



# **London Bridge Amateur Radio Association**

*By Laws  
2017*

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**BY LAWS**

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**LONDON BRIDGE AMATEUR RADIO ASSOCIATION, INC.  
BY-LAWS**

(Amended and Revised October 15, 2015 and April 20, 2017)

**ARTICLE 1 – NON PROFIT CORPORATION**

**1. NAME**

The name of this nonprofit Corporation is the London Bridge Amateur Radio Association, Inc. (herein called LBARA)

**2. PRINCIPAL OFFICE**

The principal address of LBARA is P.O. BOX 0984, Lake Havasu City, Arizona, 86405-0984, or such address as the Board of Directors shall designate.

**ARTICLE II – PURPOSE**

**1. THE PURPOSE OF THE LBARA IS AS FOLLOWS:**

- A. The promotion of interest in amateur radio communications and experimentation.
- B. The relaying of messages and emergency radio communications as a public service without charge.
- C. The furtherance of the public welfare.
- D. The advancement of the radio art.
- E. To provide training to anyone with an interest in acquiring an amateur radio license.
- F. To coordinate with qualified Volunteer Examiner teams to administer examinations for all classes of amateur radio licenses.
- G. The representation of Amateur Radio Operator in legislative affairs.
- H. The maintenance of a high standard of conduct among its members.

**ARTICLE III – MEMBERSHIP & DUES**

**1. MEMBERSHIP IN THE LBARA SHALL HAVE FOUR (4) CLASSES.**

A. Regular Membership

A regular member will hold a valid amateur radio operator's license issued by any country which holds a reciprocal license with the U.S. and shall be entitled to all rights and privileges of the LBARA.

B. Associate Membership

An Associate member is any person who does not currently hold a valid Amateur Radio License. An associate shall be entitled to all rights and privileges of the LBARA except the right to vote in the affairs and the right to hold an elective office.

C. Life Membership

Life member status shall be granted to any amateur with twenty-five years continuous or accumulated membership in the LBARA. Life Members are entitled to all regular privileges of membership without yearly dues.

D. Honorary Membership

Honorary member status may be granted by the Board of Directors and must be confirmed by a two-thirds majority vote of the members present at a regular meeting in recognition of a person or group for outstanding service to LBARA, Amateur Radio, or the community. This status is without privileges that are extended to a Regular member of the LBARA without yearly dues.

**2. DUES**

Dues shall be payable each year on January 1, and are delinquent after February 1. Any member, whose dues are unpaid after the regular February meeting, shall be dropped from the roster of active members. That member may be reinstated with approval of the Board of Directors and by paying the full years dues. The Board of

*Directors shall recommend the amount and payment schedule of the dues. Any changes shall be ratified by a simple majority vote of the general membership. Prior members renewing their membership shall pay the full annual dues. New members membership fee will be prorated. Member joining in the first quarter of the year 100%, 2nd quarter 75%, 3rd quarter 50%, any new member joining after November will be charged the annual amount. However his membership will include the following year.*

Failure to meet financial obligations to LBARA will result in termination of Membership.

### **3. ACCEPTANCE OF MEMBERS**

#### **A. Application**

Applicants for Regular Membership shall apply using a form satisfactory to the Board of Directors. Applicants shall be properly licensed under applicable Federal laws and shall maintain such license in good standing and meet such requirements as the Board of Directors may from time to time prescribe.

#### **B. Approval**

Applicants upon approval and acceptance by the Board of Directors and payment of dues shall be entitled to full benefits, services, and privileges of the LBARA.

#### **C. Acceptance**

Acceptance will not be based on gender, creed, age, religion, or national origin.

### **4. SUSPENSION AND REVOCATION**

#### **A. Revocation**

The Board of Directors by a two-thirds vote may suspend or revoke the Membership of any member for the following:

- (1) For conduct detrimental to the LBARA club.
- (2) For failure to maintain proper federal license as required.
- (3) For bringing discredit upon LBARA or its members.

#### **B. Notice**

The member shall be given written notice at least 30 days in advance of the Meeting of the Board of Directors at which time the vote is to be taken and

member shall be afforded a reasonable opportunity to be heard.

