

# The Lancaster & Fairfield County

Amateur Radio Club, Inc.



# By-Laws

## MEMBERSHIP:

- a) A completed application for membership shall be submitted to the secretary who will in turn present it to the general membership at the next regular meeting. Each applicant must express a willingness to abide by the constitution and by-laws and such other rules as may be promulgated by the club. Two-thirds (2/3) of the regular members present and voting shall approve the application before the individual shall be considered elected into the membership. Newly elected members shall be given copies of the constitution and by-laws.
  
- b) Lifetime Member requirements include the following: The status of Lifetime Membership shall require a valid amateur radio operator's license at all times. Lifetime Member shall not be obligated to pay dues, shall have full voting authority, and be able to take advantage of all other club benefits. Should Lifetime Member's amateur radio license lapse, the process to obtain the status will start over. Candidate for Lifetime Member must fulfill a minimum of two (2) of the requirements listed.
  1. Payment of membership dues without lapse for a consecutive period of twenty-five (25) years.
  2. Contribution of service to the club to benefit the club's purpose and its members.
  3. Contribution of equipment, real estate, or monies in the amount of \$750.00 or more (beyond required dues) to the club.
  4. Contribution other than financial, to the existence of the amateur radio community as a whole at any level, whether local, state, federal or world-wide.

Any member in good standing with the club may recommend another member at a regular or special meeting for this status. Recommendation will be **sent via email** and at the next club meeting, motion will be made to give member Lifetime Member status, discussion held, second to the motion, and vote to either accept or deny motion determined by two-thirds (2/3) majority.

## MEETINGS:

- a) Regular meetings shall be held each month at such a place and time, as the president shall order. Special meetings may be called by the president, or upon written request to the president, of any five (5) members in good standing.

- b) **Notice of the regular meetings shall be sent to all regular members via email. Notice of special meetings shall also be sent via email to all regular members informing them of this special meeting and the business to be discussed. Only such business as is designated, shall be transacted at such special meetings. Minimum notice shall be seven (7) days.**
- c) An executive committee meeting shall be held as needed at such a place and time as the executive committee chairman shall decide.
- d) A station committee meeting shall be held quarterly at such a place and time as the station committee chairman shall decide.

## **DUES**

- a) Annual dues for regular membership for ages 18 through 64 shall be twenty-five (\$25.00) dollars.
- b) Annual dues for regular membership for ages under 18 years and over 64 years, shall be twelve (\$12.00) dollars.
- c) Annual dues for associate membership shall be fifteen (\$15.00) dollars.
- d) Dues shall expire and be collectable on the anniversary date of the current membership.
- f) **Notice of membership renewal shall be sent via email to each member as a reminder. If no email for the member, it will be mailed via USPS. Such notice will be made before or near their their current membership year-end.**
- g) Members who are in the United States armed forces shall not be required to pay dues while on active duty. They must pay the current years dues within three (3) months of separation, in order to continue their membership.
- h) Honorary members shall not be required to pay dues.
- I) Members in arrears in dues for three (3) months will be removed from the membership roster. Members, who have been removed from the membership list for a period of one (1) year or more, must re-apply for membership as a new member and pay the appropriate dues.

## NOMINATION PROCEDURE:

- a) **The President will request at the August meeting for the Secretary to prepare an email to be sent to all members in good standing asking for volunteers for the President, Vice President, Secretary, Treasurer and Activity Manager for the coming year. All responses must be returned via email prior to the September meeting.**
- b) **The secretary will report the nominations received at the September meeting.** Additional nominations may be made from the floor until the vote is taken. If there is no nominee for an office, an appointment will be made by the executive committee. All members nominated must be in good standing and agree to serve if elected, before the September meeting is adjourned. This September meeting must be held in Fairfield County.
- c) **To ensure the integrity of separation of duties, no club officer may hold a simultaneous office in, or of leadership role of a Civil Defense organization, ARES/RACES, etc. that would have the ability to approve funding for that entity.**

