

CONSTITUTION AND BYLAWS OF THE AMATEUR RADIO CLUB OF COLUMBIA COUNTY, INC.

DRAFT AUGUST 18, 2023

Deleted: APPROVED

Deleted: MARCH

Deleted: 27

Deleted: 18



Table of Contents

Article I. PURPOSE	4
Section 1.01 Education	4
Section 1.02 Emergency Communications	4
Section 1.03 Communications Assistance	4
Section 1.04 Cooperation	4
Section 1.05 ARRL	4
Section 1.06 Specific Purpose	4
Article II. MEMBERS OF THE BOARD OF DIRECTORS	5
Section 2.01 Board of Directors Organization	5
Section 2.02 President	5
Section 2.03 Vice President	5
Section 2.04 Secretary	5
Section 2.05 Treasurer	5
Section 2.06 Board Member at Large	5
Section 2.07 Board of Directors Elections	5
Section 2.08 Board of Directors Meetings	5
Section 2.09 Board of Director Quorum	6
Section 2.10 Succession	6
Article III. APPOINTMENTS AND COMMITTEES	7
Section 3.01 License Trustee	7
Section 3.02 Public Information Officer	7
Section 3.03 Creation of Committees	7
Section 3.04 Standing VE Committee	7
Article IV. VE SPONSORSHIP	8
Section 4.01 Sponsorship Responsibilities	8
Section 4.02 Volunteer Examiner Liaison Responsibilities	8
Section 4.03 VE Sponsorship Accountability	8
Section 4.04 ARCCC, Inc. Treasurer Responsibilities	8
Article V. MEMBERSHIP	9
Section 5.01 Full Membership	9
Section 5.02 Associate Membership	9
Section 5.03 Honorary Membership	9
Section 5.04 Members in Good Standing	9

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

(a) Membership Application.....	9
(b) Membership Withdrawal.....	9
(c) Membership Behavior.....	9
Article VI. FINANCES	11
Section 6.01 Fiscal Year.....	11
Section 6.02 Discount Qualifications	11
(a) Refunds	11
(b) Family Membership	11
(c) Youth.....	11
(d) Life Membership	11
(e) Active Military	11
(f) New Licensees.....	11
Section 6.03 Compensation	12
Section 6.04 Fiscal Information	12
(a) Presidential Discretionary Expenditures	12
(b) Expenditures	12
Article VII. MEETINGS	13
Article VIII. AMENDMENT	13
Article IX. 501(c)3 STATUS	13

Deleted: 12

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Article I. PURPOSE

The name of the organization is the Amateur Radio Club of Columbia County, Inc., will be a non-profit, charitable organization and will perform public service in Columbia County, Georgia and the surrounding area by:

Section 1.01 Education

Providing educational and training programs and activities which promote the hobby of amateur radio for licensed amateur radio operators and those interested in the hobby,

Section 1.02 Emergency Communications

Providing radio communications during times of emergency and for emergency preparedness training activities,

Section 1.03 Communications Assistance

Providing communication assistance for various public and charitable projects and activities,

Section 1.04 Cooperation

Cooperating with other similar organizations in promoting scientific and educational activities, and

Section 1.05 ARRL

Affiliation with the American Radio Relay League (ARRL).

Section 1.06 Specific Purpose

The specific purpose is to preserve, promote, proliferate, and educate on Amateur Radio, as well as to assist governmental and non-governmental agencies in times of emergencies/disasters.

At no time will the organization ask for compensation for services rendered.

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Article II. MEMBERS OF THE BOARD OF DIRECTORS

Section 2.01 Board of Directors Organization

The Board of Directors of this organization will consist of a President, a Vice President, a Secretary, a Treasurer, and a Board Member at Large. The Board of Directors ("Board") will serve the organization and will be answerable to the members. The Board of Directors will not receive paid compensation for their duties in the organization.

Section 2.02 President

The President will be the Chief Executive Officer and run the affairs of the organization.

Section 2.03 Vice President

The Vice President will serve in the absence of the President or at the President's direction.

Section 2.04 Secretary

The Secretary will be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board, general and special called meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records except for financial records are maintained.

Section 2.05 Treasurer

The Treasurer will be the Chief Financial Officer and will make a report at each General meeting. Treasurer will be a member of the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information of the organization available to members and the public. All financial records of the organization will be maintained by the treasurer.

