



BYLAWS OF THE 3905 CENTURY CLUB, INC.

March 1, 2025

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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.

ARTICLE I. BOARD OF DIRECTORS

A. COMPOSITION OF THE BOARD. The Board of Directors (BoD) is made up as is provided in the Articles of Incorporation and Constitution.

- 1. Qualifications of Area Directors.** All Area Directors must possess the following qualifications.
 - a. Club member.
 - b. Minimum age 18.
 - c. Not be on Club probation.
 - d. Proper licensing with respect to permanent geographic location, in the Call Area or other Amateur Radio subdivision which they would represent, unless the provisions of Bylaws Article X.G.5, pertaining to Special Circumstances Elections apply.
 - e. Operating privileges to transmit on phone bands where the Club conducts net operations.
- 2. Responsibilities of Area Directors.** Each Area Director is responsible for the administration of their respective areas.
 - a. Appointing an Assistant Area Director.
 - b. Appointing an Area Awards Manager.
 - c. Ensuring QSLs are expeditiously checked and awards validated for members residing in their call area.
 - d. Meeting as necessary with their constituents.
 - e. Adjudicating disputed matters within their call area.
 - f. Collaborating with other Area Directors to settle cross-area disputes.
- 3. Duties of the BoD.** All corporate powers must be exercised by or under the authority of, and the affairs of the corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the articles of incorporation.

B. CHAIR OF THE BOARD. One Area Director must serve as Chair of the Board of Directors.

- 1. Organizational Meeting.** After certification of the regular election, but within the first 60 days of the calendar year, the President or President-elect, as appropriate, must call an informal meeting of the returning incumbent Area Directors and Area Directors-elect to select a Chair.
- 2. Selection of the Chair**

- a. The Chair must be selected from the incumbent Area Directors and Area Directors-elect.
- b. In the absence of the Chair, the Area Directors present at a BoD meeting must select an Acting Chair to conduct the business prescribed by the agenda.

3. Duties of the Chair

- a. Schedules and conducts meetings of the BoD as required by Bylaws Article I.D Meetings.
- b. Serves for a period of one fiscal year.
- c. An Area Director may continue as Chair for multiple fiscal years.
- d. Oversees assembly and timely publication of the final agenda required by Bylaws Article I.F at least 5 days in advance of the monthly BoD meeting.
- e. Reviews motions affecting the Constitution, Bylaws, and awards to ensure they are submitted to the proper committees for action prior to BoD action as required by Bylaws Article I.E.6.
- f. Ensures that records of BoD meetings meet Club Bylaws requirements for content before they are brought up for an approval vote.
- g. Calls Special Elections and Special Circumstances Elections as necessary.
- h. Orient Directors-elect by acquainting them with procedures, documents and responsibilities called out in the Club Constitution and Bylaws.
- i. Counsels Area Directors on preparation of motions to ensure completeness for inclusion in the Agenda.

4. Vacancy of the Chair. In the event of a vacancy, the remaining Area Directors must meet as soon as possible to elect a replacement Chair to fill the vacancy for the remainder of the fiscal year.

5. Replacement of the Chair. The BoD may elect a new Chair at any time.

C. TERM OF OFFICE. The term of office of an Area Director is two years. Area Directors from the even-numbered call areas are elected beginning their terms in an even-numbered year, and Area Directors from the odd-numbered call areas and the DX Area Director are elected beginning their terms in an odd-numbered year.

1. Vacancies

- a. In the event of a vacancy of an Area Director having fewer than six months left to serve, the President must recommend an interim Area Director from the affected area for approval by the BoD.
- b. In the event of a vacancy of an Area Director having greater than six months left to serve, a Special Election must be called.

2. Abandonment. In the event an Area Director fails to have his or her area represented for three of the five prior consecutive months at the regularly scheduled BoD meetings, the President must notify the Chair, who must present a motion at the next scheduled BoD meeting to declare the Area Director position vacant. To pass, the motion requires a majority vote of the eleven Area Directors then in office.

D. MEETINGS

1. **Regular Meetings.** Monthly Board Meetings must be held on the second Saturday (local time) of each month to conduct the business of the Club. The meeting must take place at a time and place determined by the Chair. The meeting type and location must allow observation by all interested Club members.
2. **Notice of Meetings.** Notice of each meeting must include the date and time, the type of meeting (i.e., virtual, in person, on-air), and the agenda. The Chair must provide notification to BoD members and Assistant Area Directors via the board reflector and to the general membership via the Club website at least five days in advance of the meeting.
3. **Eyeball Meeting.** The BoD meeting held during the Eyeball gathering will replace the monthly BoD meeting for that month and must be scheduled in conjunction with the dates of the gathering. If feasible, the Eyeball host must provide Internet access to enable attendance by all members.
4. **Special or Emergency Meetings.** The Club President or the Chair may call such special or emergency meetings as are deemed necessary. Other Officers and Area Directors may request that a special or emergency meeting be called by the President or the Chair. Notice of such special or emergency meetings, along with an agenda for such meetings, must be made available to all BoD members and Assistant Area Directors, and to the general membership 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.
5. **Rescheduled Meeting.** If a regular BoD meeting is not held, the Chair must reschedule the meeting as soon as possible, and must ensure that a complete description of the reason is included in the minutes of the next BoD meeting.
6. **Participation by Committee Chairs.** Committee chairs with business before the BoD may address the BoD when recognized by the Chair.
7. **Participation by Non-Board Members.** Other Club members may not address the Board at meetings unless permission is given by their Area Director and the Chair, without objection, at an appropriate time during a meeting. The immediate past president may attend and participate in BoD meetings.

