

JOHNSTON AMATEUR RADIO SOCIETY, INC. CONSTITUTION & BY-LAWS

PREAMBLE

JOHNSTON AMATEUR RADIO SOCIETY ("JARS") is a non-profit corporation chartered by the State of North Carolina and affiliated with the Amateur Radio Relay League Incorporated ("ARRL"). It shall be our primary purpose to further the Amateur Radio Service ("ARS") through programs, activities, and education, in order to promote the radio knowledge, fellowship, and individual operating efficiency of our members in Johnston and surrounding counties. Further, it shall be our purpose to support the welfare of our community through public service including radio communications for emergency situations and public events, and through providing information, training, and assistance to individuals or organizations with an interest in the ARS.

ARTICLE ONE – Membership:

Section 1

1: Any person holding a Federal Communications Commission (FCC) Amateur Radio Service ("ARS") license may become a member of JARS without regard to race, creed, religion, sex or national origin. To maintain ARRL affiliation, a minimum of 51% of JARS Members must also be members of ARRL.

2: Membership is subject to submission of a completed application and payment of the dues established by the membership. Membership applications with appropriate dues will be submitted to the Membership Director. The application form shall include the Name, address, telephone number, and email address, if available. Applications approved by the membership director with his/her recommendation shall be voted upon by the JARS membership at that present meeting, a majority of the members present being required for acceptance. If the voting is unfavorable, the application and dues shall be returned. A rejected applicant may reapply ninety (90) days following the rejection and this application

must be presented at a club meeting along with the recommendations of the Membership Director.

3. Family Membership is available to immediate family members of any JARS member living in the same household, with payment of the Family Membership fee as established by the membership. When the primary member is a Full Member then the Family Member will be assigned Full membership as determined above.

4. The annual membership fee is \$30.00. Total annual dues for all members in an immediate family shall be \$35.00 per year. Any member whose dues have not been paid by the December 31st shall be dropped from the membership, and shall lose all privileges attached to membership. There shall be a grace period of six months for payment and reinstatement, otherwise the former member would have to re-apply as a new member.

5. Honorary Membership may be bestowed for extraordinary service to Amateur Radio, upon recommendation by the Board of Directors and a majority vote of members present at a Membership Meeting. Honorary members pay no dues and have all the privileges of Full Membership. Nominations for Honorary Membership should be sent with supporting documentation to the Board of Directors for investigation.

6. A licensed radio amateur can become a lifetime member with a one time monetary payment of three hundred and fifty (\$350.00) dollars. This payment can be made at any time, but no refund will be made for any dues that have been paid in the past. After the funds for the one time payment are credited to the JARS account, that lifetime member will not be required to pay any further regular club dues. There can be no refunds for lifetime membership. Lifetime memberships are not an asset; they cannot be given, sold, traded, or assigned to another person.

7. Fee Schedules may be changed by a simple majority vote at a club business meeting

ARTICLE TWO – Officers:

1: The Officers/Directors of JARS shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Membership Director
- Net Whip
- Media and Newsletter Director
- Parliamentarian
- Two at large Directors

2: Only Members having attained the age of 18 years or more shall be eligible to hold an elected office. All offices will be elected for a term of 1 year. The offices of President and Vice President will be limited to a maximum of 5 consecutive terms in the same office. There will be no other limit as to the number of times a member may be re-elected to the same office.

ARTICLE THREE – Duties of officers:

1: The President shall be the chief executive officer of JARS, preside at all meetings according to the rules adopted, call meetings of the Board of Directors, represent JARS on public occasions, enforce the by-laws, and perform all customary duties pertaining to the office. The president shall appoint committees, as he/she deems necessary. Such committees may include but are not limited to JARSFEST, Field day and similar committees.

2: The Vice-President shall assume the duties of the President in the president's absence. In addition, he/she shall be responsible for coordination of programs for regular club meetings and other club activities.

3: The Secretary shall keep a permanent record of the proceedings at all meetings of JARS and all sessions of the Board of Directors. The Secretary shall keep a roll

of the members present, conduct and report on all JARS correspondence, and transmit a monthly report to the ARRL Section Communications Manager. The Secretary will maintain on hand, a list of all current Standing Rules adopted at JARS meetings. In the event of the absence of the President and Vice President it shall be her/his duty to open and preside over the meeting and shall appoint a member to record the minutes of the meetings. Reading, correction, and approval of the minutes shall be at the end of the regular stated business meeting, and not carried over to the next month for approval, if practical, and not an undue hardship on the secretary. The first order of business at the regular stated meeting shall be reading of the minutes from last month, or any other called meetings in between, for information/refresher only and not for any corrections. The Secretary shall keep minutes of previous meetings readily available in case there is a question about something that happened at a previous meeting. An inexpensive laptop computer shall be provided for the secretary at club expense, if necessary.

