

PRAIRIE HILLS HAM RADIO ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of the organization is the PRAIRIE HILLS HAM RADIO ASSOCIATION. The name is also abbreviated as the PHHRA. In these Bylaws, the abbreviation "PHHRA" will be used.

ARTICLE II - MISSION STATEMENT

The PHHRA is an organization dedicated to assisting, encouraging, and promoting amateur radio activity, using all lawful frequencies and modes of operation. Our aim is to assist in the growth of amateur radio in Northwestern North Dakota, to mentor new members, and enhance fellowship among radio amateurs. The PHHRA promotes the enjoyment of the amateur radio hobby as well as the dedication of amateur radio as a resource for public and emergency services. The PHHRA also strives to provide reliable amateur radio communications, in Northwestern North Dakota, for routine, public service, and emergency activities.

ARTICLE III - MEMBERSHIP

Section 1

Any licensed amateur radio operator may apply for membership. Additional requirements for membership, including payment of dues, shall be established by the Board of Directors and published in the PHHRA NEWSLETTER. Upon acceptance of membership, each applicant shall be issued a PHHRA Membership Card and shall be granted membership privileges in accordance with their membership class.

Section 2

The classes of membership, for new members, are:

- A.** Youth
- B.** Full
- C.** Life
- D.** Associate
- E.** Sustaining
- F.** Family

Section 3

Classes of membership are defined as follows:

- A.** Youth Members are those members under the age of 18 years that have met the requirements for this class of membership.

- B.** Full Members are those members age 18 years or older that have met the requirements for this class of membership.
- C.** Life Members are those members that have met the requirements for this class of membership and have paid their dues for their lifetime.
- D.** Associate Members are those members that have made an annual donation less than the amount of Youth or Full Membership dues.
- E.** Sustaining Members are those members that have continually paid their annual Youth &/or Full Membership dues for 25 years and more.
- F.** Family Membership shall consist of 2 adults which are Full, Life or Sustaining Members and 2 or more Youth Members, which are the children of the 2 adult members.

Section 4

Membership requirements, duties, rights, and privileges:

A. Youth Members

- a.** Are required to pay the annual Youth Membership dues amount.
- b.** Must make every effort possible to attend PHHRA meetings.
- c.** Must make every effort to assist in PHHRA projects, as physical ability & safety guidelines allow.
- d.** Shall have the right to hold PHHRA appointments, should they be qualified.
- e.** Shall have the right to vote in all elections and all other PHHRA decisions requiring a vote.
- f.** May participate in all PHHRA activities in accordance with safety guidelines & age restrictions.
- g.** Shall have full access to all PHHRA repeaters.
- h.** Shall have full access to the PHHRA Club Station.
 - i.** 16 & 17 years old do not need a chaperone.
 - ii.** Under age 16 must be accompanied by a parent or a Full, Life, or Sustaining PHHRA Member.

B. Full Members

- a.** Are required to pay the annual Full Membership dues amount.
- b.** Must make every effort possible to attend PHHRA meetings.
- c.** Must make every effort to assist in PHHRA projects, as physical ability & safety guidelines allow.

- d.** Shall have the right to hold PHHRA appointments, should they be qualified.
- e.** Shall have the right to run for PHHRA elected offices.
- f.** Shall have the right to vote in all elections and all other PHHRA decisions requiring a vote.
- g.** May participate in all PHHRA activities.
- h.** Shall have full access to all PHHRA repeaters.
- i.** Shall have full access to the PHHRA Club Station.

C. Life Members

- a.** Are required to pay the total Life Membership dues amount within the set time limit.
- b.** Must make every effort possible to attend PHHRA meetings.
- c.** Shall have the right to hold PHHRA appointments, should they be qualified.
- d.** Shall have the right to run for PHHRA elected offices.
- e.** Shall have the right to vote in all elections and all other PHHRA decisions requiring a vote.
- f.** May participate in all PHHRA activities.
- g.** Must make every effort to assist in PHHRA projects, as physical ability and safety guidelines allow.
- h.** Shall have full access to all PHHRA repeaters.
- i.** Shall have full access to the PHHRA Club Station.
- j.** Shall be issued a LIFE MEMBER Certificate & Card upon payment-in-full of Life Membership dues.

D. Associate Members

- a.** May make a donation of any amount less than the amount of Youth or Full Membership dues, in accordance with the Associate Member's age.
- b.** May attend all PHHRA meetings.
- c.** Shall have the right to hold PHHRA appointments, should they be qualified and a Full, Life, or Sustaining member is not equally qualified.
- d.** Shall have the right to vote in all elections and all other PHHRA decisions requiring a vote.
- e.** May participate in all PHHRA activities.

