

Hernando County Amateur Radio Association (HCARA) BY-LAWS

Effective 10 September 2015

Article I: MEMBERSHIP

Application for membership shall be submitted. In writing, to any Association Officer. Each applicant must be willing to abide by the Association By-Laws and all other rules promulgated by the Association. Upon receipt of the application and dues the applicant shall be a member of the club and placed on the club roster.

- A. Full Member: is a person who is licensed by the Federal Communications Commission (FCC) as an amateur radio operator, has voting privileges and the right to hold elected office.
- B. Associate Member: is a person who is not licensed as an amateur by the FCC, but resides in the same domicile with a Full Member. The Full Member may request that this person become a member. This member shall have no voting privileges, nor the right to hold elected office.
- C. Life Member: is a member in good standing who has notified the secretary of his 90th birthday. This member shall not be required to pay annual dues and retains all rights previously held as a Full Member.
- D. Honorary Member: is a person who has proven by act or deed that they are worthy of membership. To qualify, this person must receive written recommendations from at least five (5), but not

less than three (3) Full Members. This member shall not be required to pay annual dues, but shall have no voting privileges, nor the right to hold elected office.

- E. Family Member: is a person who resides in the same domicile with a Full Member. And is licensed as an amateur radio operator by the FCC. This member shall not be required to pay annual dues, but shall have no voting privileges, nor the right to hold elected office.

Article II: DUES

- A. All dues shall be payable to the treasurer at the first meeting of the calendar year. Members who have not paid their dues by the regular meeting in March in the same calendar year shall no longer be considered a member of the HCARA. A person who becomes a member for the first time after the time set forth by this Article shall be required to pay only on a pro-rate basis for the remaining months of the current year.

- B. The annual dues established are as follows:

Full Member	\$12.00 per year
Associate Member	\$6.00 per year
Family Member	No Charge
Life Member	No Charge

Article III: MEETINGS

- A. Regular meetings shall be held at such place and time designated by the president and agreed upon by the full members present at any regular business or special meeting. Special meetings may be called by the president upon written request by three (3) Full Members. All members with voting privileges shall be notified of a

special meeting seventy-two (72) hours in advance of the meeting and only such business designated shall be discussed.

Article IV: QUORUM

- A. At all meetings, except Board Meetings, a minimum of (10%) of the Full Members and two (2) officers shall constitute a quorum, which is required before any Association business may be conducted.

Article V: RULES

- A. The rules contained in the *NEW ROBERT'S RULES OF ORDER, 2nd Edition Revised*, by Mary A. Devries, First Printing (Second Edition Revised), Signet Press, May 1998 shall govern all proceedings which are not covered in the Articles of Incorporation of the Association By-Laws.
- B. Any and all revision of this book by the original author, and once known by any Association member, will automatically become the govern instrument at all HCARA meetings.

Article VI: BOARD OF DIRECTORS

- A. The Board of Directors shall consist of seven members, the four officers and three members at large. The at large members shall be elected by the Full Members at the December business meeting, provided that a quorum is established. Any vacancy occurring in the members at large shall be filled by appointment by the Board of Directors for the remainder of the term of the

vacated position. A person related to a board member, in any way, shall not be elected to serve on the Board of Directors.

B. FUNCTIONS and RESPONSIBILITIES of the BOARD OF DIRECTORS.

1. The Board shall serve as a recommending body only.
2. No action may be taken by the Board without a favorable vote of the Full Members at a regular business meeting or special meeting.
3. The Board shall be empowered to authorize expenditures in the amount not to exceed five hundred dollars (\$500.00). Under no circumstances shall this provision authorize the incurrence of debt, should the treasury not have sufficient funds.
4. Meetings of the Board shall be open to all voting members, and held when called at a time and location determined by the Board.
5. The Board of Directors are the sole interpreter of the By-Laws. The Board shall make all decisions for the settlement of disputes. Decisions of the Board are final.

C. REMOVAL of DIRECTOR

1. Any Director may be removed for just cause by a written ballot vote of the majority of the Full Members present at a Special Meeting called specifically for that purpose.
2. The Director in question may or may not be present at this meeting, however, a written invitation will be sent to this Director.

