



# **BYLAWS OF THE 3905 CENTURY CLUB, INC.**

September 1, 2024

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# BYLAWS OF THE 3905 CENTURY CLUB, INC.

The Bylaws of The 3905 Century Club, Inc. (Club) are set forth below. Bylaws may be amended, deleted or added to at the discretion of the Board of Directors, as provided in the Constitution, Article VII.A. These Bylaws serve as the official policy of the Club and serve as the rules under which Club operations will be conducted.

## ARTICLE I. BOARD OF DIRECTORS

**A. COMPOSITION OF THE BOARD.** The Board of Directors (BoD) is made up as is provided in the Articles of Incorporation and Constitution.

1. **Qualifications of Area Directors.** All Area Directors must possess the following qualifications.
  - a. Club member.
  - b. Minimum age 18.
  - c. Not be on Club probation.
  - d. Proper licensing with respect to permanent geographic location, in the Call Area or other Amateur Radio subdivision which they would represent, unless the provisions of Bylaws Article X.G.5, pertaining to Special Circumstances Elections apply.
  - e. Operating privileges to transmit on phone bands where the Club conducts net operations.
2. **Responsibilities of Area Directors.** Each Area Director is responsible for the administration of their respective areas.
  - a. Appointing an Assistant Area Director.
  - b. Appointing an Area Awards Manager.
  - c. Ensuring QSLs are expeditiously checked and awards validated for members residing in their call area.
  - d. Meeting as necessary with their constituents.
  - e. Adjudicating disputed matters within their call area.
  - f. Collaborating with other Area Directors to settle cross-area disputes.
3. **Duties of the BoD.** All corporate powers must be exercised by or under the authority of, and the affairs of the corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the articles of incorporation.

**B. CHAIR OF THE BOARD.** One Area Director must serve as Chair of the Board of Directors.

1. **Organizational Meeting.** After certification of the regular election, but within the first 60 days of the calendar year, the President or President-elect, as appropriate, must call an informal meeting of the returning incumbent Area Directors and Area Directors-elect to select a Chair.
2. **Selection of the Chair**

- a. The Chair must be selected from the incumbent Area Directors and Area Directors-elect.
- b. In the absence of the Chair, the Area Directors present at a BoD meeting must select an Acting Chair to conduct the business prescribed by the agenda.

**3. Duties of the Chair**

- a. Schedules and conducts meetings of the BoD as required by Bylaws Article I.D Meetings.
- b. Serves for a period of one fiscal year.
- c. An Area Director may continue as Chair for multiple fiscal years.
- d. Oversees assembly and timely publication of the final agenda required by Bylaws Article I.F at least 5 days in advance of the monthly BoD meeting.
- e. Reviews motions affecting the Constitution, Bylaws, and awards to ensure they are submitted to the proper committees for action prior to BoD action as required by Bylaws Article I.E.6.
- f. Ensures that records of BoD meetings meet Club Bylaws requirements for content before they are brought up for an approval vote.
- g. Calls Special Elections and Special Circumstances Elections as necessary.
- h. Orient Directors-elect by acquainting them with procedures, documents and responsibilities called out in the Club Constitution and Bylaws.
- i. Counsels Area Directors on preparation of motions to ensure completeness for inclusion in the Agenda.

**4. Vacancy of the Chair.** In the event of a vacancy, the remaining Area Directors must meet as soon as possible to elect a replacement Chair to fill the vacancy for the remainder of the fiscal year.

**5. Replacement of the Chair.** The BoD may elect a new Chair at any time.

**C. TERM OF OFFICE.** The term of office of an Area Director is two years. Area Directors from the even-numbered call areas are elected beginning their terms in an even-numbered year, and Area Directors from the odd-numbered call areas and the DX Area Director are elected beginning their terms in an odd-numbered year.

**1. Vacancies**

- a. In the event of a vacancy of an Area Director having fewer than six months left to serve, the President must recommend an interim Area Director from the affected area for approval by the BoD.
- b. In the event of a vacancy of an Area Director having greater than six months left to serve, a Special Election must be called.

**2. Abandonment.** In the event an Area Director fails to have his or her area represented for three of the five prior consecutive months at the regularly scheduled BoD meetings, the President must notify the Chair, who must present a motion at the next scheduled BoD meeting to declare the Area Director position vacant. To pass, the motion requires a majority vote of the eleven Area Directors then in office.

**D. MEETINGS**

1. **Regular Meetings.** Monthly Board Meetings must be held on the second Saturday (local time) of each month to conduct the business of the Club. The meeting must take place at a time and place determined by the Chair. The meeting type and location must allow observation by all interested Club members.
2. **Notice of Meetings.** Notice of each meeting must include the date and time, the type of meeting (i.e., virtual, in person, on-air), and the agenda. The Chair must provide notification to BoD members and Assistant Area Directors via the board reflector and to the general membership via the Club website at least five days in advance of the meeting.
3. **Eyeball Meeting.** The BoD meeting held during the Eyeball gathering will replace the monthly BoD meeting for that month and must be scheduled in conjunction with the dates of the gathering. If feasible, the Eyeball host must provide Internet access to enable attendance by all members.
4. **Special or Emergency Meetings.** The Club President or the Chair may call such special or emergency meetings as are deemed necessary. Other Officers and Area Directors may request that a special or emergency meeting be called by the President or the Chair. Notice of such special or emergency meetings, along with an agenda for such meetings, must be made available to all BoD members and Assistant Area Directors, and to the general membership at least forty-eight (48) hours in advance of a special meeting and at least twenty-four (24) hours in advance of an emergency meeting.
5. **Rescheduled Meeting.** If a regular BoD meeting is not held, the Chair must reschedule the meeting as soon as possible, and must ensure that a complete description of the reason is included in the minutes of the next BoD meeting.
6. **Participation by Committee Chairs.** Committee chairs with business before the BoD may address the BoD when recognized by the Chair.
7. **Participation by Non-Board Members.** Other Club members may not address the Board at meetings unless permission is given by their Area Director and the Chair, without objection, at an appropriate time during a meeting. The immediate past president may attend and participate in BoD meetings.

## E. MOTIONS

1. **Common Features of Motions.** Motions must be authored and proposed to the Chair only by voting members of the BoD. Motions may be sponsored jointly by two or more voting members of the BoD.
2. **Regular Board Meetings**
  - a. **Motions Requiring Advance Submission.** Motions of the following types must be submitted to the Chair in written form for study, as soon as possible, but no later than seven days before the BoD meeting at which the motion is to be presented.
    - i. Amendments to the Constitution or Bylaws.
    - ii. Awards related.
    - iii. Non-emergency expenditures.
  - b. **Motions from the Floor.** Motions of the following types may be made during a meeting by a voting member of the BoD or, in their absence, their assistant

or their designated proxy by requesting to the Chair that they be heard. The Chair must determine the propriety of such motions and reject those that are out of order. Such motions must be transcribed by the Secretary at the meeting, and read back to the BoD for confirmation prior to a vote.