E. MOTIONS

1. **Common Features of Motions.** Motions must be authored and proposed to the Chair only by voting members of the BoD. Motions may be sponsored jointly by two or more voting members of the BoD.
2. **Regular Board Meetings**
 - a. **Motions Requiring Advance Submission.** Motions of the following types must be submitted to the Chair in written form for study, as soon as possible, but no later than seven days before the BoD meeting at which the motion is to be presented.
 - i. Amendments to the Constitution or Bylaws.
 - ii. Awards related.
 - iii. Non-emergency expenditures.
 - b. **Motions from the Floor.** Motions of the following types may be made during a meeting by a voting member of the BoD or, in their absence, their assistant

- c. A motion must not be changed after publication of the agenda. However, changes may be proposed from the floor by a motion to amend.

2. Regular Board Meetings

- a. Must contain prior meeting minutes and Treasurer's report for approval.
- b. Must contain the President's Report.
- c. Must contain monthly committee reports by standing and ad hoc committees.
- d. Must specify Old Business, consisting of motions and discussions carried forward from prior regular meeting(s). If motions are carried forward, the full text of such motions must be included in the agenda.
- e. Must specify New Business, consisting of current motions and discussion topics.
- f. Must be provided electronically by the Chair through current Club method to all members, Area Directors, Assistant Area Directors, and Officers no later than five days prior to the associated meeting.

3. Special and Emergency Board Meetings

- a. Must be provided electronically through current Club method to all members, Area Directors, Assistant Area Directors, and Officers, subject to the specified advance requirements.

G. MINUTES

1. Contents. The minutes of all BoD meetings must contain

- a. Roll call.
- b. The President's Report.
- c. Committee reports.
- d. Full text of all motions proposed as submitted.
- e. Detailed summaries of motion discussions.
- f. Record of votes by title and call sign for each vote.
- g. Detailed summaries of BoD discussions of Club issues.
- h. Proxy notifications.

2. Publication Timeline. Draft minutes must be prepared by the Club Secretary for review by the BoD and membership within ten days following the meeting documented.

3. Retention. BoD minutes are the permanent record of Board actions. Therefore, they must be diligently prepared and carefully preserved in the Club archives forever to provide continuity and to document the historical record of the Club.

H. PROXIES. In the absence of the Area Director and the Assistant Area Director for a particular area, or in the absence of the President or Vice President, an absentee Area Director, President, or Vice President may vote by proxy using either a written proxy or a proxy representative, subject to the following requirements.

1. Definitions:

- a. **Proxy Representative.** A proxy representative is a voting member of the Club who is authorized to vote by an absentee Area Director, President, or Vice President.
 - b. **Proxy Document.** A proxy document is a written directive by an absentee Area Director, President, or Vice President expressing the vote of the absentee.
 - c. **Notification.** Notice of representation either by proxy document or proxy representative must be communicated by email to the Chair, the Secretary, and the President prior to the meeting to which it applies. The Chair and President must acknowledge receipt of the proxy instruction to the absentee Area Director, President, or Vice President by return email.
2. **Proxy Representative (all meetings except Eyeball BoD meetings).** An absentee Area Director may appoint a proxy representative residing in the area they serve. An absentee President or Vice President may appoint any voting member as a proxy representative. The proxy representative may vote on either a single issue or multiple issues as directed by the Area Director, President, or Vice President. A proxy representative counts toward a quorum of the BoD meeting.
 3. **Proxy Representative (Eyeball BoD meetings).** Same as in I.H.2 above, but an absentee Area Director, President, or Vice President may choose to appoint any Area Director, the President, or the Vice President as their proxy representative. A proxy representative counts toward a quorum of the BoD meeting.
 4. **Proxy Document.** An absentee Area Director, President, or Vice President may direct the Chair in writing to vote in his or her stead on specific issues. An absentee Area Director, President, or Vice President may also provide general authority to the Chair to vote in his or her stead on all matters before the BoD at a particular meeting. A proxy document counts toward a quorum of the BoD meeting.
 5. **Revocation of Proxy.** An Area Director, President, or Vice President may revoke a previously issued proxy at any time prior to the meeting at which the proxy was to have been exercised. Notification must be provided as in Bylaws Article I.H.1.c prior to the meeting, unless the Area Director, President, or Vice President is present at the meeting to revoke the proxy personally.
 6. **Duration of Proxy.** A Proxy is valid only for the specific meeting for which it applies.

ARTICLE II. OFFICERS, VOLUNTEER POSITIONS, AND STANDING COMMITTEES

A. Duties of Officers

All Officers must be at least 18 years of age, be Club members, not be on probation, and must have operating privileges to transmit on phone bands where the Club conducts net operations.

1. President

- a. Communicate and administer the policy of the Board of Directors (BoD) to the general membership, specifically, the Articles of Incorporation, Constitution, Bylaws, and BoD policies specified in the NCS guide.
- b. Manage the operation of the nets and associated activities including staffing (Net Coordinators, NCSs, Training Coordinator) and net procedures.

