



W5KS  
Lawton-Ft Sill Amateur Radio Club  
P.O. Box 892  
Lawton, OK 73501

## Bylaws of the Lawton-Fort Sill Amateur Radio Club

**Preamble** Bylaws provide detailed and specific actions mirroring the Constitution to ensure the smoothest possible functioning of the Club, to establish management structure, and dispute resolution processes. This legally binding document serves as an operating manual for this Club and is developed by the Executive Board with the input and approval from the Membership. Changes to this document may be made by a quorum of the Executive Board Members with approval of Club Membership. Violation of these Bylaws by ANY Club Member may result in termination of membership as described in Article II of the Constitution and these Bylaws.

To provide examples of forms referred to in this document, Annexes are attached to the end of this document.

### Article I: Objectives

**Section 1: Purpose:** The purpose of our Club is in line with the objectives of the ARRL as quoted in the Constitution. Our Club Membership strives to meet this statement of purpose by:

- a. Encouraging our Membership to remain open to participation in as many facets of the Amateur Radio hobby as is possible.
- b. Encouraging and supporting participation in outside organizations with ties to Amateur Radio
  1. Amateur Radio Emergency Services (ARES ®)
  2. Military Amateur Radio System (MARS)
  3. Salvation Army
  4. Veterans of Foreign Wars (VFW)
  5. American Legion
- c. Supporting educational programs of
  1. The local school district.
  2. The Boy Scouts of America.
  3. The Girl Scouts of America.
- d. Ensuring the highest standards of individual operator proficiency, knowledge, and radio conduct by Members of this Club.
- e. Training ourselves and others in radio operations.
- f. Ensuring we have the most up-to-date understanding of the rules of Title 47 of the Code of Federal Regulations, Chapter 1, Subchapter D, PART 97 - AMATEUR RADIO SERVICE.
- g. Keeping up to date with changes in technology, policies, and organizations relevant to Amateur Radio.
- h. Support community charity activities such as bike rides, marathons, parades, and other events with communications.

**Section 2: Goals:** Club Goals help our Membership to develop a common sense of purpose and give all Members a marker for success as radio enthusiasts. Our goals, in no specific order, include but are not limited to:

- a. Maintain a relevant presence in the local community.

- b. Routinely provide a time and location for meetings for the purpose of socializing and conducting Club business.
- c. Encourage the free exchange of radio knowledge, experience, and expertise among the amateur radio community.
- d. Provide training and mentorship for new members with classroom and hands-on instruction and Elmer support.
- e. Encourage the Club Membership and community youth to learn both theoretical and practical applications of amateur radio.
- f. Ensure member readiness to react in support of emergency operations.
- g. Participate in ARRL and other contest activities as a club.
- h. Provide community events and emergencies with consistent, quality communication support when called upon.
- i. Be flexible as a club to adapt to current and future ham radio aspects, opinions, and club member interests.

## Article II: Membership

**Section 1: Qualifications:** Membership in this Club is voluntary in nature, but the Club itself is incorporated in the State of Oklahoma and subject to rules and regulations pertaining to nonprofit organizations. One such regulation is qualifications for Membership. These shall be established by the Executive Board and ratified by Membership as need is identified or at least annually. These qualifications shall be consistent with Federal, State, and local laws and shall not be implemented in any discriminatory manner regarding race, gender, religion, disability, orientation, or political leaning. Each Membership Type has its own individual qualifications, but common qualifications are as follows:

- a. A valid, current Amateur Radio license, category HA, granted by the Federal Communications Commission (FCC). Unpaid Members are exempt from this requirement.
- NOTE: Other radio service category licenses (i.e., aircraft, commercial, GMRS) do not qualify.**
- b. Current, accurate contact information updated with the Club Secretary at the beginning of each annual dues period.
  - c. Full payment of dues for a Membership as described in Article II, Section 3 of these Bylaws
  - d. No adverse actions may have been taken against the individual by the FCC in the last Five (5) years (i.e., revocation of license, confiscation of equipment, censure). A violation warning is acceptable provided the issue was corrected in an appropriate manner.
  - e. A Membership Application is filled out annually and kept on file by the Club Secretary.

