

ANDERSON RADIO CLUB  
BYLAWS  
REVISED July 2024

Article I: Name

The name of the organization shall be the Anderson Radio Club with the station identification KY4LAW. The term “CLUB” or “ARC” hereinafter shall be defined to mean the Anderson Radio Club.

Article II: Objectives

The primary objective of the Anderson Radio Club shall be: To further the exchange of information and cooperation between members; To promote radio knowledge, fraternalism and operating efficiency; To conduct club programs and activities to advance the general interest and welfare of the amateur radio community.

A secondary objective of the Anderson Radio Club shall be: To conduct emergency communications for Amateur radio use in support of civil emergency needs.

Article III: Membership

Any person who supports the goals and objectives of the club may seek membership into the ARC by submitting a completed application for membership and receiving a majority vote by the members in attendance:

**A. Classes of members** - The club shall consist of two classes of membership: Regular and Associate.

1. Regular members. Regular members are those holding valid amateur radio licenses. Regular members are allowed full membership including all club privileges as well as rights to hold a club office and to vote on all matters.

2. Associate members are those who do not hold a valid amateur radio license. Associate membership is open to any person studying to obtain their amateur radio license or anyone interested in amateur radio. Associate members have all club privileges except to hold office and to vote.

**B. Privileges:** Regular members shall have full privileges of membership including the right to vote, and are eligible to hold office. Active Associate members are not eligible to hold office or chair a committee or vote, but have the right to serve as a member of any club committee.

**C: Termination of membership.** A member may terminate his or her membership at any time by submitting to any officer of the ARC a letter of intent to resign from the club. A

member's membership can be terminated for cause by three officers of the club, the President or presiding officer and two other officers, agreeing it would be in the best interest of the club to terminate such member's membership. The President will then call for a vote by the membership present. A majority vote shall then determine final decision of the proposed termination. The Secretary shall then prepare and send a letter to the member advising that his or her membership has been terminated for cause.

**D: Reinstatement of membership.** A member terminated by his or her request may be reinstated by submitting to any officer of the ARC a letter requesting reinstatement. A member terminated for cause can request reinstatement by letter after a period of one year. The President or presiding officer will request a vote by members of the club present at the next meeting after the letter has been received. A majority vote in the affirmative by the members present will allow reinstatement. The Secretary shall notify the person in writing of the results of this vote.

**E: Membership monitoring.** Members are required to sign in at each meeting to demonstrate presence.

**F: Minor membership:** Membership by a minor of less than 18 years of age will require Parent or Guardian approval. Additionally, such Parent or Guardian shall be present at all functions that the minor attends or participates in. The club accepts no liability for such a minor participation.

## Article IV: Officers

**A.** The officers of the club, in order of seniority, are President, Vice-President, and Secretary and Treasurer. The Secretary and treasurer are of equal seniority. All officers shall be 18 years of age or older. No member shall hold more than one (1) office at any time.

**B. Duties of Officers.**

1. **President.** The President shall preside at all meetings of the ARC and conduct the same according to the rules adopted. The President shall enforce observance of the Bylaws and perform all other customary duties pertaining to his office.

2. **Vice President.** The Vice-President assumes all the duties of the President in his/her absence, and assists the President in all functions of the office.

3. **Treasurer:** The treasure shall hold all funds for the club and shall report regularly to the membership the disposition and use of said funds. The Treasurer shall report on the balance of the account at each business meeting of the club. The Treasurer is responsible to see that all club rules concerning club funds are followed. At the end of the Treasurer's term of office all financial records, authorizations and funds shall be turned over to the incoming treasurer. The Treasurer shall monitor and report on the currency of club members in regard to their current status of dues. If a member is delinquent on paying

dues then the Treasurer will approach the member in private and notify them of their status. If the member does not pay dues to become current then the Treasurer will notify the President and Vice President of this situation.

4. Secretary. The Secretary maintains accurate records of all club meetings, and maintains up-to-date copies of the club charter. The Secretary shall keep a record of the proceedings of all meetings, carry on all correspondence, and read communications at all meetings. All records maintained shall be made available at each club meeting to any requesting member. At the end of term, all record keeping items shall be turned over to the incoming Secretary elected by the club members. The Secretary of the ARC will assume all duties related to treasury for the club until such time as an official elected position of Treasurer is deemed necessary.

## ARTICLE V: Nomination, Election, or Removal of Officers

**A. Nomination of Candidates.** Any Regular Member of the ARC is eligible for nomination to be an officer of the club. Nominations will be taken during the November meeting. A candidate may be nominated for office by at least one member of the club including self-nomination.

