

**BY-LAWS of the CHANDLER  
HAM RADIO CLUB**

Version 1.1



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## Article I – Membership

### Section. 1. – Types of Membership

Pursuant to Article III of the Constitution, the membership requirements are established.

- i) FULL MEMBERSHIP shall be open to all persons interested in Amateur Radio. Full membership shall include all ASSOCIATION privileges as well as the right to hold ASSOCIATION office and to vote on ASSOCIATION matters.
- ii) FAMILY MEMBERSHIP shall be open to all members of the immediate family of the FULL member residing at the same address. Family membership shall include the same privileges and rights as Full membership except the mailings shall be done only in the name of the Full member.
- iii) STUDENT MEMBERSHIP shall be open to all full-time students interested in Amateur Radio. Student membership shall include the same privileges and rights as Full membership.

## Article II - Dues

### Section. 1. – Purpose of Dues

Dues shall be collected in accordance with the provisions of Article VIII of the Constitution for the purpose of providing funds for expenses and enhancing the hobby.

### Section. 2. - Types of Dues

Annual dues shall be as follows:

- FULL MEMBER \$25.00
- FAMILY MEMBER(S) \$5.00
- STUDENT MEMBER \$10.00

### Section. 3. - Prorating of Dues

New members shall pay dues at the time of joining the ASSOCIATION. Dues paid in June are 25.00. Prorated dues are: \$20.00 if paid in September, \$15.00 if paid in December or later, and membership in all cases expires on June 30th.

### Section. 4. - Renewing of Membership

Renewal of membership dues are Due and Payable at any time through the end of the member's anniversary month. The member shall be considered delinquent and shall be without a vote or other benefits on the first day of the following month if Dues are not paid. Reinstatement of all privileges occurs as soon as the membership database is updated.

### Section. 5. – Revoking of Membership Status

Members are removed from the membership roll after 60 days of delinquency.

#### Section. 6. – Dues for Club Officers

All officers and directors must not fall into delinquency or they must resign their seat if Dues are not paid in full.

#### Section. 7. – Special Assessments

Special projects may require financial assistance from the membership in the form of a collection that is strictly voluntary on the part of the members. The projects are limited to items/projects that are for the betterment of Amateur Radio as a hobby.

### Article III - Meetings

#### Section. 1. – Business Meeting

Regular ASSOCIATION meetings shall be held on the Second Saturday of each calendar month, except as authorized by the General-Membership.

#### Section. 2. – Board Meeting

Board of Directors meetings shall be held on the First Saturday of each calendar month. Any business that the ASSOCIATION needs to discuss should be brought forward at this meeting.

#### Section. 3. – Special Meetings

Special Board meetings may be called by any two (2) elected officers or any five (5) active members in case of urgent ASSOCIATION business that needs to be addressed. This should be scheduled outside of a 24-hour window if at all possible.

### Article IV - Officers

#### Section. 1. – Terms

The officers of the ASSOCIATION shall be elected for a term of TWO (2) years; with elections being held in even numbered years. They shall assume office on January 1st of the year following their election and each shall hold office until their successor has assumed the duties of office and meet the eligibility requirements of Article II, Section 5 of the Constitution of Chandler HAM Radio Club

#### Section. 2. – Vacancies

Filling vacancies shall be the responsibility of the Board of Directors.

#### Section. 3. – Compensation and Expenses

All officers shall serve without compensation in any form. This shall not preclude the reimbursement of necessary expenses incurred in the conduct of their respective office and approved by the Board of Directors.

#### Section. 4. – Removal of Officer

Officers may be replaced by a two third vote of the FULL membership body All evidence against the officer must be submitted in writing or email to all officers and board members. Officer for removal MUST be presented with evidence against them with a chance of written rebuttal before vote is cast. Secretary will present all evidence and rebuttals to the membership body

and record all conversations during these proceedings. These conversations must be stored in MP3 audio or transcript format and available to any member wishing to review it.

## Article V – Board of Directors

### Section. 1. – Number of Directors

The Board of Directors ("the board") shall consist of FIVE (5) directors.

### Section. 2. – Terms of Directors

The directors of the ASSOCIATION shall be elected for a term of TWO (2) years; with elections being held in odd numbered years. They shall assume office on January 1st of the year following their election and each shall hold office until their successor has assumed the duties of office and meet the eligibility requirements of Article II, Section 5 of the Constitution of Chandler HAM Radio Club.

### Section. 3. – Compensation of Directors

All members of the Board shall serve without compensation in any form. This shall not preclude the reimbursement of necessary expenses incurred in the conduct of their respective office and approved by the Board of Directors.

### Section. 4. – Removal of Director(s)

Board member seats may be replaced by a unanimous vote of the officers and the remaining 4 board members in an executive session meeting. All evidence against the member must be submitted in writing or email to the president and vice president. Seat up for removal MUST be presented with evidence against them with a chance of written rebuttal before vote is cast. All conversations during these proceedings must be stored in MP3 audio or transcript format and available to any member wishing to review it.

## Article VI – Duties of the Officers

### Section. 1. - President

The President shall preside at all meetings and appoint committee chairpersons of the ASSOCIATION. He / She shall enforce due observances of the Constitution and By-Laws, decide all questions of Order, sign all official documents adopted by the ASSOCIATION, be responsible for all email communication and email announcements for the club, and perform all other duties pertaining to the office of President.

