

Turlock Amateur Radio Club (TARC) Bylaws

Adopted November 11, 2025

The name of this organization shall be the Turlock Amateur Radio Club. In short form it shall be known as TARC.

ARTICLE I – PURPOSE

Section 1: The purpose of TARC shall be to further the cause and aims of Amateur Radio among ourselves, our community, our State, and our Nation.

Section 2: The enlightenment and education of ourselves and others interested in the field of Amateur Radio and its related fields.

SECTION I: DIRECTORS, OFFICERS AND DUTIES

A) Directors: There shall be a Board of Directors which shall consist of Officers of the organization and two (2) at large members.

B) Officers: The Officers shall consist of: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and the Trustee.

C) Directors and Officers, with the exception of the Club Trustee, shall serve for a period of one year and until such time as their successors shall have been elected and take office.

Each of such Officers shall serve until his/her successor is duly elected. Vacancies among the Officers by reason of death, illness, or resignation, shall be filled by special election at the next meeting after such vacancy occurs. Secret ballot of voting members present shall be conducted. Officers elected by Special Election serve only for the remaining portion of the term of the person replaced.

The Trustee shall hold office until they resign or are replaced in response to a directive from the Club membership. Such a directive becomes effective upon a majority vote of the members.

D) President: The President shall be the administrative head of the Club; shall preside at all meetings; and shall conduct same according to the rules adopted. The President shall enforce due observance of the Articles of Incorporation, and the Bylaws; decide all questions of order. The President alone shall sign all official documents that are adopted by the Club; and shall act as its spokesmen and representative at meetings with other organizations and committees unless some other member is delegated so to act in any instance by him/her or the Board of Directors. The President shall act as Chair Person of the Board. The President shall perform all other customary duties pertaining to the office of President. The President shall be an ex-officio member of all Club Committees. All candidates for the office of President shall have held membership in the Club continuously for at least two years immediately prior to the election date.

E) Vice-President: The Vice-President shall possess all the powers and performs all the duties of the President in the event of the absence or disability of the President. The Vice-President shall be the program chairman, responsible for the presentation of the technical program features of the meeting (arrange for guest speakers); they shall endeavor to promote generally increased knowledge of the radio technique among the Club members.

F) Secretary: The Secretary shall keep an accurate record of all official meetings of the Club, which may be read upon request. The Secretary shall keep a copy of the Articles of Incorporation and Bylaws present at all times; shall keep these in good order; shall effect all changes and additions in the Bylaws; shall permit the Articles of Incorporation and the Bylaws to be consulted by members upon request. The

Secretary shall be responsible for the safekeeping of the Articles of Incorporation and the Bylaws; shall carry on all necessary correspondence for the Club; shall read all communications. If so authorized by the Treasurer, the Secretary may accept dues in conjunction with applications for membership or for renewal of membership.

G) Treasurer: The Treasurer shall keep an accurate and current record of all monies received and disbursed by the Club; shall read all bills; shall receipt for all bills paid and monies received. The Treasurer shall pay no bill above the amount of \$250.00 dollars without the approval of the Board of Directors. The Treasurer shall deposit all monies received, in the Bank approved by the Board of Directors. The Treasurer may deposit directly dues received, provided a full accounting of such deposits is made. The Treasurer shall keep a roll of all members, and the current status of these members; and shall accept applications for membership.

H) Sergeant-at-Arms: The Sergeant-at-Arms will be present at all meetings to maintain order and make sure the meeting is conducted properly. The Sergeant-at-Arms will be responsible for the set up of the meeting room. The Sergeant-at-Arms will be responsible to make sure all attendees have signed the meeting sign up sheet and present this list to the Secretary. The Sergeant-at-Arms shall be responsible for the refreshments and present receipts for all costs for such items to the treasurer for payment.

I) QUORUM: A quorum shall be reached if ten percent (10%) or more of the Club's total voting members are present at a meeting.

