

**BY-LAWS  
OF THE  
DuPAGE AMATEUR RADIO CLUB**

**ARTICLE I      NAME**

The name of this organization shall be the DuPage Amateur Radio Club (DARC), hereinafter referred to as the "Club."

**ARTICLE II      OBJECTIVES**

- Section 1      To promote interest in Amateur Radio.
- Section 2      To further the exchange of information and to lend technical aid to members in order to maintain the highest standards of the art.
- Section 3      To promote radio knowledge, fraternalism, individual operating proficiency and good will among Amateur Radio operators and others in our community.
- Section 4      To provide education relating to the Amateur Radio hobby and to conduct club programs and activities so as to advance the general interest and welfare of Amateur Radio in the community.
- Section 5      To provide the community with public service communications.
- Section 6      To maintain status as an ARRL affiliated club, as well as ARRL Special Service Club designation.

**ARTICLE III      MEMBERSHIP**

- Section 1      The membership shall be comprised of licensed Amateur Radio operators or persons interested in Amateur Radio communication as a personal avocation.
- Section 2      Applications for membership shall be submitted at a regular meeting in writing. Each applicant must express a willingness to abide by the By-Laws and other rules promulgated by the Club.
- Section 3      Applicants shall be admitted to regular membership after having attended two consecutive meetings and after having paid the current year's dues, provided the applicant is accepted by two-thirds of members present and voting at a regular meeting.

Section 4 CLASSIFICATION OF MEMBERS

- A. REGULAR: Shall consist of licensed Amateurs admitted to regular membership who have paid current year's dues. Full rights and voting privileges are granted.
- B. ASSOCIATE: Shall consist of licensed or unlicensed individuals who have paid current year's dues but who have not fulfilled the other requirements for regular membership. Associate members have no voting privileges.

Section 5 Individual memberships may be terminated for cause by three-fourths vote of the members present at a duly constituted regular meeting of the Club.

**ARTICLE IV DUES**

Section 1 The club, by a majority vote of all members present at any duly constituted regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the Club as set forth in the objectives. Non-payment of such dues or assessments by January 31st may be cause for suspension of membership in the Club until such dues are paid.

Dues of NEW, first-time, members joining during the year shall be assessed on a monthly pro-rated basis up to the following December 31st.

Section 2 CLASSIFICATION OF DUES:

- A. Regular and Associate members shall pay the full dues.
- B. Special dues. Reduced rates offered to:
  - 1. **Family**: additional licensed family members residing in the same household.
  - 2. **Senior**: members age 62 years or older.
  - 3. **Student**: members in high school or lower grades.
  - 4. **DARC Graduate**: first-time members who have attended and obtained their license through the DARC educational program for the current year.

**ARTICLE V MEETINGS**

Section 1 Meetings of the Club and the Executive Committee shall be held monthly at such time and place as the President shall order.

Section 2 Special meetings may be called by the Executive Committee or by the Secretary upon the written request of any ten per cent of the regular Club members.

- Section 3 Notices of all meetings shall be sent to all members and posted by such date so as to arrive under normal conditions not less than twenty-four hours before the meeting date and shall be announced on the weekly club net, if held.
- Section 4 Notices of special meetings shall specify the items of business to be considered at such meetings and only such items may properly be considered at a special meeting.
- Section 5 Rules: Robert's Rules of Order shall govern all proceedings of the Club.
- Section 6 Voting:
- A. Only regular members may vote on Club business.
  - B. Unless determined otherwise by the chair, voting on motions, elections and other Club business shall be by voice vote.
- Section 7 Quorum
- Unless stated otherwise, Club business shall be conducted by a majority vote with a quorum present at duly constituted meetings. A quorum is defined as 25 per cent of regular Club membership. For meetings of the Executive Committee, a quorum shall consist of four members eligible to vote at Executive Committee meetings.

## **ARTICLE VI OFFICERS**

- Section 1 The officers of the Club shall be:
- President
  - Vice President
  - Secretary
  - Treasurer
  - Sergeant-at-Arms
- Section 2 All officers shall be regular members.
- Section 3 The officers of the Club shall be elected for a term of two years. Elections of officers will be held in November of odd numbered years by the members present and voting at the November meeting. If a quorum is not present, the election shall be held at the next regular meeting at which a quorum is present.
- Elected officers will assume their office in January of even numbered years.
- Section 4 Nominations for officers of the Club may be affected by one of the following methods:

- A. COMMITTEE: A chairperson of the Nominating Committee shall be proposed by the Executive Committee and elected by the membership. The chairperson shall appoint a minimum of two regular members of the Committee. The Committee shall be organized to search the membership for candidates for office and to review the credentials of prospective officers.

