

NORTH FULTON AMATEUR RADIO LEAGUE (NFARL)

BYLAWS - 2026

Section I – Purpose And Policy

1.10 Purpose

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:

- To advance knowledge and skills in amateur radio through education, training, experimentation, and the sharing of technical information among members and the broader community
- To support public service initiatives by collaborating with emergency communication organizations and encouraging members to participate in community service activities
- To promote excellence, ethical practice, and innovation in amateur radio communications and to foster a welcoming community of radio enthusiasts

1.20 Policy

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 Requirements

Any person interested in amateur radio shall be eligible for membership without regard for gender, race, ethnicity, or sexual orientation. A valid FCC amateur radio license is required for all membership classes. Once accepted as detailed in Section 2.20, a member shall have equal rights and privileges with all other members of the same membership class unless specifically prohibited by these Bylaws or federal law.

2.20 Application

Membership may be accomplished by filling out the necessary documentation as shown on nfarl.org. Applicable dues as specified by NFARL shall accompany each such application, except where dues are waived by membership class or Board action as provided in these Bylaws.

2.30 Membership Classes

NFARL recognizes the following classes of membership: Full, Youth, Lifetime, and Honorary. Voting rights are specified within each membership class below.

2.31 Full Membership

Full Membership is open to all individuals who are 18 years of age or older and hold a valid FCC amateur radio license. Annual dues shall be as established by the Board and posted on the NFARL website (nfarl.org) at the time of initial application or renewal. Dues shall run for 12 (twelve) months from the date of membership and shall be renewed annually. Full Members in good standing have voting rights in all NFARL matters.

Family members of Full Members — specifically spouses, domestic partners, and children under the age of 18 — are welcome to participate in public club activities. Family members who are not themselves NFARL full members have no voting rights.

2.32 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 any individual who has not yet reached the age of 18 and holds a valid FCC amateur radio license. Youth Membership is free of charge. Youth Members may not vote in any NFARL matter. Upon reaching the age of 18, a Youth Member must convert to Full Membership (Section 2.31) if they wish to retain membership in NFARL.

2.33 Lifetime Membership

Lifetime Membership is available to individuals who qualify for Full Membership. The Lifetime Membership fee shall be calculated at 20 (twenty) times the annual dues as posted on the NFARL website (nfarl.org) at the time of application. Upon payment of the full Lifetime Membership fee, the member shall be classified as a Lifetime Member and shall be exempt from all future annual dues. Lifetime Members in good standing have voting rights in all NFARL matters.

2.34 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. To be eligible for Honorary Membership, an

individual must hold a valid FCC amateur radio license. Honorary Membership 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 Full Membership; all dues shall be waived for the duration of the Honorary Membership. Honorary Members in good standing have voting rights in all NFARL matters. As a general guideline, no more than 3% (three percent) of the full membership should hold Honorary Membership status at any given time.

2.40 Good Standing

A member is considered to be in good standing if they meet both of the following conditions:

- Their dues are current (not in arrears), or their dues have been waived by membership class or Board action; and
- They hold a valid FCC amateur radio license.

A member whose FCC license expires shall immediately lose voting rights for the duration of the lapse. Voting rights shall be automatically restored upon presentation of a renewed valid FCC license, provided the member's dues are current. Loss of FCC license status shall not, by itself, result in removal from the membership roster.

2.50 Waiver Of Annual Dues

From time to time, at the discretion of the Board, annual dues may be waived either on an individual basis or for a defined subclass of NFARL membership — for example, all individuals successfully completing an initial or upgrade examination in association with an NFARL HamCram event. Individual waivers shall be granted for a specific defined period (e.g., one year, two years) and shall be noted in the member's record. A member whose dues have been waived retains all rights and privileges of their membership class for the duration of the waiver period and shall be considered in good standing with respect to dues. All such programs shall be reviewed at inception for economic impact and fairness, and shall be reviewed periodically thereafter, including assessment of member recruitment and retention outcomes.

