

# Bylaws

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## South Portland Amateur Radio Club

**1 – Constitution and Bylaws.** It shall be the duty of the Secretary to keep the Constitution and Bylaws of the SPARC and have the same with him/her at every meeting. The Secretary shall cause all amendments, changes, and additions to be noted thereon and shall permit the same to be consulted by posting the most recent version on the SPARC website.

### **2 – Membership.**

- A. Applications shall be submitted via print form or online. Each applicant must express a willingness to abide by the Constitution and Bylaws and other rules promulgated by the club.
- B. Classes of membership shall be as follows:
  - a. Voting membership requires a valid FCC Amateur Radio license of any class. Voting members are eligible to vote on any club business and to hold an elected office. Voting membership dues shall be \$20 annually.
  - b. Family membership grants all licensed family members living at the same address full voting membership. Family membership dues shall be \$25 annually.
  - c. Life membership grants a member voting membership in the club for their lifespan. Life membership dues shall be the lesser of \$200 or  $(70 - \text{seventy})$  minus their current age) times \$20. For example, at age 65 the life member dues would be calculated as  $(70 - 65) * \$20 = \$100$ .
  - d. Military membership shall be available to anyone who holds a valid Amateur Radio license and is actively serving in any branch of the US military. Military membership dues shall be \$10 annually.
  - e. Adult Associate membership shall be available to anyone with an interest in amateur radio who has obtained the age of 21. Adult Associate members are not eligible to vote on club business or hold an elected office but may serve on committees or teams. The dues for Adult Associate membership shall be \$10 annually.
  - f. Youth Associate membership shall be available to persons who have yet to obtain the age of 21. Youth Associate members are not eligible to vote on club business or hold an elected office. Youth Associates may serve on

committees or teams. Youth Associate membership does not require any dues.

C. Upgrading of membership

- a. If a member in good standing wishes to upgrade their membership to Voting, Family or Life, they may do so by paying the difference in dues for the new status.

D. Membership dates

- a. Membership are effective starting on January 1 and dues are payable at that time.
- b. If dues are not paid by January 31, the member shall be marked as inactive and will not be eligible to vote or hold office.
- c. If dues are not received by March 31, the member shall be removed from the membership role and all rights and privileges shall be revoked.

E. Honorary titles

- a. Founding members – those members that are listed on the initial club roster submitted to the ARRL on the Affiliate Club application shall be designated as Founding Members.
- b. Charter members – those members that join the club prior to the first anniversary of the founding of SPARC shall be designated as Charter Members.

### 3 – Meetings.

- A. Club meetings shall be held monthly at a place and time to be determined by the Board of Directors.
- B. Board meetings shall be held at least once a quarter at a place and time to be determined by the Chairman of the Board of Directors. Notice of the time and location of board meetings shall be communicated at least one (1) week prior to the meeting date. Special meetings may be called by the President or a minimum of two (2) board members.
- C. Committee meetings shall be held at a time and place determined by the Team Lead or Committee Chair. Committees shall meet at least once a quarter or more frequently as required. Meeting reports shall be submitted to the Secretary of the club.

#### 4 – Finances.

##### A. Budget

- a. Each committee will devise a proposed budget for the next year which will be due to the Treasurer by November 1.
- b. The Treasurer will prepare a proposed SPARC budget using the input from the committees. The proposed budget shall be presented to the Board of Directors for review during the regular meeting in November or at a special budget meeting.
- c. The Board of Directors shall review the proposed budget and in consultation with the Treasurer make any required amendments.
- d. The proposed SPARC budget shall be voted upon by the membership prior to the election of new officers.
- e. If the proposed budget does not pass the membership vote, the Board of Directors, consisting of the newly elected officers, shall consult with the Treasurer to create an amended budget. The new budget shall be presented to the membership for a vote no later than at the February meeting.

##### B. Non-budgeted expenditures

- a. The President shall be able to authorize expenditures of up to \$50, if funds are available.
- b. Expenditures of up to \$200 require approval by the Board of Directors.
- c. Expenditures in excess of \$200 require approval of a majority of the voting membership.

##### C. Disbursement of funds

- a. All checks must be signed by the Treasurer and one (1) other elected officer. If the Treasurer is unavailable, a check shall be signed by the President and one (1) other officer.
- b. All disbursements require proper documentation that must be submitted to the Treasurer in a timely fashion.

**5 – Nominating and Elections Committee.** As noted in Constitution Article II Section 2, Officers shall be elected during the last meeting of the calendar year and will take office the following January. The Nominating and Elections Committee shall consist of a minimum of three members appointed by the President in September. Solicitations of nominations shall be announced prior to the October meeting. Nominations shall be due November 1. Voting will be held during the last meeting of the year using paper ballots or an online system. Votes will be tallied by the Nominating and Elections Committee members and announcement of new officers will be made before the end of the meeting.

**6 – Testing Team.** The Testing Team shall consist of a Team Lead and other Volunteer Examiners that have been certified by the Laurel VEC. The team shall plan and execute a minimum of three (3) FCC license examinations per year. Testing Team members are not required to be SPARC members.

**7 – Training Team.** The Training Team shall consist of a Team Lead and other amateur radio instructors and Boy Scout Merit Badge Councilors. The team shall organize and execute FCC licensing classes and Boy Scout Merit Badge training for Radio, Electronics and other STEM based Merit Badges. Training Team members are not required to be SPARC members.

**8 – Youth Liaison Committee.** This committee shall consist of a Chair appointed by the President. The Chair can appoint up to four additional members to assist in the work of the committee. The committee shall coordinate with the Boy Scouts of America, the Girl Scouts of America and any other youth group the club has established a relationship with. The Youth Liaison committee will work with the Testing and Training Committees to fulfill the needs of served agencies.

**9 – Program Committee.** The Program Committee shall be chaired by the Vice President who may appoint up to four additional members to assist in the work of the committee. The committee will be responsible for scheduling programs for the regular SPARC meetings. In addition, the committee will conduct all activities where the Club interacts with the general public, with the exception of testing and training events.

**10 – Communication Committee.** The Communication Committee shall consist of a Chair appointed by the President. The Chair may appoint up to four additional members to assist in the work of the committee. The committee will be responsible for all communications with club members and the general public through the newsletter, website, social media and any other medium. The Secretary of the club shall be an ex-officio member of the committee.

**11 – Operating Committees.** The President may appoint such ad hoc committees as are necessary to carry out the programs of the club in accordance with the Bylaws and the Constitution. The term of these committees shall be prescribed by the President and shall expire at the end of the prescribed term or at the end his/her term in office, whichever shall come first.

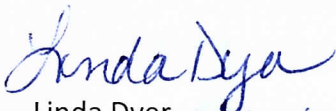
Signed:



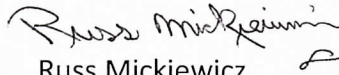
David Hoshaw  
7/25/17  
President



Jeff Phillips  
Vice President 7/25/17



Linda Dyer  
7/25/2017  
Secretary



Russ Mickiewicz  
7/28/17  
Treasurer