

## THE RADIO CLUB OF TACOMA BY-LAWS - August 11, 1999

### SECTION ONE - MEMBERSHIP

(A) **FULL MEMBERSHIP.** Full membership in the Radio Club of Tacoma [Hereinafter referred to as the "club"] shall be made available to all currently licensed amateur radio operators. Once admitted, full members shall be those members who remain in good standing [good standing shall be defined as remaining current on all membership fees and continuing to meet all other requirements of membership]. Those non-licensed full members in good standing prior to the adoption of these by-laws shall continue to be full members so long as they otherwise remain in good standing.

(B) **FAMILY MEMBERSHIP.** Family membership is open to all spouses and dependents holding current amateur radio operators licenses who reside at the same address as a full member head of household. Family members shall have the same rights and privileges as full members.

(C) **ASSOCIATE MEMBERSHIP.** Associate membership is open to all other interested persons. Associate membership shall not confer rights to hold club office or chair committees nor provide for any voting privileges.

(D) **HONORARY MEMBERSHIP.** Honorary members will be those licensed amateur radio operators who, in the opinion of the Board of Directors, have made an outstanding contribution to the welfare of the club or the amateur radio service. Honorary members will be granted a paid-up lifetime membership in the club. A candidate for honorary membership may be proposed in writing to the Board of Directors by three full members. The Board will recommend action on the nomination. Two-thirds (2/3) of the voting members at any regular or special meeting will be necessary to confirm the nomination.

(E) **SPECIAL MEMBERSHIP.** Special members shall be former full or associate members unable to regularly participate in club activities due to absentee residency. Special members may be proposed in writing to the Board of Directors by three full members. The Board shall recommend action of the nomination. Two-thirds (2/3) of the voting members at any regular or special meeting shall be necessary to confirm the nomination. Special members may not hold office, shall not have voting privileges, shall not be required to pay annual membership dues, and shall receive the club newsletter.

(F) **STUDENT MEMBERSHIP.** Student membership is available to Full or Associate Members up to age 25 attending school full time.

(G) **REVIEW.** All memberships shall be subject to review by the Board of Directors and the membership at large at any time. A member may be suspended for due cause by a unanimous vote of the Board of Directors, however, a member so suspended will have the right to request a review of the suspension by the membership at any regular or special meeting. Two-thirds (2/3) of the voting members at any regular or special meeting will be necessary to overturn the decision of the Board.

(H) NON-DISCRIMINATION. The club shall not discriminate against any person on the basis of race, color, religion, national origin, age, sex or any disability.

## SECTION TWO - MEMBERSHIP FEES AND ASSESSMENTS

(A) DETERMINATION. The Board of Directors shall, no later than its November Board of Directors meeting determine the membership dues for the upcoming year and shall publish same in the next available issue of the club newsletter.

(B) DUE DATE. Membership shall commence with the tender of a properly completed application and appropriate fee to any club officer. Annual membership dues will be paid in advance, in total on or before December 31 of each year. Renewal notice may be provided in the club newsletter. Dues not received by March 31 of the current membership year shall be considered in arrears at which point membership and all rights and privileges therein will be terminated without further notice.

(C) PRO-RATA. For the purpose of setting the dues payable by members who join at any other time than the first half of the year, dues will be divisible and payable on a 6 month basis. For example, an individual joining the club in the second half of the year would be responsible for payment of 1/2 the annual dues.

(D) LIFE MEMBERSHIP. Life membership is available to full or associate members upon payment of twenty (20) times the full annual membership fees in effect at the time of the application. Life membership fees may be paid in four semi-annual installments. A member paying installments, who is unable to complete full payment, shall be considered paid for the number of years membership already paid. Partial life membership payments will be non-refundable. Life membership for a licensed family member shall be twenty times the annual family membership dues when accompanied with a life membership.

(E) ASSOCIATE MEMBERSHIP. Associate members shall pay the Full member rate.

(F) FAMILY MEMBERSHIP. Family Members shall pay the Family Member rate.

(G) STUDENT MEMBERSHIP. Student Members shall pay the Student Member rate.

