

# **NORTH FULTON AMATEUR RADIO LEAGUE (NFARL)**

## **PROPOSED BYLAWS - 2026**

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## **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:

- (a) To advance knowledge and skills in amateur radio through education, training, experimentation, and the sharing of technical information among members and the broader community
- (b) To support public service initiatives by collaborating with emergency communication organizations and encouraging members to participate in community service activities
- (c) 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 amateur radio license is required for Full membership (see 2.31). Once accepted as detailed in Section 2.20, a member shall have equal rights and privileges with all other members 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](http://nfarl.org). One year's dues as specified by NFARL shall accompany each such application.

## **2.30 MEMBERSHIP CLASSES**

There are five classes of membership in NFARL. As noted in Section 2.31-2.35, all classes of membership shall carry the same rights and privileges unless specifically prohibited by these Bylaws or federal law with the exception of voting. Voting rights are specified in each of the membership classes.

### **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 and as are posted on the NFARL website [nfarl.org](http://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 may elect to waive the dues of a given member. The period of such a hardship waiver shall not exceed one year without a review of the circumstances leading to the waiver by the Board. Full Membership individuals who are current on dues with a valid amateur radio license have voting rights in all NFARL matters. Individuals who are current on dues without an Amateur Radio License will be referred to as Associate Members (see 2.35) and have no voting rights.

Family memberships allowing votes for each member of said family will no longer be allowed after the date of these bylaws being ratified. Family memberships, where the primary membership is still in good standing, retain their right to vote and membership.

### **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 anyone who has not yet turned 21 and is a free membership. Upon reaching the age of 21, Youth Members must convert their membership to a Full Membership (Section 2.31) if they desire to retain membership in NFARL. A Youth Member with a valid Amateur Radio License will be allowed to vote in NFARL matters and those without a license will have the rights of an Associate Member (see 2.35).

## **2.33 LIFE MEMBERSHIP**

A Life Membership is available to those who qualify for Full Membership. Only those who have fully paid for a Life Membership will be considered as a Life Member. The price will be calculated at the rate of 20 (twenty) times the dues as posted on the NFARL website, [nfarl.org](http://nfarl.org), at the time of application for Life Membership. Life members have all voting rights in all NFARL matters. Once granted, Life Members shall be exempt from future dues.

## **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. 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 Full membership except that all future dues shall be waived. As a rough guideline, not more than 3% (three percent) of the active membership should be in the Honorary Membership category at any given time. Honorary members must have a valid Amateur Radio License to vote in any and all NFARL matters.

## **2.40 WAIVER OF ANNUAL DUES**

From time to time at the discretion of the Board, 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 will be reviewed annually, such review to include but not necessarily 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. 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 thirty (30) days after their renewal date shall be considered inactive and may be removed from the club membership roster. Renewal dates start at the required date of renewal unless a period of nine (9) months has passed and then it begins at the date of processing the membership. Inactive members have no voting privileges. Any person considered inactive for non-payment of dues shall be reinstated upon payment of dues.

# **Section III – OFFICERS, ELECTIONS, AND COMMITTEES**

## **3.10 OFFICERS**

The officers of the NFARL shall be:

- President,
- Vice President,
- Secretary,
- Treasurer,
- Membership Chairman.

## **3.20 BOARD OF DIRECTORS (Board)**

The Board of the NFARL shall consist of the President, Vice President, Secretary, Treasurer, Membership Chairman and 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 cast more than one (1) vote regardless of the number of positions held. The Board may consider the use of a VE team for licensing. The Board shall act in an advisory status only for the VE Team and shall have no direct control of their decisions.

## **3.21 EXECUTIVE COMMITTEE (EXCOM)**

The Executive Committee shall consist of all Board members and additional members as established and appointed by the President to assist in the operational management of the club. EXCOM serves as the President's cabinet to execute club programs and activities.