- f. Should attempt to assist in PHHRA projects, as physical ability and safety guidelines allow.
- g. Shall have full access to all PHHRA repeaters.
- h. Shall have limited access to the PHHRA Club Station, during PHHRA events or with the accompaniment of a PHHRA Full, Life, or Sustaining member.

E. Sustaining Members

- a. Are required to pay the Youth &/or Full Membership dues amount for 25 continuous years.
- b. Are required to pay the Full Membership dues amount each and every following year.
- c. Forfeit this membership class if they fail to pay their dues for one year or more.
- d. Rejoining the PHHRA after an absence shall become Full Members.
- e. Must make every effort possible to attend PHHRA meetings.
- f. Shall have the right to hold PHHRA appointments, should they be qualified.
- g. Shall have the right to run for PHHRA elected offices.
- h. Shall have the right to vote in all elections and all other PHHRA decisions requiring a vote.
- i. May participate in all PHHRA activities.
- j. Must make every effort to assist in PHHRA projects, as physical ability and safety guidelines allow.
- k. Shall have full access to all PHHRA repeaters.
- l. Shall have full access to the PHHRA Club Station.
- m. Shall be issued a SUSTAINING MEMBER Certificate & Card upon payment-in-full of the Membership dues on the 25th consecutive year of membership & each year following.

F. Family Members

- a. Are required to pay the annual dues amount of the 2 adult Full, Life, or Sustaining Members and 2 Youth Members.
- b. Which are Life Members will not have an annual dues obligation, for themselves.
- c. Which are the youth, must be the children of the 2 adult members, by blood, adoption, marriage, or foster care.
- d. Shall abide by the individual membership requirements, duties, rights, and privileges which apply to each member.

G. All members

- a.** Must be familiar with the governing documents of the PHHRA. A copy of the following documents shall be presented to every new PHHRA Member.
 - i.** The Prairie Hills Ham Radio Association Constitution
 - ii.** This document, the Prairie Hills Ham Radio Association Bylaws
- b.** Shall be issued a membership card by the PHHRA Secretary, including:
 - i.** The member's name
 - ii.** Membership class
 - iii.** Expiration date
 - iv.** President's Signature

Section 5

Termination of PHHRA Membership

- A.** Membership shall be automatically canceled upon revocation, cancellation, or suspension of a member's amateur radio license privileges.
- B.** Current membership will be automatically canceled if the member's dues are delinquent for a period of more than two months following the renewal due date.
- C.** Members whose activity or conduct is found to be detrimental to the PHHRA may have their membership canceled.
 - a.** Any member that has been accused of activity or conduct that is detrimental to the PHHRA, has the right to request a hearing by the PHHRA Board of Directors, should they dispute the accusation or wish to remain a PHHRA Member.
 - b.** The party that has made the accusation must present the evidence of the detrimental conduct.
 - c.** The accused party can present a defense either of proof that they did not do what they are accused of or that the conduct does not warrant membership termination.
 - d.** Both parties may present witnesses.
 - e.** Following the presentation of the evidence, the Board of Directors shall deliberate the case.
 - i.** The burden of proof is on the accusing party.
 - ii.** There must be a preponderance of the evidence.

- iii. 75% of the Board of Directors must vote for a guilty verdict, in order to find the accused guilty of the detrimental activity or conduct.
- iv. The Board of Directors shall also vote on the penalty.
 - 1. The penalty can be anything from a temporary station privileges suspension to a full termination of membership and permanent station privileges suspension.
 - 2. In the case of destruction of PHHRA property, the Board may request the replacement of the damaged property.
 - 3. If the person is not willing to pay for the damaged property, their membership shall be terminated and they shall be suspended from the use of all PHHRA Amateur Radio Equipment.
 - 4. 75% of the Board of Directors must agree to the penalty.
- f. The Chairman of The Board shall preside over the hearing.
- g. There shall also be an audio recording of all hearings which shall be transcribed following the hearing. The transcription of the hearing shall be retained in the PHHRA Records.

Section 6

Any Donor to the PHHRA, that is not a Licensed Amateur Radio Operator, shall be recognized as a PHHRA Benefactor.

- A. Benefactors shall be given a certificate recognizing them as a PHHRA BENEFACTOR.
- B. The Term of Affiliation, as a Benefactor, shall be equal to the Term of Membership, in accordance with the PHHRA Full or Life Membership Dues, at the time of donation.
- C. Benefactors shall be granted Full or Life Membership, in accordance with their original donation term, upon earning an Amateur Radio Operator License, which shall expire at the same time as the Benefactor's Term of Affiliation.

