

COASTSIDE AMATEUR RADIO CLUB



CONSTITUTION AND BYLAWS

Constitution of the Coastside Amateur Radio Club

Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the COASTSIDE AMATEUR RADIO CLUB (hereinafter referred to as the "Club") and enact this Constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism, and individual operating efficiency, and to conduct Club programs and activities so as to advance the general interest and welfare of Amateur Radio in the community.

Article I: Name The name of this organization shall be the Coastside Amateur Radio Club.

Article II: Purpose The specific and primary purpose of the organization is to operate an Amateur Radio Club as a non-profit organization that does not contemplate pecuniary gain or profit for its members. The Club is organized within the meaning of Section 23701g of the California Revenue and Taxation Code and Section 501(c)(7) of the Internal Revenue Code. Notwithstanding any other statements, this Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific purposes.

Article III: Membership All persons interested in amateur radio communication, with a personal aim and without pecuniary interest, shall be eligible for membership. The classes of membership and privileges shall be defined in the Bylaws.

Article IV: Officers The elected officers of this Club shall be a President, Vice-President, Secretary, and Treasurer. Only Full Members, as defined in the Bylaws, may hold an elected office.

Article V: Dissolution In the event of the dissolution of the Club, any assets remaining after the payment of all debts and liabilities shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article VI: Amendments This Constitution may be amended by a two-thirds vote of the members casting ballots. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next regular meeting, provided all members have been notified by mail or email of the intent to amend the Constitution at said meeting.

Bylaws of the Coastside Amateur Radio Club

Article I: Membership

- **Section 1: Classes of Membership.** The members of this Club shall be divided into two classes:
 - **A. Full Members:** Must hold a valid Amateur Radio operator's license. Only Full Members may hold an elected office or any other post requiring a valid Amateur Radio license.
 - **B. Associate Members:** All other members who do not hold an Amateur Radio license.
 - All members in good standing have full voting privileges.
- **Section 2: Joining the Club.** A prospective member may join the Club at any time by completing a membership application and paying dues at the current rate. Membership is effective upon payment of dues.
- **Section 3: Lifetime Membership.**
 - A. A Lifetime Membership may be granted to any member or past member who has warranted such recognition by extraordinary service and contributions to the Club. The request to grant such status requires a written motion from three (3) officers or four (4) Club members.
 - B. The motion shall be sent to the membership with a ballot. Granting of Lifetime Membership requires a two-thirds vote of the members voting on the matter by secret ballot.
 - C. Life Members are not required to pay dues.
- **Section 4: Removal from Membership.**
 - A. A member may be removed from membership only after a finding that said member engaged in conduct seriously prejudicial to the reputation, interests, or purposes of the Club or amateur radio.
 - B. The process begins with a written motion for removal submitted by three (3) elected officers or four (4) Club members. A notice of this action, the motion, and any statement from the member in question must be sent to the full membership at least seven (7) days prior to the meeting where the vote will occur.

- C. The member whose removal is sought shall have the opportunity to speak at the meeting before the vote.
- D. Removal from membership requires a two-thirds vote of those members present and voting on the matter by secret ballot.

Article II: Dues and Finances

- **Section 1: Dues.**

- A. All dues shall become payable on January 1 for the ensuing year. New members joining during the year shall make a pro-rata payment for the balance of the year.
- B. Any member who fails to pay renewal dues by March 31 shall be dropped from the active membership records. Reinstatement requires payment of full year dues.
- C. The Club, by a simple majority vote, may levy such dues or assessments as deemed necessary for the business of the organization. A ballot and explanation for the proposed change must be sent to the membership seven (7) days prior to the vote.

- **Section 2: Donations.** The Club shall accept only unrestricted donations, except in cases approved by a majority vote of the Club Membership.

Article III: Officers and Elections

- **Section 1: Term of Office.** The officers of this Club shall be elected for a term of one year, from January 1 to December 31.
- **Section 2: Nomination and Election Process.**
 - A. Nominations shall be made from the floor at the October meeting. Nominees must willingly accept the nomination.
 - B. **Contested Elections:** If there is more than one candidate for any office, the Elections Committee shall send secret written ballots to the membership. Ballots must be returned at or prior to the November election meeting. The nominee receiving the greatest number of votes for each position wins. Ties are resolved by a coin flip.
 - C. **Uncontested Elections:** If there is one or fewer candidates for each office, the election shall be done by acclamation of those present at the November meeting.

