

# BYLAWS

## ARTICLE I: GOVERNMENT

**Section 1:** The government of this organization shall be vested in the Board of Directors, which shall conduct all normal and routine business for the club. The Board of Directors shall consist of the following: The President, Vice President, Secretary, Treasurer, Immediate past President, CKARC License Trustee, the Volunteer Exam Team Leader, and the Hamfest Chairperson. The hierarchy of organization will be as follows: President, Vice President, Secretary, Treasurer, VE Coordinator, and Hamfest Chairperson. At least three board members shall constitute a quorum at any board meeting. A simple majority vote shall prevail. Meetings of the Board of Directors shall be held at least 4 times a year at a time and place designated by the President. Meetings of the Board of Directors shall be open to all club members.

**Section 2:** The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Immediate past President, CKARC License Trustee, the Volunteer Exam Team Leader, and the Hamfest Chairperson. They shall be elected by a majority vote of the membership present at the annual third quarter meeting and hold office for one year. Their term shall start January 1 and end on December 31<sup>st</sup> of the same year.

**Section 3:** Vacancies occurring between elections shall be filled by special ballot on the first regular membership meeting following the withdrawal, resignation, or other opening.

**Section 4:** Any officer may be removed from office by an affirmative vote of three-fourths of the members present at any regular membership meeting.

## ARTICLE II: DUTIES OF OFFICERS

**Section 1:** The President shall preside at all meetings of this organization. The President is responsible for the following: enforcement and due observance of this Constitution and these bylaws; making decisions regarding all questions of order; sign all official documents that are adopted by the Board of Directors, and perform all customary duties pertaining to the office of President.

The President shall appoint chairpersons and members of any and all necessary committees. The Board of Directors shall be made aware of these appointments. Exception: Joe Addison Trophy Committee does not require Board of Director's notification. (Membership on the Joe Addison Committee to remain a secret to all, except President and the Committee members).

**Section 2:** The office of Secretary shall keep a record of the proceedings of all Club and Board of Director's meetings, carry on all correspondence, read communications at each meeting and file all applicable reports with the American Radio Relay League (ARRL). It shall be the responsibility of the Secretary to keep the Constitution and Bylaws of the Central Kansas

Amateur Radio Club, Inc. The Secretary will also maintain the official club roster of all paid and life members.

The Secretary shall cause all amendments, changes and additions to be noted thereon and shall cause or allow the publishing of the same electronically on the CKARC Web site and via email. The Secretary shall be in charge of maintaining a list of the club inventory.

### **The Office of Treasurer**

The Treasurer shall receive, pay out, and keep accurate records of the financial transactions of the club, and submit applications for membership. Bills shall not be paid without proper authorization of the Board of Directors. Twice each calendar year, or as agreed upon by the Board of Directors, the Treasurer shall submit an itemized statement of receipts and disbursements to the Board of Directors. The Treasurer shall submit all ARRL memberships directly to the ARRL, and will retain a list of such memberships. The Treasurer shall, upon leaving office, turn over all items belonging to the club to the newly elected Treasurer.

**Section 3:** Annual Audit. An annual audit of the financial record of the club shall be conducted, in which the outgoing Treasurer shall be required to participate. This Audit shall be conducted no later than February 28, of the following year and shall be conducted by the incoming Board of Directors.

## **ARTICLE III: MEMBERSHIP**

**Section 1:** Applications for membership shall be submitted in writing, on forms provided for that purpose, at regular membership meetings. Each applicant must express a willingness to abide by the constitution and bylaws, and such rules as from time to time shall be promulgated by the club. Acceptance into membership shall require an affirmative vote by a simple majority of the members present at a regular membership meeting. Rejection of a proposed member shall require a two-thirds (2/3) majority of the members present at a regular membership meeting voting against the proposed member. Included in the application for membership is a recommendation that the new member become a member of the ARRL and maintain that membership at all times, while a member of the Central Kansas Amateur Radio Club, Inc. It is the intent of the Central Kansas Amateur Radio Club, Inc. to maintain Special Service Status with the ARRL at all times (requiring a minimum of 51% ARRL Membership within the Club).