ARTICLE IV -- BOARD OF DIRECTORS

Section 1

The Board of Directors shall manage the affairs of the PHHRA and adopt all policies of the PHHRA, in accordance with the provisions of the Governing Documents. All PHHRA policies shall be recorded in the minutes of the Board of Directors, by the PHHRA Secretary.

Section 2

The Board of Directors shall consist of the PHHRA Officers and Appointees. Each member of the Board of Directors must maintain membership in "current active" status during his or her term of office.

Section 3

The elected officers of the PHHRA shall be the President, the Vice-President, the Secretary, the Treasurer, and the Officer-at-Large.

- A.** Any member wishing to run for office, must send an Application Of Elected Office, to the PHHRA CEO by 15 January of the year of election. This document must include: the Office sought; Name, Age, & Address of Applicant; Call Sign, License Class, & Number of Years Licensed; a Brief Biography Stating Qualifications for the Office, including all related experience.
- B.** The PHHRA CEO shall forward all Election Applications to the PHHRA Newsletter Editor, President, Secretary and the Website Webmaster.
- C.** The PHHRA Newsletter Editor shall publish all Election Applications in the Spring PHHRA Newsletter.
- D.** The PHHRA Secretary shall USPS mail and/or e-mail all Election Applications to all PHHRA Members by 1 February.
- E.** The PHHRA Website Webmaster shall post all Election Applications on the PHHRA Website by 1 February.
- F.** The Election of Officers shall take place at the June PHHRA meeting. The election of officers shall be by paper ballot. Anyone that will not be able to attend the meeting, at which the Elections will be held, may request an Absentee Ballot. The Ballot must be returned to the PHHRA CEO by the time of PHHRA Poll closing, which shall be 5 minutes before the adjournment of the June meeting.
- G.** The PHHRA Officer Ballot shall be counted immediately after the meeting, by the Election Committee, appointed by the Board of Directors. The PHHRA CEO shall oversee all PHHRA Elections.
- H.** Each Officer shall serve a term of four (4) years or until his or her successor is duly elected and installed in office.
- I.** Installation of newly elected officers shall take place at the July PHHRA meeting, following the elections. The terms of office of the newly elected or re-elected Officers shall commence immediately following their installation.

Section 4

The PHHRA shall have the following Official Appointees, the Station / PHHRA License Trustee, the Station Technicians, the Public Information Officer, the Government Liaison, the PHHRA Website Webmaster, and the PHHRA Newsletter Editor.

- A.** The Station / PHHRA License Trustee shall be the member with the highest class of PHHRA Membership, the longest held and highest class of license, in the following order from highest to lowest:

- a.** Amateur Extra with CW
- b.** Advanced
- c.** No Code Amateur Extra
- d.** General with CW
- e.** No Code General
- f.** Technician with CW
- g.** No Code Technician

The Station / PHHRA License Trustee shall be the Chairman of The Board of Directors / Chief Executive Officer "CEO" of the PHHRA. This is the only position that is not bound by the 4 years term limit. The Station / PHHRA License Trustee is a permanent position that only changes if the current Station / PHHRA License Trustee resigns or is no longer able to carry out their duties, or if a new member that has an equal or higher class of license and has been licensed longer applies for the position.

Should the Station / PHHRA License Trustee be a PHHRA Life Member, they shall remain the Station / PHHRA License Trustee for so long as they are a Licensed Amateur Radio Operator and are able to carry out their duties, as set forth in ARTICLE V Section 7 and Section 8 of the PHHRA Bylaws.

- B.** PHHRA members interested in becoming an appointee, other than The Station / PHHRA License Trustee, shall submit a short one (1) page letter of application, describing qualifications for the desired position. Applicants shall be interviewed by the elected officers. The elected officers shall then appoint the best qualified applicant.
- C.** Should there not be any applicants for an appointee position, the position shall be filled by a current officer or appointee.
- D.** Terms of association appointees shall be for four (4) years and shall trail the elected officers by 3 months. Association appointees shall be installed at the October association meeting, following the association officer elections.
- E.** Should any appointee become unable to fulfill their duties, a replacement shall be appointed by the remaining members of the board, from among the current active members of the PHHRA.

Section 5

Any one person may hold more than one of the above offices or appointments with the exception of one (1) person holding both offices of President and Vice-President.

