

# The Mid-State Amateur Radio Club Bylaws

## Article I

### General

1. The Mid-State Amateur Radio Club is a corporation organized under both the not-for-profit laws of the State of Indiana, and Section 501(c) (3) of the United States Internal Revenue Code.

## Article II

### Purpose

1. The purpose of the Mid-State Amateur Radio Club (hereinafter “Club” or “MARC”), is to encourage the advancement of knowledge in the areas of science, technology, and communication. Additionally, the Club shall be responsible for maintaining and operating both Club and repeater stations in accordance with FCC Part 97 Rules and Regulations (47 CFR Part 97). Members of the Club will also assist with communications at special events and during times of local or national emergencies at the request of an agency or organization.

## Article III

### Membership Categories

1. **Member**, as used herein, shall mean an individual in good standing, whose dues are currently paid.
2. **Full Member**, as used herein, is a Member who has a valid Amateur Radio license. Such a person may vote and hold office. (A Full Member can also be an Honorary Lifetime Member or a Dues-Exempt Member as indicated in Sections 4 and 5 of this Article.)
3. **Associate Member**, as used herein, is a licensed or unlicensed person or family member who is a Member without the privilege of voting or holding office.
4. **Honorary Lifetime Member**, as used herein, is any Full Member who is nominated at any regular meeting for Honorary Lifetime Member. Such nominations must be made by a Full Member. This status is intended to be an exceptional honor, in recognition of especially meritorious and distinguished contributions by the nominee to the Club. A majority vote of Members present and voting is required to confer this status. An Honorary Lifetime Member shall pay no dues and shall retain all the privileges of Full Membership.
5. **Dues-Exempt Member**, as used herein, is a person who has been nominated by a Full Member for dues-exempt status. Such nominations may be made at any regular meeting, and an explanation of the reason for such nominations given. Reasons may include, but are not limited to, financial hardship or significant accomplishment. A majority of Members present and voting shall be required for the motion to pass. A dues-exempt person shall pay no dues and will retain all the privileges of the type of Membership held at that time. This status may be rescinded by these same procedures.

**Article IV**  
**Inactive Members**

1. A person whose Membership has lapsed for more than one year shall be considered inactive and have no Membership privileges. To regain Membership, inactive persons must apply as new Members with dues as prescribed in Article VI of these Bylaws.

**Article V**  
**Communications**

1. Unless specified otherwise in this document, the terms “notify” and “send” shall mean by postal service, in-person delivery, email, text messaging, or any other means of communication available at that time that is acceptable to the recipient. A mix of communication modalities is allowed so long as all Members are contacted in a timely manner as specified in Article VIII, Officers and Elections.

**Article VI**  
**Dues and Finances**

1. The dues year shall extend from January 1 to December 31.
2. Dues will be reviewed at the Board Meeting in November of each year. Per annum dues shall be determined by a vote of the Membership. As of the date of the approval of this revision, the dues are as follows:

a. Full Member	\$25.00
b. Associate Member	\$15.00
3. Dues must be paid by the June meeting in order to vote for officers in September.
4. New Member dues shall be pro-rated from date of joining to the next January 1. A new Member is someone who has never been a Club Member or is an Inactive Member as described in Article IV.
5. The petty cash fund established for the use of the Treasurer shall not exceed \$100.00.
6. The fiscal year for the Club shall be October 1 to September 30.

**Article VII**  
**Expulsion of Member**

1. At any regular meeting any Full Member may move to expel any Member, stating just cause. The Secretary shall send a notice of such motion to each Full Member prior to the next regularly called meeting, at which time the motion shall be voted upon. The Member whose expulsion is under consideration is entitled to address the Club Members prior to voting. The defense is expected to be in the general form of an appeal or a statement of the case for the

person being considered for expulsion. The expulsion motion requires a nine-tenths majority of Members present and voting in order to pass.

