

Kauai Amateur Radio Club

BY-LAWS

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Article I – Membership

For membership in the Kauai Amateur Radio Club, the following requirements are established:

Each applicant must express a willingness to abide by the Constitution and By-Laws and other rules promulgated by the club.

Membership in the club is open to all radio amateurs, all who wish to become radio amateurs, and all who have an active interest in amateur radio communications. In addition, those persons who contributed significantly to the betterment of amateur radio, or to the public service activities of the club, may be elected to honorary membership at the discretion of the regular membership. To accommodate these categories of membership, the following structure with appropriate membership requirements is established.

Regular member. To qualify for this category, a person must be a licensed radio amateur with a current valid license and must be a resident of Kauai for at least one month of the current membership year. Regular members have full voting privileges. Any regular member may hold office in the club if at least 18 years of age.

Life member. To qualify for this category, a person shall have been a licensed radio amateur for a minimum of 35-years and a regular member of the Kauai Amateur Radio Club for an accrued minimum period of 20-years. The club shall waive the annual dues payment. The life member retains voting privileges and may hold office in the club.

Associate member. To qualify for this category, a person may be a licensed radio amateur living permanently at a location not on Kauai, or be a prospective radio amateur, or have an active interest in amateur radio communications. Associate members have no voting privileges, nor are they eligible to hold office in the club.

Honorary member. To be elected to membership in this category, a person must have demonstrated a desire and willingness to support amateur radio through his actions by virtue of his capabilities, talent, or position; or must now, or have previously, contributed significantly to the ability of the Kauai Amateur Radio Club to respond in support of the requirements of the public service programs in which it is involved. Honorary members have no voting privileges, nor are they eligible to hold office.

Article II – Officers

Pursuant to Article IV of the Constitution, the officers of the club shall be: President, Vice President, Secretary, Treasurer, and Activities Director.

Terms of office for club officers will be:

The president shall be elected for a term of two years by ballot of regular and life members present, provided there is a quorum, during the regular November meeting. All officers of the club except the president shall be elected to a term of one year by ballot of the regular

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and life members present, provided there is a quorum, during the regular November meeting.

General. A member may be elected to not more than two officer positions. Installation of officers will normally take place at the regular December meeting. The new officers will officially take office on January 1 with their terms ending on December 31.

Vacancies occurring during the calendar year may be filled by special elections at the first regular meeting following occurrence of the vacancy. Vacancies may occur because an incumbent lost his/her qualification to hold office as result of lapse, suspension or forfeiture of his FCC license; removal from office by the membership; or withdrawal or resignation from office for personal or other appropriate reasons.

Officers may be removed from office for cause by a two-third (2/3) vote of the regular and life members present at a regular or special meeting, provided there is a quorum.

Article III – Board of Officers

The Board of Officers shall consist of all officers of the club elected at the regular membership meeting in November.

The Board of Officers shall meet at the call of the President, or at the request of any two (2) officers. Notice of meeting of the Board shall be given by the Secretary to each officer personally, by telephone call, or by mail at least two (2) days prior to the date set for such meeting.

All the corporate powers, rights, and privileges which the corporation may legally exercise under its Charter shall be vested in and/or exercised by the Board of Officers, which shall have the entire management, direction, and control of all the business, affairs, and property of the corporation. Without prejudice to the foregoing terms, the Board of Officers shall have power:

To make rules and regulations not inconsistent with the laws of the State of Hawaii, or with these By-Laws, for the guidance of officers and members of the corporation in the management and control of the affairs, business and property of the corporation;

To incur such indebtedness as it may deem necessary and to authorize the execution of the note of the corporation for such indebtedness and securing of the same by trust deeds, mortgages, or collateral agreements; and

To suspend any officer or member of the corporation at any time, for just cause.

A two-third (2/3) majority vote of the regular and life members present at a regular or special meeting is necessary to expel any member for just cause, provided there is a quorum.

Article IV – Duties of Officers

The president shall preside at all meetings of the club and shall conduct such meetings according to the rules adopted. The president shall enforce due observance of the Constitution and By-Laws; decide all questions of order; sign all official documents that are adopted by the club; represent the club in its relationships with the public and various governmental agencies and officials; and perform all other customary duties appropriate to the office of president.

The vice president shall assume all the duties of the president in the absence or disability of the latter. The vice president shall also serve as property manager, keeping a current inventory of all assets of the club. The vice president shall, at the expiration of the vice president's term, turn over to the vice president's successor all items of property belonging to the club.

The secretary shall keep a record of the proceedings of all meetings and shall provide copies of the minutes of meetings to the president and to the ARRL Pacific Section Manager. The secretary shall carry on official club correspondence, read communications at each meeting, and mail and communicate electronically or via mail information and notices to club members as appropriate. The secretary shall be responsible for maintaining affiliated club status of the club with ARRL. The secretary shall maintain: the official club records containing the minutes of meetings, official correspondence, and all other appropriate documents pertaining to the operation of the club. The secretary shall turn over all items belonging to the club to the secretary's successor at the end of the secretary's term.

