membership Meeting during new business in writing. The members then shall be allowed comment during September and the proposed changes if any will be voted on at the October General Membership Meeting.
- 8.02 A committee chair shall be appointed by the Board of Directors to serve for two years and to track any needed change identified during normal MARC business. The term shall end at the completion of the biennial cycle, and the Board of Directors shall appoint a new chair in May of the Bylaw cycle for continuity of operations.
- 8.03 The Bylaw committee shall consist of 1 chairman, 2 members of the Board of Directors and 3 members in good standing serving with their acceptance.
- 8.04 Notification of proposed changes shall be made in the MARC newsletter. If one is present. Additionally, the changes shall be sent to MARC members in good standing via MARC email list in PDF format thus suffice being in writing.
- 8.05 Persons accepting the position of serving on the Bylaw committee will be expected to participate in the meeting(s). As the suggestions reached by the members of that committee are not finalized until presented and voted upon by the members in good standing of MARC, if said committee persons are not present, the Bylaw suggestions will proceed as outlined by the committee persons present. A minimum number of participants will not be required to pursue.

ARTICLE 9

MARC DISCLAIMER/RESPONSIBILITY

9.01

MARC is not responsible for any personal items or equipment and will not compensate or replace any item/equipment.

Addendum:

The Amateur's Code

The Radio Amateur is:

Considerate ... never knowingly operates in such a way as to lessen the pleasure of others.

Loyal ... offers loyalty, encouragement and support to other amateurs, local clubs, and the American Radio Relay League, through which Amateur Radio in the United States is represented nationally and internationally.

Progressive ... with knowledge abreast of science, a well-built and efficient station and operation above reproach.

Friendly ... slow and patient operating when requested; friendly advice and counsel to the beginner; kindly assistance, cooperation and consideration for the interests of others. These are the hallmarks of the amateur spirit.

Balanced ... radio is an avocation, never interfering with the duties owed to family, job, school or community.

Patriotic ... station and skill always ready for service to country and community.

*---- The original Amateur's Code was written
in 1928 by Paul M. Segal,
W9EEA.*