



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

23-Aug-2017

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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.
  - 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.** All new matters to be brought before the Board must first be introduced as a motion under new business, after which the motion will be placed on the agenda for consideration at the next regularly scheduled meeting of the Board. Any such motions which are deemed, by a majority of the members of the Board in attendance, to meet the criteria listed under any section of bylaws section X., subsection E. will be given the exception granted therein.
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- 1.** 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 on a frequency to be determined by the Board Chairman. In the alternative, the meeting may take place in a chatroom, or simultaneously on the air and in a chatroom, as may be determined by the Board Chairman. Notice of each meeting, shall include the date and time of the meeting, identity of and directions to the chatroom to be used for the meeting, if any, and together with an agenda for such meetings, shall be provided to all Board members, their alternates, and to the general membership at least 5 days in advance of such meeting. Notice of the frequency of the meeting, if any, shall be provided at least 10 minutes prior to the meeting. Any notice required to be given under this paragraph shall be made via the 3905chatgp, 3905checkins and Hamtown reflectors at a minimum. Any chatroom used for a meeting shall be one to which any club member is eligible to subscribe so as to allow the general membership to listen in as if the meeting were held on the air. Should a regular Board meeting not be held for reasons of propagation, lack of a quorum, etc., 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.
  - 2.** 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.

3. Nothing in this section shall be construed to imply that non-Board members may participate in Board meetings.

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- 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. Duties of Directors –
    1. A director shall be responsible, in concert with the other directors, for conducting the business of the Club.
    2. 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.
    3. 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.

## **G. 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 presenting and administering the policy of the Board of Directors to the general membership and overseeing the operations of the nets, and associated activities. He/She shall have the right to designate club members to act in his/her stead in these functions.
- b. 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.
- c. 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. 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.
4. 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 are to be made available to all Board members for prompt approval (formal or informal) no later than 5 days following any Board meeting, and are to be made available to the general membership after required corrections are applied, not to exceed 10 days following any Board meeting. Also responsible for initiating any correspondence on behalf of the Club as may be required or as may be requested by the Board.
5. 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 the keeping of the financial records of the Club including, but not limited to, the collection, deposit and disbursement of funds. Within 90 days of the closing of each fiscal year that ends in an even numbered year, an audit will 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.
6. At the discretion of the Board at the time of electing a Secretary and Treasurer, one person may be elected to both offices.
7. 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 Awards Secretary will be elected by the Board of Directors and shall serve until a replacement has been elected at the request of the Awards Secretary or the President. These duties may be shared with an Assistant Awards Secretary appointed by the President.
8. Assistant Awards Secretary –
  - a. Shall be responsible for maintaining an accurate computerized database of all awards holders, for assigning certificate numbers to awards, and for prompt transmittal of details of new awards holders to the Awards Secretary, Webmaster and to any other person(s) designated to present this information to the general membership.

**9. 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 Historian will be elected by the Board of Directors and shall serve until a replacement has been elected at the request of the Historian or the President.

**10. 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.

**11. 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.

**12. Area Awards Managers –**

- a. Will be appointed in each call area, by the area director, for the purpose of validating awards applications. It shall be the duty of awards manager to check all QSLs against applications, return the QSL cards to the applicant, and forward the validated application and fees to the Awards Secretary. It shall be the responsibility of the applicant to supply adequate return postage for his/her QSL cards. Each award application must be supported by valid QSL cards or a photocopy thereof.

- C. Other Officers may be appointed from time to time by the President as required for the ongoing operation of the Club.

