

BYLAWS OF THE
ST. MARY'S COUNTY AMATEUR RADIO ASSOCIATION

ARTICLE I – Name

Section 1. The name of this organization shall be the “St. Mary’s County Amateur Radio Association.” Hereafter referred to as the “Association.”

Section 2. The geographical province of the Association shall be St. Mary’s County in the State of Maryland.

ARTICLE II – Objective

The Association is constituted for the purpose of promoting the Amateur Radio Service through education, public service, experimentation, mentorship, and fellowship. The Association supports emergency readiness by participating in the Amateur Radio Emergency Service (ARES) and the Radio Amateur Civil Emergency Service (RACES). The objective of the Association is to enrich community relations through outreach programs such as the Science, Technology, Engineering, Arts, and Math (STEAM) program, ARRL Field Day, Winter Field Day, Parks on the Air (POTA) and emergency readiness, while offering instruction and assistance to new operators in learning the various aspects of the Amateur Radio Service and encourage advancements in radio science. The Association is organized as an affiliate of the American Radio Relay League, Inc. (ARRL) and as an unincorporated association under the laws of the State of Maryland exclusively for charitable, educational, and scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE III – Membership

Section 1. Eligibility for Membership.

All persons interested in amateur radio communications shall be eligible for membership.

Section 2. Membership Classes

There shall be three classes of membership:

- a. Regular Member – a FCC licensed amateur radio operator with full voting privileges.
- b. Associate Member – an unlicensed person interested in amateur radio without voting privileges and are not eligible to hold elected office.

- c. Honorary Members – membership bestowed on any person by a majority vote of the Executive Board or by the general membership who shall have no voting privileges nor be eligible to hold any elected or appointed office.

Section 3. Conditions of Membership

All Regular Members and Associates:

- a. shall be assessed annual dues,
- b. may be terminated for non-payment of dues,
- c. may resign at any time by written notice to the Secretary,
- d. who have resigned or have been terminated shall be relieved of all duties and rights of membership and shall immediately surrender any Association property, records, and/or documents in their possession to the secretary or their designee, and
- e. may be expelled for a violation of the Association's bylaws, rules, policies, unlawful or immoral conduct, or any other conduct that brings discredit to the Association or the amateur radio service. The individual subject to a proposed expulsion shall be adjudicated at a regular or special meeting, with required notice being given, and a 2/3 majority vote required to expel.

Section 4. Youth Participation

All Members or Associates under 18 years of age (Youth) participating in Association activities shall be accompanied by a parent or person designated as a guardian (parent, sibling, aunt or uncle) over the age of 18.

ARTICLE IV – Meetings

Section 1. The regular business and/or non-business meetings of the Association shall be held on the fourth Thursday of each month except November, and December. The President may adjust the monthly meeting date if circumstances necessitate a change.

Section 2. An annual meeting shall be conducted in October for the purpose of reporting the year's accomplishments, goals for the oncoming year, the election of officers and the approval of the annual budget. The annual meeting is the only required business meeting.

Section 3. The location of the meetings shall be at the discretion of the President with the advice of the Executive Board.

Section 4. A special meeting may be convened by the order of the President or by petition of five members, providing no less than seven (7) days notice is given to all members. No business shall be transacted except that for which the meeting was called.

Section 5. A minimum of fifteen percent (15%) of the Regular Members of the general membership including two (2) Officers shall constitute a quorum for the transaction of business.

Section 6. An agenda and notice shall be provided to all members a minimum of seven (7) days in advance of a business meeting.

Section 7. Meetings may be conducted virtually by video teleconferencing. All aforementioned rules apply.

ARTICLE V – Elected Officers

Section 1. The elected officers of the Association shall be the President, Vice President, Secretary, Treasurer (or Secretary-Treasurer) and three Members-at-Large.

Section 2. All officers are required to be 18 years of age or older and, a regular member.

Section 3. The term of office for all officers is two (2) calendar years beginning January 1 and ending December 31.

Section 4. All officers may be elected to unlimited consecutive terms.

Section 5. Any vacancy which may occur in an elective office of the Association shall be filled temporarily by the officer next in rank. Vacancies shall be filled by special election at the next regular meeting. Officer ranking is as follows: President, Vice President, Secretary, Treasurer, and Member-at-Large (1, 2 & 3).