- c. Speak for and represent the Club to outside entities.
 - d. Charter ad hoc committees to address specific Club issues. The President must be an ex-officio member of all such committees and is responsible for monthly reports of their goals, timelines, and progress to the BoD.
 - e. Nominate Election Monitors for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
 - f. Coordinates nomination(s) of the Club Secretary and Treasurer for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
 - g. Appoint the members of the Audit Committee.
 - h. Nominate the members of the Bylaws Review Committee for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
 - i. Call special or emergency meetings of the BoD.
 - j. Recommend to the BoD an interim Area Director to fill a vacant position.
2. Vice President
- a. Must act in place of the President, in the latter's absence.
 - b. Assumes the office of President if the President is unable to serve.
3. Secretary
- a. Nominated by the President, Vice President or an Area Director for approval by the BoD.
 - b. Serves for a period beginning at the first BoD meeting of the fiscal year, and ending at the first BoD meeting of the following fiscal year when the Secretary is approved.
 - c. Prepares minutes as described in Bylaws Article I.D.1 for review by the BoD, for distribution to the membership in draft within 10 days, and for presentation at the next regular BoD meeting for approval.
 - d. Initiates correspondence on behalf of the Club as may be required or as may be requested by the BoD.
 - e. Files Corporation Report to Florida Department of State annually between January 1 and May 1, containing names and addresses of ALL DIRECTORS and principal officers, among other requirements of Florida Statutes 617.1622.
 - f. Files amendments to the Articles of Incorporation with the Florida Department of State as required by Florida Statutes.
 - g. Function as Club Recorder per Florida Statutes 617.1601 and Bylaws ARTICLE VIII - CLUB RECORDS DATING AND RETENTION.
 - h. May be removed by a majority vote of the BoD.
4. Treasurer
- a. Nominated by the President, Vice President or an Area Director for approval by the BoD.

- b. Serves for a period beginning at the first BoD meeting of the fiscal year, and ending at the first BoD meeting of the following fiscal year when the Treasurer is approved.
- c. Maintains the financial records of the Club.
- d. Collects, deposits, and disburses funds.
- e. Prepares annual Club budget for approval by the BoD.
- f. Files IRS Form 990 annually as required by IRS regulations, no later than July 15.
- g. Furnishes all records as requested by the Audit Committee.
- h. Maintains the Reserve Account specified in Bylaws Article V.
- i. May be removed by a majority vote of the BoD.

B. Duties of Volunteer Positions

All volunteers must be Club members and not be on probation.

1. Call Area Specific Volunteer Positions

- a. Assistant Area Director – Appointed by and serves at the pleasure of the Area Director to act in the Area Director’s absence at BoD meetings.
- b. Area Awards Managers
 - i. Each Area Director must appoint an Area Awards Manager who serves at the pleasure of the Area Director for the purpose of validating awards applications. Each Area Awards Manager must verify all contacts on applications, confirm that the award requirements are met, enter approved awards through the on-line system, return the QSLs to the applicant if sufficient postage has been provided by the applicant, and forward the application fee, if any, to the Treasurer.
 - ii. Applicants must submit their applications to the Area Awards Manager for the call area in which they reside. If the Area Awards Manager position in that call area is vacant or if that Area Awards Manager is temporarily not available to check applications due to illness or other absence, applicants must submit their awards to the Area Awards Manager of a different call area as selected by the Area Director of the call area in which the applicant resides. Nothing in this Article is construed as preventing an Area Director from checking QSLs and validating awards for members residing in their call area.
 - iii. Area Award Managers must retain a copy of all approved award applications either paper, electronic or both. Electronic and/or paper records for the area must be maintained in a manner in which they can be conveyed easily to a successor Area Awards Manager.
 - iv. Area Awards Managers must submit their own awards applications to another Area Awards Manager selected by their Area Director.

2. Club-wide Volunteer Positions

- a. Club Historian
 - i. Nominated by Club President for BoD approval.

- (d) Recommending updates to the Elections Procedures Handbook to the Bylaws Review Committee.

d. Webmaster

- i. Appointed by the Club President.
- ii. Serves until a replacement is appointed at the request of the Webmaster or the President.
- iii. Duties and responsibilities of the Webmaster:
 - (a) Maintains the Club website.
 - (b) Maintains the awards database in coordination with the Awards Secretary.
 - (c) Performs IT functions for the Club as needed.
- e. Other Positions – May be appointed from time to time by the President as required for the ongoing operation of the Club. Such positions can be removed by the President or the BoD. Examples of these positions are: Centurion Editor, Century Club Cares Coordinator, and NCS Training Coordinator.

C. Duties of Standing Committees

The chair of each standing committee will submit a monthly report to the Chair of the BoD for inclusion in the monthly BoD meeting agenda.

1. Awards Committee

- a. The Awards Committee is appointed by the Club President each year at the beginning of the fiscal year for the purpose of reviewing and clarifying awards issues, creation of new awards and recommendations to the BoD regarding awards related issues. The Awards Secretary must be a member of the Committee. The Committee is limited to five (5) club members appointed from current or past Area Awards Managers or Master's Degree holders. The term of the appointment is for one year.
- b. Any member of the Awards Committee or any voting member of the Club can submit proposals for new awards or modifications to existing awards. If the Awards Committee agrees to move forward, they must send their recommendations to the BoD by any BoD member. This is necessary for the proposal to be included on the agenda for final approval.
- c. Except for minor adjustments like fixing typographical and grammatical mistakes or making changes that do not significantly alter the requirements or procedures of the award, the Awards Committee must not implement any new awards or modify existing ones without the BoD's prior approval. The Awards Committee is responsible for reporting any such changes in their monthly status report.
- d. Duties and responsibilities of the Awards Committee:
 - i. Consider proposals for new awards, and submit those which are recommended by the committee for the approval of the BoD.
 - ii. Clarify the rules for awards.

