

**Constitution and By-Laws
Kings County Radio Club
2020**

(Final Revision)

Article I: Mission Statement

The Kings County Radio Club is an informal non-profit organization of Amateur Radio Operators formed for the following purpose:

- To conduct club programs and activities to advance the general interest and welfare of Amateur Radio in the community.
- To provide radio communications for emergencies and public events for our local community.
- To advance the art and science of radio communications.
- To administer license exams and train people to obtain or upgrade their licenses.

Article II: Membership

Application for membership is open to any licensed Amateur Radio operator or any person with an interest in Amateur Radio.

Article III: Leadership and Elections

The elected officers of the club shall consist of a President, Vice President, Secretary, Treasurer, and two Executive Board Members-at-Large.

The Executive Board conducts the club business between meetings. It can nominate a club Trustee as well as a Communications Manager. The Executive Board consists of the elected officers, immediate Past President.

Article IV: Meetings

Meetings are held monthly, and members will be notified via the internet. Members are encouraged to attend meetings to be a stakeholder in the club. The July and August meetings shall be at the option of the Executive Board.

Article V: Committees.

Committees shall be formed as needed by the President for various purposes.

Article VI: Finances.

The Club may levy upon the general membership dues and assessments necessary for the business of the Club. This will be accomplished when a majority of voting-eligible members gives assent at a meeting. Payments of such dues and/or assessments shall be a requirement of membership.

Article VII: Amendments.

The procedure to amend this constitution is as follows. Either a petition of at least 25% of members in good standing (voting eligible members in good standing) *OR* a vote by 10 or more members in good standing during a regularly scheduled meeting. It will then be put on the agenda for the next meeting. The membership of the club will be notified via the internet that there is a petition to amend the constitution and the purpose for said amendment.

A quorum shall consist of 25% of the active members (in good standing), or 10 members in good standing, whichever is less. The amendment shall pass with 67% of the vote by voting-eligible members (in good standing). If such a quorum is not present, the motion shall be tabled until the following meeting. If a quorum is still not present, the following month the amendment will be withdrawn. The process can be restarted again at the next meeting by following Article VII.

Article VIII: Order of Business.

Meetings shall be conducted as informally as practical. Parliamentary procedure shall be used only when necessary to expedite the business of the Club. In cases of procedural complexity or dispute over correct debate or voting procedure, etc., Robert's Rules of Order (Revised) shall govern.

Article IX: Dissolution.

The Club may be dissolved at any time with the written consent of no less than two-thirds of the voting eligible members in good standing but only after payments of all debts, obligations, and liabilities. The Club property is to be converted into cash for that purpose. Any balance will then be divided among club members in good standing (i.e., fully paid dues) as a proportionate part of their annual dues.

Article IX: Matters Not Covered.

In cases of dispute or for informational purposes, The By-Laws will be used as a guide to help resolve any questions related to this Constitution.

**The By-Laws
Kings County Radio Club
2020**

Section 1: Constitution and By-Laws.

A condition of membership for all members is that they observe and comply with the Constitution and By-Laws at all times in the operation of the Club. A copy of the Constitution and By-Laws shall be available to all members in either paper or digital format.

Section 2: Membership.

- a) The Club provides a Membership Application for prospective members. The prospective member must include the yearly dues with their application.

b) Categories

Definitions: *Dues paying members* – club members that have paid dues according to the chart below.

In good standing – members not in arrears with their dues prior to voting

Active Member (licensed amateur) 100% dues

Associate Member (unlicensed) 80% dues

Senior Member (65 years of age or older) 80% dues

Student (full time student under 18) 50% dues

Family (same address as an active member), 50% dues

Geographically distant members \$11

Non-licensed & geographically distant members have all the rights and privileges of membership except the right to vote or hold office.

c) Dues and categories of membership may be changed by action of the Executive Board.

d) The membership year is from January 1st to December 31st. New members joining will have their annual dues prorated to the following percentage of the annual dues: from January to March 100%; from April to June 75%; from July to September 50%; after September the annual membership dues will return to 100% but include full annual membership for the following year, in addition to the remainder of that present year.

e) When renewing annual dues, members will be offered the option to renew for three (3) continuous years at one time, with a discount of 10% from the three-year dues total.

