




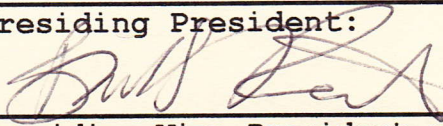
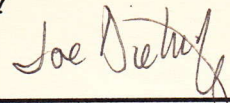
# BY-LAWS

**President:**  
**Barb Rich - KGØUT**

**Vice President**  
**Joe Dietrick - KCØNOX**


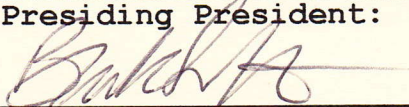
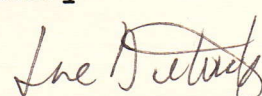
(Click on Article you wish to view)

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	Chapter Title: <b>BY-LAWS</b> Subject: "NAME"		
	Presiding President: 	Article: 01	Page: 1 of 1
Presiding Vice President or Secretary 	Supersedes:	Page:	Dated:


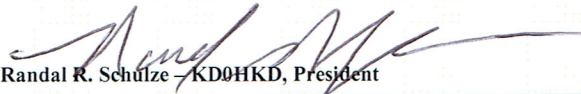
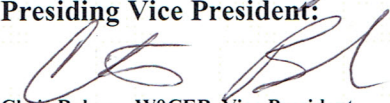
The name of this organization shall be:

**"THE RAYTOWN AMATEUR RADIO CLUB, INC."**

	Chapter Title: <b>BY-LAWS</b> Subject: <b>"Purpose"</b>		
	Presiding President: 	Article: 02	Page: 1 of 1
Presiding Vice President or Secretary 	Supersedes:	Page:	Dated:

The purpose of this organization shall be:

1. To enhance the enjoyment and understanding of Amateur Radio.
2. To provide support to the City of Raytown or other groups in the form of communications, instruction, or technical assistance.
3. To provide emergency communications at times of national or local disaster, for the Emergency Management department or Police Department of the City of Raytown Missouri.

		<b>Chapter Title:</b> <b>BY-LAWS</b>	
<b>Subject:</b> <b>"Membership"</b>			
<b>Presiding President:</b>  Randal R. Schulze – KD0HKD, President	<b>Article:</b> 3	<b>Page:</b> 1 of 2	<b>Effective Date:</b> September 28, 2017
<b>Presiding Vice President:</b>  Chris Baker – W0CEB, Vice President	<b>Supersedes:</b> 3	<b>Page:</b> 1 of 2	<b>Dated:</b> November 19, 2009

## Section 1. Membership

Membership shall consist of any licensed amateur radio operators or individuals having a valid interest in radio. Acceptance as a new Club member is subject to a majority vote of the Members in Good Standing present at a Regular or Annual Meeting. Only after acceptance is a new member allowed to pay his or her dues.

A member who has paid dues is a Member in Good Standing. Only Members in Good Standing may:

1. Vote in Club Meetings or Elections.
2. Be nominated for Elected Office.
3. Be appointed to any role, committee, or serve as a Trustee.


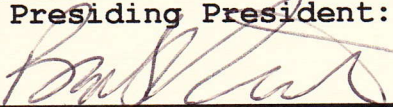
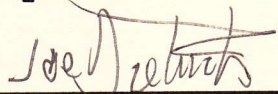
A member who has not paid his dues as described in Section 2 of this article is considered to have resigned from the club.

## Section 2. Renewals

Renewals are not subject to re-acceptance by the Club membership, and are due by the August Regular Meeting. There shall be a grace period until the end of the January Regular Meeting. Renewals after the grace period shall be handled as that of a new member as described in Article 3, Section 1.

- A. Any party who has not paid his dues during the grace period shall not be considered a Member in Good Standing, as defined in Article 3, Section 1 until such time the dues have been paid.
- B. There shall be no non-voting, guest, or life memberships.
- C. This article shall not become effective until the conclusion of the 2017 Annual Meeting.

**November 17, 2016 Amendment:** Section 2: Amends the process for Membership Renewals by extending the grace period for membership renewal.

