



Bylaws of

Clallam County

Amateur Radio Club, Inc.



Notes

- A copy of these Bylaws shall be available at every Monthly Club meeting and Executive Board meeting.
- All newly elected Officers should download a copy of these Bylaws after their election at the December Monthly Club meeting. The new Officers should read and always be guided by these Bylaws.
- A copy of these Bylaws is available to all new and current CCARC members through the Club's website. Members without web access may request the Club Secretary to send them a copy through the US Mail.

Bylaw Revisions and Certification

Read: October 20, 1983 Adopted: November 17, 1983	Amended: July 19, 1984
Amended: July 19, 1984	Amended: March 20, 1986
Amended: September 1991	Amended: June 1993
Amended: July 1996	Amended: December 2000
1 st Reading: February 14, 2007 Discussion Mar. 14, 2007, Apr. 11, '07 Amended: May 9, 2007	1 st Reading: October 14, 2009 Amended: November 12, 2009
First Reading: November 8, 2015 Amended: January 13, 2016	First Reading: February 10, 2021 Amended: March 10, 2021
(Reserved)	

I certify under penalty of perjury of the laws of the State of Washington that the subsequent pages contain the Bylaws as were adopted by the members of the CLALLAM COUNTY AMATEUR RADIO CLUB, INC. at a regular meeting in accordance with the Bylaws on the 10th day of March 2021.

R. Sampson, K6MBY
President

Attest:

R. Day, KI7MZH
Secretary

**Bylaws of
CLALLAM COUNTY AMATEUR RADIO CLUB, INC.**

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ARTICLE I: Name

The name of this organization shall be the Clallam County Amateur Radio Club, Inc. Hereinafter referred to as the CCARC or the Club.

ARTICLE II: Purpose

The purpose of the CCARC shall be to promote and encourage Amateur Radio within the scope of the Federal Communication Commission Rules and Regulations (Part 97). Also to establish, for those interested, a social and technical exchange of information, and to operate and maintain an amateur radio repeater system.

ARTICLE III: Membership

1. Membership shall be open to all persons interested in Amateur Radio.
2. Honorary Membership:

Any licensed amateur meets one of the following criteria may be submitted to the board for approval and become an Honorary Member without payment of dues through December 31 of the following year. The licensed amateur must be either:

 - a) A full-time student,
 - b) On active duty with the armed forces,
 - c) Nominated by another current member for outstanding service to the Club.
3. Honorary memberships shall be reviewed by the Executive Board each December and renewed or terminated as deemed appropriate.
4. Membership in this Club may be terminated by:
 - a) Non-payment of Dues
 - b) Written request by the member to terminate their membership.
 - c) Unanimous recommendation by the Executive Board for:
 - i) Violation of the Amateur Code as defined by the American Radio Relay League.
 - d) Terminated and expired members will be dropped from the Club roster.

Members considered for termination have the right of appeal to the Executive Board and/or General Membership. Terminated members will be notified in writing by the Board Chair via post and email. A terminated member may not participate in Club business.

ARTICLE IV: Club Officers, Directors, and Elections

1. Officers: Elected officers of the CCARC shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

2. Officer Terms: The normal term of all elected officers shall be one year. CCARC officers shall not hold the same office for more than two consecutive terms, except for the Secretary and Treasurer.

3. No elected officer shall hold more than one office at any one time, except Secretary and Treasurer.

4. Directors: The club shall be represented by three directors, to serve on the Executive Board.

5. Director Terms: The normal term for a Director is three years.
 - a. One Director shall be up for election each year, with the most senior position (typically 3rd year,) being Board Chairman.

6. Elections: Elections take place at the Annual Membership Meeting.
 - a. The Annual Meeting of the CCARC shall be held during the December monthly club meeting.

i) Except, the Annual Membership Meeting may be postponed by a majority vote of the Executive Board only for cases of inclement weather, government order or local emergency.

(1) In the case of a postponed annual membership meeting, members should be notified via messaging and a broadcast on the Club's repeater and the annual membership meeting will automatically be moved to the next General Membership Meeting (e.g., January).

b. Nominations: Nominations for Officers and Directors for the coming year are taken during the November General Membership Meeting.

i) Nominees must be a current (paid) or life member and hold a valid FCC Amateur Radio License.

ii) All nominations shall be included in the meeting minutes and reported in the Club's December newsletter/email/membership message service.

iii) Floor nominations will be accepted prior to the election at the Annual Membership Meeting.

c. Voting: Voting and Election shall be held for each available office at the Annual Membership Meeting (December).

i) Elections will be held by voice-vote.

(1) Except, all voting shall be by written ballot upon request of a simple majority of the membership at the Annual Membership Meeting.

(a) A simple majority shall be calculated as 50% +1 of the eligible voting members present at the meeting.

- d. Elected Officers and Directors shall assume their duties on the first day of the month following their election (typically January.)
7. Vacancies: In the case of a vacancy the Executive Board will appoint a replacement to fulfill the remaining term. The appointment shall be subject to membership approval at the next scheduled General Membership Meeting.
- a. The Vice President will automatically assume, without further vote, the role of President in the case of resignation or removal of the President. A new Vice President will then be appointed and approved.
8. Officer or Director Absence: Officers and Directors are expected to attend and participate in club meetings. The position of any Officer or Director who is absent (unexcused) from two consecutive Executive Board Meetings or two consecutive General Membership Meetings may be declared vacant by the majority of the Executive Board. An Officer or Director subject to such action, shall be notified in writing by first class letter to the last known address, and via one attempted phone call, prior to the declaration of such vacancy.
- a. Advance notice of expected absence, when possible, is requested to be provided to a fellow Officer or Director.
 - b. A majority of the Executive Board may excuse any Officer or Director who is absent.
9. Duties: Director and Officer duties shall include those contained herein, and as outlined in the CCARC Operating Policy and Procedures.