**Section 2: Membership Privileges:** The general privileges of Membership in the Club are provided to holders of a paid Club Membership. Some privileges have age restrictions. Club Member privileges include but are not limited to:

- a. Voting rights on all decisions brought before Club Membership. Proxy or absentee votes shall not be accepted, Members shall be present to vote, either in person or online through an approved online meeting platform or amateur radio net.
- b. Eligibility to be elected to office on the Executive Board (with exceptions)
- c. Eligibility Serve on Club Committees (with exceptions)
- d. A right to bring petitions before the Executive Board or Club Membership.
- e. Make motions or second motions at Club Membership and Annual meetings.
- f. Participation in the planning, execution, and after actions of any Club activities, support missions, or meetings.

**Section 3: Membership Types:** Membership begins on the First (1<sup>st</sup>) day of January and ends on the Thirty-First (31<sup>st</sup>) day of December of a calendar year. Renewal by current Club Members shall be purchased by the Fifteenth (15<sup>th</sup>) day of February the following year. After this date, existing Club Members who have not paid dues shall be moved to the Unpaid Membership roster and shall have no privileges until such time as full renewal dues are paid. Failure to pay dues to maintain Membership by December Thirty-First (31<sup>st</sup>) of the unpaid year shall result in removal from the active roster. After Two (2) years the Membership shall be terminated. New Members who join after the First (1<sup>st</sup>) of January may qualify for prorated dues. Qualifications, dues, and prorations shall apply to the Five (5) Membership Types as follows:

**a. Full Membership:** Full Membership is an individual membership for a licensed amateur who is Eighteen (18) years of age or older and are afforded all the privileges outlined in Article II, Section 2 of these Bylaws. A full membership costs Twenty-Five dollars (\$25) annually and is prorated for new members by Two dollars (\$2) each month starting on the First (1<sup>st</sup>) day of February. Full Members are allowed to observe closed Executive Board meetings.

**b. Family Membership:** To assist Full Members with families to thrive in the Club, allowing for children and/or spouses to advance and grow in amateur radio. Privileges shall be afforded to all family members that qualify for Full Membership. Licensed minors shall have privileges afforded to their age as described in Article II, Section 2 of these Bylaws. A Family Membership costs Forty dollars (\$40) annually and is prorated for new members by Three dollars (\$3) each month starting on the First (1<sup>st</sup>) day of February.

**c. Student Membership:** This Membership is for licensed minors enrolled in an approved educational program who are not otherwise covered in a Family Membership. Student Members shall be afforded the privileges of Club Membership as described in Article II, Section 2 of these Bylaws. A Student Membership costs Twelve dollars (\$12) annually and is prorated by One dollar (\$1) each month starting on the (1<sup>st</sup>) day of February.

**d. Lifetime Membership:** A Lifetime Membership shall cost Five-Hundred dollars (\$500) and may be bought individually or as a gift by any other Member for a qualified existing Member at any time. There is no proration for this Membership Type. Individuals with a Life Membership have a Full Membership status and shall no longer be required to pay annual dues but are still required to fill out an annual Application for Membership to maintain current contact information on the Club Membership roster. A Life Member also has priority for use of Club equipment and callsign for Amateur Radio activities. To qualify for a Life Membership, long-standing Members of this Club shall have:

1. Supported this club with participation in activities and functions.
2. Full Club Membership maintained for at least the last Fifteen (15) years without interruption.
3. ARRL membership maintained for at least the last Fifteen (15) years without interruption.
4. A current FCC license for at least the last Fifteen (15) years without interruption.

**NOTE:** Members on any previous membership rosters listed as a Life Member or can show proof of having paid for such status, shall be grandfathered in even if they do not meet the requirements in this document to be a Life Member.

**e. Unpaid Membership:** An Unpaid Member is any person with an interest in amateur radio and this Club. Persons with this Membership include:

1. Individuals interested in amateur radio (Licensed or Unlicensed) who do not wish to pay for Club Membership

2. Existing Members who have not paid their dues by the Fifteenth (15<sup>th</sup>) day of February of the current year
3. Visiting Members of other radio clubs or organizations of interest to amateur radio
4. Terminated Members who are not permanently banned from this Club

**NOTE: There is no cost for this membership though the requirement to maintain current contact information with the Club Secretary remains. Unpaid Members enjoy none of the tangible privileges of Membership but are encouraged to participate in Club activities and meetings.**

**Section 4: Termination of Membership:** At times in any Club, some Members come into a conflict (real or perceived) with policies and/or procedures of the Club or other Club Members, which becomes detrimental to the good health, order, and/or reputation of that Club that just cannot be resolved through normal means. At that time, it becomes necessary for the Members of this Club to make decisions about terminating the Membership of that individual(s). There are Two (2) types of termination, voluntary or termination for cause.

