

Bylaws
Radio Association of Erie

As last amended on
September 27, 2012

The Bylaws of the "Radio Association of Erie" (hereinafter identified as "RAE") as the same appears in the RAE Articles of Incorporation certified by Judge Elmer L. Evans and witnessed by Kathryn Young, Notary Public on the 25th day of May, 1945, and thereafter amended time to time and hereby farther amended to read in their entirety as follows:

The following Bylaws shall not hereinafter be altered, amended or repealed unless by a majority vote of the members of the Board of Directors and by a majority vote of the attending members of the RAE entitled to vote thereon, such votes to be taken at separate meetings duly convened, after notice to the directors and the members respectively, for that purpose and only after the proposed changes have been read in two consecutive general membership meetings:

A. The following grades of members shall be established:	1
B. The following annual membership dues shall be established:	2
C. The following application procedures shall be followed for membership	3
D. The following shall be the organization of the RAE:	3
E. The following Standing Committees shall be appointed	4
F. The duties of the elected Officers shall be as follows:	4
G. The duties of the Standing Committees shall be as follows:	5
H. RAE meetings shall be held as follows:	7
I. In addition to the references	8
J. All parliamentary proceedings	8
K. Impeachment and Recall Procedures:	8
L. Liability.....	9
M. The RAE will not discriminate	9
N. Effective Date	9
O. Approval	9
Note: Note.....	10

A. The following grades of members shall be established:

1. Full Member: A Full Member is an FCC-licensed amateur radio operator who has been duly accepted into the RAE and has paid the current fiscal years dues. The Full Member grade is the highest membership grade and as such includes full participation in all activities, benefits, and the right to seek and hold elective offices, voting rights, and use of club facilities.

2. Associate member: An Associate Member is an FCC-licensed amateur radio operator who has been duly accepted into the RAE, has paid the current fiscal year dues, but has no voting or elective office rights. Associate Members shall have only social privileges in club activities. A newly licensed ham may join the RAE free as an associate member for one year.

3. Honorary Member: An Honorary Member is any person, not necessarily an FCC-licensed amateur radio operator, chosen by the RAE on which to bestow

this honor. The choice shall be made by majority vote of the Board of Directors with confirmation by a majority vote of the voting membership in general meeting. This member shall have only the social privileges in club activities.

4. Lifetime Member: A Lifetime Member is an FCC-licensed amateur radio operator who has been duly accepted into the RAE, has paid the One Time Payment dues (See Section B3). The Lifetime Member is the highest membership grade and as such includes full participation in all activities, benefits, and the right to seek and hold elective offices, voting rights, and use of club facilities.

B. The following annual membership dues shall be established:

1. Base Annual Dues: The base annual dues apply to Full Members of the RAE and shall be established each year in the Annual general meeting. Prior, the Board of Directors in the September meeting shall review the anticipated RAE income needs for the following fiscal year and thereupon by majority vote establish the recommended dues for confirmation by the Full Membership in the Annual general meeting notice of the general meeting and the recommended dues shall be clearly posted in the RAE monthly news bulletin. Thereupon, a majority vote of the Full Members shall confirm and establish the base annual dues for the members during ensuing fiscal year.

2. Adjusted Annual Dues:

a. There shall be no annual dues for full time students under the age of 21.

b. The adjusted annual dues for the Associate Membership shall be eighty percent of the base annual dues.

3. One Time Payment: Any grade of member in the RAE may make one payment of the product of fifteen times the current base annual dues and thereby become a paid for life (Lifetime) member. A membership card will be issued affirming the lifetime membership. Exemption:

a. Members in the various grades upon entering active duty in the U.S.A. Armed Forces shall be exempt from paying annual membership dues and shall remain in the current grade until termination of active duty or for six years whichever is less.

b. First time licensees upon receiving an Amateur License may apply to the RAE for a Full Membership with exemption from paying annual membership dues during the first year of membership.

4. Family Members: The FCC-licensed spouse of a Full or Associate Member may be a member in the same grade during the same fiscal year for an annual membership dues amount of one half the amount of the base annual dues.

5. Waiver of Dues: Upon determination of extreme circumstances the Board of Directors may suspend the annual dues of any member for a period of time befitting the circumstances. The considerations and any documentation thereon shall be held in the strictest confidentiality. All written matters shall be sealed and filed by the RAE secretary. Any member who is aware of a member situation to benefit from this section shall request the consideration of the Board of Directors in writing.