		Chapter Title:	
		<b>BY-LAWS</b>	
		Subject:	
		<b>MEMBERSHIP</b>	
Presiding President:	Article:	Page:	Effective Date:
	03	2 of 2	Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:
	03	1 of 1	August 2000

### Section 3. Dues

Annual dues shall be \$15.00 per individual or \$25.00 per family to permit the Club to have sufficient funds for normal and regular functions and/or duties of such an organization, plus enough to cover establishing and maintaining the Club Repeater or other bona fide amateur radio related projects.

Family dues rate applies to spouses or their dependent children (maximum of 4 members; additional family members \$4 per year each).

Dues for new members may be paid as listed below:

<u>New Member Joins Club</u>	<u>Amount Due, Individual</u>	<u>Amount Due, Family (additional)</u>
SEP/OCT/NOV	\$15	\$25 (\$4 each)
DEC/JAN/FEB	\$12	\$19 (\$3 each)
MAR/APR/MAY	\$ 8	\$13 (\$2 each)
JUN/JUL/AUG*	\$19*	\$32* (\$5 each)

*\*includes next year's membership*


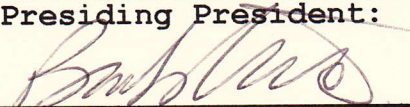
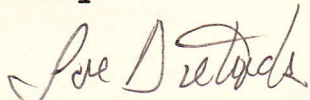
All dues paid are non-refundable.

### Section 4. Term

The membership year for dues will be from September 1 through August 31.

### Section 5. Termination of membership

Membership may be terminated by a procedure established by the Board which is fair and reasonable taking into consideration all of the relevant facts and circumstances.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>"Board Of Directors"</b>		
	Presiding President: 	Article: 04	Page: 1 of 1
Presiding Vice President or Secretary 	Supersedes: 04	Page: 1 of 1	Dated: August 2000

### Section 1. Defined

The Board of Directors (hereafter "the Board") shall consist of the regularly elected offices, which shall be the President, Vice-President, Secretary, Treasurer, and Member-At-Large.


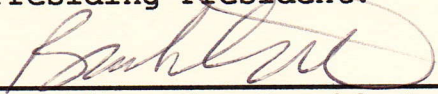
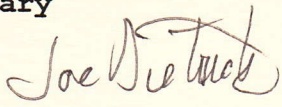
### Section 2. Meetings

The Board will meet no fewer than two times per year, as called by the President to facilitate Club planning and administration.

### Section 3. Club Budget

The Board will propose an annual budget within 30 days following the Annual Meeting, including a provision for emergency repeater repairs as required in Article 11, Section 5. The budget will be presented for Club approval at the next Regular Meeting.

An expenditure not covered by the budget will require approval by the Club at a Regular, Annual, or Special Meeting.

		Chapter Title:	
		<b>BY-LAWS</b>	
		Subject:	
		<b>"OFFICES, COMMITTEES, &amp; APPOINTEES"</b>	
Presiding President:	Article:	Page:	Effective Date:
	05	1 of 2	Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:
	05	1 of 1	Sept. 27, 2009

### Section 1. Eligibility

Only Members in Good Standing shall be nominated for elected office or appointed to other roles & committees.

### Section 2. Offices

There shall be the following elected offices:

1. President
2. Vice-President
3. Member-At-Large. The Immediate Past-President will serve one term; subsequent terms filled by vote at Annual Meeting
4. Treasurer
5. Secretary

The order of succession for Presiding Officer for meetings shall be as listed above.




No member may hold more than one office at a time.

### Section 3. Vacancies

Should any duly elected Officer be absent for any three consecutive Regular Meetings, then that office shall be declared Vacant.

The Board may accept the resignation by an Officer and declare the office Vacant.

Vacated offices shall be filled by vote of the majority of the Members in Good Standing present at the next Regular Meeting to complete the remainder of the term, subject to Meeting Notice requirements in Article 08, Section 4.