2.60 Nonpayment Of Dues

Any member whose dues are in arrears more than thirty (30) days after their renewal date shall be considered inactive and may be removed from the club membership roster. Renewal dates are based on the required date of renewal, unless a period of nine (9) months, or more, has passed since the last renewal, in which case the renewal date shall be reset to the date the update to membership is processed. Inactive members have no voting privileges. Any person considered inactive for nonpayment of dues shall be reinstated upon payment of all outstanding dues.

Section III – Officers, Elections, Meetings And Committees

3.10 Officers

The officers of NFARL shall be: President, Vice President, Secretary & Compliance Officer, Treasurer, and Membership Chair.

3.20 Board Of Directors (Board)

The Board is the governing body of the Club. The Board shall consist of the officers of the club — President, Vice President, Secretary & Compliance Officer, Treasurer, and Membership Chair — plus the Immediate Past President. Board meetings are open to club members in good standing, and the Board meeting time and place shall be posted on the club website. No Board Member may hold more than one Board position.

3.25 Elections

3.25.1 Election Cycle

Regular elections of officers shall be held every two (2) years, with terms beginning January 1 of the year following the election.

3.25.2 Eligibility

Any member in good standing who has maintained continuous membership for at least six (6) months is eligible to hold office. All membership classes carrying voting rights (Full, Lifetime, Honorary) are equally eligible to run for an elected position and to vote. A candidate must consent to nomination before their name is placed on the ballot.

3.25.3 Election Coordinator

No later than July 1 of the election year, the membership shall select an Election Coordinator by volunteer or, if necessary, by lot from among willing members who are not current officers or board members and who are not running for office. If no non-board member volunteers, the board may appoint one non-running, non-board, member in good standing. The Election Coordinator is responsible for managing the nomination, ballot, and vote-counting process, and for certifying results.

3.25.4 Nominations

(a) The nomination period shall open August 1 and close September 15 of the election year. (b) Any eligible member may nominate themselves or another eligible member by notifying the Election Coordinator by email, in writing, or in person at a regular club meeting. A member nominated by someone else must confirm their willingness to serve before being placed on the ballot. (c) Nominations shall also be accepted from the floor at the September regular meeting. (d) No approval or review of nominations by the Board is required beyond verification of membership eligibility by the Election Coordinator, using club membership records.

3.25.5 Ballot And Campaign Period

(a) By October 1, the Election Coordinator shall publish the complete list of candidates for each office to the membership via email and on nfarl.org. Each candidate may submit a brief statement (500 words or fewer) to be published alongside their name. (b) Candidates are encouraged to attend the October regular meeting to introduce themselves and answer questions from the membership.

3.25.6 Voting

(a) Voting shall take place from October 15 through October 31 by electronic means selected by the Election Coordinator (such as a third-party survey tool that supports anonymous responses). (b) Each member in good standing with voting rights shall have one vote per office. (c) Members attending the October meeting via authorized electronic platforms are considered present for all purposes. (d) Members who are unable to vote electronically on their own may cast their vote at the regular October meeting, where the club shall provide an electronic voting station with assistance available from the Election Coordinator or a designated volunteer. (e) Any nominee receiving a simple majority of votes cast shall be declared elected. In the event no candidate receives a majority, a runoff between the top two candidates shall be held within two weeks by the same method.

3.25.7 Certification And Transparency

(a) The Election Coordinator shall announce results to the membership by email and on nfarl.org no later than November 7. (b) Vote totals for each candidate shall be published. The Election Coordinator shall retain voting records for 90 days following the election. (c) Any member in good standing may request an audit of the election results within 14 days of the results announcement. The audit shall be conducted by the Election Coordinator and one additional non-board member witness, and shall verify that only eligible members voted, that no duplicate votes were cast, that vote totals were accurately reported, and that the electronic voting system functioned as intended. The findings of the audit shall be reported to the membership.