The consent of those nominated by the said aforementioned Committee shall be obtained.

The Committee shall complete this process by October 1st of election years.

- B. PETITION: Nominations for any officer may also be made by petition filed with the secretary on or before October 1st. The petition shall be signed by at least 2 members other than the nominee and shall be accompanied by the nominee's written consent to nomination. If a nomination is made by petition, the secretary shall promptly send a copy of the petition to each member of the Nominating Committee and to each member of the Executive Committee.

- C. FLOOR: Nominations from the floor may, likewise, be accepted for each office at the time of the November meeting until a motion is made to close said nominations.

The names of members nominated either by committee or petition shall be published one month prior to the election.

Section 5 Any officer may resign his office at any time by delivering his resignation in writing to the President or the Secretary of the Club; and the acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make such resignation effective.

Section 6 Officers may be removed from office for cause by a three-fourths vote of the members present at duly constituted meeting of the Club.

Section 7 Vacancies occurring between elections must be filled by special elections at the first regular meeting following the announcement of a withdrawal or resignation. The aforesaid vacancies shall be filled pursuant to Article VI, Section 4, Part C.

## **ARTICLE VII DUTIES OF THE OFFICERS**

Section 1 The President shall:

- A. Preside at all meetings
- B. Conduct meetings according to the rules adopted, Robert's Rules of Order, unless otherwise decided.
- C. Enforce observance of the By-Laws.
- D. Decide all questions of order.
- E. Sign all official documents adopted by the Club.
- F. The President is specifically charged with the task of appointing chairpersons for all committees except the Nominating Committee.
- G. Act as the Chairperson of the Executive Committee.
- H. Perform all other customary duties pertaining to the office of President.

Section 2 The Vice-President shall:

- A. Assume the duties of President in the absence of the President.
- B. Be Program Director and shall organize Club member activities, plan and recommend operating contests and advance the Club's interests and activities as approved by the Club.
- C. Encourage all members to report activities to the newsletter Editor and to the elected Section Communications Manager of the ARRL.
- D. Serve on those committees appointed by the President which relate to the Vice-President's assigned responsibilities.
- E. Maintain close liaison with the ARRL Emergency Coordinator of SEC to further Club participation in the Amateur Radio Public Service Corps.
- F. Perform all other customary duties pertaining to the office of Vice-President.

Section 3 If both the President and the Vice-President are absent from a meeting, the Secretary, or Treasurer, in that order, shall preside. Otherwise, an official meeting may not be conducted.

Section 4 The Secretary shall:

- A. Keep a record of the proceedings of all meetings.
- B. Promptly furnish copies of the minutes of all meetings to all officers and members of the Executive Committee and publish them in the Club's newsletter.
- C. Carry on all correspondence and furnish any requested information concerning the Club.

- D. Maintain all important documents and records of the Club, excluding financial records.
- E. Keep a roll of members.
- F. Provide application for membership
- G. Read communications at meetings
- H. Mail the written meeting notices to each member.
- I. Maintain the corporate status of the Club and file all reports and certificates which may be required of the Club under the corporation laws of the State of Illinois.
- J. Perform all other customary duties pertaining to the office of Secretary.

Section 5 The Treasurer shall:

- A. Receive and issue receipts monies paid to the Club.
- B. Keep an accurate account of all monies received and disbursed.
- C. Pay no bills without proper authorization. Authority to pay bills is contained in resolutions passed and recorded at Club meetings, and expenditures authorized by the Executive Committee. The Treasurer shall have individual authority to pay nominal regular operating debts incurred by the Club not to exceed \$100.00.
- D. Invest Club monies as determined by the Executive Committee.
- E. Prepare and make available to the membership quarterly statements of income, expenditures and cash on hand and/or in bank accounts.
- F. Prepare and file all required statutory or corporate financial reports.
- G. Perform all other customary duties pertaining to the office of Treasurer.

Section 6 The Sergeant-at-Arms shall:

- A. Handle arrangements for the meeting place.
- B. Assists in preserving order as directed by the presiding officer.
- C. Acts as parliamentarian.
- D. Record attendance at meetings
- E. Ensure the availability of door and raffle prizes as determined by the availability of funds.
- F. Be responsible for the safekeeping and maintenance of all Club equipment and property.
- G. Supervise custodial duties at the termination of Club meetings.
- H. Perform all other customary duties pertaining to the office of Sergeant-at-Arms.

Section 7 At the expiration of the terms, officers will turn over to their successors all property of the Club that is in their possession.

### **ARTICLE VIII EXECUTIVE COMMITTEE (a.k.a. Board of Directors)**

Section 1 This Club shall operate under the Executive Committee.

