



PROMOTING VHF  
AMATEUR RADIO  
COMMUNICATIONS  
IN THE 21ST  
CENTURY

## BYLAWS OF THE INLAND EMPIRE VHF RADIO AMATEURS

### ARTICLE I

#### Name and Purpose

The name of the organization shall be the Inland Empire VHF Radio Amateurs, hereinafter referred to as the IEVHFRA. The purpose of the IEVHFRA shall be: The enhancement of Amateur Radio knowledge, technology, and practice and to provide radio communication service to the public in normal, special events and emergency situations. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income shall only be used to promote corporate purposes as described below. This organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The organization is organized exclusively for the purpose being an educational and scientific nonprofit pursuant to section 501 (c ) (3) of the Internal Revenue Code.

### ARTICLE II

#### Membership

##### 1. Membership

Meetings shall be open to all persons interested in amateur radio communication. Non-members may not vote or hold office. There shall be three (3) classes of membership:

**Active Member** - Licensed radio amateurs whose dues are current. Active members may vote and hold office.

**Life Member** - An active licensed member who shall have rendered such service to the IEVHFRA to justify granting a life membership. No dues are required of life members. Life members may vote and hold office.

**Honorary Member** - Persons who by past contributions to amateur radio are found to merit such distinction. No dues are required of honorary members. Honorary members are not eligible to vote or hold office. All life or honorary membership proposals shall be submitted at a regular meeting of the IEVHFRA for a majority vote of those present.

##### 2. Member or Board Member Termination

Any member or board member may be terminated by two-thirds (2/3) vote of members present and entitled to vote. Notice of such proposed termination shall be given to the membership and to the member affected in that manner provided for in Article III, Paragraph (5). Grounds for termination of a member or an officer include but are not limited to willful or malicious actions which are opposed to the welfare of the IEVHFRA and/or its goals and/or misuse of the privileges granted to the members or officers of the IEVHFRA or violation of FCC rules & regulations.

## **ARTICLE III**

### **Meetings**

#### **1. Annual Meeting**

An Annual meeting shall be held in May each year for the purpose of elections and other necessary IEVHFRA business.

#### **2. Membership Meetings**

A meeting of the membership shall be held on a regularly recurring day of each month, with the time, place, and format specified by the President of the IEVHFRA.

#### **3. Special Meetings**

Special meetings may be called at such times and places as may be specified by the President, a majority of the Board, or ten (10) or more members eligible to vote. Previous notice per Article III, Paragraph (5) is required.

#### **4. Board Meetings**

A meeting of the Board shall be held upon notice by the President at a date, time, place, and format stated. Four (4) Board members shall constitute a quorum. The act of the majority of those Board members or Board members and Trustee present at a meeting attended by a quorum shall be the act of the Board. Voting by proxy shall not be allowed for any purposes at any Board meeting. In an emergency situation, as determined by the President, an emergency board meeting may be accomplished in person, by telephone conference or by electronic conferencing.

#### **5. Notice**

Adequate notice of any additional meetings or terminations shall consist of notification via groups.io, and posting it on the IEVHFRA website, not less than ten (10) business days before the meeting. There will be an exception for an emergency Board Meeting as stated in Article III paragraph (4).

#### **6. Quorum**

At meetings of the Board, four (4) Board members shall constitute a quorum. At general membership meetings, no quorum of members is necessary. Members may act on any issue other than member or board member termination as specified in Article II paragraph (2) with a simple majority of those present at any meeting as long as previous notice of this issue has been given per Article III, Paragraph (5).

#### **7. Robert's Rules of Order**

Robert's Rules of Order as revised shall be a guideline for orderly meetings of the IEVHFRA.

## **ARTICLE IV**

### **The Board**

#### **1. The Board**

The IEVHFRA affairs shall be managed by a board of seven, consisting of three (3) directors and four (4) officers, hereinafter referred to as the Board. Board members will be elected each year at the May Annual Meeting.

## **2. Directors**

Three directors will be voting members of the board. Terms of office for the directors shall be three (3) years with one director to be elected each year.

## **3. Trustee**

The Trustee is appointed by the Board and shall have voting rights at the board meetings on any matter where changes in station operation or equipment are proposed and/or voted upon by the Board. Trustee may also hold elected office. If a Trustee holds elected office that member may cast only one vote. The Trustee shall enforce such rules and regulations as required for proper amateur operations of the stations within the lawful limitations imposed by the Federal Communications Commission rules, the agencies controlling the station's sites and the Board.

## **4. Officers**

The officers of the IEVHFRA shall be the President, Vice-president, Secretary, and Treasurer. Terms of office are for two years, with President and Secretary being elected in even years and Vice President and Treasurer elected in odd years. An officer may be reelected by the membership. These officers are also members of the Board.

**President:** The President shall supervise all activities of the IEVHFRA and shall execute instruments in its behalf; shall preside over all meetings of the Board and of the membership; shall call such special meetings of the membership as shall be deemed necessary; shall appoint all committees and shall perform such other duties as usually pertain to the office. Four (4) weeks before the annual meeting of the membership, the President shall appoint a committee of three (3) life or active members to review the Treasurer's books for the previous fiscal year and report thereon at such meeting.

**Vice-president:** The Vice-president shall assume Presidential duties upon the absence, resignation, disability, or demise of the President. The Vice-president shall be Chairman of the Election Committee and shall perform such other duties as the President may direct.

