

# **MOUNT VERNON AMATEUR RADIO CLUB, INC.**

## **BY-LAWS**

### **ARTICLE I. MEMBERSHIP**

#### **SECTION 1. RIGHTS OF MEMBERS**

- (A) Members in good standing (as defined in Section 2) have full voting privileges on all business brought before the membership, and shall enjoy all other privileges of membership.
- (B) Said members also will share all the responsibilities of membership in the Corporation, as based on class of membership.

#### **SECTION 2. CLASSIFICATION OF MEMBERS**

- (A) ACTIVE MEMBERS - "Active" members of this Corporation shall consist of members who hold a valid Amateur Radio Operator's license and whose dues are currently paid up.
- (B) ASSOCIATE MEMBERS - An "Associate" member is a member who, though desirous of sharing the fellowship and other activities of the Corporation, does not presently hold an Amateur Radio Operator's license.

#### **SECTION 3. APPLICATION FOR MEMBERSHIP**

- (A) Membership in the Corporation is open without restrictions relating to race, sex, or creed.

#### **SECTION 4. REVOCATION OF MEMBERSHIP**

- (A) A member whose license is under suspension or has been revoked by the Federal Communications Commission shall immediately be suspended from Active membership for the period of such suspension or revocation.
- (B) A member who permits his/her license to expire shall be transferred to associate membership status until such time as the license is reinstated or renewed.
- (C) A member whose dues have not been paid by January 1 shall be considered delinquent and shall be so notified by the Treasurer. A member whose dues are in arrears shall be dropped from the active membership list by January 30 of the calendar year.

#### **SECTION 5. DISCIPLINARY PROCEDURE**

- (A) Any member may be dismissed from the Corporation for conduct judged to be detrimental to the aims, objectives and/or reputation of the Corporation. Such member will be duly notified of the charge(s) and upon written notification shall be given a hearing before the Board of Directors.
  - a. If found guilty as charged, the said member may be expelled from the Corporation by a two-thirds vote of the membership present at the next business meeting.

## **ARTICLE II. DUES**

### **SECTION 1. DUES STRUCTURE**

- (A) The annual dues for each class of membership shall be determined by the Board of Directors in accordance with the financial needs of the Corporation and with the approval of majority of members present at the next business meeting.

### **SECTION 2. ADJUSTMENT OF DUES**

- (A) The Board of Directors shall have the authority to reduce or remit the dues of any member if, in the opinion of the board, payment of said dues would be considered excessive.
  - a. A member in retirement and no longer gainfully employed, or 65 years of age, may, upon request, be granted membership with all privileges but at reduced annual dues.
- (B) If there is more than one licensed amateur in a family and household, one member only shall be required to pay full dues, each dependent duly licensed shall be required to pay reduced annual membership fees.
  - a. All such members will enjoy full voting privileges and all other benefits of membership in the Corporation under this reduced membership fee provision.

### **SECTION 3. SPECIAL ASSESSMENTS**

- (A) Special assessments may be levied by a two-thirds majority vote of the membership present, provided that due notice of intention be given to each member at least one month in advance of the vote on the proposed assessment.

### **SECTION 4. AMOUNT OF DUES**

- (A) Annual dues are \$20 for Active Membership.
- (B) Annual dues are \$15 for Associate Membership, retired, senior, or additional family members.
- (C) Yearly membership starts on Jan.1 and ends on Dec.31 of the same calendar year. New hams applying for membership within the year will pay initial dues prorated according to the number of months remaining.

## **ARTICLE III. MEETINGS**

### **SECTION 1. ANNUAL MEETING**

- (A) The regular business meeting in December shall be designated as the Annual Meeting.

### **SECTION 2. BUSINESS MEETINGS**

- (A) Business shall be conducted at any regular meeting, with routine matters brought to a vote and to be approved or disapproved by a majority vote of members present, except purchases considered more than routine shall require a two-thirds majority vote.

- (B) When voting on matters of Corporation policy, rule changes, or modification of by-laws or Constitution of this Corporation, decision must be by a two-thirds majority vote of Active members in good standing and present at any regular meeting.

