

CONSTITUTION & BY-LAWS
of
The CARBON AMATEUR RADIO CLUB INC.

CONSTITUTION

ARTICLE I

Name

Section 1. The name of our corporation shall be the **Carbon Amateur Radio Club** or **CARC**, a non-profit entity, which commenced existence on July 4, 2020 when its Articles of Incorporation was approved by the Secretary of State of Pennsylvania.

ARTICLE II

Purposes

Section 1. The purpose of this organization is to secure for ourselves the pleasures and benefits of fellowship with persons interested in amateur radio; to educate the public as to the benefits of amateur radio; to provide technical training classes for interested individuals; to support local charitable and beneficial organizations with their communications needs; to facilitate the exchange of information and general cooperation between members through technical forums; to promote radio knowledge, fraternalism and individual operating proficiency through regular monthly programs; to participate in emergency management nets, drills and real world events; and to so conduct club programs and activities as to advance the general interest, education and welfare of amateur radio in the greater Carbon County and surrounding areas.

ARTICLE III

Membership

Section 1. This corporation shall not have capital stock, nor compensation for officers, but admit applicants to membership in the corporation upon such uniform conditions as may be prescribed in its Bylaws.

Section 2. Petition for membership is to be made from the floor of a general meeting by an active member on behalf of the interested party or guest. Approval shall be by majority vote on the petition or motion and membership shall be granted upon payment of dues.

Section 3. Voting. The voting rights of the members of the Association shall be equal and no member shall have more than one vote upon each matter submitted to a vote at a general meeting of the members. Only those holding active memberships shall vote.

Section 4. Duration of membership. Membership in this association may be terminated by death, voluntary withdrawal or as otherwise herein provided, in these bylaws. All rights, privileges, and interest of a member shall cease on the termination of membership. Any member may, by giving written notice of such intention, withdraw from membership.

Section 5. Suspension and expulsion. For cause and upon reasonable notice, any membership may be suspended or terminated. Sufficient cause for such suspension or termination of membership shall be violation of the Bylaws or any lawful rule or practice duly adopted by this organization, or any other conduct prejudicial to its interests. Suspension or expulsion shall be by two thirds majority vote at a general meeting providing there shall be a quorum.

Section 6. Property rights and Interests. The property rights and interests of each member in the Association shall be determined and fixed in the proportion that the patronage of each member shall bear to the total patronage of all the members with the Association. But, in determining property rights and interests, all amounts allocated to each patron or evidenced by certificates of any kind shall be excluded and, upon dissolution the equity interests of members and patrons shall be determined as provided in the bylaws. New

members admitted to membership shall be entitled to share in the property of the Association in accordance with the foregoing general rule.

ARTICLE IV

DUES

Section 1. The annual dues for each member shall be determined by a quorum of 5 members in good standing which must include 3 members of the Board of Directors and noted in an addendum to this document.

Section 2. Members who fail to renew their dues within ninety (90) days shall, without further notice, be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

Section 3. All memberships will begin January 1st and end on December 31st of each its year.

ARTICLE V

MEETINGS

Section 1. General Meetings. The monthly meetings of this club shall be held on the third Thursday of each calendar month unless otherwise specified by the General membership.

Section 2. Annual Meeting the September General Meeting shall be known as the annual meeting, at which time the election by ballots for the officers and the Board of Directors shall be taken.

Section 3. Special. Special meetings may be called by the President or the Vice President, or shall be called by the President upon the written request of one third of the active members of the Association. Notice of any special meeting shall be sent via e-mail and/or announced on the Club Net, at least fifteen (15) days in advance, with a statement of time, place and information regarding the subject(s) to be considered.

Section 4: Quorum. The presence of five (5) members in good standing that includes at least 3 members of the Board of directors shall constitute a quorum for holding a general, special or annual meeting.