6. Past Due Members: Members in arrears at the end of thirty days after the first day of the new fiscal year shall be forwarded a notice of suspension. Members so notified and in arrears at the end of sixty days after the first day of the new fiscal year shall be expelled.

C. New Members: First time applicants will be accepted into the RAE by a majority vote at a general meeting. The new member shall pay current annual dues amounting to one-twelfth of the current annual dues for each month remaining in the RAE current fiscal year. The following application procedures shall be followed for membership in the RAE:

a. **Application:** The RAE shall maintain a supply of forms to be completed by the applicant which shall include the information determined by the board as necessary for the RAE records and for judgment as to the license and operational qualifications of the applicant for membership.

b. **Probation:** For three months following acceptance no new member may participate in the voting activities of the RAE. Former members rejoining the RAE shall also be restricted from voting activities for three months.

D. The following shall be the organization of the RAE:

1. Board of Directors: This Board shall consist of nine members: Only during their terms of office, the business officers, President, Vice-President, Secretary and Treasurer plus five other Full or Life Members. It is strongly recommended that members of the board of directors join the American Radio Relay League. The term of office for the five Full or Life Members shall be three years and a member may serve only two consecutive terms. Upon absence from office for one year, a former Board member may be appointed and/or elected to serve another two consecutive terms. The current Business Officers may not serve as Chairperson of the Board of Directors.

2. Business Officers: There shall be four elected Business Officers: President, Vice President, Secretary and Treasurer. These Officers shall serve terms of one full year and may not serve more than three consecutive full terms. Upon absence from office for one year, a former officer may be elected to serve three consecutive full terms. An exception to this three-year term rule allowing a Business Officer to seek an additional consecutive term may occur only by a majority vote of the full members in the general meeting scheduled for the month prior to the month of the Annual Meeting in any year. This occurrence will allow an officer to seek only one additional term. If no candidate is nominated, the board of directors will appoint a new officer/board member within 30 days of the Annual meeting.

E. The following Standing Committees may be appointed to serve the Board of Directors and/or the President:

1. Capitol Fund Trustee
2. FCC License Trustee
3. Audit
4. Budget
5. Communications
6. Election
7. Education
8. Public Service
9. Interference
10. Public Relations
11. Contest
12. Property & Supplies

13. Clubhouse

14. Repeater

F. The duties of the elected Officers shall be as follows:

1. Board of directors: The Board of Directors shall elect a chairman for the fiscal year at the December Board meeting. During the year, the Board shall hold Quarterly and as required meetings at a date and time mutually decided. A quorum shall consist of five Board Members and shall be necessary to constitute an official Meeting of the Board. In addition, the Board shall:

a. Appoint the Budget, Audit, Capitol Fund Trustee, Property and Supplies, Election, Clubhouse Committee and the Station Trustee Committees.

b. Appoint appropriate members to fill all elective vacancies for the remainder of the current terms and all appointive vacancies on the Committees for which the Board is responsible.

c. Meet the responsibilities as provided in the nonprofit corporation laws of the Commonwealth of Pennsylvania and IRS Tax Code Pertaining to IRS 501(c)3 Organizations, and local municipal laws.

d. Establish the Committee to nominate and preside over the election of the members of the Board. The committee shall consist of two Directors, other than outgoing, the Secretary and one other member.

e. Consider in monthly meeting all Capital Investment/Expenditure Proposals and, also, all General Expense Proposals in an amount exceeding two hundred and fifty (\$250.00) dollars in relationship to Budget and practicality of purpose and approve or disapprove same. Approved Expenditure Proposals either Capitol or General Expense over two hundred and fifty dollars (\$250.00) must be approved by a majority vote of the Full and Life Members in general meeting.

