

**BYLAWS OF THE LAKE AMATEUR RADIO ASSOCIATION, INC.**  
**A FLORIDA NOT FOR PROFIT CORPORATION**  
**ENACTED May 17, 2025**

**ARTICLE I--Introduction**

**1** These Bylaws constitute the code of rules adopted to supplement the Articles of Incorporation of the Lake Amateur Radio Association, Inc., for the regulation and management of its affairs.

**ARTICLE II—Membership**

**1 The Association will have four (4) classes of members for all interested** people.

a. **Full Member (can vote)**

- i This class shall be open to those people who currently hold a valid FCC Amateur Radio license and are at least eighteen (18) years of age.

b. **Junior Member (cannot vote & free membership)**

- i This class shall be open to those people who currently hold a valid FCC Amateur Radio license and not yet eighteen (18) years of age.
- ii Upon reaching 18 years of age, Junior members are automatically upgraded to full members.

c. **Associate Member (cannot vote)**

- d. This class shall be open to persons interested in club activities who do not hold an Amateur Radio license. They cannot vote.

e. **Life Member (can vote)**

- i This class shall be opened to people who hold a valid FCC Amateur Radio License and qualify for a Full Membership.
- ii The LARA Board of Directors may bestow a life membership to a Full Member in good standing, who have provided services above and beyond what is expected of a full member. These Life members will be known as an honorary life membership.
- iii **Life Memberships** may be purchased by those individuals who qualify for Full Membership for the then current fee established by the board of directors. These will be known as benefactor life members.

**2** Application for membership will be made to the Membership Chairman. Applicants must furnish positive identification. Applications will be reviewed and evaluated by the Membership chairman. Applicant approval will be by a three quarters majority vote of the eligible members present.

**3** A simple majority of the LARA Board of Directors reserves the right to refuse membership or renewal of membership to anyone who discredits or defames LARA or its members. The secretary will send notice of this action via a certified letter.

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**ARTICLE III—Fiscal Year**

**1** The fiscal year starts on One (1) January and ends on Thirty-one (31) December.

**ARTICLE IV—Dues**

**1** The annual dues for Full Members will be determined annually by the Board of Directors. Any changes to the dues must be ratified by the membership at the next regular meeting.

- i. The dues for Family Members (those people who meet the requirements of a Full member and currently residing in the household of a Full Member) and Associate Members is one-half (1/2) of the Full Membership dues per person per annum.
- ii. There shall be no dues required for Junior Members.

**2** Annual dues are due before January 1<sup>st</sup>. Any member delinquent on February 1<sup>st</sup> will be dropped from the membership rolls and must reapply for membership.

**3** All dues and assessments are payable to the L.A.R.A. Treasurer.

**4 No dues or assessments will be refunded.**

**5** Dues for first time Full Members will be prorated semi-annually.

**6** Dues for Families and Associate Members will not be prorated.

**7** Delinquent dues will not be prorated.

**ARTICLE V— Meetings**

**1** Regular meetings of the membership of the Association shall be held on the third Saturday of each month at 10 AM. When approved by the Board of Directors, the date and time of a future meeting may be changed.

**2** Special Meetings of the Association may be called by the President or a simple majority of the Board of Directors or upon the written request of at least ten (10) Full Members. Only business specified in the special meeting announcements may be transacted at any special meeting. Notice of such meetings communicated electronically or by radio at least ten (10) days prior to such meeting to the Full Members as contained in the Corporate Roster.

**3** A minimum of ten (10) voting members plus five (5) members of the Board

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of Directors, for a minimum total of fifteen (15), shall constitute a quorum for the transaction of business in person or using video conferencing.

**4** The meeting order includes approval of prior membership meeting minutes, Treasurer's report, committee reports, old and new business, special presentations, and adjournment. The Chair may adjust the order or omit inactive reports.

**5** Voting for the election of Officers, the termination of membership or the removal of an Officer from office will be by secret ballot of those voting members present. At all votes by secret ballot, the Chair will appoint a committee of three (3) who shall act as "inspectors of Election" and who shall at the conclusion of balloting, verbally certify to the Chair, the results and the certification shall be physically affixed to the minutes of that meeting. No Inspector of Election shall be personally interested in the question voted on.

**6** All other voting shall be by a "show of hands" vote of those voting members present with the Chair not voting except in case of a tie vote.

**ARTICLE VI— Elected Officers**

**1** The Association will have Four (4) Officers and Five (5) Directors elected annually by the voting membership.

- a. The Elected Officers are: President, Vice President, Secretary, and Treasurer who also serve as Directors.
- b. As described in Article VII (4), any outgoing President will automatically become a director for a term of one (1) year.

**2** All Officers must hold an Amateur Radio license and be Full Members in good standing.

**3** Only one member of a family at a time may hold an office. Any Officer may resign by submitting a written resignation to the Board of Directors. Any Officer may be removed from office for malfeasance, misfeasance, or nonfeasance in office, according to Roberts Rules of Order.

