

# North Fulton Amateur Radio League Bylaws

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## Section I – Purpose and Policy

**1.10** The North Fulton Amateur Radio League (NFARL) is organized for nonprofit charitable, educational and scientific purposes as recognized under the Georgia Nonprofit Corporation Code and section 501(c)(3) of the Internal Revenue Code. As set forth in the NFARL Restated Articles of Incorporation, the corporation's purposes are:

- (a) To educate and increase the proficiency of its members in the science of radio communication;
- (b) To provide for the dissemination of information among its members concerning scientific advancement and progress in the field of radio communication;
- (c) To organize and train units of licensed radio amateurs capable of maintaining radio communication as a public service, particularly during periods of emergency or disaster;
- (d) To conduct periodic classes in radio science for persons seeking an amateur radio license or for those seeking to upgrade their current license;

- (e) To encourage and sponsor experimental activities in radio communication and electronics to the end that skills and experience gained in amateur radio will further the application of these sciences to the benefit of the public at large;
- (f) To promote the elevation of standards of practice and ethics in the conduct of amateur radio communications.

**1.20** It shall be the policy of the NFARL to support and join with other local, national and international amateur radio groups, as appropriate, to provide unity of action in achieving the purposes set forth in Section 1.10.

## Section II – Membership

**2.10** Any person interested in amateur radio shall be eligible for membership without regard for gender, race, ethnicity or sexual orientation. A valid amateur radio license is not required for membership. Once accepted as detailed in Section 2.20, a member shall have equal rights and privileges with all other members unless specifically

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prohibited by these bylaws or federal law.

**2.20** Application for membership shall be submitted in writing to the Board of Directors on a special form provided for that purpose. One year's dues as specified herein shall accompany each such application. The Board of Directors shall act upon each submitted application prior to the next regularly scheduled NFARL meeting. If the Board of Directors' recommendation is favorable, the applicant shall be deemed an active member as of the date of the Board of Directors meeting. If the Board of Directors' recommendation is unfavorable, the application and all dues paid shall be returned to the applicant.

If an applicant is rejected, an application for membership may be resubmitted one time, 90 (ninety) days following the date of the rejection of the initial application, using the standard application procedure. If the individual reapplying so desires, a written document not to exceed 500 words in length in support of the reapplication process may accompany the standard application form. If the Board of Directors' recommendation upon reapplication is favorable, the applicant shall be deemed an

active member as of the date of the Board of Directors meeting. If the Board of Directors' recommendation is unfavorable, the resubmitted application, supporting documentation (if any) and all dues paid shall be returned to the applicant.

All decisions of the Board of Directors shall be considered final and not subject to appeal except as noted above.

**2.30** There shall be six classes of membership in NFARL. As noted in Section 2.10, all classes of membership shall carry the same rights and privileges unless specifically prohibited by these bylaws or federal law.

## **2.31 Full Membership**

Full membership is open to all individuals over the age of 18. The dues shall be as established by the Board of Directors and as are posted on the NFARL website [www.nfarl.org](http://www.nfarl.org) at the time of the initial application or renewal. Dues will run for 12 (twelve) months from the date of membership and shall be renewed annually. In cases of true financial hardship, the Board of Directors may elect to waive the dues of a given member. The period of such a hardship waiver shall not exceed one year

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without a review of the circumstances leading to the waiver by the Board of Directors.

## 2.32 Family Membership

Family Memberships are available to the members of the same household provided at least one member in the household is a Full Member per Section 2.31. The term "Family Member" shall be extended to wives, husbands, domestic partners, parents, brothers, sisters and children over the age of 18 of the Full Member. The dues shall be as established by the Board of Directors and as are posted on the NFARL website [www.nfarl.org](http://www.nfarl.org) at the time of the initial application or renewal for each Family Member and shall run concurrent with those of the Full Member.

