

BYLAWS OF THE WESTERN CAROLINA AMATEUR RADIO SOCIETY (WCARS)

Article I

Name

The name of this organization shall be the Western Carolina Amateur Radio Society (WCARS).

Article II

Purpose

The general charter and purpose of the Society is set forth in the Constitution together with its various amendments. These By-Laws are established to set forth guidelines for the day to day conduct of the Society's business. This document shall establish the powers, responsibilities, and governing rules not specifically contained in the Society's Constitution.

Article III

Non-Discrimination Policy

The Western Carolina Amateur Radio Society admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. WCARS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship loan programs, and other school administered program.

Article IV

Membership

The requirements for membership in the Society are set forth in the Constitution, the basic types of membership are:

1. Full Member – Full membership in the WCARS is available to any person holding a valid Federal Communications Commission (FCC) License in the Amateur Radio Service. Full members are entitled to vote on Society business.
2. Associate Member – Associate membership in the WCARS is available to any person who has an interest in the activities of the Society or who desires to learn more about the Amateur Radio Service. An Associate Membership may be upgraded to Full Membership at any time upon obtaining a valid Federal Communications Commission License in the Amateur Radio Service.

Associate members are not entitled to vote on Society business.

3. Student Member – Student membership in the WCARS is available to any person under 25 years of age who is attending any accredited school, university or college. The student must be enrolled in at least one class during each regular session of instruction conducted by the Institution each year. Each student member holding a valid FCC license in the Amateur Radio Service is entitled to vote on Society business.
4. Family Member – Family membership in the WCARS is available to any member of a household in which at least one person is a Full or Associate Member of the Society. A household consists of all related persons living in the same dwelling for at least 20 days out of each calendar month. A related person is defined as the spouse of a WCARS member, the children or parents of a WCARS member or the spouse of a related person. Each family member holding a valid FCC license in the Amateur Radio Service shall be entitled to vote on Society business.
5. Life Member – Life Membership in the WCARS may be granted only to those persons whose service to the Society has exhibited the highest purposes of the WCARS and the Amateur Radio Service. Life membership may be recommended by any member presented through the WCARS Executive Committee and ratified by two thirds of the voting membership at any regular meeting. Life members are entitled to vote on Society business.

Membership in the Society runs coincidentally with the calendar year, and must be renewed in January of each year by payment of the dues appropriate for the type of membership.

Article V

Annual Budget

A special Executive Committee meeting will be called in December of each year. This meeting will include the Executive Committee and the newly elected officers for the coming year. This Committee will review the past years financial status, the upcoming years financial

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requirements and anticipated income. After review of the above, this Committee will prepare a tentative budget for the following year to include expenses, cash flow, and income. The new officers will present the budget and recommend it to the membership for their approval, at the January meeting, and the amount of dues required to sustain the organization for the coming year.

Article VI

Dues

Dues are payable in January of each year for that calendar year. Members not paying their dues by March 31st will be dropped from the active membership role. Anyone who was a member during the prior year must pay full dues for the current year for reinstatement to active member status. New members dues will be calculated as follows: Annual dues amount divided by 12 and multiplied by the number of months remaining in the year. The Executive Committee may waive payment of dues, on an annual basis, for any member who demonstrates a need for the waiver. A copy of the Constitution and the ByLaws shall be made available to any member at the time dues are paid.

Article VII

Meetings

The times and places of regular business and other meetings will be recommended by the Executive Committee and approved by a majority of those members present at the next regularly scheduled business meeting. A meeting to conduct Society business will be held on a monthly basis, with a minimum of eleven business meetings to be held each year. Monthly social meetings may be held at times and places designated by the Executive Committee. Special meetings of the Society may be called by the President with the approval of at least three Executive Committee members. A Special Society meeting must be called if requested in writing to the President by at least 15 voting members of the Society. Executive Committee meetings shall be called by the President. Other committee meetings will be called by the respective chairperson. An annual meeting of the Society will be held before the end of the year on a date and at a time designated by the Executive Committee. This annual meeting will normally be held in November to conduct the election of officers and other necessary Society business.

The order of business for business meetings shall be:

- Call to order
- Introduction of members and visitors
- Reports of the officers
- Communications
- Committee reports
- Unfinished business
- New business
- Break
- Program
- Adjournment

This order may be modified by the presiding officer.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Notice of Society meetings will be presented in the Society's publications or by other suitable means.

Article VIII

Quorum

At any business meeting of the Society twenty percent (20%) of the voting membership in the Society shall constitute a quorum for the transaction of business.

At any Society meeting, each voting member whose dues are not in arrears shall be entitled to one vote on each question.

Article IX

Officers

The officers of the Society shall be a President, Vice President, Secretary and a Treasurer. Only voting members are eligible to hold office. In September of each year, the Executive Committee will appoint a nominating committee to select the candidates for the upcoming election. The nominating committee will be comprised of one member of the Executive Committee and two Society members. The Nominating Committee will present its slate of nominees for office in October of each year. Election of officers will be held at the time of the annual meeting, normally in November.

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Nominations may be made from the floor at the annual meeting. No nomination may be made without the prior consent of the candidate. A majority vote of those in attendance is necessary for election of officers: there must be a quorum. Officers elected will take their office at the next regularly scheduled Society business meeting in the new calendar year. This will normally be in January.

If the President's office becomes vacant the Vice President will fill the vacant position.

If vacancies in any other office occurs between regular elections the office shall be filled by a majority vote of those in attendance at the next regular business meeting. Nominations with the prior consent of the candidate will be made from the floor.

The term of office shall be for one year or for the unexpired term if the election is to fill an unexpired term. Officers may succeed themselves in office.