- i. Amendments to motions currently under consideration, with the exception of amendments to motions requiring advance submission as defined in Bylaws Article I.E.2.a.i and I.E.2.a.ii, which must be routed to the appropriate committee for review.
      - ii. Motions to table a motion or to bring a motion off the table.
      - iii. Motions to adjourn.
      - iv. Other motions pertaining to current discussions not subject to the advance notice restrictions in Bylaws Article I.E.2.a.
3. **Special and Emergency Board Meetings.** Motions must be prepared and submitted to the Chair in accordance with the specified timelines.
4. **Format and Required Elements.** Apart from motions from the floor, motions must contain the following elements to be considered complete. The chair must reject non-compliant or inappropriate motions with an explanation for the rejection and a request to resubmit with corrections or withdraw the motion.
  - a. Title, date, and sponsor(s) of the motion.
  - b. Summary paragraph of motion to be voted on.
  - c. Detailed description of motion supporting the need for the BoD action.
  - d. Relevant background and historical information.
  - e. Implementation timeline.
  - f. Impact on Club finances and budget provisions.
5. **Distribution.** Apart from motions from the floor, motions accepted by the Chair must be distributed to the BoD and the members with the agenda for the meeting at which they will be presented subject to the specified timelines.
6. **Qualification.** Prior to their inclusion in the agenda, the Chair must ensure that applicable motions are routed through the appropriate committees for review.
7. **Six-Month Moratorium.** Except for the following, the Chair must reject motions that cover a specific issue voted on within the prior six months. Disqualification of any motion under this section may be reversed by a two-thirds majority vote.
8. **Withdrawal of Motions.** A motion may be withdrawn by the submitter any time prior to the vote.
9. **Motions to Adjourn.** Such motions, without objection, may be granted by the Chair.

## F. AGENDAS

### 1. All Board Meetings

- a. Must contain date, time, and venue type (virtual, on-air, etc.) of the meeting. Times and dates must be expressed in UTC.
- b. Must contain full text of all motions to be presented at the meeting.

- c. A motion must not be changed after publication of the agenda. However, changes may be proposed from the floor by a motion to amend.

## 2. Regular Board Meetings

- a. Must contain prior meeting minutes and Treasurer's report for approval.
- b. Must contain the President's Report.
- c. Must contain monthly committee reports by standing and ad hoc committees.
- d. Must specify Old Business, consisting of motions and discussions carried forward from prior regular meeting(s). If motions are carried forward, the full text of such motions must be included in the agenda.
- e. Must specify New Business, consisting of current motions and discussion topics.
- f. Must be provided electronically by the Chair through current Club method to all members, Area Directors, Assistant Area Directors, and Officers no later than five days prior to the associated meeting.

## 3. Special and Emergency Board Meetings

- a. Must be provided electronically through current Club method to all members, Area Directors, Assistant Area Directors, and Officers, subject to the specified advance requirements.

## G. MINUTES

### 1. Contents. The minutes of all BoD meetings must contain

- a. Roll call.
- b. The President's Report.
- c. Committee reports.
- d. Full text of all motions proposed as submitted.
- e. Detailed summaries of motion discussions.
- f. Record of votes by title and call sign for each vote.
- g. Detailed summaries of BoD discussions of Club issues.
- h. Proxy notifications.

### 2. Publication Timeline. Draft minutes must be prepared by the Club Secretary for review by the BoD and membership within ten days following the meeting documented.

### 3. Retention. BoD minutes are the permanent record of Board actions. Therefore, they must be diligently prepared and carefully preserved in the Club archives forever to provide continuity and to document the historical record of the Club.

## H. PROXIES. In the absence of the Area Director and the Assistant Area Director for a particular area, or in the absence of the President or Vice President, an absentee Area Director, President, or Vice President may vote by proxy using either a written proxy or a proxy representative, subject to the following requirements.

### 1. Definitions:

- a. **Proxy Representative.** A proxy representative is a voting member of the Club who is authorized to vote by an absentee Area Director, President, or Vice President.
  - b. **Proxy Document.** A proxy document is a written directive by an absentee Area Director, President, or Vice President expressing the vote of the absentee.
  - c. **Notification.** Notice of representation either by proxy document or proxy representative must be communicated by email to the Chair, the Secretary, and the President prior to the meeting to which it applies. The Chair and President must acknowledge receipt of the proxy instruction to the absentee Area Director, President, or Vice President by return email.
2. **Proxy Representative (all meetings except Eyeball BoD meetings).** An absentee Area Director may appoint a proxy representative residing in the area they serve. An absentee President or Vice President may appoint any voting member as a proxy representative. The proxy representative may vote on either a single issue or multiple issues as directed by the Area Director, President, or Vice President. A proxy representative counts toward a quorum of the BoD meeting.
  3. **Proxy Representative (Eyeball BoD meetings).** Same as in I.H.2 above, but an absentee Area Director, President, or Vice President may choose to appoint any Area Director, the President, or the Vice President as their proxy representative. A proxy representative counts toward a quorum of the BoD meeting.
  4. **Proxy Document.** An absentee Area Director, President, or Vice President may direct the Chair in writing to vote in his or her stead on specific issues. An absentee Area Director, President, or Vice President may also provide general authority to the Chair to vote in his or her stead on all matters before the BoD at a particular meeting. A proxy document counts toward a quorum of the BoD meeting.
  5. **Revocation of Proxy.** An Area Director, President, or Vice President may revoke a previously issued proxy at any time prior to the meeting at which the proxy was to have been exercised. Notification must be provided as in Bylaws Article I.H.1.c prior to the meeting, unless the Area Director, President, or Vice President is present at the meeting to revoke the proxy personally.
  6. **Duration of Proxy.** A Proxy is valid only for the specific meeting for which it applies.

## ARTICLE II. OFFICERS, VOLUNTEER POSITIONS, AND STANDING COMMITTEES

### A. Duties of Officers

All Officers must be at least 18 years of age, be Club members, not be on probation, and must have operating privileges to transmit on phone bands where the Club conducts net operations.

1. President
  - a. Communicate and administer the policy of the Board of Directors (BoD) to the general membership, specifically, the Articles of Incorporation, Constitution, Bylaws, and BoD policies specified in the NCS guide.
  - b. Manage the operation of the nets and associated activities including staffing (Net Coordinators, NCSs, Training Coordinator) and net procedures.
  - c. Speak for and represent the Club to outside entities.

- d. Charter ad hoc committees to address specific Club issues. The President must be an ex-officio member of all such committees and is responsible for monthly reports of their goals, timelines, and progress to the BoD.
  - e. Nominate Election Monitors for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
  - f. Coordinates nomination(s) of the Club Secretary and Treasurer for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
  - g. Appoint the members of the Audit Committee.
  - h. Nominate the members of the Bylaws Review Committee for approval by the BoD at the first BoD meeting at the beginning of the fiscal year.
  - i. Call special or emergency meetings of the BoD.
  - j. Recommend to the BoD an interim Area Director to fill a vacant position.
2. Vice President
- a. Must act in place of the President, in the latter's absence.
  - b. Assumes the office of President if the President is unable to serve.
3. Secretary
- a. Nominated by the President, Vice President or an Area Director for approval by the BoD.
  - b. Serves for a period beginning at the first BoD meeting of the fiscal year, and ending at the first BoD meeting of the following fiscal year when the Secretary is approved.
  - c. Prepares minutes as described in Bylaws Article I.D.1 for review by the BoD, for distribution to the membership in draft within 10 days, and for presentation at the next regular BoD meeting for approval.
  - d. Initiates correspondence on behalf of the Club as may be required or as may be requested by the BoD.
  - e. Files Corporation Report to Florida Department of State annually between January 1 and May 1, containing names and addresses of ALL DIRECTORS and principal officers, among other requirements of Florida Statutes 617.1622.
  - f. Files IRS Form 990 annually as required by IRS regulations, no later than July 15.
  - g. Files amendments to the Articles of Incorporation with the Florida Department of State as required by Florida Statutes.
  - h. Function as Club Recorder per Florida Statutes 617.1601 and Bylaws ARTICLE VIII - CLUB RECORDS DATING AND RETENTION.
  - i. May be removed by a majority vote of the BoD.
4. Treasurer
- a. Nominated by the President, Vice President or an Area Director for approval by the BoD.
  - b. Serves for a period beginning at the first BoD meeting of the fiscal year, and ending at the first BoD meeting of the following fiscal year when the Treasurer is approved.
  - c. Maintains the financial records of the Club.
  - d. Collects, deposits, and disburses funds.
  - e. Prepares annual Club budget for approval by the BoD.