**NOTE: Terminated Members, voluntary or otherwise, shall forfeit all Membership Dues paid for that current year.**

**a. Voluntary Termination:** A Member may at any time and at their discretion terminate their association with this Club and its activities. There is no penalty for doing so, however, any dues paid for the current year shall not be refunded. As a courtesy it is asked that Members terminating their membership provide a written resignation notice to the secretary (email is acceptable but text is not) explaining the Member's position and grievances so the Board may examine any issues that caused their exit. With this information, the Board may be able to take action to improve the Club activities and policies.

**b. Termination for Cause:** Club Members may be terminated for the benefit and betterment of the Club for actions that cause that Member to no longer be in good standing. Such causes include but are not limited to:

1. Proxy voting for external parties with intent to sway Club policies.
2. Fraud, waste, or abuse of Club equipment, callsign, funds, or Members.
3. Wanton or negligent damage or loss of Club equipment.
4. Adverse FCC actions that result in termination of license.
5. Threats to the safety and well-being of other Club Members or the Club in general be it verbal, physical, mental, or moral.
6. Coercion, intimidation, or other bullying behaviors directed at the Club, or Club Members.
7. Any circumstances that cause a Club Member to become disqualified for the Membership they hold.
8. Any actions that the majority of Club Members deem to be detrimental to the lawful existence, orderly function, or public reputation of the Club.
9. Spurious accusations of the above toward any Club Member, regardless of Membership status.

**c. Membership Termination Process:** This process may be enacted by any Club Member(s) by making a motion at a regularly scheduled Club meeting (i.e. Annual, Club Membership, Executive Board) and seconded by an Executive Board member. When a member is accused of or determined to have conducted themselves in an unacceptable manner, the President shall convene a closed Unscheduled Executive Board meeting to investigate and plan for the next steps.

1. The Board shall determine if the qualifications for termination are indeed met.

2. If qualifications are not met the matter shall be dropped and stricken from the Club records.
3. If qualifications are met, the Board shall decide what remedial actions or consequences are needed (i.e., censure, temporary or permanent termination of membership, etc.) with a two thirds (2/3) Executive Board quorum.
4. All Board decisions in such matters shall be final.
5. Records of these proceedings shall be placed in permanent Club records and archives.
6. The results of this meeting shall then be taken to the next regular Club Membership meeting for a quorum of Club Membership to approve the termination.
7. A copy of the termination record shall be provided to the terminated individual.

**d. Terminated Membership Returns:**

1. If a member is permanently terminated, they may not reapply for Membership in this Club.
2. Temporary termination shall be no less than six (6) months from the date of termination.
3. After such time, the terminated individual may:
  - i. Apply for a Membership for which they are qualified,
  - ii. Pay full dues for the current year without prorate
  - iii. Resume Membership activities with all associated privileges of their Membership.
4. A member that has been terminated shall not be eligible for Life Memberships even if having previously purchased a Life Membership prior to the termination.

**Article III: Executive Board:** As the body responsible for governance of this Club, the Executive Board is entrusted to oversee the Club’s operations and activities in a transparent and open environment.

**Section 1: Indemnification** is the state of holding the Executive Board, its members, and any of its appointees blameless for negative results of actions and decisions taken in good faith and with intent to advance the interests of the Club and Amateur Radio.

- a. Only absolute transparency in operations and decision making makes this possible. All Club Members are entitled to know what their elected leadership is doing on their behalf; thus, all Executive Board meetings shall be open to Club Membership observation.
- b. If a Club Member is unsure of the activities and decisions of the Executive Board, they only need to ask an Executive Board member at the appropriate venue.
  1. At Club Membership meetings.
  2. By text or phone if the Executive Board member allows.
  3. By email to the Executive Board member’s Club email.
  4. Through one of the Q&A sections of Club social media platforms.

**Section 2: Executive Board Member Qualifications:** To be eligible for election to the Executive Board, a Club Member shall meet the following:

- a. Club Member in good standing with a Full Membership, Family Membership qualified as Full Members, or Life Membership in this Amateur Radio Club.
- b. Current membership in ARRL.
- c. Shall be at least Twenty-One (21) years of age.
- d. Shall not have resigned or been removed from any Executive Board or Committee position in the previous Five (5) years.
- e. Shall not have had Membership terminated by the Executive Board in the previous Five (5) years.