Section 6

In the event of a vacancy on the Board of Directors, the President shall appoint a replacement to serve the remainder of the unexpired term. The affirmative vote of a majority of the directors then remaining in office shall be required to ratify the appointment. The ratification vote may be taken by regular mail, email, text message, or at a special meeting of the Board of Directors.

Section 7

If the office of President becomes vacant for any reason, the Vice President shall assume the office of President until the next regular election of Officers. The Officer-At-Large shall assume the office of Vice President until the next regular election of Officers. A new Officer-At-Large shall be appointed in the same manner as other vacancies on the Board of Directors under this Article.

Section 8

A Board of Directors Member of the PHHRA may be recalled, on the grounds that they have violated their Oath of Office or their conduct or actions have been detrimental to the PHHRA.

- A.** A petition detailing the reason for the recall of the Board Member must be signed by a least 25% of the current active PHHRA members.
- B.** The petition with the required number of signatures must be submitted to the Highest ranking Board Member not being the individual being recalled.
- C.** A special election must be held to replace the recalled Board of Directors Member using a procedure established by the Board of Directors. The recalled Board of Directors Member may be a candidate for re-election.

Section 9

All New PHHRA Board of Director Members, both Elected Officers & Appointees shall take the following Oath Of Office, upon the installation to their elected office or appointed position:

"I vow to serve the Prairie Hills Ham Radio Association to the best of my ability. I shall fulfill the duties of the position to which I have been (elected) or (appointed). I shall, to the best of my ability, uphold the PHHRA Charter & Bylaws. I vow that my conduct, both on the air and off, shall not be detrimental to the Ham Radio Community, the PHHRA, or any other Ham Radio Operator or Organization. I vow that my actions shall be guided by the Amateur Radio Code of Conduct."

ARTICLE V -- DUTIES OF OFFICERS, APPOINTEES, BOARD OF DIRECTORS

Section 1

The President shall

- A.** preside at all PHHRA meetings of the general membership.
- B.** preside at PHHRA Board of Director Meetings, in the absence of the Chairman of the Board / CEO.
- C.** in cooperation with the CEO, appoint the members of committees established by the Board of Directors.
- D.** in cooperation with the CEO, may also established temporary *ad hoc* committees between the meetings of the Board of Directors.
- E.** be a member *ex-officio* of all committees except the Nominating Committee.
- F.** preside over meetings of the Board of Directors when the Chairman of the Board is unable to attend.

- G. assist the CEO in any way possible, including but not limited to performing delegated tasks assigned by the CEO.
- H. sign and issue PHHRA membership cards to PHHRA members.

Section 2

The Vice President shall

- A. preside at meetings of the membership and meetings of the Board of Directors when the President and/or the Chairman of the Board is unable to attend.
- B. also represent the President and Chairman of the Board at functions where the presence of the PHHRA is required or desirable.
- C. assist the President in any way possible, including, but not limited to, performing delegated tasks assigned by the President.

Section 3

The Secretary shall

- A. record the proceedings of all regular meetings of the membership of the PHHRA and all meetings of the Board of Directors.
- B. keep a record of PHHRA Members, including their membership class and the expiration date of each member's PHHRA membership.
- C. submit any relevant information to the PHHRA Website Webmaster and PHHRA Newsletter Editor for publication in both documents.
- D. maintain a record of all PHHRA property, as set forth in Article X or the Governing Documents.

Section 4

The Treasurer shall

- A. be responsible for the funds of PHHRA and shall maintain the financial records of the PHHRA.
- B. prepare and submit a proposed operating budget to the Board of Directors prior to each annual regular meeting of the Board of Directors.
- C. submit an annual financial report to the Board of Directors and shall make available all financial records for audit at the end of each fiscal year.
- D. deposit or cause to be deposited in the name of the PHHRA all money received by the PHHRA in banks, trust companies, or other depositories selected by the Board of Directors.
- E. be responsible for paying all expenses incurred by the PHHRA, using PHHRA funds.
- F. regularly enter or cause to be entered in books to be kept by the Treasurer or under the direction of the Treasurer full and adequate account of all money received by the PHHRA and paid from the account of the PHHRA.

- G.** require adequate documentation of financial transactions of the PHHRA from the officers, appointees or agents handling those transactions.
- H.** provide the Board of Directors with regular reports on the financial condition of the PHHRA. Upon request, the PHHRA books of account and other records shall be shown to any Officer or Director of the corporation.
- I.** Inform the President, Secretary, and Station Trustee when memberships expire and when dues are paid.
- J.** At the expiration of his or her appointment, the Treasurer shall turn over to his or her successor or to the President all books, money, and other properties of the PHHRA in his or her possession.