## **ARTICLE IV. NOMINATION AND ELECTION OF OFFICERS**

### **SECTION 1. NOMINATIONS**

- (A) The Directors shall serve as the Nominating Committee and shall present a slate of nominees for the various offices to be presented to the membership at the regular meeting in November.
- (B) The names of all qualified candidates, and the offices for which they have been nominated, shall be entered upon ballots which shall be distributed to all Active members in good standing at the December Annual Meeting.
- (C) Last minute write-in nominations for any office can be accepted at any time during this process.

### **SECTION 2. ELECTIONS**

- (A) At the December Annual meeting all ballots will be counted and the results reported. Nominees receiving a simple majority of the votes cast will be considered as elected to office. Absentee ballots will be honored except where a runoff is required in order to arrive at the necessary majority vote.
- (B) For offices where there is only one nominee, that nominee will be considered as elected to office after receiving a simple majority voice vote from the assembled Active members.
- (C) New officers will be installed at the regular meeting in January.
- (D) Vacancies that occur between elections shall be filled by the Board of Directors.

### **SECTION 3. REMOVAL FROM OFFICE**

- (A) Any Officer may be impeached and removed from office for conduct determined to be unbecoming to that office. (See Art I, Sect 5 - Disciplinary Procedure)

## **ARTICLE V. OFFICERS' DUTIES**

### **SECTION 1. PRESIDENT**

- (A) The Corporation President shall be an active member and shall preside at all meetings.
- (B) He/she shall be a member of all other committees and shall perform such duties as usually pertain to such office, including the authority to appoint committees as may be deemed necessary.
- (C) The President shall be directly responsible to the Board of Directors and may be invited to Board Meetings, but may not serve as a Director while holding the office of President.
- (D) Notice of any change in PIO will be submitted to the ARRL Ohio Section Manager by the Corporation President

## SECTION 2. VICE PRESIDENT

- (A) The Corporation Vice President shall preside in the absence of the President and shall perform such other duties as the Board of Directors or President may designate.

## SECTION 3. SECRETARY

- (A) The Secretary shall issue notices of meetings when such notice is required under the Constitution or the by-laws of the Corporation.
- (B) The Secretary shall attend meetings and keep a journal of the minutes thereof.
- (C) The Secretary shall have sole responsibility of guarding all corporate books, records and corporate papers, and shall perform whatever other duties might be required by the nature of the office.

## SECTION 4. TREASURER

- (A) The Treasurer shall have charge of all funds of the Corporation under the direction of the Board of Directors and shall make available to the Board an Annual Statement of Financial Condition.
- (B) The Treasurer is authorized to make payment on any bills incurred by or obligations entered into by the Corporation when due, to the extent allowed by the funds of the Corporation. These payments may include (but are not limited to) rent for space or Corporation post box, utilities for the Corporation, and Corporation insurance premiums.
- (C) The Treasurer shall oversee any investments authorized by the Corporation and shall include their status in the Annual Statement of Financial Condition.
- (D) The offices of Secretary and Treasurer may be combined upon approval of the Board of Directors.

## SECTION 5. PUBLIC INFORMATION OFFICER

- (A) A Public Information Officer (PIO) shall be appointed by the Corporation President upon approval of the Board of Directors. The name of the PIO will be submitted to the ARRL Ohio Section Manager for appointment as an official PIO for the Ohio Section.
- (B) The responsibilities of the Public Information Officer will be based on those established by the American Radio Relay League, and are as follows:
  - a. Establishes and maintains a list of media contacts in the local area; strives to establish and maintain personal contacts with appropriate representatives of those media (e.g., editors, news directors, science reporters, etc.). Understands how stories should be submitted to media outlets and knows the rules for successful media submissions by media type.
  - b. Keeps informed of activities by local hams and identifies and publicizes those that are newsworthy or carry human interest appeal. (This is usually done through news releases or suggestions for interviews or feature stories).
  - c. Attempts to deal with and minimize any negative publicity about Amateur Radio and to correct any negative stories which are incorrectly ascribed to Amateur Radio operators.