## 2.33 Youth Membership

Recognizing that it is in the interest of amateur radio to actively recruit young persons to the amateur radio service, a Youth Membership is available to anyone who has not yet turned 18, regardless of family affiliation. Upon reaching the age of 18, Youth Members must convert their membership to a Full Membership (Section 2.31) or a Family Membership (Section

2.32) if they desire to retain membership in NFARL. Until the first membership renewal following a Youth Member's 18<sup>th</sup> birthday, dues shall be as established by the Board of Directors and as are posted on the NFARL website [www.nfarl.org](http://www.nfarl.org) at the time of the initial application or renewal.

## 2.34 Life Membership

A Life Membership is available at the rate of 20 (twenty) times the dues as posted on the NFARL website, [www.nfarl.org](http://www.nfarl.org), at the time of application for Life Membership. Once granted, Life Members shall be exempt from future dues.

## 2.35 Educator Membership

Recognizing that it is in the interest of amateur radio to actively recruit young persons into the amateur radio service and further recognizing that the support of professional educators who work with youth furthers that objective, an Educator Membership is available with dues as established by the Board of Directors and as posted on the NFARL website [www.nfarl.org](http://www.nfarl.org) at the time of the initial application or renewal. This class of

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membership is available to those educators who:

(a) Hold a valid teaching certificate in the state of Georgia;

(b) Hold a teaching appointment at a public or private educational institution recognized by the state of Georgia or one of its affiliated agencies;

(c) Serve as the sponsor of or are affiliated with an amateur radio club recognized as an official club or function of the educational institution;

(d) Document every four to six months that said radio club has met at least monthly when the educational institution is in session;

(e) Document at the end of the educational institution's year that a reasonable effort has been expended on the part of the Educator Member to generate new amateur radio licensees within the educational setting and/or upgrade the licenses of already licensed members of the educational institution.

Should the individual with an Educator Membership not be in substantial compliance with Section 2.35 qualifications (a)

through (e) on the anniversary of their membership, they shall be required to convert to a Full or Life Membership should they desire to retain membership in NFARL.

Should an educational institution become active in the recruitment, teaching and training of amateur radio operators as defined in Section 2.35 qualifications (a) through (e) after a lapse of at least one institutional year, the individual(s) involved may reapply for the Educator Membership. If already an active member of NFARL, the Educator Membership will be granted on the anniversary of their current membership.

### **2.36 Honorary Membership**

An Honorary Membership may be granted on an individual basis at the recommendation of the President and with the approval of the Board of Directors. Honorary Memberships may be extended to those who have made extraordinary contributions in terms of technical expertise, leadership or financial support to NFARL or to the amateur radio service in general. Honorary Members shall have all of the rights and privileges of NFARL membership except that all future dues shall be waived. As a

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rough guideline, not more than 3% (three percent) of the active membership should be in the Honorary Membership category at any given time.

## **2.40 Waiver of Annual Dues**

From time to time at the discretion of the Board of Directors, annual dues may be waived for a period of not more than one year for a subclass of the NFARL membership provided the waiver is applied equally to all members of the subclass: for example, all individuals successfully completing an initial or upgrade examination in association with NFARL HamCram. All such programs will be carefully reviewed at their inception for economic impact on NFARL and fairness to all members. All such programs approved by the Board of Directors will be reviewed annually, such review to include but not necessarily be limited to the successful recruitment and retention of NFARL members and economic impact on NFARL. Programs deemed to be successful may be continued for another year with the approval of the Board of Directors. Programs deemed to have failed will either be modified or discontinued.

## **2.50 Nonpayment of Dues**

Any member whose dues are in arrears more than fourteen (14) days after their renewal date shall be considered inactive and removed from the club membership roster. Inactive members have no voting privileges. Any person considered inactive for non-payment of dues shall be reinstated upon payment of dues.