**Section 3: Executive Board Authority and Responsibilities:** The Executive Board’s authority allows the Executive Board to conduct Club business operations and to represent the Club in negotiations with outside organizations. Examples of Executive Board responsibilities and authority are:

- a. Negotiate Memorandums of Understanding with external partners for use of equipment, facilities, repeaters and any other resource by the Club or partner to mutually support activities and events.
- b. Approve and coordinate use of Club equipment for Club Member activities and events.
- c. Review and update policies and procedures for Club operations with ratification by Club Membership.
- d. Provide oversight to appointed committees.
- e. Annually sign an updated Constitution and Bylaws to be kept in the custody of the Secretary.
- f. Termination of Club Membership if cause is established in accordance with Article II, Section 4 of these Bylaws.
- g. All Executive Board members are highly encouraged to attend and participate in all Scheduled and Unscheduled Club meetings and Nets.
- h. Other duties and authorities as given by quorum of Club Membership.
- i. Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.

**Section 4: Election of Executive Board Members:** The election of Executive Board members is undertaken by a committee appointed by the President for that purpose. This committee shall operate under the guidelines provided in Article IV, Section 2.a. of these Bylaws.

**Section 5: Executive Board Vacancies:** For a vacancy of the Presidency, the Vice President shall immediately assume the duties of President and appoint a new Vice President from the Executive Board Membership. That Executive Board member, except for the Secretary, shall maintain their current office for the remainder of their term or until a special election is held. Other vacancies shall be filled by special election at the next Club Membership meeting. Special elections are conducted in one sitting at a Club Membership meeting with nominations and voting taking place as “New Business” in the meeting minutes.

**Section 6: Removal of Executive Board Members:** Executive Board members who are derelict in their duties, incompetent, commits offenses that would lead to termination of Club Membership, or displays disregard for the best interest of the Club may be removed from office. Impeachment process of an Executive Board member in order:

- a. Any Club Member motions for dismissal at either a Scheduled or Unscheduled meeting of Club Membership.
- b. The motioning Club Member shall explain their reasoning and provide their evidence to the Club Membership.
- c. The Executive Board member shall be given a chance to respond with counter arguments and supporting evidence, or to resign their position.  
**NOTE: Resignations shall be written and provided to the Secretary physically or by email within Five (5) days of the resignation effective date. Text messages, blog posts, or any other notification form shall not be acceptable.**
- d. Any other Club Member may second the motion.
- e. The President (or Vice President if Presidential removal is motioned) shall then call for a vote in accordance with meeting vote procedures.

- f. A Two-Thirds (2/3) quorum of Club Members is required for the removal.
- g. Executive Board vacancies shall be filled in accordance with Section 5 above.
- h. If the individual resigns or is dismissed for dereliction or incompetence, they may retain Club Membership.
- i. Otherwise, Membership termination procedures may be enacted by the Executive Board.

**Section 7: Executive Board Members:** Roles and responsibilities of the Executive Board members are as follows:

**a. President:**

1. The President shall act in the best interests of the Club.
  - i. Place the Club, its Membership, and the Amateur Radio hobby with the highest priority in actions and decisions.
  - ii. Oversee and direct all business affairs of the Club, subject to advice of the Executive Board and requirements of the Constitution and Bylaws of this Club.
  - iii. Take direction from the Club Membership and Executive Board
2. The President shall maintain a President's Binder which includes
  - i. The Constitution and Bylaws
  - ii. A digest of Club activities, meetings, committees, and events for the current year. This digest shall be provided to the Archivist/Historian at the end of the year to be filed in the archive.
  - iii. Other items deemed to be of Club historical interest as determined by the President which shall also be turned in to the Archivist/Historian.
  - iv. Committee appointments the President has made
  - v. The President's bank card.
  - vi. The President's mailbox key.
3. The President represents the Club in most social or business interactions, except in the case were delegated to the Executive Board or Committees as required by the Bylaws of this Club
4. In conjunction with the Executive Board Members or Committee Chairs, The President has negotiation and signature authority for the following Club instruments:
  - i. Deeds
  - ii. Mortgages
  - iii. Bonds
  - iv. Contracts
  - v. Memorandum of Understanding. A MOU shall be negotiated with all external organizations.
  - vi. Community event coordinating
  - vii. Any other instruments which the Executive Board has authorized, except when that authority has been delegated to another by the Executive Board or these Bylaws.
5. The President sets meeting agendas and provides them to the Secretary for publishing. The agenda shall be published no later than Three (3) business days prior to that meeting except for Unscheduled meetings. All agendas shall have at minimum
  - i. Date of Meeting
  - ii. Purpose of Meeting
  - iii. Roll call
  - iv. Executive Board Member Reports
  - v. Committee Chair Reports
  - vi. Old Business
  - vii. New Business
6. The President may call Unscheduled meetings when necessary.

