

# **Kootenai Amateur Radio Society Constitution and Bylaws**

August 2022

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# **Constitution**

of the

## **Kootenai Amateur Radio Society**

August 2, 2022

### ***ARTICLE I – Name of this Organization***

#### **Section 1. Official Name**

The name of this organization is the Kootenai Amateur Radio Society, Inc.

#### **Section 2. Legal Status and Authority**

The KOOTENAI AMATEUR RADIO SOCIETY, INC., hereafter referred to as KARS, or the Club, having first been incorporated under the statutes of the State of Idaho on December 13, 2007, is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law and is to be governed by the applicable provisions of Idaho and IRS Regulations for nonprofit corporations.

### ***ARTICLE II – Principal Office and Fiscal Year***

#### **Section 1. Office of the Corporation**

- a. The principal office location for this Corporation shall be in or near the City of Coeur d’Alene, County of Kootenai, Idaho.
- b. The office location may be changed by majority vote of the Board of Directors.

#### **Section 2. Fiscal Year**

The fiscal year shall be the same as the calendar year.

### ***ARTICLE III – Objectives and Purpose***

#### **Section 1. Purpose of Organization**

The purpose of this organization shall be to promote interest in Amateur Radio communications, to advance the radio art, to foster education in the field of electronic communications, and to share knowledge and information about the Amateur Radio Service with the general public. The Club may engage in specific Activities and Events as outlined in Section 1 of the Bylaws.

## Section 2. Non Profit Status

The Club is organized exclusively for charitable and educational purposes as defined within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

## Section 3. Corporate Powers

This Club shall possess Corporate Powers as stated in the Articles of Incorporation.

# ARTICLE IV – Membership

## Section 1. Classes of Membership

- a. Charter Members in KARS are those members who were organizers of KARS. Charter members shall have the same privileges as Full members.
- b. Full Members in KARS are persons who are **age 18 or older**, interested in the promotion of Amateur Radio and holding a currently valid Federal Communications Commission (FCC) License in the Amateur Radio Service. Full members are entitled to one vote at all General Membership meetings, and to hold office.
- c. Life Membership is available to Full members who have held membership in KARS for at least one year and are in good standing. Life membership is attained by payment of ten times the current annual dues. Life Members are entitled to all the privileges of a Full member.
- d. Youth Members in KARS are individuals who are under the age of 18 and meet the requirements of full membership. Youth members are entitled to all the privileges of Full membership except that they cannot **vote or** hold a position designated as a Club Officer.

**Writer's Notes: Full members (section 1b) must be age 18 or older. Youth members (section 1d) MAY vote, but not hold a Club Officer position.**

- e. Associate Membership in KARS may be granted to persons who are interested in the Club and Amateur Radio but have not yet obtained an Amateur Radio license. Associate members automatically become Full members upon receipt of a FCC License in the Amateur Radio Service. Dues and privileges are identical to that of Full Members except they cannot vote or hold a position designated as a Club Officer.
- f. Family Membership in KARS is available to any member of a household in which at least one other person is a Charter, Life, Full, or Associate member. Each Family member holding a valid FCC license in the Amateur Radio Service is entitled to all of the privileges of a Full member. **Family members under age 18 are classified the same as Youth members.**

*Note: See Bylaws Article XI (Definition of Terms) regarding Membership Classification.*

## **Section 2. Non-Discrimination**

KARS will not discriminate against any member or prospective member, in accordance with Article X, Section 3 of this document.

## **Section 3. Membership Application Form**

An individual desiring membership in KARS shall complete a membership application and forward with the proper dues amount to the Treasurer. Alternately, membership applications may be submitted via U.S. Mail, to the address listed in the Bylaws.

## **Section 4. No Geographical Limitation for Members**

There shall be no geographical limitation as to eligibility for Club membership.

## **Section 5. Termination of Membership**

Membership in KARS may be terminated by the Board of Directors acting on the behalf of the Voting Membership. Terminations shall be made pursuant to Article XIII, Miscellaneous; Section 1b.

# ***ARTICLE V – Officers***

## **Section 1. Officer Titles**

The elected officers of KARS are as follows: President, Vice President, Executive Director, Secretary, and Treasurer.

## **Section 2. Election Process and Officer Qualifications**

- a. Future officers of KARS are elected each year at the November General Membership meeting. Results will be decided by acclamation or a simple majority of the Voting Members present.
- b. Each officer may hold office for one year or until a successor is duly elected and installed. No officer shall serve more than two consecutive years in an office. In case of extenuating circumstances, the two-year term limit may be waived by the Voting Membership. Such exceptions are to be recorded in Bylaws Article XII, Journal of Amendments to Kootenai Amateur Radio Society Constitution and Bylaws.
- c. Nominees running for office shall be Voting Members in good standing, US citizens and have expressed their willingness to serve the organization. KARS officers shall take office on January 1st. for a term of one year.