- iii. Design new awards and programs which may be initiated by the Committee or the BoD.
 - iv. Generate monthly status reports for the BoD, including ongoing projects, completed projects, and any changes made to existing award documents.
- 2. Presidential Advisory Committee – 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 five (5) club members appointed from among past Presidents and Master’s Degree holders. The committee will have a Chair appointed by the President and the committee will advise the President as requested and needed. The term of the appointment is for one year. No official business of the Club will be conducted by the Committee.
- 3. Bylaws Review Committee
 - a. Appointed by the Club President with the approval of the BoD each year at the beginning of the fiscal year. The Committee must consist of five (5) people, appointed from Master’s Degree Holders, past Presidents, past Vice Presidents, or current or past Area Directors and Club Secretaries. The term of the appointment is one year. At its first meeting of the fiscal year the Committee must select a Chair.
 - b. Conduct ongoing reviews of the Constitution and Bylaws, and recommend changes to the BoD. Area Directors must forward all proposed language for Constitution or Bylaws amendments to the Committee Chair for review.
 - c. The Chair of the BoD must ensure that any proposed Constitution or Bylaws amendment has been reviewed by the Committee prior to being placed on the agenda.
 - d. The Committee Chair will submit a monthly report to the BoD detailing the status of all committee activities.
- 4. Audit Committee
 - a. The Audit Committee is appointed by the President. The Committee must consist of two (2) voting members. The term of the appointment is one year.
 - b. Within ninety (90) days after the closing of each fiscal year, the Audit Committee must perform an annual audit on the financial records of the Club and submit an audit report to the BoD.
 - c. In the event of a vacancy in the office of the Treasurer, the Audit Committee must perform an audit not more than sixty (60) days after the vacancy occurs. If the vacancy occurs prior to the audit referred to in 4.b, that audit is deferred to the following fiscal year.

ARTICLE III. MEMBERSHIP

- A. Membership requirements are as set forth in the Articles of Incorporation and Constitution and the following requirements:
 - 1. **Full voting member.** An individual operator becomes a member upon earning a 100-Point Award on any of the nets operated by the Club.
 - 2. **Associate (non-voting) SWL member.** An SWL becomes a member upon earning the SWL Award on any of the nets operated by the Club.

3. **Associate (non-voting) club member.** A club station becomes a member upon earning its first 100-Point Award on any of the nets operated by the Club.
- B. Voting members have a responsibility to vote in electing Club leaders.
- C. **Members' Rules of Conduct.**
1. Members have the **RIGHT** to respectful treatment by the Club and its volunteers.
 2. Members must act **RESPONSIBLY** and **RESPECTFULLY** when participating in Club nets and activities.
 3. Members working toward completing awards have the **RIGHT** to expect a high rate of QSLs in a timely manner, and the **RESPONSIBILITY** to also QSL in a timely manner.
 4. Members have the **RIGHT** to expect valid QSLs, and the **RESPONSIBILITY** to not falsely issue outgoing QSLs or alter received QSLs.
 5. Members have the **RESPONSIBILITY** to share positive, helpful communications on the nets, NetLogger AIM, Zoom meetings, opt-in reflectors, social media, and other Club activities. Members have the **RIGHT** to receive those communications free of abuse, political opinions and other disruptive topics.
 6. 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 thorough and fair review by appropriate Club leadership during adjudication of any disputes.
 7. Members have the **RIGHT** to expect officially approved, current award applications available on the Club website and the **RESPONSIBILITY** to use only those applications for award submission approved by the Awards Committee.
 8. Members have a **RESPONSIBILITY** to lodge any complaint only to their Area Director. Members having complaints, and members with complaints lodged against them, have the **RIGHT** to a private discussion with their Area Director(s) with the intent to resolve the issue before the Board takes disciplinary action.
- D. **Resignation of Membership**
1. If a member, for whatever reason, wishes to resign from the Club, that member may do so by sending a letter of resignation to the Club President via either postal or electronic mail.
 2. The Awards Secretary must vacate all awards and certificates held by the resigning member and must **permanently** mark the certificate numbers voided.
 3. Resigned members must not participate in Club activities or apply for Club awards for a period of two years forward from the date of resignation.
 4. An individual may not apply for membership after a second resignation.
- E. **Rules Violations and Detrimental Conduct.**
1. **Violation of communication laws.** When notified by a licensing authority of violations of the communication laws or regulations under which the Club member operates at the time of his/her participation in Club activities, including willful interference on our nets, the responsible Area Director must immediately upon notification refer the matter to the BoD for resolution under III.F or III.G.

2. **Club related detrimental conduct.** After the responsible Area Director(s) attempts to resolve a conduct issue without resolution, the responsible Area Director(s) must refer the matter to the BoD within 30 days for resolution under III.F or III.G. Detrimental conduct is defined as follows:
 - a. Violation of the Members' Rules of Conduct.
 - b. Violation of net policies related to disruptive behavior.
 - c. Such other actions the BoD determines as detrimental to orderly operation of the Club.
 3. **Method of referral.** For all communication law violations and unresolved detrimental conduct, the responsible Area Director(s) must initiate BoD action by submitting either a motion of censure or a motion of revocation of membership. The BoD must consider the motion via a formal vote to penalize the member or members through either a formal censure or revocation of membership as provided in Paragraphs III.F and III.G of this section.
- F. Formal Censure and Probation** – For any initial offense by a member, the BoD may choose to formally censure the member, which places the member on probation for six months and suspends the member's Club privileges as defined in III.F.2.
1. **Written notice.** The BoD 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 is subject to a probationary period of six months from the date of approval of the Motion to Censure and will vacate any Club offices held at that time. The censured member must not participate in Club activities, including but not limited to applying for awards, participating in nets, holding any Club volunteer position, voting in Club elections, or standing for any elected position during the probationary period.
 3. **Effective date; no right of appeal.** Formal Censure is final upon approval by the BoD, and the BoD will not grant the member the right to appeal. The motion for Censure must include an implementation timeline indicating start and end dates of the probation.
 4. **Violation of probation.** Should a censured member violate any of the provisions of the probationary period, the BoD must initiate the revocation process described in III.G.
- G. Revocation of Membership** – The BoD may revoke membership of any member if it determines that the offense is sufficiently flagrant. Revocation is mandatory for a previously censured member who commits a second offense. Revocation requires a majority vote of the BoD members present as described in Article III.H below.
1. **Written notice.** The BoD must 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 BoD, and the BoD must not grant the member the right to appeal.
 3. **Removal from Club office(s).** Upon revocation, the BoD must remove any member from any and all non-elected club positions. In the case of an Area Director, President or Vice President, the Chair must schedule a recall election.

