



**BYLAWS
OF
THE 3905 CENTURY CLUB, INC.**

October 1, 2023

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**BYLAWS
OF
THE 3905 CENTURY CLUB, INC.**

The bylaws of The 3905 Century Club, Inc. (Club) are set forth below. Bylaws may be amended, deleted or added to at the discretion of the Board of Directors, as provided in the Constitution, Article VII.A. These bylaws serve as the official policy of the Club and serve as the rules under which Club operations will be conducted.

I. BOARD OF DIRECTORS

- A.** The Board of Directors shall be made up as is provided in the Constitution and Articles of Incorporation. The Secretary, Treasurer and immediate past president shall be non-voting members of the board.
- B.** The term of office of a director shall be for two years with the directors from the even numbered call areas to be elected so as to begin their terms of office in an even numbered year, and the directors from the odd numbered call areas and the DX director to be elected so as to begin their terms of office in an odd numbered year.
- C.** In the event of the retirement or resignation or any other action that results in the vacancy of a director having more than six months left in his or her term to serve, a special election shall be held to replace him/her. If there are less than six months left to serve, the Board of Directors shall appoint an acting director.
- D.** Meetings

The Board of Directors shall meet on the second Saturday (local date) of each month in order to conduct the business of the Club. The meeting shall take place at a time and place determined by the Board Chairman. Notice of each meeting shall include the date and time of the meeting, shall identify the medium or place of the meeting, and shall provide an agenda for such meetings to all Board members and their alternates via the Board reflector and to the general membership via opt-in reflectors and social media at least five days in advance of such meeting. The selected medium or venue should allow attendance by all interested Club members. Should a regular Board meeting not be held for any reason, a description of the applicable circumstances shall be included in the minutes of the Board of Directors meeting next following and the meeting shall be rescheduled for the earliest possible date that will allow it to take place. The general meeting held during the annual Eyeball gathering shall include a Board Meeting which will serve the purpose of the monthly meeting and which shall be scheduled in conjunction with the dates of the gathering.

- 1.** The minutes of all Board meetings shall contain the individual votes of each Board member, reported by call sign, for each matter voted upon by the Board, except that a motion to adjourn, with a second, may be granted by the Chairman after asking for objections and hearing none.
 - 2.** Nothing in this section shall be construed to imply that non-Board members may participate in Board meetings.
- E.** The Club President and/or the Chairman of the Board may call such special or emergency meetings as are deemed necessary. Other officers and directors may request that a special or emergency meeting be called by the President or the Chairman of the Board. Notice of such special or emergency meetings, along with an agenda for such meetings, shall be

made available to all Board members and their alternates, and to the general membership as described in paragraph D above at least forty-eight (48) hours in advance of a special meeting and at least twenty-four (24) hours in advance of an emergency meeting.

F. Representation by Proxy

- 1.** The Club recognizes the importance of its membership being fully represented by all officers on the Board of Directors at all meetings of the Board. To that end the Club shall recognize representation of Area Directors in the absence of their Assistant Area Directors, the President and the Vice President in the form of either a written proxy document or by means of a proxy representative, with either being designated by the board member being represented. A "proxy representative" is a live individual standing in for the officer who appoints him. Proxy representation by written proxy document or by live proxy representative shall be subject to the requirements below.
- 2.** Proxy Notification Requirements
 - a.** Notice of representation either by proxy document or by proxy representative shall be communicated by email or postal mail in a manner and with timing that makes it is available for reference when the meeting to which such notice applies is called to order.
 - b.** Notices sent via email shall be in the form of a single email addressed to the CCNBoard reflector with a "CC:" to the Club President, the Club Secretary and the Chairman of the Board. Notices sent via postal mail shall be sent to the Club President, the Club Secretary and the Chairman of the Board.
 - c.** As no delivery method is 100% reliable, a proxy shall be considered valid if notice is received by any addressee listed above as long as the proxy notice bears evidence of having been sent to all required parties. A "CC" showing all required addressees appearing in email headers or in a written postal letter is sufficient to show that it was sent to the required parties. It is the sole responsibility of the sender of such a notice to see that it is delivered in time to be exercised. Verbally communicated proxies are not acceptable.
- 3.** Representation by Written Proxy Document
 - a.** A written proxy document must specify the full authority being granted by the author of the proxy. To this end, the authority it conveys may range from a limited grant specifying how a single vote is to be cast on a single specific motion up to a full grant of authority to act as the person designated to exercise the proxy sees fit on all matters that may arise. The latter is equivalent, in effect, to appointing a proxy representative (see below).
 - b.** A written proxy document shall be exercised by the board member who is conducting the board meeting to which that proxy document applies, or by a board member he/she designates, unless another specific representative is designated in the proxy document. If the author of the proxy designates a specific representative to exercise the proxy, that representative must be an Area Director, an Alternate Area Director, the Club President or the Club Vice President. The proxy document must be exercised in the manner authorized by the document and any other application is null and void.
 - c.** Written proxy documents shall not become void due to a change in wording of a motion after the proxy document is written, and those writing a proxy document are very

strongly advised to word any proxy document in a manner that takes that possibility into account, or to instead appoint a proxy representative who can adapt to any changes.

- d. Written proxy documents are valid only for the one specific meeting of the Board specified in the proxy document.
 - e. A properly executed proxy document shall be counted toward a quorum of the Board.
4. Representation by Proxy Representative
- a. Any proxy representative appointed by an Area Director to represent him/her at any board meeting other than the annual meeting usually held at the Annual Eyeball, must be a voting member of the club residing in the call area being represented.
 - b. Any proxy representative appointed by an Area Director to represent him/her at the annual meeting usually held at the Annual Eyeball, must be either a voting member of the club residing in the call area being represented, an Area Director from any area, an Alternate Area Director from any area, the Club President or the Club Vice President.
 - c. A proxy representative shall be bound only by his personal integrity, so those appointing proxy representative should make the choice of a proxy representative wisely.
 - d. A duly appointed proxy representative shall be counted toward a quorum of the Board.
5. Revocation of a Proxy
- a. A proxy may be revoked at any time by sending notice as defined above that the proxy is revoked. It is the sole responsibility of the sender of such a notice to see that it is delivered in time to be acted upon.
 - b. A proxy may be revoked verbally by the officer who issued the proxy only if that officer does so while in attendance at the meeting to which the proxy applies.

