



BY-LAWS

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Chapter Title:

BY-LAWS


Subject:

"NAME"

Presiding President:	Article: 01	Page: 1 of 1	Effective Date: August 2000
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:


The name of this organization shall be:

"THE RAYTOWN AMATEUR RADIO CLUB, INC."

	Chapter Title: BY-LAWS Subject: "Purpose"		
Presiding President:	Article: 02	Page: 1 of 1	Effective Date: August 2000
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:

The purpose of this organization shall be:

1. To enhance the enjoyment and understanding of Amateur Radio.
2. To provide support to the City of Raytown or other groups in the form of communications, instruction, or technical assistance.
3. To provide emergency communications at times of national or local disaster, for the Emergency Management department or Police Department of the City of Raytown Missouri.

	Chapter Title: BY-LAWS Subject: MEMBERSHIP		
Presiding President:	Article: 03	Page: 1 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 03	Page: 1 of 1	Dated: August 2000

Section 1. Membership

Membership shall consist of any licensed amateur radio operators or individuals having a valid interest in radio. Acceptance as a new Club member is subject to a majority vote of the Members in Good Standing present at a Regular or Annual Meeting. Only after acceptance is a new member allowed to pay his/her dues.


A member who has paid dues is a Member in Good Standing. Only Members in Good Standing may:

1. vote in Club meetings or elections.
2. be nominated for elected office.
3. be appointed to any role, committee, or serve as a Trustee.

A member who has not paid dues as described in Section 2 of this article is considered to have resigned from the Club.

Section 2. Renewals

Renewals are not subject to re-acceptance by the Club membership, and are due by the August Regular Meeting. There shall be a grace period until the Call to Order of the September Annual Meeting. Renewals after the grace period shall be handled as that of a new member in Section 1. There shall be no non-voting, guest, or life memberships.

	Chapter Title: BY-LAWS Subject: MEMBERSHIP		
Presiding President:	Article: 03	Page: 2 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 03	Page: 1 of 1	Dated: August 2000

Section 3. Dues

Annual dues shall be \$15.00 per individual or \$25.00 per family to permit the Club to have sufficient funds for normal and regular functions and/or duties of such an organization, plus enough to cover establishing and maintaining the Club Repeater or other bona fide amateur radio related projects.

Family dues rate applies to spouses or their dependent children (maximum of 4 members; additional family members \$4 per year each).

Dues for new members may be paid as listed below:

<u>New Member Joins Club</u>	<u>Amount Due, Individual</u>	<u>Amount Due, Family (additional)</u>
SEP/OCT/NOV	\$15	\$25 (\$4 each)
DEC/JAN/FEB	\$12	\$19 (\$3 each)
MAR/APR/MAY	\$ 8	\$13 (\$2 each)
JUN/JUL/AUG*	\$19*	\$32* (\$5 each)

**includes next year's membership*


All dues paid are non-refundable.

Section 4. Term

The membership year for dues will be from September 1 through August 31.

Section 5. Termination of membership

Membership may be terminated by a procedure established by the Board which is fair and reasonable taking into consideration all of the relevant facts and circumstances.

	Chapter Title: BY-LAWS Subject: "Board Of Directors"		
Presiding President:	Article: 04	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 04	Page: 1 of 1	Dated: August 2000

Section 1. Defined

The Board of Directors (hereafter "the Board") shall consist of the regularly elected offices, which shall be the President, Vice-President, Secretary, Treasurer, and Member-At-Large.


Section 2. Meetings

The Board will meet no fewer than two times per year, as called by the President to facilitate Club planning and administration.

Section 3. Club Budget

The Board will propose an annual budget within 30 days following the Annual Meeting, including a provision for emergency repeater repairs as required in Article 11, Section 5. The budget will be presented for Club approval at the next Regular Meeting.

An expenditure not covered by the budget will require approval by the Club at a Regular, Annual, or Special Meeting.