f) The Treasurer shall inform members when dues are due. If payment is not received in 30 days, a second notice shall be given, marked FINAL. If payment in full is not received after 60 days of the final notice, the Treasurer shall strike the name of the member from the rolls and notify the Secretary and the Executive Board. A removed member may be reinstated upon re-application and upon payment to the Club of full dues for the year.

g) Any member may have their membership in the Kings County Radio Club terminated due to complaint. The process is as follows: A complaint will consist of a petition to the Executive Board with a reason for the termination and will be signed by twenty percent of the voting-eligible members. The complaint will then be investigated by a committee derived from the membership and consisting of any two officers and any three members other than the complainants, approved by the membership. The committee will investigate both sides of the complaint and will present their findings to the membership at the next meeting. There shall be no debate on the committee report. A closed ballot shall be taken to approve or disapprove the committee report and any action on the complaint included herein. If removal from membership is approved by a majority vote, the member loses all rights, privileges, and forfeits the dues for the balance of the year.

h) Termination of membership, whether by resignation or non-payment, shall relieve the retiring member of all rights, interests or title to Club property, assets and to all Club privileges.

h) Causes for removal from the rolls include but are not limited to:

Non-payment of dues, acts detrimental to the purposes and aims of the Club, as contained in the Constitution and By-Laws.

i) Honorary membership may be extended to any person for one (1) year who has rendered a service to the Club or to Amateur Radio. This recognition must be approved by a majority vote of the Executive Board. Honorary members shall be exempt from the payment of dues but shall enjoy all the privileges of membership of the Kings County Radio Club except the right to vote and hold office. Suitable form of Honorary status shall be provided to the person designated.

Section 3: Elections.

a) Eligible members in good standing are eligible to serve as an officer after one year of membership

b) The term of office is one year. From January 1 to December 31.

c) Nominations and elections take place during our December meeting. If there are two or more candidates for an office, the ballot shall be cast in writing in a secret vote, or in public if unanimously agreed upon.

d) Officers may serve an unlimited number of terms, if re-elected, except for President and Vice President who shall serve a maximum of four consecutive terms. Club policy is to engage and elect a continuing flow of officers from the membership, to avoid relying on only a limited number in individuals for leadership.

e) Nominations shall be by two seconds and must be accepted to by the nominee.

f) A vacancy in the position of any officer, except President, shall be filled promptly by vote of the Executive Board. The temporary officers shall serve out the remaining term.

g) A vacancy in the position of President shall automatically be filled by the Vice-President.

h) The Trustee of the Club station license shall be nominated by the Executive Board. The Trustee shall apply to and be approved by the Federal Communications Commission as the holder of the Club license for KC2RC.

Section 4: Meetings.

a) Each meeting will consist of a short business meeting (as short as possible) followed by a program or social gathering. It will be the aim to have as much planning and discussion as possible performed by the Executive Board and committees before presentation to the membership.

b) Members are encouraged to attend meetings to have a say in how the Club functions. The business of the club will be voted on at meetings, so it is imperative for you to be there.

- c) Special meetings may be called by the Executive Board, the President or by petition of twenty percent of the voting-eligible members in good standing.
- d) Notices will be posted on the club's website concerning special meetings and business to be presented.

Section 5: Executive Board.

- a) The Executive Board shall serve as the policy forming body and will report to the membership as needed. The Board shall make an effort to meet in January, April, and September, and as many additional meetings as shall be necessary. The time and place of the meetings shall be determined and announced to the Board by the President.
- b) The Board by two-thirds vote has the authority to remove an Officer, Trustee from the position held. Reason for removal include but are not limited to being unable, unwilling, or negligent in serving the position's function.
- c) The Board shall authorize commitments, expenditures, and sales in the name of the Club that is under Four Hundred Fifty dollars (\$450). Any value above amount must receive prior membership approval.
- d) Any proposal to commit the Club on any matter pertinent to Club business must be considered by the Executive Board prior to discussion at the meetings. The Executive Board shall report to the Club no later than the next regular meeting.
- e) Any action of the Executive Board may be appealed to the club by a petition signed by twenty percent of the voting eligible members (in good standing) and forwarded to the Executive Board. This must be done before the next regularly scheduled meeting. The appeal will be heard and voted on at that meeting. A majority vote of the voting-eligible members (in good standing) shall sustain the appeal.
- f) The Executive Board Members-at-Large and the immediate Past President shall advise, participate, and vote in the meetings of the Executive Board.

