

**BY-LAWS  
of the  
WEST VALLEY AMATEUR RADIO ASSOCIATION**

Be it known that we, desiring to encourage a closer association of persons commonly interested in the public service aspect of Amateur Radio, do hereby enact these By-Laws as our governing law.

**ARTICLE I  
Name**

**Section 1. Name.** The name of the corporation shall be the WEST VALLEY AMATEUR RADIO ASSOCIATION.

**ARTICLE II  
Purpose**

**Section 1. Purpose.** The WEST VALLEY AMATEUR RADIO ASSOCIATION is a non-profit, educational and scientific association. It is designed to promote interest and furnish instruction in Amateur Radio in order to provide an organized group of Amateur Radio operators trained and prepared to render emergency communications in the public interest.

**ARTICLE III  
Offices**

**Section 1. Offices.** The principal office of the Association for the transaction of business is located in Santa Clara County in the State of California.

**ARTICLE IV  
Membership**

**Section 1. Membership.** All persons interested in the purpose set forth above and with the willingness to contribute his efforts to the furtherance of these aims shall be eligible for membership. Applications for membership shall be submitted in writing on a form provided by the Association. Each applicant must express a willingness to abide by the By-Laws and such rules as shall be promulgated from time to time by the Association. Each member who is a licensed amateur is entitled to one (1) vote in matters which may be subject to voting by the membership of the Association. [6]

**Section 2. Family Membership.** All families interested in the purpose set forth above and with the willingness to contribute their efforts to the furtherance of these aims shall be eligible for membership. Applications for membership shall be submitted in writing on a form provided by the Association. Each applicant must express a willingness to abide by the By-Laws and such rules as shall be promulgated from time to time by the Association. Each family member who is a licensed amateur is entitled

to one (1) vote in matters which may be subject to voting by the membership of the Association. [6]

**Section 3. Repeater Membership.** In the event the Association sponsors and/or operates a Repeater system(s), an Amateur Radio licensed member of the Association may apply for membership to the Repeater group. Applications for repeater membership shall be made through the Treasurer of the Association. Members of the Repeater group shall have all privileges designated by the Repeater Committee and approved by the Board of Directors.

**Section 4. Family Repeater Membership.** In the event the Association sponsors and/or operates a Repeater system(s), all Amateur Radio licensed members of a family who are family members of the Association may apply for a family membership to the Repeater group. Applications for Repeater family membership shall be made through the Treasurer of the Association. Family members of the Repeater group shall have all privileges designated by the Repeater Committee and approved by the Board of Directors.

**Section 5. Membership Committee.** For the purpose of furthering the goals set forth above, the Board of Directors shall also serve as the Membership Committee. The Membership Committee may review, approve, or disapprove any applications (new or renewal) for general and/or repeater membership and may also act to remove from membership (general and/or repeater) any member of the Association for good cause. In such an event, that member has the right to appeal the Membership Committee decision by presenting the matter at the next general meeting. The membership at that meeting shall then vote on whether or not to uphold the membership committee's decision. In the conduct of its business, the Membership Committee shall be governed by Article VII of these By-Laws. [7]

## **ARTICLE V Officers**

**Section 1. Officers.** The officers of this Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer, all of whom shall be chosen from the membership.

**Section 2. Term of Office.** Officers of this Association shall be elected for a term of one (1) year. The tenure of office shall commence January 1 of each year. The President and Vice-President will serve no more than two (2) consecutive terms in the same office. (The Board of Director's terms are stated in ARTICLE VII, Section 2.) [8]

**Section 3. Nominating Committee and Qualifications of Candidates.** By August 1 of each year, the President will appoint a nominating committee consisting of a chairman and four (4) additional members. The chairman will submit a list of names, at least one for each office, to the President by September 1. No name will be submitted without the consent of the person being nominated. The Secretary will verify the eligibility of the candidates by means of the Treasurer's membership

records. A candidate must be a member to be eligible for any office. In addition, the nominating committee will submit the name of any member who asks to run for any office. The list of candidates will be published in the October issue of the *HETERODYNE*. The Secretary will prepare two (2) printed ballots. The first ballot will list the candidates nominated for President, Vice-President, Secretary, and Treasurer with space provided for write-in candidates for each office. The second ballot will list the candidates nominated for the Board of Directors with additional space provided for write-in candidates.