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C. Reinstatement

A vote of two-thirds of the Board of Directors shall be required to reinstate Any member under this section.

**5. MEETINGS OF THE MEMBERSHIP**

A. Annual Membership

The Annual Membership meeting shall be held in December for the express purpose of electing the Board of Directors. The term of office of the newly elected Board Member will begin at this meeting.

B. Regular Meetings

Regular meetings of the membership shall be held once a month at a date and time s designated by the Board of Directors. There will be no regular meetings held in the month of June, July and August.

C. Special Meetings

Special meetings of the membership may be called by:

- (1) The President
- (2) A written request of the majority of the board of Directors.
- (3) By petition of ten percent of the membership in good standing.

Special Meetings shall be those which are convened for the purpose of discussing and/or resolving specific issues of urgency. It shall be a requirement that these issues be clearly defined, specific in detail, and shall be the only issue to be addressed as agenda item.

D. Notice

Notice for special meetings shall be given each member at least three days in Advance of the meeting. The notice shall indicate the date, hour, place and purpose of the meeting.



**ARTICLE IV – BOARD OF DIRECTORS**

**1. COMPOSITION AND AUTHORITY**

A. The Board of Directors shall be composed of the following officers:

President  
Vice President  
Treasurer  
Secretary  
Sergeant-At- Arms/Parliamentarian  
Director  
Director  
Director  
\*Director

\* The fourth Director shall be the immediate past President or his or her replacement.

This nine-member board of Directors shall be the governing body of the LBARA.

B. Chairperson

The President shall be the chairperson of the Board of Directors. The President with two-thirds confirmation of the Board of Directors may remove any Board member from office.

C. Vacancies

*Vacancies on the board of Directors shall be filled by appointment of the President subject to the concurrence of the majority of the Directors. Request an appointment can be addressed through the approval of the board at board meeting or electronic means ie Email, Text messaging etc. Documented*

*approval via electronic means will be added to the minutes at the next board meeting.*

Persons so appointed shall serve until the next annual election.

## **2. MEETINGS –BOARD OF DIRECTORS**

Meetings of the Board of Directors shall be held as follows:

### **A. Regular Meetings**

Regular meetings shall be held once a month at a date and time as designated By the Board of Directors except during June, July and August.

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### **B. Special Meetings**

Special Meetings may be called by the President or upon a request in writing by of a majority of the Directors.

Special Meetings shall be those which are convened for the purpose of discussing and / or resolving specific issues of urgency. It shall be a requirement that these issues be clearly defined, specific in detail, and shall be the only issues to be addressed as agenda items.

### **C. Notice**

Notice of the date, hour, and place of all meetings shall be given to the Board members. Notice shall be in person, written or electronic means.

### **D. Admission of Members**

Board of Directors meetings are open to all members except when in Executive Session.

## **3. VOTING**

A simple majority vote shall decide an issue providing a quorum is present. The President may poll the Board of Directors in person, written, or by electronic means, between regular meetings for approval of a special purchase or other decisions deemed necessary. All such approvals will be presented and recorded at the next regular Board of Directors meeting.

## **4. QUORUM - BOARD OF DIRECTORS**

A Quorum of the Board of Directors shall be defined and shall consist of

not less than five (5) members in attendance at the meeting.

## **ARTICLE V – ELECTED OFFICERS**

### **1. OFFICERS**

The officers shall be elected by the Membership at its Annual Meeting and shall hold office for the term of that office or until their successor is elected. All Officers shall be licensed Amateur Radio Operators.

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#### A. President

The President shall be the Chief Officer of the LBARA and shall preside at its meetings and those of the Board of directors. The President or his designee shall be the official spokesperson of the LBARA in matters of public policy. The President shall appoint all committee chairpersons and shall be an ex officio member with the exception of the Finance Committee. The term of office is one (1) year.

#### B. Vice President

The Vice President shall, in the absence of the President, or upon the President's direction, perform all duties of the President. The term of office is one (1) year.

