

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

BYLAWS

Reading of Proposed Changes: November 10, 2025

Approved by Majority Vote: December 8, 2025

ARTICLE I – MEMBERSHIP

Section 1 – Application

Prospective members shall submit a formal application for membership. Approval requires a simple majority vote of members present, provided a quorum is present.

Section 2 – Classes of Membership

- A. Active Membership:** Any person holding a valid amateur radio license under U.S. Amateur Radio Regulations, Subpart B, Section 97.7, who accepts the financial and participation obligations of the Society. Active members have voting rights.
- B. Youth Members:** Members under 18 with a valid license are considered Youth Members. They pay no dues and have no vote but may become Active Members by paying dues.
- C. Life Membership:** Any actively licensed amateur radio operator who has made a financial contribution outline in Article VII Membership Dues below.

Section 3 – Removal of Members

A member may be removed for violation of the charter, bylaws, FCC regulations, or conduct deemed detrimental to the Society. Removal requires:

1. A written motion, seconded and approved by a majority of voting members present.
 2. Written notification to the member within seven (7) days.
 3. Expulsion requires a two-thirds (2/3) vote of voting members present and a quorum. If the two-thirds vote is not achieved, the charge is dismissed.
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ARTICLE II – ELECTIONS

Section 1 – Nominations and Ballots

- A. Members wishing to run for office must notify the Secretary in writing prior to the November meeting at secretary@westvars.org.
- B. Nominations from the floor are accepted at the November meeting. Preliminary discussion

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

may occur at the October meeting, but formal nominations are not accepted prior to November.

C. Candidates must be Active Members for at least one year, in good standing, and of voting age at the start of their term.

D. Candidates are listed on the ballot in the order they notify the Secretary or are nominated.

Incumbents appear first unless they decline to run.

E. Elections are held at the December meeting. A majority vote of the quorum present elects each office. If no candidate receives a majority, a runoff occurs between the top two candidates.

In the event of a tie, the President conducts a coin toss, except that if the President is a candidate, the Vice President conducts it. The first candidate listed represents “heads.”

Section 2 – Term of Office and Vacancies

F. Officers serve one-year terms beginning at the close of the December meeting. Elected positions include President, Vice President, Secretary, Treasurer, and Trustee (Executive Board).

G. Vacancies between elections are filled by the Executive Board, except:

1. If the Presidency becomes vacant, the Vice President automatically assumes the office of President.
2. The Vice President temporarily assumes the responsibilities of any vacant Secretary or Treasurer position until the Executive Board appoints a replacement.
3. A member may run for multiple offices; elected members are ineligible for subsequent offices in the same election cycle.
4. President’s Access to Club Funds: the President shall not have direct access to club funds. Club funds are to be managed exclusively by the Treasurer and one other board member, as appointed by the club President.

ARTICLE III – REMOVAL OF OFFICERS

Officers may be removed upon written petition signed by two-thirds (2/3) of Active Members, with a quorum present.

Officers missing three consecutive meetings may be replaced by majority vote of the Executive Board.

ARTICLE IV – DUTIES OF THE EXECUTIVE OFFICERS

Section 1 – Meetings

The Executive Board meets at least quarterly. Three of five members constitute a quorum. Written motions may be submitted for the agenda and recorded in the minutes.

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

Section 2 – Officer Duties

A. President:

- Presides at meetings and enforces bylaws.
- Signs official documents.
- Serves as Chair of the Executive Board.
- Appoints Committee Chairs.
- Transfers all materials to successor at term end.
- Assign signature authority to the Treasurer and one appointed board member (other than the President). This dual-signature requirement ensures accountability in all financial transactions.

B. Vice President:

- Assumes duties of absent officers, except Trustee.
- Supports accountability of the corporation's assets, except for Trustee-specific duties.
- Assist in overseeing all communications platforms as needed.

C. Secretary:

- Maintains minutes, membership logs, net-control reports, and correspondence.
- Oversees communication platforms primarily.
- Transfers all materials to successor.

