

BY-LAWS
OF THE
LAKE COUNTY AMATEUR RADIO ASSOCIATION,
INCORPORATED (A Non-profit Corporation)

December, 1996 (as amended)

PREAMBLE

The Board of Directors of the Lake County Amateur Radio Association, Inc., enacts and maintains these By-laws pursuant to Article 2, Section 6, of the Association Constitution for the purpose of setting the operational procedures and policies of the Association.

PARAGRAPH 1 - MEETINGS

Item 1 - Schedule: Regular meetings shall be held on the first Wednesday of each month.

Item 2 - Location: Regular Meetings of members shall be held at a place established by a simple majority vote of the quorum of Full Members present, as defined in the "Voting" section of the Constitution. In the absence of any such action at any meeting, there shall be no change in location.

PARAGRAPH 2 - DUES

Item 1 - Full Members: Dues for Full and Associate Members, as shown in Item 2d are payable one year in advance based on the calendar year.

Item 2 - Discounts: Discounts to the yearly dues will be provided as defined in the following schedule:

2a. Full Members who are sixty-two (62) years or older shall be entitled to a discount as shown in Item 2d. Proof of age is required.

2b. Full time students shall be entitled to a discount as shown in Item 2d.

2c. Family members of a Full Member who has paid the full normal yearly dues, and who resides in the same household, shall be entitled to a discount as shown in Item 2d. Family members will be considered Full Members (and will have all associated Full Member privileges), but will not be mailed a copy of the Association newsletter.

2d. Annual dues shall be:

Full Members	\$20.00
62/+	\$20.00
Associate	\$16.00
Student & Family	\$10.00

2e. First Year Schedule: Dues are payable based on quarterly increments as shown in the following schedule, given the month the application is processed:

Application Month	Full & 62+ Assoc.		Student & Family
Jan-Mar	\$20	\$16	\$10.00
Apr-June	15	12	7.50
July-Sept	10	8	5.00
Oct-Dec	5	4	2.50

Item 3 - Dues Due Dates: Membership dues are automatically levied and are due on January 1 of each calendar year, except for new members, whose dues are due on the day the applicant files an application for membership.

Item 4 - Failure To Pay Dues: Any member who fails to pay dues by March 15th will be dropped from membership, per Article 1, Section 4 of the Constitution.

Item 5 - Initiation Fee: An Initiation Fee is not required at this time.

PARAGRAPH 3 - REPEATER OPERATING GUIDE

The Board of Directors, or its designee, shall prepare and maintain a Repeater Operating Guide. This Guide shall describe the capabilities of the Association's repeater(s) and shall suggest procedures for utilizing such capabilities. Particular attention shall be paid to: communication priorities, emergency procedures and telephone numbers, interference, stolen equipment, and auto-patching.

PARAGRAPH 4 - ROSTER

The Board of Directors, or its designee, shall prepare and maintain an Association Membership Roster. This roster shall be distributed to all members and shall be updated when the membership increases by 20%, or every 6 months, whichever occurs first.

PARAGRAPH 5 - STANDING COMMITTEES

The Board of Directors may establish or dissolve standing committees. The list of standing committees as of December 1, 1991 is:

ARRL Liaison	Audit	DX
EC/Public Service	Education	Hamfest
Field Day	Membership	Programs Newsletter
Planning	Sunshine	
Public Relation	Technical	TVI
Welcome		

PARAGRAPH 6 - BUDGETING

The Treasurer shall propose an Annual Operating Budget at the last Board of Directors meeting before the Annual Meeting. The budget shall outline the upcoming year's expected revenue and expenditures as coordinated with the Board of Directors. Final approval of the Annual Operating Budget shall be reserved to the membership, per voting rules.

PARAGRAPH 7 - CAPITAL EXPENDITURES

A capital expenditure is defined as any expenditure that increases the assets of the Association by \$50.00, or is an educational expense, per the rules of the Constitution, in excess of \$50.00. All capital expenditures must be consistent with the goals of the Association, and must be directly Amateur Radio related. Requests for capital expenditures may be made at any time during the year. The procedure for capital expenditures shall be:

1. The person or persons requesting the capital expenditure shall complete the Capital Expenditure Description and Justification Form which is available from the Secretary or the Chairman of the Planning Committee.
2. The completed form shall be delivered to any member of the Board of Directors. The Board will place this request on its agenda for ultimate disposition.
3. The completed form shall be forwarded to the Planning Committee chairman. After review, the chairman will either return the application to the originators for further information/clarification, or will forward the request to the Board of Directors.
4. The Board of Directors will review the request, and if agreed by a majority of the Board, the request will be presented to the Membership for a vote. Prior to the vote, the originators of the request will be allowed time to present their justification. All voting must be carried out under the rules specified in "Voting" in the Constitution.
5. In the event the Board elects not to approve the request and present it to the Membership, the originators may bring the request to the floor at a normal club meeting, under New Business. The recommendation of the Board may be overridden by a simple majority vote of the quorum of Full Members present, as defined in the "Voting" section of the Constitution. Following such override, the request may be voted upon as defined in 4 above.

PARAGRAPH 8 - MISCELLANEOUS

Item 1 - Readings: As a means of introduction, the Secretary shall read all applications received since the last membership meeting.

Item 2 - Special Consideration for Voting: Valid reasons for special consideration when voting (as defined in Article 4, Section 4 of the Association Constitution) shall include college attendance and temporary business assignment. Such conditions must cause location of the member more than 100 air miles from Painesville, Ohio.

PARAGRAPH 9 - FINANCES

The Treasurer shall maintain accounts as directed by the Board of Directors.

Item 1 - Signatures Required: Any check in excess of \$250.00 must be signed by at least two Directors.

Item 2 - Hamfest: The Board of Directors may authorize separate bank accounts for Hamfest activity. The Hamfest committee shall administer these accounts in accordance with all rules set forth in the Association Constitution and these By-laws.

The Treasurer shall be a signatory on all Hamfest accounts, and shall countersign all checks in excess of \$250.00

The Hamfest Committee will present all Hamfest financial information to the Board of Directors prior to the Annual Meeting for inclusion in the Association financial reports.

Hamfest funds are specifically allocated for capital expenditures and education and may not be used to cover operating expenses.

Item 3 - Audit Committee: The Board of Directors shall appoint an Audit Committee. This committee shall consist of at least two Board Members and two Full Members that are not on the Board of Directors.

Item 4 - Review: All financial records of the Association will be reviewed at least once every year by the Audit Committee. The result of this review will be presented to the Membership at the next Regular Meeting following receipt of the review, but no later than the April meeting.

PARAGRAPH 10 - MEMBERSHIP PACKAGE

The Board of Directors, or its designee, shall prepare and maintain a Membership Package. This package shall include a description of the Association, Constitution and By-laws, Membership Roster, names of Directors and Officers, Repeater Operating Guide, and a description of any other Association radio equipment and facilities. A current dues and fee schedule for membership shall also be included. This package shall be given to all new Members.

PARAGRAPH 11 - AMENDMENTS

These By-laws may be amended by a two-thirds (2/3) majority of the Directors at any Board of Directors quorum meeting. Any amendments shall be subject to approval by a simple majority of the quorum of full members present at a Membership meeting.