

*Fox Cities  
Amateur  
Radio Club,  
INC.*

*W9ZL*

*By-Laws*

**May 2016**

Original May, 1987 Revised May, 1995, May, 1999, May\_2002, July 2004, May 2005, May 2006, May2007 and May 2015.

## Fox Cities Amateur Radio Club, Inc. By-Laws

The Fox Cities Amateur Radio Club was established on October 21, 1985. The Neenah-Menasha Amateur Radio Club membership voted on this date to CHANGE THE NAME of the club and to revise the BY-LAWS to better represent the Amateur Radio Community of this local area. On November 26<sup>th</sup> 2003 the Fox Cities Amateur Radio Club became incorporated in the State of Wisconsin as a nonprofit. A copy of the By-Laws shall be made available to all FCARC members upon their request, within a reasonable time period. A master copy of the approved By-laws shall be archived and retained by the club Vice-President according to Article V: section 2, on a non-alterable and portable storage medium. This file shall then be used to generate duplicate copies. Upon dissolution of this Wisconsin Non-Profit Corporation, Mandated by Motion 120807-01 EXEC, and mandated by the governing rules of Tax Exempt Corporations identified by the U.S. Department of the Treasurer, ownership of all salvageable assets will be immediately direct as a donation to the American Radio Relay League (ARRL).

Cover	Page 1
History statement / Archive / Index	Page 2
Organization and Purpose	Page 3
I. Article I (Membership)	Page 3, 4
II. Article II (Meetings of Members)	Page 5, 6
III. Article III (Board of Directors)	Page 6, 7, 8
IV. Article IV (Dues)	Page 8
V. Article V (Officers)	Page 8, 9, 10
VI. Article VI (Chairperson)	Page 10, 11, 12
VII. Article VII (Committees)	Page 12, 13
VIII. Article VIII (By-Laws)	Page 13
IX. Article IX Corporations Officers	Page 13

## Organization and purpose

- A. The name of the organization shall be: "Fox Cities Amateur Radio Club, Inc."
- B. The purpose of the club shall be:
  - (1) To promote good operating procedures, experimentation and activities on all amateur radio bands.
  - (2) To promote and enhance amateur radio as a hobby.
- C. The Fox Cities Amateur Radio Club shall operate as a nonprofit organization or corporation and raise funds only for the necessities of club promotion and enhancement.
- D. The Fox Cities Amateur Radio Club shall adopt "Robert's Rules of Order" to officially conduct club meetings and resolve issues of parliamentary rule or to define proper procedure during said meetings.
- E. The FCARC Fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## Article I Membership

Section 1: Eligibility. All persons interested in amateur radio shall be eligible for membership.

Section 2: Classes of membership. The membership of the club shall be divided as follows: Full, Associate, Honorary, Family, Student, Retired and Charter Membership. (See Article 1, Sec. 3)

Full membership: Shall have voting privileges and shall be restricted to currently licensed amateur radio operators. One full membership is necessary for family members to qualify for family membership.

Associate membership: Associate membership shall have all of the membership privileges with the exception of voting. This category of membership is meant to encourage the involvement of non-licensed persons in club activities.

Honorary membership: Is granted only by a vote of the membership. This person will receive a certificate of recognition and have the opportunity to receive the "QSO'er" in recognition of accomplishments.

Family membership: Is extended to include family members who reside at the same address, on behalf of the Fox Cities Amateur Radio Club's effort to encourage family involvement. If licensed, the family member shall have full voting privileges.

Student membership: Is extended to an individual who is a full/part-time student. If licensed the members shall have full voting privileges.

Retired membership: Is for individuals who have reached age 62 and are fully retired or are younger than age 62 but fully retired. If licensed, the member shall have full voting privileges.

Section 3: Charter membership. Charter membership is hereby granted to the following members in good standing on the date of acceptance and establishment of the Fox Cities Amateur Radio Club, October 21, 1985. Their names shall continue to be included in these By-Laws to recognize their dedication to the amateur radio community of this local area. Charter members shall never be denied membership in this club, and Article I, Section 3 of these By-Laws shall not be amended, repealed, or removed.