II. OFFICERS

- A. All officers and directors must hold a 100-Point Certificate on any band or mode that the Club operates a net, including all Net Control Operators.
- B. Duties of Officers –
 - 1. President –
 - a. Shall be responsible for communicating and administering the policy of the Board of Directors (BoD) to the general membership. The BoD policy consists of the Articles of Incorporation, Constitution, Bylaws, mandatory portion of the NCS guide, and motions approved by the BoD
 - b. Shall manage the operation of the nets and associated activities including staffing (net coordinators, NCSs, Training) and net procedures not specifically directed by the BoD.
 - c. Shall have the responsibility and authority to lead and direct the Vice President and all volunteer positions in the club except elected Officers and Directors and their appointees.
 - d. Shall be the spokesman and representative for the club to outside entities.
 - e. May charter committees to address specific club issues. These committees must provide monthly reports of goals, timelines, and progress to the BoD.
 - f. In the event that the Area Director and Assistant Area Director offices/position in a specific call area or DX are vacant, the President may appoint an Area Director with the Board of Directors approval. The approval may be held as a special meeting of the Board of Directors. If the remaining term is more than 6 months

from the time the office is declared vacant the temporary appointment will be for a maximum of 90 days or until the end of the special election. If the remaining term is less than 6 months from the time the office is declared vacant the temporary appointment will be for the remaining term.

- g. In the event an Area Director fails to have his or her area represented for three of five consecutive months at the regularly scheduled monthly meetings the President shall make an attempt to contact the Area Director via phone and e-mail. Such phone and e-mail attempts must be documented and sent to the club Secretary and Chairman of the Board. E-mail attempts must carbon copy the Secretary and Chairman of the Board. There must be at least two attempts by phone and two attempts by e-mail over a one-week period. In the event that after 10 days has passed from the last attempt and no answer is received the Area Director's position will be declared vacant.

2. Vice-President –

- a. Shall act in place of the President, in the latter's absence.

3. Directors –

- a. A director shall be responsible, in concert with the other directors, for conducting the business of the Club.
- b. They shall be responsible for the administration of their respective call areas, including, but not limited to, appointing assistant directors, awards managers, holding meetings, as necessary, with their constituents, and adjudicating disputed matters within their call area.
- c. Directors should appoint an Assistant Director in accordance with the authorization granted in the Constitution. If the Director is unable to appoint an Assistant, the President will so appoint an Assistant Director for that call area. The Assistant Director is to vote for and to otherwise conduct the business of the Director in the Director's absence.

4. Chairman of the Board of Directors –

- a. Shall be elected from among the Directors each year at the first meeting of the fiscal year and will serve for a period of one year. The BoD Chairman shall be responsible for scheduling and conducting meetings of the Board as its Chairman, for assembling an agenda for the monthly board meetings from items submitted by the Area Directors or other board members, for communicating that agenda to all board members, their alternates and to the general membership at least 5 days in advance of the board meeting, and for assuring that records of Board meetings meet Club Bylaws requirements for content before they are brought up for an approval vote. Distribution requirements are met for board members and alternates if distributed via the BoD Reflector, to which the Alternate Area Directors may subscribe.

5. Secretary –

- a. Shall be elected at the first meeting of the fiscal year by the Board of Directors and shall serve for a period of one year. The Secretary shall be responsible for the keeping of a detailed record of Board proceedings in the form of minutes. All minutes shall be reviewed by the board and made available to the membership in draft no later than 10 days following a meeting and presented at the next regular board meeting for approval. Also responsible for initiating any correspondence on behalf of the Club as may be required or as may be requested by the Board.

6. Treasurer –
 - a. Shall be elected at the first meeting of the fiscal year by the Board of Directors and shall serve for a period of one year. The Treasurer shall be responsible for keeping the financial records of the Club including, but not limited to, the collection, deposit and disbursement of funds. Within ninety (90) days of the closing of each fiscal year, an audit shall be performed on the financial records of the club and an audit report submitted to the Board by an Audit Committee appointed by the President. In the event that a newly appointed Treasurer assumes his or her duties more than ninety (90) days after the close of the prior fiscal year, an Audit Committee shall perform an audit not more than sixty (60) days after the appointment, which satisfies the requirement for an annual audit for the current fiscal year.
7. At the discretion of the Board at the time of electing a Secretary and Treasurer, one person may be elected to both offices.
8. Awards Secretary –
 - a. Shall be responsible for maintaining the database consisting of all awards issued by the Club, for issuing such awards as may be established by the Board of Directors, and where applicable, validated by the individual Awards Managers. The Club President will appoint the Awards Secretary with the Board of Directors' approval. The Awards Secretary serves until a replacement is selected by the request of the Awards Secretary or the President.
9. Alternate Area Directors –
 - a. Shall be appointed by and shall serve at the pleasure of the Area Director in each call area.
- C. Duties of Other Volunteer Positions –
 1. Club Historian –
 - a. There shall be a Club Historian whose duty shall be to maintain a well-organized and easily retrievable history of the Club and its varied activities and operations and who shall provide relevant historical information in response to reasonable requests for same. The Club President shall appoint the Club Historian, who shall be approved by the Board of Directors. He/she serves until a replacement has been elected at the request of the Historian or the President or until removed for cause by the Board of Directors.
 2. Awards Committee –
 - a. There shall be an Awards Committee, appointed by the President.
 - b. The Club Awards Secretary shall be a member of the committee.
 - c. Proposals to the Awards Committee for new awards or changes to existing awards may emanate from any member of the Awards Committee or any member-at-large of the Club. If the Awards Committee decides to proceed, such recommendations shall be submitted to the Board of Directors through any area director or other member of the Board of Directors for inclusion on the agenda and final approval. With the exception of minor corrections to typographical and grammatical errors and other additions or modifications that produce no material change in the affected award requirements or procedures, no new awards or changes to existing awards shall be implemented by the Awards Committee without prior approval by the Board of Directors. The awards Committee will report any such changes in the monthly status report required by II.B.10.d(5).
 - d. Duties and responsibilities of the Awards Committee shall be as follows:

1. Consider proposals for new awards, and submit those which are recommended by the committee, for the approval of the Board of Directors.
 2. Clarify the rules for awards, as set down in the Bylaws.
 3. Design of new awards and programs which may be initiated by the Committee or the Board of Directors.
 4. Print new awards, in conjunction with the Awards Secretary.
 5. Generate monthly status reports to the President for presentation at the Board of Directors meeting, including ongoing projects, completed projects, and any changes made to existing award documents.
3. Presidential Advisory Committee –
- a. Will be appointed by the Club President each year at the beginning of the fiscal year for the purpose of furnishing advice and consultation to the President. The committee is limited to seven (7) club members, two of which will be the Club Historian and the Registered Agent of the Club. The remaining committee members will be appointed from among past Presidents and Master Degree holders. The committee will have a Chairman appointed by the President and the committee will advise the President as requested and needed. The term of the appointment shall be for one year.
4. Area Awards Managers –
- a. Each Director shall appoint an Awards Manager for the purpose of validating awards applications. Each Awards Manager shall check all QSLs against applications, confirm that the requirements of the application have been met, enter approved awards into the on-line awards entry website, return the QSL cards to the applicant if sufficient postage has been provided by the applicant, and forward the application fee, if any, to the Treasurer. Each award application must be supported by original, photocopies or scanned electronic copies of valid QSL cards or eQSLs
 - b. Applicants shall submit their applications to the Awards Manager for the call area in which they reside. If the Awards Manager position in that call area is vacant or if that Awards Manager is temporarily not available to check applications due to illness or other absence, applicants shall submit their awards to the Awards Manager of a different call area as shall be selected by the Director of the call area in which the applicant resides. Nothing in this Article shall be construed as preventing a Director from checking cards and validating awards for members residing in his/her call area as he or she may see fit.
 - c. Award Managers shall retain a copy of all approved awards.
 - d. Awards Managers shall submit their own awards applications to another Awards Manager as shall be selected by their Director.
5. Other volunteer positions –
- a. May be appointed from time to time by the President as required for the ongoing operation of the Club. Such positions will be approved by the Board of Directors and can be removed for cause by the President or the Board of Directors.

III. MEMBERSHIP

- A. Definitions.** An individual operator becomes a member upon earning a 100-Point Award on any of the nets operated by the Club. Club stations or special event calls, although eligible to earn club awards, are not eligible for membership.
1. In this document, the term "club" or "voting" in conjunction with the words "member" or "membership" denotes someone who has earned a 100-Point Award. The term "general" or "at large" in conjunction with the words "member" or "membership" denotes any participant.
- B. Members' Rights and Responsibilities ("Members' Bill of Rights").** Members have the right to be treated respectfully by the Club and its volunteers. Members are expected to act responsibly when participating in club nets and activities.
1. Members working toward completing awards have the **RIGHT** to expect a high rate of QSO's confirmed by QSL cards in a timely manner, and the **RESPONSIBILITY** to reciprocate.
 2. Members have the **RIGHT** to share positive, helpful communications on the nets, opt-in reflectors, and on social media. The communications will be free of abuse, political opinions and other controversial topics.
 3. To preserve the integrity of the 3905 Century Club's challenging and rewarding awards program, it is each member's **RESPONSIBILITY** to observe Club rules, and it is each member's **RIGHT** to be given the benefit of the doubt by Club leadership.
 4. Members lodge complaints about other members' conduct from time to time. Members with such complaints against them have the **RIGHT** to expect that before any formal disciplinary action is taken by the Board a representative of the Board will have private informal discussions to better understand the situation and attempt to rectify it.
 5. Members have a **RIGHT** and **RESPONSIBILITY** to vote in electing club leaders. Because the club cannot write detailed statutes covering every situation the Board of Directors is the final arbiter of any and all issues; therefore, each member's vote is very important.
- C. Resignation of Membership**
1. If a member, for whatever reason, wishes to resign from the Club and have his name removed from the rolls and his certificates vacated, that member may do so by sending a letter of resignation to the President of the Club via either postal or electronic mail.
 2. The Awards Secretary shall vacate all awards and certificates held by the member and the certificate numbers for those awards shown on the rolls will be marked "voided."
 3. Members who have resigned shall not participate in Club activities or apply for Club awards for a period of two (2) years forward from the date of resignation, unless the member has previously resigned, in which case the second resignation shall result in permanent exclusion.
- D. Rules Violations and Detrimental Conduct.** The Board of Directors may penalize members via either formal censure or revocation of membership as provided in Paragraphs E and F of this section for the following reasons.
1. Violation of the communication laws or regulations under which the Club member is operating at the time of his/her participation in Club activities

2. Intentionally filing false claims for awards.
3. Willful interference on our nets.
4. Consistent failure to QSL net contacts.
5. Such other actions as shall be determined by the Board of Directors to be significantly detrimental to orderly operation of the Club.

E. Formal Censure and Probation – For any initial offense by a member, the Board of Directors may choose to formally censure the member, which places the member on probation for six months and suspends the member’s Club privileges.

1. **Written notice.** The Board of Directors shall direct the President to send the affected member a Written Notice of Censure describing the member’s offense(s) and the remedies described in this Article.
2. **Terms of probation.** The censured member shall be subject to a probationary period of six (6) months from the date of approval of the Motion to Censure and will vacate any Club offices held at that time. The censured member shall not participate in Club activities, including nets, or hold any Club office during this six (6) month period.
3. **Effective date; no right of appeal.** Formal Censure is final upon approval by the Board, and the Board shall not grant the member the right to appeal.
4. **Violation of probation.** Should a censured member violate any of the provisions of the probationary period, the Board of Directors shall initiate the revocation process described below.