7. The President or chosen representative shall preside over Scheduled and Unscheduled meetings.
  8. The President ensures that all meetings proceed in accordance with Robert's Rules of Order© and proper decorum and order is maintained.
  9. The President appoints Committees to be formed.
  10. The President appoints and directs Committee Chairs and shall be updated by the Committee Chair when directed to do so. The President has the right to remove the Committee Chair and shut down the committees that the President has appointed.
  11. The President is required to establish and/or maintain working relationships with area Amateur Radio Clubs and organizations on behalf of the Club
  12. The President shall provide monthly reports to Club Membership about Executive Board actions and decisions and Club status.
  13. At the end of their term, the out-going President shall have a meeting with the incoming President to explain the financial, operational, and functional position of the Club, its members, and its assets. They shall also discuss any problems encountered; view and discuss files and procedures used; and discuss any recommended actions to be taken by the incoming President. The President shall also turn over the President's binder (excluding items turned over to the Archivist/Historian), bank card and mailbox key to the new President.
  14. The President may perform incidental duties as directed by the Executive Board or Club Membership.
  15. Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.
- b. Vice President:**
1. The Vice President shall act as President in their absence as delegated by the President or Executive Board as provided for in the Bylaws.
  2. The Vice President shall assume the Presidency in the event of the President's removal from office by death, resignation, or Club Membership decision as provided for in the Bylaws.
  3. The Vice President shall be a subject matter expert to advise the Club Membership and Executive Board in matters of Robert's Rules of Order ©, Club Constitution, and Club Bylaws.
  4. The Vice President shall assist the President in maintaining order in Scheduled and Unscheduled Meetings.
  5. The Vice President shall provide direct oversight and accountability to Committees deemed essential to Club operations.
  6. The Vice President shall provide oversight and receive reports from Voluntary Club Officials.
  7. The Vice President will coordinate training sessions or guest speakers at Club Membership meetings.
  8. The Vice President will coordinate Net control for Club weekly nets.
    - i. Assign and schedule Net control duties.
    - ii. Ensure proper procedures are followed by Net control.
    - iii. Keep a record of attendance and announcements for weekly Nets.
  9. The Vice President may perform other duties as delegated by the President or Executive Board.
  10. Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.
- c. Secretary:**



1. The Secretary shall act in the best interests of the Club.
2. The Secretary will maintain a binder that records their year in office. Records from this binder will be turned over to the Archivist/Historian at the end of the year to be filed in the archive. This binder will contain:
  - i. Constitution and Bylaws.
  - ii. A current Club Membership roster.
  - iii. Meeting minutes of all Club Scheduled and Unscheduled meetings.
  - iv. Attendance Roster for all Club meetings.
  - v. Any correspondence received in the Club mailbox.
  - vi. Any documents pertaining to Club operations.
3. The Secretary will announce Club meetings.
  - i. The Secretary will notify all club members, listed in the membership roster, by email within Three (3) business days in advance of Scheduled meetings.
  - ii. The Secretary will announce Scheduled meetings on the Club weekly net.
4. The Secretary shall attend all Scheduled and Unscheduled meetings.
5. The Secretary will record the minutes and attendance of all Club and Executive Board meetings. These records will be made available to the Executive Board or Club Membership when requested. Minutes of meetings will be published by the Secretary within Three (3) days of a meeting.
6. The Secretary shall keep and maintain the membership list of all paid and unpaid Club Members. The list will include the
  - i. Name
  - ii. Call sign(s)
  - iii. Address
  - iv. Phone number(s)
  - v. Email address
  - vi. ARRL status
  - vii. Federal Registration Number (FRN)
7. The Secretary will maintain the current year's Club official records and documents as completely and correctly as humanly possible and ensure that they are publicly available.
8. The Secretary will coordinate Club meeting locations and times.
9. The Secretary is custodian of the Club PO Box. The Secretary shall update the Post Office signature card (Form 1093) within ten (10) business days of the election, and list those individuals authorized to receive or pick up mail. The Post Office is located at 501 SW 5th Street, Lawton, OK (P.O. Box 892) and shall be checked weekly at a minimum. The second mailbox key will be given to the President for reserve safekeeping.
10. The Secretary will receive and send all club correspondence. Report to the Executive Board on the content of all correspondence. The Secretary shall receive and send all club correspondence to membership. The correspondence includes, but is not limited to emails, newsletters, reports, rosters, filings, and other communications.
11. At the end of their term, the Secretary will have a meeting with the incoming Secretary to explain the operations of the Club and how to record them; discuss any problems encountered; view and discuss files and procedures used; and discuss any recommended actions to be taken by the incoming Secretary. At this meeting the Secretary will hand over the Mailbox Key and Secretary binder (excluding items turned over to the Archivist/Historian) to the new Secretary.
12. The Secretary may perform other duties delegated by the President or Executive Board.
13. Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.

