

Constitution and By-Laws
Of
The Jackson County Amateur Radio Association, Inc.

(Version 2-12-2010)

Article I

NAME: The name of this club shall be “The Jackson County Amateur Radio Association, Inc.,” herein referred to as “The JCARA, Inc.,” a Mississippi Non-Profit Corporation.

Article II

PURPOSES: To provide for the interchange of information and support through educational training and scientific experimentation among any radio amateurs interested in radio communication techniques and competitions, and to promote radio communication knowledge, fraternalism and individual operational proficiency at no charge to the public. Activities include those exclusively for charitable, educational and scientific purposes entitling the corporation to exemption under the provisions of section 501(c)(3) of the Internal Revenue Code, and more specifically to study and contribute to the development and support of amateur radio programs, operational activities, field day events, assist local authorities during declared emergencies and other innovative initiatives related to all the purposes of The JCARA, Inc.

Article III

MEMBERSHIP: Membership shall be by application and individual’s eligible to apply for membership shall be all those who are now, or are interested in becoming licensed Amateur Radio Operators or in supporting the precepts of Amateur Radio.

MEMBERS IN GOOD STANDING: “Members in good standing” is defined in the By-Laws.

DUES: Dues and/or assessments as required shall be collected as established in the By-Laws.

Article IV

OFFICERS AND BOARD OF DIRECTORS: The business, property and affairs of the club shall be managed, controlled and conducted by a Board of Directors. The Board of Directors shall consist of five officers: President, Vice President, Secretary, Treasurer and the immediate Past President (all regular members). The specific election process and duties of each officer and their term of office shall be as provided in the By-Laws.

Article V

MEETINGS: Regular meetings of the JCARA, Inc. shall be held as specified in the By-Laws. A quorum of Regular Members is defined in the By-Laws.

Article VI

FINANCES:

- a. The JCARA, Inc. is organized exclusively for charitable, educational, support of county authorities with emergency communications in times of emergencies and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to it's members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding

any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the internal Revenue Code, or corresponding section of any future federal tax code.

- c. Upon the dissolution of the organization, assets shall be distributed 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
 1. Additionally, finances shall be conducted on a fiscal year basis as specified in the By-Laws. All funds received by the club shall be tendered to the Treasurer and placed in depositories selected by the Board of Directors. Each Regular and Associate member shall be required to submit annual dues to the club Treasurer as specified in the By-Laws. The Treasurer shall make available for review the financial records of the club upon request of any Regular member and shall make a complete club financial report at each regularly scheduled meeting.

[Article VII](#)

PARLIAMENTARY AUTHORITY: Roberts' Rules of Order Newly Revised shall govern proceedings when invoked by the President.

[Article VIII](#)

RATIFICATION:

- a. **CONSTITUTION**

Any new Constitution or revisions to the Constitution shall be considered ratified if accepted by a two-thirds majority of all Regular members in "Good Standing." The revised constitution must have been presented to the members present at a prior meeting and was advertised to the membership by mail. A Proxy voting form and a self addressed stamped return envelope will be included with the mailing. A Regular member in "Good Standing" who will be unable to be present to cast their vote directly may vote by proxy. A Regular member who has submitted a proxy vote and who arrives at a meeting prior to the call for the vote shall recover his/her proxy vote and vote directly. Proxy votes not returned by the established postmark date will not be counted as a vote for the Constitution.

b. BY-LAWS

By-Laws as needed and/or amendments to the By-Laws may be developed and proposed by the Board of Directors for ratification by the membership. Said ratification shall require a vote of a quorum of all Regular members "in Good Standing" present at the meeting. The proposed By-Laws must have been introduced at a previous meeting.

Article IX

AFFILIATION: The JCARA, Inc. shall seek to obtain and maintain a charter of affiliation with the American Radio Relay League, Inc.

The JCARA, Inc. By-Laws

(Version 2-12-2010)