Section 5

The Officer-at-Large shall

- A.** be responsible for being a substitute of the Vice President, Secretary, or Treasurer at any PHHRA Board of Directors' meeting or general membership meeting.
- B.** serve as Vice President for the remainder of their term of office, should they be promoted to President because the President could not complete their term of office.
- C.** Return all documents to the Officer for whom they were a substitute, within 7 days, following the PHHRA meeting.

Section 6

Within 30 days after the termination of his or her term of office, each Officer shall send to his or her successor all PHHRA property, correspondence, and records in his or her custody.

Section 7

The Board of Directors Chairman / Chief Executive Officer "CEO" shall

- A.** preside over all PHHRA Board of Directors meetings.
- B.** work with the President whenever necessary as set forth in the Governing Documents.
- C.** preside over all PHHRA Membership Termination Hearings.
- D.** preside over all PHHRA Appointee interviews.
- E.** administer the Oath Of Office to all new Board of Director Members.
- F.** oversee and act as an "Elmer" to all other PHHRA Officers and Appointees.

Section 8

The Station / PHHRA License Trustee shall

- A.** be responsible for keeping all PHHRA station, repeater, and other equipment in proper operating condition, with the assistance of the Station Technicians.
- B.** oversee the operation of all PHHRA station, repeater, and other equipment.
- C.** Issue station access ability to all PHHRA members that are eligible to operate the PHHRA Station.
- D.** maintain a roster of all PHHRA Members that shall have access to the PHHRA Station.
- E.** maintain all station records, including a list of all equipment in the possession of the PHHRA, station log book, QSL Cards both received and sent, manuals for all station equipment, and records of all equipment acquisition.
- F.** arrange and oversee all PHHRA operating events, with the assistance of special committees appointed by the Board of Directors.
- G.** Fulfill all other duties set forth in the Governing Documents or other documents, created by the PHHRA Board of Directors.

Section 9

The PHHRA shall have Station “Equipment Repair” Technicians. These shall be members that are familiar with and have the ability to repair communications equipment. There is no limit to the number of Technicians the PHHRA may have. There may be various Technicians for different equipment, such as a repeater specialist, a radio specialist, a test equipment specialist, and an antenna specialist.

The Station Technicians shall

- A.** have full access to all PHHRA equipment.
- B.** Repair any malfunctioning equipment ASAP.
- C.** Assist in the installation of all PHHRA equipment.

Section 10

The Public Information Officer shall

- A.** be responsible for being a liaison to all public entities, including government agencies, at all levels; public service organizations; and the media.
- B.** give interviews to the media, in conjunction with the PHHRA CEO and President.
- C.** the PHHRA President or CEO must accompany the PIO on all media interviews.
- D.** write articles for Newspapers and the PHHRA Website.
- E.** All articles must be approved by the PHHRA CEO and President.
- F.** promote Amateur Radio & the PHHRA using what ever resources are available.

Section 11

The PHHRA Government Liaison shall

- A.** monitor City & County Government dockets consistently.
- B.** monitor proposals and actions of the City Councils, Zoning Boards, Zoning Appeals Boards, County Commissions and any other legislative or regulatory agencies or officials, within the cities and/or counties in which the PHHRA is active, whose actions can directly or indirectly affect Amateur Radio.
- C.** monitor proposals and actions by local government bodies and officials which may affect Amateur Radio, for working with the PHHRA PIO to alert leadership officials and area amateurs to any such proposals or actions, and for coordinating local responses.
- D.** attend meetings of those bodies when possible, to become familiar with their policies, procedures and members.
- E.** assist local amateurs in their dealings with local boards and agencies.
- F.** serve as a primary contact for
 - a.** Amateur Radio Operators encountering problems dealing with local government agencies.
 - b.** those who want to avoid problems dealing with local government agencies.
 - c.** local officials who wish to work with Amateur Radio Operators.
 - d.** local officials who wish to learn more about Amateur Radio.
- G.** offer local, organized Amateur Radio "R.A.C.E.S." Communications support, to local government agencies, quickly when necessary.
- H.** work closely with the County R.A.C.E.S. Coordinator, during any R.A.C.E.S. operations.
- I.** be known in the local Amateur Radio community as the point man for local government problems, acting under delegated authority from the PHHRA CEO & Board of Directors.
- J.** be available to educate elected and appointed officials, formally and informally, about the value of Amateur Radio to their community.
- K.** register on mailing list for City Councils, Planning Commissions, and County Commissions meeting agendas, within the cities and/or counties in which the PHHRA is active.