**Section 2:** There are three classes of membership, Full member, Family member and Associate member.

**Full member:** This is the only membership class with voting rights, requires an FCC amateur radio license. Full Membership is required to hold an Office in the CKARC, Inc.

**Family Member:** Non-licensed Spouse (or significant other) and offspring.

**Associate Member:** Is open to all those actively interested in amateur radio who is not currently licensed. If an Associate member should become an FCC licensed amateur radio operator, he or she would be upgraded to Full Membership status upon receipt of said license.

**Section 3: Life Member:** Any Full member who has paid dues for a total of twenty five (25) consecutive years as a Full Member is excused from further payment of dues and retains all rights of Full Membership. Each Life Member and their Spouse are afforded complimentary admission to all Club activities. Persons eligible for Life Member status must submit an application to the Board of Directors.

**Section 4:** Honorary and Special Membership may be granted to an individual at the discretion of the Board of Directors. This membership has no voting rights and cannot hold office.

## **ARTICLE IV: DUES**

**Section 1:** A regular yearly assessment of Dues as directed by the Board of Directors and voted on and passed by the membership at a regular membership meeting shall be collected annually.

**Section 2:** Family Membership: Additional members of the immediate family of a member shall be assessed as follows: A portion of the regular Dues assessment as determined by the Board of Directors, usually being a fourth of the annual family member dues, for each additional family member residing in the same household.

**Section 3:** Associate Membership: Non-licensed member assessed at the same rate as a Full Member. (The same policy as the ARRL)

**Section 4:** The Central Kansas Amateur Radio Club, Inc. by majority vote of those present at any regular membership meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within the objects as set forth in the preamble thereof.

**Section 5:** All membership in the Central Kansas Amateur Radio Club, Inc. expire December 31<sup>st</sup> of each year, with the current dues payable no later than January 31<sup>st</sup> of the following year.

**Section 6:** Dues, for **new members only**, shall be pro-rated on the basis of One Twelfth of the Regular Dues per month remaining in the Calendar Year.

## **Article V**

**Section 1:** Regular membership meetings shall be held on the last Friday of the month, occurring monthly, or as agreed upon by the general membership, at such a place as the President shall designate. The Web Master, or Secretary shall notify the membership, in advance, of each regular membership meeting. A simple majority of the members present shall constitute a quorum.

**Section 2:** Special meetings of the membership shall be called by the President upon the written request of any five (5) members of the club. Notices shall be sent, by the Secretary, to all members, informing them of the special meeting and the business to be transacted. Such notices shall be sent so that in ordinary delivery, they shall arrive at least twenty-four (24) to forty-eight

(48) hours before the time therein set forth for the meeting. Web or email notification shall be acceptable. Only the items or items of business designated in the notice shall be transacted at the special meeting.

**Section 3:** Parliamentary Authority: Robert's Rules of Order, Revised shall be the authority for any parliamentary concerns. If any situation arises that cannot be addressed with Robert's Rules of Order, then Common Sense among the attending members, moderated by the President or officer in Charge, shall be the authority.

#### **ARTICLE VI: BYLAW REVISION**

**Section 1:** These Bylaws shall be reviewed on a regular basis by the Board of Directors to ensure that they remain up to date. They shall be reviewed at least once every Five (5) years.

#### **ARTICLE VII: AMENDMENTS**

**Section 1:** These bylaws may be amended by a Two Thirds (2/3) majority of the members present at any regular membership meeting. Proposals for amendments shall be submitted in writing at regular membership meetings, and shall not be voted upon until the next regular membership meeting. All proposals for amendments to the bylaws shall be printed in the club bulletin (electronically) prior to being voted upon.