## **Section 3. Procedure for Nomination of Officers**

- a. A Nominating Committee shall be appointed prior to the September General Membership

meeting of each year so that a slate of candidates may be presented to the Membership at the October General Membership meeting. The Nominating Committee must consist of Voting Members and are selected as follows:

1. The current KARS President shall appoint one (1) Voting Member.
  2. The Board of Directors shall jointly choose and appoint one (1) Voting Member.
  3. KARS Voting Members shall select/endorse one (1) Voting Member.
- b.** The duties of the Nominating Committee are as follows:
1. To elect a chairman from its members.
  2. To select at least one qualified candidate for each KARS elective office.
  3. To introduce the proposed slate of officers at the October General Membership meeting. The report of the Nominating Committee will be printed in the November edition of the *Propagation* Newsletter to be distributed at least one week prior to the November General Membership meeting.
- c.** Nominations may also be accepted from the floor at the November General Membership meeting provided that the nominee has expressed a willingness to serve if elected, otherwise the floor nomination must be considered invalid.

#### **Section 4. Balloting Procedure**

- a.** If, upon closing nominations for KARS officers, there is an exact number of candidates to fill each office, a motion to elect said candidates by acclamation may be accepted from the floor. If the motion is seconded, and is voted affirmatively by the Voting Membership present, the KARS officers will be unanimously elected.
- b.** If there are two or more nominees for any one office, the office may be decided by a voice vote, a show of hands, or a written ballot. A simple majority of the Voting Membership present shall elect all unopposed officers at the November General membership meeting. A separate vote between competing candidates may also be performed individually when an open ballot is taken, otherwise,
- c.** Any KARS Voting Member may request that balloting be conducted using a written ballot. A motion must be made and seconded by **two** (2) Voting Members, at the General Membership meeting in October. If a written ballot motion has been duly made and seconded, the Nominating Committee will prepare paper ballots containing the names of the candidates for the same Office. Written ballots, if required, will be distributed to all Voting Members present at the November General Membership meeting. Upon completion of voting, ballots will be folded and placed in a sealed container. The ballots will be counted by the KARS Secretary accompanied by two volunteer observers from the Voting Members present. After the votes have been counted and verified to the mutual satisfaction of the Secretary and the observers, a winner will be announced. The candidate receiving the second most votes will be declared the alternate to the winning Officer and will take office should the winning candidate be unable to complete their respective term.
- d.** In the event two (2) candidates for an office receive an equal number of votes, the winner will be declared by a coin toss.

## **Section 5. Recall of Officers**

An officer of KARS may be “recalled” by the affirmative vote of two-thirds of the Voting Membership present at any General Membership meeting, provided that at the preceding meeting, a motion was also made, seconded, and adopted to bring the question of “recall” for the officer to the next subsequent meeting.

## **Section 6. Office Vacancies**

a. A vacancy in any office shall be filled by an alternate, an interim appointment by the Board of Directors, or by an election held in the manner provided for in Sections 2 and 4 of Article V, at the next General Membership meeting following the occurrence of such vacancy. Three Past KARS Officers may also serve as an interim KARS Board of Directors in the event of unexpected loss of the elected Board.

b. A vacancy shall be deemed to exist in the event of any of the following:

1. Failure to carry out the assigned duties of the office
2. Abandonment of the officer’s relationship with KARS
3. The recall of any officer
4. The officer involved does not wish to continue with assigned duties for personal reasons.

Writer’s note: Subparagraph b4 added to allow an officer to step away from his/her office without the implication of “Failure”

## **ARTICLE VI – Duties of the Officers**

### **Section 1. Responsibility and Accountability**

All officers of KARS shall be responsible and fiscally accountable to the Membership for their acts and Club property while serving in office. At the conclusion of each officer’s term, all Club property, documents, keys, etc. shall be promptly conveyed to their successor.

### **Section 2. Duties of the President**

The **PRESIDENT** shall preside at all Board of Directors and Membership meetings. The President may call special meetings of the Club as provided in this Constitution; and except as otherwise provided, may appoint members to, and fill vacancies in all committees. The President, with the Board of Directors, is responsible for the general management of the Club’s business affairs and activities. The President may appoint a sergeant-at-arms, if need be, to facilitate order in the conducting of Club business.

### **Section 3. Duties of the Vice President**

The **VICE PRESIDENT** shall perform all the functions of the President in his absence.