		<b>Chapter Title:</b> <b>BY-LAWS</b>	
<b>Subject:</b> <b>"OFFICES, COMMITTEES, &amp; APPOINTEES"</b>			
<b>Presiding President:</b>  Randal R. Schulze – KDØHKD, President	<b>Article:</b> <b>05</b>	<b>Page:</b> <b>2 of 2</b>	<b>Effective Date:</b> <b>January 24, 2013</b>
<b>Presiding Vice President or Secretary:</b>  Paul Watts – KCØDDZ, Vice President	<b>Supersedes:</b> <b>05</b>	<b>Page:</b> <b>2 of 2</b>	<b>Dated:</b> <b>November 15, 2012</b>

#### Section 4. Removal of Officers

Any elected or appointed officer not performing the duties of the office in accordance with the by-laws, engaging in unethical or illegal behavior, or in any manner not consistent with the bylaws or not in the best interests of the Raytown Amateur Radio Club, Inc. may be removed by the membership. Any member may make a motion stating the reason for removing an Officer and it shall be submitted in writing at a Regular Meeting. The officer involved may not vote on the motion. If the motion is passed:

1. The officer shall stand down from the duties of the position until the removal vote occurs and the officer may not vote on any motions until the removal vote is over.
2. If the need exists, in the determination of the president, or vice-president, in the absence of the president, the president or vice-president shall appoint a temporary officer to serve until the removal vote.
3. All members will be notified by the Club's normal method of notification of the intent and reason for the removal at least 14 days prior to the next Regular Meeting.
4. The removal will be voted on at the next Regular Meeting. Removal requires more than a 2/3 affirmative vote of Members in Good Standing present, and the office will be declared Vacant.
5. The club member who is removed from office may not be re-elected to the vacancy.
6. The club member who was removed may not serve in any elected role, or appointed role, for a period of one year from the date of such action.
7. A vote to fill the office will commence immediately, consistent with Section 3 above.

#### Section 5. Committees

The chairpersons and members of committees shall be appointed by the President who shall first consider volunteers for any committees.

There will be no standing committee. Special Committees, including the Nominating Committee, will be appointed for a special matter by the President.

#### Section 6. Appointments


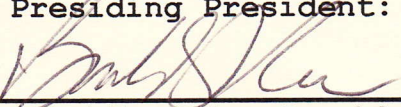
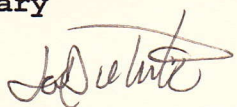
The President shall appoint the following roles, by the close of the Regular Meeting following the Annual Meeting, who shall serve at the discretion of the Board:

1. Historian
2. Sergeant at Arms
3. Auditor
4. Webmaster
5. Asset Manager

**November 17, 2011 Amendment:** Section 6 Item 5: Created the Appointed Position of Asset Manager.

**November 15, 2012 Amendment:** Section 6 Item 2: Renames the Appointed Position of "Parliamentarian" to "Sergeant at Arms."

**January 24, 2013 Amendment:** Section 4: Item 2: Enumerates procedures for Removal of Officers.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>"ELECTIONS"</b>		
	Article: 06	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding President: 	Supersedes: 06	Page: 1 of 1	Dated: August 2000
Presiding Vice President or Secretary: 			

#### Section 1. Nominating Committee

A Nominating Committee consisting of a Chairperson and two Members shall be appointed by the President, at the Regular Meeting prior to the Annual Meeting. The committee shall nominate a slate of Officers, with a maximum of two candidates per office, for the next year. No member of the Board may be a member of the Nominating Committee.

#### Section 2. Nominations


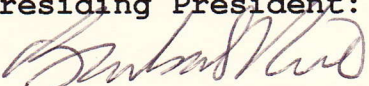
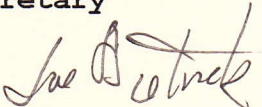
A report of the Nominating Committee shall be made at the Annual Meeting at which time nominations from the floor will also be in order.

#### Section 3. Elections

Election shall be by the majority vote of Members in Good Standing present at the Annual Meeting. Where there are at least two candidates for an office, the vote will be by ballot.

