

Draft 5/10/2026 by Eliot Mayer W1MJ

(incorporates 12/9/2025 feedback from Matt Wagner N1ZYY, and simplification of membership categories per motions at recent WARA meetings)

Waltham Amateur Radio Association, Incorporated – Bylaws

In this document, “the club” refers to the Waltham Amateur Radio Association

1. Membership

1.1 Type(s) of Membership

There shall be one type of membership – Regular Membership.

1.2 Application Process

Membership forms are available on the club website. Form submission and payment can be done online. As an alternative, the equivalent information and payment by check may be mailed to the club address.

1.3 Dues

Dues for Regular membership are \$20 per year.

Dues for membership renewal extend membership from the previous expiration date. However, a member paying dues after their membership expired shall have their membership start anew from the payment date unless they request otherwise.

2. Elections

2.1 Election Schedule

Election of officers shall be held at the first regular meeting of each year.

2.2 Installation of Elected Officers

Elected officers shall assume their role immediately after the election.

2.3 Vacancies

Should a vacancy occur between election dates, the vacancy shall be filled by a special election at the next regular meeting.

2.4 Term Limits

There are no limits to the number of annual terms that an officer may hold.

3. Duties of Officers

3.1 President

The President shall officiate at all meetings to the extent feasible.

The President shall arrange for meeting programs, or delegate a member to this task.

The President appoints committees as appropriate to for club operation and activities, and is a member of all committees. As a minimum, the President must appoint heads of a Membership Committee and a Technical Committee.

3.2 Vice President

The Vice President shall officiate meetings and perform other duties of the President when the President is temporarily unable to do so.

3.3 Secretary

The Secretary shall record and maintain the minutes of all meetings, carry on all correspondence, keep all club records, and perform any other duties as directed by the Board of Directors.

3.4 Treasurer

The Treasurer shall have the responsibility of all funds, and make only those expenditures which are authorized by (A) a simple majority vote of those present at a meeting, or (B) the Board of Directors.

The Treasurer shall present a Treasurer's Report prior to each club meeting.

3.5 Assistant Treasurer

The Assistant Treasurer shall perform the duties of the Treasurer when the Treasurer is unable to do so.

3.6 Trustee

The Trustee serves as the trustee for the club's amateur radio license, and is responsible for renewals to keep it continuously active.

4. Meetings

4.1 Meeting Dates

The club holds regular meetings on the first Wednesday of the month, January through May and September through December.

Specific dates may be modified by the Board of Directors with reasonable advanced notice to the membership.

If the President is unavailable to officiate a meeting, the Vice President shall officiate. If neither are available, the Board of Directors members present at the meeting shall delegate someone to officiate.

When feasible, the December meeting is replaced by a Holiday Party.

4.2 Meeting Locations

Meetings are held as online video conferences using an application that is free for participants, such as Zoom. The club shall bear any licensing expenses necessary to conduct these meetings.

4.3 Meeting Rules

Nine members present and voting shall constitute a quorum.

If a quorum is not present at a meeting, decisions may be made by unanimous vote of the Board of Directors, either at that meeting or afterward.

Roberts Rules of Order shall be the parliamentary authority of this corporation.

4.4 Board of Directors Meetings

The Board of Directors shall meet at such times as determined by the President. Board meetings may also be scheduled by other members of the Board. If a decision must be made by the Board, and a consensus for that decision can be reached via email exchange, a meeting is not required.

5. Committees

As a minimum, the club shall maintain the following committees, each consisting of at least one member.

5.1 Membership Committee

The Membership Committee shall:

- process applications for new membership and renewal,
- maintain the membership list, and
- send renewal notices to expiring members at least twice per year.

5.2 Technical Committee

The Technical Committee shall:

- maintain the club's repeaters,
- suggest improvements to the repeaters, and seek funding from the club for such improvements,
- address any complaints, such as radio interference to non-club equipment, and report such complaints and their resolution to the Board of Directors.

6. Corporation Powers

The Board of Directors shall exercise all powers of management of the corporation.

It shall be the policy of the Board of Directors to consult the members on any matters involving the general welfare and conduct of the corporation, but failure to do so shall not affect the validity of any vote of the board.

It shall be the policy of the Board of Directors to authorize expenses outside of regular meetings only when necessary. Typically, this will only be done to restore repeater operation, or to pay necessary bills including Club Liability Insurance and services needed for legal repeater operation.

7. Amendments to the Bylaw

These Bylaws may be amended by a two-thirds vote of the members present at any meeting, subject to the quorum requirement (Section 4.3), provided that the proposed amendment was announced at the previous meeting or by email to the membership at least 3 days prior to the meeting.