(H) SENIOR MEMBERSHIP. Full Members over the age of 65 years shall be eligible for Senior rate dues.

(I) SPECIAL ASSESSMENTS. The Board of Directors shall be empowered to recommend special assessments to the membership as necessary. A majority of the voting members present at any regular or special meeting shall be required to confirm the Board's assessment recommendation. Assessments will be due and payable in full within thirty days of notice to the membership. Failure to pay the assessment will be handled in the same manner as failure to pay membership dues.

### SECTION THREE - AFFILIATION

The club will maintain its affiliation with the American Radio Relay League (ARRL) of Newington, Connecticut. Members will be encouraged to become associated with the league and participate in its efforts to promote the welfare and technical advancement of amateur radio.

### SECTION FOUR - ELECTION OF OFFICERS AND BOARD OF DIRECTORS

(A) **NOMINATING COMMITTEE.** On or before the regular September meeting of each year, the President shall appoint a Nominating Committee consisting of a Chairperson and at least two other full members who are not current officers. Members of the nominating committee shall have been full members of the club for at least one year. Nominees for Board Positions shall have been club members in good standing for at least one year. Nominees for Officers shall have been club members in good standing for at least two years.

(B) **IN NOVEMBER 1999:**

1. The Vice-President, Secretary and three board members at large (“odd” positions #1, #3, #5) will be elected for a two year term; re-election for these members will be in “odd years” (2001, 2003, etc.) for a two period.

2. The President, Treasurer and two board members at large (“even” positions #2, #4) will be elected for a one year term: re-election for these members will be in even years (2000, 2002, etc.) for a two year period. The committee shall nominate at least one candidate for each open officer and Board position. The committee shall present their nominees to the club at the October regular meeting. Additional nominations shall be accepted from the floor at the October regular meeting. No member may be nominated from the floor without giving their prior permission.”

(B) **ELECTION COMMITTEE.** At the conclusion of nominations from the floor during the October regular meeting the President shall appoint an election committee consisting of a chairperson and at least two other full members none of who may be candidates for election. This committee shall be responsible for composition, distribution and collection of all ballots.

(C) **BALLOT.** The election will be held by secret written ballot. Candidates for each office shall be listed in alphabetical order by last name. Ballots shall be mailed to all voting members in good standing on or before October 20 of each year and shall be returned by mail postmarked no later than November 5 or personally delivered to the secretary prior to the start of the November annual meeting. The ballot as issued by the election committee will be the official document used for conducting the election. No other form, facsimile or copy will be accepted or counted. Voting by proxy will not be permitted.

(D) RESULTS OF ELECTION. The Elections Committee shall, at the November annual meeting, accumulate and tally all ballots and announce the results of voting. A majority of all votes cast shall be necessary to elect an officer. Board members shall be elected by a plurality (for example the candidates receiving the most votes for the number of vacancies shall be elected). If there is no candidate for an office who receives a majority of the votes cast, a written run—off election shall be held at that same annual meeting until a final determination is made. All ballots shall be retained by the Secretary for a period of thirty days after the election or until all disputes involving the election have been resolved. Upon completion of the retention period the ballots shall be destroyed.

(E) DISPUTES. The judge of the elections shall be the club President and in that capacity the President shall make the final determination as to resolution of issues or disputes. The President's decision may be appealed by a vote of two-thirds (2/3) of the voting members present at that meeting.

(F) VOTING MEMBERS. A voting member is a Full Member in good standing.

(F) VACANCIES. Officer or Board member vacancies occurring between annual elections shall be filled by an appointment by the President. The person filling the vacancy shall serve to the end of the term of the officer or Board member replaced.

#### SECTION FIVE - OFFICERS AND BOARD OF DIRECTORS

(A) POSITIONS. The officers of this club shall be President, Vice-president, Secretary and Treasurer. The Board of Directors shall consist of the listed officers, and five Board members elected at large. Newly elected Officers and Board members will assume their duties on January 1 following their election.