The Vice President shall also be responsible for the programs at General Membership meetings and perform such duties as shall be required from time to time by the President and/or Board of Directors. The Vice President, may at his/her discretion, appoint a Programs Committee.

#### **Section 4. Duties of the Executive Director**

The **EXECUTIVE DIRECTOR** shall be responsible for the dissemination of Club news and information; for administration of the Club Internet website; and for providing appropriate information about KARS activities and events to the membership, general public, related clubs and organizations such as the ARRL, and to the media. The Executive Director shall also perform such duties as shall be directed from time to time by the President and/or Board of Directors. The Executive Director may routinely chair sustaining and/or special function committees as established and shall preside at meetings in the absence of the President or Vice President.

#### **Section 5. Duties of the Treasurer**

The **TREASURER** shall be responsible for the finances and money handling for the Club and shall report on the Club's financial condition at every General Membership meeting. The Treasurer shall file all necessary legal and tax forms as required by IRS and corporation law and perform such duties as shall be required by the President and/or Board of Directors. The Treasurer shall provide a closing year-end statement and a forecast for the coming year for all routine operational costs for the year-end Board of Directors meeting . He/she shall keep accurate records and reconciliations and assist in the annual audit of the Club's books; and in the conveyance of records to any new officer assuming the office of Treasurer. The Treasurer shall preside at meetings at the direction of the President.

#### **Section 6. Duties of the Secretary**

The **SECRETARY** shall record and keep the minutes of all the meetings and proceedings of the Club and the Board of Directors, and shall prepare and send, or cause to be prepared and sent, all notices of special meetings of the Club. The Secretary shall maintain the official Club roster. The Secretary shall also maintain all changes to the Constitution and Bylaws and other Club documents and vital records, as well as providing a copy of (or an electronic link to) the Constitution and Bylaws for each new Club member. The Secretary shall perform such additional duties as shall be required by the President and/or Board of Directors. The Secretary shall preside at meetings at the direction of the President.

#### **Section 7. Additional Duties of Officers – Transition**

During the concluding months of each fiscal year, the incumbent Club Officers have a duty to promote the smooth transition of Club assets, accounts, documentation, and files to their respective Club Officers-elect. Immediately following the elections, new Club Officers will meet in order to review the previous administration's accomplishments, and

plan the upcoming year’s goals, objectives and overall activities of the new administration. The Treasurer elect, with input from the incumbent Board of Directors, is responsible for preparing an annual operating budget for the upcoming administration’s term, based upon all available data and anticipated expenses, to support the activities and obligations of the Club. The incoming Treasurer will determine and recommend the amount of the dues that will be required to maintain a balanced budget for the forthcoming year.

## **ARTICLE VII – Board of Directors**

### **Section 1. Composition of the Board of Directors**

There shall be a Board of Directors, which will consist of the current elected KARS officers, the immediate past KARS President, and the Club Amateur Station License Trustee. The total number of Board members is seven (7). All Board Members shall be Voting Members of the Club .

The Club Amateur Station License Trustee is the only person who may hold a second Board of Directors position (e.g., President, Vice President, past President, etc.). In this case, the Trustee would still be entitled to only one vote on the Board. If this circumstance exists, the total number of Board members would be six (6). To avoid tie votes, the Board shall appoint a KARS Voting Member at large who is willing to serve for as long as there are only six Board members, or the term of the current Board member ends. The person appointed as described in the preceding sentence will take the title “Board Member At Large”.

### **Section 2. Responsibilities of Directors**

The Board of Directors has the responsibility for the direction and guidance of the Club, including, but not limited to, the following:

- a. Ensuring that the Club’s Constitution, Rules and Bylaws are followed; and
- b. Overseeing how the Club’s funds are maintained and disbursed. The Board of Directors is authorized to approve disbursements from the general fund, for ordinary expenses, up to \$500.00 per transaction.

### **Section 3. Board Meetings**

Meetings of the Board of Directors shall be held at least once per quarter, or at the call of the President, or upon the request of any three members of the Board of Directors.

### **Section 4. Board of Directors Quorum**

A majority of Board of Directors (5) must be present at a meeting in order to transact business. The Board of Directors will regularly report its actions to the KARS General Membership.

## **ARTICLE VIII – Banking and Accounting**

### **Section 1. Deposit of Funds**

All Club funds and monies shall be deposited in a federally insured depository within three business days of receipt by the Treasurer or such other person or persons as may, from time to time, be designated by the Board of Directors.

### **Section 2. Withdrawal of Funds and Check Signatures**

- a. Funds and monies of this Club may be withdrawn by check or Club debit card.
- b. The Treasurer is authorized to pay bills for ordinary or recurring Club expenses up to a maximum amount of \$300.00 per transaction.

