

**BY-LAWS OF THE
OREGON TUALATIN VALLEY AMATEUR RADIO CLUB, INC.
AS AMENDED MAY 1992**

SECTION 1. MEMBERSHIP

Full membership is open to licensed amateurs. Associate membership is open to all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except the right to hold office and vote for club officers. Applications for membership shall be submitted at regular meetings to the Secretary. Family members will have the same rights and privileges as full members. Dues will be levied for family members in accordance with Section 3 of the BY-LAWS.

SECTION 2. MEETINGS

There shall be at least one regular meeting per month. The Board of Directors shall establish the day and the week of the month for such regular meeting. (For example, the second Wednesday of every month.) For any change of the regular meeting time or date, there shall be required, notice at the previous meeting and all reasonable efforts to notify the membership in writing. (For example, in a newsletter.) Special meetings may be called by the President or Board of Directors upon written request of five per cent (5%) of the full club members. Notices shall be sent so that in the ordinary postal delivery they arrive not less than 24-hours before the meeting time. The annual meeting shall be the regular meeting held in December. The Board of Directors shall meet at least once per month on an established day (for example, the first Wednesday of every month).

SECTION 3. DUES.

Annual dues shall be levied in accordance with the provisions of Article V of the CONSTITUTION for the purposes of providing funds for the club's obligations. New members and former members seeking reinstatement shall pay a reinstatement fee set in accordance with Article V of the CONSTITUTION. New members shall pay the balance of the current year's dues on the effective date of membership.

Dues shall be paid, in advance, in total, in January of each year. The Secretary and/or Treasurer shall issue renewal notices to the membership no later than December 1 of each year. Notice may be provided in the club Newsletter. A member shall be delinquent in dues if those dues are not received by the Secretary or Treasurer on or before January 31 of each year. Delinquent members shall be deleted from the membership list and shall lose all privileges and status as a member of the club.

For the purposes of setting the amount payable by the new members who join at any other time than the first quarter of the calendar year, dues will be divisible and payable on a quarterly basis. For example, an individual joining in the second calendar quarter of the year would be responsible for the payment only of the second, third and fourth quarter dues, To renew membership on January 1 of each year, the member will hereafter pay the total amount.

Dues are payable to the Secretary or Treasurer upon presentation of application for membership. Family membership dues shall include payment of full dues for the first full member and one-half (1/2) full dues for each other qualifying family member in accordance with Section 1 of the BY-LAWS.

SECTION 4. LIFE MEMBERSHIP

Life membership is available to any full or family member after two (2) years of active paid membership, Members age fifty (50) or less will be required to make a payment which is twenty (20) times full annual dues then-assessed by the club. Members age fifty one (51) or greater will be required to make a payment based upon the following schedule to include a multiplier of the full annual dues then assessed by the club:

| AGE | MULTIPLIER | AGE | MULTIPLIER | AGE | MULTIPLIER |
|-----|------------|-----|------------|-----|------------|
| 51 | 19 | 58 | 12 | 65 | 5 |
| 52 | 18 | 59 | 11 | 66 | 4 |
| 53 | 17 | 60 | 10 | 67 | 3 |
| 54 | 16 | 61 | 9 | 68 | 2 |
| 55 | 15 | 62 | 8 | 69 | 1 |
| 56 | 14 | 63 | 7 | -- | -- |
| 57 | 13 | 64 | 6 | -- | -- |

Members age seventy (70) and over, who have satisfied the two-year active membership requirement above, shall be granted life membership status without further consideration. Payment for life membership may be made in a single lump sum or may be paid in four equal installments within a year of tendering the first payment. The club Treasurer shall establish a separate savings account for the proceeds from life membership dues with a separate ledger entry for each life member. No more than one year's original assessed dues for each life member may be withdrawn from the account in anyone fiscal year, without a majority vote of the Board. The Treasurer shall withdraw and transfer all life members' dues on or before January 10 of each year. Any authorized withdrawal in excess of one year's original assessed dues must be re-deposited (without interest! into the life membership account within ninety (90) days of withdrawal. Life membership shall not be transferable and dues, or any portion collected therein shall not be refundable to that member. However, should a member fail to pay the required installments as specified above, that portion received shall be credited to that member as future annual dues. In the event of the club's dissolution, any remaining funds in the life membership account shall be distributed to that member on a prorated basis according to the ledger balance of the respective member's account. Upon the maturity (i.e. twentieth year of life membership) of each member's savings account, any and all funds in that member's account shall be transferred to the club's general operating account. All life members prior to December 31, 1987 shall be grandfathered and shall continue to enjoy the benefits of the status conferred upon them.