3.25.8 Vacancies

If any office other than President is not filled by election or becomes vacant during a term, the President may appoint an eligible member to serve the remainder of the term, subject to approval by majority vote of the Board at the next Board meeting. The appointee shall serve until the next regular election, unless the Board elects to hold a special election under Section 3.30.

3.25.9 Uncontested Offices

If only one candidate is nominated for an office after the close of nominations, that candidate shall be subject to a confidence vote during the regular voting period. The ballot shall present the options "Yes" or "No" for that candidate. If the candidate receives a simple majority of "Yes" votes, they shall be declared elected. If the candidate fails to receive a majority of "Yes" votes, the office shall be declared vacant and filled according to Section 3.25.8 or Section 3.40 if the vacant office is that of President.

3.25.10 Quorum And Majority

(a) A minimum of fifteen percent (15%) of members in good standing with voting rights must cast ballots for the election results to be valid. If this threshold is not met, the voting period shall be extended by fourteen (14) days and the membership shall be notified. If the threshold is still not met after the extension, the Board may certify the results with whatever turnout was achieved, provided at least twenty (20) ballots were cast. (b) For all elections and confidence votes, "majority" shall mean more than half of the votes actually cast for that office. (c) Voter eligibility shall be determined as of the opening date of the voting period. A member who is in good standing on that date shall remain eligible to vote and shall have their vote counted regardless of any subsequent change in membership status. The Election Coordinator shall retain the membership eligibility roster as of that date for use in any audit conducted under Section 3.25.7(c).

3.25.11 Continuity Of Office

If election results for any office have not been certified by December 15, the incumbent shall continue to serve until results are certified or a vacancy appointment is made under Section 3.25.8.

3.30 Special Elections

The Board may, at its discretion, call a special election to fill any vacant office. If a special election is called, the Election Coordinator (or a temporary Election Coordinator appointed by the Board if none is currently serving) shall manage the process. The nomination period shall be no fewer than fourteen (14) days, and the voting period shall be no fewer than fourteen (14) days. The quorum and majority requirements of Section 3.25.10 shall apply. Notice of the

special election shall be communicated to the membership by email and posted on nfarl.org at least seven (7) days before the nomination period opens. Officers elected in a special election shall assume office immediately and serve until the end of the current term.

3.40 President Vacancy And Line Of Succession

Should the office of President become vacant for any reason, the Vice President shall immediately assume the office of President for the remainder of the term. The resulting Vice President vacancy shall be filled under the terms of Section 3.25.8. If the Vice President is also unable to serve, the Board shall elect an interim President from among its members by majority vote, to serve until the next regular election.

3.50 Officer Terms

(a) The term of office for all officers shall be two (2) years, commencing January 1 at 0000 hours EST and continuing until December 31 at 2359 hours EST two years later, or until their successor has been elected and seated. (b) Officers appointed to fill a vacancy under Section 3.25.8 shall assume office immediately and shall serve until the end of the current term or until a successor has been elected and seated at the next regular election. (c) Newly elected officers are invited to attend Board meetings following their election and prior to taking office to facilitate transition. Each outgoing officer shall provide operational procedures in writing to the incoming officer.

3.55 Term Limits

No officer shall serve in the same position for more than three (3) consecutive terms. An officer who has reached this limit may serve in a different officer position, or may run again for the same position after sitting out for at least one full term. Time served filling a vacancy under Section 3.25.8 that is less than one year shall not count as a full term for purposes of this limit.

3.60 Removal From Office

An officer may be removed from office for cause by a two-thirds (2/3) majority vote of the members present at a regular or special meeting, provided that written notice of the proposed removal and the reasons for it have been communicated to the membership and to the officer in question at least fourteen (14) days prior to the meeting. The resulting vacancy shall be filled under the terms of Section 3.25.8, or Section 3.40 in the case of the President.