4. **Removal from Club membership rolls and revocation of awards.** The Webmaster must remove the former member's name, call sign, and member number from the membership rolls. The Awards Secretary must vacate all awards and certificates held by the former member and mark the certificate numbers for those awards "voided". Depending on the nature of the offense, the BoD may specifically declare contacts made with the revoked member, in whole or part, invalid for awards.
 5. **Option to resign.** A member who is under consideration for revocation may optionally resign subject to the provisions of Article III.D, 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 motion's sponsor will withdraw the motion for revocation.
 6. **Permanent exclusion.** Revoked former members may not reapply for Club membership.
- H. **Common Policy for Censure or Revocation** – The Board of Directors (BoD) must strictly follow the policy outlined in this section for the censure or revocation of a member. The Chair will not permit a vote on a motion for censure or revocation until all the appropriate BoD members complete all the specified steps, numbered 1 through 6 below, in accordance with their established timeline.
1. **Motion to censure or revoke.** A voting member of the BoD must bring a motion to initiate censure or revocation under any provisions of Article III.E before the BoD at a regular or special meeting. The motion must include a full and detailed description of the member's violation.
 2. **Automatic table.** When a BoD member files a motion for censure or revocation before the BoD, the rules require the BoD to table the motion for action under Article III.H.3.
 3. **Notice of Service.** Within five days of a BoD member filing a motion for censure or revocation, the President must notify the member in question by certified mail and email, with copies to the Club Secretary and Chair. The President must document these attempts and send the records to the Secretary and Chair, who will include them in the agenda of the relevant BoD meeting.
 4. **Response by Member.** The member has the right to submit facts to the BoD for consideration within fifteen days of receipt or attempted delivery.
 5. **Failure to respond.** In the event the Club member does not present facts to the BoD within fifteen days, the BoD must proceed to vote on the motion to censure or revoke at the relevant BoD meeting with no further deliberation.
 6. **Deliberation by Board.** Upon timely receipt of a response by a member, the BoD must deliberate for no more than seventy-two hours before voting on the motion to censure or revoke at a regular or special meeting of the BoD.
 7. **Voting.** The motion for revocation or censure requires approval by a majority of the BoD members present. Upon approval, the BoD must direct the President to immediately initiate the censure or revocation process.
 8. **Exoneration; Double Jeopardy.** If the motion to censure or revoke fails, the Club must restore the member to good standing. No voting member of the BoD may submit the same motion to censure or revoke for that specific violation more than once.

I. **Use of Contacts with or by Resigned, Revoked, or Censured Members**

1. **Contacts with Resigned or Revoked Members.**

a. **Use of Contacts.**

- i. Current members may use contacts made prior to the date of resignation or revocation on award applications unless the BoD chooses to designate contacts ineligible for use in whole or part as per Article III.G.4.
- ii. Resigned members who reapply for membership may use contacts made before their resignation to obtain future awards, which may be the same as the voided awards the member held prior to their resignation. Contacts that the BoD designated as invalid per Article III.G.4 remain ineligible.

- b. **Use of Certificates.** The awards secretary voids certificate numbers, making them unusable on award applications.

2. **Contacts with Censured Members.**

- a. **Use of Contacts.** Members may use all contacts on award applications.

- b. **Use of Certificates.** Members may use certificate numbers on award applications.

ARTICLE 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.

ARTICLE V. CLUB OPERATIONS

A. **Net Policies**

1. **Definitions**

- a. **Turn.** The time starting when NCS grants a checked-in operator the opportunity to make an approved number of calls, to when the operator relinquishes control back to the NCS.
- b. **Running a List.** The practice of compiling a list of stations wanting to work a specific station.
- c. **Special Event Day.** A 3905 Century Club specific net or series of nets on a single day with special net procedures.
- d. **NCS.** Net Control Station operator conducting the net.

- e. **On The Line or On The Point.** Operating simultaneously from two or more adjacent geographic entities, while complying with all governing entities' laws and regulations.
 - f. **Round.** A "round" within a net refers to the interval starting when the first check-in station begins their turn, and continuing until the final checked-in station has completed their turn. There may be multiple such rounds within a single net.
 - g. **Combo.** Two members of an immediate family who are licensed operators checked in to the net as defined in Article VI - AWARDS.
 - h. **Disruptive Behavior** is defined as any of the following:
 - i. Interfering with the operation of a net.
 - ii. Questioning the authority of the NCS.
 - iii. Questioning the procedures followed by the NCS.
 - iv. Berating other members.
 - v. Questioning license classes and information via licensing database lookups.
 - vi. Any other activity deemed disruptive by the NCS.
2. Net policies in Bylaws Article V.A. are the foundation for development of net operating procedures contained in the document "NCS Guide: Procedures for Net Control Stations". The NCS Guide and training materials must not deviate from these policies.
 3. NetLogger is the official NCS live logging program for the 3905 Century Club. All NCSs must live log using the most recent version of NetLogger.
 4. Nets are controlled by various amateurs as scheduled by the Net Coordinators. In the absence of the scheduled NCS, any properly licensed amateur radio operator may function as NCS for a net.
 5. The club operates nets on 160 meters, 75-80 meters, 40 meters, and 20 meters. The Club must select net frequencies within the portions of the amateur bands where US general class operators have operating privileges.
 6. With prior authorization by the President and Net Coordinator, NCSs may hold a Special Event selected from the list provided in the NCS Guide.
 7. The NCS must never run a list.
 8. Check-ins are limited to three call signs per individual: the call sign of the operator, one optional club call sign and one optional special event call sign per geographic entity.
 9. If located on lines or points, each operator is entitled to a check-in line for each call sign and geographic entity. Calls to or from the operator are considered simultaneous contacts with each geographic entity claimed.
 10. The NCS must accept what an operator declares as their operating status or location, for example: YL, combo, state capital, on the line, etc.
 11. Club call signs and special event call signs may not be passed on or assigned to any other operator during a single net session.

