

BCARC Bylaws

BONNER COUNTY AMATEUR RADIO CLUB

Bylaws

I. NAME OF ORGANIZATION

- A. Bonner County Amateur Radio Club was organized in 1961 and incorporated in 2001 as the Bonner County Amateur Radio Club, Inc. hereinafter called BCARC.

II. MISSION AND GOALS

- A. The mission of BCARC is to promote amateur radio.
- B. The goals of BCARC are to:
 - 1. Facilitate communication and fellowship among amateur radio operators
 - 2. Increase the number of licensed amateur radio operators through training and community awareness, promote active use of the hobby, and provide assistance to new operators to help them get on the air.
 - 3. Support public service activities in the community.
 - 4. Conduct training/ programs to enhance our members understanding of amateur radio.
- C. In order to achieve the stated objectives, efforts to build interpersonal relationships and friendships within the club is a major goal. With such a community of amateur radio operators, a "club" of friends, other goals of the club can be most effectively achieved.

III. MEMBERSHIP

- A. Membership period is a calendar year effective January 1 through December 31.
- B. Membership is open to any currently licensed amateur radio operator.
 - 1. Yearly dues required as outlined in Article IV below.
 - 2. Members have filed application with BCARC when joined and updates member information with BCARC when it changes, and
 - a) May make motions and vote on BCARC issues.
 - b) May hold any club office or appointment.

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- C. A Guest is any individual, group or business that shares BCARC's mission and objectives but has not elected to become a Member or who has not renewed their membership for the year by the end of the grace period (See IV. A below).
- D. Membership can be terminated by a vote of the Board at any time, due to:
 - a) Conduct unbecoming the spirit of the Amateur Code of Conduct both on and off the airwaves.
 - b) Conduct not in accordance with FCC and ITU rules and regulations.
 - c) Showing conduct not supportive of BCARC's mission and objectives.

IV. DUES

- A. Dues must be paid to the Treasurer or their specific designee as appointed by the Treasurer if the Treasurer is absent on or before the first meeting of the year. A grace period may be extended to the third meeting of the year for renewal of membership. Membership payments for new or renewing members shall be accompanied by the appropriate documentation as detailed on the BCARC website www.k7jep.org.
- B. Yearly membership dues are specified on the member application form and listed on the website.
- C. Dues may be changed at any time with a majority vote of members present at an official Business Meeting.
- D. Members renewing at any time during the new year will pay the full years rate.
- E. Members not paying renewal dues by the third meeting will be listed as inactive for the current membership year. Full membership status will be returned once dues are paid.
- F. Dues may be paid in advance for multiple years at the current full yearly rate.
- G. Dues will not be refunded or transferred to another person if membership is terminated by either the member or BCARC.
- H. Dues may be waived for current membership year only for reasons of hardship or for supporting BCARC and the amateur community above and beyond what is expected for membership. Requests to waive dues must be voted and approved by the Board.

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V. BOARD OF DIRECTORS

- A. The Board of Directors for BCARC includes the following officers:
1. President.
 2. Vice President.
 3. Treasurer.
 4. Secretary.
- B. The person holding the offices of President and Secretary may not hold any other office, per Idaho State law.
- C. The offices of Treasurer and Vice President may be held by a single person.
- D. Election of Officers
1. Officers are elected by a majority vote of members at the Annual Meeting described in Section VI below, and will serve for a period of one year. Officers must be current Members.
 2. The initial slate of officers is prepared by the Secretary in November, and sent out to the membership.
 3. Additions to the slate can be added from the membership by notifying the Secretary in writing, including email.
 4. Permission for nomination of a member must be obtained from the Member being nominated prior to nominating the Member for an office.
 5. Nominations are allowed up to 15 days prior to the Annual Meeting.
 6. The Annual Meeting notice must be sent at least 10 days prior to the meeting, including the final slate of officers, in accordance with Idaho State law.
 7. Officers are elected by simple majority with ties immediately broken by lot.
 8. Vacancies due to health or other issues may be filled until the next election by appointment of the Board of Directors, or by a Membership vote at a Special Meeting called by an Officer.
- E. Appointments to various club duties:
1. There are numerous functions that must be carried out to maintain the legal status of the club, as well as maintain its equipment, its relationships, and its operations.
 2. These functions can be handled by non-officer members or Board Members appointed by the President. Reassignment of duties can be changed at any time by the President as needed.
 3. Duties that fall in this category may include, but are not limited to:
 - a) Keeping track of the club's equipment inventory.
 - b) Training Officer:
 - (1) Recruit members and non-members for training.
 - (2) Organize training for FCC exams and other areas.
 - (3) Organize demonstrations of interest.
 - c) Net control for club net operations:
 - (1) Maintain records, as necessary.