### Section. 2. - Vice President

The Vice President shall assume all duties of the President in his / her absence. In addition he/she shall organize ASSOCIATION activities, plan and recommend contest for operation benefits, act as coordinator of Standing Committee Chairpersons, and advance ASSOCIATION interests and activities as approved by the ASSOCIATION. He/she shall maintain close liaison with the Emergency Coordinator to further ASSOCIATION participation in the Amateur Radio Public Service Corps.

### Section. 3. - Secretary

The Secretary shall maintain the Charter, Constitution and By-Laws of the ASSOCIATION, note all amendments, changes and additions to the Constitution and/or By-Laws, and have same with him/her at every meeting for consultation of the members upon request. He/she shall keep a record of the proceedings of all meetings, and read communications at each meeting. At the expiration of his/her term, he/she shall turn over all items belonging to the ASSOCIATION to his/her successor.

### Section. 4. - Treasurer

The Treasurer shall be responsible for the collecting and depositing of all monies in an agreed upon depository, and safeguarding all ASSOCIATION funds, paying all bills approved by the Board of Directors, and reporting such transactions by the Board of Directors and General meetings. He/she shall be responsible for reports to State and Federal Agencies as shall be required by Law.

### Section. 5. – Duties of Directors

The Directors shall assist and advise the Officers in their duties of steering the activities of the ASSOCIATION.

### Section. 6. - Responsibilities of Club Officers

The officers of the ASSOCIATION shall be responsible for conducting day-to-day ASSOCIATION business. Any member wishing to bring an item before the ASSOCIATION should inform a member of the Board of Directors who shall, in turn, present the item to the Board for discussion and if necessary, a vote on the item for presentation to the general ASSOCIATION membership. All members are welcome to attend these meetings.

## Article VII - Committees

### Section. 1. – Term of Committee Chair

All committees and the chairperson of each committee of this organization shall be appointed by the President, and their terms of office shall be for ONE (1) year or less if terminated by action of the President. Terms of committee shall be renewable after one year by appointment or renewed by action of the President.

### Section. 2. - Membership Chairperson

A committee of at least one ASSOCIATION member to maintain contact with ASSOCIATION membership and handle all ASSOCIATION wide emailing and contacts. The position will have the position of Public Relations Officer and report directly to the president and vice president as needed.

### Section. 3. – Web Coordination Chairperson

The Web Coordinator chairperson is appointed by the board due to the technical requirements of that position. This person is responsible for all coordination, design and maintenance of the clubs web pages and web related duties.

## Article VIII - Voting

### Section. 1. – Voting Approval Rules

On issues involving the entire membership, a simple plurality of votes cast at a regular ASSOCIATION meeting shall govern in all matters except amendment of the Constitution and / or By-Laws, which shall require a two-thirds majority of the votes cast.

## Article IX – Election of the Board of Directors

### Section. 1. – Election Schedule

Election of Officers and Directors shall be conducted on a yearly basis at the November annual meeting.

### Section. 2. – Nominating Committee

At the August Board meeting, the President shall appoint a Chairperson for the Nominating Committee. The Nominating Committee shall be assembled from the general membership.

### Section. 3. – Duties of Nominating Committee

The Nominating Committee shall take nominations from the membership and prepare the ballot to be presented to the membership by the Chairperson at the October meeting.

### Section. 4. – Acceptance of Nominees

No member shall be placed on the ballot without his / her consent.

### Section. 5. – Elections

Voting shall be conducted in accordance with Article VIII of the By-Laws.

### Section. 6. – Results of Elections

Results of the election shall be announced at the November annual meeting with new officers taking office at the January meeting.

## Article X – Quorum

A Quorum is determined by Article VII, Section. 2 & 3 of the Constitution, for conducting ASSOCIATION business.

## Article XI - Amendments

### Section. 1. – Proposing Amendments to By-Laws

Proposals for amendments to the Constitution and/or By-Laws shall be submitted in writing to the Secretary and presented to the Board at the next regular Board Meeting. The proposal, along with the Board recommendation shall be read at the next General meeting. The proposal shall be voted on the following General meeting.

### Section. 2. – Roberts Rules of Order

On questions of order and procedures not otherwise determined by these By-Laws, the provisions of the current edition of Roberts Rules of Order newly revised shall prevail.



### Section. 3. – Approval of Amended By-Laws

The adoption of these By-Laws shall render null and void any previously adopted By- Laws.

## Article XII – Electronic Keeping of Records

### Section. 1. – Roster of Members

Membership roster information shall be kept electronically in an electronic database.

### Section. 2. Access to Roster

The membership database shall be on the ASSOCIATION website and be accessible from the web server.

### Section. 3. – Privacy of Roster

The database shall be password protected and shall only be accessible by the ASSOCIATION President, Vice President, Secretary, Treasurer, the membership Committee Chairperson as appointed by the ASSOCIATION Treasurer and other individuals appointed by the ASSOCIATION President.

### Section. 4. – Archival and Maintenance of Roster

The ASSOCIATION Treasurer shall be responsible for keeping backups, both paper and electronic, of ASSOCIATION roster information.

### Section. 5. – Privacy of Member Information

The ASSOCIATION is PROHIBITED from the keeping of financial information for itself or any of its members in ANY electronic database. Exceptions being financial sites such as Paypal.com or any other insured and protected monetary exchange service.

### Section. 6. – Format of Association Documents

Any ASSOCIATION document stored or submitted in electronic format shall be formatted in the form of an Adobe PDF without annotations and graphics. This will prevent miscommunication and misinterpretation in format conversions.

Date Approved: 08-10-2019

Signed: Gary K Laatsch, KI7PBR, President