

**BYLAWS OF THE
Thunderbird Amateur Radio Club (TBARC)**

Table of Contents

ARTICLE I. MEMBERSHIP2

ARTICLE II. DUTIES OF OFFICERS2

ARTICLE III. ELECTION OF OFFICERS AND DIRECTORS.....3

ARTICLE IV. MEETINGS4

ARTICLE V. COMMITTEES.....5

ARTICLE VI. DUES6

ARTICLE VII. AMENDMENTS.....7

ARTICLE VIII. RULES OF ORDER7

ARTICLE IX. KEEPING OF RECORDS7

ARTICLE X. APPROVAL AND ACTIVATION8

Article I. MEMBERSHIP

Section 1.01 Upon completion of the membership application and payment of annual dues, and acceptance by membership chairperson, the applicant will become an active member.

Section 1.02 The Board may bestow an honorary membership to an individual based on what the board deems to be significant contribution to the Amateur Radio hobby or significant contribution to the communication through Amateur Radio. The term of the Honorary Membership will be set at the discretion of the Board. Honorary membership shall have limited privileges as determined by the Board and Honorary members will not have voting rights, nor the rights of an active member.

Section 1.03 TBARC subscribes to the code of ethics embodied in what is popularly known as the "Radio Amateur Code".

Article II. DUTIES OF OFFICERS

Section 2.01 *The governing authority of this organization shall be the Board of Directors.*

Section 2.02 President

- (a) The duties of the President shall be to preside at all meetings, to uphold the Constitution and Bylaws, to appoint committee chairs and to dissolve committee appointments when deemed necessary, to act as ex officio member of all committees, to appoint all officers protem, and to perform all other duties consistent with the office of President.
- (b) The President of the organization shall be the Statutory Agent for the corporation. As required by state law, the Statutory Agent is an individual appointed for the corporation for the purpose of accepting service of process (lawsuit papers or legal documents) on behalf of the corporation.
- (c) The President of the organization shall be the Principal Officer for the corporation. The Principal Officer is required by Federal Tax Code for a 501.c3 corporation and is the officer of the organization who, regardless of title, has ultimate responsibility for implementing

Bylaws of the Thunderbird Amateur Radio Club (TBARC)

the decisions of the organization's governing body, or for supervising the management, administration, or operation of the organization.

Section 2.03 Vice President

- (a) The Vice President shall perform the duties as assigned by the President. In the absence of the President, the Vice President shall assume the responsibilities and authority of the President.

Section 2.04 Secretary

- (a) The Secretary shall keep accurate Minutes of the proceedings of the organization and the Board of Directors. The Secretary shall send out all meeting Notices and conduct all official correspondence of the organization.

Section 2.05 Treasurer

- (a) The Treasurer shall be the depository for all moneys of the organization and shall make disbursements at the direction of the President. The Treasurer shall keep accurate accounts of all receipts and expenditures in accordance with generally accepted accounting practices provide a summary financial report at each general meeting. Checks may be signed by either the President or the Treasurer. In any given month, the Board of Directors shall have the discretion to incur expenses not to exceed \$500. Any single expense or expenses in the aggregate that exceeds \$500 shall first be approved by a vote of the membership at a general or special meeting. The Treasurer shall be responsible for reports to State and Federal Agencies as required by Law.

Article III. ELECTION OF OFFICERS AND DIRECTORS

Section 3.01 Any active member in good standing which is at least 18 years of age, shall be eligible for a seat on the Board of Directors.

Section 3.02 Any member of the Board of Directors which is at least 21 years of age shall be eligible for an Officer position.

Section 3.03 Election of Directors shall be held annually in the month of November.

Bylaws of the Thunderbird Amateur Radio Club (TBARC)

Section 3.04 At the October general meeting and with ample notice, the Nominating Committee shall present its slate of directors for the ensuing calendar year; additional nominations may be taken from the floor. Members may nominate either in person at the October meeting or by secure electronic means provided the nomination is received by a Nominating Committee member up to 24 hours prior to start of the October meeting. Members cannot nominate by telephone or means other than stated herein.

Section 3.05 From the nominations received, the Nominating Committee shall prepare a ballot which will be distributed to the membership together with the November general meeting Notice. Members may vote either in person at the November meeting or secure electronic means provided the ballot is received by a Nominating Committee member up to 24 hours prior to the start of the November meeting. At the November general meeting the Nominating Committee will preside over the vote, tabulate the vote, and prepare a report of the results to be confirmed with the current Board of Directors at the December Board meeting.

Section 3.06 The term of office for the newly elected directors shall begin on January 1st of the following year.

Article IV. MEETINGS

Section 4.01 General meetings shall be held on the third Thursday of each month except for December, or as stipulated by the board.

Section 4.02 Board meetings shall be held on the second Thursday of each month, or as stipulated by the board.