	Chapter Title: BY-LAWS Subject: “OFFICES, COMMITTEES, & APPOINTEES”		
Presiding President:	Article: 05	Page: 1 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 05	Page: 1 of 1	Dated: Sept. 27, 2009

Section 1. Eligibility

Only Members in Good Standing shall be nominated for elected office or appointed to other roles & committees.

Section 2. Offices

There shall be the following elected offices:

1. President
2. Vice-President
3. Member-At-Large. The Immediate Past-President will serve one term; subsequent terms filled by vote at Annual Meeting
4. Treasurer
5. Secretary

The order of succession for Presiding Officer for meetings shall be as listed above.


No member may hold more than one office at a time.

Section 3. Vacancies

Should any duly elected Officer be absent for any three consecutive Regular Meetings, then that office shall be declared Vacant.

The Board may accept the resignation by an Officer and declare the office Vacant.

Vacated offices shall be filled by vote of the majority of the Members in Good Standing present at the next Regular Meeting to complete the remainder of the term, subject to Meeting Notice requirements in Article 08, Section 4.

	Chapter Title: BY-LAWS Subject: “OFFICES, COMMITTEES, & APPOINTEES”		
Presiding President:	Article: 05	Page: 2 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 05	Page: 1 of 1	Dated: Sept. 27, 2001

Section 4. Removal of Officers

An Officer not performing the duties of the office in accordance with the wishes of the membership may be removed from office. A motion stating the reason for removing an Officer shall be submitted in writing at a Regular Meeting. If the motion is passed:

1. All members will be notified by the Club’s normal method of notification of the intent and reason for the removal at least 14 days prior to the next Regular Meeting.
2. The removal will be voted on at the next Regular Meeting. Removal requires more than a 2/3 affirmative vote of Members in Good Standing present, and the office will be declared Vacant.
3. A vote to fill the office will commence immediately, consistent with Section 3 above.

Section 5. Committees


The chairpersons and members of committees shall be appointed by the President who shall first consider volunteers for any committees.

There will be no standing committee. Special Committees, including the Nominating Committee, will be appointed for a special matter by the President.

Section 6. Appointments

The President shall appoint the following roles, by the close of the Regular Meeting following the Annual Meeting, who shall serve at the discretion of the Board:

1. Historian
2. Parliamentarian
3. Auditor
4. Webmaster

	Chapter Title: BY-LAWS Subject: "ELECTIONS"		
Presiding President:	Article: 06	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 06	Page: 1 of 1	Dated: August 2000

Section 1. Nominating Committee

A Nominating Committee consisting of a Chairperson and two Members shall be appointed by the President, at the Regular Meeting prior to the Annual Meeting. The committee shall nominate a slate of Officers, with a maximum of two candidates per office, for the next year. No member of the Board may be a member of the Nominating Committee.

Section 2. Nominations


A report of the Nominating Committee shall be made at the Annual Meeting at which time nominations from the floor will also be in order.

Section 3. Elections

Election shall be by the majority vote of Members in Good Standing present at the Annual Meeting. Where there are at least two candidates for an office, the vote will be by ballot.

Section 4. Term

Term of office shall be for one year and begin at the close of the Annual Meeting.

	Chapter Title: BY-LAWS Subject: "DUTIES OF OFFICERS & APPOINTEES"		
Presiding President:	Article: 07	Page: 1 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 07	Page: 1 of 1	Dated: Sept. 27, 2001

Section 1. President

The President shall:

1. Serve as Presiding Officer at Club Meetings and Board meetings.
2. Appoint roles in Section 6 by the close of the Regular Meeting following the Annual Meeting.
3. Appoint committee chairperson and members.
4. Call Special Meetings if and when necessary.
5. Not sign any contract for and/or in behalf of the Club without the consent of the Board.
6. Appoint a Registered Agent to complete reporting requirements for state and federal agencies. This agent will be the Secretary or Treasurer.

Section 2. Vice-President

The Vice-President shall perform the duties of the President in his/her absence, coordinate Public Information, and perform other duties requested by the President.