#### Section 4. Term

Term of office shall be for one year and begin at the close of the Annual Meeting.

		<b>Chapter Title:</b> <b>BY-LAWS</b>	
<b>Subject:</b> <b>"DUTIES OF OFFICERS &amp; APPOINTEES"</b>			
<b>Presiding President:</b> 	<b>Article:</b> <b>07</b>	<b>Page:</b> <b>1 of 2</b>	<b>Effective Date:</b> <b>Nov. 19, 2009</b>
<b>Presiding Vice President or Secretary</b> 	<b>Supersedes:</b> <b>07</b>	<b>Page:</b> <b>1 of 1</b>	<b>Dated:</b> <b>Sept. 27, 2001</b>

### Section 1. President

The President shall:

1. Serve as Presiding Officer at Club Meetings and Board meetings.
2. Appoint roles in Section 6 by the close of the Regular Meeting following the Annual Meeting.
3. Appoint committee chairperson and members.
4. Call Special Meetings if and when necessary.
5. Not sign any contract for and/or in behalf of the Club without the consent of the Board.
6. Appoint a Registered Agent to complete reporting requirements for state and federal agencies. This agent will be the Secretary or Treasurer.

### Section 2. Vice-President

The Vice-President shall perform the duties of the President in his/her absence, coordinate Public Information, and perform other duties requested by the President.

### Section 3. Secretary

The Secretary shall record the minutes of all Regular, Annual, and Special Meetings, and present such at the next Regular Meeting by voice or printed copy. The Secretary 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 Club's filing cabinet.

He/she shall perform all the duties incident to office of Secretary of the Club.




### Section 4. Treasurer

The Treasurer shall have charge of all the funds of the Club; shall establish and maintain a bank account; shall submit a written report of the same by each Regular Meeting to Officers; provide financial records to Auditor as requested.

The President or Vice President shall sign checks in the absence of the Treasurer.

An expenditure approval request requires the signature of one Officer other than the check's signatory or payee.

He/she shall perform all the duties incident to office of Treasurer of the Club.

		<b>Chapter Title:</b> <b>BY-LAWS</b>	
<b>Subject:</b> <b>"DUTIES OF OFFICERS &amp; APPOINTEES"</b>			
<b>Presiding President:</b>  Randal R. Schulze – KD0HKD, President	<b>Article:</b> 07	<b>Page:</b> 2 of 2	<b>Effective Date:</b> November 15, 2012
<b>Presiding Vice President or Secretary:</b>  Paul Watts – KC0DDZ, Vice President	<b>Supersedes:</b> 07	<b>Page:</b> 2 of 2	<b>Dated:</b> November 17, 2011

#### Section 4. Treasurer

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The President or Vice President shall sign checks in the absence of the Treasurer.

An expenditure approval request requires the signature of one Officer other than the check's signatory or payee.

He/she shall perform all the duties incident to office of Treasurer of the Club.

#### Section 5. Member-At-Large

The Member-At-Large shall assist the President with special projects.


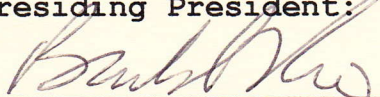
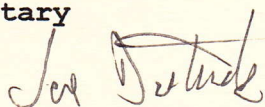
#### Section 6. Appointed positions:

As stated in Section 1, the President shall make the following appointments for the purposes stated:

1. The Historian shall maintain scrapbooks and photo albums of all Club activities.
2. The Sergeant at Arms shall assist the Board and members regarding meetings and the Club By-Laws.
3. The Auditor shall audit the Treasurer's records and file a report at the Annual Meeting.
4. The Webmaster will maintain a website and content on behalf of the Club as directed by the Board. The domain www.K0GQ.com and other domains obtained on behalf of the Club are the property of the Club. Website content is property of the Club.
5. The Asset Manager shall inventory, document, and track the location and disposition of all club owned property, and shall assist and shall advise the Board in all matters concerning such property.

**November 17, 2011 Amendment:** Section 6 Item 5: Created the Appointed Position of Asset Manager.

**November 15, 2012 Amendment:** Section 6 Item 2: Renames the Appointed Position of "Parliamentarian" to "Sergeant at Arms."