### **III. MEMBERSHIP –**

- A.** Membership requirements are as set forth in the Constitution and the Articles of Incorporation; i.e., membership in the Club is open to all properly licensed amateur radio operators who have privileges in the portions of the radio spectrum in which the Club conducts operations.
- B.** Club Membership is granted to individual operators upon earning of a 100-Point Award on any of the nets operated by the Club. 100-Point Awards earned by club calls or special event calls do not confer Club 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, whether or not a club member.
- C.** Club membership will be revoked by a majority vote of the full Board of Directors 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.** Filing false claims for awards.
  - 3.** Consistent interference with the net control station after being asked to stand by, or consistent refusal to follow the procedures laid down by the net control station.
  - 4.** Consistent failure to QSL net contacts.
  - 5.** Such other actions as shall be determined by the Board of Directors to be detrimental to orderly operation of the Club.
- D.** Persons whose club membership is under consideration for revocation under any of the provisions of Paragraph C above, of this article, shall be given the opportunity to, within 15 days of being informed of the intent to revoke club membership, present facts to the Board concerning the practice in question.
- E.** No vote shall be taken by the Board to revoke a person's club membership until such opportunity is provided, and in each such case, the final revocation shall not occur until the meeting following the Board meeting at which the revocation is proposed.
- F.** In the event the club member chooses not to present facts to the Board within 15 days of notice of intent concerning the proposed revocation, the Board will then proceed with the revocation at the next meeting of the Board with no further deliberation.
- G.** If the individual whose club membership is being considered for revocation does provide the Board with information, explanations or facts within 15 days of being informed of the intent to revoke club membership, the Board will make the final and binding decision as to whether the results merit revocation and, if so, will proceed with such.
- H.** If a club member, for whatever reason, wishes to resign from the Club and have his name removed from the rolls and his certificates vacated, that club member may do so by sending a letter to the President of the Club asking that such action be taken. The Awards Secretary will be furnished a copy of the letter and all certificates for that person making the request will be vacated and the certificate numbers shown on the rolls will be marked "voided." Such action will not prevent other general members of the club from using past contacts and certificate numbers of the resigned club member for the purpose of awards for themselves, regardless of the filing date of such applications.

### **IV. GENERAL INFORMATION –**



- A. A club and net information packet may be obtained by making this request to our Club Information Officer. Net information may also be obtained from the official Internet Club Web Site as announced on the nets.
- B. Club Domestic QSL Bureaus – The Club operates its own QSL bureaus in conjunction with each of its nets. These are operated on a volunteer basis. Anyone making contacts on the Club nets is welcome to use these bureaus for such contacts, free of any charge, provided that he/she keeps the bureau manager supplied with self-addressed, stamped envelopes for the return of incoming cards.
- C. DX QSL Bureau – The Club operates its own DX QSL Bureau. This bureau is operated on a volunteer basis. Anyone making DX contacts on the club nets is welcome to use this bureau for such contacts upon payment of any reasonable per card usage fees that may be assessed by the DX Bureau Manager to pay for its cost of operation. Cards received from DX stations by the DX Bureau will be distributed via the Domestic QSL Bureaus, so those domestic stations using the DX Bureau must also maintain self-addressed stamped envelopes in the Domestic QSL Bureau(s).

## **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. Special Events may be held, twice per week maximum, with Special Events to be selected from the list contained in this Article. This total of two events per week is to be shared among all of the club's nets. Net Controls may not hold a Special Event night without prior approval of the Net Coordinator, and the Net Coordinator must have the prior approval of the Club President. Exceptions: with above approvals, more than two Special Events may be run during the week of the eyeball annual meeting (Tuesday – Monday UTC), and also on the following days (PST/PDT): Christmas Day, New Year's Day, Independence Day, and "3905CC Founder's Day" (February 7<sup>th</sup>).

Special Events may be selected from the following list:

- 1. LADIES NIGHT – All YLs checking in get two calls on each turn.
- 2. CAPITALS NIGHT – All Capitals checking in get two calls on each turn.
- 3. OFFICER NIGHT – All OFFICERS (see Section VI.D.5.a) checked in get two calls on each turn.
- 4. NEWCOMERS NIGHT – All newcomers checked in get two calls on each turn.
- 5. RODEO NIGHT – Each check in will get one minute of time to make as many calls as possible in that time period. If they are in the middle of a call at the end of the minute, they may complete that call. Calls will be timed by the NCS.
- 6. OLD TIMERS NIGHT – Any charter member or a 100-Point certificate holder for 10 years or more, checked in, will get two calls on each turn.
- 7. MOBILE NIGHT – All mobiles checked in get two calls on each turn.
- 8. OTHER SUBJECTS – May be used for Special Events night when properly approved as stated above.
- 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 points 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
80M RTTY Net – 05/01/2000	160M CW Net – 12/21/2003
40M CW Net – 06/01/1989	

- 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. **OFFICER** – 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 Award, commonly referred to as the "VIP" Award.