- f. Furnishes all records as requested by the Audit Committee.
- g. Maintains the Reserve Account specified in Bylaws Article V.
- h. May be removed by a majority vote of the BoD.

**B. Duties of Volunteer Positions**

All volunteers must be Club members and not be on probation.

**1. Call Area Specific Volunteer Positions**

- a. Assistant Area Director – Appointed by and serves at the pleasure of the Area Director to act in the Area Director’s absence at BoD meetings.
- b. Area Awards Managers
  - i. Each Area Director must appoint an Area Awards Manager who serves at the pleasure of the Area Director for the purpose of validating awards applications. Each Area Awards Manager must verify all contacts on applications, confirm that the award requirements are met, enter approved awards through the on-line system, return the QSLs to the applicant if sufficient postage has been provided by the applicant, and forward the application fee, if any, to the Treasurer.
  - ii. Applicants must submit their applications to the Area Awards Manager for the call area in which they reside. If the Area Awards Manager position in that call area is vacant or if that Area Awards Manager is temporarily not available to check applications due to illness or other absence, applicants must submit their awards to the Area Awards Manager of a different call area as selected by the Area Director of the call area in which the applicant resides. Nothing in this Article is construed as preventing an Area Director from checking QSLs and validating awards for members residing in their call area.
  - iii. Area Award Managers must retain a copy of all approved award applications either paper, electronic or both. Electronic and/or paper records for the area must be maintained in a manner in which they can be conveyed easily to a successor Area Awards Manager.
  - iv. Area Awards Managers must submit their own awards applications to another Area Awards Manager selected by their Area Director.

**2. Club-wide Volunteer Positions**

- a. Club Historian
  - i. Nominated by Club President for BoD approval.
  - ii. Serves until a replacement is selected at the request of the Club Historian or the President.
  - iii. Duties and Responsibilities of the Club Historian:
    - (a) Maintain a well-organized and easily retrievable history of the Club and its varied activities and operations.
    - (b) Provides relevant historical information in response to reasonable requests.
- b. Awards Secretary
  - i. Nominated by Club President for BoD approval.
  - ii. Serves until a replacement is selected at the request of the Awards Secretary or the President.
  - iii. Possesses authority to sign awards on behalf of the BoD.

- iv. Duties and Responsibilities of the Awards Secretary:
  - (a) Maintains accurate electronic records in a database of all awards issued by the Club.
  - (b) Publishes weekly summaries of awards issued.
  - (c) Provides award statistics to the Awards Committee.
  - (d) Prints or issues award certificates and plaques established by the BoD, and where applicable, validated by the individual Area Awards Managers.
  - (e) Develops annual budget for the awards area, in conjunction with the Club Treasurer.
  - (f) Serves as an ex-officio member of the Awards Committee.
- c. Election Monitors
  - i. A minimum of two (2) Election Monitors will be nominated by the Club President and approved by the BoD at the first BoD meeting of the fiscal year.
  - ii. Serve for a period beginning at the first BoD meeting of the fiscal year, and ending at the first BoD meeting of the following fiscal year.
  - iii. May be replaced at the request of the Election Monitor or the President.
  - iv. Possesses authority to conduct Club elections per Bylaws Article X.
  - v. Duties and responsibilities of the Election Monitors:
    - (a) Publicizing and conducting all Club elections.
    - (b) Ensuring the integrity of the election process.
    - (c) Thoroughly testing the online election system and reporting its readiness to the Board of Directors (BoD) two weeks prior to each election via electronic means.
    - (d) Recommending updates to the Elections Procedures Handbook to the Bylaws Review Committee.
- d. Webmaster
  - i. Appointed by the Club President.
  - ii. Serves until a replacement is appointed at the request of the Webmaster or the President.
  - iii. Duties and responsibilities of the Webmaster:
    - (a) Maintains the Club website.
    - (b) Maintains the awards database in coordination with the Awards Secretary.
    - (c) Performs IT functions for the Club as needed.
- e. Other Positions – May be appointed from time to time by the President as required for the ongoing operation of the Club. Such positions can be removed by the President or the BoD. Examples of these positions are: Centurion Editor, Century Club Cares Coordinator, and NCS Training Coordinator.

### C. Duties of Standing Committees

The chair of each standing committee will submit a monthly report to the Chair of the BoD for inclusion in the monthly BoD meeting agenda.

**1. Awards Committee**

- a.** The Awards Committee is appointed by the Club President each year at the beginning of the fiscal year for the purpose of reviewing and clarifying awards issues, creation of new awards and recommendations to the BoD regarding awards related issues. The Awards Secretary must be a member of the Committee. The Committee is limited to five (5) club members appointed from current or past Area Awards Managers or Master's Degree holders. The term of the appointment is for one year.
- b.** Any member of the Awards Committee or any voting member of the Club can submit proposals for new awards or modifications to existing awards. If the Awards Committee agrees to move forward, they must send their recommendations to the BoD by any BoD member. This is necessary for the proposal to be included on the agenda for final approval.
- c.** Except for minor adjustments like fixing typographical and grammatical mistakes or making changes that do not significantly alter the requirements or procedures of the award, the Awards Committee must not implement any new awards or modify existing ones without the BoD's prior approval. The Awards Committee is responsible for reporting any such changes in their monthly status report.
- d.** Duties and responsibilities of the Awards Committee:
  - i.** Consider proposals for new awards, and submit those which are recommended by the committee for the approval of the BoD.
  - ii.** Clarify the rules for awards.
  - iii.** Design new awards and programs which may be initiated by the Committee or the BoD.
  - iv.** Generate monthly status reports for the BoD, including ongoing projects, completed projects, and any changes made to existing award documents.

**2. Presidential Advisory Committee –** Appointed by the Club President each year at the beginning of the fiscal year for the purpose of furnishing advice and consultation to the President. The committee is limited to five (5) club members appointed from among past Presidents and Master's Degree holders. The committee will have a Chair appointed by the President and the committee will advise the President as requested and needed. The term of the appointment is for one year. No official business of the Club will be conducted by the Committee.