ARTICLE V: Executive Board

1. The Executive Board shall consist of all the Officers and Directors of the CCARC.
2. Executive Board meetings shall be led by the Board Chair (typically 3rd year Director). If the Board Chair is not in attendance, the next most senior-tenured director shall perform the chair functions.
3. Executive Board members may not abstain from voting at Executive Board meetings unless a conflict of interest may arise as a result of their vote.
4. Minutes of the Executive Board meetings shall be published in the Club Newsletter and/or via the Club's then current membership message board (e.g., Groups.IO)
5. Duties of the Executive Board shall be outlined in the CCARC Operating Policy and Procedures.

ARTICLE VI: Club License Trustee

1. The Club Station License Trustee position is held by a volunteer, subject to the approval of the Executive Board. The Club Station License Trustee is required to hold an Extra Class FCC amateur radio license. If this position becomes vacant, the Executive Board shall immediately find a replacement.
2. Duties of the Club Station License Trustee are as outlined in the CCARC Operating Policy and Procedures.

ARTICLE VII: Meetings

1. All meetings will be conducted according to the Roberts Rules of Order, revised.
2. Any change in place or time of the Monthly Club meeting shall be determined by a majority vote of the members present at a Club meeting. The resulting change(s) should also be printed in the newsletter, published on the website, and/or sent to the membership via email so all members are aware of the change(s).
 - a. The President may cancel or postpone a general membership meeting during inclement weather or emergency.
3. The President, or a majority of the Executive Board, may request a Special Club meeting whenever deemed necessary. The purpose of said meeting must be specified at the time the meeting is called, and only that business may be acted upon. When practicable, a minimum of two weeks' notice should be given for special meetings scheduled under this section.
4. A special Executive Board Meeting will be held whenever requested by any two members of the Executive Board.
5. The Board Chair or a majority of the Executive Board may request Executive Board meetings when necessary.

ARTICLE VIII: Quorum

1. Two-thirds of the membership in attendance at the previous Monthly Club meeting plus three members of the Executive Board shall constitute a quorum.
2. When special club meetings are called, the entire Club membership must be notified, (preferably two weeks in advance) and attendance of 25% of those notified constitute a quorum for the special Club meeting.
 - a) Notification consists of email (or US Mail when the member does not use e-mail), or phone calls by duly authorized persons (generally an Officer or Director).
3. A majority of the Executive Board constitutes a quorum for an Executive Board meeting.

ARTICLE IX: Club Dues

1. The CCARC, upon recommendation of the Executive Board, and ratification by the membership, may levy upon the general membership such dues or assessments as shall be deemed necessary to conduct the business of the CCARC and the operation of the repeater.
2. Club dues shall be assessed according to the CCARC Operating Policy and Procedures.
3. One paid up membership shall include all family members living under one roof. Additional family members who wish to become a voting member or to hold office may do so upon payment of 50% of the regular Club dues, each year.

ARTICLE X: Committees

The president shall appoint all committees and confirm volunteer positions according to the CCARC Operating Policy and Procedures.

ARTICLE XI: Repeaters

1. The CCARC repeater system, W7FEL, shall be totally supported by the CCARC by underwriting the rent and insurance of the repeater sites in addition to subsidizing the maintenance, repair and upgrading of the system's equipment when required.
2. All proposed new sites, system expansion, or upgrades should be carefully considered by the Technical Committee for feasibility and cost before a recommendation(s) to the Executive Board.
3. The Club Station License Trustee shall be legally responsible for the W7FEL repeater system (FCC Rules & regs. Part 97.3) (6); 97.103 (a), 97.205 (e)).
4. The use of the CCARC repeater for any organized event that is not sponsored by, or staged by the CCARC, or a paid up or Life CCARC member must have Executive Board approval.

ARTICLE XII: Amendments

1. Any proposed amendment to these Bylaws, shall be submitted in writing to the Executive Board for review. Such proposal must be signed by at least three current paid up or life CCARC members. If, after review, the Executive Board finds no conflict with existing Bylaws, the Executive Board shall at the next Monthly Club meeting present the proposed amendments to the membership for discussion, along with the Executive Board's recommendation.
2. A copy of the proposed amendment(s) shall be sent either by email or U.S. Mail to all paid-up and life CCARC members 30 days prior to a vote. All notifications must include the time, date, and place of said vote.
3. If approved by two-thirds (2/3rds) of the paid up and life members in attendance, these Bylaws shall be deemed amended.
4. The CCARC Bylaws should be reviewed every three years to determine if revisions are necessary.
 - a) The President shall appoint a review committee chairperson who will, in turn, choose four people from the paid up and life members to complete the review committee. If any revisions are recommended follow paragraph 1 of this Article.
5. These Bylaws should be taken seriously, and not changed easily, as they are the glue that holds the CCARC together.

ARTICLE XIII: Dissolution

The CCARC is an incorporated entity and operates as a non-profit organization. In the event of the CCARC's dissolution, the statutes established by the State of Washington shall be followed. Club assets shall be liquidated as decided by a majority vote of the Executive Board.

ARTICLE XIV: Other

1. The Club shall be governed in accordance with the following documents, in the order listed:
 - Washington State RCW Chapter 24
 - CCARC Articles of Incorporation
 - CCARC Bylaws
 - CCARC Operating Policy and Procedures Manual
 - Robert's Rules of Order (last revised)
2. Suspension of the rules for any purpose shall only be by a majority vote of the Club's Members.
3. Severability Clause: If any provision in this document shall be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.
4. Headings: The headings of the various Articles and Sections herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.

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