



# PARADISE AMATEUR RADIO SOCIETY

Paradise, California I Pacific Division I ARRL Section Sacramento Valley

## Bylaws

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# 1. Membership

## 1.1 Full (Licensed)

Full membership includes all licensed amateur radio operators in good standing with dues current and includes all Society privileges as well as rights to hold office and to vote for Officers. Membership is by application and payment of dues.

## 1.2 Associate (Non-Licensed)

Associate membership shall be open to all those engaged in activities and /or the pursuit of an amateur radio license and includes all Society privileges with the exception of voting for Officers or holding an Officer position. Membership is by application and payment of dues.

## 1.3 Membership Removal

Individuals may be removed from membership for cause, upon written petition of four (4) or more members presented to the President or Vice President. Cause includes FCC violations, disruptive conduct or any action which is contrary to the goals and ideals of the Society. Removal requires two-thirds (2/3) vote of the membership.

# 2. Dues, Fees & Assessments

## 2.1 Membership Category.

2.1.1 Individual,

2.1.2 Family, including member, spouse, and children under 25 years of age.

2.1.3 Student under 25 years of age.

2.1.4 Dues shall be prorated by 25% quarterly throughout the year for new members.

## 2.2 Membership Dues and Additional Assessments.

2.2.1 The Treasurer shall recommend the dollar amount of annual dues for each membership category and for Additional Assessments. Additional Assessments shall be divided equally among the membership. Approval of recommendations shall be by majority vote of a quorum at a regular meeting. The Treasurer shall retain a copy of the pertaining minutes.

## 2.3 Assessments Due

2.3.1 Annual membership dues are due January each year.

2.3.2 Additional Assessments are due within 30 days of approval.

2.3.3 Nonpayment of dues or assessments, within the specified time period, will subject that member a 30-day probationary period and/or termination of membership.

### **3. Meetings & Officers**

#### **3.1 Types**

##### Regular Meetings

3.1.1 Regular Meetings will be held monthly at a time and place designated by the President.

##### 3.1.2 Annual Meetings

The annual meeting shall be held in the month of January and for the purpose of concluding the term of existing Officers and beginning the new term for new Officers.

##### 3.1.3 Special Meetings

These meetings may be called at the discretion of the President or Vice-President 48-hour advanced notice to all members by electronic mail.

##### 3.1.4 Officer Meetings

Officer Meetings may be called at the discretion of the President or Vice-President with at least 48-hour advanced notice to the membership via electronic mail. All members are encouraged to attend. Officers may, with a quorum as established in the Constitution, conduct business limited to:

3.1.4.1 With the exception of direct mailing campaigns, expenditures & transactions not exceeding \$500.00 at any one meeting and expenditures & transactions not exceeding \$1500.00, cumulative, in any one calendar year.

3.1.4.2 Expenditures and transactions deemed appropriate by the Officers; limited to \$250, once per year, and for the sole purpose of a direct mail campaign to all license amateurs in Paradise and Magalia.

3.1.4.3. Applications and execution of business-related forms, documents and services necessary to continue the operation of the Society.

#### **3.2 Duties of officers**

##### 3.2.1 President

The President shall preside at all meetings, and conduct them according to Robert's Rules of Order where applicable; shall enforce due observance of the Society's Constitution and Bylaws; sign all official documents adopted by the Society; and assist the Secretary in creating agendas.

### 3.2.2 Vice President

The Vice President shall assume all duties of the President if the President is absent; shall organize Society activities; plan and recommend contests for operating benefits; and advance the Society's interest and activity as approved by the Society.

### 3.2.3 Public Information Officer

The Public Information Officer shall assume all the duties of the Vice President if the VP is absent. The PIO shall establish and maintain contacts with representatives of media; shall generate advance publicity through the local media of scheduled activities of interest to the public; promote licensing classes, amateur radio conventions, Society meetings, Field Day operations; shall be responsible for the development and distribution of clear and consistent communication regarding all local Radio Emergency Service and operations.

### 3.2.4 Treasurer

The Treasurer shall receive and receipt all monies paid to the Society; keep an accurate account of all monies received and expended; maintain a checking account and debit card; pay no bills without authorization by the Society or its officers; maintain a list of paid members; and shall present a report for each Regular meeting accounting for income, expenditures and total monetary assets. The treasury report shall be posted on the PARS website whenever changes occur.

The treasurer shall maintain, prepare, and submit annual financial documentation in accordance with State and Federal Tax agencies according to their instructions. At the end of the officer's term, all assets and records belonging to the Society shall be given to the successor officer.

### 3.2.5 Secretary

It shall be the duty of the Secretary to keep, or cause to be kept, minutes of all meetings including the names of all members in attendance. The minutes shall be reviewed and approved by vote prior to becoming an official record of the Society and published on the PARS website upon approval.

The Secretary shall receive member requests to add items to meeting agendas and to prepare the agendas for publication. The Secretary shall publish all meeting dates, including the agenda thereto, 48 hours in advance to the membership by electronic mail. Voting on items not included on the published agenda shall not occur. However, Matters of Urgency may be added to the agenda by vote after one published agenda item has been acted upon.

The Secretary shall record all addendums and amendments and archived requests to change the PARS Constitution or Bylaws and to have these documents available at Regular Meetings. Members may download copies of these documents from the PARS Website. At the end of the officer's term, all records belonging to the Society shall be given to the successor.

## **4. Election Process**

### **4.1 Nominations and Eligibility**

In order to hold an office an individual must be a member in good standing and hold a valid Amateur Radio license.

