

DETARC

Deep East Texas Amateur Radio Club, Inc.

BYLAWS

of the

DEEP EAST TEXAS AMATEUR RADIO CLUB, INC.

As Revised _____

PREAMBLE

The DEEP EAST TEXAS AMATEUR RADIO CLUB, INC. is organized exclusively for charitable, educational, and scientific purposes including, for such purposes, the making of distributions and services to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding provision of any future federal tax law.

ARTICLE I

NAME AND LOCATION

Section 1. This Club shall be known by the name, style, and title of Deep East Texas Amateur Radio Club, Inc. (DETARC) and shall be referred to herein as the Club.

Section 2. The location of the Club shall be in the City of Lufkin, the County of Angelina, and the State of Texas.

ARTICLE II

PURPOSE

It shall be the purpose of the DEEP EAST TEXAS AMATEUR RADIO CLUB, INC., to promote the exchange of information and cooperation between members, to promote radio knowledge, fellowship, mutual assistance, and individual operating efficiency, and to conduct Club programs and activities to advance the general interest of Amateur Radio and Public Service within the community.

ARTICLE III**GOVERNMENT**

Section 1. The elected officers of the Club shall be:

- A. President,
- B. Vice President,
- C. Secretary, and
- D. Treasurer.

Section 2. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, the immediate past President, and the Club Trustee. The President, Vice President, Secretary, Treasurer, and immediate past President shall be voting members of the Executive Committee. The Club Trustee shall be a non-voting member except on matters directly affecting the Club license, Club station, or repeater systems.

Section 3. The general management of the affairs of the Club shall be vested in the Executive Committee and such authority as may be delegated to committees and members of the Club.

Section 4. The Executive Committee shall meet prior to each General Membership meeting to establish an agenda, decide any policy issues for the Club, decide on any future projects or events, and approve requests for expenditures of \$200 or less. Unbudgeted expenditures above \$200 must be voted on by the General Membership.

Section 5. Three voting members of the Executive Committee shall constitute a quorum for the transaction of Executive Committee business, provided that either the President or Vice President is present. For matters on which the Trustee is entitled to vote, the Trustee may be counted for quorum for that matter.

Section 6. Reports to the General Membership, such as the monthly Secretary reading of minutes and financial report from the Treasurer, should be discussed and finalized at the Executive Committee meeting. Any Special Committee reports should be presented at this meeting. General Membership meeting programs and presentations should be finalized at this meeting.

Section 7. In December, the outgoing Executive Committee will approve the Treasurer's End of Year Report and Inventory of Club Assets. The Report will be entered into the next General Membership meeting minutes.

Section 8. Executive Committee decisions shall be read into the minutes at the next General Membership meeting by the Secretary.

Section 9. No officer, committee member, or member shall use Club position or assets for private inurement or improper personal benefit. Any officer or member with a financial or personal interest in a proposed transaction shall disclose the interest before action is taken and shall abstain from voting unless the disinterested decision-makers determine that participation is appropriate. The Club may adopt a separate written conflict-of-interest policy.

ARTICLE IV**DUTIES OF OFFICERS**

Section 1. The President shall preside at all Club meetings, conduct the business and affairs of the Club, and appoint chairmen of committees charged with specific responsibilities.

The President should consider appointing Chairpersons for the following Standing Committees: Membership, Training, Public Service, Programs/Activities Manager, Field Day, Communications Room/Station Manager, and other Temporary Committees as necessary to meet the needs of the Club.

Section 2. The Vice President shall assume the duties of the President in the absence of the President and such other duties as may be delegated by the President.

Section 3. The Secretary shall keep and maintain Club records, carry on necessary correspondence, and be the custodian of the Bylaws.

The Secretary will generate and maintain a Roster of Active Members, based upon input of paid members from the Treasurer. The Roster will be available to all active members.

The roster shall contain such contact and membership-status information as the Executive Committee determines necessary for Club purposes. The roster shall be used only for Club business and shall not be sold, published publicly, or used for commercial or political solicitation.

The Secretary will publish the minutes of each General Membership meeting in the next available Club Newsletter.

The Secretary will maintain and update as necessary records for the Club's Non-Profit status, Tax Exempt status, and ARRL Affiliation.

Section 4. The Treasurer shall receive dues, maintain necessary financial records, and prepare a financial report for monthly meetings.

The Treasurer may pay ordinary recurring expenses and approved budgeted expenses of the Club. Reimbursements shall require receipts or other reasonable documentation. The Executive Committee may authorize unbudgeted expenditures up to \$200. Unbudgeted expenditures above \$200 shall require approval of the General Membership. The Treasurer shall report all receipts, disbursements, and account balances at regular meetings.

The Executive Committee may establish written financial procedures, including debit card use, dual approval for large payments, and custody of financial records.

The Treasurer will prepare an End of Year Financial Report by the December Executive Committee meeting, listing the Assets and Liabilities of the Club. This Report by the Treasurer, with assistance from the Trustee, will include an inventory of all Club assets. The outgoing Executive Committee will approve the End of Year Report and Inventory of Club Assets. The Report will be entered into the next General Membership meeting minutes.

Section 5. Following the close of each fiscal year, the Executive Committee shall appoint a Financial Review Committee of at least two members who are not authorized signers on Club accounts to review the Treasurer's annual report, bank statements, and supporting records. The committee shall report its findings to the membership.