Fox Cities Amateur Radio Club charter members

Baker, Don NB9J	Ballinger, Ralph N9ECS
Banks, Gary N9ER	Bayer, Dan WB9QFX
Bieglow, Jack KA9JOL	Boland, David W9NWY
Borree, Bob WD9CYX	Borree, Hellen WD9CYW
Clusen, Jerry N9AYN	Croy, George W9MDP
De Groot, Dan N9DCW	Fafnis, Ron WD9DFH
Flenz, Mike WB9ANR	Hewitt, Virginia N9CSG
Hoyer, Roy WB9QKW	Keating, Gary ND9Z
Kimbal, Dave KA9NNI	Kirsling, Dave KD9GM
Kosiorek, Rick N9ALF	Loehning, Dick N9ACP
Mead, Maury W9FBC	Michel, Mark W9OP
Michel, Joan WD9YDT	Neiling, Tom KA9QKD
O'kane, Bill WD9HLN	Pardee, Lester KA9MMP
Pickett, Bruce K9VSY	Roll, Dick W9TA
Ronk, Bob KB9IE	Saler, James NK9D
Schreiber, Kathy KA9JDV	Schreiber, Ron KA9JDU
Sheetz, Jim K9OQO	Seibers, Larry KD9IA
Thorne, Bob K9DAF	Thorne, Karen WB9ZNA
Thorne, Tony KA9HYD	Van Dyn Hoven, Gus K9GXR
Van Ryzin, Gary KB9XG	Van Der Burgt, Ade K9DHR
Van Der Burgt, Jay KA9MSR	Weingartner, Al KA9RKV
Weyenberg, Mark WB9CQG	Wickert, Keith W9DKY
Yost, Donald WD9GOR	Zuiker, Paul KA9GOU

Section 4: Application for membership. An application form supplied by the club Membership Coordinator shall be filled out by the applicant. It shall state the applicant's name, telephone number, and any other such information deemed necessary by the Board of Directors. The applicant must provide proof of his or her amateur radio license to the

Membership Coordinator for full membership. The applicant will become a member after full payment of dues to the club treasurer.

Section 5: Termination of membership. Membership shall be terminated by death, voluntary withdrawal, or removal from the club by a two-thirds affirmative vote of the general membership meeting or of a special meeting of members convened for said purpose (See article II, sec. 3) of this vote or non-payment of dues. Thereafter, all rights of a membership in the club, appointed positions, elected positions or to its property shall cease. No member may transfer his or her membership or any other rights arising wherefrom.

Section 6: Members in Good Standing. Members will be in Good standing when they are current with their membership dues (Article IV, Section 1

## Article II Meetings of Members

Section 1: Regular meetings. Regular meetings of the membership shall be held the third Monday of the month, at a location designated by the Board of Directors. Date and location may be changed by a two-thirds vote of the Board of Directors with advance notice to the membership. The regular meetings and/or changes shall be announced in the club newsletter, website, or electronic mail (e-mail). The President shall present an agenda with the following, but not limited to: quorum count, call to order, roll call, and accept or correct minutes from the previous meeting, old business, new business, special business and committee reports. Special business motions item(s) shall have priority and will be addressed with reasonable time allowed to discuss special business motions.

Section 2: Annual meeting. An annual meeting to elect directors, to receive reports of committees on activities and finances, and to transact necessary club business shall be held during the month of May at a place designated by the Board of Directors each year.

Section 3: Special meetings. Special meetings of the members may be called by the President or by a two-thirds vote of the Board of Directors and shall always be called by the President upon the written request of ten members of the club entitled to vote at such special meetings.