**d. Treasurer:**

- 1.** The Treasurer will prepare an annual budget for the Club at the beginning of their term in office and present it to the Executive Board at their First (1<sup>st</sup>) meeting. The budget needs to cover at least:
  - i.** Administrative expenses that arise each year.
  - ii.** A projected budget to be allocated to each required committee to support their activities through the year.
  - iii.** A projected budget to be allocated to each activity planned for the year.
  - iv.** Analysis of previous budgets and how they affect the current year.
  - v.** The Executive Board will discuss, adjust, and approve this budget to be a roadmap for the Club's activities in the current year.
- 2.** The Treasurer shall act in the best interests of the Club. The Treasurer shall take care to comply with all legal requirements required by the IRS and State of Oklahoma for non-profit organizations. The Treasurer is the keeper and manager of all financial information for the Club.
- 3.** The Treasurer will maintain a Financial Journal for the current year. This Financial Journal will be turned in to the Archivist/Historian at the end of the year for filing in the archive. The Financial Journal should match the bank statements, and include all income and monies paid out. If there is a discrepancy, this should be reported to the Executive Board to investigate immediately. The Financial Journal will contain.
  - i.** Receipts for all incoming money.
  - ii.** Receipts and invoices for all outgoing money.
  - iii.** Monthly bank statements
  - iv.** The annual budget.
  - v.** The Club assets list.
  - vi.** The monthly Treasurer Reports
  - vii.** Any Club grant requests
- 4.** The Treasurer will issue receipts for all incoming monies, donations, and dues. The Treasurer shall record all income in the Financial Journal immediately after it is deposited.
- 5.** The Treasurer shall be responsible for reconciling the checking account; monitoring savings accounts; and filing bank statements and canceled checks.
- 6.** The Treasurer will ensure to receive a receipt or invoice for any payments made on behalf of the Club. If the bank card is used to pay club expenses, the Treasurer shall ensure that they advise the Executive Board and club members accordingly before they make the relevant purchases.
- 7.** All bank account withdrawals shall have Executive Board approval and at least two signatories from the Executive Board, one of which shall be the Treasurer.
- 8.** The Treasurer will prepare a monthly report of all income and expenditures for the Executive Board and Club Membership meetings.
- 9.** Ensure that all current year Financial Records are available to any Club Member.
- 10.** The Treasurer shall maintain an asset list of all items and equipment owned by the Club. Examples of assets include repeaters, antennas, radios, amplifiers, computers, software, trailers, and any other tangible property. A list of assets shall be retained by the Club and forms part of the Financial Journal. The Executive Board may request to view the list of club assets at any time.
- 11.** The Treasurer is the Club Representative with the IRS and Oklahoma Tax Commission and ensures that Club tax forms are filled out and filed with the IRS and OTC within the deadlines and laws established by those government entities.

**12.** At the end of their term, The Treasurer shall hand over all the important documents necessary for the incoming Treasurer to conduct Club financial operations. The incoming Treasurer will need to receive the following items:

- i.** The Financial Journal binder.
- ii.** The Treasurer's bank card.
- iii.** The Checkbook.
- iv.** A new receipt book.

In addition, the out-going Treasurer will have a meeting with the incoming Treasurer to explain the financial position of the club and how it operates; discuss any problems encountered; view and discuss files and procedures used; and discuss any recommended actions to be taken by the incoming Treasurer. The Treasurer Binder (excluding items turned over to the Archivist/Historian), Treasurer's bank card, checkbook, and receipt book will be turned over to the incoming Treasurer at this meeting.