SECTION II: BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Club and as such shall formulate and be responsible for all matters of policy. The Board of Directors shall meet in regular or special meetings in order to transact business. The newly elected Board of Directors shall take office on January 1st of the year following the election meeting. Old and new officers shall attend the first board meeting after the election meeting to facilitate orderly transfer of responsibility from the old board to the new. The Board of Directors shall normally meet in regular meetings, duly called, once each month.

SECTION III – MEMBERSHIP

Section 1: Membership in this Club shall be granted to all persons genuinely interested in the advancement of radio, either experimental, amateur communication or commercial operation.

Section 2: Membership in the Club shall not be restricted by: age, sex, ethnic background, religion or political affiliation.

Section 3: There shall be four types of members: Regular, Family, Associate, and Honorary.

Regular Member: An individual licensed by the Federal Communication Commission as an Amateur Radio Operator in good standing whose dues are current. Regular members hold all voting rights and privileges in all matters pertaining to club business where a vote is required.

Family Member: A family member is a member of the immediate family (spouse, father, mother, or minor child living in the same house) of a regular member whose Family Membership dues are current.. Family members who are not licensed by the Federal Communications Commission as Amateur Radio Operators shall not vote, hold office or serve on the Board of Directors. Family members who are licensed by the Federal Communications Commission as Amateur Radio Operators hold all voting rights and privileges in all matters pertaining to club business where a vote is required.

Associate Member: Associate membership is available to anyone interested in amateur radio communications and the purposes of the organization. An associate member is not required to be licensed by the Federal Communications Commission as an Amateur Radio Operator. An associate member shall not vote, hold office or serve on the Board of Directors.

Honorary Member: The Club may elect to honorary membership, persons who have done a conspicuous service to Amateur Radio or to the Turlock Amateur Radio Club. An Honorary Member is not required to be licensed by the Federal Communications Commission as an Amateur Radio Operator. An honorary member will pay no dues. An Honorary Member shall not vote, hold office or serve on the Board of Directors

In the event that a voting member loses their licensure as an Amateur Radio Operator with the Federal Communications Commission or allows their licensure to lapse, they shall forfeit their right to vote, hold office, or serve on the Board of Directors.

SECTION IV: DUES

The fee for yearly dues will be recommended by the Board of Directors and subsequently presented for vote of approval by the membership of the Club. Dues shall be used to defray the general expenses of the Club.

For new members

- Dues shall be payable upon election to membership via the club's online membership management system, and shall cover the period of time between payment and the end of that calendar year.

For existing members

- Dues are payable during the last quarter of the year for the following year's membership. For members who wish to renew each year automatically, recurring payment of yearly dues can be arranged via the club's online membership management system. Members may not renew for a multi-year period with a single payment.
- For members whose dues are in arrears, dues paid shall cover the period of time between payment and the end of that calendar year.

SECTION V: AMENDMENTS

The Bylaws may be adopted and amended by a two-thirds (2/3) majority vote of the voting members present at any duly called meeting (provided they constitute a quorum as defined in Section I – paragraph I.) Proposals for amendments shall be submitted in writing to all members of the Club one (1) month before the actual vote. A proposed amendment submitted by the general membership must be submitted in writing and include the signatures of at least ten (10) voting members in good standing. Proposed amendments may be submitted by the Board of Directors or current by-laws committee at any time.

SECTION VI: PROCEEDINGS

Robert's Rules of Order shall govern all proceedings of the Club, subject to the discretion of the members with interpretation by the President.

SECTION VII: FISCAL YEAR

The Fiscal Year shall begin on January 1 and end December 31.

SECTION VIII: MEETINGS

Meetings shall be held at least once each month. A regular date, time, and place for the meeting, excepting special meetings, shall be selected by the Board of Directors, but may be altered by a majority vote of the membership. Special meetings may be called by the President or on written application of five (5) voting members in good standing. A notice of all regular and special meetings shall be communicated (e-mail or regular mail) to each member at least four (4) days prior to the date of such meetings. A quorum shall be defined as in Section I - paragraph I.