Section 2.06 Board Member at Large

The Board Member at Large may be asked to serve in the capacity of a board member missing at a meeting. For example, when the treasurer is absent, this board member may be asked by another board member to assume the responsibilities of the treasurer for the duration of the meeting.

Section 2.07 Board of Directors Elections

The Board of Directors will be elected every two years at the November meeting of the organization. Nominations will be offered at the October or other designated meeting by the Board and nominations will also be accepted from the floor. Nominees must confirm that they are willing to accept if they are present or in writing if they are not present. Nominees will be listed and the list distributed to Full Members via e-mail at least two weeks prior to the November meeting. Only Full Members in good standing and at least 18 years old may hold office in the organization. A term for a Board Member is defined as two years. A Board Member can serve in the same position for no more than 5 years. The nominating committee will be the Board, unless a nominating committee is established by the Board of Directors.

Section 2.08 Board of Directors Meetings

The Board of Directors shall meet at least quarterly.

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Section 2.09 Board of Director Quorum

A quorum must be attended by at least 51% percent of the Board members before business can be transacted or motions made or passed.

Section 2.10 Succession

Normal succession rules apply in that the Vice-President takes over the remaining term of a President if necessary. In the case of board members other than the president, special elections may be held at any regularly scheduled or specially called meeting to replace any Board member who has resigned, has been disqualified for board service, or has become silent key. Notice of such an election will be sent via email to all Full Members in good standing at least five (5) days prior to the meeting. Nominations for the new Board member will be presented by the remaining members of the Board and nominations will also be accepted from the floor. Vote on the replacement will be at the same meeting where the nominations are presented and carried by a majority vote of the members present.

- Deleted: Approved
- Deleted: 3
- Deleted: 7-
- Deleted: 18

Article III. APPOINTMENTS AND COMMITTEES

Section 3.01 License Trustee

The License Trustee for the club will be appointed by the Board.

Section 3.02 Public Information Officer

The Public Information Officer (PIO) may be appointed by the Board.

Section 3.03 Creation of Committees

The Board may create committees as needed.

Deleted: <#> Standing VE Committee¶
A standing VE Committee shall be formed to act as an interface between the VE team and the ARCCC, Inc. The Volunteer Examiner Liaison (VEL) shall be the primary Co-Director (regardless of membership in the ARCCC, Inc.) of the VE Committee, with additional members / Co-Directors to be designated by the VEL (regardless of membership in the ARCCC, Inc.). This committee shall be in existence as long as VE sponsorship exists (i.e. the VE team is using an ARCCC, Inc. account). If the sponsorship is terminated, this committee may be eliminated / modified by a majority vote of BOD members present at a normally scheduled BOD meeting, or at the request of club members by a majority vote at any regularly scheduled club meeting.¶

- Deleted: Approved
- Deleted: 3
- Deleted: 7-
- Deleted: 18

**Deleted: <#> VE SPONSORSHIP¶
Sponsorship Responsibilities¶**

The Columbia County Volunteer Examiner (VE) Team will be sponsored by the ARCCC, Inc. for the purposes of promoting amateur radio licensing. As part of that sponsorship, the ARCCC Inc. will provide access to a checking account for use for VE related financial activities. The VE team will be responsible for any fees, fines, or expenses associated with this account. The checking account may have debit card access, if so desired, but will have no overdraft protection or linkage to any other ARCCC, Inc. accounts. The ARCCC, Inc. treasurer will maintain access to, and will monitor / report account status, but the account will be for the sole use and responsibility of the VE team. The VE team will be responsible for maintaining a sufficient balance to prevent any over drafts and will be responsible for reimbursing any fees associated with overdrafts, non-sufficient funds, or other fees/charges to the ARCCC, Inc.¶

¶ Volunteer Examiner Liaison Responsibilities¶

The Volunteer Examiner Liaison is accountable to the Volunteer Examiner Coordinator (VEC) and shall perform in accordance with the VEC in which they are accredited. The VE team will continue to function autonomously with regard to all scheduling / testing functions, and all activities that do not involve use of ARCCC, Inc. accounts.¶

¶ VE Sponsorship Accountability¶

The ARCCC, Inc. Board of Directors / members are not accountable / responsible for the VE team, their organization, or their actions. The ARCCC, Inc. Board of Directors may, however, request updates from the VE Committee on past, present, or future activities for the purposes of membership updates and outreach activities.¶