2. Business Officers: The Business Officers shall be responsible for the day to day operation of the RAE and shall maintain the fiscal, operational and historical records in the manner required by the pertaining Corporation Laws of the Commonwealth of Pennsylvania and IRS Tax Code Pertaining to IRS 501(c)3 Organizations, and local municipal laws.

a. **President:** The President shall preside at all General and Special meetings of the RAE; shall carry out all assignments determined by majority vote of the Full and Life Members in General or Special meeting; shall appoint all standing and/or special committees not appointed by the Board; shall be an ex-officio member of all such appointed committees; shall oversee and determine satisfactory progress of committee assignments; and shall co-sign all checks over the amount of two-hundred and fifty dollars (\$250.00) with the Treasurer.

b. **Vice-President:** in the absence of the President, the Vice President shall perform all duties of the President including co-signing RAE checks; maintaining an updated listing of all functions and committees including the names of current members; shall be Chairman of a Special Activities Committee to consist of sufficient members to determine and schedule all activities and to maintain a log or logs recording attendance at all RAE General/Special Meetings and all RAE membership-approved public services and club activities.

c. **Secretary:** The Secretary shall take and maintain the minutes of all duly established RAE meetings, Board, General, and Special; shall turn the same

over to the succeeding Secretary in an intelligent and assembled condition; shall promulgate all notices as required by Law or these Bylaws and/ or requested by the President; shall receive and make record of all mail and hand deliveries and immediately turn over all monies to the Treasurer; and shall turn over all mail and hand deliveries to the appropriate officer within three working days of receipt. The Secretary or designee shall be provided with the sole access to the RAE post office box and shall retrieve its contents no less often than once a week and distribute the same to the appropriate destination within three working days.

d. **Treasurer:** The Treasurer shall, unless otherwise provided in these Bylaws, be solely responsible for the receiving, the depositing, the expending and the investing of all money collected by the RAE. This officer shall cut all checks and with the approvals as provided in F (I) (e) herein and any expenditure exceeding \$250.00 requires the co-signature of the President or Vice-President as provided in F (2) (a) and (b) herein satisfy the obligations of the RAE. The treasurer shall prepare monthly a full income and expense report, present one copy to the President and Board Chairman prior to the respective monthly Board meeting and one copy to the Secretary for the permanent file. The Treasurer shall also present this report in General Meeting each month. The Treasurer unless otherwise herein stated, shall be provided financial status reports and report on the same in each monthly meeting from all the Committees undertaking Projects which include the receiving, expending and/or investing monies intended for or held by the RAE. The Treasurer shall be responsible for the handling of all tax matters of the RAE in a timely fashion; so as to prevent penalties and for collaborating with the Audit Committee in the execution of its responsibilities. The treasurer shall provide a copy of the official check register on a monthly basis to the President and the Secretary for the permanent files.

G. The duties of the Standing Committees shall be as follows:

1. Capital Fund Trustees: These trustees shall be a Committee of three appointed by the board of Directors to be the custodians for investment purposes of the cash donations (bequeathals, gifts and/or grants) to the RAE when the funds are specifically designated by the donor for investment in perpetuity with the income there from to be deposited in the RAE general account. The said income shall be turned over at least once per fiscal year to the Treasurer and may be expended to cover RAE general expenses. The Trustees shall provide a written report to the Treasurer annually in November and advise the RAE membership of the total monies in the Fund, how invested, the income and expiration date of each investment.

2. FCC License Trustee: This Trustee to whom the RAE Amateur Radio Station is licensed with the call sign, W3GV, shall, under the pertaining Federal Laws and regulations promulgated thereunder as the licensee, be responsible for the operations and emissions of the primary station and all auxiliary stations put on the air under RAE auspices.

3. Audit Committee: The Audit Committee shall consist of a Chairman and two members, all to be selected by the Board of Directors. The Committee Chairman shall be a Board Member and shall report all findings and submit all written reports to the Chairman of the Board. The Audit Committee shall respect the confidentiality of its assignment and make known its findings

only to the Board of Directors who will disseminate the information as determined by the Board to be appropriate in view of the findings. The Audit shall cover all money of account and all personal property of the RAE.

4. Budget Committee: The Budget Committee shall consist of the President, the Treasurer and the Chairman of the Board of Directors. This Committee shall be established at the Annual meeting, shall develop a complete income/outflow fiscal projection for the next fiscal year and present it to the Board for consideration in the December Board meeting. The Committee shall meet as timely as necessary to develop a Board-approved Budget for consideration by members with voting privileges in the December General meeting for implementation on the first day of the new fiscal year which shall be January 1. The Budget may be amended during the current fiscal year through the same procedures as listed herein for the new budget excepting the effective date which shall be the first day of the month following the date of approval by members with voting privileges in General meeting. No expenditures or fiscal commitments shall be made which exceed the budget line items.