## **Section III – Board of Directors and Officers**

**3.10** The Board of Directors (Board) of the NFARL shall consist of the President, Vice President, Secretary, Treasurer, Activities Chairman, Membership Chairman and Immediate Past President. Other club members with significant responsibilities in club operations will be invited to regularly attend the Board meetings and while they will not be voting members of the Board, their ideas and recommendations will be carefully considered in all matters pertaining to the club. The body made up of the Board and invitees shall be known as the Executive Team. Board meetings are open to club members in good standing and

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the Board meeting time and place shall be posted on the club website.

**3.20** The officers of the NFARL shall be: President, Vice President, Secretary, Treasurer, Activities Chairman, and Membership Chairman.

**3.30** The regular election of officers shall proceed as follows:

(a) At the September meeting each year, the President shall appoint a Nominating Committee composed of at least three (3) members in good standing of the NFARL, one of whom is a regular attendee of the Executive Team meetings.

(b) The Nominating Committee shall meet and select one or more qualified members of the NFARL as nominees for each office to be filled. Only members who are willing to serve shall be nominated. And, only members who are in good standing with the club and who have been members of the club for at least twelve (12) consecutive months shall be considered for nomination.

(c) The Nominating Committee shall make its recommendations known in the monthly newsletter of the NFARL prior to the regular October meeting.

(d) The Nominating Committee shall read its recommendations to the general membership at the regular October meeting. After the reading, additional nominations from the floor shall be accepted and placed onto the ballot.

(e) Each office to be filled shall then be voted upon by either open vote or show of hands or a secret ballot if requested by any member of the NFARL who is in good standing with the club. The secret ballot request must be made for a specific position. If this request is supported by a majority of the club members present, then a secret ballot for the specified office will be held.

(f) Any nominee receiving a simple majority of the votes cast shall be declared elected.

(g) The order of the election of officers shall be: President, Vice President, Secretary, Treasurer, Activities Manager, and Membership Chairman.

(h) If the office of Vice President, Treasurer, or Secretary is not filled by a regular election, the President may appoint a member of the club who is in good standing to fill the position until a special election can be held. The appointed person must receive a favorable majority vote from the

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remaining members of the Board of Directors to fill the position. If the office of Activities Manager or Membership Chairman is not filled by a regular election, the President may appoint a member of the club who is in good standing to fill the position until the end of the term as designated in Section 3.55.

**3.40** Special elections may be held at any meeting to fill vacancies, which occur between regular elections. A special procedure applies to the vacancy in the office of President (see Section 3.45); the balance of this section applies to all elected offices other than President. If a special election is to be held, a notice to this effect shall be published in the issue of the official club newsletter immediately preceding such an election. Those members of the NFARL present at such special meeting shall comprise a committee competent to nominate and elect a club member, in good standing, to the vacant office.

**3.45** Should the office of President become vacant for any reason, the Vice President shall immediately assume the office of President and the office of Vice President shall be declared

vacant and refilled under the terms of Section 3.40.

**3.50** The term of office for all officers shall be for one (1) year, commencing at the adjournment of the December meeting and continuing until adjournment of the December meeting the following year, or until their successor has been elected and seated. Officers elected at special elections shall assume office immediately and their term of office shall end at adjournment of the following December meeting.

**3.55** The term for all appointments shall be for one (1) year commencing with the adjournment of the December meeting and continuing until the adjournment of the December meeting the following year, or until their successor has been appointed. Those appointed to fill an unexpired term shall assume responsibility immediately and their term shall end at the adjournment of the following December meeting.

**3.60** An office may be declared vacant for any reason by a majority vote of the members present at a special meeting. Elected offices that become vacant will be filled under the terms of Section 3.40.