F. Revocation of Membership – The Board of Directors may revoke membership of any member if it determines that an initial offense is sufficiently egregious. Revocation is mandatory for a member who has been previously censured by the Board of Directors. Revocation shall require a majority vote of the Board of Directors as described in Paragraph F of this Article.

1. **Written notice.** The Board of Directors shall direct the President to send the affected member a Written Notice of Revocation describing the member’s offense(s) and the remedies described in this section.
2. **Effective date; no right of appeal.** Revocation of membership is final upon approval by the Board, and the Board shall not grant the member the right to appeal.
3. **Removal from Club office(s).** Upon revocation, the member shall be removed from any and all club offices and positions, elected or appointed.
4. **Removal from Club rolls and revocation of awards.** The revoked member’s name and call sign shall be removed from the membership rolls. The Awards Secretary shall vacate all awards and certificates held by the member and the certificate numbers for those awards shown on the rolls will be marked “voided.”
5. **Option to resign.** A member who is under consideration for revocation shall have the option to resign subject to the provisions of Paragraph C, at any time prior to the final revocation vote by the Board of Directors. Upon receipt of the letter of resignation by the President, the revocation motion will be automatically withdrawn.

6. **Permanent exclusion.** Individuals who have had their membership revoked shall not be permitted to become a Club member again.
- G. Common Procedure for Censure or Revocation** – The Board of Directors shall strictly adhere to the procedure described in this paragraph for either Censure or Revocation of a member.
1. **Motion to censure or revoke.** A motion to initiate censure or revocation under any of the provisions of Paragraph C of this article shall be brought before the Board by a voting member of the Board at a regular or special meeting of the Board of Directors. This motion shall contain a full and detailed description of the charges against the member and its passage by a simple majority of the Board shall initiate the censure or revocation process.
 2. **Automatic table.** Upon filing of a motion before the Board of Directors for censure or revocation, the motion shall be tabled so that notice may be given to that member before the motion's consideration.
 3. **Service of notice.** At least fifteen days before the motion may be removed from the table and considered, the President shall provide that member notice that his or her membership is under consideration for censure or revocation and that the member has the right to submit facts to the Board of Directors for its consideration within fifteen (15) days. Notice shall be by first class mail and by e-mail, with copies to the Club Secretary and Chairman of the Board. All such attempts shall be documented and sent to the Club Secretary and Chairman of the Board. A detailed report of all contact attempts shall be included in the minutes of the meeting of the Board during which the motion is considered.
 4. **Deliberation by Board.** Upon timely receipt of a response by a member, the Board shall deliberate for at least forty-eight (48) hours before voting on the motion to censure or revoke at a regular or special meeting of the Board.
 5. **Failure to respond.** In the event the club member chooses not to present facts to the Board within fifteen (15) days of being informed of the intent to revoke club membership or censure the member, the Board shall proceed to vote on the revocation or censure motion at the next meeting of the Board with no further deliberation.
 6. **Agenda and voting.** After all the other requirements of Paragraph F above have been completed, the revocation or censure motion shall be placed on the agenda for the next regular or special Board meeting and shall require a simple majority of the Board for passage.
- H. Use of Contacts with Resigned, Revoked, or Censured Members** - No revocation or censure of a member shall prevent other general members of the Club from using past contacts with, and certificate numbers of, resigned or censured club members for the purpose of awards for themselves, regardless of the filing date of such applications unless the Board chooses to designate such contacts ineligible for such use in whole or in part. Upon revoking a member's membership in the case of fraudulent or illegal contacts, the Board may designate some or all of that member's contacts ineligible for use by any member in applying for future awards.

IV. GENERAL INFORMATION

- A.** The Club will maintain an official Club website for the dissemination of information about the Club.
- B.** Volunteers own, manage and operate domestic, DX and Handiham QSL bureaus in conjunction with the Century Club nets. Bureau members making contacts on Club nets may optionally send and receive cards through the bureaus.
- C.** Volunteers own, manage, and operate the annual Eyeball event. The Eyeball is a physical gathering of Amateur Radio Operators and their guests, promoted by the Club. By approving an Eyeball proposal, the board may provide a promotional amount of up to \$1000 (one thousand dollars) to be used for Eyeball expenses. All surplus Eyeball funds must be returned to the treasury and carried forward in a designated balance sheet line item applicable only to future Eyeballs. The Eyeball host may provide historical cost data to aid future hosts.

V. CLUB OPERATIONS

- A.** The club will operate nets on 160 meters, 75-80 meters, 40 meters, and 20 meters. The frequencies and times are as established by the respective Net Coordinators and posted on the Club Website and are also available from the Club Information Officer.
- B.** Net Controls may not hold a Special Event night without prior approval of the Net Coordinator, and prior approval of the Club President
- C.** Net Control will be assumed by various amateurs on a rotating basis as scheduled by the Net Control Coordinators.
- D.** Net Procedures –
 - 1.** Net procedures will be in accordance with the "MANDATORY POLICIES AND PROCEDURES" of the current NCS Guide (Procedures for Net Control Stations).
 - 2.** All QSL cards, to be valid for club awards, must show the call sign of the station worked, the time and date in UTC, the signal report and the frequency. The frequency may be stated exactly as a frequency, or as a wavelength.
- E.** The Club shall develop and maintain an Operations Manual detailing necessities including, but not limited to, the business operations of the Club, banking, accounting and bookkeeping procedures, audit procedures, federal and state filing procedures, financial policies, officer responsibilities, etc. The Manual will be held and maintained by the Club Recorder.
- F.** The Club shall appoint and maintain a standing Financial Committee to be chaired by the Club Treasurer. The Committee shall consist of from 3 to 5 total club members, to be selected by the Club Treasurer and approved by the Club President.
- G.** The Club Treasurer shall establish a reserve account to be used for unforeseen circumstances. Deposits into this account shall be left up to the Club Treasurer to make as excess funds become available. This account shall be reported in all financial reports, and any withdrawals from this account require Board approval. In the case of a circumstance that is time-sensitive and requires immediate approval by the Board, that approval may come from a majority agreement via the Board reflector or by a special Board meeting.