Section IV – Duties Of Officers

4.10 President

The President shall preside at all meetings of NFARL and the Board, enforce due observance of the Articles of Incorporation and Bylaws, decide on questions of order, sign official documents adopted by NFARL, and serve as ex-officio member of all committees. The President is the Chair of the Board and shall conduct its meetings. The President shall perform any other duties pertaining to the office as directed by the Board, including but not limited to:

- Effective conduct of club and Board meetings
- Representation of NFARL in the amateur radio community and at external events
- Ensuring NFARL maintains its 501(c)(3) tax-exempt status and meets all IRS compliance requirements
- Oversight of club initiatives and activities
- Regular communication with the membership
- Resolution of member issues and disputes as they arise
- Ensuring committees and events are appropriately staffed with volunteers

4.20 Vice President

The Vice President of the North Fulton Amateur Radio League (NFARL) serves as the primary deputy to the President and the Chief of Staff for internal club operations. This role is responsible for the seamless execution of the club's administrative governance and the oversight of its entire member-facing activity portfolio. The Vice President ensures that both the Board of Directors and the general membership are engaged, informed, and active.

4.20.10 Core Executive & Governance Duties

- Succession and representation of the President when unavailable
- Serving as the central point of contact for internal club operations and Board initiatives

4.20.20 Member Programs & Activity Leadership

- Quality and relevance of club meeting programs, including guest speakers and technical presentations
- Oversight of the club's external activity portfolio, including contests, operating events, and community outreach
- Executive liaison responsibility for high-profile events such as Field Day and Ham Jam
- Social and community engagement initiatives that foster club cohesion and public visibility

4.20.30 Engagement & Communication

- Clear and timely communication of programs and activities to the membership across all NFARL channels
- Ensuring committees and events are appropriately staffed with volunteers

4.30 Secretary & Compliance Officer

The Secretary & Compliance Officer shall be the custodian of the corporate memory and legal standing. Specific duties include:

- Integrity and accessibility of official digital archives, including meeting minutes, bylaws, and the membership roster
- Authentication of all records and serving as the primary signatory for corporate resolutions
- Timely filing of the Georgia Annual Registration and ongoing adherence to 501(c)(3) requirements
- Verification of quorums for both in-person and electronic meetings, and certification of all vote results
- Annual distribution and collection of Conflict of Interest disclosure forms from all Directors

4.40 Treasurer

The Treasurer shall receive and provide receipts for all monies paid to NFARL, maintain accurate financial records, pay authorized expenses, and report financial status to the Board monthly. The Treasurer shall turn over all financial records to their successor at the expiration of their term. Other duties include but are not limited to:

- Annual budget development and Board approval
- Maintenance of club bank accounts and financial records
- Membership dues processing and associated financial recordkeeping
- Timely payment of authorized obligations
- Financial reporting for IRS filings and regulatory compliance
- Oversight of club assets and insurance policies
- Continuity of financial operations through temporary delegation to the Secretary & Compliance Officer when unavailable
- Management of financial asset investments, with Board approval

4.50 Immediate Past President

The Immediate Past President shall serve as advisor to the Board, participate in Board meetings as a voting member, and assist in determining activities and programs of interest to

the club. The Immediate Past President provides institutional knowledge and continuity during leadership transitions.

4.60 Membership Chair

The Membership Chair shall maintain accurate membership records, process membership applications and renewals, and promote membership growth. Duties include but are not limited to:

- Development and presentation of a membership growth strategy to the Board
- Membership application and renewal administration
- Welcoming and orientation of new members and visitors at club meetings
- Prospective and lapsed member engagement
- Coordination of membership materials and information
- Monthly membership statistics reporting to the Board
- Accuracy and currency of the membership database and attendance records

Section V – Meetings

5.10 Regular Club Meetings

Regular NFARL Club meetings shall be held once each calendar month at such place and at such time as the President shall order, including video conferencing. The President may cancel regular meetings. Normally, regular meetings are reserved for informational, educational and social purposes.

