



# BY-LAWS of the Douglas County (KS) Amateur Radio Club

## Abstract

The purpose of the BY-LAWS are to further define in detail the Articles of the Constitution.

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# BY-LAWS

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# BY-LAWS

## PREAMBLE:

The purpose of the BY-LAWS are to further define in detail the Articles of the Constitution.

## ARTICLE I - Definitions

Not For Profit – No undertaking of this Club shall be for profit; all activities shall be in accordance with Part 97 of the regulations of the Federal Communications Commission, which govern Amateur Radio.

## ARTICLE II - Membership

### Section 1: Eligibility of Membership.

All persons interested in Amateur Radio shall be eligible for membership.

The Board of Directors have the responsibility to review, accept or reject all membership applications.

The Board of Directors can decline or revoke membership in the club, if it is determined that the person's integrity, or honesty, could degrade the club reputation or endanger anyone by association.

Intentional and repeated violation of the FCC rules and regulations is grounds for revoking club membership.

### Section 2: Membership Dues.

The club will levy an amount (Dues) necessary for conducting club business.

Regular yearly dues will be payable at the beginning of the calendar year for all membership categories.

The membership categories are; Individual (\$25), Family (\$30), and Student (\$10).

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## Section 3: Eligible to Vote.

Only paid-up members are eligible to vote.

Only members holding a valid Amateur Radio license are eligible to vote.

Only members holding a valid Amateur Radio license are eligible to hold office.

## Section 4: Membership Duration.

All memberships are valid for one year.

Membership dues received during the year will constitute membership for that year.

All dues are due in January for the calendar year.

## Section 5: Revoking Membership.

The Board of Directors have the responsibility to review, accept or reject all membership applications.

The Board of Directors can decline or revoke membership in the club, if it is determined that the person's integrity, or honesty, could degrade the club reputation or endanger anyone by association.

Intentional and repeated violation of the FCC rules and regulations is grounds for revoking club membership.

## Section 6: Voting Procedures.

1. A motion is made to the meeting attendees.
2. Is there a second to the motion?
3. The motion is restated.
4. The floor is opened for debate.
5. The floor is closed for debate.
6. Pole the membership "For the Motion" by raising your hands. Count the hands.
7. Pole the membership "Against the Motion" by raising your hands. Count the hands.
8. By the count, the Motion is "Passed" or "Failed".

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## ARTICLE III - Officers

### Section 1: Club Officers.

The officers of this Club shall be: President, Vice President, Secretary, Treasurer, and Backup-Treasurer.

All officers must hold a current Amateur Radio License issued by the FCC.

Officers should be members of the ARRL.

### Section 2: Board of Directors.

The Officers and Managers of the Club constitutes the Board of Directors.

The Board of Directors may hold open meetings to discuss items of business between regular monthly meetings.

Minutes of the Board of Directors meetings will be filed with the regular monthly meeting minutes.

The Board of Directors, only during an emergency, may make immediate decisions and actions concerning the business and wellbeing of the club and its assets without going to the membership for approval.

All activity the Board of Directors does, must be reported to the membership within a reasonable timeframe -- usually by the next club meeting.

The Board of Directors shall appoint a replacement officer or manager on an interim basis until it is confirmed at the next club meeting.

A Board of Directors' Quorum is 3-of-5 officers would need to be present, plus any number of managers, in order to pick a replacement officer or manager.

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## Section 3: Term of Office.

The Officers of this Club shall be elected for a term of one year.

## Section 4: Vacancies.

The Club president shall appoint a temporary chairman of a nominating committee for early elections and for nominating candidates for vacancies occurring between annual elections.

The Board of Directors can appoint a replacement officer or manager on an interim basis until the replacement is confirmed at the next club meeting.

## Section 5: Nominations and Elections.

Nominations for President, Vice President, Secretary, Treasurer, and Backup-Treasurer, will begin in the month of November. Nominations will be accepted until the December meeting.

Elections of President, Vice President, Secretary, Treasurer, and Backup-Treasurer, shall occur at the December monthly meeting.

Managers are not elected, but are club members who volunteer to provide a job necessary for the continued business of the club.

## ARTICLE IV - Duties of Officers

### Section 1: Duties of the President.

The President shall preside at all meetings conducting the meeting according to the rules adopted.

The President shall enforce due observance of the Club's Constitution and By-Laws.

The President shall decide all questions of order.

The President shall sign all official documents that are adopted by the Club.

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## Section 2: Duties of the Vice President.