### **Section 3. Conditions of Disbursement**

No disbursements of Club funds in excess of \$500.00 shall be made except on a motion by a Voting Member at a General Membership meeting of the Club and voted upon and approved by a majority of Voting Members present. This excludes the \$500.00 disbursement from the general fund allocated to the Board of Directors and the \$300.00 allocated to the Treasurer for ordinary expenses.

### **Section 4. Authorized Disbursement Adjustments**

As economic conditions change, it may be necessary to make an adjustment to the approval level for Authorized Disbursements, noted in Article VII.2.b and Articles VIII.2 and VIII.3. If such changes are needed, they will be accomplished as follows:

- a. The Board of Directors will review the above articles and agree on recommended revised disbursement levels, and the Club President will present this recommendation to the Voting Membership during a General Membership Meeting.
- b. If the recommended change is accepted by a simple majority of Voting Members, the new Authorized Disbursement levels will take effect on that date.
- c. The Change in Authorized Disbursement levels will be documented in the Bylaws Article XII, Journal of Amendments to the KARS Constitution and Bylaws.

### **Section 5. Surplus Funds**

Surplus funds and monies of this Club shall either be:

- a. Placed in interest-bearing accounts in federally insured depositories, or
- b. Invested in interest bearing obligations backed by the US government. Any conversion or

liquidation of such investment must first be authorized by a majority of Club members present at a regularly scheduled or special general membership meeting.

### **Section 6. Safety Deposit Box Rules**

If the Club should decide that it requires a bank safety deposit box, joint access is required by any two of the following officers: President, Vice President, Executive Director or Treasurer.

### **Section 7. Financial Status Reports**

The Treasurer shall prepare monthly, quarterly, and yearly statements of account from the Club's accounting records. (See Article VI Section 5)

## ***ARTICLE IX – Dues***

### **Section 1. Membership Dues and Proration of Dues**

- a. Annual Membership dues are due and payable to the Club Treasurer at the beginning of the fiscal year.
- b. Full members, Youth members and Associate members shall pay annual dues as established in the Bylaws.
- c. Additional family members may be added to the Full or Associate membership, as established in the Bylaws.
- d. If the first member of a household is a KARS Charter or Life member, and an additional member of that household wishes to begin or continue Club Membership, the Club Family Membership rules for dues apply.
- e. New members' dues shall be prorated monthly.

### **Section 2. Delinquency in Dues**

The Treasurer shall personally contact each Club member who is in arrears after a period 30 days advising them that they have not renewed their membership in accordance with the Bylaws and will be deleted from the Club roster. Members who are in arrears longer than 60 days shall be denied further membership services, ~~facilities~~, and deleted from the KARS membership roster. Reinstatement of members in arrears may be made only with the full payment of the dues amount required for the entire year, as originally owed, in order to continue membership in the Club.

## ***ARTICLE X – Policies of this Club***

### **Section 1. Labor Questions or Disputes**

KARS shall not enter into labor questions nor disputes of any nature or kind, except those which shall relate solely to this Club and to its employees, if any.

## **Section 2. Affiliation with Others**

This Club shall not, at any time affiliate in any manner with any other body or organization for purposes other than for the public service and the lawful utilization, or benefit of Amateur Radio.

## **Section 3. Non-Discrimination Policy**

KARS shall not discriminate against any person on the basis of race, religion, national origin, sex, marital status, age, familial status, handicap, or ancestry in the administration of its membership, educational programs, admission, operating policies, or activities associated with the Club.

## **Section 4. Non-Solicitation Policy**

It is the policy of KARS that no KARS member shall solicit Club members for the sale of goods or services; or represent ones 'self as being directed by KARS to solicit, sell or purchase any item or services on behalf of the KARS without prior written authorization by the Board of Directors. This policy does not apply to paid advertisements in Club publications.

## **Section 5. Alcohol and Drug Free policy**

KARS requires *an alcohol and drug free environment* during all sanctioned Club activities and events.

## **Section 6. Weapons Policy**

The Club does not prohibit legal weapons but accepts no responsibility or liability for injury or damages to anyone as the result of possession of a weapon by a Club Member or visitor during a Club event. The responsibility or liability for injury or damages to anyone as a result of an individual's possession of a weapon remains with the individual. Club Members and visitors must obey all federal, state, and local laws while attending Club events. The Club does not expect event attendees to participate in a dangerous activity or to place themselves in what they perceive to be a dangerous or unsafe environment. Attendees should avoid or cease participating in any Club activity under circumstances which make them uncomfortable.