Section 3. Secretary

The Secretary shall record the minutes of all Regular, Annual, and Special Meetings, and present such at the next Regular Meeting by voice or printed copy. The Secretary shall, at the direction of the Board, submit a written report of a Board meeting for the record. A printed copy of the minutes will be placed in the Club's filing cabinet.

He/she shall perform all the duties incident to office of Secretary of the Club.


Section 4. Treasurer

The Treasurer shall have charge of all the funds of the Club; shall establish and maintain a bank account; shall submit a written report of the same by each Regular Meeting to Officers; provide financial records to Auditor as requested.

The President or Vice President shall sign checks in the absence of the Treasurer.

An expenditure approval request requires the signature of one Officer other than the check's signatory or payee.

He/she shall perform all the duties incident to office of Treasurer of the Club.

 <p>K0GQ Raytown Amateur Radio Club</p>	<p>Chapter Title: BY-LAWS</p> <p>Subject: MEMBERSHIP</p>		
<p>Presiding President:</p>	<p>Article: 07</p>	<p>Page: 2 of 2</p>	<p>Effective Date: Nov. 19, 2009</p>
<p>Presiding Vice President or Secretary</p>	<p>Supersedes: 07</p>	<p>Page: 1 of 1</p>	<p>Dated: Sept. 27, 2001</p>

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The Treasurer shall have charge of all the funds of the Club; shall establish and maintain a bank account; shall submit a written report of the same by each Regular Meeting to Officers; provide financial records to Auditor as requested.

The President or Vice President shall sign checks in the absence of the Treasurer.

An expenditure approval request requires the signature of one Officer other than the check's signatory or payee.

He/she shall perform all the duties incident to office of Treasurer of the Club.


Section 5. Member-At-Large

The Member-At-Large shall assist the President with special projects.

Section 6. Appointed positions:

As stated in Section 1, the President shall make the following appointments for the purposes stated:

1. The Historian shall maintain scrapbooks and photo albums of all Club activities.
2. The Parliamentarian shall assist the Board and members regarding meetings and the Club By-Laws.
3. The Auditor shall audit the Treasurer's records and file a report at the Annual Meeting.
4. The Webmaster will maintain a website and content on behalf of the Club as directed by the Board. The domain www.K0GQ.com and other domains obtained on behalf of the Club are the property of the Club. Website content is property of the Club.

	Chapter Title: BY-LAWS Subject: "MEMBERSHIP MEETINGS"		
	Presiding President:	Article: 08	Page: 1 of 1
Presiding Vice President or Secretary	Supersedes: 08	Page: 1 of 1	Dated: August 2000

Section 1. Regular Meetings

There shall be regularly scheduled meetings held each month at a time and place designated by the Board. The minutes of the previous meeting will be either previously distributed or read, and after correction, approved.

Section 2. Annual Meeting

The Annual Meeting will be held in place of the September Regular Meeting. Following the Call to Order, Officers will present Annual Reports, and the Auditor will present the Audit Report. Elections will follow the report of the Nominating Committee.

Section 3. Special Meetings (excluding Board Meetings)

Special Meetings are non-scheduled meetings which:

1. May be called by the President or two members of the Board, only if said business must be conducted prior to the next Regular Meeting.
2. May be called by a vote of Members in Good Standing present at a Regular Meeting.

Section 4. Meeting Notices

The following meetings require a minimum of seven (7) days notice of date, time, location, and purpose: Annual Meeting, Special Meetings, or for Regular Meetings at which there will be a vote to fill a vacant office.

Where a vote on a By-Laws amendment or to remove an Officer will be held, a minimum of 14 days notice is required.

E-mail will be considered the Club's normal form of notice.

Section 5. Quorum

For a Regular Meeting, a quorum will consist of at least nine (9) Members in Good Standing present. For an Annual Meeting or a Special Meeting, a quorum will consist of at least one-quarter of the Members in Good Standing.



