


<b>Club Documents</b> <b>Section 1</b> <b>Organization</b> <b>CD 1.0</b> <b>HVARC Bylaws</b>	 <b>HANOVER VIRGINIA</b> <b>AMATEUR RADIO CLUB</b>	<b>EFFECTIVE DATE:</b> 20240921
<b>FCC</b>	<b>ARRL</b>	<b>FEMA</b>
<b>FCC:</b> §97.5 (b) (2), §97.103 (a) (b) (c), §97.105 (a) (b)		

The purpose of this document is to delineate this club's name, purpose, membership conditions, leadership roles and responsibilities, and organizational operations.

It shall be the responsibility of the board of directors to maintain this document alongside all other legal documents associated with this club.

## **I. Article I — Name and Purpose**

### **a. Section 1 — Name**

- i. The name of this organization shall be the Hanover Virginia Amateur Radio Club, hereby abbreviated as HVARC.

### **b. Section 2 — Purpose**

- i. The purpose of the club is to be committed to expanding the knowledge and craft of amateur radio. In doing so, the club will facilitate learning and skill development, foster community and camaraderie, encourage experimentation and innovation, support emergency communications, organize events and activities, and advocate for amateur radio.

## **II. Article II — Membership**

### **a. Section 1 — Eligibility**

- i. Membership applications are open to all individuals interested in amateur radio, regardless of location, level of expertise, or certification. Acceptance of membership will be determined by a simple majority vote of the active members.

### **b. Section 2 — Classes of Membership**

- i. **Regular Member:** Open to licensed amateur radio operators who have satisfied the yearly membership dues and approved by a majority vote of regular members present at a regular meeting.
- ii. **Associate Member:** Open to individuals interested in amateur radio but who do not hold an amateur radio license and approved by a majority vote of regular members present at a regular meeting.

### **c. Section 3 — Membership Dues**

- i. HVARC will collect fees on a yearly basis. The membership fee will be determined by the Board of Directors no less than 60 days prior to renewal.
- ii. An active member of the HVARC will require that the member pay their yearly club fee in full. Membership will renew on January 1 of each calendar year.
- iii. If a regular member does not pay their dues within 60 days of the due date, the member's club membership will be suspended until payment is received.

**d. Section 4 — Rights and Responsibilities**

- i. All Members have the right to participate in all club activities. In addition, Regular Members may vote in elections and hold office. All Members are expected to uphold the bylaws and promote the club's purpose.

- e. **Section 5 — Revocation of Membership** Active membership can be terminated by a vote of revocation by a three-quarter majority vote by the active members of the club.

**III. Article III — Officers, Board of Directors and Trustee**

**a. Section 1 — Officers**

- i. The officers of this club shall be the President, Vice President, Secretary, Treasurer, and one board member.

**b. Section 2 — Duties of Officers**

**i. President**

- 1. The president shall preside at all meetings of the membership and Board of Directors. Shall appoint all committees, and shall be a member, ex officio, of all committees. Shall represent the club to external points of contacts. Coordinates to secure the use of meeting rooms for the HVARC. Makes executive club decisions as needed.

**ii. Vice President**

- 1. The Vice President shall assume all duties of the President in the absence of the President and shall chair, as assigned by the President, all special committees. Assists the President and assumes the President's duties in their absence. Primary coordinator of presentations for the regular club meetings. Maintains presence at club events. Develops recruitment strategies and organizes recruitment events.

**iii. Secretary**

- 1. The Secretary shall maintain proper records of all proceedings of meetings of the members and the Board, shall maintain membership rolls, shall handle all correspondence of the Club including notices of regular or special meetings of the membership and the board. Records all official votes for approval of new members and club expenditures. Aids the treasurer with club grant proposals.

**iv. Treasurer**

- 1. The Treasurer shall maintain financial records necessary to the business of the Club in accordance with the applicable law, shall receive and receive all monies paid to the Club. Shall disburse monies to cover the routine obligations of the Club, except that no disbursements more than \$200.00 shall be made without approval of the Board. Shall furnish quarterly itemized financial reports to the Board.

**c. Section 3 — Board of Directors**

- i. The Board of Directors shall consist of officers and an additional 1 member elected by the membership.
- ii. The Board is responsible for setting club policies and overseeing the administration of club activities.

- iii. Any vacancy in the elected directors shall be filled by the Board of Directors within thirty days after such a vacancy occurs.
  - iv. In the case of the appointed director, any vacancy shall be filled within thirty days after vacancy occurs, by an appointment by the President.
  - v. Voting by the Board of Directors can be administered by in person, proxy, email, or any other remote method available.
- d. **Section 4 — Elections and Terms**
  - i. Officers and Board members shall be elected annually by the eligible voting membership. Terms of office shall be one year, with the possibility of re-election. There is no term limit for a Board of Director.
- e. **Section 5 — Trustee**
  - i. Appointed by the board of directors
  - ii. Holds the club license for HVARC
- f. **Section 6 – Removal of a Board Member**
  - i. A Board Member may be removed for dereliction of duties by a recommendation of the Board and a yes vote by a 2/3 majority of the members present at a the meeting.

#### **IV. Article IV: Meetings**

- a. **Section 1 — Regular Meetings**
  - i. Regular meetings shall be held when required, the date and time shall be determined by the Board of Directors with advance notice of 30 days provided to the membership.
- b. **Section 2 — Special Meetings**
  - i. Special meetings may be called by the President or by a simple majority of the Board of Directors. Members shall be notified at least one week in advance.
- c. **Section 3 — Quorum** A quorum for conducting business at meetings shall be defined as at least 15% of the total membership of the club.

#### **V. Article V — Committees**

- a. **Section 1 — Standing Committees**
  - i. The Board of Directors may establish standing committees to address ongoing club needs, such as Membership, Education, Events, and Communications.
- b. **Section 2 — Ad Hoc Committees**
  - i. The President may appoint ad hoc committees as necessary to address specific projects or issues.

#### **VI. Article VI: Amendments**

- a. **Section 1 — Proposal of Amendments**
  - i. Amendments to these bylaws may be proposed by any member of the Board of Directors or by a petition signed by a majority of regular members.
- b. **Section 2 — Adoption of Amendments**
  - i. Proposed amendments shall be presented to the membership and require a majority vote of regular members present at a regular meeting for adoption.



**VII. Article VII — Dissolution**

**a. Section 1 — Dissolution of the Club**

- i. In the event of the club's dissolution, any remaining assets shall be distributed to a non-profit organization with similar purposes, as determined by the Board of Directors.

**b. Section 2 — Notice of Dissolution**

- i. Members shall be notified of the intent to dissolve the club at least 30 days prior to the final vote on dissolution.

These bylaws provide a foundational structure for the Hanover Virginia Amateur Radio Club, ensuring organized governance, member participation, and the fulfillment of the club's purpose. Hanover Virginia Amateur Radio Club is not an entity of the local Hanover County Government. The actions, views, statements, or opinions of this club are specific to the club and not of the local Hanover County Government.