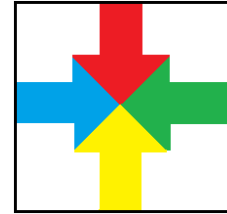


**Mo-Kan Regional Council of
Amateur Radio Organizations, Inc.**

C/O 500 East 105th Terrace
Kansas City, Missouri
64131-4333
(913) 706-6330
<http://mokancouncil.org>



**American Radio Relay League – ARRL
225 Main Street
Newington, CT 06111-1494**

**Refer: Application for ARRL Affiliated
Amateur Radio Club**

January 27, 2018

Dear League,

Please allow me to introduce you to the Mo-Kan Regional Council of Amateur Radio Organizations. The purpose of our 501 (c)(3) Non-Profit Organization is to provide coordination for amateur radio clubs from our region in terms of activities, recognition, and concerns of mutual interest.

We are somewhat unique than the normal amateur radio club or service organization, as we do not have individuals as members, but rather amateur radio clubs, service organizations, and vendors from the Kansas City Region as our members. You can see the details as to how a “member” is defined, and who can or cannot vote in our attached by-laws. Our member organizations range from very small to very large in terms of their members. Organizations eligible for membership include those within 150 miles of Kansas City. This region, while all in the Midwest ARRL Division, straddles a state line and is part of two sections; Kansas and Missouri.

Our Division Director, Rod Blocksome has approached the Mo-Kan Council, and asked if we would coordinate the Midwest Division Convention for 2020. As we start our work to that end, it seems fitting and proper that we pursue becoming an ARRL Affiliated Organization.

Taking all this into consideration, we found some exceptions in your Affiliated Club Member Form, and hope our unique circumstances described above will help provide better context and detail for what you are asking in the form.

Please contact me if you have any questions, comments, or instructions. Thanks!

Respectfully,

**Randal R. Schulze – KDØHKD
Chairman,
Mo-Kan Regional Council of Amateur Radio Organizations**

The 6 Steps to ARRL Affiliation

- 1) Complete these forms.
 - Resolution of Affiliation
 - Initial Club Detail Report
 - Membership Roster
 - Club Constitution and By-laws
- 2) E-mail the forms to clubs@arrl.org
- 3) We will check the forms for completeness and send them to your Division Director and Section Manager.
- 4) Your Director, in consultation with your Section Manager, will approve (or disapprove) your club's affiliation application.
- 5) At their next regular meeting or my mail vote, the ARRL Executive Committee (EC) will approve (or disapprove) your club's affiliation application.
- 6) Upon EC approval, you will be presented with a Charter of Affiliation and begin to receive Affiliated Club benefits.

Once your club is affiliated, it remains affiliated. To stay actively affiliated, you must complete and submit an Annual Report at least once a year. **Your club's status will be changed to inactive should 2 years go by without our receiving an Annual Report.** Your club can return to active status at any time by simply completing and submitting an Annual Report.

Resolution of Affiliation

It shall be the policy of the League to affiliate with itself organized, non-commercial Amateur Radio groups or societies of kindred aims and purposes with a view to forming a homogeneous organization for unity of action in matters affecting amateur welfare.

ARRL Articles of Association

Club Name*: Mo-Kan Regional Council of Amateur Radio Organizations

Address: c/o 500 East 105th Terrace

City: Kansas City State: MO ZIP: 64131

WHEREAS, this organization has been invited by the American Radio Relay League, Inc., to become affiliated with it in its work, and is willing to cooperate with the League in its activities in Amateur Radio operation and desires to become associated therewith, and is aware of the mutual benefits to be obtained through such an alliance, be it

RESOLVED: that this organization hereby requests affiliation with the American Radio Relay League and agrees to engage actively in the work of the ARRL through the stations of its members and under jurisdiction of the recognized officials of the American Radio Relay League, to the extent permitted by the radio communication laws and regulations.

Signed  Callsign KD0HKD

Club president, trustee, faculty member or sponsor

Title Chairman Date January 27, 2018

Resolution of Affiliation

Request for affiliation in category (**must select one**):

- 1. Local Amateur Radio Club.
- 2. Regional or national organized Amateur Radio group .
- 3. Local school or youth group or Amateur Radio Group in homes for the elderly or disabled.
- 4. Group of Amateur Radio clubs joined together in a common purpose.
 - In category 1 and 2, at least 51% of the voting members must be Full or Associate members of the League, and at least 51% of the voting members must be licensed radio amateurs. Note that this is **voting** members, not necessarily total members.
 - In category 3, the name of the club must clearly show the school or youth group nature of the club, such as the Boy Scout Troop 345 Amateur Radio Club, or the Taft School Amateur Radio Club. In this case, only the club sponsor, faculty advisor, trustee or president needs to be a League member and a licensed amateur. Homes for the elderly or disabled must have one ARRL member who is the president, trustee, sponsor or advisor.
 - In category 4, at least 51% of the member clubs must be actively affiliated with the ARRL for affiliation status to be granted.

Number of voting members who are licensed Amateurs _____

Number of Voting Members ^{17 Organizations} _____

Number of voting members who are ARRL members _____

Total Membership **17** _____

Official submitting this application (All correspondence about this application will be sent to):

Name: **Randal R. Schulze** Call: **KD0HKD**

Club Office: **Mo-Kan Council of Amateur Radio Organizations**

Street Address: **c/o 500 East 105th Terrace**

City: **Kansas City** State: **MO** Zip: **64131**

E-mail: **info@mokancouncil.org**



July 2004

It is ARRL policy that ARES® groups, and any group using the ARES® logo, shall acknowledge the nature of the ARES® program as an ARRL program, and abide by the guidelines of the program established by ARRL as amended from time to time, according to the following principles:

1. Each ARES® group will, when using the term “ARES” or “Amateur Radio Emergency Service,” utilize the ® symbol in any printed matter or in any electronic media, and will acknowledge that both logos are registered marks of the American Radio Relay League, Incorporated and are used by permission.
2. In bylaws or other organizational documents, or by amendment of any existing bylaws or organizational documents, ARES® groups will acknowledge that ARES® is a program of the American Radio Relay League, and that entity will abide by the Rules and Regulations of the ARRL’s Field Organization, as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications. For example, the club’s by-laws, if they don’t already, should contain something similar to the following: “ARES® is a program of the American Radio Relay League -- our club will abide by the *Rules and Regulations of the ARRL’s Field Organization* as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications.”
3. All ARES® records, membership rosters, and other data pertaining to the ARES® program wherever located are the property of the American Radio Relay League, Incorporated.

The signatories below acknowledge the nature of the ARES® program as an ARRL program, and that their group will abide by the guidelines of the program established by ARRL as amended from time to time, and follow the principles above.

Randal R. Schulze KD0HKD Mo-Kan Regional Council of Amateur Radio Organizations

Name and Call Sign

Club Name

Chairman

January 27, 2018

Title

Signature

Date

Initial ARRL Club Detail Report

Club Information

Club Name: Mo-Kan Regional Council of Amateur Radio Organizations

Club Call Sign: _____

ARRL Section: Missouri and Kansas

Division: Midwest

Should prospective amateurs be referred to this club? Yes No

Date of officer elections: (mm/dd/yyyy) Jan - 27 - 2018

Meeting location: Quarterly Meeting Locations Rotate Through Region
(Name and location of facility. e. g. Chuck's Steakhouse, 5th & Main Sts. – community center, public library, etc.)

Meeting day & time: Quarterly Meeting Dates Rotate and are posted on Website

Website URL: http://mokancouncil.org

Club e-mail: info@mokancouncil.org

(Do NOT use @arrl.net alias)

Check if you would like your club to have an ARRL e-mail forwarding address.

Phone (Day): 913-706-6330 (Eve): 913-706-6330

Club/Council Contact Person

Name: **Randal R. Schulze** Call Sign: **KD0HKD**

Address: **500 East 105th Terrace**

City: **Kansas City** State: **MO** ZIP Code: **64131-4333**

Phone (Day): **913-706-6330** (Eve): **913-706-6330**

E-mail: **kd0hkd@everestkc.net**

Club/Council President

Name: **Randal R. Schulze** Call Sign: **KD0HKD**

Address: **500 East 105th Terrace**

City: **Kansas City** State: **MO** ZIP Code: **64131-4333**

Phone (Day): **913-706-6330** (Eve): **913-706-6330**

E-mail: **info@mokancouncil.org**

Club/Council Newsletter Editor

Name: **N/A** Call Sign: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone (Day): _____ (Eve): _____

E-mail: _____

Initial ARRL Club Detail Report

Specialties (check all appropriate categories and at least one):

- General Interest
- Digital Modes
- School or Youth Group
- Contest
- DX
- VHF/UHF
- Repeaters
- Public Service/ Emergency

Services Offered By The Club:

- Club Newsletter
- Tvi/RFI Committee
- Entry-Level License Classes
- General Or Higher License Classes
- License Test Sessions
- On-The-Air Bulletins
- Hamfest
- Repeater
- Packet Radio BBS
- Mentor

Membership Roster

To become affiliated with the ARRL, at least 51% of your club's voting members must also be ARRL members.

If your group is a school or youth club, only one member, either the faculty advisor or club president must be an ARRL member.

Please complete this roster of your club's members. We will check to determine if each member's ARRL membership is current.

You may submit attach an electronic file (preferred) of your roster. Be sure to include your club name in the file.

MS Excel is preferred with a single column for callsigns however text files can be accepted if you include a page with only the callsigns of your members. No punctuation or formatting is needed and please, no slashed zeros.

Callsign	First Name	Last Name	Voting Member (X)
NZ0F	KC HamLink		
W0AIB	Larry's List		
KF0RS	Associated Radio		
W0ERH	Johnson County Radio Amateurs Club, Inc.		
K0GQ	Raytown Amateur Radio Club, Inc.		
WW1USA	WW1USA		
KR0UT	Jayhawk Amateur Radio Society		
WA0NQA	Ararat Shrine Amateur Radio Club		
N0HV	Southside Amateur Radio Club		
W0AU	Warrensburg Area Amateur Radio Club, Inc.		
KS0KS	Santa Fe Trail Amateur Radio Club		
	Boy Scouts Heart of America Council		
	Metropolitan Emergency Communications Council		
N0RAD	Platte County Amateur Radio Group		
	Salvation Army SATERN, Kansas and Western Missouri		
	Mine Creek Amateur Radio Club		

What is a Constitution?

*By Dan Henderson, NIND,
ARRL Regulatory Specialist*

What is a Constitution?

A constitution is the document that lays out the rules for the operation of your club. It spells out the name and purpose of the club, establishes the method of management of the organization, and established the guidelines for implementing the decisions of the club. It also sets out the working relationship of the organization between its officers, memberships and other groups or parties with which it is affiliated.

Why do we need a Constitution?

Simply put, it allows you to explain what the organization is about and how you “do the business” of the club. It allows you the basis by which to resolve internal problems that may arise in a consistent, organized manner according to the guidelines accepted by the group. In essence, a club constitution is “the law” of the club and becomes the internal authority for conflict resolution.

There is another big reason for the need of a club constitution. If the club wishes to become incorporated or apply for tax-exempt status, a constitution is required.

What should a Constitution include?

The document itself can be very simple or it can be very complex, depending on the needs of the organization. For the most part, the actual constitution itself should be the broad overview of the basic tenets necessary for the club. These would be the things that should only be changed by the group as a whole. Things that might be more subject to change (such as meeting times and places or dues for example) might be better left for accompanying By-Laws of the organization.

Note that if your organization is looking to incorporate and apply for tax-exempt status there are probably specific items that will be required by the statutes of your state government. If this is the case, we strongly encourage you to get professional help when drafting a club constitution. It is probably easier to change problems before they go into force than to try and address them once they become a problem after the fact.

The rules in the constitution should relate directly to the administration of the organization. Things relating to the conduct of activities of the club should probably be part of the By-Laws instead of the Constitution. Of course, you should include in the Constitution details of how to amend the Constitution and how the By-Laws are set and amended.

What are the basic parts of the Constitution?

While this may vary from group to group, in general a club constitution should include:

- I. Name of the Organization
- II. Purpose of the Organization
- III. Membership requirements
- IV. Meetings
- V. Officers of the Organization
- VI. Election / Removal of Officers
- VII. Finances
- VIII. Dissolution of Assets if necessary
- IX. Permanent Committees of the Organization
- X. Process for Writing/Amending By-Laws or Constitution

Some of these broad areas are pretty self-explanatory. For example, naming the Organization may be easy and straight-forward. Some of these areas will require a lot of work and thought as you develop them into the document. We offer a few suggestions on some of these areas below. By no means are these the only things that you need to consider as part of these broad areas, but they are ones that your organization should give careful consideration to as you write your constitution.

Specific Areas to Address/Consider

Purpose of the Organization:

As an amateur radio club, this point seems pretty obvious. But you may want to consider several additional aspects of the club beyond just promoting amateur radio in your area. Will your club be a general interest club or will you seek to be a specialty club – with a particular interest in a more specific part of the hobby (a DX club? a Contest club? an Emergency Service club?) The goals and interests of your members will help define the stated purpose of your club. Most clubs will probably be general interest clubs, but some will want to specialize in areas of specific interest.

If your club is going to become an ARRL Affiliated club, keep in mind that your stated purpose and goals should not conflict with those of the ARRL. To help guide you in this part of your work, the ARRL Articles of Information states the purposes of the ARRL as:

“... the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of noncommercial intercommunication by electronic means throughout the world; the fostering of education in the field of electronic communication; the promotion and conduct of research and development to further the development of electronic communication; the dissemination of technical, educational and scientific information relating to electronic communication; and the printing and publishing of documents, books, magazines, newspapers and pamphlets necessary or incidental to any of the above purposes.”

Membership requirements:

Who may be a voting member of the organization is definitely something to consider. Most amateur radio clubs require its full members to be licensed amateurs. You may want to consider what other additional types of memberships your club wishes to offer and the rights of those other memberships within the club. You will also want to decide if membership dues or fees will be part of your membership requirements (though the actual amount of those dues/fees can be part of your By-Laws). If appropriate, consider taking a look at pro-rated dues for those joining the club in mid-year

Meetings:

While the By-Laws can be used to set specific dates, times and places of meetings, the constitution should establish how often meetings will take place. Some clubs have more than one meeting a month – one for business and another for a social activity. If this is the case, the constitution should include under what circumstances club business may be conducted at a non-business meeting. You should include what the quorum of membership is required for the conduct of business at a regular club meeting. Also, you may want to include provisions on how any special or emergency meeting can be called at which club business will be conducted. You will also want to consider what the rules of conduct will be for a formal meeting. Most organizations use “Roberts Rules of Order” to define how their meetings are conducted. Remember, when a controversial decision is made, you need to be able to explain under what authority that decision was reached, so be sure to give this aspect of your constitution serious thought.

Officers of the Organization:

It is the fact of organizations that there needs to be an individual or group of individuals that are responsible for seeing that the work of the organization is carried out. This is where the officers of the organization come in. Whatever title you choose to call them, the officers are charged with a TOUGH task. To help them best perform those duties, you need to decide what officers your organization will have and what the specific duties of each office will include. Most clubs have a minimum of four elected officers – a president, vice-president, secretary and treasurer. Many clubs will include additional elected or appointed officials working with the officers to help handle the day-to-day operation of the organizations. These might include members of an “executive committee,” quartermaster, trustee of club equipment, or other leadership roles.

Be as specific in defining the tasks/duties of each officer. Some of the tasks are pretty obvious (such as chairing meetings, takes minutes, handling any club funds). But there are always other tasks and duties that the club will need to have covered (such as arranging for programs at meetings or who in the liaison to emergency officials or other clubs for example). Remember, it's easier to do a job well if you know what things you are responsible for handling.)

Election / Removal of Officers

The facts of “club life” are that people move in and out of membership and there always should be an orderly transition from one administration to the next. Making that transition smooth means having in place the election process for club officers. You should include a process for filling any vacancy as well as the process for removing an officer if necessary. If you have an

“executive committee” which includes persons other than the officers you should also determine how they are selected.

Finances

Some clubs don't have dues or membership fees and don't accrue property or resources. If that is the case with your group this will be an easy area for you to handle. However most clubs to build resources. Probably no area causes more problems or potential problems to a club or organization than dealing with the club finances. So be sure to spend attention to how these are handled.

You should have a process in writing for who is authorized to disperse the club's money and the procedure they must use in order to disperse the funds. It may be as simple as reimbursing someone for picking up the donuts and coffee for the club meeting or it could be as complicated as signing the contract for the site of your club's hamfest. You are encouraged to have a process for the frequent (at least annual) review of the club's books by someone other than the elected officers. Some checks and balances on the financial side of the club affairs will save lots of hurt feelings in the long run.

Keep in mind that if you wish to incorporate your club and attain tax exempt status there will be specific requirements from the government that you will have to meet.

Dissolution of Assets

Over time the club is bound to acquire assets, - radio equipment, library materials, a communications van, generator, a club house for example. However, there may come a time that the club has outlived its purpose and is being disbanded. You don't have to specifically list what equipment or asset goes to a particular party or organization in the constitution, but you do need to include the process by which those decisions will be made should that need arise. And if you are an incorporated tax exempt group there will probably be limitations on how those assets can be divided. This doesn't have to be spelled out in detail in the document, but the basic process needs to be addressed.

Permanent Committees

Most clubs will have at least one or two permanent committees – something along the lines of Activities Committee, Emergency Preparedness Committee and Membership Committees are common. If you have these type committees, it is good to mention them in your constitution along with their basic purposes or areas of concern. Also include the process by which the committees are “populated” – that is, who serves on the committee. In most cases this will be something simple, such as “appointed by the president.” But in some cases membership on the committee may be by election or as an ex officio member. Again, you don't have to be too specific, but make sure you address the basics as necessary.

Process for Writing/Amending By-Laws or Constitution

Try as we might, it is inevitable that some part of the constitution that you work hard on will eventually have to be amended or new things will have to be included. You should include the mechanics for how the constitution can be changed in your document.

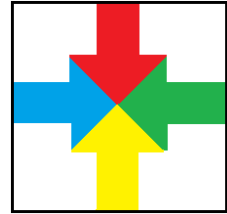
Since much of the routine “detail” stuff of running the club day to day will be included in the By-Laws, make sure you include the process of how they will be initially approved and amended down the road. Again, keep in mind the premise that the constitution should probably comprise the “big picture” stuff that is less likely to change while the by-laws will continue the things more apt to be changed or require attention over time.

Some Closing Thoughts and Comments

The key part of drafting your club constitution is to make sure it meets the needs of your group. It doesn't have to be written in “legal-ese” or try to cover every feasible loophole that might emerge. But it should be a well-crafted, thoughtful look at how your club will be organized. One of the key challenges is drafting a document that meets the goals of the club without getting in the way of the club having fun while trying to meet those goals. Good luck as you start the writing process!

***Mo-Kan Regional Council of
Amateur Radio Organizations, Inc.***

C/O 500 East 105th Terrace
Kansas City, Missouri
64131-4333
(913) 706-6330
<http://mokancouncil.org>



Article 01, Organization Name:

**Mo-Kan Council of Amateur Radio Clubs, Inc.
dba
The Mo-Kan Regional Council of Amateur Radio Organizations**

(Hereafter Referred to as the Association.)

Article 02, Purpose:

- Coordinate and foster activities, efforts, and points of the view of the various amateur radio clubs and organizations from the region.
- Coordinate and provide meaningful recognition of individuals from the region who have made notable contributions to amateur radio.
- Serve as the combined voice for amateur radio on issues affecting amateur radio within our region.
- Create solidarity of purpose, a united voice, and a source of pride in everything that is the amateur radio community of our region.

The Association shall not have the authority or purview to dictate or enforce the lawful decisions and actions of any amateur radio club. While the association may make recommendations on issues regarding amateur radio, and may set forth rules and policies as to the qualification for membership, the Association cannot demand that any member club set forth any particular policy it deems appropriate to the governance of its own organization.

Any dues or financial assets collected by the Association shall be used for the proper management, and to support the programs of the Association.

Article 03, Membership:

Article 03A, Definitions:

1) Kansas City Bi-State Region; Defined:

For the purpose of membership, the Kansas City Bi-State Region shall be described as any location in the State of Missouri or Kansas within a 150 statute mile radius from the intersection of Interstate 435 and Stateline Road, in Kansas City, Missouri / Leawood, Kansas.

2) Member; Defined

There are three types of membership to the organization:

- a. Regular Member:** Any established amateur radio club or organization from the Kansas City Bi-State Region with a constitution or by-laws which has sustained a current membership of five or more individual members for 365 days or more at the time of application for membership. Regular members may vote on all elections and issues brought forward for a vote, may serve on committees , participate in any official discussions on any issues brought before the association and participate in any events of activities of the association.
- b. Special Interest Organization:** Any established amateur radio organization with a particular focus or mission. Examples of such organizations might include, but are not limited to a County ARES Group, Salvation Army's SATERN, KCHEART, to name a few. Special Interest Organization members may vote on all elections and issues brought forward for a vote, may serve on committees , participate in any official discussions on any issues brought before the association and participate in any events of activities of the association.
- c. Vendor Organization:** Any manufacturer or seller of products or services of interest to the amateur radio community from the region. Vendor Organization members may participate in any official discussions on any issues brought before the association and may participate in any events of activities of the association. Vendor Organizations may not vote on officers or issues.

Article 03B, Member Application and Approval: Applications for membership shall be made on the form prescribed by the board, and reviewed and approved or denied by the board.

Article 03C, Member Application, Exceptions: Exceptions, such as but not limited to applications for membership from outside the defined region, or organizations that may not specifically fit the definitions described in Article 03A-2 may be considered by the board on a case by case basis, and resolved at the discretion of the board.

Article 03D, Delegates and Voting: Each Member Organization may be represented by a single individual delegated by the Member Organizations' President or Chief Executive Officer who will represent the perspective of the Member Organization, and is authorized to speak for and vote on behalf of the Member Organization at any meeting, proceeding, or issue before the Association. Each Member Organization, regardless of size, shall have one vote. Any delegate may serve or represent only one member organization. During special situations, a Member Organization may appoint a temporary representative or proxy if the Appointed Delegate is unable to attend. Such temporary representative or proxy shall produce documentation or evidence provided by the Member Organization's President or Chief Executive that this temporary appointment is valid.

Article 03E, Member Initiation Fees and Annual Dues:

- 1) **Initiation Fees:** Each organization which has made an application for membership, which has been approved by the board to become an active member of the organization in good standing, shall pay a onetime, initiation fee in the amount of \$20.00 due at the time of acceptance to the association.
- 2) **Annual Dues:** Yearly Dues shall be paid to the association at the time of the Annual Meeting each year after becoming a member based on the following schedule:
 - a. **Regular Member:** Shall submit an amount of \$20.00 per year.
 - b. **Special Interest Organization:** Shall submit an amount of \$20.00 per year.
 - c. **Vendor Organization:** Shall submit an amount of \$20.00 per year.

Article 03E, Section 2: Annual Dues amended by Motion and vote of the membership, April 15, 2017 per the procedure outlined in Article 8.

Article 04, Governance:

A Board of Directors, elected from the Member Organization's Delegates may be established to manage the Association, and conduct business on behalf of the Association. The Board of Directors for the Association shall consist of seven individuals; Chairman, Vice-Chairman, Secretary-Treasurer, and four additional Member Organization Delegates in good standing.

Article 04A, Chairman:

The Chairman shall:

1. Serve as Presiding Officer at Association Meetings and Board meetings.
2. Appoint committee chairperson and members.
3. Call Special Meetings if and when necessary.
4. Not sign any contract for and/or in behalf of the Association without the consent of the Board.
5. Appoint a Registered Agent to complete reporting requirements for state and federal agencies.
6. Ensures the proper enforcement of the bylaws.

7. Responsible for Preparing the Yearly Budget which will be approved as per bylaws.
8. Represent the association at ceremonies, meetings, and gatherings.
9. Manage and provide oversight of all committees through the appointed committee chairmen.
10. While not necessarily negotiating in, the President holds responsibilities over all agreements and contracts entered into by the association.
11. Represent the association by attending funerals or memorial services of Association members who have passed away.
12. Ensure that all meeting preparations, in person or by delegation are before each meeting completed.
13. Provide a monthly report of activities to the association members.
14. Provide a yearly report, in writing, to the members at the end of the fiscal year.
15. *Attend All Meetings*

Article 04B, Vice-Chairman:

The Vice Chairman Shall:

1. The Vice-Chairman shall perform the duties of the President in his/her absence, coordinate Public Information, and perform other duties requested by the President.
2. Arrange for the Guest Speaker or Presentation at the Regular Monthly Meetings.
3. Act as first advisor to the Chairman.
4. Make recommendations and direct coordination of Association events and activities.
5. *Attend All Meetings*.

Article 04C, Secretary – Treasurer:

The Secretary – Treasurer Shall:

1. The Secretary – Treasurer shall record the minutes of all Regular, Annual, and Special Meetings, and present such at the next Regular Meeting by voice or printed copy.
2. The Secretary – Treasurer shall, at the direction of the Board, submit a written report of a Board meeting for the record. A printed copy of the minutes will be placed in the Association's filing cabinet.
3. Collect and process applications for Association membership. After Association approval of membership.
4. Maintain all membership records collected.
5. Maintain and organize all records held in the Association's filing cabinet(s).
6. Prepare and disseminate correspondence for the Association.
7. Certify the submission of hours worked by members to organizations providing matching grants.
8. Manage and maintain Association logos, standard letterhead, and corporate seal.

9. Act as the primary point of contact for the Association's web master.
10. As Treasurer shall have charge of all the funds of the Association.
11. Shall establish and maintain bank accounts as needed.
12. Shall provide financial records to Auditor as requested.
13. The Chairman or Vice Chairman shall sign checks in the absence of the Treasurer, as well as any expenditure approval request requires the signature of one board member other than the check's signatory or payee.
14. Participate in negotiations of a financial nature for the Association.
15. Collect all monies and funds received by the Association for any reason, (i.e. dues, donations, income, etc.)
16. Play a key role in advising and preparing the yearly budget.
17. Document matters of the Association's physical property.
18. Prepare and manage documentation for and to the Internal Revenue Service and State or Local Revenue Authorities.
19. *Attend All Meetings.*

Article 04D, Delegate Members of the Board of the Directors:

There are four additional members of the Board of Directors. These Delegate Members of the Board of the Directors shall:

1. Assist the Board with the coordination of any special projects.
2. Be the voice of and the advocate for the member organizations of the association at all meetings, and issues between the board and the members.
3. Take an active role in the management of the association
4. *Attend All Meetings.*

Article 05, Meetings:

Regular Meetings shall be held quarterly at a time and location as directed by the board and announced by the Board of Directors at least two-weeks in advance. The regular meeting during the first quarter of the year shall be the Annual Meeting of the corporation when elections for Board Members shall be held among the members. Board meetings and Committee Meetings shall be held as needed at the discretion of the Board Chairman, or Committee Chairman.

Article 06, Offices and Committees:

There are two types of committees: Standing Committees and Special Committees.

Article 06A, Standing Committees:

Standing Committees shall include three or more members under the leadership of a Committee Chairman, appointed by the Association Chairman. These standing committees shall include:

- Activities Committee
- Recognition Committee
- Issues Committee

Standing Committees shall answer to the Board of Directors.

Article 06A.1, Standing Committees; Defined

06A.1.a Activities Committee:

The Activities Committee shall manage and promote activities in which all member organizations may participate in. Such activities may include, but are not limited to Special Radio Operating Events, QSO Parties, Competitions, Fund Raisers, or Educational Activities and Presentations.

06A.1.b Recognition Committee:

The Recognition Committee shall organize and manage standardized and special recognition of individuals and / or organizations from the region for their efforts or accomplishments in the promotion, advancement, or enhancement of the art and science of amateur radio.

06A.1.c Issues Committee:

The Issues Committee shall monitor, track, and manage any issues that may affect, or be of particular interest to the amateur radio community of the region. The committee may make recommendations as to any response or activities to any such issues should require.

Article 06B, Special Committees:

Special Committees shall include three or more members under the leadership of the Committee Chairman, appointed by the Association Chairman for the purpose of managing any project or issue not under the specific oversight of any standing committee.

Special Committees shall answer to the supervising committee selected by the board, or to the Board of Directors.

Article 07, Elections:

Elections for the Board of Directors shall be held each year at the Annual Meeting called in the first quarter of each year.

1. **Board of Directors:** Shall consist of seven (7) individuals elected from the member delegates in good standing.
2. **Terms of Office:** Commencing at the Annual Meeting in 2016, four (4) board members will be elected to a term of two (2) years each, and three (3) board members will be elected for terms of one (1) year each. Commencing at the Annual Meeting in 2017, three (3) board members will be elected to a term of two (2) years each. From there on, elections during even numbered years will elect four (4) board members to a two (2) year term of office, and elections during odd numbered years will elect three (3) board members to a two (2) year term of office.
3. **End of Term of Office:** A given term of office shall conclude at the adjournment of the Annual Meeting.
4. **Nominations:** The nomination period shall begin during the regular meeting during the fourth quarter during the year, and continue until the next first quarter meeting, which is the Annual Meeting when elections are held. Nominations may be submitted verbally from the floor at either meeting, or may be submitted any time during the nomination period by correspondence.

Article 08, Amendments:

A By-Laws amendment requires two consecutive meetings to be enacted. A written motion stating the proposed change shall be submitted in writing at a Regular or Annual Meeting. If the motion is passed:

1. The Chairman will appoint a Special Committee of 3 to review the proposed amendment to evaluate the best interests of the association and potential conflicts with existing Articles. This committee will report at the subsequent meeting one of the following: recommend acceptance, recommend rejection, or no recommendation.
2. All members will receive the proposed change by the association's normal method of notification at least two weeks prior to the next Regular Meeting.
3. The proposed change will be voted on at the next Regular Meeting, and the By-Laws amended on a greater than a 2/3 vote of Members in Good Standing present.

Article 09, Dissolution:

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purpose as shall at the time qualify as an exempt organization or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be divided equitably between the member organizations in good standing at the time of dissolution.

Article 10, Rules of Order:

Article 10A, Order:

In governing all formal meetings of the Association as defined in Article 5 of the By-Laws, the Chairman, or any officer presiding in his/her stead shall conduct the meeting in accordance with the Association's By-Laws, and shall maintain order and discipline as is proper within the common norms and dignity of civil behavior.

Article 10B, Order Procedure:

1. The Officer in charge of any meeting must give time for any member to present a motion by announcing:

“Are there any motions from the floor?” All motions must be accepted as per the following:

- A) A Association member (aka the presenter) puts forth a motion.
- B) A “Second” will be called to verify that there is support for the motion.
- C) Discussion will occur until no member has additional input. Each member will have one opportunity to present discussion with a maximum of 2 minutes. The Chairman will keep the discussion limited to the motion at hand.
- D) After the discussion, the presenter is asked if there are any changes he/she would like to make, or would he/she desire to withdraw the motion, or desire to delay consideration of the motion.
- E) If the presenter makes any changes, the procedure will start again at Step B of this section.
- E) Once there are no additional changes and the presenter has not withdrawn the motion or delayed the motion, the motion must be voted on.

2. A simple majority will either pass or fail the motion.

3. If there are additional motions to consider each will follow this procedure.