Chapter Title:

BY-LAWS

Subject:

"AMENDMENTS"

Presiding President:	Article: 09	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 09	Page: 1 of 1	Dated: Sept. 27, 2001

A By-Laws amendment requires two consecutive meetings to be enacted. A written motion stating the proposed change shall be submitted in writing at a Regular or Annual Meeting. If the motion is passed:

1. The President will appoint a Special Committee of 3 to review the proposed amendment to evaluate the best interests of the club and potential conflicts with existing Articles. This committee will report at the subsequent meeting one of the following: recommend acceptance, recommend rejection, or no recommendation.
2. All members will receive the proposed change by the Club's normal method of notification at least two weeks prior to the next Regular Meeting.
3. The proposed change will be voted on at the next Regular Meeting, and the By-Laws amended on a greater than a 2/3 vote of Members in Good Standing present.



Chapter Title:


BY-LAWS

Subject:

DISSOLUTION

Presiding President:	Article: 10	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purpose as shall at the time qualify as an exempt organization or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the Corporation is then located, exclusively for such purpose or to such organization or organizations, as the Court shall determine, which are organized and operated exclusively for such purposes.

 <p>K0GQ Raytown Amateur Radio Club</p>	<p>Chapter Title: BY-LAWS</p> <p>Subject: "REPEATER TRUSTEE"</p>		
<p>Presiding President:</p>	<p>Article: 11</p>	<p>Page: 1 of 2</p>	<p>Effective Date: Nov. 19, 2009</p>
<p>Presiding Vice President or Secretary</p>	<p>Supersedes: 11</p>	<p>Page: 1 of 1</p>	<p>Dated: May 24, 2001</p>

Section 1. Primary Repeater Trustee

A primary Repeater Trustee shall be appointed by the Board, subject to a 2/3 approval vote by the Members in Good Standing present at the Annual Meeting. The term for the primary Repeater Trustee shall be one year, and shall not serve more than five consecutive terms.


Should a vacancy occur, a temporary Repeater Trustee shall be appointed by the Board. At the next Regular Meeting, a replacement Repeater Trustee will be appointed by the Board to serve the remaining term, subject to a 2/3 approval vote by the Members in Good Standing present.

Section 2. Secondary Trustee

There shall be a Secondary Trustee, selected by the Repeater Trustee and approved by the Board. The role of the Secondary Trustee is an apprenticeship position, requiring working in chorus with the Repeater Trustee on repeater projects/activities. After the Repeater Trustee completes five terms, the Secondary Trustee may assume the primary status and a new secondary appointed.

Section 3. Requirements

The Primary and Secondary Trustees (hereafter, Trustees) shall be Members in Good Standing and hold a Technician or higher license.

	Chapter Title: BY-LAWS Subject: MEMBERSHIP		
Presiding President:	Article: 11	Page: 2 of 2	Effective Date: Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes: 11	Page: 1 of 1	Dated: May 24, 2001

Section 4. Duties

The Trustees shall ensure that all equipment associated with repeater function, Club-owned or otherwise (i.e. digital or remote links), is operated in accordance with current Federal Communications Commission Rules and Regulations, American Radio Relay League band plan, and the guidelines and recommendations of both the Mid-America Coordination Council, Inc. and the Missouri Repeater Council, Inc.

Because of the emergency communications emphasis of the Club in concert with Raytown Emergency Management, the Club repeater should be maintained in top operating condition, ready for reliable day-to-day as well as emergency communications for the Raytown area.


The Trustee shall be responsible for all Club-owned equipment, and conduct an inventory annually.

The Trustees may hold offices in the Club, but only when membership is less than 10. This will ensure Trustees' focus will be the operation and maintenance of the Club repeater.

The Trustees shall bear the responsibility of ensuring the repeater operation as described above. The Board and the Club membership will make decisions affecting the repeater, i.e., repeater location, power output, antenna configuration, etc.

Section 5. Emergency Repairs

The Board will annually set a budget line item for emergency repair expenditures by the Trustee which will be reimbursed without requiring prior approval.

	Chapter Title: BY-LAWS Subject: "RULES OF ORDER"		
	Presiding President:	Article: 12	Page: 1 of 1
Presiding Vice President or Secretary	Supersedes: 12	Page: 1 of 1	Dated: August 2000

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Club may adopt.