¶ ARCCC, Inc. Treasurer Responsibilities¶

The ARCCC, Inc. Treasurer may temporarily suspend account access at any time if he / she feels that account activity puts the ARCCC, Inc. at risk. If this is done, the matter will be brought before the ARCCC, Inc. BOD at the next regularly scheduled meeting for resolution. The ARCCC, Inc. Board of Directors, on a majority vote of BOD members present at any normally scheduled BOD, meeting may suspend / remove access to the VE team from the ARCCC, Inc. account. If this is done, the ARCCC, Inc. Treasurer will provide the balance of funds in the account used by the VE team (less any fees owed) to the VEL as soon as practical. The payment of these funds may be delayed if necessary to resolve any overdraft or other fee related issues.¶

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Article IV. MEMBERSHIP

Section 4.01 Full Membership

Full Members will be licensed amateurs qualified to operate on FCC allocated amateur frequencies who have been voted in by a 2/3 majority of the members present at the regularly scheduled meeting where their application for membership is presented. They will have the right to vote in person (no proxy votes) on all questions before the membership as long as they are members in good standing. They will remain members in good standing as long as their dues are kept current or until their membership is revoked.

Section 4.02 Associate Membership

Any person may be accepted as an associate who has been voted in by a 2/3 majority of the members present at the regularly scheduled meeting where their application for Associate membership is presented. Associates will have no voting privileges and have no voice in the meetings. Associates will remain in force as long as their dues are kept current or until their Associate membership is revoked.

Section 4.03 Honorary Membership

Any person may be accepted as an Honorary Member who has been voted in by a 2/3 majority of the members present at the regularly scheduled meeting where a nomination for Honorary membership is presented. Honorary members will have no voting privileges and have no voice in the meetings. Honorary members can be voted out by a 2/3 majority of the members present at the regularly scheduled meeting.

Section 4.04 Members in Good Standing

Any member will remain a member in good standing as long as their dues are paid on time until they withdraw their membership or their membership is revoked by vote.

(a) Membership Application

Anyone desiring a membership in the organization must submit a written application for desired membership type. This application will be presented to the members present at a regularly scheduled meeting. The applicant will be excused from the meeting and the members will then vote on acceptance of the applicant. A two thirds (2/3) majority vote of the members present at the meeting will be required for the applicant to be accepted as a member of the organization.

(b) Membership Withdrawal

Members may withdraw their membership by providing written notification (letter or e-mail) to any board member.

(c) Membership Behavior

Any member whose behavior is determined to be detrimental to the ARCCC, Inc. or to Amateur Radio may have their membership in the organization brought into question using the following steps.

(i) Mediation Request to Board of Directors

Any accusations are required to be presented with pertinent details in writing to the Board. The Board will then act as a mediator between the accused and accuser.

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

(ii) Mediation – First Attempt

The Board will facilitate a meeting between the accused and accuser within 10 days and attempt to resolve the issue to the satisfaction of all present. If no satisfactory resolution can be achieved by the board, the accuser and accused will be notified and the issue will be brought before the organization for a written vote at the next regularly scheduled meeting.

(iii) Mediation – Second Attempt

If membership of any individual in the organization is brought into question before the organization, a two thirds (2/3) majority vote of the members present will be required to revoke the membership of the accused. All issues will be discussed by the organization before the vote. After the vote is taken, the presiding board member will announce the results.

(iv) Membership Application after Revocation

Any person who has had their membership revoked by vote of the organization must wait one (1) year before re-applying for membership in the organization.

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Article V. FINANCES

Full Member annual dues will be established by the organization membership and recorded in the minutes of the regularly scheduled meeting when the vote is taken. Such dues will then be recorded on the organization's website. Dues must be paid by the last day of March in the year in which they are due for any member to remain a member in good standing. If dues are not paid by the last day of April of that same year, the membership will be revoked and the member dropped from the roster. Individuals whose membership has been revoked for non-payment of dues may re-apply for membership in the organization at any time.

Section 5.01 Fiscal Year

The fiscal year for the organization and for membership will be from January 1 through December 31.

Section 5.02 Discount Qualifications

Qualifications for dues discounts: Only one per member

(a) Refunds

There will be no refund of dues, either full or pro-rated, to those who withdraw their membership or lose their membership in any other way.

(b) Family Membership

A family is comprised of at least 2 members, no more than 2 adults, and any of their children residing in the same home. Voting privileges for each member is determined in Article IV. A family will be afforded the special membership rate of 50% of the full member rate times the number of licensed family members.