(Officer's include the Current Officers of the Club as defined in Section a. below.

VIP's 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 (for the date they are net control).

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

President	NCS Training Officer
Vice-President	Net Control Coordinators
Secretary	Assistant Net Control Coordinators
Treasurer	Net Control Stations (only while acting as NCS)
Area Directors	Presidential Advisory Committee Members
Alternate Area Directors	Public Relations Officer
Area Awards Managers	QSL Bureau Managers
Awards Secretary	Registered Agent
Assistant Awards Secretary	Special Assistants to the Board
Awards Committee Members	Web Master
Centurion Editor	Original Charter Signers, see VI.D.5.b(1)

Club Historian	Charter and Past Presidents, see VI.D.5.b(2)
Club Recorder	Master's Degree Award Holders, see VI.D.5.b(3)
Eyeball Coordinator	John O'Keeffe NJ3V, see VI.D.5.b(4)
Information Officer	Other Appointed Officers

b. The following persons shall enjoy permanent officer status:

(1). The eleven (11) original signers of our Club Charter as follows:

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

(2). All past presidents, including the charter President.

(3). Holders of the Master's Degree Award.

(4). John C. O'Keeffe, NJ3V, Awards Secretary 1987 – 2003.

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:

<b>Husband – Wife</b>
<b>Parent – Child</b>
<b>Grandparent – Grandchild</b>
<b>Sibling – Sibling</b>

**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. **MOBILE or MOBILE OPERATION** – A station is considered mobile when it, including antenna, is mounted on some form of vehicle and is powered from a source other than commercial means. The mobile may be land, air, or water based. No station may be used more than once in the same state as a mobile. They may be used more than once, as a mobile, when each contact shows, on the QSL card, that the mobile was in a different state on each contact. A mobile operator may work our nets from any location using his mobile station as a remote station as long as he is using VHF/UHF as the link and as long as that station is in the same state, Canadian province/territory, or DXCC entity as the operator. A mobile operating remote as just defined should mark his/her cards as /M.

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.

11. **FIXED or FIXED OPERATION** – Any operation in which the station is located at the call sign holder's primary residence; typically, but not necessarily, the address of record as found in the records of QRZ, FCC or other licensing authority. For clubs that actually maintain a club station, it is the primary location of that station. Any special event call signs will be treated as being attached to the call sign that applied for them.

- 12. PORTABLE or PORTABLE OPERATION** – Any non-mobile operation where the station or operator is in a location other than call sign holder's primary residence; or in the case of a club station, in a location other than the club station's primary location. See FIXED or FIXED OPERATION.
- 13. REMOTE or REMOTE PORTABLE OPERATION** – Any operation in which the operator is not physically at the same location as the station equipment being used to receive and transmit the final RF involved in any contact. Any operator operating station equipment via Internet, telephone, RF link, or any other means that places the operator in a different location than his station equipment is considered to be Remote or Remote Portable. For Club award purposes, Remote and Remote Portable are considered to be Portable. QSL cards sent by Remotes are valid toward Club awards, but QSL cards received by remotes are not valid for awards purposes unless the Remote is located in the same state (province, territory, other DX location) as the primary residence of the operator of that remote station. All QSL cards involving remote operation must be marked "Remote" or "Remote Portable." Those which are not so marked are not valid toward Club awards. The preferred designator for Remote or Remote Portable operation is /R. The use of /P without wording elsewhere making it clear the operation is Remote is not acceptable for awards purposes.

**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. ANNUAL MEETINGS –

A. Every effort shall be made by the Board of Directors to hold at least one annual meeting of the Club each year.

- B. The time(s) and place(s) of the annual meeting(s) shall be decided upon, by the Board of Directors, prior to December 31 of the preceding year.
- C. Efforts will be made to hold such meetings during the months of July or August.
- D. Efforts will be made to hold such meetings in a variety of locations to provide for opportunities for a greater number of general members to attend with a minimum of travel each year.

