

**Garland Amateur Radio Club  
A Texas Nonprofit Corporation**

**Bylaws of the GARC as revised on 24 June 1996  
(Amended 23 May 2011, 28 July 2014, 28 September 2015, 25 May 2020,  
and 28 February 2022)**

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**Article I General**

- 1.01 Name. The name of the organization is the GARLAND AMATEUR RADIO CLUB (the "GARC")
- 1.02 Purposes. The GARC is organized for the charitable, educational, and scientific purposes which without limitation include:
- a. To provide instruction and training of individuals to develop or improve skills as amateur radio operators,
  - b. To provide open meetings for the discussion of amateur radio related and allied topics,
  - c. To promote basic and applied research and instruction and dissemination of technical information,
  - d. To maintain the ability to furnish communication services for Civil Defense, federal, state, county, and municipal agencies, Red Cross, or other such charitable organizations during times of emergencies or distress and,
  - e. To provide disaster relief and public service in the public interest.

### 1.03 Limitations.

- a. The foregoing purposes are limited to the extent that they must constitute charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended. No part of the net earnings of the GARC shall inure to the benefit of, or be distributable to its members, officers, directors, or other private persons, except that the GARC shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of its purposes as set forth in the Articles of Incorporation and section 1.02 above.
- b. Notwithstanding of any other provisions of these Bylaws, no substantial part of the activities of the GARC shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the GARC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The GARC shall not carry on any other activities not permitted to be carried on:
  1. by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
  2. by an organization to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article II Membership**

2.01 Eligibility. GARC Membership is open to anyone having an interest in amateur radio.

2.02 Membership Process. Membership in the GARC shall be granted upon submission of a completed membership application, together with appropriate dues. New applicants must be voted into membership at a regular membership meeting by a majority vote of members present.

2.03 Membership Types. Membership privileges and dues are as follows:

- a. Full Membership. A full member shall be any FCC-licensed amateur radio operator who does not fall under the special provisions of an associate or student membership. Full members have voting privileges.
- b. Charter Member. A charter member shall be any FCC-licensed amateur radio operator whose name was listed on the original club charter. They have voting privileges but will not have to pay dues.
- c. Honorary Life Member. A life member shall be any FCC-licensed amateur radio operator who was nominated by the GARC Board and elected by two-thirds vote of the membership. Nominees must have been an active member of GARC for 25 or

more years and made significant contributions to the club in both time and effort. They have voting privileges but will not have to pay dues.

- d. Student Member. A student member shall be any FCC-licensed amateur radio operator who is currently enrolled as a full time student. Student members have voting privileges.
  - e. Associate Member. An associate member shall be any person maintaining GARC membership to support the GARC but who does not have voting privileges. An associate member who does not have an amateur radio license, upon receiving such license, will be granted full membership for the rest of that year at no additional charge.
  - f. Silent Key. A silent key is a current or former member of the GARC who has passed away. A silent key has no privileges and is carried on the roster to honor their memory.
- 2.04 Maintaining Membership. To maintain membership in the GARC, a member must have paid dues for the current year and must abide by the Bylaws as determined by the Board of Directors.
- 2.05 Removal of Members. Any member may be expelled from the GARC by a two-thirds majority vote at a regular membership meeting. The member in question must have been notified by the Board of Directors of the intent of an expulsion vote and of the date that the vote is to be taken. The member shall be allowed to defend his/her position to the GARC membership prior to the vote. A member that is expelled shall be refunded a prorated portion of that member's current dues.
- 2.06 Amateur Radio Class Attendees. Non-members who attend classes given by the GARC receive free associate membership for the remainder of the year in which the class was held.
- 2.07 Dues. Annual dues shall be payable by members no later than March 1 of each year. Failure to pay dues by this date shall cause the delinquent member to be considered inactive for a period not to exceed 12 months, after which time he/she shall be dropped from the GARC roster. Dues in full paid at any time during the inactive year shall reinstate the delinquent member to active membership.
- a. Full (individual) Member. Dues shall be \$20.00 per year.
  - b. Charter Member. No dues are required.
  - c. Honorary Life Member. No dues are required.
  - d. Student Member. Dues shall be \$10.00 per year.
  - e. Associate Member. Dues shall be \$10.00 per year unless exempt under section 2.06.
  - f. Silent Key. No dues are required.

- g. New members joining after September 1 of each year shall be charged 50% of the above dues for the remainder of the year.

