

NORTHERN KENTUCKY AMATEUR RADIO CLUB, INC.  
CONSTITUTION AND BYLAWS  
Revised 1/ 10/ 2005

Article I

1.0 PURPOSE

The Northern Kentucky Amateur Radio Club (NKARC) is a Club for people interested in Amateur Radio.  
The Club exists to share technical information, to educate and encourage newcomers to Amateur Radio, serve the community, and generally further the art, science and enjoyment of Amateur Radio.

Article I

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2.0 MEMBERSHIP

Any person interested in Amateur Radio is welcome into the membership of the Northern Kentucky Amateur Radio Club. There are two classes of membership, each with distinct requirements and privileges.

A. Full Member: This class of membership is available to FCC licensed Amateur Radio Operators

only. This is a full voting membership. Full members may hold office in the Club, subject to Section 3.12, and/or be appointed to committees as described in this document. Full members pay

dues.

B. Associate Member: These are members without Amateur Radio Operators licenses. Associate

members pay dues but may neither vote nor hold office.

Each new member, upon joining the Club, shall be issued a copy of the Constitution and Bylaws of the Club and agrees to abide by said Constitution and Bylaws.

2.1 DUES

A. Dues are set by the Executive Committee (as defined herein) and may be changed by a majority

vote of that body. Before a dues change takes effect, the Regular Membership must ratify the decision of the Executive Committee. The same procedures as defined in Section 7.0, Change of

Constitution and Bylaws, shall apply to any change in dues structure.

B. A member is considered to be "in good Standing" when his/her annual dues are paid. Dues are due by January 31 of each year.

C. Executive Committee will set the dues for the NKARC per paragraph 2.1A for each full member.

Additional licensed Amateur Radio Operators of the same family, living in the same household as

n a full member, may become a full member for % the full member dues each.

Associate

membership (non-voting) is % the full member dues each.

D. Any member not paying dues by February 28 will be removed from the roster and will lose their

associated privileges and any other Club related privileges.

E. Dues for new members shall be prorated at a rate of 1/12th the annual dues for the months

remaining in the calendar year, inclusive of the month application is received.

A new member

shall be defined as any person who has not previously been a member of this Club. A renewal

member shall be defined as a former member whose membership has lapsed more than 5 years.

## 2.2 REMOVAL FROM MEMBERSHIP

A. A member who, in the judgment of a majority of the Executive Committee, does not represent the

best interest of the Club, or Amateur Radio, may be removed from membership only if

a. The member is notified in writing of the intent to remove, and

b. The member shall be given the opportunity to respond, within 14 days, to the charges

resulting in the action to terminate membership. The decision of the

Executive

Committee must be ratified by a majority of the full membership present

at the next

general meeting.

B. A majority vote of the Executive Committee is required before an expelled member may be

reinstated.

The Executive Committee, by majority vote without consent of the membership, may take action on

any member's continued violations of the NKARC rules and regulations. This may result in loss of a

member's Club related privileges.

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## Article III Officers

### 3.0 THE EXECUTIVE COMMITTEE

The Executive Committee includes the following Club officers: Chairman, Vice Chairman, 1 director

President, Vice President, Secretary, Treasurer, Communications Manager, - and Parliamentarian. With the

exception of the Parliamentarian, each member of the Executive Committee has one-vote. The

Parliamentarian shall vote in the event of a tie, or in the event of a meeting of four other Executive

Committee members, to elect the fifth vice.

The committee -chairpersons: Net Manager, Club Historian, FEEDLINE Editor, Education Coordinator, and Club Station License Trustee are appointed and serve at the pleasure of the Executive Committee:

The Executive Committee has responsibility for the activities and business of the Club. Such activities include, but are not limited to: meetings, Ham-O-Rama, FEEDLINE and workshops. Club business includes advertising, Club purchases, and Membership. The action of committees and individual officers are subject to review by the Executive Committee. No single purchase of \$100.00 or more may be made by any member of the Executive Committee without the approval of a majority of the Executive Committee. The time and location of the Executive Committee meetings will be published in the FEEDLINE.

3.1 CHAIRMAN PRESIDENT

The Chairman President is the chief officer of the Club. It is his/her responsibility to preside at both the General and Executive Committee meetings. The Chairman President is the official spokesperson for dealings outside the Club. The Chairman President coordinates the operation of the Club. He/She further initiates general policies and assigns committees or people to definable tasks.

3.2 VICE-CHAIRMAN PRESIDENT

The Vice-Chairman President is the chief officer of the Club in the absence of the Chairman President. He/She assists the Chairman President and oversees any special project as designated by the Chairman President or Executive Committee. He/She will serve as chairperson of the Nominating Committee.