### **Composition and Appointment:**

- All Board members are automatically members of EXCOM.
- The President has full discretion to determine additional EXCOM roles, responsibilities, and appointees beyond the Board.
- The President shall present the EXCOM composition to the Board at the first Board meeting following the President taking office.
- The existing EXCOM composition remains in effect until the new President defines the new EXCOM.
- The President may modify EXCOM composition at any time during a Board meeting.

### **Board Oversight:**

- The Board may veto individual EXCOM roles or assignments by a two-thirds (2/3) qualified majority vote.
- EXCOM members serve at the pleasure of the President and may be appointed or removed as needed.

**Status:**

- EXCOM members who are not Board members have no voting rights on Board matters.
- All EXCOM members may be invited to attend Board meetings as appropriate.

### **3.30 ELECTIONS**

Regular elections of officers shall be held every two (2) years and shall proceed as follows:

- (a) June 1 of election year: NFARL Board submits a request for candidates for office by E-mail and on [nfarl.org](http://nfarl.org)
- (b) August 1 of election year: NFARL Board must receive all applications for office by mail or E-mail
- (c) September 1 of election year: NFARL Board to review and approve applications as acceptable. All nominees must be willing to serve and must be members in good standing who have been members of the club for at least twelve (12) consecutive months, unless the Board grants an exception for the specific candidate
- (d) October 1 of election year: NFARL Board to send out all approved applications of candidates to NFARL Club Members by E-mail and list on [nfarl.org](http://nfarl.org) web site
- (e) November 1-15 of election year: Current NFARL members vote online by electronic means as specified by the NFARL Board. Members must be in good standing and current to vote. You are allowed one vote per member
- (f) December 1 of voting year: NFARL Board to send out election results by E-mail and list on [nfarl.org](http://nfarl.org)
- (g) Newly elected officers shall be invited to attend the October Board meeting and any subsequent Board meetings prior to taking office to facilitate transition
- (h) If the office of Vice President, Treasurer, Membership Chairman, or Secretary is not filled by a regular election, the President-elect may appoint a member of the club who is in good standing to fill the position, subject to approval by a favorable majority vote of the Board at the first Board meeting of the new term.

### **3.40 SPECIAL ELECTIONS**

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, notice to this effect shall be communicated to the membership via email and posted on the club website at least two weeks prior to such election. Those members of

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 for the remainder of the term.

### **3.45 OFFICER VACANCIES**

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 OFFICER TERMS**

The term of office for all officers shall be for two (2) years, commencing January 01 at 0000 hours and continuing until December 31 at 2359 hours two years later, 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 on December 31 of the next regular election year, or until their successor has been elected and seated.

Newly elected officers are invited to attend Board meetings following their election and prior to taking office to facilitate transition. Each outgoing officer is to provide operational procedures in writing to the new officers.

### **3.55 APPOINTMENT TERMS**

The term for all appointments shall be for two (2) years as noted in Section 3.50, or until their successor has been appointed. Those appointed to fill an unexpired term shall assume responsibility immediately.

### **3.60 OFFICE VACANCY**

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.

## **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 shall perform any other duties pertaining to the office as directed by the Board, including but not limited to:

- (a) Establish and present Executive Committee composition to the Board
- (b) Plan and conduct club meetings and Board meetings
- (c) Represent NFARL in the amateur radio community and at external events
- (d) Be responsible for ensuring NFARL maintains its 501(c)(3) tax-exempt status and meets all IRS compliance requirements
- (e) Oversee club initiatives and activities
- (f) Communicate regularly with membership
- (g) Resolve member issues and disputes as they arise

## 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

- (a) **Succession & Representation:** Assume all duties of the President in their absence. Represent NFARL at external events and community functions when the President is unavailable.
- (b) **Chief of Staff:** Act as the central point of contact for internal club operations, ensuring that the Board's initiatives move forward efficiently.

