MVARA
Mahoning Valley Amateur Radio Association
Operating By-Laws 2026

These by-laws are to establish and explain actions and functions of the MVARA, and associated committees, necessary on an annual, monthly or otherwise required time factor.

ALL club records need to be reviewed at least once each year.

These By-Laws include provisions for elected officers; the number, their duties, how they are elected, term of office, and if they can be removed from office along with the reason and procedure.

No elected officer shall hold more than one elected office at a time.

President: Duties are planning, organizing, and carrying out responsibilities associated with the role as the clubs chief executive officer. The president shall preside at all meetings of the members and trustees. The president shall nominate committee chairman as necessary to accomplish the goals of the MVARA.

It is a duty to pass along any and all vital information that needs to go to a successor.

Vice president: The vice president shall be prepared to perform the duties of the president in the president's absence. The Vice President may also serve additional duties, as requested by a vote of the Officers and Trustees. If the President, for any reason, is unable to perform elected duties, the Vice President shall assume that office and serve out the rest of the predecessor's term. Should the Vice President be unable to assume those duties the officers and trustees will appoint an "acting President" from the ranks of the elected officers.

Secretary: The secretary is responsible for keeping all records for official club correspondence. And perform duties that may be assigned by the officers and trustees. The secretary shall periodically check the ARRL website and / or related media to assure club directory-information is accurate.

Treasurer: The treasurer shall act as banker and financial officer, in charge of all monies and securities belonging to the club, and shall disburse, or otherwise deal with, the same as shall be ordered by the board of trustees. The treasurer shall keep an accurate account of all monies received and disbursed, by the treasurer, members or trustees and provide periodic reports to the membership at least once per quarter. In times when the treasurer may be unable to perform his duty collect club correspondence, those duties may be handled by another officer during such absence.

As the majority of the MVARA's surface mail requirements will be of a financial nature, often requiring a timely action, the treasurer shall also be in charge of checking the clubs Post Office box on a regular basis for any such correspondence.

Dues: All elected officers will have membership dues paid no later than March 1 of each year. Each active member shall pay dues for individual membership and paid no later than March 1 in the next calendar year. Club members having not paid dues by March 1 will be so notified by non-surface mail, and notified they no longer have voting rights and are in a 30 day "grace period" and will continue to receive the newsletter through the May issue.

New member Dues received from September 1 through December 31 of each calendar year will apply to the following year – with no voting privileges for the current year.

Committee chairmen / members will pay dues no later than March 1 of each year.
Failure to pay such dues will result in removal from committee position, and being ineligible for reappointment in the same calendar year.

Dues for **The Club** shall be:
Single membership: $25 a year, and said member has one vote.
Family membership: $35 a year, and said family is entitled to two individual votes.
Student membership: $10.00 a year (must be a full time student or collage student).

Membership: MVARA membership is available to any anyone with an interest in Amateur Radio.

Only members holding an Amateur Radio License may be appointed as a committee chair, run for an elected office, and/or vote in an election.

Voting privileges: A new member, or ex-member having renewed an expired membership, has no voting privileges until the second regular club meetings after payment of dues.
Members paid by August 31 of the current calendar year may vote in the November Elections.

Trustees: Elected positions that are the overseers of club operations, property, treasury and document review and revisions. They are the next line of authority in the absence of any elected officer.
The number of elected trustees shall be four, with two elected on even years; two on odd years, serving two year terms. The election of trustees shall be held at the annual meeting.
Trustees are the first consideration for chairmanship of any non-standing committee, or the replacement to fill any vacated elected position.

Board of Directors: This term, along with board of trustees, refers to the elected officers of the MVARA. This body consists of the President, Vice President, Secretary, Treasurer and the four (4) trustees, acting as a governing body.

Actions requiring a majority vote of the Board of Directors require approval of over 50 percent of the body present at any meeting with over 50 percent of that board present. Should a majority vote not be made, the motion may be tabled no more than one time and no longer than one month, or the motion in question will be presented to the membership for approval.

Meetings: Along with regular monthly meetings, Officer and Trustee meetings shall be held no less than quarterly to plan club operations, proposed events, and additional issues that may arise. A calendar of proposed meeting dates for the Officers and Trustees will be established by the annual January “re-organizational” meeting and published in the club newsletter.

The annual “re-organizational” meeting shall be in January of the calendar year and at that time the officers / trustees shall reorganize any club functions or activities as approved my majority vote of those present. This also includes the appointment or re-appointment of committee positions.

An annual “transitional meeting” May be held in December each calendar year, for the purpose of allowing newly elected and outgoing elected officers to discuss ongoing and future club activities.

The transfer of duties and documentation will be done in a timely fashion so any new officers may properly assume full duties at the beginning of the next year/term.

Member suspension: Any member may be suspended or expelled for, conduct unbecoming a member, or any action or conduct by a member which in the opinion of the Board of Directors shall be prejudicial to the club and which shall warrant either suspension or expulsion. Club membership will be duly notified by e-mail or other available means of communication before any member is suspended or expelled, written notice of the charges, and of the time and place of the meeting of the board of trustees at which the same are to be considered. Further, the member will be notified by U. S. Mail at the last known address at least 10 days before such a meeting. Said member shall have the right to appeal the decision of the board of trustees to the members and upon written request to the secretary who shall call a special meeting, which may be part of a regular monthly meeting, for the members to consider such appeal. Reversal of the ruling of the trial board shall require a 2/3 vote of members present at the special meeting.