- d. Generates advance publicity through the local media of scheduled activities of interest to the general public, including licensing classes, hamfests, club meetings, Field Day operations.
  - e. Keeps current and familiar with available materials including ARRL Public Service Announcements (PSAs), knows appropriate websites and social media to post viral media, brochures and audiovisual materials; contacts local radio and TV stations to arrange airing of Amateur Radio PSAs; secures appropriate brochures and audiovisual materials for use in conjunction with planned activities.
  - f. Seeks to constantly improve their skills by attending regional training sessions, PR Forums and other training activities endorsed by section PICs.
  - g. Submits articles and photographs to ARRL for QST and online applications.
- (C) In addition to the above responsibilities, the Public Information Officer shall also have the following:
- a. The PIO shall have administrative access to the club's Facebook page. The PIO shall have the means made available to him/her to update the public portions of the club's website. The PIO shall have similar access to any other forum or account used to release information to the public.
  - b. The PIO will maintain the information on club activities that is posted on the club's website (mvarc.net) as well as the club's Facebook page. This responsibility will expand to include any other social media or similar sites or feeds that the club may engage in the future.

## SECTION 6. BOARD OF DIRECTORS

- (A) The Board of Directors shall be the corporate governing body with authority to make all decisions deemed necessary for the proper operation of the Corporation, subject to membership approval as provided elsewhere in the by-laws.
- (B) The Board shall consist of not less than three and not more than nine members in good standing.
- (C) Initially, one-half of the directors shall be elected for a term of one year, one-half for a term of two years. Thereafter, Directors shall be elected for a term of two years to fill vacancies as they occur. No Director shall serve more than two consecutive terms in office, and must sit out for one year term before being eligible for nomination for the Board of Directors.
- (D) The Chair of the Board of Directors will be the most recent out-going Corporation President, who will serve in that capacity until succeeded by another out-going Corporation President.
  - a. The Chairperson may also vacate the position to assume another Corporation office or resign from the position.
  - b. A vacancy of this position will be filled by a current Director, selected by either a vote of the Directors (in the event of multiple nominees) or a simple vote of affirmation for a single nominee.
- (E) It shall be the duty of the Directors to attend meetings on a regular basis, or at least eight out of twelve monthly meetings per year, so as to be cognizant of the ongoing affairs of the Corporation.
- (F) The Board of Directors shall meet at least once every 6 months. They may meet more frequently, as their responsibilities might require.

- a. The nature of these meetings can be in person, via repeater or chat room, or by whatever means deemed appropriate by the Board.
- b. Minutes of these meetings will be maintained by one of the Directors and copies distributed to the board after the meeting is concluded.
- (G) The Board of Directors shall serve as the Nominating Committee, and function as described in Article IV of these By-Laws.
- (H) The Directors shall review the Constitution and By-Laws, recommending to the membership for vote any amendments or changes.
- (I) The Directors can authorize the maintenance and repair of the Corporation's repeaters and mesh network, including the release of Corporation funds to cover the cost of the maintenance and repairs, as recommended by the Equipment Trustee(s).

## **SECTION 7. TRUSTEES**

- (A) The Board of Directors shall appoint two Trustees who shall be Active Members in good standing.
- (B) One trustee is to have custody of all Corporation electronic equipment and supplies, excluding only the equipment and supplies dealing with the Corporation Repeater/mesh network, and to have the responsibility for the operation of the Corporation Amateur Radio station.
- (C) The other Trustee shall have full responsibility for the Corporation Repeater/mesh network equipment and supplies along with the responsibility for proper maintenance of said Repeater/mesh network and also to maintain all necessary records.
- (D) If for any reason a Trustee shall wish to terminate his office, the Board of Directors shall appoint a new Trustee to apply immediately to the FCC for a modified license on behalf of the Corporation.

## **SECTION 8. TERMS OF OFFICE**

- (A) The term of office for Corporation President, Vice President, Secretary, and Treasurer shall be for a period of one year.
- (B) The out-going President shall serve as chairman of the Board of Directors.
- (C) The Public Information Officer shall be appointed by the Corporation President and shall serve at the pleasure of the Corporation President and membership.
- (D) Any officer may resign from this position by submitting a letter of resignation to the Corporation President.
- (E) Any officer may be removed for cause by a vote of the membership during any regular meeting.

## **ARTICLE VI. COMMITTEES**

- (A) Committees for such needs as special programs or events, Field Day, Simulated Emergency Test, etc., shall be appointed by the President.