## **Section 7. Use of Club Station License**

The Club Station Licenses shall be assigned to all Amateur Radio Repeaters operated by the Club. Additional uses of the Station Licenses shall be as set forth in the Bylaws.

## ***ARTICLE XI – Repeal and Replacement of Constitution; Bylaws Amendments***

### **Section 1. Repeal and Replacement of Constitution**

The KARS Constitution may be repealed at a General Membership meeting, or special meeting of the Club, by the affirmative vote of two-thirds of the Voting Membership present at the meeting. A replacement Constitution must also be affirmed by a vote of two-thirds of the Voting Membership of the Club present at the same meeting at which a previous version is repealed.

### **Section 2. Requirement for Bylaws Amendments**

The KARS Bylaws may be amended or repealed, and new Bylaws adopted only at a General Membership meeting, or a special meeting of the Club, by the affirmative vote of two-thirds of the Voting Membership present at the meeting. If existing Bylaws are repealed, replacement Bylaws must also be affirmed by a vote of two-thirds of the Voting Membership of the Club present at the same meeting at which the previous version is repealed.

## ***ARTICLE XII – Dissolution of the Society***

If KARS Voting Members decide to wind up the affairs of, and dissolve the organization, the following procedure will govern distribution of KARS assets: KARS Assets shall be distributed to an organization that has established a tax-exempt status under section 501 (c)(3) of the Internal Revenue Code.

## ***ARTICLE XIII – Miscellaneous***

### **Section 1. Grievances of Members; Termination of Membership**

- a.** All grievances of members of KARS shall be in writing and signed by the Voting Member, or members, aggrieved; and presented to the Board of Directors. If the matter cannot be resolved by the Board of Directors, the Board shall present the issues to the Voting Membership at its next General membership meeting for resolution. Any decision by the KARS Voting Membership shall be final.
- b.** The Board of Directors of KARS may terminate the membership of any active member of this Club who knowingly violates this Constitution and Bylaws. This procedure will be implemented as follows:
  - 1) The member shall first receive a written warning notice from the Board of Directors concerning the violation.
  - 2) Should the member ignore the first notice and continue to violate the Constitution and Bylaws, a “Cease and Desist” notice shall be sent by the Board of Directors outlining the violation(s) and restating the Club policy.
  - 3) If the member persists in the violation(s) of the KARS Constitution and Bylaws membership in this Club will be immediately terminated by the Board of Directors. The member’s prepaid dues shall also be forfeited.

- 4) The formal termination notice shall be in writing, signed by the President and three (3) members of the Board of Directors. The letter shall be hand delivered or sent registered, USPS, return receipt requested.
- 5) The Board of Directors shall notify the KARS membership of the termination for cause at the next General Membership meeting.
- 6) All records for such action shall be maintained in confidence by the Secretary and appended to the Board action rendering the decision resulting in the member's termination.
- 7) Reinstatement ~~and restitution~~ may be made upon the petition of the individual whose membership has been terminated. Approval to reinstate requires a majority vote of the Board of Directors.

## **Section 2. Club Documents Available for Inspection**

All books, minutes, and general records (except vital records containing account numbers, passwords, and usernames, or personal and confidential information relating to a specific member of the Club) shall be reasonably available for inspection by any Voting Member of the Club. A written request must state the specific record sought, the reason for such inspection, and be provided at least 72 hours prior to arrangements being made for the physical inspection at the mutual convenience of the member and the Club Secretary. If copies are required, a signed list shall be prepared identifying the documents for which copies are desired and presented to the Secretary for processing. A nominal fee may be charged as designated by the Secretary for each copy made.

## **Section 3. No indebtedness without Prior Approval**

No Officer, Committee Chair, or Club member shall incur any indebtedness to the Club without securing the prior approval of the Board of Directors or the Club membership as a whole, at any General Membership meeting, or at a special meeting of the Club, or Board of Directors.

# ***ARTICLE XIV – Meetings***

## **Section 1. General Membership Meetings**

Normally, there shall be one General Membership meeting held each month.

## **Section 2. Special Meetings**

- a. A Special meeting may be called at the request of the President or by the written request of any three KARS Voting Members.
- b. Special Meetings may not be held without first issuing a minimum of seven days' advance notice to all KARS Voting Members stating the purpose for which the special meeting is being called. Notice is deemed appropriate when using any one of the following methods –

- 1) A global e-mail to all Voting Member e-mail addresses on record
- 2) A repetitive voice announcement on the KARS repeater voice messaging system
- 3) A telephone call to each Voting Member
- 4) A USPS post card mailed to all Voting Member addresses on record

### **Section 3. Board of Directors Meetings**

The President shall hold a minimum of one Board of Directors meeting per quarter.