### **Article III Officers**

- 3.01 Elected Positions. Officers of the GARC shall consist of the President, Vice President/Public Information Officer, Secretary, Treasurer, Education Director, Newsletter Editor, and Communications Director. These officers shall constitute the Board of Directors and shall carry out all the duties of officers and directors as defined by laws and by the Articles of Incorporation and these Bylaws.
  - a. President. The president shall serve as chairperson of all meetings. He/She shall also represent or appoint a person to represent the GARC at non-GARC functions.
  - b. Vice President/Public Information Officer. The vice president shall chair GARC meetings in the absence of the president. He/She shall serve as program coordinator for all membership meetings. It is the vice president's duty to arrange all details of both regular and called meetings and to advise the membership of such meetings through the GARC secretary, newsletter editor, and web site manager. He/She shall endeavor to promote amateur radio and the GARC through coverage of special activities by local and area media.
  - c. Secretary. The secretary shall record the minutes of all meetings. He/She shall, at the discretion of the president, carry out any correspondence that may be required on behalf of the GARC. He/She shall also maintain attendance records for all meetings.
  - d. Treasurer. The treasurer shall receive and disburse all GARC moneys. He/She shall maintain accurate records of all GARC finances and shall submit a detailed report to the membership not less than once each quarter. A budget for the GARC fiscal year will be formulated by the treasurer and approved by the GARC membership. Disbursements for expenses authorized in that annual budget may be made by the treasurer without further approval. Disbursements for other items not exceeding \$200 may be made by the treasurer on approval of the Board of Directors. All other disbursements shall be approved by the membership.
  - e. Education Director. The education director shall be responsible for all classes given by the GARC.
  - f. Newsletter Editor. The newsletter editor shall be responsible for the publishing of the GARC newsletter. He/She is required to abide by these Bylaws governing publication of the newsletter (see Article IV, below).
  - g. Communications Director. The communications director shall be responsible for the operation of the GARC radio station and other GARC equipment. He/She shall see that the GARC equipment is maintained always in a state of readiness and repair (as may be required for emergency communications).
- 3.02 Qualifications of Officers. A member of the GARC may serve as an officer provided he/she holds a valid amateur radio license. All officers must hold a valid technician or

higher class license. To hold the office of president, a member must have been a member for at least one (1) year prior to the time of election and hold a general or higher class license. All officers shall be 18 years of age or older.

**3.03 Elections.** Officers shall be elected at the March membership meeting.

- a. **Office Term.** The term of office for all officers shall be one (1) year. The president and vice president may not serve more than two (2) consecutive terms. If no candidate for president/vice president runs for office, the two term limit may be waived by the general membership on the day of elections and the presiding president/vice president may be reelected for one (1) term.
- b. **Surrender of Office.** An outgoing officer shall surrender all GARC property to the newly elected officer.
- c. **Incomplete Term.** In the event that an officer is unwilling or is not able to perform his/her duties, the office will be vacant until a notice is communicated to the membership and an election for that office can be held within not less than 30 but not more than 60 days. Removal from office of an elected officer without a written letter of resignation will require a two-thirds vote by the voting members present at a monthly meeting.

**3.04 Appointed Positions.** At their discretion, the Board of Directors may appoint members to fill appointed positions. Appointed positions may include:

- a. **Station Trustee.** A trustee of the GARC radio station (including equipment in the Emergency Communications Center and all repeaters) will be appointed by the Board of Directors and approved by a majority vote at a regular membership meeting.
- b. **Web Site Manager.** The Board of Directors will appoint a web site manager to upload and remove content to and from the GARC web site. The web site manager will make sure the information is current and useful.
- c. **Membership Manager.** The Board of Directors shall appoint a membership manager to maintain a club roster, collect dues, submit funds received to the treasurer, and report monthly to the Board.

**Article IV Newsletter and Web Site**

**4.01 General.** A GARC newsletter shall be published monthly for distribution to the active membership and reciprocating clubs. A list of local amateur radio clubs and other organizations that send their newsletters to the GARC shall be maintained by the newsletter editor so that the GARC newsletter may be sent to them if requested.

**4.02 Purpose.** The newsletter shall provide notice of meetings, notice of club activities, and carry only articles of general interest to the hobby of amateur radio.

**4.03 Advertisements.** Advertisements in the GARC newsletter shall be at the discretion of the Board of Directors. All advertising copy must be approved by the Board of Directors before publication.

- 4.04 GARC shall maintain a web site so long as funds are available. It will be managed by the web site manager.

## **Article V GARC Radio Station and Repeaters**

- 5.01 General. The GARC radio station and repeaters shall be under direction of the station trustee and communications director, and shall be maintained by all GARC Board members for use of all licensed GARC members.
- 5.02 Operation Policy. The GARC station shall operate in compliance with the FCC rules and regulations and existing GARC rules at the time.
- 5.03 Station Operating Policy. The latest issue of the ARRL Operating Manual shall be used as the basis for operating procedure.
- 5.04 Repeaters.
- a. GARC shall be allowed to operate as many repeater stations on as many frequencies as approved by the Board of Directors.
  - b. The Board of Directors shall monitor the repeaters and perform actions necessary to insure that the repeaters are operated within FCC rules. Board members will be provided written instructions by the GARC communications director on shutting down any repeater.
  - c. The Board shall control the operation of auxiliary (mobile) repeaters to insure that they operate properly with the stationary repeaters.
  - d. The Board of Directors shall allow appropriate Radio Amateur Civil Emergency Service (RACES) and Amateur Radio Emergency Service (ARES) operators to have control of needed repeaters for emergencies and training.
  - e. During periods of non-emergencies, the GARC repeaters shall be "open" to appropriate FCC-licensed operators. Repeater usage rules shall be published on the GARC Web site so that all users have access to the rules.
- 5.05 The GARC radio station and repeaters shall operate so long as funds are available.
- 5.06 Personal Radio Operations. The GARC shall not attempt to govern the actions of its members in the operation of their personal radio stations.