**3. Bylaws Review Committee**

- a.** Appointed by the Club President with the approval of the BoD each year at the beginning of the fiscal year. The Committee must consist of five (5) people, appointed from Master's Degree Holders, past Presidents, past Vice Presidents, or current or past Area Directors and Club Secretaries. The term of the appointment is one year. At its first meeting of the fiscal year the Committee must select a Chair.
- b.** Conduct ongoing reviews of the Constitution and Bylaws, and recommend changes to the BoD. Area Directors must forward all proposed language for Constitution or Bylaws amendments to the Committee Chair for review.
- c.** The Chair of the BoD must ensure that any proposed Constitution or Bylaws amendment has been reviewed by the Committee prior to being placed on the agenda.
- d.** The Committee Chair will submit a monthly report to the BoD detailing the status of all committee activities.

#### 4. Audit Committee

- a. The Audit Committee is appointed by the President. The Committee must consist of two (2) voting members. The term of the appointment is one year.
- b. Within ninety (90) days after the closing of each fiscal year, the Audit Committee must perform an annual audit on the financial records of the Club and submit an audit report to the BoD.
- c. In the event of a vacancy in the office of the Treasurer, the Audit Committee must perform an audit not more than sixty (60) days after the vacancy occurs. If the vacancy occurs prior to the audit referred to in 4.b, that audit is deferred to the following fiscal year.

### ARTICLE III. MEMBERSHIP

**A. Definitions.** An individual operator becomes a member upon earning a 100-Point Award on any of the nets operated by the Club. Club stations or special event calls, although eligible to earn club awards, are not eligible for membership.

1. In this document, the term "club" or "voting" in conjunction with the words "member" or "membership" denotes someone who has earned a 100-Point Award. The term "general" or "at large" in conjunction with the words "member" or "membership" denotes any participant.

**B. Members' Rights and Responsibilities ("Members' Bill of Rights").** Members have the right to be treated respectfully by the Club and its volunteers. Members are expected to act responsibly when participating in club nets and activities.

1. Members working toward completing awards have the **RIGHT** to expect a high rate of QSO's confirmed by QSL cards in a timely manner, and the **RESPONSIBILITY** to reciprocate.
2. Members have the **RIGHT** to share positive, helpful communications on the nets, opt-in reflectors, and on social media. The communications will be free of abuse, political opinions and other controversial topics.
3. To preserve the integrity of the 3905 Century Club's challenging and rewarding awards program, it is each member's **RESPONSIBILITY** to observe Club rules, and it is each member's **RIGHT** to be given the benefit of the doubt by Club leadership.
4. Members lodge complaints about other members' conduct from time to time. Members with such complaints against them have the **RIGHT** to expect that before any formal disciplinary action is taken by the Board a representative of the Board will have private informal discussions to better understand the situation and attempt to rectify it.
5. Members have a **RIGHT** and **RESPONSIBILITY** to vote in electing club leaders. Because the club cannot write detailed statutes covering every situation the Board of Directors is the final arbiter of any and all issues; therefore, each member's vote is very important.

#### **C. Resignation of Membership**

1. If a member, for whatever reason, wishes to resign from the Club and have his name removed from the rolls and his certificates vacated, that member may do so by sending a letter of resignation to the President of the Club via either postal or electronic mail.
2. The Awards Secretary shall vacate all awards and certificates held by the member and the certificate numbers for those awards shown on the rolls will be marked "voided."
3. Members who have resigned shall not participate in Club activities or apply for Club awards for a period of two (2) years forward from the date of resignation, unless the member has previously resigned, in which case the second resignation shall result in permanent exclusion.

**D. Rules Violations and Detrimental Conduct.** The Board of Directors may penalize members via either formal censure or revocation of membership as provided in Paragraphs E and F of this section for the following reasons.

1. Violation of the communication laws or regulations under which the Club member is operating at the time of his/her participation in Club activities
2. Intentionally filing false claims for awards.
3. Willful interference on our nets.
4. Consistent failure to QSL net contacts.
5. Such other actions as shall be determined by the Board of Directors to be significantly detrimental to orderly operation of the Club.

**E. Formal Censure and Probation** – For any initial offense by a member, the Board of Directors may choose to formally censure the member, which places the member on probation for six months and suspends the member's Club privileges.

1. **Written notice.** The Board of Directors shall direct the President to send the affected member a Written Notice of Censure describing the member's offense(s) and the remedies described in this Article.
2. **Terms of probation.** The censured member shall be subject to a probationary period of six (6) months from the date of approval of the Motion to Censure and will vacate any Club offices held at that time. The censured member shall not participate in Club activities, including nets, or hold any Club office during this six (6) month period.
3. **Effective date; no right of appeal.** Formal Censure is final upon approval by the Board, and the Board shall not grant the member the right to appeal.
4. **Violation of probation.** Should a censured member violate any of the provisions of the probationary period, the Board of Directors shall initiate the revocation process described below.

- F. Revocation of Membership** – The Board of Directors may revoke membership of any member if it determines that an initial offense is sufficiently egregious. Revocation is mandatory for a member who has been previously censured by the Board of Directors. Revocation shall require a majority vote of the Board of Directors as described in Paragraph F of this Article.
- 1. Written notice.** The Board of Directors shall direct the President to send the affected member a Written Notice of Revocation describing the member’s offense(s) and the remedies described in this section.
  - 2. Effective date; no right of appeal.** Revocation of membership is final upon approval by the Board, and the Board shall not grant the member the right to appeal.
  - 3. Removal from Club office(s).** Upon revocation, the member shall be removed from any and all club offices and positions, elected or appointed.
  - 4. Removal from Club rolls and revocation of awards.** The revoked member’s name and call sign shall be removed from the membership rolls. The Awards Secretary shall vacate all awards and certificates held by the member and the certificate numbers for those awards shown on the rolls will be marked “voided.”
  - 5. Option to resign.** A member who is under consideration for revocation shall have the option to resign subject to the provisions of Paragraph C, at any time prior to the final revocation vote by the Board of Directors. Upon receipt of the letter of resignation by the President, the revocation motion will be automatically withdrawn.
  - 6. Permanent exclusion.** Individuals who have had their membership revoked shall not be permitted to become a Club member again.
- G. Common Procedure for Censure or Revocation** – The Board of Directors shall strictly adhere to the procedure described in this paragraph for either Censure or Revocation of a member.
- 1. Motion to censure or revoke.** A motion to initiate censure or revocation under any of the provisions of Paragraph C of this article shall be brought before the Board by a voting member of the Board at a regular or special meeting of the Board of Directors. This motion shall contain a full and detailed description of the charges against the member and its passage by a simple majority of the Board shall initiate the censure or revocation process.
  - 2. Automatic table.** Upon filing of a motion before the Board of Directors for censure or revocation, the motion shall be tabled so that notice may be given to that member before the motion’s consideration.
  - 3. Service of notice.** At least fifteen days before the motion may be removed from the table and considered, the President shall provide that member notice that his or her membership is under consideration for censure or revocation and that the member has the right to submit facts to the Board of Directors for its consideration within fifteen (15) days. Notice shall be by first class mail and by e-mail, with copies to the

Club Secretary and Chair of the Board. All such attempts shall be documented and sent to the Club Secretary and Chair of the Board. A detailed report of all contact attempts shall be included in the minutes of the meeting of the Board during which the motion is considered.

