

## Port City Amateur Radio Club (PCARC) Bylaws (2024)

The mission of Port City Amateur Radio Club is to: assist and encourage people to become licensed and active in the Amateur Radio Service, cultivate interest among young people in STEM fields and careers through Amateur Radio, provide instruction and mentoring to enable Amateur Radio Operators to improve their technical and operating skills and to be prepared to assist in times of emergency, sponsor on-air operating activities so that Amateurs may practice and fully develop their operating skills, and to have fun with Amateur Radio!

### BYLAWS: THE PORT CITY AMATEUR RADIO CLUB, INCORPORATED

ARTICLE I – Name. The name of the club is THE PORT CITY AMATEUR RADIO CLUB, INCORPORATED, a 501(c)(7) nonprofit corporation, located at 198 Tuttle Lane in Greenland, New Hampshire, organized and existing under the laws of the state of New Hampshire.

ARTICLE II: - Purpose. The purpose of this organization is to advance amateur radio as a hobby through instruction and training, community service, and to assist civil authorities and government agencies with radio communications when requested.

ARTICLE III: - Membership. Membership shall be open to any person interested in amateur radio upon submitting his/her written application for membership, together with payment of annual dues. If the new member pays his/her dues after June 1st (of the current year) it shall be applied to the following years' dues. Family dues only applies to licensed husband/wife or significant other in the same household this also includes children in the same household. Persons licensed at an Amateur Radio License Exam session held by the PCARC, will be offered a complimentary membership for the remainder of that calendar year, excluding current members. Membership in the Club shall continue to be open to all members in good standing.

ARTICLE IV: - Officers. The officers of the organization shall be a President, Vice President, Secretary, Treasurer, and Trustees of the Station Licenses. Each such officer must hold a valid Amateur Radio License, and shall serve without compensation. The Trustee shall hold a valid and current Amateur Extra-class license. The officers shall be elected to serve for one year or until their successors are elected with the exception of the Trustees, who shall be appointed by the President upon resignation or termination. Their term of office shall begin at the close of the annual meeting at which they are elected. In the event of a vacancy in office, the Executive Board shall fill the position by majority vote. No member shall hold more than one office, and, except for the Station Trustee and the Treasurer, no member shall be eligible to serve more than two consecutive terms in the same office. In the event that there is no other qualified candidate for a particular officer role, term limit may be waived by a majority vote.

ARTICLE IV A: - Executive Board. The officers of the Club and two members elected at large shall constitute the Executive Board. The Executive Board shall have general supervision of the affairs of the Club between business meetings, make recommendations to the Club, and shall be subject to the orders of the Club. None of its acts shall conflict with the orders of the club. Meetings of the Executive Board

can be called by the President, or shall be called upon the request of three members of the Executive Board.

ARTICLE V: - Budget. Spending will be guided by a detailed Budget prepared by the Treasurer. The Budget shall be presented in the September meeting and voted on by the membership at the October Meeting. Non-budgeted expenditures over \$500.00 must be approved by a majority club vote at which a quorum is present. Exceptions may be made for emergent expenditures pertaining to the safety or security of club assets, upon agreement and discretion of a combination of one Officer and two Executive Board members. Expenditures under \$500.00 may be made with the approval of one Officer and two Executive Board members. The budget shall contain an open-fund line, containing a minimum of \$1, for Special Projects. A notification shall be made to the club no less than 30 days before the vote to make an expenditure from the Special Projects fund.

ARTICLE VI: - Meetings. The regular meetings of the organization shall be held the first Wednesday of each month from September to June inclusive unless otherwise ordered by the Club or by the Executive Board. The regular meeting on the first Wednesday of June shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of committees and officers, and for any other business that may arise. Special meetings may be called by the president or by the Executive Board, or shall be called by the written request of five members of the Club. The purpose of the meeting shall be stated in the call, and, except in emergency, at least seven days' notice shall be given. A three-fifths vote of no fewer than 20 members shall constitute a quorum for the transaction of business. Members in good standing, attending remotely, shall have their votes counted as though they were in attendance.

ARTICLE VII: - Committees. An Auditing Committee of three members shall be appointed by the President at the Club's May meeting. Their duty shall be to audit the Treasurer's accounts before the June meeting and to report at the June meeting. An Inventory Committee shall be appointed at the club's May meeting to take inventory of all club-owned gear, equipment, and resources as well as a separate inventory of gear for "Elmer's Village" loan. This committee will also be tasked with performing an annual safety audit of the club's station which shall include a safety assessment of the club's tower. Such committees, standing or special, shall be appointed by the President of the Club or Executive Board from the time deemed necessary to carry on the work of the Club. The President shall be an ex officio member of all committees except the Nominating Committee.

ARTICLE VIII: - Parliamentary Authority. The rules contained in the present edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Club in all cases except where they are inconsistent with those bylaws and special rules of order as the Club may adopt.

ARTICLE IX: - Amendment of Bylaws. The bylaws may be amended by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE X: - Dissolution. In the event of dissolution, all physical assets of the Club are to be sold at auction, and the proceeds added to other cash assets, are to be donated to the American Radio Relay League.

ARTICLE XI: - Severability. If any provision or bylaw is found to be illegal or unenforceable the rest of these bylaws are valid and enforceable.

Notes: Originally adopted, September 1963. Revised, January 1995. Re-typed into electronic format, March 11, 2005 by Tom Richardson. Revised, December 2023-January 2024 by committee.

Adopted and Approved \_\_\_\_\_  
(President / Signature / Date)