VI. CLUB AWARDS

- A.** The awards program of the Club shall consist of two branches. One branch shall consist of the progressive 100 through 1000-plus point awards. The other branch will consist of all other awards. The 100-point award must be earned before any other awards of either branch, are earned. The rules for the first branch are contained in Paragraph E of this article. See Paragraph F of this article for the second branch.

- B. Each award application shall be supported by valid QSL cards, or photocopies thereof, for each contact claimed.
 - 1. (MRC) Mobile Reply Cards are valid for Club awards.
 - 2. A single QSL card from a combo is valid for Club awards; however, individual cards to and from combos are encouraged.
- C. The effective dates for all awards issued by the Club shall be:

75M Phone Net – 02/17/1977	20M RTTY Net – 05/01/2000
40M Phone Net – 09/10/1978	20M PSK Net – 09/10/2000
80M CW Net – 02/24/1980	40M PSK Net – 09/10/2000
160M Phone Net – 01/01/1984	80M PSK Net – 02/01/2001
40M RTTY Net – 05/01/1986	20M CW Net – 03/30/2003
40M CW Net – 06/01/1989	160M CW Net – 12/21/2003
80M RTTY Net – 05/01/2000	20M Phone Net – 03/01/2018

- D. Definitions – for the purpose of the awards program of the Club the following definitions will apply:

- 1. **CALL SIGN** – A call sign consists of three or four elements:

PREFIX – CALL AREA – SUFFIX – MODIFIER
 KA 7 ABC MOBILE 8/OHIO

A change in any one of the four elements of a call sign will generate a new call sign. These elements are: prefix, call area, suffix and modifier. A call sign without a change of prefix, call area and suffix may be used a maximum of three times in the home state (Canadian province/territory or DX entity); fixed at the licensee's primary residence, portable and mobile.

Unless the licensee's license is changed by the FCC (or other licensing authority) specifying a different address, a call sign may be used only two times in a state (Canadian province/territory or DX entity) other than the one shown on the license – portable and mobile.

NOTE: There are specific awards that do not permit the use of a call more than one time under any condition. When so stated, the rule for the particular certificate will prevail.

- 2. **CERTIFICATE HOLDER** – is a person who has earned the basic 100-point award of the Club on any of the club nets.
- 3. **WILD CARD** – is a person who has earned the 1000-point award of the Club. The only restriction in use is that only four (4) Wild Cards, one (1) per state, may be used on the 1000 plus point applications. Furthermore, they may not be used as prefixes for Hawaii and Alaska or as mobile or DX contacts.
- 4. **SUPER WILD CARD** – Is a person who has obtained the level of Master Degree.
 - a. You may use the Super Wild Card in the following manner.

- 1. You may substitute any one contact with a SWC on any award that uses Wild Cards. Exceptions for progressive awards see section 2.

NOTE: Only one SWC per award may be used.

- 2. On the progressive awards, a SWC may only be used in the state prefix section. It WILL NOT be used in the Alaska or Hawaii prefix, 100-point, 500-point, DX or Mobile sections of the progressive awards. The SWC is an additional Wild Card that can be used along with the 4 regular Wild Cards on the progressive award.

NOTE: Only one SWC per 1000-point. may be used.

3. A SWC may only be used once and only once.

EXAMPLE: If W4NNO was used on the Poker Player award, it cannot be used again anywhere.

5. **OFFICERS and VIPs** – The term "OFFICER" or "VIP" used on check-in refers to the person holding some Club position, which makes them a valid contact for the Club Officers and VIP Award.

(OFFICERS include the Current Officers of the Club as defined in Section a. below.

VIPs are all past presidents, the eleven (11) original signers of the Club Charter, the Charter President, holders of the Master's Degree Award and Net Control Stations (during the net for which they are designated NCS), and other VIPs appointed by the President or designated by the President from time to time.

a. The following Club officer positions have OFFICER status for the duration of their term of office or appointment:

President
Vice-President
Secretary
Treasurer
Area Directors
Alternate Area Directors
Awards Secretary

b. The following volunteers and honorees shall enjoy VIP status as stated below:

1. Non-Officer Volunteer Positions defined in Bylaws II B shall enjoy VIP status for the duration of their term of office or appointment, including, but not limited to:

Club Historian	NCS Training Coordinator
Awards Committee (5)	Annual Eyeball Coordinator
Presidential Advisory Committee (7)	Club Information Coordinator
Area Awards Managers (11)	Net Control Coordinators
Centurion Editor	Assistant Net Control Coordinators
Club Recorder	Net Control Stations (only while operating net)
Webmaster	QSL Bureau Managers
Century Club Cares Chairman	Registered Agent
Other Appointed Volunteers	

2. The eleven (11) original signers of our Club Charter shall enjoy permanent VIP status as follows:

AA1Q (SK)	WD4CQY (SK)	WB7NSE	N0SD
WA2ZYM	K5WSC	WA8WZX (SK)	VE3IKN
KD3O (SK)	K6ACX (SK)	WA9KKM	

3. All past presidents, including the charter President, shall enjoy permanent VIP status.
 4. Holders of the Master's Degree Award shall enjoy permanent VIP status.
 5. John C. O'Keefe, NJ3V, Awards Secretary 1987 – 2003 shall enjoy permanent VIP status.
 6. Tom Bates, AA1NZ, founder of the Eyeball shootout and shootout master shall enjoy permanent VIP status.
 7. Lon Martin, K0WJ, 2010-2015 shootout master shall enjoy permanent VIP status.
6. **STATE CAPITAL** – To count as a state capital a station must physically be in the state capital at the time of the contact and his/her QSL card must so indicate.
 7. **COMBO** – A combo is any two people in the same immediate family checked into the same net session from the same QTH and is limited to:

Spouse and Spouse
Parent and Child
Grandparent and Grandchild
Sibling and Sibling

The term "spouse and spouse" means two individuals lawfully married to each other.