4. **Deliberation by Board.** Upon timely receipt of a response by a member, the Board shall deliberate for at least forty-eight (48) hours before voting on the motion to censure or revoke at a regular or special meeting of the Board.
5. **Failure to respond.** In the event the club member chooses not to present facts to the Board within fifteen (15) days of being informed of the intent to revoke club membership or censure the member, the Board shall proceed to vote on the revocation or censure motion at the next meeting of the Board with no further deliberation.
6. **Agenda and voting.** After all the other requirements of Paragraph F above have been completed, the revocation or censure motion shall be placed on the agenda for the next regular or special Board meeting and shall require a simple majority of the Board for passage.

- H. **Use of Contacts with Resigned, Revoked, or Censured Members** - No revocation or censure of a member shall prevent other general members of the Club from using past contacts with, and certificate numbers of, resigned or censured club members for the purpose of awards for themselves, regardless of the filing date of such applications unless the Board chooses to designate such contacts ineligible for such use in whole or in part. Upon revoking a member's membership in the case of fraudulent or illegal contacts, the Board may designate some or all of that member's contacts ineligible for use by any member in applying for future awards.

#### **ARTICLE IV. GENERAL INFORMATION**

- A. The Club will maintain an official Club website for the dissemination of information about the Club.
- B. Volunteers own, manage and operate domestic, DX and Handiham QSL bureaus in conjunction with the Century Club nets. Bureau members making contacts on Club nets may optionally send and receive cards through the bureaus.
- C. Volunteers own, manage, and operate the annual Eyeball event. The Eyeball is a physical gathering of Amateur Radio Operators and their guests, promoted by the Club. By approving an Eyeball proposal, the board may provide a promotional amount of up to \$1000 (one thousand dollars) to be used for Eyeball expenses. All surplus Eyeball funds must be returned to the treasury and carried forward in a designated balance sheet line item applicable only to future Eyeballs. The Eyeball host may provide historical cost data to aid future hosts.

#### **ARTICLE V. CLUB OPERATIONS**

- A. Net Policies
  1. Definitions

- a. **Turn.** The time starting when NCS grants a checked-in operator the opportunity to make an approved number of calls, to when the operator relinquishes control back to the NCS.
  - b. **Running a List.** The practice of compiling a list of stations wanting to work a specific station.
  - c. **Special Event Day.** A 3905 Century Club specific net or series of nets on a single day with special net procedures.
  - d. **NCS.** Net Control Station operator conducting the net.
  - e. **On The Line or On The Point.** Operating simultaneously from two or more adjacent geographic entities, while complying with all governing entities' laws and regulations.
  - f. **Round.** A "round" within a net refers to the interval starting when the first check-in station begins their turn, and continuing until the final checked-in station has completed their turn. There may be multiple such rounds within a single net.
  - g. **Combo.** Two members of an immediate family who are licensed operators checked in to the net as defined in Article VI - AWARDS.
  - h. **Disruptive Behavior** is defined as any of the following:
    - i. Interfering with the operation of a net.
    - ii. Questioning the authority of the NCS.
    - iii. Questioning the procedures followed by the NCS.
    - iv. Berating other members.
    - v. Questioning license classes and information via licensing database lookups.
    - vi. Any other activity deemed disruptive by the NCS.
2. Net policies in Bylaws Article V.A. are the foundation for development of net operating procedures contained in the document "NCS Guide: Procedures for Net Control Stations". The NCS Guide and training materials must not deviate from these policies.
  3. NetLogger is the official NCS live logging program for the 3905 Century Club. All NCSs must live log using the most recent version of NetLogger.
  4. Nets are controlled by various amateurs as scheduled by the Net Coordinators. In the absence of the scheduled NCS, any properly licensed amateur radio operator may function as NCS for a net.
  5. The club operates nets on 160 meters, 75-80 meters, 40 meters, and 20 meters. The Club must select net frequencies within the portions of the amateur bands where US general class operators have operating privileges.
  6. With prior authorization by the President and Net Coordinator, NCSs may hold a Special Event selected from the list provided in the NCS Guide.
  7. The NCS must never run a list.
  8. Check-ins are limited to three call signs per individual: the call sign of the operator, one optional club call sign and one optional special event call sign per geographic entity.
  9. If located on lines or points, each operator is entitled to a check-in line for each call sign and geographic entity. Calls to or from the operator are considered simultaneous contacts with each geographic entity claimed.



10. The NCS must accept what an operator declares as their operating status or location, for example: YL, combo, state capital, on the line, etc.
  11. Club call signs and special event call signs may not be passed on or assigned to any other operator during a single net session.
  12. The President and QSL Bureau Managers may request their turn at any time during the current round.
  13. NCS has the authority to immediately check-out (or mute on AIM) operators who are disruptive, either on the air or on AIM, if they fail to comply with NCS direction. An operator or NCS with a complaint must contact their Area Director for resolution.
  14. If at any time during the net, a combo member contacts an operator or an operator contacts a combo member, the operator is permitted at their discretion to work both members of that combo.
- B. The Club Operations Manual**
1. There must be a Club Operations Manual.
  2. The Vice President is responsible for maintenance of the Club Operations Manual, which must contain:
    - a. Job duties and procedures for Club Officers, volunteer positions and standing committees as described in Article II.
    - b. A list of responsible positions and corresponding Club Website content that they manage.
- C. The Club BoD Quick Reference Guide is a one-page document consisting of commonly used excerpts from the Constitution and Bylaws such as:**
1. There must be a Club BoD Quick Reference Guide.
  2. The sitting Chair is responsible for maintenance of the Club BoD Quick Reference Guide, which must contain information regarding:
    - a. Submitting a motion.
    - b. Director responsibilities.
    - c. Structure of the Club.
- D. All QSLs, to be valid for club awards, must show the call sign of the station worked, the time and date in UTC, the signal report, frequency/band and mode. The frequency may be stated exactly as a frequency, or as a wavelength.**

## **ARTICLE VI. CLUB AWARDS**

- A.** The awards program of the Club shall consist of two branches. One branch shall consist of the progressive 100 through 1000-plus point awards. The other branch will consist of all other awards. The 100-point award must be earned before any other awards of either branch, are earned. The rules for the first branch are contained in Paragraph E of this article. See Paragraph F of this article for the second branch.
- B.** Each award application shall be supported by valid QSL cards, or photocopies thereof, for each contact claimed.
1. (MRC) Mobile Reply Cards are valid for Club awards.
  2. A single QSL card from a combo is valid for Club awards; however, individual cards to and from combos are encouraged.

C. The effective dates for all awards issued by the Club shall be:

75M	Phone Net	-	02/17/1977	20M	RTTY Net	-	05/01/2000
40M	Phone Net	-	09/10/1978	20M	PSK Net	-	09/10/2000
80M	CW Net	-	02/24/1980	40M	PSK Net	-	09/10/2000
160M	Phone Net	-	01/01/1984	80M	PSK Net	-	02/01/2001
40M	RTTY Net	-	05/01/1986	20M	CW Net	-	03/30/2003
40M	CW Net	-	06/01/1989	160M	CW Net	-	12/21/2003
80M	RTTY Net	-	05/01/2000	20M	Phone Net	-	03/01/2018

D. Definitions – for the purpose of the awards program of the Club the following definitions will apply:

1. **CALL SIGN** – A call sign consists of three or four elements:

PREFIX	CALL AREA	SUFFIX	MODIFIER
KA	7	ABC	Mobile 8/Ohio

A change in any one of the four elements of a call sign will generate a new call sign. These elements are: prefix, call area, suffix and modifier. A call sign without a change of prefix, call area and suffix may be used a maximum of three times in the home state (Canadian province/territory or DX entity); fixed at the licensee's primary residence, portable and mobile.