- D. The Elections Committee shall manage the election process, ensuring fairness and proper tabulation.
- **Section 3: Vacancies.** Vacancies occurring between elections shall be filled by appointment by a majority vote of the remaining elected Club officers.
- **Section 4: Removal of an Officer.** An officer may be removed by a two-thirds vote of the membership by secret ballot if their actions adversely affect the Club. The process follows the same notice and voting procedure as for removing a member.

Article IV: Duties of Officers

- **Section 1: President.** The President shall preside at all meetings, enforce the Constitution and Bylaws, sign official documents, set the monthly agenda, and appoint committees.
- **Section 2: Vice-President.** The Vice-President shall assist the President and assume the duties of the President in their absence.
- **Section 3: Secretary.** The Secretary shall keep meeting minutes, maintain the membership roster, handle correspondence, and maintain the official copy of the Constitution and Bylaws. At the end of their term, they shall turn over all Club items to their successor.
- **Section 4: Treasurer.** The Treasurer shall manage all Club funds, pay authorized bills, maintain the Club's bank account using the Club's EIN, submit quarterly financial reports, process membership applications, and file necessary forms with government agencies. At the end of their term, they shall turn over all financial items to their successor.

Article V: Meetings

- **Section 1: Regular Meetings.** Regular meetings shall be held at a designated place and time which best serves the interests of the Club.
- **Section 2: Special Meetings.** Special Meetings may be called by the President, two or more officers, or upon written request by any five Club members. Notice must be sent at least seven (7) days prior to the meeting and must state the business to be transacted.
- **Section 3: Quorum.** At meetings, the number of general members present must be at least one more than the number of officers present in order to transact business.

- **Section 4: Rules of Order.** Robert's Rules shall govern proceedings except as otherwise provided for in this Constitution and Bylaws.

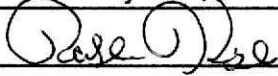
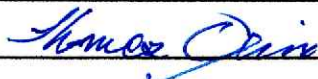
Article VI: Club Operations

- **Section 1: Club Station and Repeater System.**
 - A. The repeater system, APRS, and packet access shall be open to all Amateur Radio users for legal purposes. Club membership is not required for use.
 - B. The repeater system shall remain available for emergencies and public service activities, including use by the San Mateo County OES.
 - C. Use is restricted to the general San Francisco Bay Area and its related Coastal Areas and shall not be connected to or shared by operations outside this area.
- **Section 2: Club Station Trustee.** The Trustee of the Club station license (call sign) shall be a full member in good standing with significant technical and operational expertise. The Trustee is selected by the Club Officers, serves at their discretion, and is responsible for the lawful operation and maintenance of the station license.
- **Section 3: Control Operator.**
 - A. The automated Club Station System shall be controlled by a Control Operator, who is a licensed member appointed by the officers. The Control Operator shall be the final arbiter of any changes to the systems or their use, ensuring they are operated in accordance with the Club's purpose.
 - B. The Control Operator may be removed by a two-thirds vote of the membership by secret ballot if their actions or inactions adversely affect the system's operation or the Club's reputation. The process follows the same notice and voting procedure as for removing a member.
- **Section 4: Committees.** The President shall appoint committees and their chairpersons as needed, including a standing Elections Committee.
- **Section 5: Membership Assistance.** The Club will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, and uniform operating practices.

Article VII: Amendments to Bylaws These Bylaws may be amended by a two-thirds vote of the members casting ballots. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next regular meeting, provided all members have been notified by mail or email of the intent to amend the Bylaws at said meeting.

Approved as amended this 27th day of August 2025 by a ballot vote of Coastside Amateur Radio Club Membership.

Attested to by:

		Date: 01-14-2026
Current President, President		
Ralph Kugler		
		Date: 01-14-2026
Current Secretary, Secretary		
Thomas Oliver		