(B) ATTENDANCE. A vacancy in office may occur if any officer or Board member is absent for three consecutive Board or regular club meetings without giving sufficient reasons to the Board. It shall be the duty of the officers to bring such absences to the attention of the membership who may, after a due process hearing from the absent member, declare the office in question vacant by simple majority vote of those members present at a special or regular meeting. Officers and Board members may be removed from office for other due cause by two-thirds (2/3) of the voting members present at any regular or special meeting. Notification of any pending removal of an officer or Board member must be given in the club newsletter at least 30 days prior to the meeting where that removal is to be considered.

(C) **PRESIDENT.** It is the duty of the President to call to order and preside at all Board, annual, regular and special meetings of the club; to conduct any business before the body; to preserve decorum and order at these meetings and to enforce due observance of the Articles of Incorporation and these by-laws. The President may approve emergency expenditures with the concurrence of at least a majority of the Board. The President shall appoint a club station trustee upon application for license renewal or upon the death or resignation of the present trustee. The Trustee shall maintain an Extra Class license and be responsible for maintaining the club's license. A vacancy in the office of President shall be assumed in order, by the Vice-President, Secretary, and Treasurer.

(D) **VICE-PRESIDENT.** It is the duty of the Vice-President to organize, coordinate, and chair the membership committee. The Vice-President shall keep the Board and the membership apprised of activities and progress at least once every three months. The Vice-President shall preside at all official functions in the absence of the President.

(E) **SECRETARY.** It is the duty of the Secretary to maintain the club records, keep accurate minutes of all meetings, maintain, transmit and receive all correspondence and perform such duties as are inherent in the office. The Secretary shall maintain a listing of all members present at each annual, regular or special meeting, and will conduct a roll call of the Board at each of its meeting.

(F) **TREASURER.** It is the duty of the treasurer to receive all moneys due the club, giving a receipt therefor; to pay all routine or recurring bills with the approval of the Board of Directors, and to pay all capital expenditures or extraordinary bills as directed by the Board of Directors.

(1) **EXTRAORDINARY EXPENSES.** All capital or extraordinary expenses in excess of \$2,000 shall be approved by a majority of voting members at a meeting where notice of the proposed expenditure has been announced at least 10 days prior to the meeting.

(2) **RECORD KEEPING.** It is also the duty of the Treasurer to keep an accurate accounting of all assets; including a detail of all income and expenditures in a form approved by the Board of Directors. All current assets shall be kept in a place of safe keeping as approved by the Board of Directors. The Treasurer shall provide a monthly summary report in a format approved by the Board of Directors, to the Board of Directors and the membership, and shall report the club's complete financial condition to the membership during the month of April. The Treasurer shall assist the incoming Treasurer by providing a smooth transition in financial record keeping.

(3) **AUDIT AND FILINGS.** The club's financial records shall be submitted for a review no later than March 1 of each year. The Treasurer shall facilitate the filing of all appropriate financial records and required reports to the State of Washington and Internal Revenue Service on or before the respective filing deadlines.

(4) **TREASURER'S BOND.** The Treasurer shall be bonded in an amount sufficient to reimburse the club for any loss of revenues or assets due to acts of errors or omissions. The Board of Directors, at its February meeting shall determine the amount and term of the required bond. Payment of the Treasurer's bond shall come from the Club's general fund.

(G) **BOARD OF DIRECTORS.** The Board of Directors shall be responsible for the day-to-day operations of the Club and the following:

(1) **BUDGET.** The Treasurer shall propose an annual budget for Board approval and the Board shall manage expenditures in compliance with that budget. The budget shall be published to the membership in the Club newsletter. Revisions to the annual budget will receive approval from the majority of voting members at a meeting. The budget shall also contain a "Long Range Plan" tabulating future anticipated expenses within the next 3 years and reserve funds shall be set aside for the anticipated needs.

(2) **INSURANCE.** The Board shall determine insurance requirements and obtain the necessary insurance coverage.

(3) **TRUST FUNDS.** The Board of Directors is authorized to establish various trust funds for such purposes as may be deemed necessary by the membership. The entire Board shall be the trustees for the respective funds.

(4) **ASSISTANT SECRETARY & ASSISTANT TREASURER.** The Board shall be permitted to appoint Assistant Secretary(s) and Assistant Treasurer(s) as non-voting Board members if necessary.