**Section 4. Elections.** Only members will be eligible to cast votes. Election of officers will be held at the first meeting in November. Nominations from the floor will be accepted for the offices of President, Vice-President, Secretary, and Treasurer. After all nominations are received, the first ballot will be held. A nominee receiving a majority of the votes cast will be declared the winner of each office. After the ballot for the offices of President, Vice-President, Secretary, and Treasurer has been counted and the winners declared, nominations from the floor will be accepted for the Board of Directors. After all nominations have been received, the second secret ballot will be held.

If a majority of the votes cast is not received by any officer nominee in the first secret ballot, the candidates will be ranked by the number of votes received. A run-off secret ballot will be held among the candidates ranking second or higher. A candidate in the run-off election receiving a majority of the votes cast will be declared elected.

If a majority of the votes cast is not received by each of three candidates for the Board of Directors, all the candidates will be ranked by the number of votes received. A run-off secret ballot will be held among the candidates ranking sixth or higher, excepting those who have already received a majority vote and have been declared elected. The ranking for eligibility to participate in the run-off will be reduced by one (1) for each candidate already declared elected.

Absentee ballots may be requested from the Secretary by any member not able to attend the November election. Absentee ballots must be returned to the Secretary in sealed envelopes no later than the general membership ballots.

**Section 5. Removal of Officers.** An officer may be removed from office by a motion in writing to the Secretary signed by ten percent (10%) of the current membership and carried by a two-thirds (2/3) vote of the members voting for removal.

**Section 6. Vacancies.** In the event of the resignation, death, disability or removal of the President, the Vice-President shall take over the office of President for the unexpired term. If any office, except that of the President, shall become vacant for any reason, it shall be filled for the unexpired term by appointment by the President, subject to the approval of the Board of Directors.

**Section 7. Compensation.** No officer shall receive any monetary compensation for services rendered the WEST VALLEY AMATEUR RADIO ASSOCIATION.

**ARTICLE VI**  
**Duties of the Officers**

**Section 1. General.** Each officer shall, at the expiration of his term of office, turn over to his successor everything in his possession belonging to the Association.

**Section 2. President.** It shall be the duty of the President to preside over all meetings of the Association and the Board of Directors; to call special meetings when in his judgment they are necessary; to appoint all committees and appointive positions (ARTICLE VIII); to enforce the observance of the Articles of Incorporation and By-Laws; to sign all official documents of the Association; to serve as ex-officio member of all committees of the Association; to cause an annual report of the affairs and activities of the Association to be issued; and to install newly elected officers, directors, and members.

**Section 3. Vice-President.** The Vice-President shall assist the President in any way that he may direct, and in the absence of the President, shall preside and perform all acts incumbent of President. In the event of death, resignation, removal or disability of the President to serve, the Vice-President shall serve as President for the remainder of the unexpired term.

**Section 4. Secretary.** The Secretary shall keep a complete record of all proceedings of the Association and the Board of Directors; maintain a roster of members and their places of residence; answer all communications pertaining to the Association; and give notice of all meetings and other functions. It shall be the duty of the Secretary to keep the Articles of Incorporation, By-Laws, and other official Association documents.

**Section 5. Treasurer.** The Treasurer shall issue annual dues statements; receive all moneys belonging to the Association, including dues, fees and donations; pay all bills; and issue all necessary checks authorized by the President. He shall keep an accurate account of all receipts and disbursements, submit his books for audit when called upon by the Board of Directors to do so, and shall have published in the *HETERODYNE* each July and December during his term of office an itemized statement of disbursements and receipts.

**Section 6. Budget.** The officers of the Association shall prepare a budget for approval by the Board of Directors at the January Board meeting. The approved budget must be submitted to the general membership at the next regular meeting and will not be binding on the Association until it is approved by the majority of the voting members present. Any expenditures not specified in the budget must be submitted to the Board of Directors for approval and then to the general membership for approval by the majority of the members present and voting at the next regular meeting.

**ARTICLE VII**  
**Board of Directors**

**Section 1. General Powers.** The Board of Directors will advise officers and members regarding procedures and policies of the WEST VALLEY AMATEUR RADIO ASSOCIATION.

**Section 2. Number of Directors and Tenure.** The Board of Directors will consist of eleven (11) members and will include the President, Vice-President, Secretary, and Treasurer as executive members who will hold membership during their term of office, and the immediate past President, and six (6) regular members of the board. Three (3) regular members will be elected from the membership at each November election for a term of two (2) years, commencing January 1 of the succeeding year.

