

JPL AMATEUR RADIO CLUB  
BYLAWS

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ARTICLE I: NAME AND LOCATION

- Section 1. The name of the organization shall be the “Jet Propulsion Laboratory Amateur Radio Club”.
- Section 2. The headquarters and regular meeting place of the organization shall be the Jet Propulsion Laboratory, 4800 Oak Grove Drive, Pasadena, California, 91109.

ARTICLE II: AIMS AND PURPOSES

- Section 1. The aim and purpose of the JPL Amateur Radio Club shall be to organize radio amateurs for the purpose of developing and encouraging interest in amateur radio and generally support lawful activities for the welfare, benefit and betterment of Radio Amateurs.
- Section 2. More specifically, the JPL Amateur Radio Club shall:
  - a. Further the cause and interest of amateur radio at the Jet Propulsion Laboratory.
  - b. Operate an emergency communication facility as part of the NASA Emergency Net.
  - c. Promote and support public service communications and training activities.
  - d. Provide information and encourage exchange of information among radio amateurs.

- e. Promote radio knowledge, fraternalism and individual operating proficiency.
- f. Conduct club programs and activities to advance the general interest and welfare of amateur radio in the community.
- g. Participate in other emergency communications services in the public interest, such as Amateur Radio Emergency Service, Search and Rescue, Military Affiliate Radio Systems, Radio Amateur Civil Emergency Service, etc.
- h. Encourage others to become radio amateurs by offering public education, public information, training courses, testing, and amateur radio operations experience.

### ARTICLE III: MEMBERSHIP

#### Section 1. JPL Affiliation

For the purposes of determining eligibility for membership, personnel are defined as being affiliated with JPL if they are, or were immediately prior to retirement, employed by or assigned to work at the Jet Propulsion Laboratory, the California Institute of Technology, or their facilities (e.g., Deep Space Network).

#### Section 2. Regular Membership

- a. Regular members may utilize Club facilities, and shall have a vote in the conduct of the affairs of the Club.
- b. Regular membership shall be open to Amateur Radio Operators who are currently licensed by the FCC and are affiliated with JPL (as defined in Section 1 above). NASA employees or NASA retirees are not eligible to be Regular Members<sup>1</sup>.
- c. Regular membership shall change to the applicable membership class at such time that a Regular member no longer meets all of the requirements in paragraph b. above.

#### Section 3. Associate Membership

- a. Associate members shall have all the privileges of Regular members, except they shall have no vote and are ineligible to be members of the Board of Directors.

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<sup>1</sup> As specified in the *JPL Recreation Club Guidelines*

- b. Associate membership shall be open to anyone with a bona-fide interest in the advancement of Amateur Radio that is affiliated with JPL (as defined in Section 1 above).
- c. Associate membership shall change to Guest membership at such time that an Associate member no longer meets the requirements in paragraph b. above.

#### Section 4. Guest Membership

- a. Guest members shall have all the privileges of Associate members.
- b. Immediate family members of an individual affiliated with JPL will be admitted as Guest members.
- c. Individuals that have a bona-fide interest in the advancement of Amateur Radio and do not qualify for any other membership category may be accepted as Guest members by a majority vote of the Board of Directors. Renewal of such membership each year shall be contingent upon reacceptance by the Board.

#### Section 5. Honorary Membership

- a. Honorary members shall have all the privileges of Associate (if affiliated with JPL per Section 1) or Guest membership if not, and in addition are not required to pay dues.
- b. An Honorary Member is an individual who, by their accomplishments as an amateur or by their support to the advancement of amateur radio, has gained this distinction. Honorary membership shall require approval by the Board of Directors and the Club Members.

#### Section 6. Application for Membership

- a. Application for membership shall be made in writing to the Secretary or designee. Each applicant must express a willingness to abide by the Bylaws and other rules promulgated by the club.
- b. Each applicant who is not an active JPL or JPL contractor employee must submit a signed Liability Waiver with their annual membership application.

#### Section 7. Termination of Membership

- a. A Member may resign from the Club at any time upon written notice addressed to the Secretary.
- b. Forfeit of membership shall be for delinquent dues.

- c. Members who resign, or are expelled from the Club shall be absolved automatically of all duties and rights of memberships and they shall surrender all properties of the Club in their possession upon termination.
- d. Any Member may be expelled for improper conduct. Written charges, having been duly made, will be read by the Board of Directors who will, in turn, bring their recommendations to the membership. A decision shall be made by two-thirds vote of the Members present and voting with a quorum being present.

#### ARTICLE IV: DUES

Section 1. The amount of annual dues shall be determined by the Board of Directors and shall be due 1 January and payable no later than 30 January to the Treasurer.

Section 2. Under certain special circumstances (such as Club members in foreign countries, etc.) dues may be waived by the Board of Directors.

#### ARTICLE V: ORGANIZATION AND MANAGEMENT

Section 1. The affairs and business of the Club shall be managed by the Board of Directors.

Section 2. The Board of Directors shall consist of the Officers of the Club, the Emergency Communications Manager and the Director-at-Large. All Directors shall be Regular members in good standing; in addition, the Treasurer must be an active JPL employee, and at least 50% of the Directors shall be active or retired employees of the Jet Propulsion Laboratory (as opposed to CIT or Contractors).

Section 3. The Officers shall consist of the President, Vice President, Secretary and Treasurer.