(5) **RULES AND REGULATIONS.** The Board shall adopt, amend and repeal if necessary, administrative rules and regulations for the efficient operation of the club. The membership may amend or repeal such rules and regulations by a majority vote of members present at a regular meeting.

(6) **PUBLIC SERVICE PLAN.** The Board shall develop a program covering public services and fund raising activities necessary to support the purposes of the club.

## SECTION SIX - MEETINGS

(A) **FREQUENCY.** Regular meetings of the club shall be held at least once per month at a time and place designated by the Board of Directors with the first club meeting of the month defined as the "Regular Meeting". Special meetings may be called by the President, Board of Directors or on written request of at least five full members at least ten days in advance of the requested time. The Board of Directors, or those persons calling for the special meeting shall make every effort to advise the membership of the special meeting. The Annual Meeting of the club shall be the November Regular Meeting to elect officers and transact any other business as may be deemed necessary by the Board or the membership. Notice of all meetings will be provided in the club newsletter. The Board of Directors shall hold a monthly regular meeting and any necessary special meetings may be called by the President or by request of three (3) Directors.

(B) QUORUM. At all annual, regular and special meetings ten percent (10%) of the voting membership shall constitute a quorum for the transaction of business pertaining to the club. The Secretary shall verify and announce the required quorum prior to commencement of any business discussions. All matters requiring a vote shall be based upon the majority or fractional total of voting members present at that meeting. At all Board of Directors meetings, five Board members shall constitute a quorum for the transaction of business. A majority vote shall be determined by fifty percent (50%) plus one of the total voting members present at that meeting. Committee members may determine among themselves the quorum requirements for their respective committees.

(C) CONDUCT. Robert's Rules of Order, Newly Revised, will be used to govern all proceedings of this club when not covered by these by-laws.

## SECTION SEVEN - COMMITTEES AND APPOINTEES

The president shall name all committee chairpersons and appointees and shall set forth duties as required or requested. The chairperson shall be responsible to the President. Committees shall remain in existence and their chairperson in that position unless otherwise determined by the committee, the President, or the Board of Directors.

(A) STANDING COMMITTEES. The following permanent standing committees are established. The Board may establish additional standing committees with a suitable scope defined and published in the club newsletter. These committees shall be tabulated in the roster of committees maintained by the Secretary, and changes shall be incorporated at the next routine Bylaws revision.

(1) MEMBERSHIP. A standing committee shall be responsible for all membership accounting tasks required for the classes of members defined in Section One. This includes the development of the Membership Application Form, Issuing Membership Cards and Certificates, maintaining a data base record of skills and interests as reported on applications, and maintenance of the membership Roster and Mailing Labels. This committee shall recommend to the Board for approval, a list of items to be distributed to new members and request action for development of information and brochures needed for recruiting and public service announcements.

(2) EMERGENCY OPERATIONS. The standing Emergency Operations Committee shall establish a plan to operate the Club station on any frequency band required and under emergency power when requested in an emergency. This plan shall include a roster of qualified operators, a call out procedure, operator scheduling, traffic handling procedures, and reporting requirements. The committee shall define training requirements to the Education Coordinator who shall establish classes as necessary and define operator certification/qualification criteria.

(3) PUBLIC RELATIONS. A standing Public Relations Committee shall be responsible for publicity, promoting, and advertising Club activities to the public and contacting governmental agencies to help determine areas of public needs within the scope of the Club's purpose. The committee shall recommend projects/programs for Board consideration.

(4) SCHOLARSHIP COMMITTEE. The Scholarship Committee shall establish qualifications, procedures, application and selection processes for scholarships. It shall provide suggestions to the Board for funding methods and publicity programs. Scholarship recommendations shall be presented to the Board of Directors for approval.

(B) AD HOC COMMITTEES. The President or the Board of Directors may establish ad hoc committees for any necessary purpose in the management of the Club. Each committee shall have a specific objective that terminates the committee upon completion.

(C) APPOINTEES

(1) The President shall appoint a Parliamentarian prior to the first regular meeting in January to provide advice on Parliamentary concerns.

(2) The President shall appoint a newsletter editor.

