

# **BY-LAWS**

## **of the**

### **Kittitas County Amateur Radio Club**

Kittitas County, WA

#### **Section 1: MEMBERSHIP**

Membership shall be open to all persons with an interest in amateur radio and who express a willingness to abide by the Club Constitution and By-laws. All applicants shall be required to pay such dues as set forth in Section 3 of the By-Laws. Members will be classified into the following:

Full Membership shall be limited to those members holding a valid Amateur Radio License.

Honorary Life Membership may be granted to any member on being recommended by all Club Officers and confirmed by a majority of voting members present at a regular meeting.

Student Membership is defined as a member who is a full-time student at any accredited educational institution and who otherwise qualifies as a Full Member under Section 1B. Student Membership will be exempt from dues while maintaining a full-time student status.

Family Membership is defined as a member who is a family member of a Full Member residing in the same household and who otherwise qualifies as a Full Member.

Associate Membership shall be limited to those persons having an interest in Amateur Radio but not holding a valid Amateur Radio License. Upon acquiring a valid Amateur Radio License, an Associate Member may apply for Full Membership in the Club.

Full Members and Family Members paying dues shall each be considered voting members and entitled to one (1) vote for every motion, resolution, election or other voted action of the club. Honorary Life Members, Student Members, and Associate Members shall not gain voting privileges, nor shall they count as members for a quorum count.

#### **Section 2: MEETINGS**

A. Regular meetings shall be held on the first Saturday of each calendar month at such place as the President shall order unless the meeting falls on a Holiday weekend and then the meeting will be held on the next Saturday of the month. The regular meeting can be scheduled for a day other than the First Saturday by a majority vote of the voting members present at a regular meeting.

Special meetings can be called by the President upon the written request of any five (5) voting members of the Club. Notices shall be sent to all the members informing them of the special meeting and the business to be transacted. Such notices shall be given to the Club members by email, telephone, or by amateur radio, and shall be given at least 24 hours before the meeting time. Only such business as designated in the said notice shall be transacted at such special meetings.

At all regular meetings, the members in attendance that are in good standing shall constitute a quorum for the transaction of regular business. At any special meeting there must be at least one-fifth (1/5) of the membership in good standing in order to constitute a quorum for the transaction of special business.

Roberts Rules of Order shall govern all regular and special meetings.

### **Section 3: DUES AND SPECIAL ACCOUNTS**

A. The regular club dues for the following year shall be set by resolution at the last regular meeting of the calendar year. Regular dues shall be set for a single Full Member. Additional immediate family members living in the same household shall be eligible for a Family Membership and shall be charged dues at one-half (1/2) of the regular rate per additional individual.

B. The regular club dues shall be payable in the first month of the calendar year. Any Member paying dues after the first month of the calendar year shall be required to pay the annual dues in full. New members joining the club after the first month of the calendar year shall pay a prorated amount based on the month in which they are applying for membership. New member dues shall be prorated in increments equaling one-twelfth (1/12) of the dues of a Full Member per month.

C. All interest earnings and other revenue generated by the Club shall be deposited in the General Fund, unless specifically directed by a majority vote of the voting membership at a regular meeting or requested by the donor. Dues will be split 50/50 with the General Fund and the Technology Fund.

D. Once a year, the President shall appoint a member other than an officer of the Club to review the financial records of the Club and to report back to the membership as to the correctness of said records.

E. Every Full Member shall receive the Club Newsletter if and when produced, by email or other such electronic delivery system.

F. All dues will be current before a member will be allowed to participate in Club elections or vote on Club activities.

G. Under authorization by the President and Vice-President, the Treasurer will be given the authority to setup, balance and maintain a banking account for the KCARC. The signature card will at all times have the signatures of the current President, Vice-President and Treasurer. Checks written on the account will be signed by the Treasurer for regular re-occurring expenses under \$250 (Two-Hundred Fifty Dollars). Expenses over that amount must be approved by a vote of the officers and signed by the President or Vice-President. Upon change of officers, prior to the out-going officers leaving, the banking institution will be notified of the new officers and new signature cards will be signed and put into effect.

### **Section 4: ELECTIONS AND APPOINTED POSITIONS**

The Officers of the Club shall present to the membership at the November meeting a list of nominees for Officers of the Club. Prior to the election at the December meeting, any voting member present may make additional nominations from the floor. The election of officers shall be held at the December meeting.

Club Officers or Standing Committees may appoint volunteer members to positions that aid and assist Club operations. Club Officers or Committees who make an appointment shall be responsible for the actions of the appointee in Club matters, and shall provide a Standard Operating Procedure (SOP) for the position. The SOP should describe the duties, responsibilities, and limits of authority, rights of membership, and any other pertinent information. These SOP are to be available to all Club members as well as the appointee. Appointees have no term or tenure and serve at the pleasure of the appointing authority.

To ensure the continued ability of the Club to respond to requests for communications assistance from public agencies, the Club shall designate that the County Emergency Coordinator (EC)/Races Officer (RO) who was assigned that position by respective organization, and who holds a valid General Class or higher Amateur Radio License to handle Emergency Communications and training activities of the Club. The Emergency Coordinator will be the designated liaison between public agencies and the Club in all matters relating to emergency communications. Club Officers and Standing Committee members should ensure that the Emergency Coordinator is consulted about any proposed procedures or actions that may impact emergency communications operations.

The undersigned, being the directors of the Kittitas County Amateur Radio Club, do hereby certify that the foregoing Constitution and By-laws were duly adopted by the required vote of the membership of said association at a regular meeting held on the 10<sup>th</sup> day of July, 2021.

Addendum (Dec 2, 2023):

The original name of Kittitas County Amateur Radio Communication Service, a.k.a. KCARCS, was changed on December 2, 2023 by unanimous vote of all present, to Kittitas County Amateur Radio Club, a.k.a. KCARC.