## **ARTICLE VII. REIMBURSEMENTS, GIFTS, AND LOANS OF EQUIPMENT**

### **SECTION 1. REIMBURSEMENT**

- (A) Members of the Corporation making purchases for the Corporation without the prior approval of the Board of Directors or a vote of the membership may not be reimbursed for their purchase.
- (B) Members of the Corporation making unapproved purchases may be reimbursed by the Corporation (whether in part or in whole) as determined by a vote of the membership.

### **SECTION 2. GIFTS**

- (A) Gifts of Equipment
  - a. Gifts of Equipment may be accepted by the Corporation with the simple-majority approval of the Membership.
  - b. Any Gift of Equipment will include the information necessary for the Equipment to be insured by the Corporation's policies before being considered by the Membership for acceptance.
  - c. Accepted Equipment shall become the property of the Mount Vernon Amateur Radio Club and be placed in the custody of the Equipment Trustee.
- (B) Gifts of Money to the General Fund
  - a. Gifts for the General Fund can be accepted by the Corporation.
  - b. Such Gifts may be presented to any Officer or Director, and are to be added to the General Fund of the Corporation.
- (C) Gifts of Money intended for the Purchase of Specific Equipment for the Corporation
  - a. Gifts of Money for Purchase of Specific Equipment for the Corporation may be accepted by the Corporation.
  - b. Such Gifts will be added to the General Fund and an accounting of these Gifts will be maintained by the Treasurer and included in any monthly report as well as the Annual Statement of Financial Condition.
  - c. When the purchase of the Specific Equipment is made, the funds gifted to the Corporation for this purchase shall be used first, with the Corporation providing the balance of any funds required.
  - d. If the funds gifted to the Corporation are in excess of the amount required for the purchase, a vote of the Membership shall determine how these excess funds are to be used. This may include the excess funds being refunded to the Gifter(s).
  - e. If the purchase of the Specific Equipment is not made, for whatever reason, the funds gifted to the Corporation for this purpose shall be returned to the Gifter(s)
- (D) Receipts for any Gift may be issued by either the Treasurer or the Equipment Trustee (as appropriate for the Gift received) if requested by the Gifter.

### **SECTION 3. LOANS OF EQUIPMENT**

- (A) The Corporation may accept a Loan of Equipment with a simple-majority vote of the Membership.

- (B) The Membership will be made aware of the Equipment to be loaned as well as the circumstances under which the Loaner may withdraw the Equipment prior to voting on its acceptance.
  - a. The Corporation will expect at least a 30-day notice of the Loaned Equipment being withdrawn by the Loaner.
  - b. The Corporation may return the Loaned Equipment to the Loaner at any time at the recommendation of the Equipment Trustee, or by vote of the Membership.
- (C) Any insurance for damage to the Loaned Equipment is the responsibility of the Loaner.

#### **SECTION 4. PRIOR GIFTS**

- (A) Any Gifts and/or Loans of Equipment made to or received and accepted by the Corporation prior to the Adoption of these By-Laws are not affected by these By-Laws.

#### **ARTICLE VIII. AMENDING THE BY-LAWS**

- (A) The by-laws of the Corporation shall be amended by a two-thirds majority of the Active membership in good standing and present at any regular meeting, provided:
  - a. That due notice of the impending vote on the proposed amendment(s) has been announced at the preceding regular meeting.
  - b. That said proposed changes or amendments have first been officially proposed by the Corporation Board of Directors and has received a two-thirds majority approval by said Board.

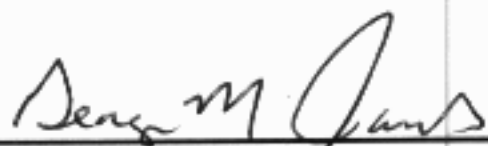
#### **ARTICLE IX**

- (A) Upon adoption of these by-laws, all previous by-laws of this Corporation are declared null and void.



**Directors**

**Date**



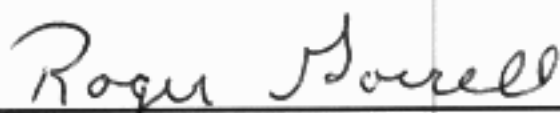
George Michael Jacobs KE8HGE



Barry Butz N8PPF



Tom Evans KD8HSA



Roger Gorrell KE8ICI

Evan Koontz KF8APC

Tyler Sheets K8RTS



Bill Stroud KD8WHQ

Scott Yonally N8SY

Approved by the MVARC

07/14/25