**ARTICLE VII— Election of Officers and Directors**

**1. Candidates for office must notify the Secretary by the November meeting; floor nominations are accepted at that meeting only. Candidates must be Full Members in good standing for at least one year with dues**

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**paid through their prospective term. Incumbents are automatically nominated unless they decline.**

**2. Elections occur at the December regular meeting. Officers and Directors may serve consecutive terms without limits.**

**3. Officers are elected by simple majority. If no majority is reached, a run-off between the top two candidates follows five-minute speeches, with ties resolved by a coin toss (heads for the first-listed candidate).**

**4. At least five Director nominees are required. The outgoing President serves as a Director for one year; otherwise, five Directors are elected. The top four or five vote-getters win, with ties resolved as above.**

**5. New officers begin their duties on January 1. In the event of a vacancy, the Board will fill the position, following the order of precedence: President, Vice President, Secretary, and Treasurer.**

**6. Candidates are allowed to run for multiple offices. Elections will be held in the following order: President, Vice President, Secretary, Treasurer, and Directors. Winning a position disqualifies a candidate from running for any other office.**

**ARTICLE VIII-Board of Directors**

**1** The Board of Directors will meet at least quarterly to conduct the affairs of the Association. Additional meetings may be called by the President or by a Simple majority of the members of the Board.

**2** Five (5) members of the Board of Directors shall constitute a quorum and may attend virtually. Any member of the Board of Directors may present a motion for inclusion in the agenda of the Board of Directors Meeting. The motion and the action taken by the Board of Directors will be recorded in the minutes of the meeting. Board meetings are open to all members.

**3** The Board of Directors shall create and maintain a Policy and Procedures manual to guide orderly operation of the association.

**4** Members of the Board may hold appointed positions.

**ARTICLE IX--Duties of Officers and Appointees.**

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**1** President -The President shall be the Chief Executive Officer of the Association and shall exercise general supervision in accordance with the direction provided by the Articles of Incorporation, the Bylaws, the Policy and Procedure Manual, and the Board of Directors. The President will preside and decide all questions of order at all meetings at which he is present, The President will serve as the chairman of the Board of Directors. He will sign all official documents and letters of the Corporation. The President will create and fill such committees as he deems necessary to assist in the management of the affairs of the Corporation. The President will appoint two (2) members to have signatory authority on the Corporation's financial accounts; this is in addition to the Treasurer.

**2** Vice President -The Vice President will assist the President in the discharge of his duties and will officiate in the absence of the President.

**3** Secretary - The Secretary will assist the Vice President in the discharge of his duties and will officiate in their absence. The Secretary shall keep a record of the proceedings at all meetings, including the Board of Directors meetings. The Secretary will initiate and maintain correspondence, maintain the Bylaws, read the communications at meetings, make pertinent documents available at meetings, provide prospective members with application blanks and other information, and perform other administrative duties as are apparent or assigned by the President. At the termination of office all records belonging to the Corporation will be turned over to the incoming Secretary.

**4** Treasurer - The Treasurer will assist the Secretary in the discharge of his duties and will officiate in their absence. The Treasurer shall receive all funds, deposit and keep them in a financial institution approved by the Board of Directors. The Treasurer shall be responsible for the preparation, as necessary, of all tax returns for the federal, state, and local taxes. The Treasurer will keep an accurate record of all money received and expended and shall regularly report at the regular monthly meetings, to the membership, the financial status of the Corporation. The Treasurer will keep a roll of members. At least quarterly, upon request, an itemized statement of receipts and expenditure shall be submitted to the Board of Directors together with a written reconciled statement of funds on deposit. The Treasurer will perform such other duties as are apparent or as assigned by the President, The Treasurer is authorized to sign drafts, checks and purchase orders for the Corporation. Reviews of the records of the Treasurer may be held at the request of two-thirds (2/3) of the voting members present at any meeting or at the request of two-thirds (2/3) of the Board of Directors. A review will be performed on an annual basis for all club funds. At the termination of the Treasurer's term of office the Treasurer's records will be reviewed by the Board

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of Directors. The Treasurer will turn over all records and monies belonging to the Corporation to the incoming Treasurer.

**ARTICLE X—Parliamentary Rules**

**1.** Robert's Rules of Order shall govern the parliamentary procedures provided they do not conflict with any other Bylaws.

**ARTICLE XI—Amendment of Bylaws**

**1.** Before any Amendment is presented to the general membership for a vote, it shall first be approved by a simple majority of the Board of Directors at a Board of Directors meeting.

**2.** Amendments to the Bylaws may be proposed and voted on at a regular or special meeting providing a quorum is present. A simple majority shall pass.

**3.** The Board of Directors may transact Board business via electronic media if there is a quorum or simple majority responding to said posting.

**ARTICLE XII—Approval of Bylaws**

**1.** In accordance with Article V of the Articles of Incorporation for the Lake Amateur Radio Association, Inc. these Bylaws were approved by a simple majority of the Board of Directors and by a simple majority of the membership on May 17, 2025 and supersede all previous Bylaws.

O'Keefe-Bylaws2025