1. **MEMBERSHIP:** There shall be three classes of Membership, i.e. Regular, Associate and Honorary.
 - a. A Regular member is an individual holding an FCC Amateur Radio Operator License and is a "Member in Good Standing" shall have full privileges.
 - b. An Associate member is an individual who has expressed genuine interest in pursuing the goals of Amateur Radio and specifically those of The JCARA, Inc. and a "Member in Good Standing," however an associate member shall not be afforded voting privileges nor can that individual hold office. An Associate member that obtains a FCC Amateur Radio License shall become a Regular member with all rights and privileges as defined in Paragraph 1.a. A current Associate member who becomes a newly licensed Amateur Radio Operator will be eligible for a refund of the remaining current calendar year dues under "The Newly Licensed Amateur Radio Operators" program detailed in Paragraph 4.d.
 - c. Honorary membership may be conferred by the Board of Directors upon individuals/institutions who have performed material and/or enduring actions in support of the club, in the advancement of amateur radio, visiting dignitaries, local leaders and military personnel. Recommendations for Honorary membership may be submitted to the Board of Directors by any Regular member. The Board of Directors shall review the recommendation at its next regular meeting. If elected, Honorary members shall incur no dues, nor shall they be afforded voting privileges or eligible to hold office. Honorary members will not be included in The JCARA, Inc. membership or mail listings and will be conferred for life. Honorary memberships list will be separate from normal club business. Honorary members may become Regular or Associate members if they meet the Regular or Associate member requirements (and pay annual dues) as defined in Paragraph 1.a and 1.b.
 - d. A member who has paid the current year and all past assessments shall be considered a "Member in Good Standing" and shall have full privileges for his class of membership.
 - e. A member who has not paid all due assessments prior to the close of the February meeting shall be sent a written notice that his/her dues are past due.
 - f. A member who has not paid all assessments, past and current, by the close of the March meeting shall be dropped from the active The JCARA, Inc. membership roster. Such

individual will no longer be considered a “Member in Good Standing.” That individual shall not be counted in the membership. If an individual is a Regular member, that individual will be prohibited from casting a vote on any matter.

- g. Upon payment of all assessments and dues a person dropped from the membership role, in accordance with (f.) above, will be immediately reinstated as a “Member In Good Standing.”

2. REMOVAL OF MEMBERS: A membership may be revoked by unanimous decision of the Board of Directors. Dues will be reimbursed at a prorated amount for the remainder of the current calendar year.

3. QUORUM: A minimum of one-fourth (1/4) of all Regular members in “Good Standing” shall constitute a quorum for the transaction of club business.

4. DUES: An annual dues assessment of \$16.00 is levied on each Regular and Associate member, for the purpose of providing funds for current expenses. Full or prorated amounts, as further defined in these By-Laws, will be levied on Regular and Associate members. The annual dues assessment may be changed by a quorum vote of Regular members In “Good Standing” at any regularly scheduled club meeting and the new annual dues assessment will become effective in the next calendar year.

a. Each additional member in the immediate family, of any Regular member “in Good Standing,” shall be assessed at a rate equal to one half that of the regular members rate. Immediate family is defined as a legally wed spouse and/or dependent children of the member or spouse (dependent child as defined by the State of Mississippi).

b. All dues and/or assessments for a new calendar year are due and payable on 1 January of that year.

c. Only new members shall be assessed on a prorated basis. The prorated amount is based upon 1/12th of the annual dues for each month or portion of a month remaining in the current calendar year. This prorated provision does not apply to current “Members in Good Standing” or members with delinquent dues pending, but only to new members. Past JCARA, Inc. members must have not been a “Member in Good Standing” for at least

one full calendar year to qualify as a new member.

- d. Newly licensed Amateur Radio Operators, upon presenting their license to the JCARA, Inc. Treasurer or other Officer upon application, will receive their remaining amount of the current calendar year membership free. It is the responsibility of the Officer accepting the application to assure the fact that the applicant is truly a newly licensed Amateur Radio Operator.
5. **MEETINGS:** Regular meetings of The JCARA, Inc. shall be conducted on the last Tuesday of each month to begin business at 7:00 p.m. November will be the last regular monthly meeting for conducting routine business. The annual Christmas party will be in lieu of the December regular meeting.
- a. Meetings of The JCARA, Inc. shall be held monthly at locations announced well in advance by telephone, e-mail, The JCARA, Inc. website and the W5WA repeater.
 - b. Any deviation from the meeting schedule, in (a) above, due to special circumstances, (weather, non availability of meeting site, etc.) must be approved by the Board of Directors. All members in good standing must be notified of any changes made. It is the responsibility of the secretary to use the most efficient means to notify each member; telephone, e-mail, The JCARA, Inc. website and the W5WA repeater.
 - c. Special meetings must be called by the President upon the “written” request of any five (5) Regular members in “Good Standing.” Notices via telephone, e-mail, The JCARA, Inc website or the W5WA repeater shall be sent to all “Members in Good Standing” of the JCARA, Inc., stating the business to be transacted and the date, time and location of the meeting. Only such business so designated shall be transacted.
 - d. A meeting will be cancelled only in the most extreme circumstance. A majority approval of the Board of Directors is required before a meeting is cancelled.

6. **BOARD OF DIRECTORS:** The day to day business affairs and control of The JCARA, Inc. property shall be entrusted to a Board of Directors. The Board of Directors shall consist of five members; the President, Vice President, Secretary, Treasurer and the immediate Past President. Each Board member shall be a Regular member, have one vote and serve a calendar year term, with the exception of the Past President who will only vote in the case of a tie vote of the Board of Directors.