Section 6. An officer may be removed from office when absent for three (3) consecutive meetings without good cause or failure to perform their duties. Their removal shall be adjudicated at a regular or special meeting, given the required notice and a 2/3 majority vote. An officer may likewise be impeached and removed from office by a two-thirds majority vote for violation of the Association's bylaws,

rules, policies, unlawful or immoral conduct, abuse of office or dishonorable practice.

Section 7. No officer shall receive any compensation for their services.

ARTICLE VI – Appointed Officers

Section 1. Appointed officers shall be appointed by the President and approved by the Executive Board.

Section 2. The appointed officers shall be:

- a) License Trustee - The purpose of the license trustee is to serve as the responsible individual for FCC amateur radio station licenses, call signs, and use associated with the Association. The license trustee is subject to the following:
 - 1) Shall be a member of the Association and holder of an Amateur Extra Class license.
 - 2) Shall comply with any directives of the Executive Board.
 - 3) Shall relinquish or transfer custody of a license upon request of the Executive Board.
 - 4) Shall comply with all FCC requirements for license trustees.

Section 3. The Executive Board may establish additional Appointed Officers with the approval of the membership.

ARTICLE VII – Nominations and Elections

Section 1. The President, Vice President, Secretary, Treasurer (or Secretary-Treasurer) and Members-at-Large shall be elected during the October meeting.

Section 2. The Nominating & Elections Committee shall present a slate of at least one nominee for each elected office at the September membership meeting. This does not preclude nominations from the floor.

Section 3. The election shall be by ballot.

Section 4. A majority vote is required for election. If no nominee receives a majority, a runoff shall be conducted between the two nominees receiving the most votes.

Section 5. Elections shall be conducted by the Nominating & Elections Committee in accordance with written procedures approved by the Executive Board.

Section 6. No proxy votes or absentee ballots shall be accepted for any election.

ARTICLE VIII – Duties of Elected Officers

Section 1. **President-** The purpose of the office of President is to direct and to provide oversight of Association operations to foster and promote the goals and objectives of the Association. The President shall preside over all meetings of the Association. They shall decide all questions of order without debate, subject, however, to an appeal to the members.

Duties of the President include:

- a. Preside over all meetings.
- b. The President will be knowledgeable of the Bylaws, appropriate governance, and administrative procedures and, enforce their application while conducting the business of the Association. The President will, also, arrange training for Board regarding the requirements of the Bylaws. (See Article IX, Section 5)
- c. Apply basic meeting procedures and rules of order. (See Article IX, Section 5)
- d. Prepare a draft of meeting agendas for the Secretary.
- e. Ensure all business conducted by the Association complies with the requirements of the bylaws and rules.
- f. Appoint committee members.
- g. Serve as an ex-officio member of all committees unless noted otherwise.
- h. Ensure all officers, committee chairs and members understand and perform their duties.
- i. Represent the Association at community functions.
- j. Keep an organized record of the office.
- k. Upon the end of their tenure promptly pass on all records & documents of the office to the incoming President and assist with the transition.

Section 2. **Vice President-** The purpose of the office of Vice President is to preside over all meetings in absence of the President and to assist the President.

Duties of the Vice President include:

- a. Preside over Association meetings in the absence of the President.
- b. Be knowledgeable of the duties of the President.
- c. Assume the responsibility for meeting minutes in the absence of the Secretary.
- d. Program planning and scheduling with the assistance of the Program Planning Committee. The Vice President will serve as the Committee Chair.
- e. Direct the development of the Association's annual budget with the assistance of the Finance Committee and Executive Board.
- f. Keep an organized record of the office.
- g. Perform any other duties assigned by President or the Executive Board.
- h. Upon the end of their tenure promptly pass on all records & documents of the office to the incoming Vice President and assist with the transition.

Section 3. Secretary- The purpose of the office of Secretary is to keep the minutes of the meetings, conduct correspondence and maintain all the Association's documents and records.

Duties of the Secretary include:

- a. Presiding over meetings in the absence of the President and Vice President
- b. Take minutes of all business meetings
- c. Maintain a file of all minutes.
- d. Presentation of minutes of the preceding Association meeting.
- e. Prepare meeting agendas (order of business) for the presiding officer.
- f. Issue notice of meetings.
- g. Conducting and responding to all correspondence.
- h. Custodian of the Association Bylaws, Special Rules, Standing Rules, Robert's Rules of Order and minutes book. Make them available at all business meetings.
- i. Develop and maintain a file of all records and documents. These files may be digital.
- j. Maintain the official membership records including member data, type of membership, membership expiration, contact information, email address, etc.
- k. Perform any other duties assigned by President or the Executive Board.
- l. Upon the end of their tenure promptly pass on all records & documents of the office to the incoming Secretary and assist with the transition.