NOTE: If more than two members of the same family check in on the same night, from the same QTH, only two of them may be worked on one call as a combo.

8. **Station operation – there are three types of station operation: fixed, mobile and portable.**
 - a. Station operation definitions:
 1. Fixed – operation from a licensee's home station, typically, but not necessarily, the address of record as found in the records of QRZ, FCC or other licensing authority. No callsign modifier is used on the air or on QSL cards.
 2. Mobile – operation using station equipment that is mounted in/on a land, sea or air vehicle. The vehicle can operate in a safe and legal manner with the station equipment installed. Callsign modifier is "/M 'state, province or DXCC entity'".
 3. Portable – operation other than fixed or mobile as defined above. Callsign modifier is "/P 'state, province or DXCC entity'".
 - b. Common among all three types of station operation are the following:
 1. The receiving, transmitting and antenna equipment are in the same location.
 2. The location of the QSO is the location of the receiving, transmitting and antenna equipment.
 3. Each type of station operation can be controlled locally or remotely by any means accepted by the licensing authority.
 4. The callsign modifier for each type of operation shall be the same for stations controlled either locally or remotely.
9. **QRP STATION** – A station which is using 10 watts or less output power shall be considered a QRP station. All awards issued to QRP stations shall indicate that they have earned the award operating QRP.

10. **DX** – DX is any entity listed in the "ARRL DXCC Entities List" except for the 50 states of the United States and the District of Columbia. Stations on boats and planes operating legally within the 12-mile territorial limits of a DX entity as previously defined are considered to be DX operating from that entity.

E. PROGRESSIVE (POINTS) AWARDS – 100, 1000, 2000 POINTS AND ABOVE –

1. This is the basic awards program of the Club and all contacts for each of the progression steps must be made on a single band and mode.

(Effective July 1, 1993, all contacts used on the progression awards for the CW nets must be on the same band, also effective July 1, 1993, all new 100-point certificates issued for the CW nets will include the band.)
2. The 100-point certificate must be earned on a given band/mode before any other Club awards on that same band/mode.
3. It is permissible to work on more than one award at the same time.
4. No call sign may be repeated in this progression.
5. Rules of this progression are as follows:
 - a. 100-POINT AWARD – The point system of the 100-point award is:
 1. STATE CAPITALS = 10 points
 2. DX = 5 points
 3. 2-LETTER CALLS (2 or less letters in suffix) = 5 points
 4. YLs = 5 points
 5. COMBOS = 10 points

NOTE: Each State Capital worked and claimed for this award must be in a different state. (i.e., 10 State Capitals must represent 10 different states).
 - b. 500-POINT ENDORSEMENT – For 400 additional points beyond the 100-point level.
 1. STATES – 25 required, not more than 2 contacts per state = 5 points each. (One may use more than a minimum of 25 states.)
 2. DX = 10 points each
 3. YLs = 5 points each
 4. COMBOS = 10 points each
 5. 2-LETTER CALLS = 5 points each
 6. Categories 2 through 5 may be used, but are not required.
 - c. 1,000-POINT AWARD – For 500 points beyond the 500-point endorsement.
 1. Rules effective October 1, 1981.
 - (a). Contact must be made with 5 DIFFERENT PREFIXES in each STATE, at 1 point per contact. Alaska and Hawaii need only be contacted once each, at 5 points for each contact. A "Wild Card" may be used in place of any four of these contacts, but only one Wild Card per state, except Alaska and Hawaii, which must be contacted. In addition, one "Super Wild Card" may be used in place of any state except Alaska and Hawaii.

(b). DX – 15 required at 10 points each, with a MINIMUM of 5 DIFFERENT COUNTRIES. (DX stations should consult the latest rule of the Board of Directors as to what constitutes DX for them.)

(c). MOBILES – 10 required at 10 points each.

d. 2000-POINT LEVEL – Rules and categories are the same as for the 100-Point, 500-Point and 1000-Point Awards under VI.E.5.a thru VI.E.5.c, but must be ALL NEW CALLS not used previously.

e. Continuation of the 1000-Point Award progressions to any level is permitted. Wild Cards from the NEXT LOWER LEVEL are to be used for each new progression.

F. OTHER AWARDS EARNED BY NET CONTACTS –

This constitutes the second branch of the Club Awards Program. Cards used on the basic progression awards may also be used on these awards and endorsements or vice-versa. Cards used on these awards and endorsements may also be used on other awards and endorsements in this branch.

1. Additional Net Awards –

a. For all additional net awards earnable by submitting QSLs for qualifying contacts or by performing NCS duties, see current PDF format awards applications available on the Club web site or available as printed copies by postal mail at cost for printing and postage from the Club Information Officer.

2. All club awards are available to Short Wave Listeners; however the basic SWL Award must be issued before any other award to an SWL. All SWL awards will plainly state they are SWL awards and SWL awards do not entitle the holder to a vote in Club matters.

3. The awards program of the Club, including the requirements for any particular award, or the creation of new awards, may be amended by the Board of Directors, at any time, in accordance with Article VII of the Club Constitution.

G. PRESIDENTIAL AWARDS –

1. **KD3FM Service Award** – An annual award for exceptional service to the Club. The President is authorized to designate one recipient of this award per year. The Board may suggest suitable candidates. The selection will take place annually 90 days prior to the next scheduled annual meeting (Eyeball).

2. **Certificates of Appreciation** – Issued by the President. The President and the Presidential Advisory Committee will have the sole discretion for defining the criteria under which up to 25 of these certificates shall be awarded annually. Club members may submit nominations to the President and her/his Advisory Committee.

VII. THE ANNUAL MEMBERSHIP MEETING

A. The club must hold an annual membership meeting, preferably at the Eyeball event, following the Board of Directors' meeting.

B. The annual membership meeting must include an interactive question and answer period for members.

C. The time and place of the annual meeting must be decided by the Board of Directors.

VIII. CLUB RECORDS DATING AND RETENTION

A. All documents produced by the Club must include a revision date. A revision number may also be included, if applicable.