Section 4: Quorum. At any general membership meeting, eighteen members of the voting membership present shall constitute a quorum for the transaction of business. Whenever a quorum is not present, the President or other presiding officer may adjourn the meeting to a future date without advance notice. A majority of the votes entitled to be cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

Section 5: Ham of the Year. In the spirit of the club's purpose, the Ham of the Year

award shall be presented at the annual dinner and awards banquet to be held in February. At the December and January General Membership or Executive Board meetings nominations from club members for this award shall be accepted. Selection of the recipient shall be made by a committee chaired by the current Ham of the Year. If the current Ham of the Year is unable to chair this committee, the Board of Directors shall appoint by a two-thirds affirmative vote a replacement to fulfill these requirements. The selection of the recipient shall be made by polling a minimum quorum of 11 members consisting of the previous recipients along with a minimum of 5 random members of the club, all in good standing. All previous Ham of the Year winners shall only vote once even if they are multiple recipients of the Ham of the Year award. The current Ham of the Year shall abstain from voting unless there is tie, then their vote would be the tie breaking vote. Nominators must include a valid reason for their nomination.

Section 6: Hamfest. A membership vote shall be taken at the December meeting to decide whether the club will sponsor a Hamfest the following year. If the vote is affirmative, a Hamfest chairperson election will be held, and a committee will be established. (See Article VI, Sec.1)

Section 7: Elections. Elections shall be conducted as stated in the By-Laws during the month of May at the Annual meeting. Each member in good standing shall have the right to vote as an absentee during the annual elections. The elections chairman shall be responsible for collecting and counting all election absentee ballots. They shall be offered the right to an "Absentee Ballot" either electronically or paper one week before the election date. The absentee ballots must be returned 48 hours prior to the election date. This will allow enough time for the Elections Committee members to process the absentee ballots.

Section 8: Campaign Rules. Announcement of nominations shall be permitted at the General Membership meeting in April and not prior to this meeting. No member shall have the right to campaign election night once the meeting has commenced for the elections. Exception: "Write In" candidate would be allowed time to have their nomination noted by the presiding Director or Campaign Committee Chairperson.

Section 9: Agenda. Agenda items must be submitted prior to 48 hours of said meeting.

### Article III Board of Directors

Section 1: Board of Directors. The affairs of the club shall be managed by a Board of Directors consisting of 6 Executive officers and 3 Officers. The Executive Officer shall be: a President, a Vice-President, a Secretary, a Treasurer, a Membership Coordinator, Technical Director and three Members-at-large to serve as Officer's. All directors shall hold a current amateur radio license, is a voting member of the club in good standing, and shall serve without compensation. A full term for each

Executive Officer must be completed to receive a plaque at the annual Awards Banquet in February. Exceptions will be considered on an individual basis by the Executive Board of Directors.

Section 2: Election of directors. A list of prospective directors shall be submitted to the membership in the month of April by a nominating committee or by the Board of Directors. The list will be voted upon during the Annual May General Membership meeting by the membership. The new Board of Directors shall assume office at the end of the May meeting. Each Board of Directors shall be elected for a term of two years, except for the Member at Large Director position. (See Article III, sec. 3) Their terms of Executive Officer's shall be staggered, with the president, secretary, and membership coordinator being elected one year and the vice-president and treasurer being elected in the following year. The officers elected each year shall be elected by a majority vote of the members present, and subsequent ballots shall be cast until a sufficient number of directors are elected. The Technical Director is appointed (Article V-I, Section 6) by the Board of Directors. The Technical Director nomination shall be presented to the Board of Directors from the Repeater Committee. The Repeater Committee can present one or more nominations for Technical Director to the Executive Board during the month of June. Upon which the Executive Board of Directors shall vote on the nomination(s) and appoint a new director every 2 years. The Appointment shall coincide with the year in which the Vice Presidential and Treasury elections are held.

Section 3: Member at Large. Three additional members-at-large will be part of the Board of Directors and serve as a role of Officer. They will be elected at the May annual meeting and will serve for a term of one year. They will attend the Board of Directors meetings and will be voting members of the Board of Directors. A full term for each Officer must be completed to receive a Certificate at the annual Awards Banquet in February. Exceptions will be considered on an individual basis by the Executive Board of Directors.