- L. work with the PIO and the PHHRA Board of Directors to build and/or maintain good relations between Amateur Radio and local officials. (for example, invite the Mayor to a PHHRA Luncheon or the City Council Members, County Commissioner, Emergency Manager and/or Law Enforcement to Field Day.)”

Section 12

The PHHRA Website Webmaster shall

- A. create and maintain a website for the PHHRA. The contents of said website shall include the information set forth by the PHHRA Board of Directors.
- B. create and maintain a PHHRA membership E-mail directory.
- C. E-mail all members with all announcements made by the PHHRA Board of Directors.
- D. update the website within 3 days of receiving any information for the website.

Section 13

The PHHRA Newsletter Editor shall write and edit a Quarterly Newsletter. The contents of said newsletter shall include the information set forth in the Governing Documents and other information set forth by the PHHRA Board of Directors. Other relevant information, announcements and articles may be submitted by any PHHRA member and the Newsletter Editor shall be responsible for reviewing and editing any submitted item before publication.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

Section 1

The Board of Directors shall meet at such time and place as may, by them, be determined to be in the best interest of the PHHRA. The Board of Directors is required to meet at least once each year, in the month of August.

- A. The Board of Directors shall set the PHHRA Membership Dues for the following fiscal year, at the August meeting.
- B. The Board of Directors shall review the PHHRA Appointee applications & interview applicants, at the August meeting, on the election years.
- C. The Board of Directors shall conduct any other business, as necessary, at the August meeting.

Section 2

At least fifty-one percent (51%) of members of the Board of Directors must be present to constitute quorum at all regular and special meetings of the Board of Directors. Once a quorum has been established, the Board of Directors may continue to act until the meeting is adjourned.

Section 3

The Board of Directors may hold special meetings at the call of the President, Chairman Of The Board, or at the request of a majority of the other members of the Board of Directors. Special meetings of the Board of Directors may be held at a physical location or by electronic means including (but not limited to) amateur radio, Internet conferencing, or conference telephone call.

Section 4

Each member of the Board who is present at a regular or special meeting of the Board of Directors shall, without exception, have one vote. Proxy votes are not permitted.

Section 5

The PHHRA Secretary shall take minutes of all Board of Director Meetings.

ARTICLE VII -- MEMBERSHIP MEETINGS

Section 1

The PHHRA shall hold general membership meetings at such times and places as may be determined in accordance with the PHHRA Bylaws, by the Board of Directors.

Section 2

Members of the PHHRA shall meet at least once every three (3) months.

Section 3

Special meetings may be called by the President and shall be called, by said President, on written request of twenty-five percent (25%) of the active members filed with the Secretary within fourteen (14) days of such request. A call for a special meeting shall state the business of such meeting and no business except that business stated in the call, shall be transacted at the special meeting.

Section 4

The time and place of each meeting shall be E-mailed to all PHHRA members and posted on the PHHRA Internet Website by the Webmaster.

Section 5

The time and place of each meeting shall be published in the PHHRA Newsletter.

Section 6

The purpose of the general membership meetings shall be the presentation of a report by the Board of Directors to the general membership and a general discussion of issues and matters of interest to the membership of the PHHRA.

Section 7

The PHHRA Secretary shall keep minutes of all general membership meetings.

ARTICLE VIII -- FINANCIAL MATTERS

Section 1

The fiscal year of the PHHRA shall begin on the first day of the month of November and end on the last day of the month of October.

Section 2

Any and all obligations incurred by the PHHRA shall be solely PHHRA obligations. No personal liability whatsoever shall be attached to, or be incurred by, any PHHRA member, Officer, or Director by reason of any PHHRA obligations.

The Board of Directors may authorize any Director, Officer, or agent to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the PHHRA. This authority may be general or confined to specific instances.

Section 3

Except as specifically authorized by the Board of Directors or these Bylaws, no Director, Officer, or agent shall have any power to bind the PHHRA by any contract or engagement, or pledge its credit, or to render it liable pecuniary for any purpose or in any amount.

No loan shall be contracted on behalf of the PHHRA unless the Board of Directors authorizes that loan. The Board of Directors shall make or authorize no loan to any person or entity without the receipt of adequate security and a reasonable rate of interest.

Section 4

All checks, drafts, and other orders for the payment of money out of the funds of the PHHRA, and all notes or evidences of indebtedness of the PHHRA shall be executed on behalf of the PHHRA by the Treasurer or by any Authorized Officer, Director or agent of the PHHRA designated by the Board of Directors. The Board of Directors may require that an Officer of the PHHRA countersign PHHRA checks or other orders for payment of PHHRA funds.