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- (2) Ensure operators are assigned to all net operations.
 - (3) Fill in as net control as required.
 - d) Webmaster:
 - (1) Maintain and update the club website.
 - (2) Maintain the domain name and hosting for the club website.
 - e) Special Events (such as the Sandpoint 4th of July parade emergency support):
 - (1) Appoint members to provide radio support.
 - (2) Interface with appropriate authorities.
 - (3) Set up a home base for operations during the event and ensure it is manned.
 - f) Maintenance and operation of the club repeater(s):
 - (1) The Board of Directors is required by FCC regulations to appoint a Trustee to be the sole contact person responsible for legal operations of the club repeater(s).
 - (2) FCC Trustee duties include:
 - (a) FCC license renewal and administrative updates for the club repeater(s), per FCC regulations.
 - (b) Update repeater information with the area frequency coordinator.
 - (c) Select another member to serve as a trainee/assistant to ensure that proper repeater operations are maintained in the event that the trustee is unavailable.
 - (d) Ensure proper operation of the club repeater(s)
 - (e) Arrange timely repair of non-functioning or malfunctioning club repeater(s).
4. Appointed members report to the President or to a Board Member appointed for that duty by the President.

F. Duties of Officers:

1. President

- a) Preside over all Business Meetings, including the Annual Meeting and any Special Meetings called by a member.
- b) Preside over, or appoint a member to preside over non-business meetings. Ad Hoc Activity Meetings do not require a defined person to preside.
- c) Serve as liaison between BCARC and other groups and agencies.
- d) Establish and disestablish committees and serve as an ex officio member of all committees.
- e) Ensure timely notification of pending meetings, training, and other activities of interest to the membership.
- f) Ensure that all business functions relating to maintaining the legal status of the organization are completed on time, including:
 - (1) Filing annual update with the Idaho Secretary of State in a timely manner to avoid fees.
 - (2) Filing tax returns with the IRS in a timely manner to avoid fees.

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- (3) Completing the process of voting for the Board of Directors positions in a timely manner, as required by Idaho state law.
 - (4) Ensure that any office vacancies are filled in a timely manner.
 - (5) Filing annual update with ARRL to maintain club status with that organization.
 - g) Ensure that the Repeater System is maintained and operating properly.
 - h) Ensure business records, including financial records and business meeting minutes are maintained by the Secretary and Treasurer for access by any legal authority.
 - i) Appoint members for various duties outlined in Section E above.
 - j) Appoint Board Members, for members appointed for various club duties to report to, as outlined in Section E above.
2. Vice President
- a) Fulfill the duties of president in that officer's absence.
 - b) Assist the President during Business Meetings and any other area agreed upon with the President.
 - c) Support the President's efforts to maintain and improve BCARC.
 - d) Collect and develop ideas for future use in improving the operations, outreach, and effectiveness of the club.
3. Secretary
- a) Prepare minutes of all business meetings, including a list of participating members.
 - b) File yearly report and update BCARC information with ARRL to maintain affiliate club status.
 - c) File yearly form from Idaho Secretary of State to maintain corporate status and update current list of officers on yearly form per Idaho state.
 - d) Serve as the corporation's Registered Agent with the Office of the Secretary of State.
 - e) Conduct official correspondence of BCARC.
 - f) Maintain appropriate copies of all documents and forms related to the legal status of BCARC.
 - (1) Copy of all Idaho Secretary of State filings and notices.
 - (2) Copies of all FCC notices and license grants.
 - (3) Copies of ARRL filings.
 - (4) Any other documents other than financial that relate to the ongoing operation of BCARC.

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4. Treasurer

- a) Maintain up to date financial records.
- b) Ensure the timely payment of bills and reimbursements.
- c) Maintain appropriate copies of all documents and forms related to the financial legal status of BCARC.
 - (1) Copy of all IRS notices and filings, per IRS rules and regulations.
 - (2) Copies of all bank statements.
 - (3) Copies of all receipts that are reimbursed.
- d) Ensure all disbursements of funds are in accordance with Idaho State and club policies.
- e) Acquire approval from at least two members of the Board of Directors for expenditures in excess of \$100. Approval may be by email.
- f) Ensure that at least three Board members are listed on the checking account, and have signed signature cards.
- g) All checks must be pre-approved by two board members via email, and signed by the Treasurer. Email approvals must be printed and kept in the files for future reference.
- h) Maintain and manage a petty cash fund of at least \$50 and no more than \$100.
 - (1) All petty cash payments requested require a receipt less than 30 days old.
 - (2) Keep accurate records of all petty cash transactions, including date, amount, purpose, and person involved.
- i) Complete an annual financial review to be presented at the Annual Meeting.