12. The President and QSL Bureau Managers may request their turn at any time during the current round.
 13. NCS has the authority to immediately check-out (or mute on AIM) operators who are disruptive, either on the air or on AIM, if they fail to comply with NCS direction. An operator or NCS with a complaint must contact their Area Director for resolution.
 14. If at any time during the net, a combo member contacts an operator or an operator contacts a combo member, the operator is permitted at their discretion to work both members of that combo.
- B. The Club Operations Manual**
1. There must be a Club Operations Manual.
 2. The Vice President is responsible for maintenance of the Club Operations Manual, which must contain:
 - a. Job duties and procedures for Club Officers, volunteer positions and standing committees as described in Article II.
 - b. A list of responsible positions and corresponding Club Website content that they manage.
- C. The Club BoD Quick Reference Guide is a one-page document consisting of commonly used excerpts from the Constitution and Bylaws such as:**
1. There must be a Club BoD Quick Reference Guide.
 2. The sitting Chair is responsible for maintenance of the Club BoD Quick Reference Guide, which must contain information regarding:
 - a. Submitting a motion.
 - b. Director responsibilities.
 - c. Structure of the Club.

ARTICLE VI. CLUB AWARDS

The Club issues a variety of operating awards for making confirmed contacts on Club nets, consisting of progressive and other operating awards. Additionally, the Club issues service recognition awards and NCS performance awards.

A. Definitions

1. **Operating Awards** are awards earned by making contacts on Club nets.
 - a. The **Progressive Awards** consist of point-based awards starting with 100-point (the initial membership award) and progressing through 500-point, and successive increments of 1000 points.
 - b. Applicants earn **Non-progressive Awards** by making contacts in specific categories such as mobile awards, worked all states awards, and other special category awards. See current award applications available on the Club website for details.
2. **Other Awards** consist of awards not defined in VI.A.1 above.
 - a. A **Baker's Dozen Certificate of Appreciation** is a recognition accorded to the assisting mobile or portable station operator when an individual earns the

Baker's Dozen award. These certificate numbers represent honorary acknowledgments and are not eligible for use in applying for any other Club awards.

- b. **Annual service and recognition awards** recognize individuals for superior service. The Club President authorizes annual service awards. See VI.G for details. These certificates represent honorary acknowledgments and are not eligible for use in applying for any other Club awards.
 - c. **NCS performance awards** recognize NCS operators who have accumulated the required number of points by performing specified NCS duties on Club nets. The Awards Secretary automatically issues these awards, which do not require an application or fee. These certificate numbers represent honorary acknowledgments and are not eligible for use in applying for any other Club awards.
 - d. **Shortwave Listener (SWL).** Participants earn the SWL award by submitting QSLs confirming monitored contacts made on Club nets.
3. For awards purposes, a **call sign** consists of several elements as shown below. Additional call sign modifiers may appear before or after the call sign. See IARU, CEPT, and specific country reciprocity agreements for details.

CALL SIGN COMPONENTS				
CALL SIGN	PREFIX	ASSIGNED CALL IDENTIFIER	SUFFIX	MODIFIER
KA7ABC	KA	7	ABC	
WA3EOP/M NY	WA	3	EOP	/M NY
VE4ABU/W8	VE	4	ABU	/W8
NJ2LH/P NJ	NJ	2	LH	/P NJ
HK/AA1NA	AA	1	NA	HK/

- a. For specific awards, any call sign modified by PORTABLE (/P) or MOBILE (/M), and location, is a different call sign. Permissible operating types are fixed, portable and mobile in the home state (Canadian province/territory or other DX), and portable and mobile in each of the other 49 states (Canadian province/territory or other DX), each qualifying as a "different" call sign. See current award applications available on the Club website for details.
- b. An applicant may not use any call sign held by an individual more than once in all progressive award levels for a particular band/mode. An individual holding a reissued call sign is considered a different call sign. Some non-progressive awards may have similar restrictions. See current award applications available on the Club website for details.
- c. An applicant may reuse QSLs used on progressive awards to apply for other awards.
- d. Members may reuse QSLs used on other, non-progressive awards unless prohibited by the award application.