### 4.20.20 Member Programs & Activity Leadership

- (a) **Program Planning:** Lead the planning and coordination of club meeting programs, including the selection of guest speakers and technical presentations.
- (b) **Activity Portfolio Management:** Oversee the broad spectrum of external club activities, including radio contests, operating events, and community outreach.
- (c) **Major Event Oversight:** Serve as the executive liaison for high-profile activities such as Field Day and Ham Jam, working closely with appointed event-specific coordinators.
- (d) **Social & Community Engagement:** Organize social gatherings and events designed to foster community within the club and increase public visibility of amateur radio.

### 4.20.30 Engagement & Communication

- (a) **Member Outreach:** Ensure all upcoming programs and activities are clearly communicated to the membership across NFARL's various channels.
- (b) **Volunteer Recruitment:** Actively identify and recruit volunteers to support club programs, ensuring that committees and events are appropriately staffed.

## 4.30 SECRETARY & COMPLIANCE OFFICER

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

- (a) **Digital Record-Keeping:** Maintaining the official digital archives, including meeting minutes, bylaws, and the membership roster, ensuring they are securely stored and accessible to the Board.
- (b) **Authentication:** Authenticating all records and serving as the primary signatory for corporate resolutions.
- (c) **Regulatory Compliance:** Ensuring the timely filing of the Georgia Annual Registration and monitoring the adherence to 501(c)(3) requirements.
- (d) **Meeting Certification:** Verifying quorums for both in-person and electronic meetings, and certifying the results of all votes, including those cast via digital platforms.
- (e) **Policy Oversight:** Managing the 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:

- (a) Prepare annual budget for Board approval
- (b) Maintain club bank accounts and financial records
- (c) Process membership dues and maintain membership financial records
- (d) Pay bills promptly as authorized by the Board
- (e) Provide financial reports for IRS filings and compliance
- (f) Manage club assets and insurance policies
- (g) When unavailable, the Treasurer may temporarily delegate duties to the Secretary for continuity of financial operations
- (h) With the approval of the Board, manage financial asset investments.

## 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 CHAIRMAN**

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

- (a) Propose and present to the Board a growth plan
- (b) Process membership applications as approved by the Board
- (c) Welcome new members and visitors at club meetings
- (d) Follow up with prospective members and lapsed members
- (e) Promote membership and recruitment
- (f) Coordinate membership materials and information
- (g) Report membership statistics to the Board monthly
- (h) Maintain meeting attendance records
- (i) Maintain current membership database and 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. 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.

## **5.30 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.

## **5.40 SPECIAL MEETINGS**

Special NFARL Board 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 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](http://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, SUSPENSION OF BYLAWS, RULES**

## **7.10 AMENDMENTS**

These Bylaws may be amended by a majority vote of the total authorized voting club membership present at any meeting if a 30 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.

## **7.30 QUORUM**

Eligible voting members (50% + 1) present at a regularly scheduled meeting shall constitute a quorum for the transaction of business.

Regular business items shall be deemed as approved based on a simple majority vote of those present.

The president has the authority to appoint a Board member at large when necessary to conduct business.

# **Section VIII – APPOINTMENTS, COMMITTEES**

## **8.10 PRESIDENTIAL APPOINTMENTS**

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

## **8.11 PRESIDENTIAL COMMITTEE RESPONSIBILITIES**

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 NFARL. The President shall have the power to rescind appointments, appoint replacements, and add or eliminate operating management roles. Executive Committee 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 (see Section 3.20). Examples of operating management roles include but are not limited to ARES Liaison, Field Day Chairman, Repeater Operations, Education, Training, Net Operations, and QSL Manager.

## **8.20 GOVERNING BODY**

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

## **8.22 BOARD CHAIRMAN**

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

## **8.23 BOARD MEETINGS**

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

## **8.24 BOARD MEETING QUORUM**

Three (3) members of the Board shall constitute a quorum for the transaction of club business.

## **8.25 MOTIONS**

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.

## **8.30 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 moral turpitude inappropriate activity, the President or the Vice President in his or her 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 8.40.

### **8.31 MINOR INTERACTION**

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.

### **8.40 MEMBERSHIP TERMINATION**

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