**Article VIII**  
**Officers and Elections**

1. Officers of the Club to be elected for one year terms are President, Vice President, Secretary, Treasurer and Repeater Trustee.
2. Officers shall hold a valid FCC Amateur Radio license.
3. These officers shall constitute the Executive Committee. They shall also be considered the Board of Directors in matters pertaining to the Club as a not-for-profit corporation. The Executive Committee shall act on behalf of the Membership between meetings to deal with matters that cannot wait until the next regular meeting.
4. Executive Committee actions taken in accordance with Article VIII (2) shall be voted on at the next regular meeting and approved or disapproved by a simple majority vote. If disapproved by the Membership, the actions shall be rescinded if possible; if not possible, the disapproval shall be considered an expression of censure.
5. A Nominating Committee shall be appointed by the President at the regular July meeting. This committee shall present a slate of nominees for the positions of President, Vice President, Secretary and Treasurer to the Membership at the August meeting, and the Executive Committee shall present one or more persons as nominees for the position of Repeater Trustee at the same meeting. All nominees must be Full Members of the Club. At the August meeting, nominations can be made from the floor on behalf of people who agree to serve if elected. If nominations produce multiple nominees for any office, the Secretary will send each Full Member a ballot no later than 21 days before the September meeting at which time the votes will be counted. Ballots will also be available the day and place of the vote. The Executive Committee will appoint two Tellers to receive ballots. These Tellers shall not be current Officers or running for an office.
6. All completed email ballots shall be returned to the Tellers and remain unopened no later than Thursday before the September MARC meeting. If emails with ballots bounce back, a ballot should be mailed out. Completed ballots can also be returned by USPS or hand carried to the September meeting. Treasurer will pick up the ballots from the Post Office and deliver them, unopened, to the Tellers. Ballots will also be available the day of the September meeting. Ballots will be counted by three individuals appointed by the Tellers with at least one being a MARC Full Member and those individuals are not current candidates for office. Abstentions, late ballots, or improperly marked ballots shall not be counted. A majority of votes will elect. Tie votes shall be re-voted until the tie is broken.
7. Newly elected officers shall assume their duties at the regular October meeting, except for the Repeater Trustee, whose duties shall be assumed only after the Trustee-elect's call sign appears in the FCC database as the MARC Repeater Trustee. The Treasurer-elect shall assume their duties on the first day of October.
8. In order to remain in office, an officer must attend at least 50% of the monthly meetings and 50% of the Board meetings.

9. A vacancy in the office of the President shall be filled by the Vice President. In all other offices, vacancies shall be filled by appointment by the Executive Committee for the remainder of the officer's term. An Officer cannot hold more than one office at a time.
10. Officers may succeed themselves in subsequent terms.
11. Officers may be removed from office in the manner described in Article VII dealing with expulsion of Members. Removal from office does not mean exclusion from the Club.

### Article IX Duties of Officers

1. The duties of the **President** shall be to conduct all meetings according to adopted rules, to enforce observances of such rules, to decide questions of order (seeking parliamentary assistance if desired), to sign all official documents (or designate a signer) with Executive Committee approval, handle emergency matters with the advice and consent of the Executive Committee, and to perform all other customary duties pertaining to the office.
2. The duties of the **Vice President** shall be to assume presidential duties if the need arises, and to be of general assistance to the President. Additionally, the Vice President shall be responsible for the recruitment of new Club Members, and retention of current Membership.
3. Duties of the **Secretary** shall be to keep records of the proceedings of all meetings, to report to the Membership the minutes of the meetings, to carry on all correspondence and report appropriately to the Membership. Correspondence is understood to include matters relating to meetings.
4. The duties of the **Treasurer** shall be to receive and expend monies, receive applications and fees for Membership, keep proper records of all financial matters, keep an accurate record of Members and their dues status, make financial reports at Club meetings and as otherwise requested. In general, the Treasurer shall pay only those monies authorized by the Membership at Club meetings. However, there shall be established a petty cash fund for the payment, without authorization, of routine and incidental expenses. The President shall arrange for the Treasurer's books to be reviewed annually at the beginning of the MARC fiscal year by the conclusion of the October meeting.
5. The duties of the **Repeater Trustee** shall be to authorize and supervise the use of any Club call sign, to be accountable for Club equipment, provide continuity and guidance relating to changes in this office, to maintain such records as are necessary, and to be the chief contact person between the Club and any regulatory governmental agencies. The Repeater Trustee shall be responsible for the proper legal use of privileges granted by the Club license in accordance with FCC Rules (47 CFR Part 97), have final say only in all aforementioned legal matters, and shall submit a report at each monthly meeting. The Trustee shall hold a valid Amateur Radio license of General Class or higher.
6. At the end of any officer's term, all Club materials and any useful records pertaining to that office in the officer's possession shall be given to the officer's successor. The President shall be responsible for oversight of this transfer of information and resources. Club records shall be kept a minimum of three (3) years or as otherwise stated in current State and Federal corporation laws. The Executive Committee shall be responsible for designating a safe place

for keeping Club records. Records should be retained in both print and digital formats whenever feasible.

