



Acadiana Amateur Radio Association, Inc. - W5DDL

a 501(c)3 Corporation
P.O. Box 51174, Lafayette, Louisiana 70505

AARA By-Laws

ARTICLE I - MEMBERSHIP

- Section 1. Voting Members. Individuals in this category must possess a current radio amateur operator's license, complete the Application form, and pay the proper dues.
- Section 2. Non-Voting Members. Membership in this category is open to individuals who express an interest aligning with the goals of this association. Individuals must complete the Application form, and submit the proper dues. Non-Voting Members will automatically transition to Voting Members upon receiving a current radio amateur operator's license.

ARTICLE II - DUES & RENEWAL OF MEMBERSHIP

- Section 1. Dues will be assessed annually, with the membership year spanning from January 1st to December 31st .
- Section 2. Proposed changes to dues assessments or discounts will be presented and voted upon during a general meeting by a quorum of association members.
- Section 3. Changes to dues assessment and discounts will be implemented no less than sixty days before taking effect.
- Section 4. Individual discounts may be granted to applicants with approval by four (4) members of the Board of Directors.
- Section 5. Monetary credit will not be issued for the donation of materials and/or services.

ARTICLE III - TERMINATION OF MEMBERSHIP

- Section 1. Membership in the association will automatically terminate sixty days into the membership year if dues for the current year have not been paid or if the renewal form has not been submitted.
- Section 2. Membership in the association may also be terminated by a member at his or her own request.
- Section 3. Membership termination may occur for conduct that brings discredit upon this association or amateur radio, subject to approval by a two-thirds (2/3) majority vote of the Board of Directors.

ARTICLE IV - RIGHTS OF MEMBERSHIP

- Section 1. Voting Members, in good standing, will be entitled to one (1) vote. Voting members will be entitled to make procedural requests during meetings of the association.
- Section 2. All members will be entitled to discuss their concerns and viewpoints on issues during general meetings.

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ARTICLE V - OFFICERS and BOARD OF DIRECTORS

Section 1. The Board of Directors will consist of the President, Vice President, Secretary, Treasurer, and the three (3) Members-at-Large of the association. Each Board of Directors member must be a Voting Member of the association in good standing.

Section 2. The Members-at-Large and officers of this association will be elected for a one-year term that begins on January 1st and ends on December 31st, or upon resignation from office, removal from office, or termination of membership.

Section 3. For one term the immediate past President of the association will serve as one of the three Member-at-Large without the need for an election If they are not holding an elected office.

Section 4. An officer of the association will be removed from office under any of the following conditions:

- A. The person is no longer a member of the association.
- B. The person notifies the Board of Directors in writing of his or her resignation from the office.
- C. Failure to perform the duties of the office will be grounds for removal from office in this association, subject to approval by a two-thirds (2/3) majority vote of the Board of Directors.

ARTICLE VI - OFFICER DUTIES

Section 1. **PRESIDENT** - The duties of the President will be:

- A. Preside at all meetings of this association.
- B. Sign all official documents adopted by the membership.
- C. Appoint chairpersons and committees, as required, to accomplish the directives and goals of the membership. The appointee may be any member in good standing.

Section 2. **VICE PRESIDENT** - The duties of the Vice President will be:

- A. Assuming the duties of the President in the absence of the President.

Section 3. **SECRETARY** - The duties of the Secretary will be:

- A. Keeping minutes of all membership and Board of Director meetings.
- B. Maintaining records of all membership and the Board of Directors meetings.
- C. Keeping a record of current members in good standing.
- D. maintaining an inventory of club property and equipment, including storage locations.
- E. Transferring all records belonging to the association to their successor upon expiration of their term of office.

Section 4. **TREASURER** - The duties of the Treasurer will be:

- A. Receiving all funds received by the association and depositing them in the association's account.
- B. Maintaining an accurate account of all funds received and disbursed.
- C. Issuing all checks on behalf of the association only upon proper authorization.
- D. Preparing quarterly itemized statements of receipts and disbursements and making such statements available for inspection by Voting Members in good standing.
- E. Preparing a written financial report covering the period from January 1st through December 31st of the preceding year and presenting it at the February membership meeting.
- F. Presenting a report of the accounts as requested to the Board of Directors and at least once per quarter at membership meetings.

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- G. Properly preparing and timely filing of the annual Return of Organization Exempt from Income Tax, Form 990, and other federal, state, or local tax forms as required by the taxing authorities.
- H. Conducting all correspondence with taxing authorities relating to applications for exempt status for the association, Provide the Secretary with copies of all such correspondence. All correspondence addressed or relating to this association will be addressed to the official association mailing address.
- I. Transferring all records belonging to the association to their successor upon expiration of their term of office.