7. **ELECTION OF OFFICERS:**

a. **Eligibility**

Candidates for elected office shall be Regular members in "Good Standing," must be licensed Amateur Radio Operators and meet any other requirements stated in these By-Laws.

b. **Nominations/Elections**

Candidates who consent to run for elected office may be nominated by a Nominating Committee or from the floor. Nominations will be made at the October meeting of each calendar year. Elections will be held at the November meeting.

c. **Voting For officers**

A quorum of all members in good standing must be present before a vote can be taken. A quorum is $\frac{1}{4}$ (one fourth) of all Regular members in "Good Standing." Voting for those nominated for each office will be by "secret" ballot if more than one person has been nominated. The candidate, for each office, receiving a plurality of votes cast shall be deemed elected to that office.

d. **Terms**

Elected term of office will run from 1 January thru 31 December of each calendar year with the exception of the Custodian of The JCARA, Inc. Radio License. The term of the Custodian of the JCARA, Inc. Radio license shall end with the expiration date of the license or as voted upon by The JCARA, Inc.

e. Re-Election

The President and Vice President may serve in their elected office for a maximum of two consecutive terms, if so elected. A term is considered as a full calendar year, not a partial calendar as would be encountered in a succession. They shall be eligible for election to that office after a lapse of one year. They shall also be immediately eligible for election to any other office other than the one they are vacating. Other officers may continue to serve at the pleasure of The JCARA, Inc. Regular members.

f. Officer Removal

Any officer may be removed from office during a term by a vote of two-thirds of The JCARA, Inc. Regular members in "Good Standing." Any officer missing four (4) consecutive meetings will be subject to removal. Notices would be required to be sent to all Regular members in "Good Standing" announcing the removal vote and stating the reason for removal. Proxy voting will be allowed for those not able to be in attendance to directly cast a vote. Proxy ballots will be enclosed in the mailing along with a self addressed stamped envelope. Should the Regular member in "Good Standing" arrive at the meeting prior to the call for a vote they shall reclaim their proxy ballot and vote directly. The officer in question shall be notified in writing, as to the nature of the pending removal action and be allowed fifteen (15) days to respond prior to the notice being sent to the general membership. Proxy votes not returned by the established date will not be counted.

g. Succession

The President shall call a special election to be held at the next monthly meeting of The JCARA, Inc. to fill the remaining term of any elected office permanently vacated for any reason. In the event that vacated office is for the Presidency, the Vice President shall assume the office of President and shall call a special election to fill the office of Vice President.

8. DUTIES OF ELECTED OFFICERS

a. PRESIDENT

The President shall preside at the meetings of The JCARA, Inc. and conduct the same according to the rules adopted. He/She shall enforce due observance of this Constitution and its By-Laws, decide all questions of order, sign all official documents that are adopted by The JCARA, and none other, and perform all other customary duties

pertaining to the office of President.

b. VICE PRESIDENT

The Vice President shall assume all the duties of the President in his/her absence. The Vice President shall be responsible for The JCARA, Inc. meeting program development and assist the President when needed.

c. SECRETARY

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members and retain a current copy of the equipment inventory. The Secretary shall keep the Constitution and By-Laws of The JCARA, Inc. and have the same present at "ALL" meetings. He/She will cause any changes that are made, in accordance with this Constitution, to be recorded on the Master Copy. Copies reflecting those changes will be made available. The Secretary shall, at the expiration of his/her term, turn over all items belonging to The JCARA, Inc. to the incoming Secretary.

d. TREASURER

The Treasurer shall receive and receipt all money paid to The JCARA, Inc. and shall keep an accurate and detailed account of all money received and expended. He/She shall pay no bills without proper authorization by the membership at a meeting or Board of Directors. The Board of Directors is authorized to spend no more than \$200.00 without approval of the membership at a meeting. An itemized list of disbursements will be made available for review at each monthly meeting. Annually an audit of the books will be conducted. At the expiration of the term of office all items belonging to The JCARA, Inc. will be turned over to the incoming Treasurer.

e. PAST PRESIDENT

The immediate Past President shall act in an advisory capacity "ONLY" to the Board of directors unless he/she holds a newly elected office as authorized in this Constitution.

f. CUSTODIAN OF EQUIPMENT

The Custodian of Equipment shall maintain control and accountability of all property belonging to The JCARA, Inc. He/she shall maintain a record of the location and condition of all such property and will report to the Board of Directors any damage or loss to such property. An inventory will be conducted semi-annually and a copy of the inventory will be given to the Secretary for official record.

g. CUSTODIAN OF THE ASSOCIATION RADIO LICENSE

The Custodian of The JCARA, Inc. Radio License shall possess an Extra Class Amateur Radio License. He/she will be responsible for maintaining The JCARA, Inc. Amateur Radio License(s) and assuring that any Amateur Radio transmissions using The JCARA, Inc call sign(s) are in full compliance with applicable FCC rules and regulations. The Custodian may appoint Control Operators to assist in seeing that all applicable FCC Rules and Regulations are in compliance.