The Vice President shall assume all official duties of the President in the absence of the President.

The Vice President shall maintain a current inventory of all Club-owned property.

The Vice President shall identify, promote, and coordinate club activities.

## Section 3: Duties of the Secretary.

The Secretary will keep a record of the proceedings of all meetings.

The Secretary will carry on correspondence and read communications at each meeting.

The Secretary will keep the Constitution and By-Laws of the Club.

The Secretary will bring a copy of the Constitution and By-Laws to each meeting.

The Secretary will cause all amendments, changes and additions to be noted and placed on the club's website.

The Secretary will coordinate all publicity activities.

The Secretary will update the club's website with upcoming events, activities, and ham classes.

The Secretary will update, when appropriate, all the social media sites.

The Secretary will send, i.e. email, invitations to elected officials of the club's upcoming events and activities.

The Secretary may use email to disseminate club information.

The Secretary will turn over all papers, documents, equipment and other items belonging to the Club, to the Secretary's successor.



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## Section 4: Duties of the Treasurers.

The Treasurer and Backup-Treasurer are responsible for all the accounting duties of the club.

The Treasurer and Backup-Treasurer having all the rights and responsibilities as the Treasurer.

The Treasurer and Backup-Treasurer are named on the bank account.

The Treasurer or Backup-Treasurer will provide a receipt for all monies paid to the Club.

The Treasurer will keep an accurate accounting of all monies received and expended.

The Treasurer or the Backup-Treasurer will pay no bills without proper authorization by the Club.

The Backup-Treasurer shall replace the Treasurer if the Treasurer is no longer able to serve.

Another Backup-Treasurer will be appointed to fill the vacant Backup-Treasurer's position.

The Treasurer will make available for inspection at year-end, an itemized statement of disbursements and receipts for all accounts.

The Treasurer shall maintain an up-to-date list of the Club members – the club Roster.

Treasurer shall turn over all papers, documents, equipment and other items belonging to the Club to the Treasurer's successor.

## ARTICLE V – Duties of the Managers

### Section 1: Duties of the Emergency Coordinator.

The Emergency Coordinator will be the liaison between the Club and Douglas County Emergency Management.

The Emergency Coordinator (or assistant) shall act as Net Control when participating in emergency activities.

The Emergency Coordinator shall work with the Vice President/Activities Manager in coordination of Club activities during emergencies.

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## Section 2: Duties of the Activities Manager.

The Vice President is the Activities Manager.

The Activities Manager assumes the coordinating responsibilities of club activities.

The Activities Manager suggests a monthly activity either indoors or outside depending on the weather.

The Activities Manager may include HF, VHF-UHF activities, Club station activities, ARRL liaison, traffic handling (ARRL and MARS), member station capabilities, contest participation, and TVI resolution steps.

## Section 3: Duties of the Program Manager.

The Program Manager is responsible for the overall coordination of the program portion of the Club meeting.

The Program Manager may identify subjects that may be interesting to the membership.

The Program Manager may choose the most qualified member(s) to make the presentation.

The Program Manager will notify all presenters they have been chosen to make a presentation.

The Program Manager will send, i.e. email, a “friendly reminder” 2 or 3 days ahead of the meeting, they are scheduled to give the program.

## Section 4: Training Manager.

The Training Manager is responsible for identifying the club’s training needs.

The Training Manager will build a course syllabus and enlist instructors to help teach.

The Training Manager, with Treasurer’s approval, can order training materials for students and Instructors.

The Training Manager will reserve a location and room for teaching the course.

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## Section 7: Field Day Manager.

The Field Day Manager coordinates all activities involving Field Day stations.

The Field Day Manager determines and reserves the Field Day site.

The Field Day Manager reserves, rents, and causes to be delivered the port-a-potty facility if necessary.

The Field Day Manager may collect Field Day log information, i.e. .adif files, from each station and uploads the information to LoTW.

The Field Day Manager is responsible for creating a field day plan document.

## Section 8: Repeater Trustee.

The Repeater Trustee position is not considered an “officer of the club” position.

The Repeater Trustee may be an honorary member of the club, and as a member of the club, the Repeater Trustee may be elected to office, or, volunteer to serve as one of the manager positions.

The Repeater Trustee successor may be selected from the repeater support group.

## ARTICLE VI - Meetings

### Section 1: Regular Meetings.

Regular club meetings will be held on the second Wednesday of each calendar month.

The President may decide the location of the meeting.

The President may call a Board of Directors meeting.

