



Founded and established in 1969  
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## ARTICLE I - Name

This organization shall be known as the Gold Coast Amateur Radio Association, Inc., a Florida not for profit corporation, hereinafter referred to as GCARA.

## ARTICLE II - Purpose

We, the Membership of the Gold Coast Amateur Radio Association (GCARA) desiring to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves the GCARA and enact this constitution and bylaws as the governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote and encourage technical advancement, excellence, and experimentation by its members, to assist members and prospective amateurs in achieving fraternalism and high standards of conduct to plan club programs and activities in such a manner as to advance the general interest and welfare of amateur radio in the community and support the public safety when called upon to do so.

## ARTICLE III – Fiscal Year

The Fiscal Year shall be from December 1 through November 30 of the following year. The Board of Directors shall be allowed to amend the beginning of the Fiscal year from time to time as seen fit.

## ARTICLE IV - Members

**Section 4.1 Membership** — Membership shall be open to all persons interested in amateur radio. Class of membership shall be Full or Family. Members of the Association are expected to be of good moral character and to conduct themselves in accordance with all Federal Communications Commission regulations as stated in PART 97 and a manner that will bring honor and respect to the “Amateur Radio Community”. It is strongly recommended, but not specifically required, that all members of the Association maintain membership in the ARRL (American Amateur Radio Relay League).

**Section 4.2 Lifetime Membership** — Lifetime membership shall be awarded after 25 consecutive years of membership. Alternatively, after at least one year of membership a member may apply for lifetime membership by payment of dues in the amount of current dues times the difference between 25 and the number of years of consecutive membership already achieved.

The Board of Directors may at its discretion grant Lifetime membership to any member for outstanding services to the club.

**Section 4.3 Eligibility** — Eligible persons as defined in Article IV Section 4.1 of these Bylaws, shall become members upon the submission of an application to the President or his/her designee and the payment of the annual dues as specified in Article IV Section 4.4. Once admitted such person may be referred to as "member". To maintain membership, each member must adhere to the annual requirements as specified by the Board of Directors.

**Section 4.4 Annual Dues** — The annual dues to the GCARA paid to the Treasurer or his/her designee by members shall be in such amounts as determined by resolution of the Board of Directors and approved by a majority vote of the general membership.

Dues shall be paid for the year on admission to membership and annually thereafter no later than 60 days after the beginning of the fiscal year. Membership benefits for members who have not paid their annual dues will continue until 60 days after the beginning of the fiscal year. Failing to pay membership dues within the first 60 days will result in all membership benefits being removed, and the membership status will be considered inactive. Membership will be reactivated, and benefits will resume when the annual dues have been brought up to date.

Any new member joining during the last quarter of any given fiscal year will be considered paid through the end of the following fiscal year.

**Section 4.5 Limitations** — There shall be no limit on the number of members the GCARA may admit.

**Section 4.6 Liability** — A member of the GCARA shall not be solely or partially, because of such membership, be personally liable for the debts, obligations, or liabilities of the GCARA.

**Section 4.7 Transferability** — Neither membership in the GCARA, nor any rights in the membership, may be transferred for value or otherwise.

**Section 4.8 Termination** — The membership of any member of the GCARA shall be terminated for any of the following reasons:

- a) Upon receipt of such member's written, signed request for such termination.
- b) Failure to abide by the Bylaws of the GCARA or the conditions set by the sanction of the Board of Directors. Said member shall be given 30 days written notice of the termination stating the reasons and a timely opportunity to be heard on the termination. The notice shall be sent by email or certified mail to the last known address in the records held of the GCARA. The opportunity to be heard may, at the election of said member, be in person or in writing.
- c) For the convictions for a violation of Amateur Radio Service Part 97 of the Federal Communications Commission's rules and regulations.

d) For the loss of one's operating license due to the violation of the AmateurRadio Service Part 97.

e) For the conviction of any felony subject to Board review.

**Section 4.9 Benefits** — Neither membership in the GCARA, nor the payment of membership dues shall be a prerequisite for the use of the club repeaters. Only members may operate additional features that the club has added to the repeater's operation (i.e., I.R.L.P.).