Section 4. The Trustees shall be appointed by the President, with the concurrence of the Board of Directors. Trustees shall be Regular Members with appropriate license classes to avoid restricting the operating privileges of the Club Stations. Trustees shall hold FCC Licenses for the club, supervise the operations of the associated station(s) or repeater(s), and be custodian of the Club equipment and associated property involved.

Section 5. The Emergency Communications Manager shall be appointed by the President.

Section 6. The Director-at-Large shall normally be the immediate Past President. In the event that the Past President is unable to serve, the President shall appoint another former officer or director of the Club to this position.

Section 7. Standing Committees shall include the following: Education, Publicity, Emergency Communications, Repeater, Station Facility, Internet Services, and Field Day.

## ARTICLE VI: POWERS AND DUTIES

### Section 1. Officers

- a. The President shall be the chief executive officer of the Club, shall preside at all meetings of the Board of Directors, and at all meetings of the membership of the Club. The President shall be an ex-officio member of all committees (except the Nominating Committee) of the Club and shall represent the Club at official functions.
- b. The Vice President shall, in the absence or disability of the President, act as and have all the powers of the President in the conduct of the affairs of the Club, and shall have such other powers and duties as may be assigned by the President.
- c. The Secretary shall, in the absence or disability of the President and Vice President, act as and have all the powers of the President in the conduct of the affairs of the Club, shall keep the Minutes of the meetings of the Board of Directors and of the regular membership, record the votes in all elections, maintain the records of the membership of the Club, and authorize the issuance of each key to the Club Station and keep records thereof. The Secretary shall have such other duties as may be assigned by the President.
- d. The Treasurer shall, in the absence or disability of the President, Vice President and Secretary, act as and have all the powers of the President in the conduct of the affairs of the Club, shall be responsible for administering Club funds as directed by the Board of Directors and maintaining the financial records of the Club, including an annual budget and inventory of Club assets. The Treasurer shall have such other duties and responsibilities as may be assigned by the President.

### Section 2. Board of Directors

- a. The Board of Directors is charged with the management of the affairs and business of the Club. It shall determine and set policy and shall act upon proposals and recommendations submitted by the membership. All members of the Board of Directors shall make every effort to

attend every Board meeting and shall have one vote on each matter to be decided. A quorum shall be required and shall consist of a simple majority of the Directors.

- b. The Emergency Communications Manager shall be responsible for the management and coordination of all Emergency Communication activities of the Club, and shall serve as the primary liaison between the JPLARC and the JPL Emergency Amateur Radio Service (JEARS)
- c. The Director-at-Large shall provide advice and consultation to the Board of Directors as the need arises.

#### ARTICLE VII: OPERATING PROCEDURES

Section 1. Management of the affairs of the Club shall be vested in the Board of Directors.

Section 2. The President shall appoint a nominating committee and/or a committee chairperson and announce the members of the committee no later than the membership meeting preceding the November membership meeting. The nominating committee shall prepare a slate of officers for the ensuing year. The slate shall be presented at the November meeting at which time additional nominations may be made from the floor.

Section 3. Elections shall be held by ballot of the members. Ballots shall be sent out by the Secretary within one week after the November meeting. Ballots shall be counted only if returned within ten (10) days following mailing of the ballots. If there is but one nominee for each office the ballot may be dispensed with and the election held by VIVA VOCE (voice) vote.

Section 4. The new officers shall be presented and installed at the January meeting.

Section 5. Should a vacancy occur in any office, the President, with the concurrence of the Board of Directors, shall appoint a regular member to fill the unexpired term.

Section 6. The following shall be presented by the Board of Directors to the Club members for approval by a majority of the members voting:

- a. Annual budget
- b. Applications for Honorary membership

- c. Other monetary commitments in excess of 15% of the total expenditures in the approved annual budget.
- d. Proposals for disposition of Club equipment.

Notices of proposed votes must be included in meeting notices per Article VIII, Section 3.

Section 7. All parliamentary procedures in conducting business of the Club not herein provided for, shall follow Robert's Rules of Order.

#### ARTICLE VIII: MEETINGS

Section 1. There shall be one regular meeting each month. However, the President may call special membership meetings.

Section 2. There shall be one regular Board of Directors meeting each month. However, the President may call special Board or Directors meetings.

Section 3. Notices for all meetings shall be sent by the Secretary at least five days in advance of said meetings. The notice shall state date, time, place and purpose of the meeting.

Section 4. The majority of the Board of Directors and five Regular Members who attend the regular or special membership meetings of the Club shall constitute a quorum, capable of transacting all business properly brought before the meeting.

#### ARTICLE IX: AMENDMENT AND EFFECTIVITY

Section 1. Any Regular Member may submit proposed amendments or changes to these Bylaws at any meeting of the Club.

Section 2. Proposed changes to these Bylaws shall be communicated to the members of the Club for consideration and discussion at a membership meeting prior to ballots being sent to Regular members for voting.

Section 3. Final wording of amendments shall be approved by the Board of Directors and sent by the Secretary to all Regular Members for voting. Ballots shall be counted only if returned within ten (10) days following mailing of the ballots.

Section 4. Amendments to these Bylaws shall become effective only after: (1) approval by the Board of Directors, and (2) passage by a two-thirds affirmative vote of those Regular members returning ballots.