SECTION 5. EXPULSION

For due cause may result only by a two-thirds (2/3) vote of the members present at a regular meeting. Any member can be expelled for due cause.

SECTION 6. QUALIFICATION OF ALL OFFICERS

Whether permanent or temporary shall be:

1. Member in good standing
2. Validly licensed as an Amateur Radio Operator

SECTION 7. RESIGNATION OF OFFICERS

Shall be in writing unless disqualified by expulsion or dereliction of duty as voted upon by two-thirds (2/3) vote of the members present at a regular meeting.

SECTION 8. VACANCIES

Are automatically declared if any officer is absent for three (3) consecutive club meetings, regular or special, without giving sufficient reason thereof to the Board of Directors. It shall be the duty of any of the officers to bring such absences to the attention of the membership and declare the office in question vacant. If an office is declared vacant, the remaining term shall be satisfied by the terms of the CONSTITUTION, Article II, Section C.

SECTION 9. BOOKS AND RECORDS

- A. **MINUTES** are an accurate account of the proceedings of all regular and special meetings.
- B. **BOOKS OF FINANCE** stating all credits and debits of the organization and detail reports of all money transactions shall be accurately recorded.
- C. **MEMBERSHIP LIST** by call sign, name, mailing address and telephone number shall be kept by the Secretary. This list shall be used for purpose of the club. Each member shall notify the Secretary of any and all changes in membership information.
- D. **OTHER RECORDS** pertaining to other club activities shall be the responsibility of the Secretary.
- E. **EXPENDITURES** in excess of \$200.00 that are not a part of the annual budget shall require a Board of Directors prior approval.
- F. **A CUSTODIAN OF PROPERTY** shall be appointed by the Board of Directors. The Custodian shall be responsible for all club-owned property and shall maintain an inventory of property.
- G. **DISBURSEMENT OF CAPITAL**, upon dissolution of the club shall be subject to Board of Directors approval. Disbursement shall be made in the interest of future amateur radio (for example, to an amateur radio charity organization).

SECTION 10. NOMINATION AND ELECTION OF OFFICERS

- A. On or before the regular August club meeting of each year, the Board shall appoint an Elections Committee, including a chairperson and at least two (2) other full members who are not current officers. The members of the committee must have been OTVARC members for a period of at least two (2) consecutive years. The Elections Committee shall nominate at least one candidate for each officer position. Additional nominations shall be entertained from the floor at the November regular club meeting.
- B. Nomination as an officer of the organization is open to any full member. Any full member may contest any nomination for cause. Candidates will be listed on a written ballot in alphabetical order by last name as part of a special notice mailed before December 1 of that election year. The Elections Committee shall conduct the entire election process and shall be responsible for composition, distribution and collection of all ballots. The Elections Committee shall accumulate and tally all ballots and shall announce the results of voting at the December annual club meeting. The Elections Committee may assign the above clerical responsibilities except for accumulation and tallying of ballots to the Secretary with that person's consent.
- C. The election shall be held by secret ballot cast by mail or in person, delivered to a member of the Elections Committee before the ballot counting process has been commenced. A majority of all cast votes shall be necessary to elect, except that candidates for Trustees shall be elected by a plurality (for example the five candidates receiving the most votes would be elected). If there is a tie vote in the Trustee election, such as to prevent determination of the top five, or if there is no candidate for a particular office who receives a majority of the votes, then there shall be a run off election at that meeting. Such run off elections shall be between the top two officer candidates (or more in the case of a three-way or more tie) or among as many Trustee candidates as necessary to break the tie and elect the required number. Ballots shall be retained by the Elections Committee for no less than thirty (30) days after the election, or until the next regular meeting, whichever comes first.
- D. Voting privileges are on a one-vote, one member basis for full members or full family members. The Secretary shall validate membership standings prior to distribution of ballots. Voting by proxy shall not be permitted. The ballot issued by the Elections Committee shall be the official document used for conducting the elections. No other form, facsimile, copy or reproduction shall be accepted nor counted for the election of officers or any ballot measures to be put to a vote of the membership.
- E. The judge of elections shall be the President. The President shall confer with the Elections Committee on any and all election issues and disputes, however, the President shall make the sole determination as to resolution of those issues and disputes. There shall be no appeal of the decision made by the President.
- F. Beginning with the next regular election, three of the five trustees shall be elected to two-year terms. The other two trustees shall be elected to one-year terms. At the following years election, the two trustee vacancies shall be elected to two-year terms. From that time on, all trustee positions shall be for two-year terms, alternating to ensure continuity among the Trustees.