#### C. Treasurer

The Treasurer shall be responsible to LBARA for an accounting of all monies collected and disbursed by the LBARA and shall render a monthly financial report to the Board of Directors and a monthly report to the Membership. Upon the direction of the President, the Treasurer may perform other duties appropriate to his or her office. The Treasurer will ensure that appropriations are not made or debts not authorized at any meeting of voting members except

with a motion of the Board of Directors unless a special meeting of the General Membership is convened for that special purpose.

The Treasurer will serve as the Chairperson of the Finance Committee. The Treasurer may be bonded at the discretion of the Board of Directors. The term of office is one (1) year.

E. Sergeant-At-Arms & Parliamentarian

The Sergeant-At-Arms & Parliamentarian shall also perform the duties of parliamentarian in keeping order at all meetings and other duties as assigned by the President. The term of office is one (1) year.

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F. The three (3) Directors term of office will be two (2) years each. They will be elected two directors on even numbered years and one (1) Director on odd numbered years.

Example: 1998 = two (2) directors

1999 = one (1) Director

Note: The reason for this arrangement is to provide continuation of LBARA Officers and Policy from one year into the next year.

The fourth (4) Director will be the immediate Past President or his or her replacement. The term of office is one year.

## ***2. SUCCESSION OF OFFICERS***

The succession of officers will be as follows:

President

Vice President

Treasurer

Secretary

Sergeant-At-Arms/Parliamentarian

Director

Director

Director

Director (Immediate past President or his/her replacement).

## **ARTICLE VI – QUORUM-MEMBERSHIP**

### **1. ENTITLED**

All licensed members of the LBARA in good standing shall be entitled to vote at meetings of the Membership.

### **2. QUORUM**

The attendance of voting members in good standing at general membership meeting shall constitute a quorum.

### **3. MAJORITY**

A simple majority vote shall decide an issue provided a quorum is present.

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## **ARTICLE VII – ELECTIONS**

### **1. NOMINATIONS**

- A. The nominating committee shall nominate candidates for each office to be filled.
- B. The membership may nominate candidates for officers to be filled.
- C. The nominating procedure shall be in accordance with Article X – Nominating Committee.

### **2. ELECTIONS**

#### **A. Board of Directors**

The *LBARA* Board of Directors shall be elected at the annual Meeting of the Membership.

#### **B. Voting**

Voting shall be by secret ballot. If more than two candidates are named for an office, a simple majority of the members voting shall be necessary to elect. If no candidate received a majority, a second vote shall be taken upon the two leading candidates.

## **ARTICLE VIII – COMMITTEES**

## **1. STANDING COMMITTEES CHAIRPERSON**

The President upon taking office shall appoint the following Standing Committee Chairpersons and Committee members:

- A. Nominating
- B. Repeater
- C. VE Testing/Training
- D. ARES/ RACES
- E. Other committees needed to meet the needs of LBARA functions.*

## **2. SPECIAL COMMITTEES**

Special Committees may be established by the President as may from time to time be deemed advisable.

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## **3. COMMITTEE MEETINGS**

Meetings of all committees shall be called by the respective Chairperson  
With the approval of the President.

## **4. QUORUM – COMMITTEE**

The presence of a simple majority of the Committee shall constitute a quorum.

## **5. VOTE**

A simple majority vote in the Committee shall decide an issue provided a quorum is present.

## **6. REMOVAL**

The President may remove an appointed Chairperson or member of any committee for stated cause.

## **ARTICLE IX – FINANCE COMMITTEE**

### **1. COMPOSITION**

The Committee will be composed of the Treasurer and a minimum of two (2) general members chosen by the Chairperson.

**2. DUTIES**

- A. Annual Audit
- B. Annual Budget

**3. ANNUAL AUDIT**

The Finance Committee shall see that an Annual Audit is completed at the end of each year.

**4. ANNUAL BUDGET**

The Finance Committee shall prepare and submit the Annual Budget to the Board of Directors for approval. The Budget shall then be submitted to the general membership for their approval prior to March 1.

**ARTICLE X – NOMINATING COMMITTEE**

**1. COMPOSITION**

There shall be a Nominating Committee composed of the immediate past President or his or her replacement and four members appointed by the President. The President shall designate the Chairperson of the Committee.