D. Treasurer:

- Receives, disburses, and accounts for all funds.
- Approves bills with Executive Board.
- Maintains membership roll.
- Maintains separate equipment fund outlined in monthly reporting.
- Coordinates insurance claims and renewal.
- Conducts end-of-term audit.
- Files Sunbiz.org update annual in accordance with State of Florida regulations.
- Complete a detailed annual financial report for the Florida Department of Agriculture and Consumer Services (FDACS) to maintain the club's 501c3 status.

E. Trustee:

- Maintains the equipment inventory, manages repeaters, and updates monthly records electronically to all officers and on the organization's designated electronic platform for record-keeping.
- Reports to the Treasurer for insurance and related administrative purposes.

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

A. Elections occur at the December meeting. Other meetings are held monthly on the second Monday at 7:00 PM. Check www.westvars.org for updates.

B. Meetings follow Robert's Rules of Order.

ARTICLE VI – QUORUM

A quorum for elections, bylaw amendments, member expulsions, or dues/assessment votes equals the rolling average attendance of the previous 12 months, including at least three (3) Executive Board members.

ARTICLE VII – MEMBERSHIP DUES

A. Annual Dues: The dues for Active Members shall be \$60, payable in the month of application. This equates to \$5 per month for membership and allows free participation in all activities. Any increase must be approved at a regular monthly meeting, with at least two posted notices prior to the meeting. The approved increase shall be recorded in the minutes of the annual meeting held in December each year. This process allows adjustments without requiring redistribution of the bylaws for approval.

B. Life Membership: Life Membership may be conferred upon an individual in recognition of a one-time donation of \$1,200. A nominee must be proposed by one officer, seconded by another officer, and approved by a majority vote of the membership. Life Members are exempt from future dues; this process is procedural and intended solely for official documentation in the minutes and the corporation's records

C. Payment: Membership dues may be paid in cash at a monthly regular meeting, online via PayPal or mailed to: WestVARS, Attn: Treasurer, P.O. Box 1293, DeLand, FL 32721. Acceptable Payment Methods: Limit membership payments to cash, check or credit card only. All equipment donations must be processed through official 501c3 donation paperwork and are not to be counted toward membership dues or Life Membership status.

D. Funding: Annual dues cover administrative operations. Equipment maintenance and other special projects rely on donations or fundraising.

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

E. Board Expenditures and Voting Procedures:

1. Emergency Expenditure Authority: Grant the board authority to approve emergency expenditures of club funds by a majority executive board vote. This enables timely responses to urgent needs while maintaining oversight.
2. Board must always have an odd number of members. This prevents voting deadlocks and ensures efficient decision-making.
3. Member Vote for Large Non-Emergency Expenses: Any purchase/expense that exceeds \$500 must be approved by a majority vote of the general membership in attendance at any regular meeting.

ARTICLE VIII – COMMITTEES

A. Committee Designation

The Executive Board may establish committees as needed. The President appoints committee chairs no later than the first monthly meeting post-election.

B. Standing Committees:

1. Website Manager(s)
2. Net Manager(s)
3. Testing Manager(s)
4. Groups.io Manager(s) – shall consist of a minimum of two executive officers.

Responsibilities:

- All committees shall report monthly to the Secretary.
 - **Website Manager:** Ensure the website is updated in a timely manner.
 - **Net Manager:** Submit monthly net reports, update scripts, and provide paper copies for review.
 - **Testing Manager:** Conduct and document testing events; report passing testers to the Secretary and Treasurer for one-year free membership application.
 - **Trustee:** Ensure electronic updates of equipment are completed and emailed to all executive officers as backup, in addition to posting on the website.
 - **Groups.io Manager(s):** Maintain a minimum of two executive board members with access to ensure efficient operation.

C. Ad Hoc Committees:

- Formed for specific events or purposes (e.g., Governing Documents, Field Days, Parks on the Air, Outreach Programs, etc.).

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

D. Committee Chairs:

- Appointed by President annually.
- Committee participation determined by Chair. Exclusion complaints reported to officers.