Officers, or a nominating committee, shall meet prior to the election to consider and submit the names of qualified candidates for nomination as Officers, at the October Regular Meeting. In the event the Society cannot be in compliance with the Priority Term Limits as defined in the Constitution, thereby requiring an Alternative Term Limit, members may vote to extend the term of any officer in an office for another one-year term providing there is a quorum present and providing that the Secretary inform all members by electronic mail promptly following the October meeting.

All additional nominations must be made from the floor prior to the scheduled election to be held during the November Regular Meeting.

### **4.2 Voting**

In the case of an unopposed slate, the President may entertain a motion for the Secretary to cast a single ballot. Officers shall be elected by a majority of votes duly cast by the voting members at the November Regular Meeting. In the absence of an objection from all attending members, voting shall be by a raise of hands which shall constitute a final count. In the event any single member objects to a vote by the raising of hands, the vote shall be accomplished by paper ballot and counted in front of the membership in attendance

### **4.3. Transition to new Officers**

Officers scheduled to leave office may, during the December Regular Meeting, provide final comments to the Society before leaving office.

Newly elected Officers shall take office effective January 1 of the following year and administer the Annual Meeting. The new Officers may alter the committee and special appointment assignments.

### **4.4. Removal or Resignation**

Any officer may be removed from office by a two-thirds (2/3) vote of the full licensed membership present at a Regular Meeting. Any officer may resign by written notice mailed to the address of the Society. Such resignation effective upon receipt by the Society at its usual address. Acceptance of such notice is not necessary to make it effective.

## **5. Committee Coordination**

### **5.1. Committee Management**

Elected Officers may establish the following committees to support Society operations and objectives in an effort to promote the interest of amateur radio. In addition, Officers may establish supplementary committees as deemed necessary to meet the objectives of the Society. At the discretion of the Officers, a committee chair may be designated for each committee.

Officers shall entertain requests from members to participate in any committee and the Officers shall determine the appropriate member representation in each committee with consideration given to the number of participants, the qualifications and expertise of interested members and the needs of the Society.

### **5.2 Committee Types**

#### **5.2.1 Nomination and Election Committee**

The duties of this committee shall be to accept candidate requests for appointment of office, and to organize and execute all election activities.

#### **5.2.2. Technical and Interference Committee**

This committee shall direct investigation, invite proper inquires, establish technical facts and testimony and report its results to the Society. In addition, the committee shall oversee, manage and administrate all Society assets. The committee shall assist members and interested parties with technical application; troubleshooting and repairs, to further the technical interests of amateur radio.

#### **5.2.3 Events Committee**

The Events Committee shall provide liaison with promoters of public events, plan, and execute Society events. The committee shall keep detailed records of participation in all events and make them available to the membership upon request. The committee shall assist in maintaining a positive public image of the Society through coordination of efforts with the Public Information Office. In addition, the Events Committee may organize recommendations to the Officers regarding meeting presentations.

#### **5.2.4. Training Committee**

The Training Committee shall plan, coordinate and execute an ongoing educational program to advance the art of amateur radio among the Society members and interested parties.

#### **5.2.5. Society Communications Committee**

The Society Communications Committee shall, maintain a public website and publish other Society communications as may be appropriate. The committee shall solicit material for Society communications from Society members.

## **6. Special Appointments**

### **6.1 Appointment Management**

Appointees shall be members in good standing; shall serve a term designated by the Officers, and perform such duties as deemed necessary to the Society's needs. on.

### **6.2. Appointment Types**

#### **6.2.1. VE / ARES Liaison**

The VE / ARES Liaison, if appointed, shall maintain communications with GEARS and the Butte County ARES Emergency Coordinator, in accordance with Officer direction, to further Society participation in the Amateur Radio Emergency Service.

#### **6.2.2. Others**

The Officers may elect to make other Appointments.

## **7. Conflict of Interest**

Whenever an Officer has a financial or personal interest in any matter coming before the Society, the affected person shall: a) fully disclose the nature of the interest and, b) withdraw from discussion, lobbying, and voting on the matter. Any transactions or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Officers, or Members depending on the meeting, determine that it is in the best interest of the Society to do so. No interested officer may be counted in determine the existence of a quorum for the topic at the meeting at which transaction may be authorized. The minutes of the meeting at which the votes are taken shall record such disclosure, abstention or rationale for approval.

## **8. Addendums & Amendments**

The Bylaws may be subject to addendums and/or amendments as the Society grows and needs change. Proposals for addendum and/or amendments shall be submitted in writing at a Regular Meeting. Absent members shall be notified by electronic mail of all proposals presented. The notification shall describe the intent of proposed change and that a vote will be taken at the next Regular Meeting; and Members not in attendance, with written approval of the Secretary, may cast their vote or proxy by electronic mail. Electronic mail votes shall be documented in the minutes of associated meeting. Approval for changes shall be by majority vote of two-thirds (2/3) of the membership.

The secretary shall record, maintain, and archive all addendums and/or amendments in accordance with Society Constitution and Bylaws.

## **9. Quorum**

One-third (1/3) of the membership, with at least the President or Vice President in attendance, at any meeting, shall constitute a quorum for the transaction of business.



## Amendment Record

Ref#	Date Approved	Sections Modified / Comments
1	July 3, 2015	Adopted
2	March 03, 2018	Major Revision
3	October 12 2023	Revisions to articles 2, 3, 4, 8,9 E. Wilson K6SQN