Unless the licensee's license is changed by the FCC (or other licensing authority) specifying a different address, a call sign may be used only two times in a state (Canadian province/territory or DX entity) other than the one shown on the license – portable and mobile.

**NOTE:** There are specific awards that do not permit the use of a call more than one time under any condition. When so stated, the rule for the particular certificate will prevail.

2. **CERTIFICATE HOLDER** – is a person who has earned the basic 100-point award of the Club on any of the club nets.

3. **WILD CARD** – is a person who has earned the 1000-point award of the Club. The only restriction in use is that only four (4) Wild Cards, one (1) per state, may be used on the 1000 plus point applications. Furthermore, they may not be used as prefixes for Hawaii and Alaska or as mobile or DX contacts.

4. **SUPER WILD CARD** – Is a person who has obtained the level of Master Degree.

a. You may use the Super Wild Card in the following manner.

1. You may substitute any one contact with a SWC on any award that uses Wild Cards. Exceptions for progressive awards see section 2.

**NOTE:** Only one SWC per award may be used.

2. On the progressive awards, a SWC may only be used in the state prefix section. It WILL NOT be used in the Alaska or Hawaii prefix, 100-point, 500-point, DX or Mobile sections of the progressive awards. The SWC is an additional Wild Card that can be used along with the 4 regular Wild Cards on the progressive award.

**NOTE:** Only one SWC per 1000-point. may be used.

3. A SWC may only be used once and only once.

**EXAMPLE:** If W4NNO was used on the Poker Player award, it cannot be used again anywhere.

- 5. OFFICERS and VIPs** – The term "OFFICER" or "VIP" used on check-in refers to the person holding some Club position, which makes them a valid contact for the Club Officers and VIP Award.

(OFFICERS include the Current Officers of the Club as defined in Section a. below.

VIPs are all past presidents, the eleven (11) original signers of the Club Charter, the Charter President, holders of the Master's Degree Award and Net Control Stations (during the net for which they are designated NCS), and other VIPs appointed by the President or designated by the President from time to time.

- a. The following Club officer positions have OFFICER status for the duration of their term of office or appointment:

President
Vice-President
Secretary
Treasurer
Area Directors
Alternate Area Directors
Awards Secretary

- b. The following volunteers and honorees shall enjoy VIP status as stated below:

1. Non-Officer Volunteer Positions defined in Bylaws II B shall enjoy VIP status for the duration of their term of office or appointment, including, but not limited to:

Club Historian	NCS Training Coordinator
Awards Committee (5)	Annual Eyeball Coordinator
Presidential Advisory Committee (7)	Club Information Coordinator
Area Awards Managers (11)	Net Control Coordinators
Centurion Editor	Assistant Net Control Coordinators
Club Recorder	Net Control Stations (only while operating net)
Webmaster	QSL Bureau Managers
Century Club Cares Chairman	Registered Agent
Other Appointed Volunteers	

2. The eleven (11) original signers of our Club Charter shall enjoy permanent VIP status as follows:

AA1Q (SK)	WD4CQY (SK)	WB7NSE	N0SD
WA2ZYM	K5WSC	WA8WZX (SK)	VE3IKN
KD3O (SK)	K6ACX (SK)	WA9KKM	

3. All past presidents, including the charter President, shall enjoy permanent VIP status.

4. Holders of the Master's Degree Award shall enjoy permanent VIP status.

5. John C. O'Keeffe, NJ3V, Awards Secretary 1987 – 2003 shall enjoy permanent VIP status.
  6. Tom Bates, AA1NZ, founder of the Eyeball shootout and shootout master shall enjoy permanent VIP status.
  7. Lon Martin, K0WJ, 2010-2015 shootout master shall enjoy permanent VIP status.
6. **STATE CAPITAL** – To count as a state capital a station must physically be in the state capital at the time of the contact and his/her QSL card must so indicate.
  7. **COMBO** – A combo is any two people in the same immediate family checked into the same net session from the same QTH and is limited to:

Spouse and Spouse
Parent and Child
Grandparent and Grandchild
Sibling and Sibling

The term “spouse and spouse” means two individuals lawfully married to each other.

NOTE: If more than two members of the same family check in on the same night, from the same QTH, only two of them may be worked on one call as a combo.

8. **Station operation – there are three types of station operation: fixed, mobile and portable**
  - a. Station operation definitions:
    1. Fixed – operation from a licensee’s home station, typically, but not necessarily, the address as found in the records of QRZ, FCC or other licensing authority. No callsign modifier is used on the air or on QSL cards.
    2. Mobile – operation using station equipment that is mounted in/on a land, sea or air vehicle. The vehicle can operate in a safe and legal manner with the station equipment installed. Callsign modifier is “/M ‘state, province or DXCC entity”.
    3. Portable – operation other than fixed or mobile as defined above. Callsign modifier is “/P ‘state, province or DXCC entity”.
  - b. Common among all three types of station operation are the following:
    1. The receiving, transmitting and antenna equipment are in the same location.
    2. The location of the QSO is the location of the receiving, transmitting and antenna equipment.
    3. Each type of station operation can be controlled locally or remotely by any means accepted by the licensing authority.
    4. The callsign modifier for each type of operation shall be the same for stations controlled either locally or remotely.
9. **QRP STATION** - A station which is using 10 watts or less output power shall be considered a QRP station. All awards issued to QRP stations shall indicate that they have earned the award operating QRP.
10. **DX** – DX is any entity listed in the "ARRL DXCC Entities List" except for the 50 states of the United States and the District of Columbia. Stations on boats and planes operating legally within the 12-mile territorial limits of a DX entity as previously defined are considered to be DX operating from that entity.

**E. PROGRESSIVE (POINTS) AWARDS – 100, 1000, 2000 POINTS AND ABOVE**

1. This is the basic awards program of the Club and all contacts for each of the progression steps must be made on a single band and mode.  

(Effective July 1, 1993, all contacts used on the progression awards for the CW nets must be on the same band, also effective July 1, 1993, all new 100-point certificates issued for the CW nets will include the band.)
2. The 100-point certificate must be earned on a given band/mode before any other Club awards on that same band/mode.
3. It is permissible to work on more than one award at the same time.
4. No call sign may be repeated in this progression.
5. Rules of this progression are as follows:
  - a. 100-POINT AWARD – The point system of the 100-point award is:
    1. STATE CAPITALS = 10 points
    2. DX = 5 points
    3. 2-LETTER CALLS (2 or less letters in suffix) = 5 points
    4. YLs = 5 points
    5. COMBOS = 10 points

**NOTE:** Each State Capital worked and claimed for this award must be in a different state. (i.e., 10 State Capitals must represent 10 different states).
  - b. 500-POINT ENDORSEMENT – For 400 additional points beyond the 100-point level.
    1. STATES – 25 required, not more than 2 contacts per state = 5 points each. (One may use more than a minimum of 25 states.)
    2. DX = 10 points each
    3. YLs = 5 points each
    4. COMBOS = 10 points each
    5. 2-LETTER CALLS = 5 points each
    6. Categories 2 through 5 may be used, but are not required.
  - c. 1,000-POINT AWARD – For 500 points beyond the 500-point endorsement.
    1. Rules effective October 1, 1981.
      - (a). Contact must be made with 5 DIFFERENT PREFIXES in each STATE, at 1 point per contact. Alaska and Hawaii need only be contacted once each, at 5 points for each contact. A "Wild Card" may be used in place of any four of these contacts, but only one Wild Card per state, except Alaska and Hawaii, which must be contacted. In addition, one "Super Wild Card" may be used in place of any state except Alaska and Hawaii.
      - (b). DX – 15 required at 10 points each, with a MINIMUM of 5 DIFFERENT COUNTRIES. (DX stations should consult the latest rule of the Board of Directors as to what constitutes DX for them.)
      - (c). MOBILES – 10 required at 10 points each.

