

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

FEBRUARY 3, 2026



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## **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.

## **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 and the new Board will assume their roles effective January 1 of the following year. The system used for elections will be chosen by the nomination committee and instructions will be provided at the time that nominations are solicited. Nominations will be offered at the September 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 consecutive years. The nomination process will be determined by the Bylaws Committee Director / Co-Directors.

### **Section 2.08 Board of Directors Meetings**

The Board of Directors shall meet at least quarterly.

## **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 from board service, or has become silent key. Notice of such an election will be sent through the system chosen by the nomination committee 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. The term will be for the remainder of the unexpired term of office for the member they are replacing.

## **Article III. APPPOINTMENTS 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.

## **Article IV.           MEMBERSHIP**

### **Section 4.01           Voting 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 voting 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. If a member's license lapses or becomes invalid for any reason, they will become Non-Voting members.

### **Section 4.02           Non-Voting Membership**

Any person may be accepted as an associate who has been voted in by a 2/3 majority of the voting 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 voting 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 voting members present at the regularly scheduled meeting.

### **Section 4.04**

Life Membership is being discontinued as a new option, but existing life members will continue in good standing as long as they renew their membership annually. There is no cost for renewal, but failure to renew annually will result in the loss of Life Membership. This will serve as a heartbeat function and signify that the members still wishes to be an active member of the club. All current Life Members will be formally notified of the new requirements, and no future Life Membership applications will be accepted. By majority vote, the Board may, upon a finding of extenuating circumstances, waive or modify the loss of a Life Membership.

### **Section 4.05           Members in Good Standing**

Any member will remain a member in good standing as long as their dues are paid on time unless they withdraw their membership or their membership is revoked by vote. In the case of Life Members, they remain members in accordance with Section 4.04.

#### **(a) Membership Application**

Anyone desiring a membership in the organization must submit an application for desired membership type. This application will be presented to the members present at a regularly scheduled meeting. The applicant may 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 voting 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.

#### **(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.

## **Article V. FINANCES**

Voting 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. Dues must be paid annually. There will be a grace period of 7 days following the due date, and during this time members can pay their annual dues without penalty. If a member has not paid their annual dues by the end of the grace period, their membership will be revoked and they must re-apply to become a member again. 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) Life Membership**

Life Members will have a no cost membership renewal as long as they are members in good standing as outlined in Article IV. Life Membership may not be passed on to others. Voting privileges for each member is determined in Article IV.

### **Section 5.03 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. Discretionary purchases are contingent on funding availability confirmation by the Treasurer. 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 of voting members at a regular meeting approving the expenditure will remove that purchase from the discretionary purchases line item.

#### **(b) Expenditures**

All financial expenditures outside of the approved budget must be approved by a majority vote of the voting members present at the regularly scheduled meeting at which such expenditures are requested. All expenditures will be made in a form approved by the treasurer. An annual budget will be provided by the treasurer to the members for a vote at the beginning of each calendar year. Expenses approved as part of the budget will not need to be returned for additional vote unless the amount requested exceeds the approved amount. Expenditures not included in the budget, or that have exceeded the amount requested as part of the budget, must be approved by a majority vote of the voting members present at the regularly scheduled meeting at which such expenditures are requested.

## **Article VI. MEETINGS**

Meetings of the organization will be held monthly January through November at the specified location / virtual platform. 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 Internal Revenue Code Section 501(c)3 status 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 precedence for that instance only.

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

This version of the Amateur Radio Club of Columbia County, Inc. Constitution and Bylaws  
voted on and accepted on February 3, 2026.



Russell Welsh KG4HIR  
President

02-03-2026

Date



Dan Marshall N4MI  
Vice President

02-03-2026

Date



Shannon Welsh KK4MED  
Secretary

02-03-2026

Date



Bill Clark WK4F  
Treasurer

02-03-2026

Date

Steven Kitchings KN4RVU  
Board Member at Large

02/03/2026

Date

Jim Cunningham KV4YA  
Constitution and Bylaws Committee Co-Director

02/02/2026

Date

Randall Blumberg KN4FYG  
Constitution and Bylaws Committee Co-Director

2-3-26

Date