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## Section IV – Duties of Officers

**4.10** The President shall preside at all meetings of the NFARL and conduct the same according to the rules adopted. The President shall enforce due observance of the Articles of Incorporation and of their bylaws; decide on questions of order; sign all official documents that are adopted by the NFARL; be an ex-officio member of all committees; and perform any other duties pertaining to the office of President as directed by the Board of Directors (Board). Such duties may include, but are not limited to the following:

- (a) Appoint at-large members to Board;
- (b) Initiate agenda and PowerPoint presentations for club meetings;
- (c) Participate in Greater Atlanta Ham Council;
- (d) Oversee club initiatives and activities to ensure the efforts of the chairperson and group are on task;
- (e) Oversee annual club awards and recognitions - "Ham of the Year," "Hams Helping Hams," etc.;
- (f) Act as club ambassador to ham radio community;
- (g) Help recruit new club members;

(h) Fill key role and presence at annual Field Day event;

(i) Fill key role and presence at ham radio activities - hamfests etc.;

(j) Update ARRL website regarding NFARL details;

(k) Ensure IRS reporting requirements regarding 501(c)(3) are met;

(l) Appoint nominating committee for club officers in September for elections in October;

(m) Write "President's Corner" in NFARL eNews and review final draft of eNews prior to publication;

(n) Be moderator for NFARL Yahoo group, and;

(o) Aid in resolving issues as they occur within the club.

**4.20** The Vice President shall assume all the duties of the President in the absence of the President, and shall be an ex-officio member of all committees, and perform any other duties pertaining to the office of Vice-President as directed by the Board of Directors. Such duties may include, but are not limited to the following:

- (a) Oversee, generate and coordinate responsibilities for club meeting programs, including presentations and audio/visual equipment as necessary;



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(b) Introduce speakers at monthly meetings and ensure their dinner is provided on the night they speak, along with a certificate of appreciation from the club;

(c) Participate in the Greater Atlanta Ham Council;

(d) Orchestrate the prize drawing at the club meetings;

(e) Attend Board meetings; and

(f) Submit articles for publication regarding speakers to the eNews.

**4.30** The Secretary shall keep a record of the proceedings of all Board meetings and publish minutes of the Board meetings to the Board. The Secretary shall carry on all correspondence of the club, including thanking in writing all such persons, firms or organizations obligating the club by their favors. The Secretary shall read NFARL communications received at the Board and publish those deemed of interest to the club at large in the eNews. The Secretary shall, at the expiration of his/her term, turn over all NFARL secretarial records to his/her successor. Other duties of the Secretary may include, but are not limited to:

(a) Depositing minutes in a repository on the club website;

(b) Acting as Club Historian and, as such, depositing information and publications of interest to the club in a repository on the club website.

(c) Acting as eNews Publisher, including maintaining a mailing list of eNEWS contributors composed of the Board members and other NFARL members who willingly contribute articles for the eNEWS, emailing this list one week before the drop-dead date for article contributions each month, following up with the contributors to help them make the drop-dead date, and ensuring all articles and photos are sent to [eNEWS@nfarl.org](mailto:eNEWS@nfarl.org) where a panel of content reviewers looks at the articles to ensure that timely and interesting news is being published in the monthly eNews;

(d) Ensuring that the eNews is properly edited and vetted prior to publication.

**4.40** The Treasurer shall receive and receipt for all moneys paid to the NFARL. The Treasurer shall keep an accurate account of all moneys received and expended. He shall pay no bills without proper authorization by the Board. He shall give a report at each regular Board meeting of the income and outgo of club

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moneys for the previous month. The Treasurer, at the expiration of his or her term, shall turn over all financial records in their possession belonging to the club to their successor. Other duties of the Treasurer may include, but are not limited to:

- (a) Reporting on club membership numbers at each Board meeting;
- (b) Establishing a club budget based on the previous year's operations, and current year's expectations for presentation at the February meeting of the Board;
- (c) Paying all bills as they arrive and not wait until the end of the month;
- (d) Assisting in promoting membership rolls for NFARL and ARRL;
- (e) Balancing the books on a monthly basis;
- (f) Submitting articles to the eNEWS;
- (g) Advertising and ordering name badges; passing completed batch name badge spreadsheet to NFARL badge source to create the design and approval and submission to the production shop;
- (h) Reviewing final copies of eNEWS before publication for spelling correctness and formatting;
- (i) Acting as moderator for the NFARL Yahoo group;