5.20 Board Meetings

Regular NFARL Board meetings shall be held once each calendar month at such place and at such time as the President shall order, including video conferencing. The President may cancel regular meetings of the Board as necessary. A quorum of Board members shall be 50% of the Board members plus one. When necessary to establish a quorum, the President may appoint a Full Member in good standing to serve as a temporary Board member. Motions brought before the Board shall be deemed approved if a quorum is present and a simple majority of Board members present vote in favor.

5.30 Special Board Meetings

Special NFARL Board Meetings may be called by any member of the Board. Only such business as is called for shall be transacted at the special meeting.

Section VI – Finances, Dues, And Budget

6.10 Accounting

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 Dues

The membership dues structure shall be reviewed by the Board on an annual basis in conjunction with the annual budgeting process. Dues may be adjusted by majority vote of the Board as a result of the review process and shall be promptly posted on the NFARL website, nfarl.org.

6.30 Budget

It will be the responsibility of the Board to prepare the budget for NFARL each year. The budget shall be consistent with the purposes of NFARL utilizing 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 at the February Board meeting. The Board shall direct the Treasurer to make such expenditures of club funds that are consistent with the budget so devised, and as provided in Section 6.40.

The Treasurer shall provide a financial report at each regular Board meeting showing income, expenses, account balances, and year-to-date budget comparison for the preceding month.

At the close of each calendar year, it shall be the duty of the Board to review the accounts of the Treasurer and publish a report of its findings to the club on the club website.

6.40 Board Financial Authority

The Board of Directors must specifically approve disbursements of club funds in excess of \$250 (two hundred fifty dollars). All expenditures shall have invoices for reimbursement. Any funds not paid directly by NFARL shall be processed within 60 days of the expenditure or be forfeited to the club. Special circumstances may be considered by the Board of Directors.

6.50 CPA Assistance

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

Section VII – Amendments And Governing Rules

7.10 Amendments

These Bylaws may be amended by a two-thirds vote of the total authorized voting club membership present in-person or online at any meeting, provided that 14-day advance notice of the proposed amendment(s) has been communicated to all members via email and posted on the club website (nfarl.org) for review. A copy of the proposed amendment(s) shall be made available at the meeting where the vote will be taken.

7.20 Governing Meeting Rules

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.

Section VIII – Miscellaneous Provisions

8.10 Presidential Appointments

The President shall have the power to appoint such committees as they deem advisable for the welfare of NFARL, and they shall have the power to dissolve such committees at any time, except those appointed by the Board.

8.20 Presidential Committee Responsibilities

The President shall have the power to define and make appointments to club operating management roles as they deem advisable for the welfare of NFARL. The President shall have the power to rescind appointments, appoint replacements, and add or eliminate operating management roles. Club members in good standing may be appointed to these roles. Examples of operating management roles include but are not limited to Digital Operations, ARES Liaison, Field Day Chair, Repeater Operations, Education, Training, Net Operations, and QSL Manager.

8.30 Special Advisory Roles

At any time, the President may request that a Club Member, whether or not a member of a committee as defined in Section 8.10 or occupying an operating management role as defined in Section 8.20, to attend one or more Board meetings to advise and assist the Board on matters requiring Board action.

8.40 VE Team

The Board may consider the use of a VE team for licensing purposes. The Board shall act in an advisory status only for the VE Team and shall have no direct control of their decisions.

8.50 Inappropriate Activity

Should it come to the attention of any member of the Board that a NFARL member has been accused of or is alleged to have engaged in inappropriate activity involving moral turpitude, the President or the Vice President in their stead shall be contacted as soon as is practical. The President or Vice President shall bring appropriate allegations to the attention of the appropriate authorities as soon as is practical. Should the Board so choose, the involved NFARL member may have membership revoked per Section 8.70.

8.60 Interactions With Minors

At any NFARL sponsored or affiliated activity where minors under the age of 18 are present, at least two (2) unrelated adults shall be present.

8.70 Membership Termination

The Board may terminate a member's membership for inappropriate actions. The Board must vote unanimously to terminate a member's membership.