Section 4: Unexpired Directors term Appointment: The Board of Directors shall have the appointment power to fill unexpired terms of directors. A two-third affirmative vote of the Board of Directors shall be required to fill the unexpired term of a director.

Section 5: Meetings of Directors. The directors shall hold a Board of Directors meeting at least every other month during a fiscal year, (See Organization and Purpose, Item E) Special meetings of the Board of Directors may be held at any time upon the call of the president, vice-president, or any three directors.

Section 6: Quorum for the Board of Directors. Quorum shall be made when the Board of Directors meeting has five (5) voting directors present.

Section 7: Directors agenda. Agenda items must be submitted prior to 48 hours of said meeting.

Section 8: All expenses whether repairs or purchases shall have pre-approval of the FCARC Executive Board of Directors. Any sale of FCARC property shall have pre-approval by the FCARC Board of Directors prior to the sale of that asset(s) owned by the FCARC.

#### Article IV Dues

Section 1: Dues. Regular annual dues of each member shall be as follows:

- \*Full membership: \$15.00 per year - licensed member.
- \*Associate membership: \$15.00 per year.
- Honorary membership: no charge and no voting privileges.
- Each additional Family membership: \$5.00 per year.
- (\* A prerequisite to a family membership: Who must reside at the same address)
- \*Student membership: \$10.00 per year (full/part time student).
- \*Retired membership: \$10.00 per year.

Dues shall be used for the purpose of providing funds for current expenses. Dues are due and payable by December 31<sup>st</sup>. Nonpayment of dues or assessments shall be cause for removal from membership within the discretion of the Board of Directors with a two-thirds majority vote. Renewal reminders are not provided.

{Note: See Article I, Section 2 for additional membership information.}

Section 2: Indebtedness. The club shall not obligate itself to any financial indebtedness.

Section 3: Dues structure. The club may change the dues structure at any time during the year if so needed to support the club.

#### Article V-I Club Officers Executive Officer

Section 1: President. The President shall preside at and conduct all meetings of the members and Board of Directors and conduct the same according to the by-laws. He or she may set up various committees such as By-Laws, publicity, nominating, etc. or establish a "Coordinator" to facilitate duties and responsibilities during an event. (See Article VI, sec. 7) The President shall, at the expiration of his or her term of



office, turn over all books and/or records and property of the club to the new President or the Board of Directors.

Section 2: Vice-President. The Vice-President shall assume all the duties of the President in the absence of the latter. He or she shall also assume the duties of station manager, except when a Committee or Coordinator is established, and be custodian of all club property and maintain an inventory list indicating location or possession. It is his or her duty to maintain the integrity of the club license with the FCC, ARRL Membership, Special Service Club, Domain Name registration for authorized FCARC's websites, Wisconsin Department of Revenue ID, 501(c)3, Insurance, Repeater space rent and not allow any to lapse. He or she will coordinate all club non-emergency communications with the appropriate coordinator or Committee Chairman, such as requests for parades, walk-a-thons, etc. The Vice-President shall, at the expiration of his or her term of office, turn over all books and/or records and property of the club to the new Vice-President or the Board of Directors.

Section 3: Secretary. The Secretary shall keep a record of all proceedings of all meetings of the members and directors. The Secretary shall read communications that are received. The Secretary shall publish and edit the club newsletter and distribute said newsletter each month to the membership. The Secretary shall perform all public relations for the club which will include events, special events and general information for the clubs interests. The Secretary shall, at the expiration of his or her term of office, turn over all books and/or records of the club to the new secretary or the Board of Directors.

Section 4: Treasurer. The Treasurer shall keep accurate and complete records of receipts and disbursements of the club monies. He or she shall not pay bills or make expenditures without proper authorization by a two-thirds vote of the Board of Directors or by a vote of the membership. He or she shall document account activity in a financial report at monthly meetings. He or she shall submit a fiscal year summary (with four prior year's summaries) to the Budget Review Committee for audit and present this report to the membership at the June's meeting. Upon expiration of the term of office, the Treasurer shall relinquish all checkbooks, records to the new Treasurer or the Board of Directors.