E. Standing Reports at Every Regular Meeting:

1. **Officer Reports** – The Secretary, Treasurer, and Trustee shall provide updates on their respective responsibilities. Reports must be submitted to the Webmaster for posting on the website at least three days prior to any regularly scheduled monthly meeting, ensuring that the membership has access in advance.
2. **Webmaster** – Confirm that all reports are uploaded and that published site data is current and accurate, coordinating with the Secretary and other officers as needed.
3. **Net Manager** – Submit a report to the Secretary for inclusion in the meeting minutes.
4. **Testing Manager** – Report on the number of members tested, passed/failed, or who achieved a higher-level FCC license. Members achieving a higher-tier license are eligible for a half-price membership renewal at any meeting, subject to motion by the Treasurer after verification.
5. **Trustee** – to maintain, log and provide reports on what the clubs inventory is.
6. **Area Club Liaisons** – Provide updates from affiliated clubs, including DBARA, LMARS, LARA, and others as applicable.
7. **Amateur Radio Emergency Service (ARES) Liaison** – Report on ARES activities in Volusia County and other relevant counties.

ARTICLE IX – SPECIAL APPOINTMENTS

The Executive Board may make special appointments to assist operations as deemed necessary.

ARTICLE X – AMENDMENTS

Bylaws may be amended by majority vote of a quorum at a regular or special meeting, with prior written notice to all Active Members.

Presented before the membership on behalf of the Boad of Directors By-Laws Committee:

First reading: November 10, 2025

Second reading/approval: December 8, 2025

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

ARTICLES OF AMENDMENT *to* ARTICLES OF INCORPORATION

Document #764515

ARTICLE I – CORPORATION NAME

West Volusia Amateur Radio Society, Inc. *aka* WestVARS.org

ARTICLE II – OBJECTIVES

- A. Organized exclusively for scientific, educational, and charitable purposes under IRC §501(c)(3).
- B. Activities: Amateur radio for community service, experimentation, emergency communications, and educational outreach in Volusia County, FL.

ARTICLE III – POWERS

Executive Board manages legal and operational affairs as outlined in the bylaws.

ARTICLE IV – REGISTERED OFFICE AND AGENT

Registered office: P.O. Box 1293, DeLand, FL 32721

Registered agent: Treasurer; if unavailable, Secretary or Vice President assumes role.

ARTICLE V – MEMBERSHIP

Full membership open to anyone with a valid amateur radio license, subject to majority approval. Minors and unlicensed persons may not hold office.

ARTICLE VI – OFFICERS

President, Vice President, Secretary, Treasurer, Trustee; elected annually in December. Duties per bylaws.

WEST VOLUSIA AMATEUR RADIO SOCIETY, INC.

ARTICLE VII – MEETINGS

Annual elections scheduled in bylaws; other meetings per bylaws schedule.

ARTICLE VIII – BYLAWS

- A. Bylaws govern operations; amendments require two readings at monthly meetings with written notice to all members.
- B. Amendments to Articles of Incorporation require 30-day notice and majority vote of quorum.

ARTICLE IX – REVERSION OF ASSETS

- A. No member receives dividends or profits.
- B. Assets offered first to be licensed clubs in the County of Volusia, Florida or nearby Lake/Seminole/Flagler Counties within the State of Florida.
- C. If no club accepts, officers hold a documented auction among members.
- D. Residual assets transfer to §501(c)(3) organizations upon dissolution.
- E. Club operations depend on donations; dues alone are insufficient.
- F. Members are encouraged to donate or solicit donations to maintain equipment and operations.

Presented before the membership on behalf of the Board of Directors By-Laws Committee:

First Reading: November 10, 2025

Second Reading / Approval: December 8, 2025

Adoption Date & Officer Signatures:

Christopher Ersson, N4RRJ
Vice President & Co-Drafter

Date: _____

Lew Junk, KM4RLO
Treasurer & Co-Drafter

Date: _____

Club President (Name/Signature/Call Sign)
Signature of Adoption Acceptance

Date: _____