Section 5

All funds of the PHHRA, not otherwise employed, shall be deposited to the credit of the PHHRA in one or more federally insured banks, trust companies, or other depositories designated by the Board of Directors.

The Treasurer or any Officer of the PHHRA designated by the Board of Directors may endorse and deliver checks, drafts, and other orders for the payment of money that are payable to the order of the PHHRA. The Board of Directors shall oversee the investment of the funds of the association.

Section 6

No Officer or Director shall use his or her position for personal financial gain or to promote the business interests of his or her employer or any private business. No Officer or Director shall receive remuneration for services performed in his or her capacity as a member of the Board of Directors. However, the Board of Directors may approve a contract for other services for reasonable compensation with an Officer or Director or a business entity in which an Officer or Director is an employee or principal if those services are deemed to be in the best interests of the PHHRA. The approval shall require the affirmative vote of two-thirds of the other members of the Board of Directors.

Section 7

Officers and Directors may be reimbursed for their reasonable and documented expenses when acting in their official capacity as Officers or members of the Board of Directors.

ARTICLE IX -- DUES

Section 1

Each year, at the August PHHRA Board of Directors Meeting, the dues amount for the following Fiscal Year, shall be established for the various membership classes.

Section 2

Current dues for each class of membership will be published in each issue of the PHHRA NEWSLETTER and on the PHHRA Internet Sites. This information shall also be announced at the October PHHRA Membership meeting.

Section 3

All dues, except Life Membership Dues, shall be paid at the earliest possible convenience following the receipt of the PHHRA Renewal Notice.

Section 4

The Treasurer shall send each PHHRA member a Membership Renewal Notice, via USPS or e-mail, so it arrives 60 days prior to their membership expiration date. If the membership dues & renewal form has not been received by 30 days prior a Second Renewal Notice shall be sent. If the membership dues & renewal form has not been received by the member's expiration date, a Final Renewal Notice shall be sent.

The Membership shall be canceled if dues are not paid within 60 days following the Membership expiration date.

Section 5

The Treasurer shall keep a record of all dues paid by PHHRA members.

Section 6

Life Membership Dues shall be 25 Times the amount of the Annual Full Membership Dues. This amount must be paid within 30 month. The amount of the dues shall be determined by the amount of the Full Membership Dues in the year the person signed the Life Membership Contract. This amount cannot be changed, even if the Full Membership Dues amount is changed in the following years.

ARTICLE X -- BYLAWS

The bylaws of the PHHRA shall be adopted by the petitioners and said bylaws may be changed or amended by the affirmative vote of two-thirds (2/3) of the members of the association present at any meeting duly called and held for that purpose, provided that a copy of the same has been sent to each member by the secretary ten (10) days in advance of the meeting at which final action is to be taken.

ARTICLE XI -- AMENDMENTS

Section 1

These bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors at any regular or special meeting of the Board of Directors.

Section 2

Any current member of the PHHRA may submit proposed amendments to the bylaws of the PHHRA in writing to the President, CEO or any Officer at any time. The Board of Directors shall consider each proposed amendment to the bylaws. Amendment of the bylaws shall be subject to the laws and procedures of the State of North Dakota and the FCC

Section 3

The membership of the PHHRA shall be notified of any amendment to the bylaws no later than the second issue of the PHHRA NEWSLETTER following approval of an amendment by the Board.

ARTICLE XII -- PHHRA PROPERTY

The PHHRA shall have the ability to acquire by grant, gift, purchase, assignment, devise of bequest, or loan of property subject to such limitations as may be prescribed by law.

Section 1

LOANED PROPERTY: Any PHHRA property that is on loan from an PHHRA member, shall remain the property of the member.

- A. A written contract shall be issued upon receipt of the item designating what it is being loaned to the PHHRA, the name & call sign of the loaner, the contact information of the loaner, and the date of the loan. This contract shall be in triplet with a copy for the loaner, the PHHRA Station Trustee, and the PHHRA Secretary.
- B. The PHHRA Station Trustee and the PHHRA Secretary must maintain a record of all property that has been loaned to the PHHRA, including a full description of the item, the name and call sign of the loaner, the contact information of the loaner and the date of the loan.
- C. A label must be affixed to the property stating:
"Property of (*Name/Call of Loaner*) on loan to the PHHRA"

Section 2

PROPERTY GIFTS: Any PHHRA property that is a gift from an PHHRA member, shall be returned to the donor, should the PHHRA no longer have a use for said property.