VI. MEETINGS

- A. BCARC will have 4 kinds of meetings: Annual Business Meeting (Annual Meeting), Special Business Meetings (Special Meetings), Officers/ Directors Executive Meetings and Activity gatherings/ meetings.
- B. All formal business meetings, including the Annual Meeting must include a Quorum of members.
- C. Twenty-five percent (25%) of members holding Membership and no less than five Members will constitute a quorum for a business meeting.
- D. Besides the Annual Meeting, additional Special Meetings for business purposes may be called by any BCARC Member.
- E. Business meetings are handled via a basic version of Roberts Rules of Order. This includes control of the floor by the President, reading and approving of minutes and financial statements, and motions, seconds, discussions, and votes on motions or on officer slates.

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- F. All non-business Activity Meetings are handled in any suitable manner desired by the attendees, while observing good manners and mutual respect.
- G. Only business meetings require a quorum. If no quorum is available, no actions taken or voted for are valid.
- H. In accordance with Idaho State Law, an Annual Business Meeting will be scheduled in the month of January.
 - 1. Meeting time, date, location, and decisions to be voted on must be sent by email to Members at least 10 days prior to the meeting, according to Idaho State law.
 - 2. Voting for new Officers is a primary requirement of the Annual Meeting, as described in Article V, Section D.
 - 3. The Annual Meeting will be presided over by the President, and voting will take place in an orderly manner.
 - 4. Secret ballots may be used if desired, but voice vote is also acceptable.
 - 5. A simple majority vote is sufficient to win an election. In the case of a tie, lots will be used to determine a winner.
 - 6. Motions other than the election of Officers may also be voted on during the Annual Meeting.
- I. Special Meetings, called by a club Member, have the same 10-day notification requirements as the Annual Meeting, and are also presided over by the President.
- J. Voting can be in person, or by proxy, via email or letter to the club Secretary. The proxy must indicate the proxy voter's name and how the person wishes to vote, and must be received prior to the Business Meeting.
- K. Officers/ Directors Executive Meetings: The officers, Webmaster and others will conduct a monthly meeting to plan future club activities, prepare for the next activity meeting conduct club business that would only detract from a normal club meeting. The agenda date and location will be published on the web site. Any club member who desires to attend may do so.
- L. Membership and Activity Meetings:
 - 1. To achieve the goals of the club as described in Article II, monthly and ad hoc meetings will be scheduled by the Board of Directors and/or interested members.
 - 2. Meetings can be of any type to further the goals of the club, such as building relationships, teaching and demonstrating equipment and techniques, assisting the selection, installation, and activation of amateur radio stations for new amateur operators, etc.

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VII. AMENDMENTS TO BYLAWS

- A. By-laws of BCARC may be amended as required by a two-thirds majority of votes cast by members present or by written proxy at an Annual or Special Meeting as allowed under Article VI.
- B. Proposed amendments will be presented at the meeting, and must be emailed to members no less than 10 days prior to the meeting in which they will be discussed and voted on.

VIII. DISSOLUTION

- A. In the event of the dissolution of BCARC, all assets will be disbursed in accordance with prevailing federal and state rules and regulations.
- B. After three Special Meetings, each separated by at least 30 days, to discuss the dissolution of BCARC that do not have a quorum by physical presence or proxy, the decision to dissolve the club has been effectively approved. Notification of dissolution will be sent by email to all existing Members within 3 days of the failure of the third Special Meeting to meet quorum.
- C. The existing Board of Directors is responsible for the dissolution process. **BCARC Bylaws**
- D. All legitimate debts will be paid and the balance will be distributed as follows:
 - 1. Moneys collected through grants, donations, or bequeaths, where it is not required that moneys be returned, will be donated to a non-profit organization to be selected by the BCARC Board of Directors at the time of dissolution.
 - 2. All other assets will be made available to members at fair market value with the proceeds and remaining assets given to a non-profit organization to be selected by the BCARC Board of Directors at the time of dissolution.
- E. Proper notices will be transmitted to the Idaho Secretary of State and the IRS, as required by law.
- F. The club bank account will be closed after all payouts are made according to section A and B above.

IX. LEGAL

- A. In the event that any portion of these bylaws are declared invalid due to contradictions with state or federal laws or FCC regulations, all other unaffected portions of the bylaws will still be in full effect.

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AMENDMENTS TO BYLAWS:

Amended by members on January 11, 2023

Amended by members on May 11, 2022

Amended by members on February 22, 2017

Amended by members on June 12, 2012

Amended by members on January 1, 2010

Amended by members on September 12, 2006

Amended by members on September 30, 2001

Amended by members on January 4, 1996

Amended by members on November 21 & 28, 1991