9. **WEBMASTER:** The Board of Directors may appoint any JCARA, Inc. member (Regular or Associate) as Webmaster, and the Board of Directors will also approve an Internet Service Provider, which will be budgeted to host and maintain an official webpage for The JCARA, Inc. Day to day webpage content and maintenance will be the responsibility of the designated Webmaster. The Board of Directors will at all times maintain overall authority over web content.

10. STANDING COMMITTEES:

a. The following committees are established:

1. Field Day Committee
2. Repeater Committee
3. The JCARA, Inc. Membership Committee
4. Training Committee
5. Hamfest Committee
6. Awards and Recognition Committee
7. Fund Raising Committee
8. Nominating Committee
9. Newsletter Editor
10. Chaplain

b. Chairpersons of these standing committees shall be appointed to serve for one calendar year and may be reappointed without restriction. The chairperson and members of the appointed committees are not members of the Board of Directors, unless he/she also holds an elected office.

c. The minutes of the regular meeting of The JCARA, Inc. at which the chairpersons of the committees are appointed or reappointed shall list such appointments.

11. TREASURY DISBURSEMENTS:

- a. Routine expenses, paid to an individual, must be presented to The JCARA, Inc. meeting members for approval prior to any disbursement being made, if not a previously budgeted item. Normal monthly payment(s) may be made by the Treasurer as necessary to prevent any account from becoming overdue/delinquent.

- b. Committee chairpersons or responsible elected officers may request reimbursement or payment to purchase needed items in order to accomplish the committee's goal. It is the Treasurer's responsibility to see that no payment will be made that exceeds that specified in the annual budget. The Treasurer will track by category budgeted item payments. Should the budgeted money be depleted, the committee chairperson or the responsible elected officer must go before The JCARA, Inc. and justify additional funds. The Treasurer will make the proper annotation of approved changes to the budget.

- c. Board of Directors expenditures shall be as follows:
 1. The rules established in "b" above concerning budgeted money applies.
 2. Routine expenditures from board budgeted money will be discussed and voted upon by the Board of Directors.
 3. A quorum of The JCARA, Inc. members must be present for any such vote. Only for the most extreme circumstances requiring immediate action will telephone polling of Board members be used. Emergency disbursements can be authorized for any expenditure that would be deemed inappropriate to wait until the next regular scheduled The JCARA, Inc. meeting for approval.

- d. Checks written on The JCARA, Inc. account "MUST" be signed by an elected officer and initialed on the "for" line by a second elected officer with the exception of emergency disbursement and routine recurring expenses where only one signature would be required. The initial will be placed to the right of the item description for which the payment is being made.

e. The Treasurer's report will consist of the following items:

1. Old balance, present balance and any outstanding checks.
2. A complete accounting of all checks written for the past month (to whom, for what and how much).
3. A complete accounting of money received and deposited (source of the money and how much).
4. The Treasurer "may" make the report more detailed as long as the previously listed items are included.

12. IRS YEARLY FILING REQUIREMENTS: The JCARA, Inc will meet the IRS yearly filing requirements as defined in IRS Instruction and Form 990 (or 990EZ) Titled "Return for Organizations Exempt from Income Tax" of the Publication 557 (Rev. June 2008) Catalog # 46573C titled "Tax Exempt Status For Your Organization." The JCARA, Inc. is responsible for filing all necessary documents with the Internal Revenue Service as directed by the Board of Directors.

13. ARRL AFFILIATION/SERVICES CLUB: Individual membership in the American Radio Relay League (ARRL), Inc. will be encouraged to maintain The JCARA, Inc. as an ARRL affiliated association and status as a Special Service Club.

14. INTENT OF BY-LAWS: These By-Laws are in accordance with the Constitution of The Jackson County Amateur Radio Association, Inc. They are intended only to clarify and amplify those items found in the Constitution of The Jackson County Amateur Radio Association, Inc.

Jackson County Amateur Radio Association
Addendum to By-laws
As of 01/2017

Addendum #1 Article III Membership

Section 1: There shall be four classes of Membership, I.e. Regular, Associate, Youth and Honorary.

h. A Youth member is an individual who is under the age of 16 years with no relationship to another member.

Addendum #2 Article III Dues

Section 4(a): An annual dues assessment of \$8.00 is levied on each youth member for the purpose of providing funds for current expenses. Full or prorated amounts, as further defined in the by-laws will be levied on the members.