## **Article X** **Other Committees**

1. The President may create ad hoc committees acting alone or with the Executive Committee, and the Executive Committee as a whole may create standing committees as deemed necessary or desirable. This authority to create committees includes the authority to dissolve them as well.
2. Standing committees may be established for the purpose of determining and facilitating long-term goals and to keep the Club operating smoothly. Examples of committees that might be established under this section are:
  - a. Activities Committee - Shall be responsible for planning and scheduling official Club events and activities outside of the regular meetings such as, Strawberry Fest, Field Day, and the annual picnic. The chair of this committee will be appointed by the Executive Committee.
  - b. Public Information and Communications Committee - The chair of this committee will be appointed by the Executive Committee and the committee's makeup and duties will be determined by the Executive Committee.
  - c. Technical Committee - Shall be responsible for supporting the Repeater Trustee in the maintenance of the repeater and Club equipment and shall meet as requested by the Repeater Trustee who chairs this committee.

## **Article XI** **Meetings**

1. The Club shall meet the third Saturday of every month. The regular meeting time and location will be posted on the Club website and referenced from the Club Social Media page(s).
2. Special Meetings - In addition to the regular meetings, special meetings may be called by the President, Executive Committee, or by a group of 20% of Full Members who notify the President of their request. Date and time of a Special Meeting shall be delivered to voting Members at least five (5) days before the meeting. The Executive Committee shall be responsible for notifying Members.
3. Quorum and voting - One fourth of the total voting Members shall constitute a quorum for regular meetings. Voting on all motions shall require a simple majority to carry unless specified otherwise in these Bylaws.

## **Article XII**

### **Disposition of Club Assets and Dissolution of Club**

1. All equipment bought by or donated to the Club shall be subject to the rules and regulations imposed by State law for a not-for-profit corporation and Federal Guidelines under Section 501(c) (3) of the United States Internal Revenue Code.
2. No equipment bought by or donated to the Club shall be sold or donated without the approval of the Executive Committee. It shall be the responsibility of the Executive Committee to insure that any disposal or donation of Club assets meets the requirements of regulations as stated above.
3. Any Full Member may move to dissolve the Club at any regular meeting. The motion, and the arguments for dissolution, will be made in writing to the Secretary in a manner similar to an amendment to the Bylaws as described in Article XIV below. The Secretary shall read aloud the motion as submitted at the meeting at which it is presented. The Secretary shall send to all Full Members a notice of the motion as was read aloud, along with all relevant arguments and discussion brought forth at the meeting where it was presented. This notice, along with a ballot, is to be received by Full Members at least one week before the meeting at which the votes will be tallied. This meeting shall be at least three weeks later than the meeting at which the motion to dissolve was made. Yea votes on nine-tenths of the properly marked ballots received will be required to dissolve. Abstentions, late or non-received ballots, or improperly marked ballots shall not be counted in determining the proportion of yeas and nays.
4. Upon dissolution of the Club, as described in Section 3 of this Article, it shall be the responsibility of the Executive Committee to dispose of or donate the Club assets in a way that meets the requirements as stated in Section 1 of this Article.

## **Article XIII**

### **Parliamentary Procedure**

1. The rules contained in the current edition of *Robert's Rules of Order, revised*, shall govern proceedings of the Club except as otherwise provided for in these Bylaws.

## **Article XIV**

### **Amendments**

1. Any Full Member may move to amend these Bylaws at any regular meeting or at any meeting specially called for the purpose of a proposed amendment. The proposed amendment must be in writing and will be read aloud by the Secretary at the meeting at which it is presented. The Secretary shall send to all Full Members a notice of the proposed amendment, stating the relevant portion of the Bylaws as it exists, and the same portion as it would read after passage of the proposed amendment. This notice is to be received by Full Members at least three weeks before the meeting at which the votes will be tallied. Two-thirds of "Yea" votes will be required to amend.

Revision approved by the Mid-State Amateur Radio Club Membership: 06-18-2022