If an officer or a Director holds the title of immediate past President, (meaning that individual held the office of President the previous year), then the President shall appoint an Association member to serve on the Board of Directors to fill the immediate past President's vacancy. This appointment is subject to the approval of the Board of Directors. [8]

**Section 3. Nomination, Qualification, Election, Compensation, Removal, and Vacancies.** Director nomination, qualifications, election, compensation, removal, and vacancies shall be pursuant to ARTICLE V, and the Article shall apply to the Directors in the same manner as it applies to the officers in these matters.

**Section 4. Regular Meetings.** The Board of Directors will meet at least two (2) times each year. At least seven (7) board members must be present to conduct business.

## **ARTICLE VIII Appointive Positions**

**Section 1. Appointive Positions.** Special Appointive positions such as Station Manager, Editor/Publisher of the *HETERODYNE*, Librarian, and others deemed necessary shall be appointed by the President and shall serve until December 31 of that year unless dismissed prior to that time by the President.

## **ARTICLE IX Fiscal Year**

**Section 1. Fiscal Year.** The fiscal year of the Association shall be the calendar year.

## **ARTICLE X Contracts, Checks, Deposits, and Funds**

**Section 1. Contracts.** All bills and invoices shall be audited by the Treasurer and approved by the President.

**Section 2. Checks, Drafts, etc.** All checks shall be signed by the President and the Treasurer, or in the absence of the President, the Vice-President and the Treasurer. In

the absence of the Treasurer, a designated member of the Board of Directors shall act as co-signatory.

**Section 3. Deposits.** The Treasurer will deposit all funds in accounts in the name of the Association in a Chartered Bank and/or Savings and Loan Association.

## **ARTICLE XI Dues**

**Section 1. Dues, Amount and When Payable.** Annual dues of fifteen dollars (\$15.00) will be due and payable on January 1 of each year for the purpose of providing funds for Association expenditures. Proportional rates will be charged when there are less than six (6) months remaining in the current calendar year. Any member failing to pay his dues within thirty (30) days of the due date will forfeit his membership. Other funds may be raised on a voluntary subscription basis or by any other means, except assessment, for the purpose of carrying out the work of the Association should the need arise. There will be no refunding of dues. [5]

**Section 2. Family Membership Dues.** Annual dues of twenty dollars (\$20.00) per family will be due and payable on January 1 of each year. Proportional rates will be charged pursuant to ARTICLE XI, Section 1. There will be no refunding of dues. [5]

**Section 3. Repeater Dues.** In the event the Association sponsors and operates a repeater system(s), the annual dues shall be twelve dollars (\$12.00) for all privileges designated by the Repeater Committee and approved by the Board of Directors. Proportional rates will be charged pursuant to ARTICLE XI, Section 1. There will be no refunding of dues.

**Section 4. Family Repeater Dues.** Annual dues of eighteen dollars (\$18.00) per family will be due and payable on January 1 of each year. Proportional rates will be charged pursuant to ARTICLE XI, Section 1. There will be no refunding of dues.

## **ARTICLE XII Meetings**

**Section 1. Meetings.** There shall be at least one general business meeting each month.

**Section 2. Robert's Rules of Order.** Robert's Rules of Order shall prevail in any situation not specified in the Articles of Incorporation or By-Laws.

## **ARTICLE XIII WEST VALLEY HETERODYNE**

**Section 1. WEST VALLEY HETERODYNE.** The Association shall publish a monthly bulletin to be called the *WEST VALLEY HETERODYNE*. The subscription fee shall be included in each member's dues. The publication may accept advertising.

All moneys received from this advertising shall be turned over to the Treasurer to help defray expenses of the Association. All general interest contributions and advertisements shall be received no later than the 15th of each month by the Editor/Publisher to appear in the succeeding month's *WEST VALLEY HETERODYNE*.

#### **ARTICLE XIV Amendments to By-Laws**

**Section 1. Amendments.** These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds (2/3) majority of the members present at any regular meeting or at any special meeting, if at least thirty (30) days written notice is given of intention to alter, amend, repeal, or adopt new By-Laws at such meeting.

#### **ARTICLE XV Definitions**

##### **Section 1. Definitions.**

1. MAJORITY - More than half of the votes cast.
  
2. FAMILY - The spouse, and their children living in the same household under the age of 18. In the case of a single parent, his/her children living in the same household under the age of 18.

#### **REVISIONS**

- [1] Adopted August 3, 1977
- [2] Revised July 10, 1981
- [3] Revised February 20, 1985
- [4] Revised October 21, 1987
- [5] Revised April 20, 1988
- [6] Revised March 21, 1990
- [7] Revised July 17, 1991
- [8] Revised February 17, 1993