Suggested Procedure, if Practical. May be waived if it presents an undue hardship on the Secretary or results in an undue enlargement of the meeting time.

[Last thing before meeting closes:

President: "Madam Secretary, is there any other business that needs to come before the club?"

Secretary: "Nothing but the reading and approval of the minutes."

President: "Does anyone else have anything to offer for the good of the club?"

At this time one or two members may make a brief comment but nothing that would involve a lengthy discussion or debate.

President: "Madam Secretary, Read the minutes."

At this time the Secretary will read her rough draft of the minutes.

President to the members: "Are there any additions or corrections that need to be made to the minutes?" (Minutes then corrected)

President: "If there are no objections, the minutes stand approved as read."

President: "I now declare this meeting of the JARS closed until our next stated meeting."

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4: The Treasurer shall have charge of the funds of JARS. The Treasurer shall make written monthly and annual reports of JARS activities and shall maintain an inventory listing of all equipment owned by JARS. He/she shall be bonded at the expense of the organization when total assets of JARS are in excess of five

thousand dollars (\$5,000.00). In the event of the absence of the President, Vice President and Secretary it shall be his/her duty to open and preside over the meeting and shall appoint a member to record the minutes of the meetings. The Treasurer shall be immune from suit by JARS or individual members thereof, for loss of JARS funds in the Treasurer's custody where such loss is not the proximate result of the Treasurer's willful and wrongful act, or the Treasurer's culpable negligence. In recognition of Paul Glenn Dunn's outstanding long term service as Treasurer, he shall not be unduly burdened with paperwork.

5: The Membership Director will accept and verify completeness of all membership applications and collect the appropriate dues per the dues schedule as determined by the membership. The Membership Director will also receive and record all annual dues. All dues will be accurately recorded and turned over to the Treasurer. The Membership Director shall maintain an accurate roster of the current membership to be available at all meetings to determine issues of membership including voting rights and the right to hold office. The roster will be made available to all members. In recognition of Diane Young's longterm service as membership Director, she shall not be unduly burdened with paperwork.

6. The Net whip shall be responsible for the selection and assignment of net control operators for the JARS 147.270 repeater. It shall be the duty of the Net Whip to ensure the JARS Net is held every night at 0830 pm and that a Net Control Operator is in charge to coordinate the check-in and conduct the business of the nightly net. The Net Whip shall be responsible for all JARS activity conducted on the He/she shall be responsible for keeping records concerning the statistics of check-ins and net activities for the net on a monthly basis and reporting results to the membership at the regular meetings. The record keeping and statistics may be waived by a majority vote of the membership. It is strongly encouraged that persons wishing to be net operators hold club memberships, pay dues to support the club, and have stations with sufficient radios and antennas (Directional Antennas, if necessary) to reliably and consistently quiet the repeater or are competent to use echolink.

7. The Parliamentarian shall resolve disputes during meetings on matters of proper procedure.

8. Media and Newsletter Director. Shall publish the monthly club newsletter “The Organ,” and hold the passwords and keys for social media and web pages. He/she is responsible for updating the same.

9. Members at Large. The purpose of these extra officers, not holding other elected offices, is to add oversight and diversity of views to the discussion during meetings. Further, they would be able to access the post office box and run errands.

ARTICLE FOUR - Board of Directors:

1: The Board of Directors will consist of the elected officers in Article Two (1) and at least 2 elected Directors At Large (Members at Large) not holding any other elected office in the club.

2: The Board of Directors shall construct an annual Club Budget and present it to the Club membership for approval at the first business meeting after taking office for the new term. If the proposed budget is not approved by the Club membership, the Board of Directors shall present a revised proposed budget at the following business meeting for Club membership approval. Included in the budget shall be \$200 each for the President, Vice President, Secretary, Treasurer, Media Director for miscellaneous expenses without prior approval. They shall furnish receipts to the Treasurer to be included in his/her monthly report.

3: The duties of the Board of Directors shall be to propose all expenditures of the Club except normal operating expenses that the Treasurer is authorized to pay.

4: Any action taken by the Board of Directors shall be subject to the approval of the voting members present at a regular or special called Membership Meeting.

ARTICLE FIVE – Elections:

1: The elected positions shall consist of President, Vice President, Secretary, Treasurer, Membership Director, Net Whip, Media & Newsletter Director, Parliamentarian, and two Board Members At Large.

2: A Nominating committee shall be appointed at the June meeting and will report the slate of nominees for the above elected positions at the July and August

membership meetings. Nominations from the floor will also be accepted at each meeting provided the nominee agrees to the nomination.

3: Election will be conducted prior to the close of the August meeting by secret ballot in the sequence listed in section 1 above with each election being preceded by the opportunity for additional nominations from the floor.