- d. 2000-POINT LEVEL – Rules and categories are the same as for the 100-Point, 500-Point and 1000-Point Awards under VI.E.5.a thru VI.E.5.c, but must be ALL NEW CALLS not used previously.
- e. Continuation of the 1000-Point Award progressions to any level is permitted. Wild Cards from the NEXT LOWER LEVEL are to be used for each new progression.

**F. OTHER AWARDS EARNED BY NET CONTACTS –**

This constitutes the second branch of the Club Awards Program. Cards used on the basic progression awards may also be used on these awards and endorsements or vice-versa. Cards used on these awards and endorsements may also be used on other awards and endorsements in this branch.

**1. Additional Net Awards –**

- a. For all additional net awards earnable by submitting QSLs for qualifying contacts or by performing NCS duties, see current PDF format awards applications available on the Club web site or available as printed copies by postal mail at cost for printing and postage from the Club Information Officer.
- 2. All club awards are available to Short Wave Listeners; however the basic SWL Award must be issued before any other award to an SWL. All SWL awards will plainly state they are SWL awards and SWL awards do not entitle the holder to a vote in Club matters.
- 3. The awards program of the Club, including the requirements for any particular award, or the creation of new awards, may be amended by the Board of Directors, at any time, in accordance with Article VII of the Club Constitution.

**G. PRESIDENTIAL AWARDS –**

- 1. **KD3FM Service Award** – An annual award for exceptional service to the Club. The President is authorized to designate one recipient of this award per year. The Board may suggest suitable candidates. The selection will take place annually 90 days prior to the next scheduled annual meeting (Eyeball).
- 2. **Certificates of Appreciation** – Issued by the President. The President and the Presidential Advisory Committee will have the sole discretion for defining the criteria under which up to 25 of these certificates shall be awarded annually. Club members may submit nominations to the President and her/his Advisory Committee.

**ARTICLE VII. THE ANNUAL MEMBERSHIP MEETING**

- A. The club must hold an annual membership meeting, preferably at the Eyeball event, following the Board of Directors' meeting.
- B. The annual membership meeting must include an interactive question and answer period for members.
- C. The time and place of the annual meeting must be decided by the Board of Directors.

**ARTICLE VIII. CLUB RECORDS DATING AND RETENTION**

- A. All documents produced by the Club must include a revision date. A revision number may also be included, if applicable.
- B. All documents produced by the Club must be retained for a minimum of three years.

**ARTICLE IX. FUNDS**

Upon the dissolution, termination or winding up of the Corporation in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the Corporation and all costs and expenses of such dissolution, shall be distributed to such educational, scientific and charitable organizations as are deemed tax-exempt by the Internal Revenue Service and which are selected by the last Board of Directors or its successors in interest. None of the assets will be distributed to any general members, officers, or Directors of this Corporation. See F.S. 617.1406 and IRC 501(c)(7) for statutory details.

## **ARTICLE X. RULES FOR ELECTIONS**

### **A. Definitions**

1. For all election purposes, a "day" is defined as a 24 hour period running from 00:00:01 to 23:59:59.
2. All dates and times referenced are UTC.

### **B. Elections must be conducted in accordance with this section's policies. The Bylaws Review Committee oversees changes to the Elections Procedures Handbook which is incorporated into the Bylaws by reference.**

### **C. Timing of Elections**

1. Area Directors – Every two years on even-numbered years for even-numbered call areas; every two years on odd-numbered years for odd-numbered call areas and DX.
2. President – Every two years on even-numbered years.
3. Vice President – Every two years on odd-numbered years.

### **D. Regular Elections**

#### **1. Nominations**

- a. Candidates for Area Director must nominate themselves by announcing their candidacy on one of the Club's scheduled nets and informing the Club President and Chair of the Board, who will ensure that they are placed on the ballot.
- b. Nominations for Area Director must be on one of the Club's scheduled nets from November 1<sup>st</sup> through November 30<sup>th</sup>.
- c. Candidates for President or Vice-President must be a club member and be nominated by his/her own Area Director. In the absence of the Area Director, nominations must be made by the Assistant Area Director at a BoD meeting.
- d. Nominations for President or Vice President may be made at any BoD meeting from November 1<sup>st</sup> until adjournment of the regularly scheduled BoD meeting for December.
- e. Incumbents may succeed themselves by reelection subject to the nomination policies above.

2. Balloting begins January 1<sup>st</sup> and ends January 15<sup>th</sup>.

### **E. Method of Voting and Voting Eligibility - All Elections**

1. Area Directors and officers must be elected by ballot cast online, postal mail, email, or on air during 40m and 75m SSB nets on the last day of any balloting period.
2. Eligible voters in elections for President and Vice President are those meeting the requirements of Section III, Membership.
3. Eligible voters in elections for Area Directors are those meeting the requirements of Bylaws Article III, Membership and who are licensed in the area that the Area Director will represent.
4. Area Directors and officers must be elected by a majority of greater than 50 percent of the votes cast. If no candidate receives more than half of the votes, a runoff election must be held among the candidates receiving the two highest vote counts. The balloting period must begin three (3) days following the end of the prior balloting period and must proceed for seven (7) days.
5. Within three (3) days of the end of the balloting period, election monitors must receive, verify, tabulate, and provide the results to the President and Chair of the Board.
6. Mail in ballots received after the end of the balloting period will be disallowed.
7. Confirmation must be completed at the next regular or special BoD meeting.

#### **F. Assumption of Office**

Area Directors and officers must take office on the first day of the Club's fiscal year unless the election process extends past the first day of the Club's fiscal year (see Bylaws Article X.G).