Section 5. **MEMBERS-AT-LARGE** - The members-at-large will represent the general membership of the association at the Board of Directors Meetings.

ARTICLE VII BOARD OF DIRECTORS

Section 1. The Board of Directors shall oversee operations of the association and establish general policies and guidelines. Any responsibilities not explicitly delegated to other officers by these Bylaws will be the responsibility of the Board of Directors.

Section 2. The Board of Directors shall convene at least four (4) times a year. Additional meetings may be called, provided all members of the Board of Directors receive a minimum of 24 hours' notice."

Section 3. The Board of Directors may approve the disbursement of funds for financial obligations and emergencies without requiring prior membership approval. All actions and transactions of the Board of Directors must be reported to the membership at the subsequent membership meeting.

Section 4. The Board of Directors shall have the authority to establish financial and accounting policies, provided that these policies do not contradict the Articles of Incorporation, the Bylaws, the legal requirements of the State of Louisiana, the Internal Revenue Service regulations applicable to non-profit, tax-exempt corporations, and the goals and objectives of the association as outlined therein.

Section 5. In accordance with the non-profit corporation laws of the State of Louisiana, the Board of Directors shall be responsible for all equipment and fixed assets owned by the association. The Board of Directors must approve any disposal of equipment owned by the association that has been deemed surplus. Such surplus equipment shall first be offered for sale to members in good standing within the association. Any surplus equipment not sold to members may be disposed of in a manner determined by the Board of Directors.

ARTICLE VIII - ELECTIONS

Section 1. The President shall appoint a nominating committee at the September membership meeting each year. The committee shall consist of two (2) members of the Board of Directors and two (2) Voting Members in good standing from the general membership. The President shall designate the Chairperson of the committee.

Section 2. The nominating committee shall present a proposed slate of officers and Members-at-Large to the club prior to elections being held.

Section 3. Elections shall be held during the November membership meeting. Nominations presented by the nominating committee or from the floor must have the prior consent of the nominee.

Section 4. Any vacancies on the Board of Directors shall be filled by a special election to be held at the next membership meeting following the creation of the vacancy.

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ARTICLE IX - TRUSTEE

- Section 1. The President will appoint the Trustee of the association's Amateur Radio Club Station Licenses, with confirmation by the Board of Directors. The Trustee will be a full member in good standing and should be the holder of an Amateur Extra Class License. The Trustee will continue to serve until either resignation or replacement.
- Section 2. The duties of the trustee will be to maintain the amateur radio station license for Amateur Radio Station licensed to the association.

ARTICLE X - MEMBERSHIP MEETINGS

- Section 1. No association business may be conducted at any meeting unless a quorum is present. A quorum shall consist of ten (10) or more Voting Members in good standing, including at least one (1) of the four (4) elected officers of the association.
- Section 2. The club shall convene one (1) membership meeting per month.
- Section 3. All membership meetings of the association shall be conducted in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED unless otherwise specified by these Bylaws or mandated by a motion passed at a membership meeting.

ARTICLE XI - BOARD OF DIRECTORS MEETINGS

- Section 1. No association business may be conducted at any meeting of the Board of Directors unless a quorum is present. A quorum of the Board of Directors shall consist of four (4) or more members of the Board of Directors, including at least one (1) of the four (4) elected officers of the association.
- Section 2. Board of Directors meetings shall be scheduled at the discretion of the board members, but there shall be no fewer than four (4) board meetings per year.
- Section 3. All Board of Directors meetings of the association shall be conducted in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED unless otherwise specified by these Bylaws or mandated by a motion passed at a Board of Directors meeting.

ARTICLE XII - FINANCIAL

- Section 1. All funds shall be kept in authorized bank account(s) and/or investment instruments in the name of the Acadiana Amateur Radio Association, Inc. All such accounts and/or instruments must be FDIC insured.
- Section 2. All checks issued by this association must be authorized and signed by either the President, Secretary, or Treasurer.
- Section 3. Under no circumstances may this association engage in any action that would violate Section 501(c)(3) of the Internal Revenue Code of 1954, as currently in effect or as amended in the future.
- Section 4. Under no circumstances may this association authorize the expenditure of funds exceeding one hundred dollars (\$100) without first referring it to the Board of Directors for their review.

ARTICLE XIII - AMENDMENTS OF THE BYLAWS

- Section 1. Proposals for amending the Bylaws will be submitted in writing to the Board of Directors of the association before a membership meeting. The proposed amendments shall be announced at the membership meeting and voted on at the subsequent membership meeting. All members must receive written notification, which may be accomplished by any feasible method. Such notification shall be delivered at least five (5) days before the scheduled membership meeting.
- Section 2. The Proposed amendment requires a 2/3 majority vote during a membership meeting to be enacted.