Section 6. The Trustee shall hold and administer the Club station license on behalf of the Club, maintain required license records, coordinate with the Executive Committee concerning Club station and repeater operations, and ensure that Club station operations are conducted in accordance with applicable FCC rules. The Trustee shall provide reports to the Executive Committee or membership as requested.

Section 7. Officers shall duly transmit all official Club records and Club property to their successors.

ARTICLE V**MEMBERSHIP**

Section 1. The membership of the Club shall consist of persons who have an interest in amateur radio, its welfare and growth, and its posture among the services in the science of radio communication.

Section 2. Types of Membership.

A. Full Membership and all rights and privileges of the Club shall be accorded to members of the Club who hold valid amateur radio licenses.

B. Associate Membership shall be accorded to unlicensed members of the Club. Associate Members shall not be eligible for an elective office nor committee chairmanship but shall be eligible to vote in elections and to participate in the affairs and other activities of the Club.

Section 3. Members shall become delinquent if not paid up after the second monthly meeting after the annual dues renewal date. Delinquent members will be removed from the Roster of Members and will not be eligible to vote on Club matters.

Section 4. A member may resign by notice to the Secretary or Treasurer. A delinquent member may be reinstated upon payment of dues as determined by the Executive Committee.

Section 5. A member may be suspended or removed for conduct materially harmful to the Club by a two-thirds vote of the Executive Committee, provided that notice of the proposed suspension or removal is given at least 30 days before action is taken, the member is given an opportunity to respond, and the member is given the opportunity to appeal to the membership if requested.

ARTICLE VI**MEETINGS**

Section 1. The Club shall meet monthly at a place and time approved by the Club.

Section 2. A quorum must be present to transact business and shall exist when the President or Vice President, one additional officer, and 20% of the Full Members are present.

Section 3. Meetings may be conducted in person, electronically, or in hybrid form when approved by the President or Executive Committee, provided that members are given reasonable notice and all participating members can hear or otherwise meaningfully participate in the proceedings.

Section 4. Notices required by these bylaws may be provided by email, Club website posting, newsletter, regular mail, or announcement at a prior regular meeting, as determined by the Executive Committee.

Section 5. Electronic voting may be used for elections or other matters when approved by the Executive Committee, provided reasonable steps are taken to preserve eligibility, ballot integrity, and a record of the result.

ARTICLE VII**NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE**

Section 1. The nomination for and the election of officers shall be conducted during the November monthly meeting.

Section 2. The President shall appoint an ad hoc Nominating Committee no later than the October meeting to prepare a slate of officers to be presented at the November meeting.

Section 3. Nominations for office shall be open to the floor.

Section 4. No person shall be nominated without that person's consent. Officers must be Full Members in good standing.

Section 5. Officers shall be elected by receiving a majority vote of the members present and voting.

Section 6. Elections may be conducted by voice vote when there is only one nominee for an office, but shall be conducted by written or electronic ballot if there is more than one nominee or if requested by any member. If no candidate receives a majority of votes cast, a runoff shall be held between the two candidates receiving the highest number of votes.

Section 7. Officers shall serve for a period of one year beginning January 1 or until duly succeeded.

Section 8. An officer may be reelected for an additional term or terms of office.

Section 9. In the event an office becomes vacant, nomination and election to fill the vacancy shall be held at the next regular meeting.

Section 10. Should there be a vacancy in the office of Secretary or Treasurer, a Secretary or Treasurer pro tempore may be appointed by the President until the vacancy can be filled by election.

Section 11. An officer may resign by written notice to the Executive Committee.

Section 12. An officer may be removed for cause by a two-thirds vote of the Full Members present and voting at a regular or special meeting, provided that notice of the proposed removal is given at least 30 days before the meeting and the officer is given an opportunity to be heard.

ARTICLE VIII

DUES

Section 1. Annual membership dues shall become payable annually on a date established by the Club membership, upon recommendation of the Executive Committee. Unless otherwise established by the Club membership, annual dues shall become payable on January 1 of each year.

Section 2. The Club shall set the amount of dues for Full Members and Associate Members for the ensuing year at the May meeting after considering a recommendation from the Executive Committee. The Executive Committee shall carefully evaluate the financial condition of the Club and its needs in making its recommendation.

Section 3. The Executive Committee with regard to special situations may waive all or part of the annual dues.

Section 4. Persons who become members during a year shall have their dues prorated from the nearest first of the month through the remainder of the year.

Section 5. Associate members who become eligible for full membership during a year shall not be assessed additional dues for that year.

ARTICLE IX**PARLIAMENTARY RULES**

The current edition of Robert's Rules of Order Newly Revised shall govern parliamentary procedure in all cases not inconsistent with these bylaws or applicable law.

ARTICLE X**FINANCIAL OBLIGATIONS**

All financial obligations incurred by the Club shall be solely Club obligations and no personal liability whatever shall be attached to, or incurred by, any officer or member because of any such Club obligation.

ARTICLE XI**DISSOLUTION**

Upon dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the Club is then located, exclusively for such exempt purposes.

ARTICLE XII**AMENDMENTS**

Proposed amendments shall be provided to the membership in writing at least 30 days before the meeting at which they will be considered. Notice may be given by email, Club newsletter, Club website posting, regular mail, or announcement at a prior regular meeting. Adoption requires a two-thirds affirmative vote of Full Members in good standing present and voting at a meeting for which proper notice has been given.

Adopted at the regular meeting of the Club _____.

Attest: _____

President

Attest: _____

Secretary