		Chapter Title:	
		<b>BY-LAWS</b>	
		Subject:	
		<b>"MEMBERSHIP MEETINGS"</b>	
Presiding President:	Article:	Page:	Effective Date:
	08	1 of 1	Nov. 19, 2009
Presiding Vice President or Secretary	Supersedes:	Page:	Dated:
	08	1 of 1	August 2000

### Section 1. Regular Meetings

There shall be regularly scheduled meetings held each month at a time and place designated by the Board. The minutes of the previous meeting will be either previously distributed or read, and after correction, approved.

### Section 2. Annual Meeting

The Annual Meeting will be held in place of the September Regular Meeting. Following the Call to Order, Officers will present Annual Reports, and the Auditor will present the Audit Report. Elections will follow the report of the Nominating Committee.

### Section 3. Special Meetings (excluding Board Meetings)

Special Meetings are non-scheduled meetings which:

1. May be called by the President or two members of the Board, only if said business must be conducted prior to the next Regular Meeting.
2. May be called by a vote of Members in Good Standing present at a Regular Meeting.

### Section 4. Meeting Notices


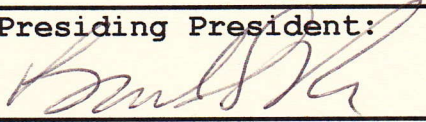

The following meetings require a minimum of seven (7) days notice of date, time, location, and purpose: Annual Meeting, Special Meetings, or for Regular Meetings at which there will be a vote to fill a vacant office.

Where a vote on a By-Laws amendment or to remove an Officer will be held, a minimum of 14 days notice is required.

E-mail will be considered the Club's normal form of notice.


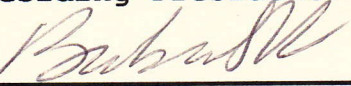
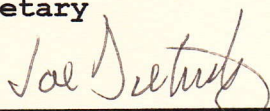
### Section 5. Quorum

For a Regular Meeting, a quorum will consist of at least nine (9) Members in Good Standing present. For an Annual Meeting or a Special Meeting, a quorum will consist of at least one-quarter of the Members in Good Standing.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>"AMENDMENTS"</b>		
	Article: 09	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding President: 	Supersedes: 09	Page: 1 of 1	Dated: Sept. 27, 2001
Presiding Vice President or Secretary: 			


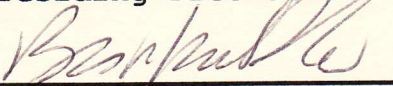
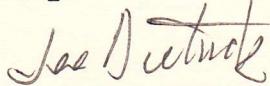
A By-Laws amendment requires two consecutive meetings to be enacted. A written motion stating the proposed change shall be submitted in writing at a Regular or Annual Meeting. If the motion is passed:

1. The President will appoint a Special Committee of 3 to review the proposed amendment to evaluate the best interests of the club 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 Club'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.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>MEMBERSHIP</b>		
	Article: 10	Page: 1 of 1	Effective Date: Nov. 19, 2009
Presiding President: 	Supersedes:	Page:	Dated:
Presiding Vice President or Secretary: 			

### Article 10. 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 disposed of by the Circuit Court of the County in which the principal office of the Corporation is then located, exclusively for such purpose or to such organization or organizations, as the Court shall determine, which are organized and operated exclusively for such purposes.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>"REPEATER TRUSTEE"</b>		
	Article: 11	Page: 1 of 2	Effective Date: Nov. 19, 2009
Presiding President:  Presiding Vice President or Secretary 	Supersedes: 11	Page: 1 of 1	Dated: May 24, 2001

### Section 1. Primary Repeater Trustee

A primary Repeater Trustee shall be appointed by the Board, subject to a 2/3 approval vote by the Members in Good Standing present at the Annual Meeting. The term for the primary Repeater Trustee shall be one year, and shall not serve more than five consecutive terms.