- e. Non-progressive awards may permit the use of a call or prefix more than one time. See current award applications available on the Club website for details.
4. **Station operation.** There are three types of station operation: fixed, mobile and portable.
- a. Station operation definitions:
 - i. **Fixed.** Operation from a licensee's home station, typically, but not necessarily, the address as found in the records of the FCC, ISED or other licensing authority. The licensee uses no callsign modifier on the air or on QSLs.
 - ii. **Mobile.** Operation of station equipment mounted in or on a land, sea or air vehicle. The operator of the vehicle must do so in a safe and legal manner with the station equipment installed. The licensee uses callsign modifier "/M state, province, or DXCC entity", on the air and on QSLs.
 - iii. **Portable.** Operation other than fixed or mobile as defined above. The licensee uses callsign modifier "/P state, province, or DXCC entity", on the air and on QSLs.
 - b. Common among all three types of station operation are the following:
 - i. The receiving, transmitting, and antenna equipment all share the same location.
 - ii. The location is where the receiving, transmitting, and antenna equipment all share the same location.
 - iii. The licensing authority governing operations at the transmitter location must permit the means of control for each type of station operation, whether controlled locally or remotely.
 - iv. Each type of operation uses the same callsign modifier for stations with either local or remote control.
5. **QSLs** are defined as written or printed confirmations of a successful two-way communication between two stations provided independently by each participating station.
- a. **Written** refers to any text that is created by hand, digitally typed, or electronically generated, provided it is a discrete, standalone representation of a confirmation. This includes individual confirmations collected and presented directly with the award application, such as within a compiled PDF document. It must not consist of links or references to an external online resource, website, system, or tool.
 - b. **Printed** refers to any text or design that has been physically reproduced onto a tangible medium, such as paper or card stock. The printed QSL must be a discrete, standalone representation of the confirmation, and be included directly with the award application. It must not consist of links or references to an external online resource, website, system, or tool.
 - c. Area Awards Managers must accept originals, paper copies, or electronic copies as documentation accompanying award applications.

6. A **confirmed contact** consists of two-way communication exchanging signal reports verified by a third party during a Club net. For awards purposes, a confirmed contact must be documented by a valid QSL as defined in VI.A.5.
7. A **combo** is any two people in the same immediate family checked into the same net session from the same station.
 - a. Members of the combo are limited to:
 - i. Spouse and Spouse (means two individuals lawfully married to each other)
 - ii. Parent and Child
 - iii. Grandparent and Grandchild
 - iv. Sibling and Sibling
 - b. If more than two members of the same family check in on the same night, from the same location, a station may contact only two of them as a combo on a single call.
8. A **Certificate Holder** has earned an award certificate with a valid certificate number.
9. A **Wild Card** is any certificate holder of the 1000-Point or higher progressive awards. For the 1000-Point award, an applicant must use a certificate number of a 1000-Point award as a Wild Card. For the 2000-Point and higher progressive awards, applicants must use the certificate number from the 1000-Point award directly below the level they are applying for as a Wild Card. See current award applications available on the Club website for details.
10. A **Super Wild Card** is any certificate holder of the 3905 Century Club Master's Degree Award. The applicant may substitute the Master's Degree certificate number for any one and only one contact on awards that permit use of a Super Wild Card. Once an applicant uses a Super Wild Card on any award, the applicant may never use it again on awards that permit use of the Super Wild Card. See current award applications available on the Club website for details.
11. **State Capital.** A station must operate within state capital boundaries at the time of the contact.
12. **QRP Station.** A QRP station uses 10 watts or less output power. All award certificates issued to QRP stations must bear the designation "QRP".
13. **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. For award purposes, stations on boats and planes operating legally within the claimed territorial limits of a DX entity are DX associated with the claimed entity.
14. **2-LETTER CALLS** are callsigns with two or fewer letters in suffix. For example, 1x1, 1x2, 2x1, and 2x2 callsigns.
15. **Directors, Officers, and VIPs.** For purposes of awards, the terms DIRECTOR, OFFICER, and VIP refers to the person holding some Club position, which makes them a valid contact for the Club Officers and VIPs Award. See current award applications or Club leadership information available on the Club website.

B. QSL Requirement. Each award applicant must provide a QSL for each contact claimed on an award application.

1. Information required on all QSLs for awards purposes:
 - a. The call sign and named location by US state, Canadian province, or DXCC Entity outside of the United States of the operator sending the confirmation
 - b. The call sign of the station communicated with, along with any modifiers as defined in VI.A.3 above
 - c. The date and time in UTC
 - d. The frequency or radio band used
 - e. The communication mode
2. Information required on Mobile or Portable QSLs:
 - a. Type of station operation (Mobile or Portable)
 - b. The call sign and location of the operation
3. The above represent minimum mandatory requirements for QSLs. Individual award applications contain additional information about optional notations for those awards.

C. Effective Dates. The effective dates for all awards issued by the Club are:

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

D. Requirements for All Operating Awards

1. An applicant must earn a 100-point certificate on a given band/mode before any other Club awards on that same band/mode.
2. Awards that are not band/mode specific require a 100-point certificate on any band/mode.

E. Progressive (Points) Awards – 100, 500, 1000, 2000 Points and Above

1. This is the primary awards program of the Club. An operator must make all contacts for each of the progressive levels on a single band/mode.
2. An applicant may not use any call sign held by an individual more than once in all progressive award levels for a particular band/mode. See definition in VI.A.3 above.
3. An applicant may use the Wild Card in the following manner.
 - a. On the States section of the 1000-point award, or Level III of the 2000-point or higher progressive awards, except for Alaska and Hawaii, an applicant may use up to a total of four Wild Cards for state prefixes only, limited to one Wild Card per state.
 - b. An applicant may also use a Super Wild Card. See VI.E.4 below for details.
4. An applicant may use the Super Wild Card in the following manner.
 - a. Applicants may use one and only one Super Wild Card only in the States section of the 1000-point award, or Level III of the 2000-point or higher progressive awards, except for Alaska and Hawaii.
 - b. The Super Wild Card serves as an additional Wild Card that applicants can use in addition to the four regular Wild Cards on the progressive award.
 - c. An applicant may use one Super Wild Card and one Wild Card for a single state.
 - d. An applicant may use a Super Wild Card once and only once in the applicant's lifetime.
5. Progressive award rules are as follows:
 - a. **100-POINT AWARD** (LEVEL I in applications for progressive levels 2000 or greater) – The point system of the 100-point award is:
 - i. STATE CAPITALS = 10 points
 - ii. 2-LETTER CALLS = 5 points
 - iii. DX = 5 points
 - iv. YLs = 5 points
 - v. COMBOS = 10 points
 - b. **500-POINT AWARD** (LEVEL II in applications for progressive levels 2000 or greater) – For 400 additional points beyond the 100-point level using any combination of the following:
 - i. STATES = 5 points – No fewer than 25 required, not more than two unique contacts per state.
 - ii. DX = 10 points
 - iii. YLs = 5 points
 - iv. COMBOS = 10 points
 - v. 2-LETTER CALLS = 5 points
 - c. **1,000-POINT AWARD** (LEVEL III in applications for progressive levels 2000 or greater) – For 500 points beyond the 500-point endorsement.