D. CONFLICT of INTEREST

1. To avoid any conflict of interest, no Board Member shall receive compensation for any work performed for the Association.
2. No Board Member shall vote on a proposal which they have a vested interest in.

E. QUORUM

1. Five (5) Board Members shall constitute a quorum.
2. All decisions of the Board require a majority vote when a quorum is present.
3. The President shall only vote to break a tie.

ARTICLE VII: ELECTION OF OFFICERS AND DIRECTORS

- A. The election of officers and directors shall be held during the regularly scheduled business meeting in December.
- B. All Officers and Directors shall serve for a term of one (1) year commencing the first day of January following the date of election.
- C. There shall be a nominating committee appointed by the President and /or any officer at the regularly scheduled business meeting in October. The committee shall present a slat of Full Member nominees to the Full Members during the scheduled business meeting in November, however, if no nominating committee is appointed, the nominees may be selected by the Full Members present at the meeting.
- D. No member of the nominating committee shall be included in the submitted slat, however, a member of the nominating committee may be nominated, from the floor, by a Full Member.
- E. No Full Member shall appear on the ballot more than once.
- F. The nominating committee shall obtain permission from nominees prior to presenting their name on the slat of officers

and directors. Nominees from the floor must be in attendance to give their consent to being placed on the ballot.

G. Elections may be written ballot distributed to all Full Members, or a voice vote/or a show of hands by the Full Members present during the December business meeting.

1. Absentee ballots shall be provided to any Full Member when a written request has been received by any Association Officer after the nominees have been selected.
2. All absentee ballots must be received by the secretary for presentation at the December meeting, and unopened prior to the meeting, as certified by two (2) officers.
3. Each officer and director shall be elected by a majority vote of the Full Members; in case of a tie a toss of a coin will suffice.

H. No officer or director shall serve more than two (2) consecutive terms in the same office without a two-thirds (2/3) vote of the Full Members at the December business meeting.

I. An officer or director may be removed from office, with cause, by a majority vote, voice or written ballot, of the Full Members at any regularly scheduled business meeting. The removal will take place immediately.

1. If removal is effective at the meeting, any vacancies there-by created shall be filled by a Full Member present at the business meeting by a majority vote of the Full Members at the same meeting, provided that the Full Member(s) nominated is willing to serve.

ARTICLE VIII: FUNCTION AND RESPONSIBILITIES OF OFFICERS

A. President: shall be the chief spokesperson for the Association and shall preside at all meetings. The President shall be

- authorized to delegate Board Members to conduct special meetings. The President shall report to the Board of Directors.
- B. Vice President: shall serve in such capacity as assigned by the President, and also perform the duties of the President in the absence of the President. In the event that the President is unable to perform the duties of the office, the Vice-President shall assume the Presidency for the remainder of the term.
 - C. Secretary: It will be the duty of the secretary to record and report accurate minutes of the proceedings of all Associating and Board of Director meetings. Additional duties shall include communication with members and other correspondence as needed.
 - D. Treasurer: to maintain accurate bank accounts in the name of the Association in a bank approved by the Board of Directors, and keep accurate records of all monies, receipts and disbursements, and provide a written report to the Board of Directors.
 - E. Auditor: shall be appointed by the President and approved by the Board. The auditor shall prepare a written report to the Board at the December business meeting.

ARTICLE IX: DISPOSAL OF ASSOCIATION PROPERTY

- A. No Association property shall be disposed of, sold or given away unless it is approved by a majority of the Full Members at a regular meeting.
- B. Property for sale shall be published and shall be sold for the best possible price, however, the Association retains the right to reject any and all offers received for the property.

ARTICLE X: AMENDMENT OF BY-LAWS

- A. The By-Laws shall be amended at anytime by the submission of an amendment in writing to the Board. If approved by the Board, the proposed amendment shall be presented to the members at the next business meeting for a vote by the Full Members only; a simple majority vote will suffice.
- B. The By-Laws may also be amended by a petition of twenty-five percent (25%) of the Full Members. Any petition shall be presented to the Full Members present at the next business meeting and follow the approval process as stated in the above listed part A.