Section 6: Committees.

- a) The Executive Board may elect to empower any of the following Committees, and the President will have the power to appoint the committee Chairman:
 - 1) Communications (Radio) Committee
 - 2) Programs and Social Activities
 - 3) Public Relations and Publicity
 - 4) Field Day
 - 5) Newsletter-Publications
 - 6) Hospitality
 - 7) Nominating
 - 8) Membership Development
 - 9) Education

b) As occasion requires, the President shall appoint special committees such as:

- 1) Balloting
- 2) Investigation
- 3) Elmer
- 4) Awards and Contests
- 5) Technical Assistance
- 6) Any other committees as deemed necessary

c) The President can select the members of any committee, the number of members, and the chairperson. The President may relegate these powers to the Committee Chairperson.

d) Chairpersons of standing committees shall be prepared to report on progress to date of the committee's work at any meeting of the Board or membership, if so called upon. Temporary special committees shall keep the President informed of the progress of their work.

Section 7: Finances.

The Treasurer shall present a full report for the preceding year, and a proposed budget for the following year, at the December meeting.

Section 8: Amendments to the By-Laws.

- a) All amendments must be consistent with the intent and provisions of the Constitution.
- b) The motion to amend must be in person or writing, signed by ten voting-eligible members in good standing or 25% of all members in good standing, whichever is less, and presented to the President at a meeting. It may not be debated until the following meeting, when it may be voted upon.
- c) Members will be notified that at the next meeting a By-Laws amendment has been put on the agenda. The notice shall indicate the purpose of the proposed amendment.
- d) The amendment motion shall pass by a 67% majority vote of voting-eligible members (in good standing) at that meeting.

Section 9: Order of Business.

Roll Call

Minutes of the previous membership meeting(s)

Minutes of the previous Executive Board decisions

Reports of the Club Sponsored Nets by their Net Control Operators

Reports of Officers and standing Committee Chairs

Unfinished business

New business

Adjournment of the business part of the meeting

Program

Conclusion of the meeting

Section 10: Duties of the Officers.

a) The President

The President shall perform all customary duties of the office including but not limited to representing the club, sign all official documents, contracts, and obligations, submit a written report at the December meeting that reviews the prior year and makes recommendations for the coming year, uphold regulations, serve as ex-officio member of all committees, appoint committee members. He also presides at meetings, or in his place at his request, the Vice President, or other officer.

b) Vice President

The Vice President shall assume the duties of the President in the President's absence, and assist the President in the President's duties, and unless otherwise appointed to a committee, shall be an ex-officio member of all committees.

c) Secretary

The Secretary shall keep the minutes, Executive Board decisions, a roll of members in good standing, as well as those members entitled to vote at meetings. The secretary will also maintain an up to date mailing list. The Secretary shall receive membership applications, carry on correspondence at meetings, and inform the members of club meetings. Orderly records of all the above shall be kept and shall be turned over to the successor at the end of the term of office.

d) Treasurer

The Treasurer shall collect all dues, deposit all Club moneys in a bank account, in the Club's name, establishing the account requiring checks to be signed by the Treasurer and either the President or Vice President, or a Trustee designated by the Executive Board. The Treasurer shall pay all routine bills up to a maximum of fifty dollars, maintain books and records of the account, issue receipts for money collected, and give a brief report of moneys received and paid out for the preceding month at each meeting, with a quarterly report to be made available at the quarterly meetings, and to the Executive Board. The Treasurer shall issue membership cards to all members, keep a roll of voting members and members in good standing. And shall transfer all records and moneys to the successor at the end of the term of office. The Treasurer may empower an assistant Treasurer to assist him.

e) Trustee

The Trustee shall be nominated by the Executive Board to be the official FCC licensed person to hold the Club license for KC2RC. The Trustee shall supervise all Club activities using the Club call-sign on the air to establish compliance with the FCC rules and regulations pertaining to such use, and shall encourage the use of the Club call-sign in public events and other occasions to make the public more cognizant of the Club and Club Station. The Trustee shall be an advisor to the Club's officers as to matters pertaining to FCC regulations and shall keep the permanent records of the Club.