B. All documents produced by the Club must be retained for a minimum of three years.

IX. FUNDS

Upon the dissolution, termination or winding up of the Corporation in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the Corporation and all costs and expenses of such dissolution, shall be distributed to such educational, scientific and charitable organizations as are deemed tax-exempt by the Internal Revenue Service and which are selected by the last Board of Directors or its successors in interest. None of the assets will be distributed to any general members, officers, or Directors of this Corporation. See F.S. 617.1406 and IRC 501(c)(7) for statutory details.

X. AGENDA

Before any item, except as provided below, may be considered for action by the Board of Directors, that item must be:

- A.** Provided to each voting member of the Board of Directors, in written form for their study, via the Board reflector at least five days before the Board meeting at which the item is on the agenda.
- B.** The item must be included in the official agenda prepared by the Chairman of the Board.
- C.** The item must be received by the Chairman from the Board member prior to the scheduled meeting in order for it to be put on the agenda for that meeting.
- D.** The Board member proposing the change will provide the Chairman, Secretary and the members of the Board of Directors with the original written copy of the proposal and the Chairman will mail a copy along with the agenda to each Board member, if the proponent Board member has not already done so.
- E.** The Chairman of the Board shall reject submitted motions that cover a subject considered within the prior twelve months, except that the Board of Directors may, by a quick procedural vote at the request of the Chairman of the Board, allow a motion previously rejected to be resubmitted at the next scheduled meeting if approved by a two-thirds majority of the Board.
- F.** Exceptions –
 - 1.** The filling of a Club officers position vacated by retirement, resignation, death, or other cause.
 - 2.** Consideration of any resignation tendered by any Club Office holder.
 - 3.** Action to meet the legal requirements of any applicable local, state, or federal government regulation.
 - 4.** Other new business items of a timely nature when the Board by a simple majority has agreed to consideration of the item at the meeting in progress at the time.

XI. RULES FOR ELECTIONS

A. Definitions

- 1.** For all election purposes, a "day" is defined as a 24-hour period running from 00:00:01 to 23:59:59.
- 2.** All dates and times referenced are UTC.

- B.** Elections must be conducted in accordance with this section's policies. The Bylaws Review Committee oversees changes to the Elections Procedures Handbook which is incorporated into the Bylaws by reference.
- C.** Timing of Elections
 - 1. Area Directors – Every two years on even-numbered years for even-numbered call areas; every two years on odd-numbered years for odd-numbered call areas and DX.
 - 2. President – Every two years on even-numbered years.
 - 3. Vice President – Every two years on odd-numbered years.
- D.** Regular Elections
 - 1. Nominations
 - a. Candidates for Area Director must nominate themselves by announcing their candidacy on one of the Club's scheduled nets and informing the Club President and Chairman of the Board, who will ensure that they are placed on the ballot.
 - b. Nominations for Area Director must be on one of the Club's scheduled nets from November 1st through November 30th.
 - c. Candidates for President or Vice-President must be a club member and be nominated by his/her own Area Director. In the absence of the Area Director, nominations must be made by the Assistant Area Director at a BoD meeting.
 - d. Nominations for President or Vice President may be made at any BoD meeting from November 1st until adjournment of the regularly scheduled BoD meeting for December.
 - e. Incumbents may succeed themselves by reelection subject to the nomination policies above.
 - 2. Balloting begins January 1st and ends January 15th.
- E.** Method of Voting and Voting Eligibility - All Elections
 - 1. Area Directors and officers must be elected by ballot cast online, postal mail, email, or on air during 40m and 75m SSB nets on the last day of any balloting period.
 - 2. Eligible voters in elections for President and Vice President are those meeting the requirements of Section III, Membership.
 - 3. Eligible voters in elections for Area Directors are those meeting the requirements of Section III, Membership and who are licensed in the area that the Area Director will represent.
 - 4. Area Directors and officers must be elected by a majority of greater than 50 percent of the votes cast. If no candidate receives more than half of the votes, a runoff election must be held among the candidates receiving the two highest vote counts. The balloting period must begin three (3) days following the end of the prior balloting period and must proceed for seven (7) days.

5. Within three (3) days of the end of the balloting period, election monitors must receive, verify, tabulate, and provide the results to the President and Chairman of the Board.
6. Mail in ballots received after the end of the balloting period will be disallowed.
7. Confirmation must be completed at the next regular or special BoD meeting.

F. Assumption of Office

Area Directors and officers must take office on the first day of the Club's fiscal year unless the election process extends past the first day of the Club's fiscal year (see Bylaws XI.G).

G. Special Elections and Special Circumstances Elections

1. Special Elections are held when:
 - a. The regular nomination period has passed and failed to produce two candidates for either the club's President or Vice President or,
 - b. The President is unable to serve, regardless of reason, and the Vice President is unable or unwilling to assume the office of President or,
 - c. In the event the Vice President succeeds the President or,
 - d. There is an Area Director vacancy with more than six (6) months remaining in their term of office.
2. Should an occasion arise where paragraph XI.G.1.a., above, cannot be satisfied, the regular election for President or Vice President is null and void. Following adjournment of the December meeting, the Chairman of the meeting must call for a special election and notify the Election Monitors. Affected incumbents' terms of office shall be extended until the new elections have been held and the results validated by the Board of Directors at their next meeting.
3. Special Circumstances Elections are held when the regular nomination and a special election nomination period for the office of Area Director fails to produce any candidates for a call area.
4. Special Elections nomination and balloting period
 - a. The nomination period must run for seven (7) days, which must begin within five (5) days following a call for a Special Election.
 - b. Balloting must begin three (3) days after the end of the nomination process and must proceed for seven (7) days.
 - c. Within seven (7) days following the Special Election, the BoD must meet to confirm the results of the Special Election.
 - d. Following confirmation of the results for any vacant office by the BoD, the winning candidate must take office immediately.
5. Special Circumstances Elections nomination and balloting period(s)