(j) Picking up mail from the club post office box where NFARL bills are received;

(l) Passing temporary NFARL club Treasurer duties to the club Secretary when unavailable. Duties transferred include collecting club mail, paying club bills, renewing NFARL club memberships, renewing ARRL memberships, and collecting money from members and Slope's when necessary, opening the club post office mail box, writing checks on the club bank account, and making charges with the club credit card.

**4.50** The Immediate Past President shall act as an advisor to the Board, participate in Board meetings, and assist in determining activities and programs of interest to the club.

**4.60** The Activities Manager shall oversee, assign and coordinate responsibilities for club activities including Mid-Month Madness, contests, social gatherings, Ham Jam, ARES support, CERT support, special operating events, Field Day chairmanship, club participation in ham gatherings where a NFARL booth is staffed, and others as necessary. Delegation of responsibilities is expected, and persons assigned activities of

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special importance shall be invited to participate at the Board meetings. Other duties may include, but are not limited to:

- (a) Maintaining and/or source necessary materials for support of above;
- (b) Providing input and updating information regarding club activities to the eNews and club calendar
- (c) Attending Board meetings.

**4.70** The Membership Chairman shall maintain a list of all NFARL members in good standing and ensure the club website membership list is current.

He/she shall make contact with past members and encourage them to rejoin NFARL or determine their reason(s) for leaving. Other duties may include, but are not limited to:

- (a) Attending Board meetings;
- (b) Establishing and maintaining a greeting committee that welcomes all visitors and guests to club meetings;
- (c) Distributing membership packages at club functions including test sessions, training sessions, and ham gatherings in general;
- (d) Being prepared to accept completed membership application forms and dues from prospective members;

(e) Maintaining records of persons who attend/do not attend meetings and following up with non-attendees as appropriate;

(f) Encouraging members to purchase club name badges and gear where appropriate;

(g) Acting as a spokesperson for all the many benefits NFARL has to offer;

(h) Enlisting others as appropriate to assist in recruiting and maintaining NFARL membership.

### Section V – Meetings

**5.10** Regular NFARL Club meetings shall be held once each calendar month at such place and at such time as the President shall order. The President may cancel regular meetings. Normally, regular meetings are reserved for informational, educational and social purposes. No business is usually conducted at the regular monthly meeting unless the meeting or a portion of the meeting has been specifically called to order as a business meeting.

**5.20** The two NFARL regular meetings at which business is usually conducted are the annual election of club officers during

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the October meeting and occasional elections to approve changes in the NFARL bylaws. Notice shall be published by the Secretary in the club newsletter informing all club members of these elections and bylaw amendments should they occur.

**5.30** Regular NFARL Board of Directors meetings shall be held once each calendar month at such place and at such time as the President shall order. The President may cancel regular meetings of the Board of Directors.

**5.40** Special NFARL Board of Director Meetings may be called by the President upon written request of any five (5) NFARL members, who are in good standing, and for this purpose, the President himself/herself may initiate such a request. Only such business as is designated in the request shall be transacted at the special meeting, except when the special meeting is called to take the place of a regular Board of Directors meeting.

## Section VI – Finances

**6.10** The accounting for NFARL finances shall be on a calendar year basis beginning on January

1 through December 31 of the reporting year.

**6.20** The membership dues structure shall be reviewed by the Board of Directors on an annual basis in conjunction with the annual budgeting process. Dues may be adjusted by majority vote of the Board of Directors as a result of the review process and shall be promptly posted on the NFARL website, [www.nfarl.org](http://www.nfarl.org).