Section 4. **Treasurer** - The purpose of the office of the Treasurer is to serve as custodian of Association monies and property, to keep accurate financial records and to prepare periodic financial reports.

Duties of the Treasurer include:

- a. Keeping the financial records of the Association.
- b. Collect and disburse all monies in accordance with appropriate procedures approved by the Executive Board.
- c. Preparing a financial report to be presented at each Association meeting.
- d. Preparing and sending dues notices to Members and Associates at least one month before the end of the Association's fiscal year.
- e. Serving as custodian of Association property not otherwise provided for.
- f. Maintaining a bank account in the Association's name for Association funds.
- g. Preparing a report on the financial condition of the Association for review and approval by the Finance Committee for the purpose of an annual audit.
- h. Provide all requested financial information to the Finance Committee for the development of an annual budget.
- i. Provide financial information at the request of the Executive Board or members.
- j. Preparing and transmitting all financial reports as may be required by applicable state or federal law.
- k. Perform any other duties assigned by President or the Executive Board.
- l. Upon the end of their tenure promptly pass on all records & documents of the office to the incoming Treasurer and assist with the transition.

Section 5. **Members-at-Large** – A Member-at-Large functions as an elected officer and Executive Board member that broadly represents the interests of the general membership. There shall be three Members-at-Large.

Duties of the Member-at-Large may be:

- a. Contributes expertise or guidance on matters relevant to the organization's mission and objectives.
- b. Assigned specific urgently needed duties by the President or Board vote.
- c. Act as liaison to committees.
- d. Overseeing committee activities.
- e. Assist with management of physical assets.
- f. Providing mentorship.
- g. Keep an organized record of the office.

- h. Perform any other duties assigned by President or the Executive Board.
- i. Upon the end of their tenure promptly pass on all records & documents of the office to the incoming Member-at-Large and assist with the transition.

Section 6. **Immediate Past President** – The Immediate Past President serves as a member of the Executive Board that provides institutional memory to the leadership of the Association whose responsibilities include:

- a. Advising the Executive Board.
- b. Guiding the Executive Board to ensure the continuation of appropriate, meaningful programming and governance.
- c. Performs specific activities or addresses specific needs assigned by the President or Executive Board.

ARTICLE IX – Executive Board

Section 1. The Executive Board (voting members) shall consist of the President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), Members-at-Large, and the immediate Past President. All other Past Presidents, Appointed Officers, standing and special committee Chairs shall be non-voting members of the Executive Board. The President may invite other non-voting Regular Members from whom they or the voting members wish to receive advice and counsel or information.

Section 2. Between general membership, business meetings, the business of the Association shall be conducted by the Executive Board in accordance with policies established by the general membership or, when it has not fixed a policy, by the Executive Board. The Executive Board may conduct in-person meetings or when necessary, engage in virtual meetings to facilitate Association business. Article IV, Section 7, applies.

Section 3. The Board shall meet monthly prior to any general membership meetings. The date and time is at the discretion of the President.

Section 4. A majority of the membership of the Executive Board entitled to vote shall constitute a quorum.

Section 5. The Executive Board shall receive annual training regarding the requirements of these bylaws and governance procedures by the Bylaw Committee Chair or their designee.

ARTICLE X – Finance

Section 1. The fiscal year shall be January 1 through December 31.

Section 2. The funds of the Association shall be placed in an account at an appropriate financial institution approved by the Executive Board.

Section 3. Procedures and required records for the collection, disbursement and management of Association funds shall be established and approved by the Executive Board (i.e. - written finance manual).

Section 4. An annual audit shall be conducted by the Finance Committee. A report of the audit result shall be submitted to the Executive Board prior to the January Executive Board meeting.

Section 5. An annual budget shall be developed by the Executive Board with the assistance of the Finance Committee under the direction of the Vice President. The proposed annual budget shall be adopted by a vote of the membership at the annual meeting.

Section 6. Upon adoption of the annual budget, the Treasurer is authorized to make disbursements for line items up to the total amount approved in the budget upon the written authorization of the President or designee.

ARTICLE XI – Dues

Section 1. The dues amount shall be determined by the Executive Board with the advice of the Finance Committee during the development of the annual budget subject to the approval of the membership at the Annual Meeting.

Section 2. A dues structure shall be developed by the Executive Board and approved by the general membership.