**Section 4.10 Assessments** — "Assessments," although extremely unusual, may be required at times to ensure the financial integrity of the Club. A motion for an assessment can be made at any board meeting, shall include a set timetable, and shall be brought before the general membership for approval.

## ARTICLE V - Voting

**Section 5.1 Definition** — The term "vote" in this Article shall refer to the process of electing the Officers and Directors of the Association.

**Section 5.2 Votes** — Each active club member in good standing shall be entitled to one vote.

**Section 5.3 Member Voting** — Members entitled to vote may authorize in writing another GCARA member to exercise a Proxy on their behalf.

## ARTICLE VI - Officers and Board of Directors OFFICERS, DIRECTORS, and TRUSTEE:

**Section 6.1 Board Members** — The Board of Directors for the GCARA shall consist of President, Vice President, Secretary, Treasurer, Repeater Trustee, a Director at Large, and a Public Information Officer. The term of office for all Officers and Board Members shall be one calendar year.

**Section 6.2 President** — The President shall preside at all meetings of the Association and conduct the same according to the rules adopted herein. The President shall appoint a person to act as Parliamentarian to decide all questions of order in the conduct of meetings, appoint committees, and perform all other customary duties pertaining to the office of President.

**Section 6.3 Vice-President** — The Vice President shall assume all the duties of the President in the absence of the latter, and in the event of a vacancy occurring in that office, the Vice-President shall fulfill the remaining term of the office of President as set forth in Article VI, Section 4 of these bylaws. If the Vice President cannot assume the duties of the President, the President shall appoint or designate another board member to fulfill the President's duties.

**Section 6.4 Secretary** — The Secretary shall keep a record of the proceedings of all meetings. In conjunction with the treasurer the Secretary shall maintain a current roster of all members, report to the Association new members, full, associate, or family, carry on all correspondence, read communications at each meeting and such other duties as directed by the President and bylaws. At the expiration of his/her term of office he/she will turn over all items and properties belonging to the Association to his/her successor. Meeting minutes of board meetings and general meetings are due 7 days after the last meeting of each month.

**Section 6.5 Treasurer** — The Treasurer shall receive and receipt for all moneys paid to the Association and shall keep an accurate account of all moneys received and expended and avail all records for audit. The Treasurer shall pay no bills without proper authorization by the Association or its officers and shall report at each regular meeting to the membership the current financial status of the Association, including all moneys received or paid out. The Treasurer will perform such other duties as directed by the President and bylaws. Upon the expiration of the term of office, the Treasurer shall turn over all items and properties belonging to the Association to his/her successor.

**Section 6.6 Trustee** —

- a) The Trustee shall be appointed by the Board of Directors as soon as possible after the election in November, but in no event later than the regular monthly meeting in January. The term of office shall be one year, provided however, the Trustee shall remain in office until replaced.
- b) The Trustee shall be responsible for the establishment and maintenance of the Association's "radio station(s)" and equipment. The Trustee in conjunction with the Secretary shall keep a record of all property and equipment belonging to the Association which is not the responsibility of another officer or member, to include all equipment and property donations and the disposition thereof.

**Section 6.7 Public Information Officer** — The Public Information Officer shall be responsible for all press releases, social media and website posts, and any other forms of communicating information to the public about the Association.

**Section 6.8 Director at Large** — The Director at Large shall work on such projects as shall be delegated by the Board of Directors. It is intended that this position be used to develop new leadership in the Association.

**Section 6.9 Activities** — The Board of Directors shall be responsible for facilitating the Association's activities in accordance with the needs of the membership subject to the responsibilities and restrictions contained in these Bylaws and the Association's Coordination Policy.

**Section 6.10 Election of Officers and the Board of Directors** — Officers and Directors shall serve a term of one calendar year beginning in January. An election of eligible members of the Association will be held at the November regular club meeting. Each candidate for office who wishes to be considered for election shall formally agree to be placed in nomination for such office. Additionally, the prerequisite for any candidate shall be that the candidate is a member in good standing of the club for at least one year. Nominees must be licensed Amateur radio operators.

The winner of the election of each office shall be elected by plurality of the voting members present at the November club meeting.

**Section 6.11 Vacancies** — Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal, resignation, or removal from office. The exception shall be the office of the President which will automatically be filled by the Vice President, who shall be eligible for election to the Presidency at the next regular election meeting. This exception shall cause the special election for a new Vice President.