#### **VIII. DATING OF FORMS –**

All forms, instructions, check sheets, applications, and other official documents, produced by the Club will show the month and year of last revision in either the upper right or lower right corner of each page.

#### **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.

#### **X. AGENDA –**

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

- A. Mailed to each and every voting member of the Board of Directors, in written form for their study at least 5 days before the Board meeting at which the item is on the agenda. Use of a "reflector" to which all Board members and their alternates may subscribe is the preferred delivery method.
- 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. 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. Directors Elections –**

- 1. To be properly elected a candidate for Director must:

- a. be a club member and must be properly licensed, by his/her licensing authority to transmit on at least one band upon which the Club conducts net operations.
  - b. be currently registered with his/her licensing agency, with respect to permanent geographic location, in the Call Area, or other Amateur Radio subdivision, which he/she if elected would represent.
  - c. be willing to so serve, and
  - d. be elected, by a simple majority, in an election as specified in Section C below.
  - e. Candidates for Area Director shall nominate themselves by announcing their candidacy on one of the Club's scheduled nets and then following up by informing the Club President and Chairman of the Board, who will take the necessary steps to see that they are placed on the ballot.
  - f. Newly elected Area Directors shall take office on the first day of the Club's fiscal year, March 1, next following.
2. A Director may succeed himself/herself.
- B. Presidential & Vice Presidential Elections –**
- 1. The term of President, beginning with the 2004 election year, is two years. The term of Vice President, beginning with election year 2005, is two years. Subsequent Presidents will be elected so as to begin their term of office in an even numbered year, and subsequent Vice Presidents will be elected so as to begin their term of office in an odd numbered year. A President (and Vice-President) must be qualified as a Director, under paragraph XI.A.1.a, for Directors, above.
  - 2. To qualify to stand for President (or Vice-President) a club member must be nominated by his/her own Area Director, at a meeting of the Board of Directors. Such nominations shall be made by individual Directors. Directors making nominations for President or Vice President shall be guided by their individual consciences, and by the recommendations of their constituents.
  - 3. In order for a valid Presidential and/or Vice-Presidential election to be held there must be a minimum of two and a maximum of eleven properly qualified Presidential and Vice-Presidential nominees for each position.
  - 4. Should an occasion arise where paragraph 3, above, cannot be satisfied, the election will be declared null and such information will be expeditiously communicated to the Chairman of the Board of Directors. The Chairman will, as soon as practicable, provide for the prior announcement and the conduct of new Special Net Sessions for the purpose of electing the Club's President and Vice President. Affected incumbents' terms of office shall be extended, if necessary, until the new elections have been held and the results validated by the Board of Directors at their next meeting.
  - 5. The newly elected President and Vice-President shall take office on the first day of the Club's fiscal year, March 1, next following, or such later date as may be required by the exercise of paragraph 4, above.
  - 6. A President may succeed himself/herself.
  - 7. A Vice-President may succeed himself/herself.
  - 8. In the event the President is unable to continue serving, regardless of reason, the Vice President will immediately assume the office of President. A special election will be called to elect a new Vice President.
  - 9. If the Vice President is either unable or unwilling to serve as President, the Board of Directors will arrange for a special election to be held within 30 days at which the club membership will elect a new President in accordance with these Bylaws.