## ***ARTICLE XV – Trustee of KARS Club Amateur Radio Station License***

### **Section 1. Office, eligibility, term of office**

- a. The office of the Trustee of the Club Station License shall be appointed by the Club President.
- b. In order to be eligible to hold this office, the candidate must hold an Amateur Extra Class license, and be a Charter, Life, or Full member in good standing.
- c. The term of office shall **start** normally begin with his/her appointment and shall end with the expiration date of the KARS Station license. **If the office of Trustee becomes vacant for any reason during the term of a Club Station license issued to the Club, the KARS President shall immediately appoint a new Trustee who meets the eligibility requirements in Section 1.b above. Additionally, the KARS President shall immediately notify the FCC of the change via the appropriate FCC form.**
- d. The Trustee shall be a member of the KARS Board of Directors and shall be subject to rules and regulations governing officers of the Club.
- ~~e. If the office of Trustee becomes vacant for any reason during the term of a Club Station license issued to the Club, the KARS President shall immediately appoint a new Trustee who meets the eligibility requirements in Section 1.b above. Additionally, the KARS President shall immediately notify the FCC of the change via the appropriate FCC form.~~

**Writer's note: delete section e above and append the language to section c**

### **Section 2. Duties and Responsibilities**

The duties and responsibilities of the KARS Club Station License Trustee are as follows:

- a. To confer with the Federal Communications Commission on all matters pertaining to the issuance and maintenance of an Amateur Radio station license issued to the Club.
- b. To be responsible for compliance with rules and regulations as prescribed by the Federal Communications Commission regarding the Club Station license. (See Also Bylaws, Article VIII, Club Repeaters, "Technical Committee".)

## ***ARTICLE XVI – Conduct of Business***

### **Section 1. Governance of Meetings**

Robert's Rules of Order, as revised or abridged, shall govern all General Membership

meetings of KARS, when not inconsistent with the Bylaws.

## **Section 2. Order of Business**

The Order of Business to be observed in conducting General Membership meetings of the Club shall include the following: (NOTE: The Presiding Officer may elect to re-order the Order of Business to accommodate a special program or situation. Additionally, the Presiding Officer may choose to speed the flow of Club business by use of a Consent Agenda.)

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call & Introductions
- d. Establishment of a Quorum
- e. Approval of minutes of the previous meeting
- f. Reports of Officers
- g. Unfinished or Old Business
- h. New Business
- i. Presentation or Demonstration
- j. Adjournment

## **Section 3. General Meeting Agenda**

The Club President, or other Presiding Officer, will develop an Agenda at least one week prior to each monthly General Membership Meeting. This Agenda will be posted on the KARS Club internet website at least one week prior to the General Membership meeting. This Agenda should include bullet points of Old Business and New Business to be discussed during the upcoming General Membership meeting. An abstract or description of the planned Demonstration or Presentation may be included in the agenda.

## **Section 4. Reasonable Accommodation**

It is the duty of the Presiding Officer to control the flow of Club Business. Any New Business that anticipates a substantial cost to the Club should be explained during the General Membership meeting by the Voting Club Member or Members who wish to engage in that New Business. The Presiding Officer may choose to table that item of New Business so that the Board of Directors may have an opportunity to discuss and develop a recommendation to be presented at the next month's General Membership meeting.

# **Kootenai Amateur Radio Society – Bylaws**

## ***Article I – Club Activities, Organization, Use of Club Call Sign***

### **Section 1. Club Activities**

The Club may engage in various activities that support Article III of the Constitution. Such activities might include, but are not limited to the following:

- a. Public service events and support of youth organizations.
- b. Operating events, such as station demonstrations and amateur radio contests.
- c. Educational activities, such as amateur radio classes.
- d. Social events, such as pot-luck dinners, ice cream socials, or picnics.
- e. Activities that generate a positive cash flow for the Club, such as hamfests, swap meets, or auctions.
- f. Special presentations and programs at Club General Membership meetings.

### **Section 2. How Club Activities are Organized**

The KARS Vice President, with assistance from other Club officers and members will plan, organize, and maintain a KARS Events Calendar to be posted on the KARS internet website.

### **Section 3. Use of Club Call Sign**

The Club call sign will be used to identify all Club repeaters. Additionally, the Club call sign may be utilized at any sanctioned activity or event as described in Article I, Section 1 of these Bylaws. Such usage requires prior approval by the KARS Club Call Sign Trustee

## ***Article II – Financial Matters***

### **Section 1. Dues – How Set**

Dues are established by the Board of Directors, and adjusted annually as deemed appropriate to accommodate the operating budget of the Club.

- a. Each Full or Associate member shall pay the full annual dues amount.
- b. Each Youth member will pay one-half of the full annual dues amount.
- c. Family members (licensed or not) are defined as persons living in the same household as a Charter, Life, Full or Associate member of the Club. Each family member holding a valid FCC license in the Amateur Radio Service is entitled to all of the privileges of a Voting Member. Annual dues for each family member shall be one-half of the dues of a Full member.

### **Section 2. Dues – Second Year Incentive**

In order to promote continuing membership, the Club may offer a second-year discount

incentive as determined by the Board of Directors.

### **Section 3. Authorized Disbursement Level Adjustments**

As economic conditions change it may be necessary to make an adjustment to the approval level for Authorized Disbursements noted in KARS Constitution Articles VII.2.b, VIII.2 and VIII.3. If such changes are needed, they will be accomplished as follows:

- a. The Board of Directors will review the above Articles and decide on recommended revised Disbursement Levels, and the Club President will present this recommendation to the Voting Membership during a General Club meeting.
- b. If the recommended change is accepted by a simple majority of Voting Members present, the new Authorized Disbursement Levels will take place on that date.

The change in Authorized Disbursement Levels will be documented in this section, noting the date of approval and the New Authorized Disbursement Levels.

### **Section 4. Insurance Guidelines - Risk Management Review**

The Board will secure and maintain a Liability Insurance policy, with appropriate coverage based upon an annual risk management review in order to indemnify KARS members.

### ***Article III – Customary Meeting dates***

- a. General Membership meetings of the Club shall be conducted on the second Monday of the month. In the event the meeting date falls on a legal holiday, the meeting date for that month may be changed by the Board of Directors.
- b. Board of Directors meetings will normally be held prior to the first General Membership meeting of each quarter.

### ***Article IV – Club Post Office Box; who holds the keys***

- a. The Club maintains the following mailing address:

Kootenai Amateur Radio Society  
PO Box 1765  
Hayden, ID 83835-1765.

- b. Keys to the Post Office box shall be held by the Treasurer, and the President or their designees.

### ***Article V – Assets***

The following paragraphs describe KARS Club asset types.

- a. Fixed Assets – Includes Club repeater equipment, duplexers, antennas and control equipment, and audio-visual equipment such as sound systems and computers. The Fixed Assets have a tangible value, and the inventory and dollar value may be tracked by the Club Treasurer. The Board of Directors should devise a method to identify Fixed Asset inventory by installing Asset Tags on such equipment.
- b. Durable Club Assets – Includes items and equipment typically used for Club Demonstrations and Events (Such as Field Day, North Idaho Fair). Durable Assets may consist of radios, computers, routers, power supplies, antennas, computer programs, and connecting cables that can be assembled into one or more Amateur Radio stations. Durable Assets may be stored at a central location or at the home of a Voting Member. While the Durable Assets may have a tangible value, the Club does not attempt to track that value and will not maintain an inventory of such items.
- e. Disposable Assets – Includes a “Lending Library” of radios, electronic and printed documents relating to the art and science of Amateur Radio, Handouts and Flyers. Disposable Assets may be stored at a central location or at the home of a Voting Member. While the Disposable Assets may have a tangible value, the Club does not attempt to track that value and will not maintain an inventory of such items.

## **Article VI – Waiver of Liability**

KARS expects all members of the Club to accept the waiver of liability statement listed below and printed on the back of the Club membership card **the Membership application form.**

**Writer’s note: The acceptance of liability statement is moved from the back of the membership card to the Membership application form. This ensures that a new member accepts the waiver of liability upon application for membership and also covers the situation of a member who has not been issued a card or has lost his/her card.**

Amateur Radio activities associated with construction, equipment operation, emergency communications, and Club events have *inherent risks*, including the possibility of injury and loss of life. Membership in KARS and/or participation, transportation to or from Club activities, or the use of Club facilities, requires that with the issuance of the membership card the member acknowledges the following:

- 1) That the member will abide by Club policies.
- 2) That the member will follow directions of event coordinators/leaders.
- 3) That the member will assume full responsibility for assessing and assuming such risks; and,
- 4) That the member will indemnify and hold harmless, the officers and fellow members of the Kootenai Amateur Radio Society for any liability, loss, or damage incurred.

## **Article VII – Delivery of Club Newsletters**

The monthly Club Newsletter, entitled *Propagation*, shall be delivered by electronic means to as many Club members as possible, in order to control cost. Electronic copies of the *Propagation* may also be sent to interested public service agencies such as the local American Red Cross, County Office of Emergency Management, or other radio amateur clubs. Only by special arrangement, may copies of the *Propagation* be printed and mailed via the USPS to Club members who are unable to access e-mail or Internet services. The Board of Directors may choose to print a limited number of copies of the *Propagation* for other promotional purposes as well. The newsletter and its contents will be positioned in a “Members Only” area of the Club internet website.

## **Article VIII – Club Repeaters**

**Frequency Coordination** – KARS operates “coordinated repeaters”, on frequencies assigned by the Inland Amateur Coordination Council (IACC).

**Equipment Details and Status** – Information about Club Repeaters is available on the Club Internet website.

**Technical Committee** - A standing Technical Committee provides planning and maintenance for the KARS repeater facilities. This Committee consists of three or more members, appointed by the Board of Directors, on the basis of their interest and technical competence. The Technical Committee Chairman plans, coordinates, and implements all technical activities related to the Club’s repeater facilities. The KARS Amateur Radio Station License Trustee is the liaison for the Committee before the Board of Directors and serves as a voting and de facto advisor to the Committee. This committee shall specify the rules for physical access to the repeater sites.

## **Article IX – Club Internet Site**

The Club maintains an Internet website at [www.k7id.org](http://www.k7id.org). The website is the repository for all appropriate material about the Club, and amateur radio in general. Members are encouraged to visit the website frequently to view current information about the organization and its activities.

## **Article X – Display of Constitution and Bylaws**

The Kootenai Amateur Radio Society Constitution and Bylaws shall be displayed on the Club internet website. A printed copy of the most current version of the Constitution and Bylaws is also maintained by the Club Secretary.

## **Article XI – Definition of Terms**

The definitions below are provided to clarify terminology used in this Constitution and Bylaws.

**Immediate Past President** – The (different person) who served as Club President prior to the current Club President. If the current Club President serves two or more terms, he/she DOES NOT hold the title of Immediate Past President.

**Consent Agenda** – A meeting practice that groups routine business and reports into one agenda item. The Consent Agenda can be approved in one action, rather than filing motions on each item separately. The Consent Agenda is part of the General Meeting Agenda.

**Ordinary Expenses** – Club expenses that typically occur on an annual basis, including, but not limited to, liability insurance premium, PO box rental, Repeater site rental, internet hosting and domain name renewal for the k7id.org website, and rental of space for annual events such as Field Day, Hamfest, holiday party.

**Membership Classifications**

**General Membership** – all KARS Club members, without regard to their membership class.

**Voting Membership** – all KARS Club members who are authorized to vote. This includes all Charter, Life, Full, Youth, and Family members who are eligible to vote and have paid their annual dues.

**Writer's Note:** Youth member is included among those allowed to vote.

**Funds Classifications**

**Operating Funds** – the funds used for ordinary Club operating expenses, typically held in a bank checking account.

**Surplus Funds** – funds in surplus of the Operating Funds. These funds are typically held in an interest-bearing bank account or certificate of deposit.

**Miscellaneous Funds** – Includes “petty cash” held by the Treasurer and any cash that is used for General Membership meetings.

***Article XII – Journal of Amendments to Constitution and Bylaws – Periodic Review of Constitution and Bylaws***

**Section 1. Journal of Amendments**

If the Voting Membership of the Club decides to somehow make a minor adjustment to the content of the Constitution or Bylaws, that adjustment should be recorded below. The Journal Entry should include the date, brief description of the problem or situation at hand, and what action was taken to correct the problem or situation. Each of these Journal Entries will be addressed by the Constitution and Bylaws Review Committee described below.

Date	Description	Action Taken

## **Section 2. Constitution and Bylaws Committee**

The Kootenai Amateur Radio Society Constitution and Bylaws must be reviewed on a periodic basis, at least once every ten years after Certification and Approval by the Club Officers. The Club President will appoint a Constitution and Bylaws Review Committee to address this task, and the Committee will present their findings to the Board of Directors upon completion. The Committee will recommend whether to maintain the Constitution and Bylaws as currently written, or to Repeal and Replace the Constitution and/or Amend the Bylaws as described in Article XI of the Constitution document.

### ***Article XIII – Certification / Approval of Constitution and Bylaws***

We the undersigned Club officers certify that the Constitution and Bylaws of the Kootenai Amateur Radio Society were presented to the Membership and were ratified, on

\_\_\_\_\_ 2022 and are effective immediately.

\_\_\_\_\_  
Edward Stuckey (AI7H) - President

\_\_\_\_\_  
Gabbee (Gail) Galindo (KE7ADN) - Vice President

\_\_\_\_\_  
Katherine Kent (KI7OVA) - Secretary

\_\_\_\_\_  
Shannon Riley (K7MUA) - Treasurer

\_\_\_\_\_  
Michael Glauser (AI7MG) – Executive Director