(c) Youth

Licensed students 17 years of age and under will be afforded a special membership rate of 50% of the full membership rate. Voting privileges for each member is determined in Article IV.

(d) Life Membership

Life Members will have free membership for their lifetime as long as they are members in good standing. Life Membership may not be passed on to others. Voting privileges for each member is determined in Article IV. Members through the age of 64 can purchase a lifetime membership for \$750.00. Members 65 and older may purchase a lifetime membership for \$480.00.

(e) Active Military

Members on active duty in the military who are licensed amateur operators may apply for free Full Membership for as long as they are in the area. This free membership is maintained if the member attends 2 meetings or amateur radio related events per calendar year and presents a military ID when dues are due. Otherwise, free membership will be revoked. This requirement can be waived at the discretion of the Board, for example, in cases of extended TDY (temporary change of duty station). Membership type and voting privileges are determined in Article IV.

Deleted: <#>New Licensees¶

People receiving their first amateur radio license by testing with the ARCCC, Inc. sponsored VE group may apply for Full Membership in the organization. Membership type and voting privileges are determined in Article IV. The applicant can choose to receive the rest of the time through March free OR pay a pro-rated amount (1/12 per month) for dues through March, and then receive a full free year membership. The applicants must have their membership application signed by a Volunteer Examiner Liaison at the test session where the license is earned.¶

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

Section 5.03 Compensation

No member will receive compensation for activities or work performed on behalf of Amateur Radio other than reimbursement for approved out of pocket expenses.

Section 5.04 Fiscal Information

(a) Presidential Discretionary Expenditures

The President will have access to up to \$500 for discretionary purchases for the organization over the span of his/her term. Approval for such expenditures is not required but a full accounting must be provided to the membership at the regularly scheduled meeting following the expenditure. A 2/3 majority vote at a regular meeting approving the expenditure will remove that purchase from the discretionary purchases line item.

(b) Expenditures

All financial expenditures with the exception of discretionary expenditures and mandatory expenses for insurance, P. O. box fees, website domain hosting, and routine business expenses must be approved by a majority vote of the members present at the regularly scheduled meeting at which such expenditures are requested. All expenditures will be made by check signed by at least one Board member, or with the organization’s debit card.

- Deleted: Approved
- Deleted: 3
- Deleted: 7-
- Deleted: 18

Article VI. MEETINGS

Meetings of the organization will be held monthly on the fourth Tuesday at the specified location. Special meetings may be called by the President or at least three members of the Board, after notice is sent out to all members ten days prior to the meeting. A quorum of at least 10 members must be present before business can be transacted or motions made or passed. A vote of 2/3 majority is needed for a motion to pass.

Article VII. AMENDMENT

This document may be amended by the members. Any change must be proposed at a regularly scheduled meeting and voted on at a later meeting, either a regularly scheduled meeting or a specially called meeting. All changes must be approved by a two thirds (2/3) majority vote of the members present at the meeting. This Constitution and By-Laws will become the rules of this organization when approved by a two thirds (2/3) majority vote of those present at the meeting in which the vote is taken. Such vote and approval will be recorded in the minutes of the meeting. The results of the vote and Constitution and Bylaws as amended will be published on the organization’s website.

Article VIII. 501(c)3 STATUS

The organization will maintain its 501(c)3 status. In the event of the dissolution of the organization, all assets and funds remaining will be distributed in their entirety to another organization which has (501(c)3 status with the Internal Revenue Service and as set forth by the Articles of Incorporation.

It is the intention of this document to comply with all 501(c)3 requirements. If any portion of this document is found to be in conflict of the 501(c)3 provisions, 501(c)3 will take presidency for that instance only.

Questions about the interpretation of this document will be answered by the board of directors.

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18

This version of the Amateur Radio Club of Columbia County, Inc. Constitution and Bylaws
voted on and accepted on March 27, 2018.

Russell Welsh KG4HIR
President

Date

Dan Marshall N4MI
Vice President

Date

Deleted: Walter Brumeloe W4EFS

Shannon Covington KK4MED
Secretary

Date

Steve Clayborn KI4FSX
Treasurer

Date

Deleted: Howard Weeks

Deleted: K5JCP

Deleted:

Eric Cagle KK4ZHT
Board Member at Large

Date

Jim Cunningham KV4YA
Constitution and Bylaws Committee Co-Director

Date

Bill Clark WK4F
Constitution and Bylaws Committee Co-Director

Date

Deleted: Approved

Deleted: 3

Deleted: 7-

Deleted: 18