The Vice President is responsible for planning programs that will be of interest to the general membership. He/She will schedule programs for the monthly meetings and publish the program topics in the Feedline. He/She will coordinate the audio-visual needs as requested and will be responsible for the meeting room's setup.

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3.3 SECRETARY

The Chairman shall appoint a Secretary. The Secretary is responsible for keeping the

membership mailing list current. He/She will conduct correspondence on behalf of the Club. The Secretary will publish all policy decisions made by the Executive Committee in the Feedline. In addition, the Secretary shall generate public service announcements well in advance of each Club meeting or major activity for inclusion in local newspapers and broadcast media. He/She will keep the Club in good standing with the American Radio Relay League (ARRL).

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### 3.4 TREASURER

The Chairman shall appoint a treasurer. The Treasurer is responsible for all monetary transactions of the Club such as dues, Club purchases, expenditures for facilities and other financial matters. The Treasurer will issue financial reports quarterly, or as requested, to the Executive Committee. He/She will maintain a permanent ledger and will make Club books available for inspection within 168 hours (7 days) of receipt of a written request. Checks or drafts drawn against the Club's bank account shall be countersigned by two (2) of the following: Treasurer, Chairman President, Vice-Chairman President, or Secretary. The Treasurer's records shall be audited annually.

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### 3.5 FEEDLINE EDITOR

The editor of the Club newsletter, The FEEDLINE, is responsible for soliciting, gathering, editing and formatting articles for, and printing and mailing, the FEEDLINE each month. He/She is responsible for maintaining the quality and standards of the FEEDLINE. The FEEDLINE should be mailed, OR transmitted electronically, no later than seven (7) days before that month's general meeting. Editorial policy shall be shared with the Executive Committee.

### 3.6 Reserved

### 3.7 COMMUNICATION MANAGER

The Communication Manager is responsible for maintaining records of the Club's equipment. The records shall include equipment type, location, approximate value and condition. The Communication Manager will work closely with the Field Day Chairperson, the Disaster Chairperson and any

other Special Event

Leader approved by the Executive Committee. He/She will attempt to distribute a list of Club equipment each year at the March-general meeting. The Communications Manager shall be the chairperson of the Communications/Repeater Committee. NKARC owned equipment list shall be audited during the First Executive Committee meeting after a General Election. This audited list will be included in the Executive Committee meeting notes-

### 3.8 NET MANAGER

The Net Manager shall assure an NCS for each session of the Northern Kentucky Amateur Radio Club (NKARC) and any special Net activity of interest to Club membership. A report of all NKARC Club Net activity shall be published monthly in the FEEDLINE. (Revised 03/08/2004)

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### 3.9 EDUCATION COORDINATOR

A. The Education Coordinator is responsible for the formation and coordination of SIG's (sub interest groups) and workshops. He/She shall recruit and appoint leaders for SIG's and workshops and shall oversee their operation. He/She shall encourage SIG's and workshops to meet on a regular basis and shall help group leaders when requested. The Education Coordinator shall gather names of Club members with special interests and pass those names to the appropriate SIG leader or form new SIG's and workshops when appropriate. The Education Coordinator shall publish in the Feedline, the names of SIG's and workshops, meeting times, location, and leaders names. E

. He/She will serve as a general facilitator and problem solver when necessary.

B. SIG's are comprised of members of the NKARC with common special interests. Membership in SIG's need not be limited by any criteria other than an interest in the specialty and membership in good standing in the NKARC.

### 3.10 PARLIAMENTARIAN

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The office of Parliamentarian shall normally be occupied by the immediate Past President of the Club in order to provide continuity from year to year. Should the immediate Past President be unable to assume this office the Executive Committee shall elect a past executive committee member to

fill the position.

The Parliamentarian will initiate -a periedic review ef the Censtitution and Bylaws. He/She will receive suggestions frena the mermbership conceraing Censtitution and Bylaws revisiens and will intrduce sucl cuggestiens at Exeeutive Cermmitee meetingo.

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### 3.11 ELECTIONS

Elections will be held at the November General Meeting each year. The term of office is one year from date of installation. Installation of incoming officers shall be at the December General Meeting.