**Secretary:** The Secretary shall keep minutes of all Board and membership meetings and shall perform such other duties as the President may direct. The Secretary shall be responsible for complying with all public disclosure requests as are required for public non-profit organizations. The Secretary will assure all paperwork necessary to maintain our non-profit status is up to date and filed with the WA Secretary of State.

**Treasurer:** The Treasurer shall receive and be accountable for all funds belonging to the IEVHFRA; shall sign all checks and pay all bills when authorized to do so by the Board; shall keep an accurate set of books and report monthly to the Board on all receipts, disbursements, and balances on hand; shall prepare and submit to the Board and membership an annual report showing receipts, disbursements, and balance on hand; shall file all reports and tax returns required by law; shall notify all members that dues will be payable at the end of the membership period, and by February 1 of each year shall post a list of paid members on groups.io. The Treasurer or his designate will provide a roster of members, paid for the current year, to the President at the start of the annual meeting. The Treasurer, for accounting purposes, shall balance the financial records of the IEVHFRA monthly.

## **5. Nominations, Elections and Voting**

Two (2) months prior to the May meeting, the President shall appoint three (3) current members as a nominating committee, chaired by the Vice president, to submit at the April meeting, the name of nominee (s) for each office and directorship to be filled at such meeting. Nominations may also be submitted at the April meeting by any member eligible to vote. Voting for Officers and Directors shall be by secret ballot and include a slate of Board Members including those submitted by the Nominating Committee and those submitted by the general membership as stated above. Voting by proxy shall not be allowed for any purposes at any membership meeting, however absentee ballots will be accepted for the election of Officers and Directors, upon request by any current members eligible to vote. These ballots shall be returned in double envelopes to the Elections Committee chairman by the day prior to the annual meeting.

## **6. Vacancies and Removal from office**

Any vacancy occurring in the position of President, Vice-President, Secretary, Treasurer or Board member shall be filled by an election by the Board. The Officer or Director so elected shall serve for the unexpired term of his predecessor. Any Officer or Director may be removed by a two-thirds (2/3) vote of members present and entitled to vote after notice of such proposed action given as required by Article III, Paragraph (5). The absence of any Officer or Director from three (3) consecutive Board meetings, not found by the Board to be unavoidable, shall be grounds for removal.

# **ARTICLE V**

## **Financial Arrangements**

### **1. Bank Accounts & Signing Authority**

The Board shall approve the establishment of any new or additional bank accounts. The President and Treasurer should be on the signature list of the bank account, and shall have the power to make, sign, endorse, and accept for and on behalf and in the name of the IEVHFRA drafts and checks in the regular course of business of the IEVHFRA. The President and Treasurer additionally have authority to hold a debit card and to write and endorse drafts or checks for the IEVHFRA account needed to carry out normal business. Any purchases over \$100 should be approved by a quorum of the Board. This approval may be at a board meeting, electronic conference, or via email if all Board members are requested to comment.

### **2. Disbursement of Money**

The Treasurer (or President in the absence of the Treasurer) shall disburse all monies as approved by the Board.

### **3. Compensation**

With pre-approval of the board, members upon submission of receipts, may be compensated for services rendered or expenses incurred. Any such receipts must be retained by the Treasurer for tax accounting purposes.

### **4. Dues**

The period of membership for the IEVHFRA, shall begin 1 January, and shall end 31 December. An exception is made to those passing their licensing exam and joining the IEVHFRA after August, who will be considered an active member upon receipt of dues and will be considered to have paid their dues for the following year. Changes in dues shall be determined by the Board and approved by a simple majority of the membership present at the annual meeting, and will take effect at the start of the new calendar

year. Any members who are also members of ARRL shall report such membership to the Treasurer by the May annual meeting for the purpose of establishing insurance coverage for the IEVHFRA.

**5. The Fiscal Year**

The fiscal year shall be from January 1 through December 31 which is the same as the dues year. Prior to the end of each fiscal year the President shall appoint three (3) current members to inventory all physical assets belonging to the IEVHFRA for the purpose of placing a value on each item and presenting a report to the Treasurer for tax purposes.

**ARTICLE VI  
Changes to the Bylaws**

The IEVHFRA Bylaws may be amended, altered, repealed, or otherwise changed by a majority vote of a quorum of Board members at any regular or special meeting and are subject to approval by a simple majority vote of the paid members present at a regular meeting. Previous notice of proposed rule changes shall be sent to the members ten (10) business days prior to the meeting.

**ARTICLE VII  
Indemnification**

Any member of the Board (Officer, Director, or Trustee) who is involved in litigation by reason of his or her position as a director or officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law except due to fraud or malicious intent.

**ARTICLE VIII  
Dissolution**

The organization may be dissolved only with authorization of its Board given at a special meeting called for that purpose, and with the subsequent approval of no less than two-thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be transferred to a charitable and educational organization of similar or like nature to this organization organized under Section 501 (c ) (3), by the Board.

**Certification**

It is hereby certified that the foregoing is a true and correct copy of the bylaws of the Inland Empire VHF Radio Amateurs, duly adopted by a quorum of the Board on \_\_\_\_\_ and approved by a majority vote by the members at the regular meeting on \_\_\_\_\_.

\_\_\_\_\_ President

\_\_\_\_\_ Secretary