SECTION IX:

Members shall have use of the Club's repeater systems; facilities; and equipment. They shall remain on the Club mailing list when their dues are not in arrears more than three (3) months.

SECTION X:

An Officer or Director may be removed from Office by a two-thirds (2/3) majority vote of the voting members present at any duly called meeting (provided they constitute a quorum as defined in Section I – paragraph I.)

SECTION XI:

Standing Committees shall be appointed by the President from time to time as the need arises; and shall meet with the approval of the Board of Directors.

SECTION XII:

This Club, its Officers, Committees, or Members shall not attempt to govern the action of its membership in the operation of their amateur radio stations.

SECTION XIII:

It shall be the policy of this Club to support the American Radio Relay League (ARRL). This is expressed in the affiliation therewith and the participation in the activities thereof.

SECTION XIV:

These Bylaws may be suspended in case of extreme emergency by unanimous vote of those present at a meeting which has been duly called.

SECTION XV: ELECTION PROCEDURES

A) Vacancies occurring between elections shall be filled by special ballot, at the first regular meeting after the vacancy or resignation is announced.

B) Procedures for Regular Elections.

- 1) By the October Board of Directors meeting a Nominating Committee shall be appointed by the Board. By the November general meeting the committee will have chosen a slate of nominees, at least one for each office.
- 2) At the November meeting the Nominating Committee will disclose to the membership their suggested slate of officer's nominations.
- 3) The entire list of candidates shall be published in the Arc-Over and/or sent by email to the membership, prior to the December meeting.
- 4) At the December election meeting nominations from the floor will again be opened. After the nomination are closed an election will be held.
- 5) In the case of offices for which more than one candidate has been duly nominated, elections will be conducted by secret ballot. Election to office requires a majority vote of the members present at a duly called election meeting. If none of the candidates for an office receives a majority vote, the matter may be resolved by a runoff ballot between the two candidates who received the greatest numbers of votes. The runoff ballot should be taken at the same election meeting as the initial ballot.

SECTION XVI: REPEATER SYSTEMS AND FACILITIES

- A) Repeater Committee: The Repeater Committee and none other shall be responsible for and shall have authority over any and all Club stations. It shall set proper policies and procedures for usage of such Club stations by members and other operators. Recommended operating procedures shall be published in the Arc-Over and club web page.
The Committee shall consist of four (4) members: Club Trustee, Liaison from the TARC Board of Directors (Vice-President or as selected by the Board of Directors) and two (2) members at large from the club membership. The committee members are selected by the repeater committee chairman.
- B) Funding: Repeater maintenance and replacement funds shall be provided from the general fund of the Turlock Amateur Radio Club.
- C) Trustee: The Trustee shall hold all licenses for Club Stations operating on all amateur frequencies; shall be the official representative of the committee with all outside agencies and groups; shall be chairperson of the Repeater Committee and officiate at its meetings. The License Trustee is ultimately responsible for construction and maintenance of all Club Stations; shall see that all equipment is operating properly and in accordance with good amateur practice, and shall be responsible for keeping all associated reference materials (schematic diagrams, instruction manuals, etc.) current and up to date, and provide any other needed data to other Committee members upon need. The Committee and the membership at large shall give the License Trustee all support necessary to perform his/her duties. All policy and procedure changes shall be submitted for publication in the next issue of The Arc-Over following such changes. A general statement of policies and procedures shall also be published at least annually.
- D) Board Liaison: The Board Liaison shall maintain liaison between the Board of Directors of the TARC Amateur Radio Club and the Repeater Committee.

In the event it should become necessary to disband the Turlock Amateur Radio Club (TARC), a request to do so must be signed by twenty-five percent (25%) of voting members in good standing; and shall be presented to the club president in writing. The president will present the request to the general membership. At the next meeting, after the request has been presented, a vote will be taken. If the request is passed a committee of five (5) members in good standing shall be formed to establish how all

assets of the club will be disposed of; and to which organizations materials and monies will be given. This will be done in such a manner that no member of the club will have any material or monetary gain.

Submitted by President Eric K7RKU, November 11, 2025