**13.** The Treasurer may perform other duties required by the President or the Executive Board.

**14.** Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.

**e. Members at Large:**

- 1.** Members at Large shall act in the best interests of the Club
- 2.** Two Members at Large are on the Executive Board to be a check and balance ensuring that the Executive Board is in line with the Club Membership and acting in their best interests.
- 3.** One Member at Large will be appointed as Chair of the Election Committee by the President no later than the July Executive Board meeting.
- 4.** Members at Large will be called upon by the President to Chair various committees deemed essential to Club operations.
- 5.** Members at Large will assist the Treasurer and Equipment Manager with an annual inventory of Club equipment.
- 6.** Members at Large will avail themselves to any Club Member to hear their concerns and bring those concerns to the Executive Board.
- 7.** Perform other duties delegated by the President or Executive Board.
- 8.** Timelines for these duties may be missed due to Work or Family obligations, vacations, and/or illness of the Executive Board member responsible for that duty; however, the duty shall be completed as soon as possible.

## **Article IV: Committees**

### **Section 1: Committee Requirements**

- a.** The President appoints and dissolves all committees and appoints or relieves Committee Chairs.
  - 1.** Upon appointment, a Committee Chair will begin to seek volunteers to be on that committee.
  - 2.** The Committee Chair will select a recorder to keep minutes of the meetings from those volunteers.
- b.** No committee or chairperson shall receive or spend club funds, nor be reimbursed for expenditures, without first submitting a written request to the Executive Board for consideration and receiving approval from a quorum at a Club Membership meeting.

- c. All committees shall consist of at least a Chair, a Recorder, and at least one other Club member. Exceptions shall be approved by the Executive Board.
- d. All paying Club Members are eligible to be on a committee.
- e. Club Members shall be at least Eighteen (18) years of age to be appointed as Chair of a committee.
- f. Committee Chairs shall provide the Executive Board and Club Membership with reports on needed Club equipment, timelines, progress, issues with completing tasks, and funding needs when required by the Bylaws or at the order of the Executive Board.
- g. Committee meetings will be conducted in accordance with Article VI of these Bylaws.
- h. Timelines for committee duties may be missed due to Work or Family obligations, vacations, and/or illness of the Chair or another member responsible for that duty; however, the duty shall be completed as soon as possible.

**Section 2: Required Committees:**

**a. Election Committee**

1. The Election Committee will be Chaired by a Member at Large appointed by the President of the Club.
2. The Committee chair will be designated no later than the July Executive Board meeting.
3. The Election Committee will prepare nomination forms to be presented to be mailed along with a stamped return envelope to each paid Club Member no later than the date of the September Club Membership Meeting.
4. The nomination forms shall be returned no later than October First (1<sup>st</sup>). Forms can be mailed in or presented to the Committee Chair or Club Secretary in person. Mailed forms shall be postmarked by October First (1<sup>st</sup>) to be accepted and will be picked up from the Club mailbox by the Club Secretary and turned over to the Election Committee Chair by October First (1<sup>st</sup>). Nomination forms postmarked or turned in after October First (1<sup>st</sup>) will not be accepted.
5. Once the nomination forms are in the care of the Election Committee, the committee will examine each candidate for Executive Board eligibility and then contact all qualified nominees for their consent to be on the Ballot for the nominated position.
6. Consenting nominees will then be announced at the November Club Membership meeting.
7. The Election Committee will then prepare Ballots to be used by all paid Club Members in attendance at the Annual Meeting in December.
8. Voting will take place at the Annual Meeting. The Election Committee pass ballots out to all paid Club Members and will present a secure box for ballots to be placed into. Write in nominations will be accepted as votes on the ballots. No absentee ballots will be accepted unless prior approval is given on an individual basis by the Executive Board.
  - i. Reasons for absentee balloting are family or work obligations or personal illness that prevents the Club Member from attending.
  - ii. Individuals attending the Annual meeting online may vote by speaking one on one with a designated Election Committee member.
9. Once all ballots have been filled and returned to the Election Committee representative, the Election Committee members will gather and count ballots. A representative will inform the President when all ballots have been counted.
10. When called by the President to announce the results, the Election Committee Chair will announce the winner of each office in turn.
11. The Committee Chair will have performed their final duty and dissolved the committee once all nomination forms, ballots, and results have been turned over to the Archivist/Historian to be filed.