In September, the Chairman President will appoint a Nominating Committee subject to confirmation by the Executive Committee. This committee, chaired by the Vice-President, will choose a slate of officers and present their names at the October General Meeting. Nominations from the floor will be accepted at the October General Meeting. All candidates' names shall be published in the November issue of the FEEDLINE. The election of `officers shall be by a majority vote of full members present at the November

### 3.12 REQUIREMENTS FOR ELECTION

Candidates for office must be full members in good Standing at the time of their election by the membership. Candidates for elected office must be a minimum of eighteen (18) years of age. An exception to the eighteen (18) years of age requirement may be made if all three five Executive Committee members

### 3.13 REMOVAL FROM OFFICE

Any elected officer may be removed from office by a unanimous vote of the remaining members of the Executive Committee, subject to ratification by a majority of `those full members present at the next General Meeting. The Executive Committee will then elect a successor to fill the vacant office. This election is subject to confirmation by a majority vote of members present at the next General Meeting. Appointed officials may be removed from office by a majority vote of the Executive Committee. Such action shall not need ratification by the general membership.

### 3.14 DUAL APPOINTMENTS

An elected officer is eligible for an appointed Chairperson position, as is any full member.

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Article Iv  
Meetings

4.0 GENERAL CLUB MEETINGS

Meetings shall be the second Monday of each month at a location announced in the Club newsletter (The FEEDLINE). The Chairman President or a designated alternate shall conduct these meetings. Meetings shall consist of programs of general interest to the membership and brief announcements concerning Club business and coming events. No proxy votes shall be allowed. Only full members in good standing shall have voting privileges.

4.1 EXECUTIVE COMMITTEE MEETINGS

.-. The Executive Committee, consisting of 3 s-voting members, including the Parliamentarian, conducts the business of the Club. Executive Committee decisions on policy not covered in these bylaws are final unless overturned by a petition signed by 51% of the full members of the Club. The Executive Committee shall meet as necessary, at least once a-month. A minimum of 23 members of the Executive Committee must vote in agreement before a decision is valid.

Each Executive Committee member shall have one (1) vote. No proxy votes shall be allowed. Any member may attend Executive Committee meetings. Robert's Rules of Order, Revised, shall prevail for motions and order of procedure not covered in these Constitution and Bylaws. Business-may-only be conducted at a Executive Committee meeting previously announced in the FEEDLINE or at a General Meeting- Emergency meetings may be necessary from time to-time, but -8Ny vote at an emergency meeting is subject to ratification at a regularly announced Executive Committee-meeting-

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Article v

5.0 NEWSLETTER

The FEEDLINE is the official printed publication of the Club. Its contents are under control of the editor and Executive Committee. The Club will not knowingly publish articles that are not free and clear of legal encumbrances and copyrights.

New and Renewal Club members will be listed in the next published FEEDLINE after joining.

Space permitting, all members will be permitted free classified advertising for sale of personal equipment or personal notices. Any commercial advertisement, whether or not from a member, must be purchased at a posted rate.

Each publication of the FEEDLINE shall be emailed, at no charge, to all members in "good standing" who maintain a current email address with the club and choose to receive the Feedline in this manner. The Feedline shall also be made available publicly, for download on the club website. Members may choose to receive a printed version of the Feedline via USPS First Class mail for the additional cost of printing and postage as determined by the Executive Committee.

#### Article VI

##### 6.0 COMMITTEES AND APPOINTMENTS

The following ongoing appointments will be made each year: Ham-O-Rama Chairperson, and Field Day Chairperson.

Committees will be formed as needed by the Executive Committee or the Chairman President.

Committee positions may include (but not limited to): Net Manager, Club Historian, Disaster Chairperson, FEEDLINE Editor, Education Coordinator, and Club Station License Trustee.

#### Article VI

##### 7.0 CHANGES TO THE CONSTITUTION and BYLAWS

Two methods exist for changing the Constitution and Bylaws.

A. Any member may propose changes by presenting proposal to the membership at a General Meeting. The Executive Committee shall review the changes and if approved by that body, the secretary shall notify the full membership via the FEEDLINE that proposed revisions to the bylaws will be presented at the next General Meeting. At = General Meeting, no less than one (1) week after the publication of the proposed changes, the Club may entertain and act on a motion to amend the bylaws. Any change in the Constitution and Bylaws will require approval by a majority of the full membership present at the General Meeting following the announcement.



B. The second method is by petition. A petition signed by a majority of the full membership of the Club will effect the proposed change.

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8.0 EXCLUSIVE APPLICATION

These Constitution and Bylaws shall supersede and replace any previous governance documents or revisions thereof of the Northern Kentucky Amateur Radio Club, Inc.

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Article IX

9.0 DISSOLUTION

In the event the NKARC is dissolved, all assets shall be donated to a non-profit Amateur Radio Club or organization, or will be sold and all of the funds shall be donated to a non-profit Amateur Radio Club or organization in accordance with the Articles of Incorporation on file with the State of Kentucky, as directed by the Executive Committee.

The preceding Constitution and Bylaws were approved at the General Meeting of the Northern Kentucky Amateur Radio Club, Inc. on November 13, 2006 Jenuery 10, 2005.

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