Section 2 This Committee shall consist, unless stated otherwise, of the following members who are eligible to vote:

- A. The elected officers
- B. The immediate past-president in good standing.
- C. Director-At-Large appointed by the elected officers. His duties will be those determined by the Executive Committee.
- D. Trustee of club station, as a non-voting member, except in issues related to Club license.

Section 3 The Executive Committee shall be authorized to:

- A. Suggest to the members policies, new projects, programs and to carry on such business as might be required in the general operation of the Club.
- B. Expend monies of the Club as might be required in the general operation of the Club. Individual expenditures shall not exceed limits proposed by the committee and approved by the membership annually.
- C. Action(s) taken at the meetings of the Committee shall be read into the regular Club minutes.

### **ARTICLE IX COMMITTEES**

Section 1 The President and/or Executive Committee shall have power to create special committees of the Club; to define, limit or enlarge their functions; to fix the size of the membership; and to abolish any such committee.

Section 2 The President shall appoint, with the exception of the Nominating Committee, all committee chairpersons. A committee member shall serve until the close of the fiscal year for which he is appointed unless a committee shall be abolished, or unless he be removed from such committee, or unless his membership with the Club shall be suspended or terminated, or unless he be removed from such committee by the President.

Section 3 The President shall act as an ex officio member of all committees except the Nominating Committee.

Section 4 Each chairperson shall submit to the President of the Club a report of the activities of the committee. No committee report, whether interim, annual or final, shall be published or circulated without the consent of the Executive Committee.

Section 5. The following shall be standing committees:

- A. EDUCATION: Shall conduct classes and provide instruction necessary for gaining various classes of Amateur licenses.
- B. EMERGENCY: Shall be responsible for assisting with emergency communications for local disasters.
- C. FIELD DAY: Shall be responsible for all activities in connection with field day, as authorized by the Club.
- D. HAMFEST: Shall responsible for all activities in connection with the Hamfest, as authorized by the club.
- E. MEMBERSHIP: Shall be responsible for recruitment and retention of members, providing information/applications, evaluating eligibility for membership and promotion of individual ARRL membership.
- F. NET: Shall be responsible for organizing all Club authorized nets.
- G. NEWSLETTER: Shall be responsible for editing, publication and distribution of Club newsletter.
- H. PUBLIC RELATIONS: Shall provide the local media with information on Club activities and endeavor to keep the general public informed on developments in the Club and Amateur Radio.
- I. REPEATER: Shall administer the operation and maintenance of all Club repeaters.
- J. SPECIAL EVENTS: Shall administer all the operations of running a special event station.
- K. SOCIAL: Shall administer the operations of club sanctioned/funded social events.
- L. TECHNICAL: Shall be a resource of technical information and assistance to solve any interference and technical operating problems involving the Club or any member of the Club.
- M. VE: Conducts volunteer examinations on behalf of the amateur community consistent with ARRL guidelines.



**ARTICLE X      BUDGET**

- Section 1      The President, with the advice of the Executive Committee and committee chairpersons, shall prepare an annual budget for approval of the Executive Committee and presentation to the membership by the October Club meeting.
- Section 2      The budget must be approved by the membership.
- Section 3      The fiscal year shall be a calendar year.

**ARTICLE XI     AMENDMENTS**

- Section 1      The By-Laws may be amended by a vote of three-fourths of the membership present and voting at a duly constituted meeting.
- Section 2      Proposals for amendments shall be submitted in writing and shall be voted on at the next following regular meeting, provided all members have been notified by mail of the intent to amend the By-Laws at said meeting.

**ARTICLE XII    CLUB STATION LICENSE TRUSTEE**

- Section 1      The Executive Committee shall appoint the Trustee and has the power to remove the Trustee from office.
- Section 2      The trustee of any Club station license assigned to the Club must have the following qualifications:
  - A.      Be a regular member in good standing.
  - B.      Shall possess a valid radio amateur license of Extra class.
- Section 3      The trustee shall have the responsibility for maintaining the validity of the Club station license.

**ARTICLE XIII   MISCELLANEOUS**

- Section 1      Current copies of the By-Laws of the Club shall be available for inspection and consultation by members at every meeting upon request to the Secretary.
- Section 2      All position titles and personal nouns or pronouns used throughout the By-Laws shall be interpreted to refer to either male or female persons regardless of the gender traditionally associated with such terms.

**ARTICLE XIV EFFECTIVE DATE:**

Section 1 These By-Laws shall supersede the previous Constitution and By-Laws adopted as amended on January 22, 1979.

Section 2 Approved this 27th day of January, 1992.

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PRESIDENT

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SECRETARY