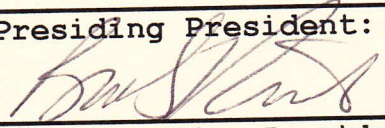
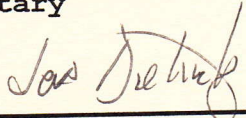
Should a vacancy occur, a temporary Repeater Trustee shall be appointed by the Board. At the next Regular Meeting, a replacement Repeater Trustee will be appointed by the Board to serve the remaining term, subject to a 2/3 approval vote by the Members in Good Standing present.

### Section 2. Secondary Trustee

There shall be a Secondary Trustee, selected by the Repeater Trustee and approved by the Board. The role of the Secondary Trustee is an apprenticeship position, requiring working in chorus with the Repeater Trustee on repeater projects/activities. After the Repeater Trustee completes five terms, the Secondary Trustee may assume the primary status and a new secondary appointed.

### Section 3. Requirements

The Primary and Secondary Trustees (hereafter, Trustees) shall be Members in Good Standing and hold a Technician or higher license.

	Chapter Title: <b>BY-LAWS</b> Subject: <b>MEMBERSHIP</b>		
	Article: 11	Page: 2 of 2	Effective Date: Nov. 19, 2009
Presiding President: 	Supersedes: 11	Page: 1 of 1	Dated: May 24, 2001
Presiding Vice President or Secretary: 			

#### Section 4. Duties

The Trustees shall ensure that all equipment associated with repeater function, Club-owned or otherwise (i.e. digital or remote links), is operated in accordance with current Federal Communications Commission Rules and Regulations, American Radio Relay League band plan, and the guidelines and recommendations of both the Mid-America Coordination Council, Inc. and the Missouri Repeater Council, Inc.

Because of the emergency communications emphasis of the Club in concert with Raytown Emergency Management, the Club repeater should be maintained in top operating condition, ready for reliable day-to-day as well as emergency communications for the Raytown area.


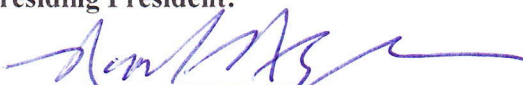

The Trustee shall be responsible for all Club-owned equipment, and conduct an inventory annually.

The Trustees may hold offices in the Club, but only when membership is less than 10. This will ensure Trustees' focus will be the operation and maintenance of the Club repeater.

The Trustees shall bear the responsibility of ensuring the repeater operation as described above. The Board and the Club membership will make decisions affecting the repeater, i.e., repeater location, power output, antenna configuration, etc.

#### Section 5. Emergency Repairs

The Board will annually set a budget line item for emergency repair expenditures by the Trustee which will be reimbursed without requiring prior approval.

		<b>Chapter Title:</b> <b>BY-LAWS</b>	
<b>Subject:</b> <b>"RULES OF ORDER"</b>			
<b>Presiding President:</b>  Randal R. Schulze – KD0HKD, President	<b>Article:</b> 12	<b>Page:</b> 1 of 1	<b>Effective Date:</b> January 24, 2013
<b>Presiding Vice President or Secretary:</b>  Paul Watts – KC0DDZ, Vice President	<b>Supersedes:</b> 12	<b>Page:</b> 1 of 1	<b>Dated:</b> November 19, 2009

## Section 1.

In governing all formal meetings of the Club as defined in Article 8 of the By-Laws, the President, or any officer presiding in his/her stead shall conduct the meeting in accordance with the Club's By-Laws, and shall maintain order and discipline as is proper within the common norms and dignity of civil behavior.

## Section 2,

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 club 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 Sergeant-at-Arms will keep the discussion limited to the motion at hand.
  - D. After the discussion, the presenter is asked if there are any changes he would like to make, or would he like to withdraw the motion, or would he like to delay consideration of the motion.
  - E. If the presenter makes any changes, the procedure will start again at Step B of this section.
  - F. 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.

**January 24, 2013 Amendment:** Section 1: Removed *Robert's Rules of Order* from the By-Laws as a mandate based on the advice of legal counsel.