Section 5. The order of business at meetings shall be as follows:

1. Call of meeting to order.
2. Pledge to the flag.
3. Introduction and Welcome to new members and VISITORS.
4. Things to share for the good of the hobby.
5. Reading and approval of minutes of previous meeting or verbal approval of minutes sent in an email or posted on the club's web site.
6. Treasurers Report
7. Reports of President and officers.
8. Reports of committees. (Standing or Special).
9. Old Business
10. Unfinished business.
11. New business.
12. Nominations for all board positions (July and August)
13. Election Board of directors (September)
14. Adjournment

Followed by the education and entertainment part of the meeting.

Section 6. The order of business may be altered or suspended at any general meeting by a majority vote of the members present or when not appropriate for a specific meeting.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. At the annual meeting there shall be elected by ballot, a Board of Directors consisting of 4 officers President, Vice President, Secretary, Treasurer and 3 Directors at large consisting of members in good standing. Any officer shall be eligible for re-election. The past President, for one year only, will

assume one of the Directors at large positions. Board of Directors shall continue in office until their successors shall be duly elected and qualified.

Section 2. The Board of Directors of this club shall be elected for a term of one year. Only one elected or appointed officer's position can be held by one person.

Section 3. Combination of the Secretary and Treasurer office may be combined by recommendation of the Board of Directors with approval of the general body.

Section 4. Vacancies occurring between elections shall be filled by special election at the first general meeting following the vacancy.

Section 5. Members of the Board of Directors may be removed by a three-fourths vote of the general membership at any regular or special meeting provided notice of such intention has been sent to all active members at least one week prior to that meeting.

Section 6. To be nominated, all members of the Board of Directors must hold an amateur license; must be 18 years of age or older; must meet requirements stated in Article I of the Bylaws.

Section 7. Nominations for the offices of President, Vice-President, Secretary, Treasurer and Directors at large shall be called for at the July and August general meeting. Members may be nominated for more than one office, but may run for only one office on the ballot. All nominees must confirm and accept their nominations through the club Secretary. Failure to accept the nomination will result in the removal of the candidate's name from the ballot.

ARTICLE VII

DISSOLUTION

Upon the dissolution of this organization, if the organization has attained section 501(c)(3) status, then the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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.

**BYLAWS
Of
THE CARBON AMATEUR RADIO CLUB INC.**

ARTICLE I

MEMBERSHIP

Section 1. Qualifications. Any person, who pays such membership fees and meets such other uniform conditions as may be prescribed by the Board of Directors, may become a member of this association.

- A. All persons interested in amateur radio shall be eligible for membership.
- B. An amateur is an individual interested in radio techniques solely with a personal aim and without pecuniary interest.

- C. To be an associate member, one must be current of dues and have been voted into the club by majority vote at time of membership application. Associate members need not hold an amateur license.
- D. To be an active member, one must be current of dues and have been voted into active membership by majority vote. Active members must hold a valid amateur license issued by the FCC.
- E. Only an active member may present motions, hold office, or vote in the club.
- F. Life membership shall be granted to any person who pays such membership fee as may be prescribed by the Board of Directors and listed as an ADDENDUM to these bylaws.
- G. Honorary membership shall be conferred upon those who have contributed to the Association by a method of improvement or involvement. The term of Honorary Membership must be recommended and approved by the Board of Directors.

ARTICLE II

BOARD OF Directors

Section 1. Scope. The Board of Directors shall have supervision and control of the affairs of the organization, shall determine its policies or changes therein within the limits of the Constitution and Bylaws, shall actively pursue its objectives, and shall have discretion in the disbursement of its funds.

Section 2. Function. All organization agreements, contracts, drafts, bonds, bills of exchange, notes, and orders of payment of monies, shall, unless otherwise required by law or permitted by the Bylaws, be approved by the Board of Directors. Expenditures above 10% of the treasury balance shall be brought to the club membership for prior approval at a general meeting. However, payments specifically listed in Addendums shall not require prior Board approval.

Section 3. Members. The President, Vice President, Secretary, Treasurer and 3 directors at large shall be members of the Board of Directors, with the right to vote.