**Section 6.12 Removal** — An Officer or Director shall be removed from office:

- a) Upon presentation of petitions to the Secretary signed by at least 51% of the current paid up membership to generate a new election in the respective slate.
- b) Upon a two-thirds vote of the remaining Officers and Directors.
- c) Upon revocation or suspension of an Amateur radio license, conviction of any felony, death, or any long-term disability that prevents an Officer or Director from carrying out his/her duties for a period greater than three months.
- d) Failure of an Officer or Director a Club Officer / Board of Directors Member to attend three consecutive scheduled monthly board meetings shall cause the automatic removal from office unless prior approval has been given for the absence.



**Section 6.13 Responsibilities** — The Board of Directors will be responsible for conducting all the business of the GCARA. All business, arbitration, and coordination policies enacted by the Board of Directors will be by a majority vote of the Board. The President is the General Manager and Chief Executive Officer of the GCARA and will control and conduct all the meetings of the GCARA.

## ARTICLE VII - Committees

**Section 7.1 Creating a Committee** — The Board of Directors will be responsible for creating such advisory committees as it deems necessary for the handling of matters of interest to the GCARA.

**Section 7.2 Standing Committees** — The standing committees of the club are the Membership Committee, the Repeater Committee, the Field Day Committee, and the Social Activity Committee.

**Section 7.3 Nominating Committee** — The President shall appoint a member not holding a position on the Board of Directors to serve as Chairman of the Nominating Committee two months prior to the annual election of officers. This Person may appoint a sufficient odd number (including himself) from the club membership excluding board members to recommend a slate of officers for the upcoming year to the membership.

## ARTICLE VIII – General Meetings

**Section 8.1 Frequency** — The GCARA shall hold a general meeting every month except December. The time and place for the meetings will be established by the Board and called by the President of the GCARA. The annual meeting of GCARA shall be the November meeting.

**Section 8.2 Notice of Meeting** — Notice shall be given to the general membership by posting on the main page of the GCARA website.

**Section 8.3 Quorum** — A Quorum (20% of current paid up members) must be present for a meeting to be held and transact business.

**Section 8.4 Rules** — The Robert's Rules of Order, as may be amended from time to time, shall govern the meeting of GCARA members insofar as such rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation, or the law.

**Section 8.5 Expenditures** — The membership present will vote to approve all expenditures exceeding \$500 by a simple majority.

## ARTICLE IX - Board Meetings

**Section 9.1** — A quorum is established with 4 board members.

**Section 9.2** — The GCARA President or any three Board members may call a meeting at any time that it is deemed necessary.

**Section 9.3** — Notice will be given to each Board member at least ten days prior to a Board meeting that has been called, except in emergencies.

**Section 9.4** — The Board may approve expenditures of up to \$500.

**Section 9.5** — Expenditures greater than \$500 must be approved by the general membership at a regular monthly meeting.

## ARTICLE X AMENDMENTS

These bylaws may be amended by a majority vote of the total paid up membership present at the meeting where the changes are brought to a vote. Proposals for amendments shall be provided to members by email or publication on the GCARA website giving notice of the intent to amend the bylaws at the next following regular meeting, provided such notice is at least 20 days before the meeting.

## ARTICLE XI - Audit and Inventory.

**Section 11.1 Audit Frequency** — An annual audit of the financial records of the Association shall be conducted by a committee of non-board members to be appointed by the President, the results of which shall be reported by the committee at the next monthly general membership meeting.

**Section 11.2 Inventory Frequency** — An inventory of equipment owned by the Association shall be conducted annually by a committee to be appointed by the President, the results of which shall be reported by the committee at the next monthly general membership meeting.

**Section 11.3 Update of Inventory** — The inventory will be updated at the time of acquisition of any new club equipment.

## ARTICLE XII - Binding Actions.

All actions passed by a vote of the GCARA within the authority of these Bylaws shall be considered binding on all members as the policy of the GCARA.

## ARTICLE XIII - Disbursement of Funds.

Should the GCARA dissolve the corporation or disband, the remaining funds from the treasury and the inventory (personal property) shall be divided according to the Florida Statutes pertaining to not-for-profit organizations.