## SECTION EIGHT - CLUB SERVICES

The Club shall provide the following services in support of its charitable, educational and scientific purposes.

(A) EDUCATION

(1) CLUB PUBLICATION. The Club shall sponsor an official monthly newsletter to inform the membership of scheduled activities as well as technical and regulatory news. The newsletter shall also contain minutes for all meetings which have occurred since publication of the previous edition.

(2) TRAINING CLASSES. The Club shall conduct, sponsor and promote classes in preparation for amateur radio examinations; including but not limited to Morse code training, electronics theory, communications law, current operating practices and techniques and any other subjects which may advance the amateur radio service.

(3) EXAMINATIONS. The Club shall conduct, sponsor or promote voluntary examination sessions for prospective amateur radio operators, under the auspices and guidance of the American Radio Relay League accredited examiner program. Sessions shall be publicized and shall be available to the general public

(4) SCHOLARSHIPS. The Club shall sponsor Scholarships to deserving students in the Club's or other schools' classes as determined by the Board policy and recommendations of the Scholarship Committee.

(B) TRAINING SUPPORT FACILITIES

(1) LIBRARY. The club shall maintain a library of radio, electronics, and computer-related technical journals and publications to meet the educational and research needs of the members and the public.

(2) MUSEUM. The Club shall maintain a museum of historical radio equipment and documentation to support its educational, training and public interests.

(3) CONSTRUCTION AND TEST BENCH. The Club shall maintain a work area for equipment repair and testing in support of its equipment operations and educational training.

(4) CLASS ROOM SPACE. The Club shall maintain an area for meetings and classes of the Club.

(C) COMMUNICATIONS FACILITIES

(1) LICENSED OPERATING STATIONS. The Club shall maintain facilities to house an operating amateur radio station to improve operating skills and to provide emergency communications when requested. The Club shall maintain a current, valid amateur radio license as issued by the Federal Communications Commission. In addition the Club shall operate repeater systems to support local emergency and general communications.

(2) OFFICIAL EMERGENCY STATION. The station shall maintain its Official Emergency Station status with the American Radio Relay League and comply with all necessary management and reporting requirements of the ARRL.

(3) EMERGENCY AND PORTABLE OPERATING EQUIPMENT. The Club shall maintain portable power equipment, antennas and transceivers as necessary for emergency communications.

(4) EQUIPMENT LOANS. The Club will maintain equipment for loan to members.

(D) RECOGNITION PROGRAM

The club shall maintain an active awards program to recognize selected members. Specific awards and criteria shall be detailed in the standing rules.

(E) PUBLIC SERVICE ACTIVITIES

(1) AMATEUR RADIO EMERGENCY SERVICES (ARES). The Club shall actively support the Pierce County ARES communications mission with the use of Club radio and meeting facilities in support of the Pierce County Department of Emergency Services. A strong endorsement and recommendation shall be given members to join ARES.

(2) RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES). In the time of a governmental declaration of emergency, the Club shall support RACES with the use of Club facilities and member support.

(3) CONVENTIONS. The Club may sponsor conventions, trade shows, educational seminars and other gatherings to provide a means of demonstrating and discussing advances in amateur radio communications techniques and computer technology, and to provide a focal point for technical training. The public shall be invited to attend and participate in these activities.

(4) PUBLIC SERVICE PROJECTS. Upon request, the club shall support local public service events as requested by charities, governmental agencies and other public agencies.

#### SECTION NINE - AMENDMENTS

(A) PROCEDURE. Proposed amendments to these by-laws shall be submitted in writing to the Board of Directors for evaluation.

(B) VOTING. These by-laws may be amended at any annual, regular or special meeting of this club by two-thirds (2/3) of the voting members present at that meeting.

(C) NOTIFICATION. The membership shall be notified of proposed by-law changes by mail at least 30 days prior to the meeting at which the vote on the amendment(s) is to be taken. A voting member may request an absentee ballot from the Secretary, which shall be returned to the Secretary prior to the commencement of the meeting at which the vote is to be taken.

(D) TIME OF EFFECT. Unless otherwise noted, any amendments to these by-laws will be effective immediately upon passage.