Section 3. Regular Member and Associate membership may be terminated for failure to pay dues by January 31.

ARTICLE XII – Committees

Section 1. All committee members shall be appointed by the President.

Section 2. The standing committees shall be:

a) **Nominating & Elections Committee** – The purpose of the committee is to identify and recruit qualified nominees for each elected officer position who demonstrate leadership and administrative skills who will properly exercise the duties of their office. Also, the committee will conduct elections at the annual meeting.

- 1) The committee shall be composed of *a minimum of* three members (one officer and two regular members from the general membership).
- 2) The President shall not be a member.
- 3) The committee shall submit a minimum of one nominee for each elected office.
- 4) The committee will conduct elections in accordance with Article VII – Nominations and Elections.

b) **Finance Committee** – The purpose of the committee is to perform an annual audit, assist with the development of an annual budget and make recommendations regarding financial procedures and recordkeeping. The committee shall:

- 1) be composed of three regular members from the general membership,
- 2) examine the books, vouchers, and financial documents of the Treasurer for the purpose of an annual audit,
- 3) assist the Vice President and Executive Board with the development of an annual budget,
- 4) advise and recommend measures for preserving and increasing the funds of the Association, and
- 5) settle and dispose of any disputed accounts between the Treasurer and members of the Association.

c) **Program Planning Committee** – The purpose of this committee is to assist the Vice President with developing and scheduling yearly programs and presentations of interest to the membership. The committee shall:

- 1) be composed of the Vice President and *a minimum of* two regular members from the general membership,
- 2) be chaired by the Vice President, and
- 3) arrange a program of presentations for the fiscal year.

d) **Bylaws Committee** - The purpose of the Bylaws Committee is to oversee the creation, review, and maintenance of the Association's

bylaws. The committee ensures that the bylaws are up-to-date and reflect the current needs and goals of the Association.

Key responsibilities of the committee are:

- 1) Review Proposed Amendments – The committee evaluates all proposed changes to the bylaws and makes recommendations prior to consideration for approval.
- 2) Draft New Bylaws – When necessary the committee may draft new bylaws ensuring they align with the Association’s mission.
- 3) Ensure Compliance – The committee ensures that the bylaws comply with legal requirements, are appropriately applied and employ best practices in governance.
- 4) Facilitate Communication – The committee serves as a liaison between the executive board and the general membership regarding bylaws-related issues, helping to clarify any questions or concerns.
- 5) Training – The committee will provide training for the Executive Board, other office holders, and committee members regarding the requirements of the Bylaws and appropriate governance procedures.

Section 3. The President may establish additional standing or special committees with the approval of the Executive Board.

ARTICLE XIII – Parliamentary Authority

Section 1. Robert’s Rules of Order, Newly Revised (RONR), Latest Edition, shall govern all Association business.

Section 2. The President may appoint a Parliamentarian to advise on parliamentary questions.

ARTICLE XIV – Activities Not In Furtherance Of Exempt Purposes

No part of the net earnings, if any, of this unincorporated association, shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the unincorporated association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)3. No substantial part of the activities of the unincorporated association shall be the carrying on of propaganda, or otherwise attempting to influence legislation,

and the unincorporated association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these by-laws, the unincorporated association shall not carry on any other activities not permitted to be carried on: (a) by an unincorporated association exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an unincorporated association, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XV - Dissolution and Disposition of Assets

Upon the dissolution of this organization, after any indebtedness is satisfied, remaining assets shall be distributed to the American Radio Relay League, Inc. or for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

ARTICLE XVI - Amendments

Section 1. All amendments to these by-laws shall be made in writing and presented to the Association members at least one meeting prior to voting. Action on any amendment shall be taken at the next meeting after the last reading, adequate notice being given to the membership. Two-thirds of those voting in the affirmative shall be sufficient to amend the bylaws.

Section 2. These bylaws and/or any amendments herein shall be effective after being adopted by the Association on the date of the approving vote.

Section 3. All By-Laws heretofore adopted by this Association are hereby repealed.

Pursuant to the applicable bylaws, these bylaw revisions were approved by an appropriate vote of the membership of the St. Mary's County Amateur Radio Association on the 27th day of August, 2026.

Tracey G. Whitman, KC3UYF, President

Date

Arnold P. Geiger, W3APG, Vice President

Date

Neil L. Sovern, Sr., AC3CU, Secretary

Date

Charles K. Gantz, K3WJX, Chair, Bylaws Committee

Date