**C. Method of Voting and Voter Eligibility –**

1. All officers elected by the club membership shall be elected by ballot cast online, by postal mail, by email, or verbally on a Special Net Session announced and held for that purpose on the last day of any balloting session, local time.
2. In accordance with Article II.A.(3), of the Club Constitution, all elected officers shall be elected by a simple majority of the club members voting for each office.
3. To be eligible to vote, a voter must be an individual Club member holding a 100-Point certificate number on any of our nets. Club calls, special event calls and anyone whose club membership has been revoked are not eligible to vote.
4. Ballots for Area Director are to be executed only by club members who themselves meet the same qualifications set forth above for Area Directors and who also meet the requirements of paragraph 3 above.
5. Ballots for President and Vice President may be executed by any club member, who meets the requirements of paragraph 3 above.
6. All ballots other than the verbal ballot shall contain the following voter information and shall be void if any of this information is missing – name, call sign, 100-Point certificate number along with the band and mode for which it was issued. Also all ballots other than the verbal ballot shall offer the voter an opportunity to enter email and telephone contact information in case a question about the ballot arises. There shall be no obligation to attempt to contact a voter who has omitted all contact information.
7. Verbal ballots must include the voter's call sign, 100-point membership number, and the name of the net on which that number is held.
8. All ballots are subject to verification of membership.
9. Ballots for election of Area Director, President and Vice President shall be transmitted to or recorded by (as appropriate to the method of voting being used) a club member who has been previously announced by the President as the Election Monitor, such ballots to arrive prior to a pre-announced deadline. In the case of the election for Area Directors, that pre-announced deadline shall not exceed fifteen days prior to the date of the scheduled Presidential or Vice Presidential election.
10. In the event that no candidate for an office receives a majority of the votes cast for that office, a runoff election shall be held between the two candidates receiving the most votes. Such runoff election shall be advertised for at least ten days before it begins and must run for at least ten days.

**D. Timing of Nominations and Elections**

1. Nominations for Area Director shall begin on November 1<sup>st</sup>, and shall run through November 30<sup>th</sup>.
2. Nominations for President or Vice President may be made at any meeting of the Board beginning November 1<sup>st</sup> and ending upon adjournment of the regularly scheduled Board Meeting for December, and in no case later than December 20<sup>th</sup>.
3. Balloting for President, Vice President and Area Directors shall begin on January 1<sup>st</sup> and run thru January 15<sup>th</sup>. A special net at which on-the-air verbal ballots will be accepted shall run on January 15<sup>th</sup> local time.
4. Should a runoff election be required, it shall begin on January 26<sup>th</sup> and run through February 7<sup>th</sup>. Should a runoff be held, a special net at which on-the-air verbal ballots will be accepted shall run on February 7<sup>th</sup> local time.

**E. Special Elections**

1. Special Elections for President, Vice President and Area Directors –

- a. Candidates must meet the eligibility requirements spelled out in the Bylaws.
- b. Candidates must be nominated as spelled out in the Bylaws.
- c. Voters must meet the eligibility requirements spelled out in the Bylaws.
- d. The nomination period will run for seven days, which will begin on a date selected by the individual chosen to run the election process, and in no case later than five days following a call for a Special Election and the selection of the person to conduct the Special Election by the President, or if not available the Vice President, or if not available the Chairman of the Board, or if not available by the BoD as a whole using any method acceptable to the BoD for achieving consensus.
- e. Balloting will begin three days after the end of the nomination process and will run for seven days.
- f. If no candidate receives more than half of the vote, a runoff election will be held between the two candidates having the most votes, the balloting period to begin three days following the end of the prior balloting period and lasting seven days.
- g. For all election purposes, a "day" is defined as a 24 hour period running from 00:00:01 to 23:59:59, USA Central Time.
- h. If any situation arises that is not covered by the above, the person chosen to conduct the Special Election shall propose a course of action to the Board of Directors (BoD) and, hearing no objections after 72 hours, shall proceed as proposed. If objections are raised by the BoD, or if the person chosen to conduct the Special Election fails to propose a course of action within three days, it shall be the responsibility of the Board of Directors to establish the procedure by which the situation will be handled. This shall be accomplished by discussion among the Board Members lasting no longer than seven days with the resulting decision determined by an absolute majority of those voting in a poll run on the BoD reflector, with that polling period to run for no longer than three days. If this cannot be accomplished in the specified timeframe, the original proposal, by the person chosen to run the Special Election, or a new proposal if there was no original proposal, shall be used without further delay.
- i. Within 7 days following the Special Election, the Board shall meet to confirm the results of the Special Election.
- j. Following confirmation of the results by the BoD, the winning candidate shall 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)
8/23/17	EDITS TO I.D (APPROVED 2/2017)
8/23/17	EDITS TO II.B.10.C MINOR WORDING CHANGES (APPROVED 3/2017)

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.

[illegible]