Removal from office shall come only after due consideration by the members of the Society. The officer in question shall be notified of the motion and the reasons for it within ten days after the meeting at which the motion was made. A registered letter to the addressee's last known address constitutes compliance of notification.

After a motion for removal is made, a waiting period of thirty days is required before a vote on the motion, which requires a three quarter majority vote of those voting members of the Society who cast votes; there must be a quorum.

Powers and Duties.

1. The President of the Society shall preside at all Society meetings; decide questions of order; be chairperson of the Executive Committee; be an ex-officio member of all committees; will cast a vote in the case of a tie; and perform such other duties as are required by the office. The President shall present a written report of his or her administration to the Society membership at the annual meeting.
2. The Vice President shall perform the duties of the President in the absence of the latter and shall be the Chairperson of the Program Committee.

3. The Secretary shall preside at meetings in the absence of both the President and Vice President, and shall record the official minutes of both the Business and Executive Committee meetings. The Secretary will be responsible for the authenticity of all votes cast at any business meeting. The Secretary shall maintain the official record of all changes in the Articles of Incorporation, the Constitution of the Society and shall at the end of his or her term pass on all Society records to his or her successor.
4. The Treasurer shall preside at meetings in the absence of other officers, shall collect, hold and disburse the funds of the Society as directed by the Executive Committee. Withdrawals from any account shall require two authorized signatories determined by the Executive Committee, usually Society officers, for expenditures over \$300.00 or for non-recurring expenses. At the request of the President the Treasurer shall make a report of the Society's financial condition to the membership. The Treasurer will be responsible for filing Tax Returns as required by law. The Treasurer will maintain a current roster of dues paid members and have it available at each business meeting. The Treasurer, at the expiration of his or her term of office, shall prepare a detailed financial report and remit the financial records to the successor of the office. He or she shall keep accurate records, which shall be audited by competent persons selected by the Executive Committee prior to the end of each term of office. WCARS financial records of the Treasurer shall be open for inspection by any member at any business meeting.

Article X

Committees

There shall be the following standing committees:

1. Executive Committee – This committee is composed of the elected officers, two Society members, the Trustee of the Society's radio station(s), the Hamfest Chairperson, and the Society's Quartermaster (whose responsibility is

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- to be custodian of the physical assets of the Society and maintain a current inventory list of such assets) as voting members. The immediate Post President shall serve ex-officio for a one year term as a non-voting member. The Hamfest Chairperson, the Trustee, and the Quartermaster will be appointed by the President with the approval of a majority of the elected officers. The two Society members will be elected by a majority of those present at the annual business meeting. This committee has the responsibility for the routine matters of the Society; however, their actions are subject to the approval of the membership, if requested by a majority vote at any regular business meeting. Significant matters will be brought to the membership for discussion and approval. This Committee will meet not less than bimonthly and will regularly report its activities to the membership.
2. Hamfest Committee – This committee will consist of three members: a Chairperson, a First Vice Chairperson and a Second Vice Chairperson. The Chairperson will be responsible for organizing the annual Hamfest.
 3. Field Day Committee – The Chairperson will be responsible for the organization and the conduct of WCARS participation in Field Day.
 4. Program Committee – The Vice President will be the Chairperson of this Committee will be responsible for organizing the program for the monthly business meeting.
 5. Publicity Committee – The Chairperson will be responsible for promoting the Society's activities in the media.
 6. Newsletter Committee – The Chairperson will be responsible for publishing the house organ.
 7. Educational Programs Committee – The Chairperson will be responsible for ongoing educational efforts of the Society.
 8. Emergency Services Committee – The Chairperson will be responsible for coordinating all emergency committee activities. This Chairperson will normally be the RACES Officer appointed by the Emergency Preparedness Director.

The Society strongly supports and encourages an active relationship with emergency and disaster relief organizations, i.e. local and state civil preparedness, Red Cross, Salvation Army, local law enforcement agencies, etc.

All committee chairpersons, other than the elected members of the Executive Committee, shall be appointed annually by the President, with the approval of the majority of the elected officers. Special committees not described in the bylaws may be appointed by the President as needed.

Each committee shall meet as often as necessary and report to the membership on their activities. Committee members are expected to accept assignments from their chairperson, to attend meetings and to productively support the Society.

Committee Chairpersons are responsible within each committee for delegating and assuring effective action by committee members.

Committee Chairpersons and members may be relieved of duties in the same manner as they were appointed.

Article XI

Insurance

The Society will maintain insurance coverage as follows:

1. Legal liability coverage for the Officers and the Society in an amount consistent with the risks that may be experienced.
2. Other property and casualty insurance coverage as is usual and appropriate for the security of the Society's assets and well being of its members.
3. Insurance retirements will be reviewed on an annual basis by the Executive Committee.

Article XII

Amendments

These bylaws may be amended, with proper notice and publication, by two-thirds vote of the membership eligible to vote in attendance at any regular or special meeting. All proposed amendments must be submitted in writing and read to the membership by the Secretary at a business meeting. Proposed amendments shall then be published in the next edition of the

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Society's organ and voted on at the next regularly scheduled business meeting after the publication, should there be no house organ, printed copies of the proposed amendment(s) will be made available to voting members. All amendments adopted by the Society will be published in the house organ.

Article XIII

Disposal of Assets

The disposal of assets will be conducted by the officers of the Society, in the event of dissolution. The residual assets of the Western Carolina Amateur Radio Society will be turned over to one or more organizations described in section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Law, or to the Federal, State or local government for exclusive public purpose.

These Bylaws were approved and adopted on the 2nd day of July, 1992

By:

President

ATTEST: