

**BYLAWS OF THE  
PUEBLO WEST AMATEUR RADIO CLUB  
A Non-Profit Corporation  
Revised on March 9, 2016**

**MISSION STATEMENT**

The mission of the Pueblo West Amateur Radio Club is to promote and support amateur radio interests by conducting educational programs, trainings, public and emergency service in and around the Pueblo West area.

**ARTICLE I: PURPOSE AND GOALS**

**SECTION 1.** The Corporation (hereafter referred to as the “Club”) is organized for the purposes set forth in the Articles of Incorporation, which are:

- a. To promote and further the amateur radio hobby and interest in the associated sciences.
- b. To provide financial assistance through annual scholarships to Pueblo West High School graduates who will be majoring in related sciences.
- c. To increase our personal knowledge of electronics, radio, and communications in order to provide skilled civilian communicators with the ability to support our community with emergency and disaster communications as needed.
- d. To promote good amateur practice on the local level by providing aid, education and support to all operators and by operating our stations in a professional manner at all times.
- e. To bring those with an interest in electronics into our hobby through classes and testing.
- f. To pursue such other related educational and charitable purposes as are permitted under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE II: MEMBERSHIP AND DUES**

**SECTION 1. Membership.**

- a. A member is considered to be in good standing when the current year’s dues are paid. The membership year and fiscal year shall be January 1 through December 31 each year.

- b. There shall be five (5) classes of membership:
  1. **Individual** membership is available to any person holding an amateur radio license.
  2. **Family** membership is available to three (3) or more licensed members of the same household.
  3. **Student** membership is available to a person holding an amateur license who is a full-time student.
  4. **Associate** membership is available to an unlicensed person interested in Amateur Radio who will enjoy all privileges except the right to hold office.
  5. **Honorary** membership may be issued to any individual who supports our Club's goals, which may include emergency responders, law enforcement or club donors.
- c. Any licensed member shall have the right to hold office. In order to propose business or vote on any business during a meeting, membership must be current prior to the beginning of that meeting.

**SECTION 2. Dues.** Proposed annual dues for the following year shall be voted on by the membership at the Annual Meeting in December.

**SECTION 3. Expelling a member.** A member, who becomes disruptive, hinders activities, or whose actions reflect negatively on the Club or Amateur Radio Service may be expelled from the Club. Reasons for expulsion include, but are not limited to:

- a. Intentional misuse or theft of funds or equipment.
- b. Intentional engagement in illegal activities that violate FCC Part 97 rules.
- c. Disrespecting other members or the Club by conducting oneself in an inappropriate manner through one's activities within the community which reflect negatively on the Club or its membership.
  1. The process for expulsion of a member is as follows:
    - (a) After repeated complaints, the Board will inform the member of the pending action and offer the opportunity to meet with a special committee appointed by the Board in an attempt to rectify the issues before notice of the impending action to the membership..
    - (b) A member can be expelled from the Club by a vote of three-fourths (75%) of the members present at a meeting of the membership. Prior notice must be given at least 30 days in advance of the meeting at which this vote is to take place.

## **ARTICLE III: BOARD OF DIRECTORS**

### **SECTION 1. Structure.**

- a. The Board of Directors shall consist of 8 qualified Club members known as the “Board.”
- b. Four members shall be elected as President, Vice-President, Secretary and Treasurer, herein known as Officers.
- c. Three Members shall be elected as Directors.
- d. The Club’s immediate Past-President shall be appointed ex-officio with full voting privileges. If an immediate Past President is not available, or does not wish to serve, the Board of Directors may choose to leave this position open or appoint any club member in good standing to fill the vacancy.
- e. All business and affairs of the Club shall be under the direction and control of the Board. The order of rank will be the same as given above.

**SECTION 2. Qualifications.** The Board shall be members of the Club in good standing and shall hold an Amateur Radio operator’s license issued by the Federal Communications Commission.

### **SECTION 3. Powers & Limitations.**

- a. Oversee the Club’s financial structure and activities; including income, expenses, insurance, audits, banking, fund-raising, and other financial procedures.
- b. Recommend the yearly dues for approval by the Club membership.
- c. Authorize any non-budgeted single expenditure which does not exceed \$100.00. Non-budgeted expenditures exceeding \$100.00 must be approved by the membership.
- d. Establish Standing or Special committees to assist in the operation of Club activities.
- e. Amend policies, rules and regulations not in conflict with the law, the Articles of Incorporation, or with these Bylaws.

### **SECTION 4. Duties.**

- a. Attend regular and special meetings of the Board.
- b. Prepare a balanced budget for the fiscal year for approval by the general membership.
- c. The activities of the Board shall be consistent with the Articles of Incorporation.

### **SECTION 5. Term of Office.**

- a. Board members shall serve for a period of one year with their term beginning January 1st following election and expiring December 31st.

- b. At the expiration of their term, shall turn over Club property to their successor.

**SECTION 6. Board Meetings:** The Board shall meet at least quarterly, either in person or by remote means, except in a time-sensitive situation members may be polled by any means for their votes.

**SECTION 7. Quorum** – Five (5) members of the Board shall constitute a quorum at any Board meeting. In the absence of a quorum, the Board members present shall cancel such meeting until a quorum is present.

## **ARTICLE IV: OFFICERS**

### **SECTION 1. The President shall:**

- a. Be the Chief Officer and preside at all meetings of the Board and membership.
- b. Be the official liaison with private or public entities.
- c. Be member exofficio of all committees except the Audit and Nominating Committee.
- d. Perform such other duties as are incidental to this office that may be required by law or as may be specified in these Bylaws.

### **SECTION 2. The Vice-President shall:**

- a. Assume the duties of the President if the President is absent or unable to function.
- b. Assist the President as needed in official liaison with private or public entities.
- c. Perform such other duties as are incidental to this office that may be assigned by the President, required by Law, or specified in these Bylaws.

### **SECTION 3. The Secretary shall:**

- a. Send agenda, minutes and information of meetings to members in a timely fashion.
- b. Record and store all Club meetings, events and activities.
- c. Administrate membership roster and communications with members.
- d. Conduct official correspondence in accordance with the direction of the President and/or Board.
- e. Keep Webmaster informed of any changes to membership.
- f. Send press release to the media for meetings, testing and events as needed.
- g. Perform such other duties as are incidental to this office or as directed by the Board.

**SECTION 4. The Treasurer shall:**

- a. Be charged with the safekeeping of all moneys received, and keep records of the Club's financial affairs.
- b. Make all authorized disbursements. Checks will require the signatures of two (2) officers of the Club.
- c. Make a monthly financial report to the Club.
- d. Provide the annual audit committee with all corporate financial accounts.
- e. Lead the Board in the development of an annual budget.
- f. Keep the Secretary up-to-date regarding membership changes.
- g. Ensure that the records and reports required by law are made.
- h. Perform other such duties as are incidental to this office that may be required by law or be specified in these Bylaws.

**SECTION 5. Resignation.** Any Director may resign by written notice to the Board.

**SECTION 6. Vacancies.**

- a. Should a vacancy occur in the office of President, the Vice President automatically becomes President for the unexpired term.
- b. Should vacancies occur in the Board, the President shall announce at the next meeting that nominations will be accepted. The general membership shall then elect a person to fill the vacancy for the unexpired term.

**SECTION 7. Removal of Director:**

- a. A request for removal of a Director may be initiated by a two thirds vote of the Board or by written request of at least five (5) members of the Club.
  - 1) A Director may be removed from the Board for:
    - (a) Not fulfilling the Duties of the Board.
    - (b) Any reasons listed in Expelling a Member, which may lead to expulsion from the Club.

**ARTICLE V: SPECIAL COMMITTEES**

**SECTION 1. Nominating Committee.**

- a. A Nominating Committee shall be established annually as a Special Committee. The president shall appoint a chair at the October meeting. It shall be the duty of the Nominating Committee to prepare a slate of officers and directors for the succeeding year. The nominees for each office shall be members in good standing. The slate may include more than one nominee for each Board position and shall be presented at the November meeting of the membership.
- b. Nominations may be made from the floor at the November meeting with prior consent of the member being nominated.
- c. Nominations will be closed at the end of the November meeting.
- d. Voting will take place at the Annual Meeting in December.

### **SECTION 2. Audit Committee.**

At least three (3) members who are not Board members will be appointed in October to conduct an audit of the financial books and report their findings to the membership at the Annual Meeting.

## **ARTICLE VI: CLUB MEETINGS**

**SECTION 1. Regular Meetings:** The membership shall convene monthly at a scheduled time and location.

**SECTION 2. Annual Meeting:** The Annual membership meeting will be held in December.

- a. The Board shall be elected by the members in attendance at the Annual meeting in December for a term of one year or until they resign, are re-elected or removed. All records shall pass to the incoming Officers.
- b. The newly elected Board shall take office on January 1<sup>st</sup>.
- c. If elected to fill a vacancy, they shall take office immediately upon their election.
- d. The Audit Committee will present their finding of the annual audit.

**SECTION 3. Quorum:** Business requiring a vote during a meeting shall require a quorum of ten licensed members of the Club.

## **ARTICLE VII: AMMENDMENTS**

**Section 1. Procedures.** These bylaws may be amended, altered or repealed in whole or in part. Any amendments or new bylaws may be instituted by the affirmative vote of a

majority of the voting members present at any meeting of the Club, provided that the text of the proposed changes are made available to the membership a minimum of 30 days in advance of such meeting.

## **ARTICLE VIII: DISSOLUTION**

**SECTION 1.** Should the Pueblo West Amateur Radio Club Inc. dissolve, the remaining balance after all equipment is dispersed and debts are paid shall be distributed in the following manner:

- a. Club members may receive an amount equal to the remaining balance of their annual membership fee if funds are available.
- b. The balance of assets will be donated to other like-minded non-profit organizations.

Revised PWARC Bylaws adopted: October 18, 2014  
Date

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President: Frank Dunn

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Secretary: Lori Miner