- i. STATES = 1 point except as noted below:
 - (a) An applicant must contact 5 different prefixes in each state, earning 1 point per contact, except for Alaska and Hawaii.
 - (b) Alaska and Hawaii require only one contact, each worth 5 points.
 - (c) Wild Cards can replace up to 4 contacts in the state section, but only one Wild Card can be used per state. See definition in VI.A.9.
 - (d) Additionally, one Super Wild Card can be used to replace any one contact for any one state.
 - (e) Wild Cards and Super Wild Cards must not be used for Alaska or Hawaii.
 - (f) MOBILES – 10 required at 10 points each.
 - (g) DX – 15 required at 10 points each, with a MINIMUM of 5 DIFFERENT COUNTRIES.
- d. 2000-POINT AWARD – The rules and categories match those for the 100-Point, 500-Point, and 1000-Point Awards (LEVEL I, LEVEL II, LEVEL III), and applicants must not reuse call signs from previous applications.
- e. Greater than 2000-POINT AWARDS - Applicants may continue their progression in 1000-point increments. A Wild Card is a holder of the next lower progressive award than the current application level.

F. Other Awards Earned by Net Contacts

This constitutes the second branch of the Club Awards Program. Members may use QSLs from progressive awards on other awards, and QSLs from other awards on progressive awards. Members may reuse QSLs used on other awards unless prohibited by the award application. See current award applications available on the Club website for details.

G. Presidential Awards

1. **KD3FM Service Award** – An annual award for exceptional service to the Club. The BoD authorizes the President to designate one recipient of this award per year. The BoD may suggest suitable candidates. The President must select the recipient annually at least 45 days prior to the next scheduled annual meeting.
2. **K7MFG NCS of the Year Award** – An annual award issued to one active net control station for dedication and volunteer service as the premier net control station of the year. Selected by the President in collaboration with the Net Coordinators. The BoD authorizes the President to designate one recipient of this award per year. The BoD may suggest suitable candidates. The President must select the recipient annually at least 45 days prior to the next scheduled annual meeting.
3. **W1BML Ambassador Award** – An annual award recognizing a Club member who delivers exceptional service encouraging newcomers and welcoming them to our nets. The BoD authorizes the President to designate one recipient of this award per year. The BoD may suggest suitable candidates. The President must select the recipient annually at least 45 days prior to the next scheduled annual meeting.

4. **KE9OI Excellence in Service** – A recognition award for lifetime service to the Club. Selected by the President on a meritorious basis.
5. **Mobile of the Year Award** – An annual award extending gratitude and appreciation for bringing mobile contacts to the Club nets. Selected by the President.
6. **Area Awards Manager of the Year** – An annual award issued to one active Area Awards Manager. Selected by the Awards Secretary in collaboration with the President.
7. **Certificates of Appreciation** – The President may issue no more than twenty-five certificates of appreciation for meritorious service annually in collaboration with the Presidential Advisory Committee. Club members may submit suggestions to the President.

ARTICLE 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.

ARTICLE 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.

ARTICLE 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.

ARTICLE X. 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 Chair 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 Bylaws Article 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 Chair 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 Article X.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 X.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 Chair 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.

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	ARTICLE V.B PROCEDURE FOR HOLDING A SPECIAL NET. DEFINITIONS OF TYPES OF SPECIAL NETS MOVED TO NCS MANUAL.
9/1/2023	ARTICLE XI - RULES ELECTIONS REPLACED IN ITS ENTIRETY PER MOTION 08-2023-01
10/1/2023	ARTICLES IV, VII, VIII AND IX: GENERAL INFORMATION, ANNUAL MEETINGS, DATING OF FORMS AND FUNDS REPLACED IN THEIR ENTIRETY PER MOTION 09-2023-02
3/1/2024	ARTICLES I BOARD OF DIRECTORS AND II OFFICERS - REPLACED IN ITS ENTIRETY PER MOTION 2024-01-B
7/1/2024	ARTICLE V CLUB OPERATIONS - REPLACED IN ITS ENTIRETY PER MOTION 2024-06-01.
9/1/2024	ARTICLE X. AGENDA CONSOLIDATED INTO ARTICLE I. BOARD OF DIRECTORS. ARTICLE XI RENUMBERED AS ARTICLE X.
12/1/2024	ARTICLE II RESPONSIBILITY FOR IRS FORM 990 FILING PER MOTION 2024-11-01. ARTICLE III MEMBERSHIP REPLACED IN ITS ENTIRETY PER MOTION 2024-10-01.
03/01/2025	ARTICLE V.D DELETED AND ARTICLE VI. CLUB AWARDS – REPLACED IN ITS ENTIRETY PER MOTION 2025-02-01.

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. Article X.B.1
Mar 1 st (odd numbered years)	Odd Area and DX Directors take office. Section I.B Vice President takes office. Article X.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.
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). Article VII.B. (Preferably much earlier than Dec 31.)