Five members may request by email, a Board of Directors meeting to be held.

Notification of all meetings may be sent by email or mail to the club membership.

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## Section 2: Quorum.

The majority of meeting attendees at a regular scheduled meeting are sufficient to transact club business.

## ARTICLE VII - Dues

### Section 1: Dues.

The Club shall levy on each member such dues as may be necessary for the business of the Club.

The membership categories are; Individual (\$25), Family (\$30), and Student (\$10).

### Section 2: Membership Suspension.

Nonpayment of the dues shall cause a membership to be suspended.

The Board of Directors have the responsibility to review, accept or reject all membership applications.

The Board of Directors can decline or revoke membership in the club, if it is determined that the person's integrity, or honesty, could degrade the club reputation or endanger anyone by association.

Intentional or repeated violation of the FCC rules and regulation is grounds for revoking club membership.

### Section 3: Dues Amount Change.

The amount of dues can be changed by majority of meeting attendees at a regular scheduled meeting.

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## Section 4: Dues Payable.

Regular yearly dues shall be payable at the beginning of the calendar year for all membership categories.

Membership categories are Family, Individual, and Student.

Members renewing and new members joining before July 1 shall pay the full amount.

New members joining on or after July 1 shall pay half the amount.

## Article VIII - Amendments

### Section 1: Amendments.

Notification must be sent, i.e. email, to the membership of the intent to amend the Constitution and/or By-Laws at a specified meeting.

The proposed amendment(s), draft Constitution, and/or draft By-Laws, will reside on the club's website for the membership to review.

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## Section 2: Proposed Amendments.

Any member of the Club may propose in writing, i.e. email, amendments to the Constitution or By-Laws. The amendments may be offered at any regular or special meeting, of the Club.

The amendment(s) may be emailed to the club's Secretary.

The Secretary then sends a notice via email of the intent to change the Constitution or By-Laws to the membership. The email will also indicate the intent to vote at the next scheduled club meeting.

The Amendment will reside on the club's website for the membership to review.

The next business meeting the amendments are voted to accept or reject.

If the vote is to accept as indicated, then the Secretary will cause the amendments to become a permanent part of the revised document.

If the vote is to reject the amendment, then the current version of the document will not be changed and the amendment discarded.

The Secretary will cause the most current version of the Constitution and the By-Laws to be stored on the club's website.

## Section 3: Constitution and By-Laws Periodic Review.

The Constitution and By-Laws shall be reviewed on a periodic basis not less than once every five (5) years.

If no changes are necessary, the Constitution may be reapproved by the membership.

If changes are necessary, then the President shall nominate a committee to review the Constitution and/or By-Laws.

If a review committee cannot be formed, then the President shall submit the President's own revisions to the Club for approval.

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## ARTICLE IX - Rules of Order

### Section 1: Rules of Order.

The President will conduct the Club meetings using the "Robert's Rules of Order".

#### Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

#### Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

### Section 2: Business Transactions.

All club business transactions will be conducted openly, frankly and with as little friction and turmoil as possible.

The Club officers must conduct club business with integrity by not allowing themselves to be influenced by any special interest group to affect the Club adversely.

If it is determined by any Club member that a Club officers or any other member is not acting in the best interests of the general membership, the members should make this known in writing to the Club president or to any member of the Board.

The Board is empowered to investigate all facts and present the general membership with its recommendations.

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## Section 3: New Business.

1. New business items that are insignificant or trivial can be brought up, discussed, and voted on at the current meeting.
2. New business items that are significant will be documented by the presenter and submitted to the board for review. At the next regular scheduled meeting the new business item will be discussed and voted on if appropriate.

## ARTICLE X – Update Constitution By-Law Procedures

1. Identify what changes need to be made to the current Constitution or By-Laws.
2. Update both documents bring them up to date.
3. Constitution Committee agrees to the changes made to the documents.
4. Upload draft documents to the club's website for the membership to review.
5. Send email notice of intent to vote at next scheduled meeting notice.
6. At club meeting, vote to accept/reject changes.
7. If acceptable, the Secretary makes the changed documents "current" documents on the web site.
8. If rejected, the Constitution Committee will revise the documents and re-send to club membership for approval again.

## ARTICLE XI – Revisions

2000-04-12 The Constitution was created and enacted.

2019-05-28 The Constitution was split – Constitution and By-Laws - and brought up-to-date.

2019-07-10 References to “Co-Treasurer” replaced with “Backup-Treasurer”.