**B. Elections.** Elections shall be conducted by the presiding officer at the last scheduled meeting of the club's year; however, a special election can be held at any designated time set forth by the President of the ARC to fill a vacant officer's position in the event of resignation, impeachment, or death. Elections shall be by secret written ballot, with a simple majority vote of the ballots cast needed to win any position. If a member is running unopposed, a motion can be made and seconded to openly elect the member into the position without a written ballot. If no one receives 51% of the votes for a given position, a run off election will be held between the top two persons who received the highest number of votes for that position.

**C. Removal.** Offices may become vacant due to resignation, impeachment, death or a termination of membership per Article III section C.

1. Resignation. An officer may resign their office by submitting a resignation letter to the other three ARC officers.

2. Impeachment. Petition to impeach shall state the reason(s) in support of impeachment, and must be signed by at least five members and submitted to the President, Vice President, or Secretary at least twenty days prior to the business meeting at which it is to be considered. The officer receiving the petition shall attempt to notify the other officers within 48 hours of receipt of the petition. The petition shall be considered at the next scheduled club meeting after the twenty days has expired. Voting shall be by secret ballot. The officer shall be removed if at least two thirds of members voting at that meeting, vote to impeach him or her.

## VI: Appointed Positions

**A.** From time to time, there may be a need to appoint members to various extra positions to assist Club Officers with specific duties. Appointed positions will provide opportunities for members to grow into leadership positions. These positions will be appointed through a recommendation by the Club Officers, with input from Club Members. These positions will not need to be added to the By-Laws, but must be documented in the Meeting Minutes, including description and purpose of position. Positions will need to be re-appointed on an annual basis.

**B.** Appointed positions can be removed through a recommendation by Club Officers, with input from Club Members or through resignation or death by the position holder.

### Article VII: Membership meetings

**A.** Regular ARC meetings shall be held at least once a month.

**B.** A special meeting can be called at any time; however, must give a minimum of 48 hour notice to all members of the ARC of the date, time, and place also stating reason.

**C.** A Quorum shall constitute the members present at any meeting of the club so long as a minimum of 3 members are present, one of which must be an officer.

### Article VIII: Club year

The club year and fiscal year shall run from January 1 through December 31.

### Article IX Membership dues

Membership shall be based on the club fiscal year. Membership payment shall be due at the start of the fiscal year and shall be prorated monthly for new members. Membership dues will be set by majority vote of the membership and noted in the monthly meeting minutes.

### Article X: Amendments to the bylaws

The bylaws of the ARC may be amended at any club business meeting. No amendment shall be voted upon unless the proposed change has been presented at the previous business meeting.

### Article XI: Adoption

These bylaws may be formally adopted by a majority vote of the members present at any regular meeting of the ARC.

## Article XII: Code of conduct

Whereas the Anderson Radio Club (ARC) members are the personification of Amateur Radio to the public and to the governmental and quasi-governmental agencies they serve, the members are required to abide by the following standards:

- Anderson Radio Club members will conduct themselves with respect and courtesy to one another and to those whom we serve. We will be listeners and communicators.
  
- Anderson Radio Club members will not act as or be perceived as agents or employees of the agencies whom we serve. We are a serving agency and have no authority to act on behalf of the agency.
  
- Anderson Radio Club members will not use profanity, vulgar language or language or expressions which may be considered derogatory when in public.
  
- Anderson Radio Club members will not park in restricted areas, unless specifically authorized or invited to do so by the agencies we serve. · Anderson Radio Club members will not violate Commonwealth of KY Statutes, Anderson County statutes or City of Lawrenceburg ordinances.
  
- Anderson Radio Club members will not solicit contributions or gifts, merchandise or services from any individuals or businesses while using the name of local EOC or the phrase Emergency Services. All solicitations using the name of Amateur Radio Emergency Service or associated, related names must be approved in writing by those associated agencies, in advance. No Anderson Radio Club member (including Anderson Radio Club leadership) is authorized to use the name of the agencies without their prior written permission.
  
- Anderson Radio Club members will not use the logos or identifying marks of the agencies that we serve without prior approval in writing by those agencies.
  
- Any Anderson Radio Club member requesting County EOC credentials must pass the Anderson County EOC credentialing requirements and provide proper documentation of completion. Credentialing with agencies are vested in and at the sole discretion of the agency providing those credentials. Anderson Radio Club has no function in those credentialing processes. These requirements are not negotiable.