## **Article VI Meeting Procedures**

- 6.01 Quorum.
- a. At any Board of Directors meeting, a quorum shall consist of any four Board members.
  - b. At any meeting of the membership, A quorum shall consist of three Board members and ten non-Board members.

- 6.02 Meeting Chair. All meetings shall be carried out by the president, or in his absence, the vice president. If both are absent, the meeting may be chaired by any other member of the Board of Directors.
- 6.03 Minutes. Minutes of all meetings shall be recorded by the secretary. If the secretary is not in attendance, the chairman will appoint a temporary secretary before proceeding with GARC business.
- 6.04 Rules of Order. The rules contained in *Robert's Rules of Order, Newly Revised*, latest edition, shall govern the GARC in all cases to which they are applicable and not inconsistent with these bylaws and any special rules of order the GARC may adopt.
- 6.05 Committees. Committees may be appointed from time to time as the need arises. Committee appointments shall be made by the president and must be approved by the Board of Directors.
- 6.06 Absentee Voting. Voting on specific issues by mail, email, or hand delivery when allowed by the Board of Directors, shall be conducted according to *Robert's Rules of Order, Newly Revised*, latest edition. Delivered ballots shall not be opened and counted until balloting takes place.
- 6.07 Proxy Voting. Proxy voting is not allowed.
- 6.08 Remote Participation. At any meeting of the membership or Board of Directors, one or more members may participate in the meeting by means of telephone, radio, online conference, or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time, and that participation by such means shall constitute presence in person at the meeting.

## **Article VII Fiscal Year**

- 7.01 The fiscal year of the club shall start on the first day of May and end on the last day of April of each following year.
- 7.02 At the April membership meeting, the treasurer shall present a financial summary for the current fiscal year to date as well as the proposed annual budget for the new fiscal year.

## **Article VIII Donations**

- 8.01 The Board of Directors may accept on behalf of the club any contribution, gift, bequest, or device for the general purposes of the club according to the limitations stated in Section 1.03.b.2.
- 8.02 The use and/or disposition of donations shall be at the discretion of the GARC Board and may include the sale, gifting, retention for club use, or disposal as deemed appropriate as listed in the GARC Equipment Dispersal Guidelines.

## **Article IX Amendments to Bylaws**

- 9.01 Notice of proposed changes to these Bylaws must be published in the GARC newsletter immediately prior to a meeting where voting on the proposed change(s) will occur. A two-thirds majority of the voting members present at the meeting shall be required to pass a proposed Bylaws amendment.

## **Article X Dissolution**

- 10.01 Upon dissolution of the GARC, The Board of Directors shall, after paying or making provisions for payment of liabilities of the GARC, dispose of the assets of the corporation in accordance with the provisions of Article Eight (Disposition of Assets) of the articles of incorporation of the Garland Amateur Radio Club and in strict compliance with the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future federal tax code.

### **Revision Notes:**

*24 June 1996 – The Bylaws of the Garland Amateur Radio club was a compilation of the provisions from the former "Constitution and Bylaws". These changes were made in order to qualify the GARC as a charity as defined in section 501(c)(3) of the Internal Revenue Code and no substantive changes were intended. The Fundamental organization document of the GARC is its "Articles of Incorporation" (amended and restated as of 27 May 1996). Some of the provisions formerly in the Constitution and Bylaws were moved to the Restated Articles of Incorporation.*

*23 May 2011 – Revision of dues structure.*

*28 July 2014 – Added to Article II; Charter Member, Honorary Life Member and clarified some of the other categories, expanded some of the officer duties in Article III, specified quorums for Board and member meetings, added Article VII Fiscal Year, and added Article VIII. Donations. Reformatted the entire document for consistency and corrected spelling and grammatical errors.*

*28 September 2015 – Updated Section 1.03.b to conform to Internal Revenue Code. Changed Article VII so the fiscal year starts in May instead of March.*

*25 May 2020 – Removed conflict between section 3.01a and section 6.05 about the President's power to appoint committees. Updated section 6.04 to give precedence to these Bylaws. Added section 6.08 to allow remote participation at membership and Board of Director meetings. Changed "communications officer" to "communications director" in several places. Corrected minor spelling and formatting errors.*

*28 February 2022 – Updated Article 2.02 to clarify when dues must be paid when members join the club. Added 2.03.f and 2.07.f Silent Key definition and dues. Updated 2.06 to clarify class attendees' free membership. Modified 3.01.d to clarify when the treasurer can make a disbursement. Deleted an unnecessary sentence in 3.01.e. Modified 3.03.a to allow an additional term for president/vice president when no one runs for the position. Added 3.04.c Membership Manager definition and moved last line of 3.01.d to the membership manager. In Section 8.02 changed "Disposal Guidelines" to "Dispersal Guidelines."*