Section 5: Membership coordinator. The Membership Coordinator will do everything possible to encourage and promote membership to this club. Follow up with each membership which has been expired for more than 4 months, and conduct an exit briefing to ascertain the reason for the lapse in membership and encourage reinstatement of membership if appropriate. Greet all new people at each meeting or function to promote the FCARC i.e. hamfest, VE testing, Field Day and sponsored events. Provide a new member with a current newsletter and information about an ID Badge, Web Site, Repeater and other opportunities with the Upon expiration of the term of office, the

Membership Coordinator shall relinquish all books and or records to the new Membership Coordinator or the Board of Directors.

Section 6: Technical Director. The Technical Director shall be an appointment by the Executive Board of Directors. (Also see Article III, section 6) The Technical Director will be made available to consult with during FCARC events to ensure proper antennas are selected for the event. Advise the use of proper radios, coax, antenna location, filters, connectors, grounds and power levels are adequate for the desired performance of the event. The Technical Director will verify, either personally or through a proxy that all club equipment works and is in good operating condition. This Director will also be required to have knowledge of all club radio and related equipment's location.

#### Article V-II Club Officers Officer

Section 1: Members at Large. Members at Large will serve the Executive Board of Directors as an Officer of the Board. Each current Board of Directors will decide upon the Members at Large specific duties and responsibilities as the Board of Directors deems necessary.

#### Article VI Chairperson & Coordinator

Section 1: Hamfest Committee Chairperson. The Hamfest Committee Chairperson shall be elected by the general membership at the December meeting. The Hamfest Committee Chairperson shall assemble the Hamfest Committee for the following year, and shall assume the primary responsibility of setting up and running the Hamfest. The Hamfest Committee Chairperson (when needed) shall make sure that a suitable hall is rented, tickets are printed, and a raffle permit is obtained, as well as handling all other details of the Hamfest. Complete financial records shall be maintained and forwarded to the Executive Board of Directors, and present them and to the general membership at a club meeting no later than two months following the Hamfest. The term of the Hamfest Committee Chairperson shall be for one year. The Hamfest Committee chairperson may seek successive terms.

Section 2: Repeater Committee Chairperson. The Repeater Committee Chairperson shall be elected for a two (2) year term by the general membership at the June meeting or less if terminated by majority vote by the Executive Board of Directors (see article– III section 4). The Repeater Committee Chairperson will be responsible to maintain and update records necessary to be in compliance with the FCC, to be in coordination with Wisconsin Association of Repeaters (WAR) and to assure accounting & budget records are accurate and current. The Repeater Committee chairperson may seek successive terms. This term

shall coincide with the year in which the President, Secretary and Membership Coordinator are elected.

Section 3. Field Day Committee Chairperson. The Field Day Committee Chairperson shall be elected by the general membership meeting. The Field Day Committee Chairperson shall assemble the Field Day Committee for the following year, and shall assume the primary responsibility of setting up and running Field Day. The Field Day Committee Chairperson (when needed) shall make sure that a suitable location is obtained and submit a request for funds to the Executive Board. The Field Day Committee Chairman will be responsible for the QSO logs and submitting them to ARRL. The term of the Field Day Committee Chairperson shall be for one year. The Field Day Committee chairperson may seek successive terms.

Section 4: Awards Committee Chairman. The chairman shall facilitate and make available a portion of time to allow the presentation of the Ham of the Year award to secure the Ham of the Year succession. The Chairman or their assigned shall prepare a program of events and make time available for a keynote speaker. Furthermore, the Chairman or their assigned shall ensure any FCARC member in good standing (Article 1, Section 6) will receive an award or recognition during this event for their contribution of FCARC communication events or FCARC community service events. The Chairman or their assigned shall ensure a pre and post article is written in the QSO'er and or the web site with relevant information on the upcoming or past testing session. This will also include publishing and updates in the FCRAC club calendar.