**2. DUTIES**

- A. The Committee shall solicit the membership, consider recommendations, and present a list of candidates for offices to be filled.
- B. The Committee may resolve questions relating to the nomination of candidates, suggest rules of procedure for the elections, and upon direction of the President, perform other appropriate duties.
- C. Any member may place their name in nomination by written notice to the Nominating Committee prior to October 1.

### **3. REPORT**

At the Board of Directors meeting in November the Nominating Committee will present a slate of candidates to the Board of Directors.

## **ARTICLE XI – REPEATER COMMITTEE**

1. The Repeater Committee shall consist of not less than four (4) members.

## **ARTICLE XII – VE TESTING/ TRAINING COMMITTEE**

### **1. VOLUNTEER EXAMINER PROGRAM**

The “Volunteer Examiner Program” shall be in accordance with and subject to the Terms of Conditions of Public Law 97-259.

All Volunteer Examiners shall be certified by a “National Volunteer Coordinator” and shall agree to abide by the current Part 97 of the FCC Regulations.

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## **ARTICLE XIII – ARES/RACES COMMITTEE**

### **1. AMATEUR RADIO EMERGENCY SERVICE (ARES)**

Locally organized under ARRL guidelines.

### **2. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)**

Federal Program organized under Federal Emergency Management Agency (FEMA)

## **ARTICLE XIV – STATION TRUSTEES**

### **1. DUTIES**

A Club Station Trustee (a Regular or Life Member) shall be appointed by the President, subject to the approval of the Board of Directors. The Trustee shall be responsible for the operation and overseeing of maintenance of all radio equipment owned and/or operated by the LBARA using the LBARA Call Sign.



The Trustee appointment shall run concurrently with the LBARA Station License (K7LHC). Reappointment of the Trustee is permissible.

A Trustee's term shall be terminated if he or she moves from the area.

The Trustee shall designate, in writing, a sufficient number of control operators for the Club repeater. The Trustee shall insure that an up-to-date copy of this designation be posted with the LBARA repeater Station License at the repeater location. Per FCC Part 97 Regulations.

The Trustee shall ensure that LBARA repeater controller access code are maintained by the control operators, and changed if required.

### **ARTICLE XV – RULES**

“Robert's Rules of Order” shall govern the Parliamentary procedure of the Meetings of the LBARA provided for in these By-Laws.

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### **ARTICLE XVII – AMENDMENTS**

#### **1. BY-LAWS**

The *BYLAWS* may be amended pursuant to A.R.S. Title 10, Chapter 33, Article 10-11001:

Unless the articles of incorporation provide otherwise, the original By-Laws of the Corporation shall be adopted by its board of Directors. The power to alter, amend or repeal the By-Laws or adopt new By-Laws, subject to repeal or change by the action of the members shall be vested in the Board of Directors unless reserved to the members by Articles of Incorporation.

### **ARTICLE XVII – ADMINISTRATION**

## **1. STAFF**

The President, with the approval of the Board of Directors, shall be empowered to employ, supervise, and/or dismiss an employee of the LBARA. The President shall give an annual review of staff to the Board of Directors.

## **ARTICLE XVIII – RECOGNITION**

### **1. MEMBERSHIP CERTIFICATE**

Each member shall be given a certificate / Receipt annually upon the payment of dues for the current year in such form as the Board of Directors shall prescribe.

### **2. USE OF EMBLEM**

Members of the LBARA may use the official emblem of the London Bridge Amateur radio Association, Inc. on their *stationery* and literature. Use of this emblem must terminate when membership ends.

## **ARTICLE XIX – NOTICES**

### **1. NOTICES**

The Secretary shall be provided with the official address of all members. The mailing of any notice to the last known official address shall be deemed service of such notice or notices upon them as of the date of the mailing.

## **ARTICLE XX – REPLACEMENT**

## **1. BY-LAWS**

All Articles of previous By-Laws are void and replaced by these ByLaws, provided they were duly enacted pursuant to A.R.S. 10-11001

**XXX**