Once removed from membership, said individual will not be permitted to rejoin the club for a period of 2 years and shall also be ineligible to hold any elected office a total of four (4) years from the date of removal.

Elections: President and Vice president shall have been active members for at least the two consecutive years preceding the election. All other elected positions shall have been active members for at least 12 continuous months prior to nominations.

Elections shall be held at the annual meeting of the membership by secret ballot however when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation. Elections shall be conducted by the outgoing president unless they are a candidate for office, then the election shall be conducted by the next highest officer who is not seeking office in the current election in the following order: Vice President, Secretary, Treasurer, First year Trustees. Nominations shall be accepted from the floor at the September and October meetings only. Those nominated must be present to accept or decline the nomination. Only those members who have signified their consent to serve, if elected, shall be nominated.

Absentee ballots are to be available to all qualified voting members who cannot attend the November annual membership meeting. The secretary will provide absentee ballots upon request, two weeks prior to the election; subject ballots must be returned to the Secretary by the day of the annual membership meeting and election. Note: Members voting by absentee ballot may not be able to participate in tie breakers.

To provide qualified members who may be unable to attend the annual meeting an opportunity to vote, MVARA will make online voting available via the built-in polling capabilities of the conferencing application (e.g. ZOOM, Microsoft TEAMs, Google MEETS et al.) employed by MVARA at the time of subject election. The same opportunity for REMOTE VOTING shall be made available to eligible members for all other procedural elections as may be needed in the regular operation of the club.

Tied candidates’ names (i.e. all those receiving an equal number of votes) written on a suitable slip of paper shall be placed in a “hat” or other suitable container and one slip shall be drawn from the hat by a member or officer not running for an office in the current election. The candidate named on the drawn slip shall be the winner of the office in question.

Committees: All committees may be required to submit reports, either in person or written form, to the officers and trustees and be made available for the MVARA monthly meeting

A. **Property:** These duties require keeping a list of all club property, and its storage location. Serial numbers and related documentation of such property shall be maintained and made available to the elected officers when and if requested. A full annual report of such property will be submitted at the January meeting. This list shall include pictures if requested by the officers.

   Any equipment not quickly accessible by the committee members or club officers thusly requires an additional list of such contact information and necessary directions to allow accessibility.

B. **Newsletter:** Editor shall, with assistance from other club members, produce said club newsletter.

C. **Program:** Duties include arranging for informative "amateur radio related" programs at regular monthly meetings as well as other events, program and activities not conducted at regular club meetings.

D. **Field Day**: The Field Day Committee is responsible for planning and executing all aspects of the Mahoning Valley Amateur Radio Association Field Day operations.

   The MVARA Field Day Committee will be identified at the monthly meeting of the MVARA in January of each year so that they have five (5) months to organize and support the rest of their Field Day Team subsets with one person on each appointed as a "Field Day Captain" for their specific duties; those Captains may add other ham operators as needed to accomplish their part of the mission. Some people may serve within several various subsets to aid in accomplishing all our goals.

E. **Website:** The website committee shall have the necessary members as required to keep this committee fully functional and up to date.

F. **Public Information:** This position includes public promotions, relations and social media if needed. Social media (Facebook, etc.) will be a separate sub division and will have a separate committee chairman. This committee will be the club liaison for all club functions requiring participation, publicizing or promotion.

G. **Repeater committee:** This committee will be in charge of the club repeater, assuring its legal operation and continued public service. This committee shall have a separate structure aside from other club committees.

   The repeater committee chairman shall be a licensed Amateur Radio operator as well as the official trustee for the MVARA repeater, with the Ohio Area Repeater Council (OARC). They will be responsible for keeping the repeater documentation and technical information updated annually with the OARC.

H. **MVARA VE Team:** A group of members who volunteer time to conduct amateur radio test session so other individuals may enter the hobby or upgrade a license class within the hobby. The MVARA VE team shall consist of members of the MVARA.

I. **Weekly Good News and Information Net** (G.A.I.N): Net control operators should be Club Members in good standing that are willing to act as a Net Control station. There will be a script

provided to anyone who wishes to act as net control. All Net Control stations are to keep a log of the check-ins each week and forward to the G.A.I.N NET Committee chairman.

J. **Corn Roast**: The Corn Roast Committee is responsible for the Planning, set-up, cooking & clean-up of the Club's annual Picnic / Corn Roast.

K. **Education**: The education committee will be responsible for all aspects of education including but not limited to classes, testing, and educational outreach.

Finances: All disbursements in excess of $100 must first be authorized by motion at a regular or special meeting.

A record shall be kept of all authorized disbursements.

AMENDMENTS: Any member or group of members who is in good standing and with paid up dues for a continuous period of two years, may submit a proposal for a change or addition to the Code of Regulations or Bylaws. The Code of Regulations and the Bylaws may be amended, supplemented or repealed by the written assent thereto of all members of the club or by two-thirds vote of the members present at a meeting called for that purpose, or at any annual meeting of the members. Written notice of every proposed amendment, including the exact text thereof, shall be sent to the membership no less than ten (10) days prior to the date of the meeting at which the amendment is to be considered.

By-laws adopted into membership by a majority vote of club members present May 12, 2016

By-laws updated and revised by the MVARA officers and trustees at the January 4, 2017 re-organizational meeting.

By-laws amended by a majority vote of club members present at a regular club meeting March 14, 2024.

By-laws amended by a majority vote of club members present at a regular club meeting April 11, 2024.

By-laws amended by a majority vote of club members present at a regular club meeting October 8, 2026.

By-laws amended by a majority vote of club members present at an annual club meeting November 12, 2026.