- A. The PHHRA Station Trustee and the PHHRA Secretary must maintain a record of all property that has been donated to the PHHRA, including the following information:
 - a. A full description of the item
 - b. The name and call sign of the donor
 - c. The contact information of the donor
 - d. The date the gift was received.
- B. A label must be affixed to the property stating:
"Donated to the PHHRA / (*PHHRA Call Sign*) by (*Name / Call Sign of Donor*)"

Section 3

PHHRA PURCHASED PROPERTY: Any PHHRA property that is purchased with membership dues and other PHHRA funds shall be the property of all of the PHHRA members.

- A. The PHHRA Station Trustee, PHHRA Treasurer, and the PHHRA Secretary must maintain a record of all property that has been purchased by the PHHRA, including the following information:
 - a. A complete description of item - including the make, model, and serial number
 - b. From whom the item was purchased
 - c. The price of the item
 - d. The date the item was purchased.
 - e. The original receipt from the item should be included in the station records, if possible.

- B.** A label must be affixed to the property stating:
 "Property of the PHHRA / (PHHRA Call Sign)"

Section 4

DISPOSAL OF PHHRA PROPERTY: Absolutely no PHHRA property may be sold, traded, or given away without a one hundred percent (100%) unanimous vote of the PHHRA Board of Directors and a seventy-five percent (75%) majority vote of the active membership of the PHHRA.

- A.** In case of dissolution of the Prairie Hills Ham Radio Association, the PHHRA property shall be donated to the Mountrail County ND ARES / RACES / SKYWARN.
- B.** Should Mountrail County ND ARES / RACES / SKYWARN no longer be active, the PHHRA property shall be donated to the North Dakota District #1 ARES.
- C.** Should North Dakota District #1 ARES no longer be active, the PHHRA property shall be sold and the funds distributed among the active PHHRA Members. The percentage of the funds received by each member shall be determined according to the amount each member has given in dues and other donations. \$1 Paid in will equal one (1) share of the Total Assets

The following is the explanation of how to calculate this amount.

Example:	Total Association Assets	= \$1,000	- TA
	Member 1 Donation	= \$100 = 100 shares	- MS1
	Member 2 Donation	= \$ 50 = 50 shares	- MS2
	Member 3 Donation	= \$ 40 = 40 shares	- MS3
	Member 4 Donation	= \$ 30 = 30 shares	- MS4
	Member 5 Donation	= \$ 20 = 20 shares	- MS5
	Member 6 Donation	= \$ 10 = 10 shares	- MS6

Add together all members number of shares **$MS1+MS2+MS3+MS4+MS5+MS6= TS$**
 $100 + 50 + 40 + 30 + 20 + 10 = 250$

Divide Assets by Total Shares = Each Share's Value **$TA / TS = SV$** $\$1,000 / 250 = \$4$

Multiply the # of Shares each member holds by the Shares Value = Amount Paid to Member
 $MS1 \times SV = MP1$ $MS2 \times SV = MP2$ $MS3 \times SV = MP3$ $MS4 \times SV = MP4$ $MS5 \times SV = MP5$ $MS6 \times SV = MP6$
 $100 \times \$4 = \$400$ $50 \times \$4 = \$200$ $40 \times \$4 = \$160$ $30 \times \$4 = \$120$ $20 \times \$4 = \$80$ $10 \times \$4 = \$40$

ARTICLE XIII - EFFECTIVE DATE

These revised Bylaws were adopted by the Board of Directors on 01 October 2013, and became effective on that date.

President, CEO, Station / Association License Trustee,
B.O.D. Chairman, Webmaster, Newsletter Editor, Director,
James E. "Jim" Aho / KBØCIR
PO Box 172
521 3rd St. SW
Stanley, ND 58784

Treasurer, Secretary, Director
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PO Box 172
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Vice-President, Public Information Officer, Director
Joseph A. "Joe" Aho / KBØFKT
306 6th Ave. SE
Stanley, ND 58784

Officer-at-Large, Director
Kristal L. Aho / KCØBET
PO Box 172
521 3rd St. SW
Stanley, ND 58784

Amendments 1 and 2 were unanimously adopted on 02 September 2015, at the 2015 PHHRA Board of Directors meeting. See Meeting Minutes for voting record.

Amendments 3 and 4 were unanimously adopted on 10 March 2016, at a PHHRA special meeting, called to consider these amendments. See Meeting Minutes for voting record.