Section 5: Coordinator Appointee. Members who accept an appointment by the Board of Directors to coordinate an event shall accept all responsibilities related to that event. They shall also three (3) months and one (1) month prior to that event, present related information to the Executive Board of Directors. This information shall include, but not be limited to the date and schedule of the event, to include time and location, length of time, person(s) to contact, special passes/badges required, pre/post meeting requirements, approximate number of club members needed and what radio mode will be used for communication. This presentation will be oral with a written copy to follow for each Executive Board member and guests. If an appointee is not in compliance with these directives, the Executive Board of Directors may reconsider that appointment and do what is deemed necessary to be in compliance.

Section 6: Appointments of Committee Chairperson. Appointments to chair a non-elected position of a committee shall be made by the presiding President or the Executive Board of Directors, to serve during said President's term or to fulfill an unexpired term of an elected

Committee Chairman. Committee Chairperson may be appointed to consecutive terms. Appointment shall be complete only after a two-thirds affirmative vote of the Executive Board of Directors.

Section 7: Committee member appointment. Committee nominations are presented by the committee Chairperson, President or the Executive Board of Directors to the Directors during a Board meeting. Appointment shall be complete only after a two-thirds affirmative vote of the Executive Board of Directors.

## Article VII Committee

Section 1: Committees with a line-item budget. A Comptroller will be responsible for preparing financial statements and reports. Line-item budgets for the committee are set and changed by that committee with a majority vote, and a majority vote by the Executive Board of Directors, and a majority vote by the general membership.

Section 2: Committee protocol. It will be considered proper protocol for a committee to decide with a two-thirds majority vote on item(s) proposed within the committee. Item(s) approved by committee shall without prejudice be submitted to the Executive Board of Directors for their vote. Approval will be complete only after a two-thirds affirmative vote of the Executive Board of Directors.

Section 3: Committee appeal process. Committees may appeal, with a two-thirds affirmative vote from that committee, the decision of item(s) proposed to the Executive Board of Directors by submitting in writing item(s) to the President for addition to the next General Membership agenda (Article II Section 1) as “special business”.

Section 4: Repeater Committee. The Repeater Committee shall consist of the following, a Committee Chairman, a Committee Controller, and a position(s) for additional members to serve on the committee as voting members when a request of the Chairman is made for this position(s). Each of these positions shall be appointed by majority vote of the Executive Board of Directors. The line item budget will be determined for each fiscal year (See Article VII, Section1). All expenses will have to be approved by the Executive Board of Directors in advance of the expenditure. If the committee needs to exceed the \$200.00 annual budget, either temporary or permanent, a two-thirds majority vote by the general membership is needed.

Section 5: Hamfest Committee. The Hamfest Committee shall consist of the following, a Committee Chairman, a Committee controller, and a position(s) for additional members to serve on the committee as voting members when a request of the Chairman is made for this position(s). Each of these positions shall be appointed by majority vote of the Executive Board of Directors. A reserve fund of \$1,000.00 is set aside

to ensure start up funds for the next year's Hamfest (See Article VII, Section1).

Section 6: Awards Committee. The Awards Committee shall select a date, location and time to present the Annual Awards to the recipients during the month of February.

#### Article VIII By-Laws

Section 1: By-Law revisions. The Board of Directors shall have the right to suggest changes in the by-laws. By-laws may be adopted, amended or repealed only by the affirmative vote of two-thirds of the membership present at the annual meeting when presented. (See article II, section 4). All by-law revisions shall be made available to the membership one (1) month in advance at the general membership meeting and at least one of the following, but not limited to these optional medias: a printed list of all the items changed or added in the April's newsletter, or posted on an electronic bulletin board or web site, or sent to, the membership via a list server.

#### Article IX Corporation's Officers

Section 1: The Club President, Vice-President, Treasurer and Secretary shall assume the responsibilities for each of their titles with the State of Wisconsin and the United States Dept. of Treasury, Internal Revenue Service department.

By-laws: Fox Cities Amateur Radio Club, Inc.

By-Laws Committee: Chairman: David Sprangers – ND9DW

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----- NO ADDITIONAL BY-LAWS BEYOND THIS POINT -----