- a. A Special Circumstances Election must begin with a nomination period of seven (7) additional days, following the regular nomination period, with nominations open only to members residing in the call area to be represented.
- b. If after those seven (7) days there are still no candidates, nominations must remain open for seven (7) more days during which time any member from ANY call area (or country) must be eligible to run.
- c. Balloting, which as in all Area Director elections must only be open to members of the call area to be represented, must begin three (3) days after the end of the nomination process (whether that be seven (7) days or fourteen (14) days) and must proceed for seven (7) days.
- d. Within seven (7) days following the Special Circumstances Election, the BoD must meet to confirm the results of the Special Circumstances Election.
- e. Following confirmation of the results by the BoD, the winning candidate must take office immediately.
- f. If no candidates are nominated, or if the balloting and subsequent runoff election, if required, still fails to elect an Area Director, the Club President, subject to approval by the BoD, must be responsible for appointing a member from any area to said vacant position.
- g. Appointment preference must be given to members in the call area to be represented, to members in close geographical proximity to the call area to be represented, or members with affiliations in the call area to be represented (in that order) but the final determination will be up to the President. The Area Director, so appointed, must fill this position for the entire term of the office that was up for election and must take office immediately.

H. Unforeseen Election Circumstances

1. If any situation arises that is not covered by the above, the Election Monitors must propose a course of action to the BoD and, hearing no objections after 72 hours, must proceed as proposed.
2. If objections are raised by the BoD, or if the Election Monitors fail to propose a course of action within three (3) days, it must be the responsibility of the BoD to establish the procedure by which the situation will be handled.
3. This procedure must be developed by discussion among the BoD for no longer than seven (7) days with the resulting decision determined by a majority of the Area Directors in a special meeting of the BoD.
4. Following confirmation of the results for any vacant office by the BoD, the selected individual must take office immediately.

- END -

CHANGES AND UPDATES

DATE	SECTION
11/3/2015	I.D.1, 2 AND 3
11/11/2015	SECTION VI CLUB AWARDS TYPO CORRECTED
3/18/2016	IV-A
5/1/2016	XI.E.a-j SPECIAL ELECTIONS ADDED
5/12/2016	EDITS TO II.B.10. c, II.B.10.d.1 AND 4, ADDED II.B.10.d.5
5/13/2016	EDITS TO I.F.3 AND 1.G.1 II.B.10.d ADDED "responsibilities"
11/6/2016	EDITS TO II.B.10 AWARDS COMMITTEE SECTION (APPROVED 5/2016)
8/23/2017	EDITS TO I.D (APPROVED 2/2017)
8/23/2017	EDITS TO II.B.10.C MINOR WORDING CHANGES (APPROVED 3/2017)
2/19/2018	EDITS TO XI.E.1.H SPECIAL CIRCUMSTANCES ELECTION
3/2/2018	ADDED 20M PHONE NET TO BE ELIGIBLE FOR AWARDS, III.VI.C
3/30/2018	ADDED TO XI.E.1.D, ADDED TO XI.A.1.B (APPROVED 2/2018)
10/22/2018	I.D RESCINDED BY BOARD VOTE ON 10/13/2018
5/1/2019	REPLACED SECTION III (APPROVED 4/2019)
8/1/2019	ADDED 2 PEOPLE TO VIP SECTION AS PERMANENT OFFICER STATUS
8/12/2019	ADDED (EYEBALL) TO ARTICLE VII ANNUAL MEETINGS (APPROVED 8/2019)
10/26/2019	II(B)(5) TREASURER (APPROVED 6/2019)
6/1/2020	II(B)(4)(A) CLARIFY THE DUTIES OF THE SECRETARY (APPROVED 5/2020)
9/1/2020	1.D. SIMPLIFY LANGUAGE FOR MEETINGS
9/1/2020	REMOVE VI.D.11, VI.D.12 AND VI.D.13. MODIFY VI.D.8 REMOTES
9/19/2020	X.E INSERTED PER MOTION 08_2018_03 FAILED TO INCORPORATE
11/13/2021	Article II(B)(1) REFINE DUTIES OF PRESIDENT (MOTION 10-2021-2 AMENDED)
2/22/2022	Article II(B)(4) DUTIES OF AREA AWARD MANAGERS (MOTION 09-2021-1)
2/22/2022	Article VI(D)(7) DEFINITION OF COMBOS (MOTION 09-2021-2)
1/24/2023	SECTION V.B PROCEDURE FOR HOLDING A SPECIAL NET. DEFINITIONS OF TYPES OF SPECIAL NETS MOVED TO NCS MANUAL.
9/1/2023	SECTION XI - RULES ELECTIONS REPLACED IN ITS ENTIRETY PER MOTION 08-2023-01
10/1/2023	SECTIONS IV, VII, VIII AND IX: GENERAL INFORMATION, ANNUAL MEETINGS, DATING OF FORMS and FUNDS REPLACED IN THEIR ENTIRETY PER MOTION 09-2023-02

The following is **NOT** a part of these Bylaws. It's simply an aid to those who need to keep track of items the Bylaws say must be performed on a certain schedule.

Timing	Description
Mar 1 st (even numbered years)	Even Area Directors take office. Section I.B President takes office. Section XI.B.1
Mar 1 st (odd numbered years)	Odd Area and DX Directors take office. Section I.B Vice President takes office. Section XI.B.1
Nov 1 st	Begin nominations for Area Director, President or Vice President.
Nov 30 th	Nominations for Area Director end
Dec 1 st – end of Feb in even years.	Audit financial records of the club and submit report to Board by an Audit Committee appointed by the President. Section Error! Reference source not found.
Regular Dec Board meeting or Dec 20 th , whichever comes first.	Nominations for President and Vice President end.
January 1 st	Election balloting begins for ADs, President and VP
Jan 15 th	Election balloting ends for Ads, President and VP. Verbal ballot net to be held.
Jan 26 th	Runoffs begin if required
Feb 7 th	Runoff elections end. Verbal ballot net to be held.
2 nd Saturday (local)	Monthly Board Meeting
Annually before Dec 31 st	Select location for following year annual meeting (Eyeball). Section VII.B. (Preferably much earlier than Dec 31.)

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