#### **G. Special Elections and Special Circumstances Elections**

1. Special Elections are held when:
  - a. The regular nomination period has passed and failed to produce two candidates for either the club's President or Vice President or,
  - b. The President is unable to serve, regardless of reason, and the Vice President is unable or unwilling to assume the office of President or,
  - c. In the event the Vice President succeeds the President or,
  - d. There is an Area Director vacancy with more than six (6) months remaining in their term of office.
2. Should an occasion arise where paragraph X.G.1.a., above, cannot be satisfied, the regular election for President or Vice President is null and void. Following adjournment of the December meeting, the Chair of the meeting must call for a special election and notify the Election Monitors. Affected incumbents' terms of office shall be extended until the new elections have been held and the results validated by the Board of Directors at their next meeting.
3. Special Circumstances Elections are held when the regular nomination and a special election nomination period for the office of Area Director fails to produce any candidates for a call area.
4. Special Elections nomination and balloting period



- a. The nomination period must run for seven (7) days, which must begin within five (5) days following a call for a Special Election.
  - b. Balloting must begin three (3) days after the end of the nomination process and must proceed for seven (7) days.
  - c. Within seven (7) days following the Special Election, the BoD must meet to confirm the results of the Special Election.
  - d. Following confirmation of the results for any vacant office by the BoD, the winning candidate must take office immediately.
5. Special Circumstances Elections nomination and balloting period(s)
- a. A Special Circumstances Election must begin with a nomination period of seven (7) additional days, following the regular nomination period, with nominations open only to members residing in the call area to be represented.
  - b. If after those seven (7) days there are still no candidates, nominations must remain open for seven (7) more days during which time any member from ANY call area (or country) must be eligible to run.
  - c. Balloting, which as in all Area Director elections must only be open to members of the call area to be represented, must begin three (3) days after the end of the nomination process (whether that be seven (7) days or fourteen (14) days) and must proceed for seven (7) days.
  - d. Within seven (7) days following the Special Circumstances Election, the BoD must meet to confirm the results of the Special Circumstances Election.
  - e. Following confirmation of the results by the BoD, the winning candidate must take office immediately.
  - f. If no candidates are nominated, or if the balloting and subsequent runoff election, if required, still fails to elect an Area Director, the Club President, subject to approval by the BoD, must be responsible for appointing a member from any area to said vacant position.
  - g. Appointment preference must be given to members in the call area to be represented, to members in close geographical proximity to the call area to be represented, or members with affiliations in the call area to be represented (in that order) but the final determination will be up to the President. The Area Director, so appointed, must fill this position for the entire term of the office that was up for election and must take office immediately.

#### **H. Unforeseen Election Circumstances**

- 1. If any situation arises that is not covered by the above, the Election Monitors must propose a course of action to the BoD and, hearing no objections after 72 hours, must proceed as proposed.
- 2. If objections are raised by the BoD, or if the Election Monitors fail to propose a course of action within three (3) days, it must be the responsibility of the BoD to establish the procedure by which the situation will be handled.

3. This procedure must be developed by discussion among the BoD for no longer than seven (7) days with the resulting decision determined by a majority of the Area Directors in a special meeting of the BoD.
4. Following confirmation of the results for any vacant office by the BoD, the selected individual must take office immediately.

**CHANGES AND UPDATES**

<b>DATE</b>	<b>SECTION</b>
11/3/2015	I.D.1, 2 AND 3
11/11/2015	SECTION VI CLUB AWARDS TYPO CORRECTED
3/18/2016	IV-A
5/1/2016	XI.E.a-j SPECIAL ELECTIONS ADDED
5/12/2016	EDITS TO II.B.10. c, II.B.10.d.1 AND 4, ADDED II.B.10.d.5
5/13/2016	EDITS TO I.F.3 AND 1.G.1 II.B.10.d ADDED "responsibilities"
11/6/2016	EDITS TO II.B.10 AWARDS COMMITTEE SECTION (APPROVED 5/2016)
8/23/2017	EDITS TO I.D (APPROVED 2/2017)
8/23/2017	EDITS TO II.B.10.C MINOR WORDING CHANGES (APPROVED 3/2017)
2/19/2018	EDITS TO XI.E.1.H SPECIAL CIRCUMSTANCES ELECTION
3/2/2018	ADDED 20M PHONE NET TO BE ELIGIBLE FOR AWARDS, III.VI.C
3/30/2018	ADDED TO XI.E.1.D, ADDED TO XI.A.1.B (APPROVED 2/2018)
10/22/2018	I.D RESCINDED BY BOARD VOTE ON 10/13/2018
5/1/2019	REPLACED SECTION III (APPROVED 4/2019)
8/1/2019	ADDED 2 PEOPLE TO VIP SECTION AS PERMANENT OFFICER STATUS
8/12/2019	ADDED (EYEBALL) TO ARTICLE VII ANNUAL MEETINGS (APPROVED 8/2019)
10/26/2019	II(B)(5) TREASURER (APPROVED 6/2019)
6/1/2020	II(B)(4)(A) CLARIFY THE DUTIES OF THE SECRETARY (APPROVED 5/2020)
9/1/2020	1.D. SIMPLIFY LANGUAGE FOR MEETINGS
9/1/2020	REMOVE VI.D.11, VI.D.12 AND VI.D.13. MODIFY VI.D.8 REMOTES
9/19/2020	X.E INSERTED PER MOTION 08 2018 03 FAILED TO INCORPORATE
11/13/2021	Article II(B)(1) REFINE DUTIES OF PRESIDENT (MOTION 10-2021-2 AMENDED)
2/22/2022	Article II(B)(4) DUTIES OF AREA AWARD MANAGERS (MOTION 09-2021-1)
2/22/2022	Article VI(D)(7) DEFINITION OF COMBOS (MOTION 09-2021-2)
1/24/2023	ARTICLE V.B PROCEDURE FOR HOLDING A SPECIAL NET. DEFINITIONS OF TYPES OF SPECIAL NETS MOVED TO NCS MANUAL.
9/1/2023	ARTICLE XI - RULES ELECTIONS REPLACED IN ITS ENTIRETY PER MOTION 08-2023-01
10/1/2023	ARTICLES IV, VII, VIII AND IX: GENERAL INFORMATION, ANNUAL MEETINGS, DATING OF FORMS and FUNDS REPLACED IN THEIR ENTIRETY PER MOTION 09-2023-02
3/1/2024	ARTICLES I BOARD OF DIRECTORS and II OFFICERS - REPLACED IN THEIR ENTIRETY PER MOTION 2024-01-B
7/1/2024	ARTICLE V CLUB OPERATIONS - REPLACED IN ITS ENTIRETY PER MOTION 2024-06-01.
9/1/2024	ARTICLE X. AGENDA CONSOLIDATED INTO ARTICLE I. BOARD OF DIRECTORS. ARTICLE XI RENUMBERED AS ARTICLE X.

The following is **NOT** a part of these Bylaws. It's simply an aid to those who need to keep track of items the Bylaws say must be performed on a certain schedule.

<b>Timing</b>	<b>Description</b>
Mar 1 <sup>st</sup> (even numbered years)	Even Area Directors take office. Section I.B President takes office. Article X.B.1
Mar 1 <sup>st</sup> (odd numbered years)	Odd Area and DX Directors take office. Section I.B Vice President takes office. Article X.B.1
Nov 1 <sup>st</sup>	Begin nominations for Area Director, President or Vice President.
Nov 30 <sup>th</sup>	Nominations for Area Director end
Dec 1 <sup>st</sup> – end of Feb in even years.	Audit financial records of the club and submit report to Board by an Audit Committee appointed by the President.
Regular Dec Board meeting or Dec 20 <sup>th</sup> , whichever comes first.	Nominations for President and Vice President end.
January 1 <sup>st</sup>	Election balloting begins for ADs, President and VP
Jan 15 <sup>th</sup>	Election balloting ends for Ads, President and VP. Verbal ballot net to be held.
Jan 26 <sup>th</sup>	Runoffs begin if required
Feb 7 <sup>th</sup>	Runoff elections end. Verbal ballot net to be held.
2 <sup>nd</sup> Saturday (local)	Monthly Board Meeting
Annually before Dec 31 <sup>st</sup>	Select location for following year annual meeting (Eyeball). Article VII.B. (Preferably <b>much</b> earlier than Dec 31.)