5. Communications: The President shall name a Newsletter Editor and Website Editor and sufficient Committee Members in order to develop, edit and publish the official Monthly Newsletter of the RAE and website. These publications will list notices of official RAE sanctioned club activities, notices, meeting minutes, and bylaws.

6. Election: The Election Committee shall be established as described in F (1) herein; shall obtain at least two persons to run for each elective office; shall verify the eligibility of the nominees and the voters by obtaining the current listing of Full and Life Members from the Vice-President and shall generally carry out the election procedures for the Board of Directors.

7. Education: The Education Committee shall consist of a Chairperson and Committee members to be named by the President. The Committee at the direction of the President shall by date, place and time establish and conduct training sessions for those who wish to enter or upgrade in amateur radio.

8. Public Service: The Chairperson and the membership of this Committee shall be chosen by the President. The Committee shall provide communications assistance at functions where legally permitted and approved by a majority vote of the members in attendance at a General Meeting.

9. Interference: The Interference Committee appointed by the President shall assist amateurs, government agencies and individuals in identifying, locating and correcting, where possible, interference from or to amateur radio transmissions or reception.

10. Public Relations: The Public Relations Committee appointed by the President shall be responsible for the development of a general public awareness of amateur radio and goodwill towards and an interest in the amateur radio hobby. The Committee shall make a continuous effort to keep the activities of the RAE in the public eye through news columns and the submission of items on RAE activities to all news media.

11. Contest: The President shall appoint a Contest Committee to make preparations, encourage participation and verify records for Field Day and all other contests as the membership elects by majority vote in General

Meeting.

12. Property & Supplies: The Chairman of the Property and Supplies Committee shall be appointed by the Board and shall be the custodian of all RAE Personal Property. Members to this Committee shall be named as needed to properly discharge the responsibilities of the Chairperson. The Chairperson shall submit an inventory of all supplies, equipment and sundry items semiannually to the Treasurer for accounting purposes who in turn will submit one copy to the Chairman of the Board. A report on condition of all items shall be included with the inventory. Any and all grants, gifts or sundry items directed to the RAE through any member shall be immediately turned over to the Custodian who in turn will submit a written report on the receipt by type, quantity, condition and estimated cash value to the Board before the next monthly meeting. The Board shall consider acceptance and disposition of all personal property. Upon acceptance by the Board, the Secretary will acknowledge the same to the donor with gratitude.

13. Clubhouse: This committee shall be responsible for the maintenance of RAE club owned and leased facilities.

14. Repeater Committee: The Repeater Committee shall operate, maintain and improve the repeaters owned by the RAE. The Chairman of the Committee must be a Full or Life Member. The Chairman or an appointed assistant will handle all frequency coordination issues, may appoint assistants, may appoint control operators with board approval, and may make expenditures up to \$300.00 per incident with the approval of 3 board members provided such expenditures are for the repair of the repeaters. The station trustee shall serve on this committee

H. RAE meetings shall be held as follows:

1. Annual Meeting: An Annual Meeting shall be held on the first Thursday of November for the purpose of election of Directors and Business Officers. All members shall be notified of the Annual Meeting through the RAE QUARAE newsletter. All Full and life members meeting the criteria of paying full base annual dues, as stated in A (1), shall be eligible to vote.

2. General Meeting: One General Meeting per month shall be held with the day, time and place to be determined by those of Full and Life Membership for the purpose of transacting business of the RAE.

3. Special Meetings: Special Meetings shall be held upon request to the Board of Directors when signed and submitted by at least five Full or Life Members or upon initiation solely by the Board of Directors. All members shall be notified by mail of any special meeting at least five days prior to the date of the Special Meeting.

4. Committee Meetings: Committee Meetings shall normally be held as deemed necessary by the respective Chairman. However, the Board of Directors or the President may call meetings of their appointed Committees when deemed necessary by these respective Officers.

5. Quorum: Unless otherwise specifically stated in these Bylaws, a quorum shall be five members in a Board Meeting and ten percent of the Full or Life Members present at a General or a Special Meeting.

6. Holidays: if the established date for a General Meeting should fall on a holiday, that meeting shall be postponed to the same day in the following week.