Section 4.03 Special meetings may be called by the President, who shall first provide 7-day notice to the membership setting forth the date, time, location, and purpose of the meeting.

Section 4.04 Active members in good standing attending either a general or special meeting shall constitute a quorum.

Section 4.05 A simple majority of the Board members, as defined in the Constitution, shall constitute a quorum for the Board

Section 4.06 A quorum of voting board members is required to convene a board meeting.

Article V. COMMITTEES

Section 5.01 On or before August 30, the President shall appoint a member in good standing to serve as Chairperson of the Nominating Committee; said appointment shall be ratified by the Board of Directors.

Section 5.02 The Nominating Chairperson is to select two additional members to serve on the committee.

Section 5.03 It is the responsibility of the Nominating Committee to prepare a slate of officers and board members for the November vote. The committee shall also conduct the proceedings when taking nominations from the floor at the October meeting.

Section 5.04 The committee shall also conduct the proceedings at the November Meeting where it shall collect the ballots, tabulate the vote, and prepare a report with the results for the December meeting.

Section 5.05 The President shall appoint a member to serve as Chairperson for each of the various standing committees. The committees will coordinate their efforts with the President.

Section 5.06 Tenure of all committees will be for two years or less, as determined by the President. Tenure of Special Committees may be limited at the time of appointment.

Section 5.07 During January of each year but prior to the general February Meeting, an ad hoc internal audit committee will be formed to review financial records and processes and provide its report to the membership at the February meeting. Their report shall include their findings and recommendations. At a minimum, the ad hoc internal audit committee will consist of one officer or board member and one person from the general membership, not involved with the board.

Section 5.08 Membership committee of at least one member shall be created for the purpose of collecting dues, maintaining

membership rosters and distribution lists, mailing or emailing notices of pending membership renewal dates to affected members, and the issuing of membership cards. This committee shall submit collected revenue to the Treasurer, and report activities to, the President and Board of Directors.

Article VI. DUES

Section 6.01 Individual Membership dues shall be twenty-five dollars which may be increased at the recommendation of the board and a simple majority of the membership in attendance at a general meeting.

Section 6.02 Family Membership will be extended to immediate family members of an active member in good standing which are living at the same residence or have the same residence address. Family Membership shall be fifty (50) percent of the Individual Membership. A Family Membership would have the same rights and privileges as an Individual Membership, including voting rights.

Section 6.03 Annual membership dues are based on a calendar year.

Section 6.04 Individual member dues are payable no later than December 31 of each year for the ensuing year.

Section 6.05 Any member whose dues are three months in arrears will be suspended and shall have no voice in the meetings until their dues are brought current.

Section 6.06 At the discretion of the Board of Directors, new members shall pay their initial dues in one of these methods:

- (a) New members joining prior to July 1st shall pay the full initial membership amount, with new members joining on, or after, July 1st shall pay half the initial membership dues for that calendar year.
- (b) Prorated dues based on the decrease at a daily, weekly or monthly amount or percentage. Proration term must be approved via 2/3 majority of the Board of Directors,
- (c) Full dues for a 12-month period with no adjustment or proration.

Bylaws of the Thunderbird Amateur Radio Club (TBARC)

- (d) The board can levy an initiation fee provided it does not exceed 50% of the annual membership dues.

Article VII. AMENDMENTS

Section 7.01 Proposals for amendments shall be submitted in writing at a general meeting and voted on at the next following general meeting; provided all members have been notified at the prior general meeting of the intent to amend the Bylaws at said meeting. These Bylaws may be amended by two-thirds vote of the active members present.

Section 7.02 *In the event the Board of Directors deems necessary, the bylaws may be temporarily amended for a period of up to 90 days with approval of a 2/3 majority of the Board of Directors and approved by a 2/3 majority of the Membership in attendance at a regular or special general meeting. These amendments may not apply to Article III or Article VII.*

Section 7.03

Article VIII. RULES OF ORDER

Section 8.01 Roberts Rules of Order shall govern all proceedings.

Article IX. KEEPING OF RECORDS

Section 9.01 Electronic records may only be stored in locations owned and managed by the organization and approved by the board.

Section 9.02 The Board as defined in the constitution shall have access to the records of the organization

Article X. Approval and Activation

Section 10.01 These Bylaws was approved by the board and general membership in accordance with the current Constitution and Bylaws. As documented in the Minutes from the meeting of the Board of Directors held on the ninth day, of the month of December, in the year of two-thousand, twenty-two (December 09, 2022). The Officers attest that the general membership approved these Bylaws in the general meeting held on the seventeenth day, of the month of November, in the year of two-thousand, twenty-two (November 17, 2022).

Section 10.02 By approval of the general membership, this version of the Bylaws shall replace all previous versions of the Bylaws and be the active Bylaws of the Thunderbird Amateur Radio Club beginning on the first day, of the month of January, in the year two-thousand, twenty-three (January 1, 2023).