4: The term of office shall be 1 year commencing with installation at the beginning of the September meeting.

5: Election requires a 51% majority of the voting members present. In the event that no candidate receives a 51% majority of votes the candidate receiving the lowest vote will be dropped from the slate and another vote will be conducted.

6: Should an elected office other than President be vacated for any reason the office will be filled by nomination at the next regular meeting and election at the following meeting. If the office of President becomes vacant the Vice-President shall ascend to the office of President automatically without need for nomination, vote or approval by the membership.

7: Any officer or board member may be removed for cause by a 2/3 majority vote of the Full Members present at a regular or special Membership Meeting whenever, in the judgment of the members, the best interests of JARS will be served thereby. Any officer or board member so removed has the right to appeal and reverse such removal by a 2/3 majority vote of Full Members present at the next regular meeting at which a quorum exists.

ARTICLE SIX – Meetings:

1: Membership meetings shall be held on a regular monthly basis at a time and place determined by the membership. It is encouraged that the meeting be held in Johnston County in a location that is handicapped accessible, centrally located to the maximum number of members, that has cooking facilities if practicable, close to a major interstate, and at a time and place to avoid traffic congestion. The president may move the time and place of the meeting for good cause due to inclement weather and unforeseen circumstances.

2: Special Membership meetings may be called by the President upon the written request of any five-club members. The request will include nature of business to be considered at the special meeting. The Secretary will send notification of the special meeting to all members currently on the roster. The notice will specifically state that this will be a Special Meeting and will include the date, time location, and the agenda of business to be considered. Such notices shall be sent so that they

arrive not less than 48 hours before the scheduled meeting time. Only such business as designated on the agenda shall be considered to be in order at the meeting.

3: Board of Directors meetings shall be held on a regular monthly basis at a time and place determined by the board of directors and announced to the membership. Members may attend as a guest at any board meeting but should make prior arrangements if they have business to present to the board. These kind of meetings are sometimes called “Officers meetings” and are conducted so that the regular membership meetings can flow smoothly and efficiently in a timely manner.

4: The quorum required for conducting business any regular or special meeting shall be at least 30% of the Full Members of the club.

5: The quorum required for conducting business at a Board of Directors meeting shall be at least 51% of the members of the Board of Directors.

6: Roberts Rules of Order shall govern all proceedings, except where in conflict with the provisions of these articles. Nothing in this section shall foreclose the use of informal procedure during the meetings, however upon request of any Full Member in good standing, the provisions of the prescribed parliamentary procedure may be invoked.

7: Upon request of any member at a business meeting, a vote must be conducted by secret paper ballot.

ARTICLE SEVEN – Removal of Members:

Any member may be removed for just cause upon an affirmative vote for removal by 2/3 of the FULL members voting at a regular meeting. The Secretary shall notify all FULL members of the club of the action to be considered at least 48 hours prior to the meeting at which the vote is to be taken.

ARTICLE EIGHT – Amendments:

1: Proposals for amendments to these Articles shall be submitted in writing at two consecutive regular meetings with the proposal to be discussed, included in the newsletter, and voted on at the second meeting.

2: At least 2 weeks prior to the second meeting, all members must be notified of the intent to amend the constitution and articles of the By-Laws.

3: If any changes are made to the proposal to amend it must be re-submitted as a new proposal and notification must again be sent to all members.

4: If the requirements above have been met, this Constitution & By-Laws may be amended by a two-thirds vote of the membership present at the second meeting.

ARTICLE NINE – Dissolution:

In the event of dissolution the residual assets of JARS will be bequeathed to a similar organization serving the Amateur Radio Service as determined by the membership.

This Amended Constitution & Bylaws document was adopted by the JARS at a regulary scheduled meeting.

This the ____ day of _____, 2018

_____ **President** _____ **Secretary**

Corporate Seal

SUGGESTED: J A R S RECOMMENDED ORDER OF BUSINESS

President: Call the meeting to order
Welcome to everyone and introduce yourself

Opening Prayer (Appointed Chaplin) *everyone stand if able*

Pledge of Allegiance to the Flag *everyone stand if able*

Opening remarks and welcome to visitors and thanks to who ever cooked supper.

Secretary: Reading of the minutes of the last meeting.

Secretary's report: New bills that need to be paid,
(Motion to pay bills) Secretary hands bills over to Treasurer for payment.
Reading of correspondence with the club, etc.
Any other business from the Secretary

Treasurer's report: How much money do we have and bills that were paid.
Any other business from the Treasurer

Reports from committees: Charity

Net reports

Finance and Budget

2 7 REPEATER

“Jars-Comm” vehicle operation and maintenance

Bi-Laws Committee

Field Day in June

JarsFest (Ham Fest) in November

Web site and Facebook page

Building rental and location

Food/Supper for next month

Membership

Any other committees