



**BY-LAWS**  
of the  
**VIRGINIA BEACH AMATEUR RADIO CLUB, INC.**

**PREAMBLE**

It shall be the purpose of the Virginia Beach Amateur Radio Club, Inc., a Virginia Non-stock corporation (sometimes referred to herein as “the Club”) to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism, individual operating efficiency, and to so conduct club programs and activities as to advance the general interest of Amateur Radio and public service within the community.

**ARTICLE I**

**Section 1. MEMBERSHIP**

All persons interested in Amateur Radio solely with a personal aim and without pecuniary interest shall be eligible for membership.

**ARTICLE II**

**Section 1. OFFICERS**

The officers of this club shall be the President, Vice President, Secretary and Treasurer.

**Section 2. BOARD OF DIRECTORS**

The Board of Directors shall consist of seven elected members plus the immediate past President and the current officers.

**Section 3. TERM**

The officers and directors shall serve for a term of one year.

**Section 4. QUALIFICATIONS**

An officer or director must hold a valid Amateur Radio license and be a voting member during the term of office. Any revocation, loss, or suspension of license will result in automatic removal from office.

**Section 5. VACANCIES**

Vacancies occurring between elections must be filled by holding a special election at the first meeting after the vacancy occurs.

**Section 6. REMOVAL**

Elected officials may be removed by a three-fourths vote of the membership present at the first regular meeting following a 30-day notice to the membership.

**ARTICLE III**

**Section 1. PRESIDENT**

The President shall preside at all meetings of this Club, and conduct the same according to the rules adopted. The President shall enforce due observance of these By-Laws, decide all questions of order, sign all official documents that are adopted by the Club, and perform all other customary duties pertaining to the office of the President. The President shall appoint such committees as necessary to further the goals of the club.

**Section 2. VICE PRESIDENT**

The Vice President shall perform such duties as the President may assign and assume the duties of the President in absence of the latter.

**Section 3. SECRETARY**

The secretary shall keep a record of the proceedings of all meetings, prepare and receive all correspondence for the Club, read communications at each meeting, and be responsible for the maintenance of the Club Library. The secretary shall maintain the By-Laws of the Corporation and cause all amendments, changes, and additions to be noted thereon and shall have a copy available at every regular meeting.

**Section 4. TREASURER**

The Treasurer shall receive and account for all monies received and expended, pay all proper obligations of the Club, receive all applications for membership, and be responsible for the accuracy of the Roster. The Treasurer shall submit an itemized statement of receipts and expenditures to the Secretary monthly for record purposes, and report same to the membership.

**Section 5. BOARD OF DIRECTORS**

The Board of Directors shall be an advisory board to the President and will hear and comment on club business to be forwarded to the membership.

## **ARTICLE IV**

### **Section 1. MEMBERSHIP**

There shall be three types of membership:

- a. Full membership.
- b. Family membership.
- c. Associate membership.

### **Section 2. PRIVILEGES**

The membership shall be accorded privileges as follows:

- a. Full membership with voting privileges shall be available to those holding a current amateur license.
- b. Family membership is available to two or more related persons living at the same address. Family members that are licensed amateurs will enjoy the same privileges as Full members.
- c. Associate membership is available to those licensed amateurs unable to participate actively, to those interested in becoming licensed amateurs, and to those who are unlicensed and would enjoy the fraternity and fellowship of the Club. Associate members do not have voting privileges.

### **Section 3. APPLICATION**

Membership application shall be submitted in writing to the Treasurer at a regular meeting. Each applicant shall be given an opportunity to read the By-Laws and agree to abide by the same.

### **Section 4. NON-PAYMENT OF DUES**

Any member who fails to keep their dues current shall be removed from the roster after three months of non-payment.

### **Section 5. NEWLY LICENSED AMATEUR - MEMBERSHIP**

Any person earning their first Amateur Radio license shall receive a complimentary full membership for the current year in which it was granted.

## **ARTICLE V**

### **Section 1. CLUB MEETINGS**

Regular meetings shall be held on the first Thursday of each Calendar month at such places as the President shall designate. Special meetings shall be called by the President upon the written request of any five club members. The President shall notify all voting members at least 24 hours prior to a special meeting of the time, place and business to be transacted. Where procedural rules are not provided for in the By-Laws, Robert's Rules of Order shall govern proceedings.

### **Section 2. MEETINGS OF THE BOARD OF DIRECTORS**

Board of Directors meetings shall be held prior to the regular meeting at a time and place designated by the President. The President shall preside over these meetings.

## **ARTICLE VI**

### **Section 1. MANAGEMENT**

#### **a. DUES**

The Club, by majority vote of those members present at any regular meeting, may annually change these amounts as shall be deemed necessary for the business of the Club. Dues changes become effective at the next January meeting.

#### **b. EXPENDITURES**

The President may authorize, with the concurrence of the Board of Directors, expenditures up to \$100.00 for any item, service or event without prior approval of the membership. All expenditures shall be reported to the Club at the next meeting. All expenses over \$100.00 must be approved by majority vote of the membership.

#### **c. PROPERTY**

The President shall appoint a Custodian to maintain a record of all hardware owned by the Club. The record should contain a complete description of the item, condition, and storage location. The Custodian shall have these records available at each regular meeting for inspection as may be requested. An inventory shall be taken and reported to the President annually before the election.

#### **d. AUDIT**

The President shall appoint two members to conduct an Audit of the financial records in January or at any time upon the written request of five or more members. The Audit shall be completed prior to the next Club meeting, reported to the Membership and filed with the Secretary.

e. **INVESTMENTS**

The President, or a duly authorized Club member, shall be responsible for voting and managing any and all stock held in other corporations. Any stock certificates shall be accounted for by the Treasurer.

**ARTICLE VII**

**Section 1. ELECTIONS**

The President shall appoint one officer and two members to act as a nominating committee at the October meeting. This committee shall nominate members for each of the following offices:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Board of Directors

**Section 2. THE NOMINATING COMMITTEE**

The nominating committee's slate of officers shall be presented to the membership at the December meeting.

**Section 3. NOMINATIONS**

Nominations will be accepted from membership up to the time of balloting, provided the nominee has agreed in advance to become a candidate for election.

**Section 4. ELECTIONS**

Elections shall be held by secret ballot at the regular January meeting, which shall be the annual meeting of the corporation. The President shall appoint an election supervisor, by the December meeting, who is neither an officer, nor a candidate for office, to administer the election. A plurality vote shall elect each officer and director.

**Section 5. INSTALLATION**

Newly elected officers and directors shall take office immediately following the meeting. All monies, properties and other materials belonging to the club shall be turned over the appropriate elected official before the next Board of Directors meeting.

**Section 6. PROXY**

Any voting member in good standing who is unable to attend a regular or special meeting may be permitted to vote by written proxy, provided that the written proxy be given to a club officer prior to the actual vote.

## **ARTICLE VIII**

### **Section 1. AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the membership present at a regular meeting, provided that the amendment(s) were submitted to the Board of Directors for review, next submitted to the Membership for review at their previous regular monthly meeting, and the final recommended version was provided to the Membership one month prior to the final vote.