## ELECTIONS:

- a) **The election ballots will be sent and returned via email and collected by the secretary and counted at the October meeting by a three (3) member committee appointed by the president, and announce the results.** There shall be no balloting or collecting of ballots at the meeting, except in case of a tie. In the event that the whole of the ballot consists of only one nominee for each office, instead of **email balloting**, a motion will be made at the regular meeting in October to accept and vote into office nominees, followed by a second to the motion and a vote to accept the motion. New officers will assume their duties at the November meeting.
- b) In case of a tie for any office, the tie will be broken by secret ballot of those regular members present and voting at that meeting.
- c) President. - The person receiving the most votes shall be declared elected. The president may not serve more than two (2) consecutive terms as president. On completion of their term(s) in office, they automatically become an ex-officio member of the executive committee. After serving in this capacity for one (1) year, they are eligible to be nominated for any office again. This restriction shall be waived in the event no new eligible candidate(s) run for president.
- d) Vice President. - The person receiving the most votes shall be declared

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- e) Secretary. -The person receiving the most votes shall be declared elected.
- f) Treasurer. -The person receiving the most votes shall be declared elected.
- g) Activities Manager. - The person receiving the most votes shall be declared elected.

#### **TERM OF OFFICE:**

- a) The president, vice president, secretary, treasurer, and activities manager shall be elected for one (1) year terms.

#### **AUDIT:**

- a) Each newly elected president shall appoint an auditing committee which shall consist of a minimum of three (3) regular members who are not officers. They shall audit the books of the previous administration and report their findings to the membership for approval.

#### **PUBLICATIONS:**

- a) **The club shall cause to be issued by e-mail, a bulletin called the “Ragchewer” which will be e-mailed when information is available. The editing and publication will be under the direction of an editor appointed by the executive committee. The “Ragchewer” will contain items of interest to the general membership. It will contain, but is not limited to, new club activities, official announcements, radio related items for sale, etc. A printed copy of each “Ragchewer” shall be posted on google drive and a copy will be posted on our website [www.k8qik.org](http://www.k8qik.org).**

**Club meeting notices and special announcements will be sent via email by the Secretary and if needed members will have access to meetings via Zoom.**

#### **CLUB DONATIONS:**

- a) **Any donations of equipment must have a 501c3 Organization Donation Receipt form completed and equipment will be entered into our club inventory.**

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**CLUB STATION:**

- a) **The club station will be maintained in operational condition for emergencies at the Fairfield County Emergency Management and Homeland Security (FCEM&HS) at 240 Baldwin Drive, Lancaster, Ohio. Access to this building will be at the discretion of FCEM&HS Director.**
- b) The club station may be operated by any regular member in the mode(s) for which their amateur radio license is valid.
- c) The station engineer(s) shall have the authority to expend moneys not to exceed **\$175.00** per month on parts or equipment to maintain the station without prior general membership approval. In an emergency, funds required to repair the station between regular meetings, which exceed \$100.00 per month, will be approved by the club president. Bills or receipts must be presented to the treasurer for payment at the next regular meeting.
- d) All station equipment is the responsibility of the trustee.

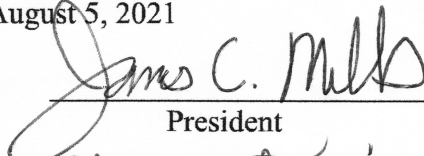
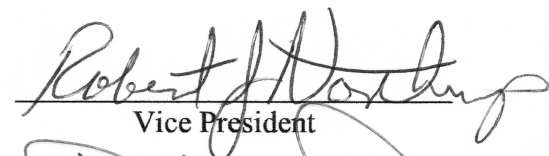

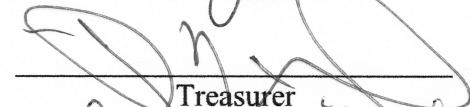
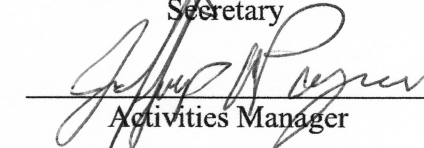
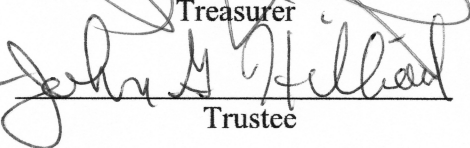
**MISCELLANEOUS DUTIES:**

- a) **Secretary and Treasurer shall possess a P.O. Box key and thereby retrieve any mail addressed to any officer and distribute accordingly.**
- b)

Adopted: June 3, 1993 and signed by officers at that time. Modified: June 2, 2016

Modified August 5, 2021

Signed:

 _____ President	 _____ Vice President
 _____ Secretary	 _____ Treasurer
 _____ Activities Manager	 _____ Trustee