Section 4. Meetings. The Board of Directors shall meet quarterly and upon the request of either the membership or an officer of the club. The first quarterly meeting shall be in-person. The remaining three may use alternate meeting arrangements.

Section 5. Quorum. A majority of the Board of Directors shall constitute a quorum, and, if not attained, the meeting must be adjourned until a quorum be present.

ARTICLE III

DUTIES

Section 1. The President shall preside at all meetings of this club, and shall conduct the meetings according to the rules adopted; he shall enforce due observance of this Constitution and the Bylaws; decide all questions of order; and perform all customary duties pertaining to the Office of President. The President shall act as the Chairman at the Meetings of the Board of Directors.

Section 2. The Vice-President may be delegated by the President to perform his duties. The order of succession following the Vice-President shall be Secretary, then Treasurer, then members of the Board in service seniority order. Any officer may decline without prejudice, but must be offered if available.

Section 3. The Secretary shall keep a record of the proceedings of all the meetings; keep a roll of members; submit applications for membership; carry on all written correspondence; read communications at each meeting; and mail written notices to each member of meetings when so directed by the President. He shall, at the expiration of his term of office, turn over everything pertaining to the club in his possession to his successor.

Section 4. The Treasurer shall receive and receipt for all dues paid to the club and keep an accurate account of all monies so received; shall keep an accurate

list of members; shall notify those who are delinquent in accordance with provisions of the constitution and/or Bylaws. He shall pay bills promptly, but only after proper authorization. He shall make a full financial report annually and the annual report will be audited by the Board of Directors or the Financial Committee if one exists. He shall, at the expiration of his term of office, turn over everything in his possession pertaining to the club to his successor after a due audit.

Section 5. The Board of Directors shall conduct any club business that may become necessary between general meetings of the club.

Section 6. The President, subject to the approval of the Board of Directors, shall annually appoint such standing or special committees or subcommittees as may be required by the Bylaws or as he may find necessary.

- A. Interference Committee (TVI) investigates TVI complaints and assists by offering technical advice and other information to correct the problem.
- B. Technical/Repeater Committee confirms technical information and maintains club radio equipment in good working order.
- C. Publicity Committee communicates the club's activities to the general public and educates the public regarding the amateur radio hobby.
- D. Special Committees shall be appointed by the president to perform the work of any special activity.
- E. Membership Committee maintains an accurate, up to date membership list.
- F. Program Committee plans instructive and entertaining programs for the Association meetings.
- G. Nominating Committee provides a list of nominees for election at the October meeting.
- H. Publications and Communications Committee provides to the membership and any other designated groups or persons, a newsletter, describing the current events of the Association.
- I. Trustee Committee insures there is a current license in effect for Association call sign W3HA.

J. Education Committee fosters education regarding electronic communication and disseminates technical, educational and scientific information relating to electronic communication.

K. Special Committees or Positions AS NEEDED and Directed.

Activities Committee
Banquet Committee
Bylaws Committee
County Liaison
Events Committee
Entertainment Committee
Education Committee
Emergency Service Committee
Field day Committee
Financial / Fundraising Committee
Hamfest Committee
Historical/Archival Committee
Membership Committee
Nominations Committee
Packet Radio Committee
Picnic Committee
Program Committee
Radio Repeater Antenna Officer
Recognition & Awards Committee
Technical/ Club station Committee
VE's Committee

ARTICLE IV

AMENDMENTS

Section 1. These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any general or special meeting of this organization; provided that a copy of any proposed amendment must be submitted to the secretary no later than thirty (30) days before the next general meeting and shall be published to all active members and announced at least thirty (30)

days prior to the date of the general meeting. A quorum must be present to vote on the amendment.

Section 2. Any amendment adopted by the members is effective when the general meeting adjourns unless the amendment states otherwise.