I. In addition to the references in F (1) (d) , G (6) and H (1) , the following shall apply to the election of Directors and Officers:

1. Nominations: At the July General Meeting each year, the Election Committee will announce that nominations should be submitted in writing for Officers and Board of Directors members for the following year. The Vice President and Secretary shall provide to the Election Committee a list of all Full and Life members.

a. Nominations shall be submitted in writing to the Election Committee by September 15 with the signatures of two Full or Life Member sponsors.

b. The Committee will publish a list of nominees in the October RAE monthly news bulletin who are eligible and willing to serve. If a person is found to be ineligible, that person will be notified of the reason.

c. At the October General meeting, additional nominations will be taken from the floor. After the October meeting is adjourned, no additional nominations will be accepted.

d. At the Annual meeting, elections will be conducted by the Election Committee. If a tie occurs, it will be settled immediately by a coin toss.

e. The newly elected Directors and Officers shall assume office on the first day of January each year coinciding with the RAE fiscal year.

2. Directors: Five Directors each to serve three-year terms shall be elected by secret ballot on a majority vote of the Full and Life Members in attendance at the Annual Meeting.

3. Business Officers: Four business officers (President, Vice-President, Treasurer and Secretary) each to serve one-year terms shall be elected by secret ballot on a majority vote of the Full and Life Members in attendance at the Annual Meeting.

J. All parliamentary proceedings of the RAE shall be governed by the Roberts Rule of Order. The President and the Secretary shall be provided copies of these rules as last amended upon accepting office for reference in all meetings and shall surrender same to the successors upon vacating office.

K. Impeachment and Recall Procedures:

1. Board of Directors:

a. Each and every member of the Board shall be subject to impeachment by a two-thirds secret ballot vote of the Full members in General Meeting

b. Causes for impeachment are as follows:

1. Gross neglect of duties

2. Willful misuse of RAE funds or property.

3. Conduct detrimental to the reputation of RAE.

c. Charges shall be initiated by submitting to the President and the Board a petition specifying the charges signed by at least five Full or Life Members. The President shall then appoint a committee to investigate the charges and report its findings at a subsequent general meeting.

d. The President shall preside at all impeachment proceedings involving the Board Members and the Vice President shall validate the eligibility of Full or Life Members.

e. Members will vote on whether to remove the impeached Director from office.

2. Officers:

a. Officers may be impeached and removed from office in the same manner

as members of the Board. If this action involves the President, the Chairman of the Board shall preside.

3. Appointed Officials and Committee persons:

a. Appointed Officials, Committee Chair Persons, and Committee Members may be removed from their positions for just cause by the person or persons who appointed them.

4. Members:

a. Any member shall be subject to suspension or expulsion from the RAE for cause/or causes as defined in K I (b) above by a majority vote of the Board.

L. Liability: All members of RAE as amateur radio operators and/or associates of the amateur radio operators acknowledge full cognizance of the risks involved in pursuing the hobby. Therefore to the extent provided in federal and/or state laws the RAE shall not be held liable for any incident occurring in the pursuit of the hobby by the members either individually or together in programs, projects, and/or services sponsored by the RAE. This acknowledgement does not preclude any other rights any member may have under the aforesaid laws.

M. The RAE will not discriminate against any person in the consideration of applications for membership, of nominations for elective offices, of appointees to committees or of participation of any RAE activity because of race, color, creed, sex or national origin.

N. Effective Date: After approval by the Board and upon approval by the **Full and Life** Members in general meeting, all under the proceedings as described herein, these Amended Bylaws shall be effective as of the date and time of approval in the aforesaid general meeting.

O. Approval: The herein above amended Bylaws of the RAE were approved in the entirety by the Board in duly convened meeting held on, September 27, 2012 Ayes 5, Nays 0, Abstentions 1

Signatures of attending Board Members: (Note: The following Board Members signed.)

A. Adam Kernohan KB3THU

B. Doug Sweet AD4UL

C. John Lindvay WB3IFD

D. George Younkin N3SRF

E. Craig Hill K3PLV

F. Ron Seyboldt WB3DOM

Note: These bylaws contain amendments/revisions approved by the membership
November 1986
November 1988
March 25, 1991
Aug. 1, 1991
Feb. 6, 1992
Jan. 7, 1993
Feb. 22, 1994

May 4, 1995
April 3, 2008
April 2, 2009
Oct. xx, 2012