The treasurer shall receive and provide receipts for all moneys paid to the club and shall keep an accurate account of all moneys received and expended. The treasurer shall pay no bills without proper authorization. At each meeting the treasurer shall submit a financial statement and report the status of the club treasury showing the receipts and disbursements for the previous month for inclusion into the club minutes held by the secretary. The treasurer shall file Federal IRS Form 990EZ or 990N and State of Hawaii General Excise Tax form G-49 for the tax year to maintain the non-profit status of the club. The treasurer shall maintain a roll of members including the status of their dues payment and shall submit applications for membership at regular club meetings for consideration pursuant to Article I. The treasurer shall, at the expiration of the treasurer's term, submit a financial statement for the last month of the treasurer's term and an end-of-the-year report to the membership following a review of the financial records as described in Article X. The treasurer shall turn over everything in the treasurer's area of responsibility to the treasurer's successor following approval of the financial review. The treasurer shall obtain new signature cards and submit these to the bank with the minutes of the recent regular meeting reporting the election results.

The activities director shall organize club member activities, plan, and recommend contests for club operations or involvement, and take the lead in advancing club interest and activity in projects approved by the club. The activities director shall maintain close liaison with the ARRL Emergency Coordinator (EC) to further the club's participation in the activities and requirements of the Amateur Radio Emergency Service (ARES). The activities director shall encourage club members in submitting Station Activities Reports to the ARRL Section Manager (SM) of the Pacific Section. The activities director's goal in these things is to enhance the reputation of the club and of amateur radio in the community as much as possible. The activities director may appoint committees or assistants to assist in specific branches of activity.

Article V – General Provisions for Officers

Every officer must be a regular or life member of the club and shall serve and continue in office until his successor shall have been elected and installed.

All officers shall serve without compensation in any form. This provision shall not preclude reimbursement as appropriate as provided for in Article X of these By-Laws.

On questions of order and procedure not otherwise determined by these By-Laws, the provisions of the current edition of Robert's Rules of Order shall prevail.

Article VI – Meetings

Regular meetings shall be held on the first Monday of each calendar month at such place as the president shall order. If the first Monday is a legal holiday, the meeting shall be held on the second Monday.

Special meetings may be called by the president upon written request of any club member. All members shall be notified of such special meetings and the business to be conducted thereat. Such notification shall take place so that each member has a minimum of twenty-four hours advance notice prior to meeting time.

A quorum at any regular or special meeting shall include a minimum of five (5) regular and life members and shall include two (2) Board officers. A simple majority of the quorum shall be required to pass motions and approve other business. The provisions of the Constitution, Article VII, of these By-Laws, Articles II, III, and IX shall take precedence where applicable. (quorum amended 7-3-2017)

Article VII – Dues

A regular annual assessment of dues shall be made for the purpose of providing funds for the expense of the operation of the club.

Each year at or before the November regular meeting, the Board of Officers shall present for approval a schedule of annual dues for all classes of membership for the following year to be effective January 1st. The dues schedule shall include Regular Members, newly licensed Regular Members, Life Members, Associate Members, and Honorary Members. The dues schedule shall be sent out to the members two weeks prior to the meeting. The proposed dues schedule shall be discussed, possibly modified, and voted on at the meeting. The club shall waive the annual dues payment for Life Members and Honorary Members.

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For new members, dues for the first year of membership shall be reduced by 50% for the remaining calendar year if the member joins after July 1. This provision is not applicable to members who allow their dues to become delinquent.

Annual dues are due and payable in January of each year. Non-payment of dues shall be cause for expulsion from the current club membership roster.

Article VIII – Committees

Committees shall be designated, and members assigned as required at the discretion of the president. Example of appropriate reasons for forming committees are: selection of qualified candidates for election to office in the club, investigation of radio frequency interference, coordinate preparations for the December dinner meeting, provide refreshments for club meetings or for special events, generate publicity for amateur radio and for club activities, determine eligibility of applicants for club awards, coordinate ARES activities, coordinate VHF activities, coordinate Field Day preparations and reporting, and etc..

Article IX – Amendments

The By-Laws may be amended by a two-third (2/3) majority vote of the regular and life members present at a regular or special meeting, provided there is a quorum. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the following regular or special meeting.

Article X – General Provisions

The treasurer shall reimburse a member of the club upon request for any expenditure that has been pre-approved which benefits the club. Equipment and material, the cost of which is reimbursed to a member, shall become club property. Appropriate documentation shall be provided to the treasurer with each such request by a member. Reimbursements of more than \$50.00 shall require approval by the club at a regular or special meeting. A club member selected by the board shall conduct a thorough annual review of all financial transactions. The report shall be provided to the club Members. Club members shall receive an annual financial statement of the club. The fiscal year shall be from 1 January to 31 December.