Section 3. The Secretary shall keep the Constitution and Bylaws of this club and have the same with him at every general or special meeting. He shall cause all amendments, changes, or additions to be noted thereon, designating the date of such action, and shall permit the same to be consulted by any member upon request.

Section 4. At least every five (5) years a committee shall be appointed and charged with reviewing this document and suggesting any appropriate changes. Any changes shall undergo the normal approval process defined in Section 1 above.

ARTICLE V

FISCAL YEAR

Section 1. The fiscal year of the Association shall begin on the first day of January of each year and shall end on the thirty-first day of December of the same year.

ARTICLE VI

RULES OF ORDER

Section 1. All meetings and committee meetings shall be conducted by the authority of current edition of Robert's Rules of Order Newly Revised.

ARTICLE VII

REFERENCES

Section 1. Without changing their intent, the Secretary may from time to time, on notice to the members of the Board, renumber these Bylaws, correct typographical errors, grammar, punctuation and usage errors provided the intent of the document is not changed.

The words 'he, his, or him' is understood to mean 'he/she, his/her, and himself/herself.' References in these Bylaws to Articles shall be corrected, when necessary, by the Secretary to conform to renumbered Articles.

Section 2. This current approved Constitution and Bylaws supersede the old Constitution, Bylaws and Amendments. This version attained final approval at April 30, 2020 repeater meeting.

Addendum A

Dues

Pursuant to a decision made at the on August 2019 general meeting, the dues structure shall be as follows until further modified:

Individual Membership: \$25.00 per year.

Associate member: \$15.00 per year.

Family Membership: \$10.00 per year.

Life Membership: \$500.00

ADDENDUM B

Code of Conduct of The CARBON AMATEUR RADIO CLUB INC.

ARTICLE I

1 Members shall control their conduct during club meetings, activities, and at events whilst at all times being respectful to all club members and outsiders. They shall conduct themselves in a manner that will ensure the safety and wellbeing of others so as to not reflect negatively on the club and its members.

2 Members shall choose their words carefully and shall refrain from talking negatively about others when interacting with club members, other clubs and event staff or when at club meetings, activities, events, or via the Internet in public forums.

3 Members shall conduct themselves in a manner that will ensure a comfortable and welcoming club environment. Members are expected to interact with all persons in a manner that avoids behavior that could be construed as discrimination or sexual harassment. Sexual harassment is defined as “Unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.” Members are expected to respect the age, religion, ethnic background, gender, and sexual orientation of other members. Members are to recognize that the club operates as amateur radio club and social club, however also are to understand that discrimination or unwanted and/or continued advances toward other members will not be accepted and that all members have the right to an environment free from all forms of discrimination, including sexual harassment.

4 Members should acknowledge the accomplishments and efforts of others, encouraging all club members and persons or organizations we interact with to excel whilst keeping in mind you represent the club as an ambassador to the community at large.

5 Members are responsible to ensure that this Code of Conduct is followed and are expected to report any inappropriate actions or behavior to a club officer.

In addition to the above guidelines for interaction with people in person the following rules shall apply when operating on the air, representing the club or amateur radio.

ARTICLE II

The Radio Amateur's Code

The Radio Amateur is:

1 CONSIDERATE...He/[She] never knowingly operates in such a way as to lessen the pleasure of others.

2 LOYAL...He/[She] offers loyalty, encouragement and support to other amateurs, local clubs, the IARU Radio Society in his/[her] country, through which Amateur Radio in his/[her] country is represented nationally and internationally.

3 PROGRESSIVE...He/[She] keeps his/[her] station up to date. It is well-built and efficient. His/[Her] operating practice is above reproach.

4 FRIENDLY...He/[She] operates slowly and patiently when requested; offers friendly advice and counsel to beginners; kind assistance, cooperation and consideration for the interests of others. These are the marks of the amateur spirit.

5 BALANCED...Radio is a hobby, never interfering with duties owed to family, job, school or community.

6 PATRIOTIC...His/[Her] station and skills are always ready for service to country and community.