**6.30** It will be the responsibility of the Board of Directors to prepare the budget each year, consistent with the purposes of the NFARL and consistent with the expected revenues and resources. The budget will be prepared on a calendar year basis by January 15 of that reporting year and will be voted upon by the Board of Directors at the February Board of Directors meeting. The Board of Directors shall direct the Treasurer to make such expenditures of club funds that are consistent with the budget so devised, and as provided in Section 4.40. At the close of each calendar year, it shall be the duty of the Board of Directors to review the accounts of the Treasurer and publish a report of its findings to the club in the next club newsletter.

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## Section VII – Amendments, Suspension of Bylaws, Rules

**7.10** These bylaws may be amended by a majority vote of the total club membership, or by a two-thirds vote of members present at any meeting if advance notice of the proposed amendment(s) has been published for all members to read in the club newsletter. A copy of the proposed amendment(s) shall be made available at the meeting where the vote will be taken.

**7.20** Robert's Rules of Order shall govern all business meetings of NFARL except in case of conflict with these bylaws, in which case the bylaws shall govern.

**7.30** All members present at a regularly scheduled meeting shall constitute a quorum for the transaction of business, except for amendment of bylaws as provided in Section 7.10. Regular business items shall be deemed as approved based on a simple majority vote of those present.

## Section VIII – Appointments, Committees

**8.10** The President shall have the power to appoint such committees as he or she deems advisable for the welfare of the NFARL, and he or she shall have the power to dissolve such committees at any time, except those appointed by the Board of Directors.

**8.11** The President shall have the power to define and make appointments to club operating management roles as he or she deems advisable for the welfare of the NFARL. The President shall have the power to rescind appointments, appoint replacements, and add or eliminate operating management roles. Board of Directors members or other club members in good standing may be appointed to these roles. While members of the Executive Team, these appointments are without vote on the Board of Directors (see Section 3.10). Examples of operating management roles include but are not limited to eNews Publisher, ARES Liaison, Field Day Chairman, Repeater Operations, Education and Training, Net Operations and Webmaster.

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**8.20** The Board of Directors is the club's governing body and shall approve all club activities and projects.

**8.21** The Board of Directors shall consist of six (6) elected officers and the immediate past President as specified in Section 3.10.

**8.22** The President is the Chairman of the Board of Directors and will conduct its meetings.

**8.23** The Board of Directors shall meet at the call of the President, or any two (2) other members of the Board. Normally the Board of Directors meets monthly.

**8.24** Four (4) members of the Board of Directors shall constitute a quorum for the transaction of club business.

**8.25** Motions brought before the Board of Directors shall be deemed approved if a quorum is present and a simple majority of Board of Directors members present vote in favor.

**8.26** The Board of Directors has full authority to utilize club funds as it sees fit to support club operations. The Board of Directors must specifically approve disbursements of club

funds in excess of \$1,000 (one thousand dollars).

**8.27** The Board of Directors may retain a CPA to assist in maintaining records and making sure the club is operated in compliance with local, state, and federal rules.

**8.30** Should it come to the attention of any member of the Board of Directors that a NFARL member has been accused of or is alleged to have engaged in inappropriate activity with minors under the age of 18, the President or the Vice President in his or her stead shall be contacted as soon as is practical. The NFARL member involved shall be prohibited from the unsupervised contact with NFARL members under the age of 18 at any and all NFARL-sponsored or affiliated activities until such time as all allegations are resolved. The President or Vice President shall bring the allegations to the attention of the appropriate authorities as soon as is practical. Should the Board of Directors so choose, the involved NFARL member may have membership revoked per Section 8.40

**8.31** At any NFARL sponsored or affiliated activity where minors under the age of 18 are present

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at least two (2) unrelated adults shall be present.

**8.40** The Board of Directors may terminate a member's membership for actions deemed not consistent with the goals of the club. The Board of Directors must vote unanimously to terminate a member's membership.