**b. Public Affairs Committee**

1. The Chair of this committee is required to act as the administrator for the Club website as well as Executive Board email and shared drive.
  2. The purpose, goals, event calendars and overall message of the Club shall remain consistent across all platforms.
  3. The Club website (w5ks.org) shall be updated bi-weekly and is considered the source that other social media follows in its content.
  4. Any Club newsletter will be provided by this committee
  5. The Chair of this committee will report to the Executive Board and Club Membership at each Scheduled Meeting
  6. The Public Affairs Committee is the initial point-of-contact (POC) for community and Club events until that event's Committee is formed.
- c. Equipment and Maintenance Committee**
1. The Chair for this committee is the Club Equipment Manager
  2. This committee consists of volunteers to assist the Club Equipment Manager in their duties.
  3. This may be a one-person committee with Executive Board approval.
- d. Emergency Services Committee**
1. The Chair for this committee is the Emergency Services Coordinator.
  2. This committee consists of volunteers to assist the Emergency Services Coordinator in their duties.
  3. This may be a one-person committee with Executive Board approval.
- e. Testing Committee**
1. This committee is tasked with providing training and testing for new and current Amateur Radio operators to enhance their ability to advance to the next license class in accordance with FCC regulations
  2. This committee provides a VE (Volunteer Examiner) team certified by an FCC approved VEC (Volunteer Examiner Coordinator) organization. This committee would nominally be comprised of the VE team and chaired by the Team Liaison.
  3. This committee will coordinate with other local Amateur Radio VE Teams for testing dates and locations.
  4. This committee will keep record of the license class, testing dates, and FRN of Club Members.
- f. Event Committees**
1. Club activities and community activities to be supported by this Club and its Members with time, equipment, and personnel will be proposed at a Club Membership meeting, by a Club Member volunteering for the Chair of that committee, at least Four (4) months prior to the activity.
  2. A quorum of Club Membership at that meeting is necessary for the President to enact a committee for that activity and appoint its Chair.
  3. These committees will recruit, coordinate, plan, and execute any actions required for the Club and its Members to participate in the activity.
  4. At the end of the activity, the committee will prepare an After-Action Review (AAR) of the event detailing participants, successes, failures, and ways to improve for the next event.
  5. Examples of such activities
    - i. Field Days.
    - ii. Sporting Events.
    - iii. Other events that are requesting communication support.

**Section 3: Other Committees:** Other committees may be formed and dissolved to meet changing needs by decree of the President in agreement with the Executive Board and Club Membership.

# Article V: Voluntary Club Positions

## Section 1: Asset Management

### a. Club Historian

1. The Club Historian shall maintain physical custody of the Clubs Records Archives.
  - i. The Club Historian will receive the year's records from the Executive Board members at the Annual Executive Board meeting
  - ii. The Club Historian will have Thirty (30) days to have those records filed in the records archive and Sixty (60) days to digitize those records to be placed in the electronic archive.
  - iii. Filed records shall have all Personal Identification Information (PII) other than names and callsigns redacted before filing or digitization.
  - iv. The electronic archive will be held on the Executive Board shared drive and maintained by the Public Affairs Committee. At least Two (2) other drives containing backups of the archive shall be held by the President and Secretary. These backups shall be updated monthly.
  - v. It is recommended but not required that the Club Historian also be a member of the Public Affairs Committee.
2. The Club Historian will keep from harm and loss all items entrusted into their care.
3. The Club Historian shall attend all Scheduled and Unscheduled Executive Board meetings as an advisor to the Executive Board. The Historian will not have a voting capacity at the Executive Board meeting.
4. The Club Historian shall be prepared to provide any requested documentation in a reasonable time. Requestors will be provided with a copy of the record; the Club Historian will maintain all originals.
5. The Club Historian shall keep a log of received records and record requests detailing the source of the record, the date the record was received, and the date archived. The same information shall be recorded for record requests.
6. The record archive shall maintain at least the following items:
  - i. Copies of past Constitutions and Bylaws.
  - ii. Articles of incorporation for the Club.
  - iii. Tax Records for the Club.
  - iv. Meeting minutes and agendas.
  - v. Meeting attendance records.
  - vi. Bank statements.
  - vii. Committee reports.
  - viii. Event records.
  - ix. Any received QSL cards for the Club.
  - x. Newsletters.
  - xi. Club rosters with PII redacted.
  - xii. Other documents of interest to Club History and context.
  - xiii. Timelines for the Club Historian duties may be missed due to Work or Family obligations, vacations, and/or illness of the historian; however, the duty shall be completed as soon as possible.
7. Should the Club Historian be unable or unwilling to conduct their duties, they shall be replaced by the Secretary until such time as a new Club Historian can be appointed.

### b. Club Equipment Manager

1. The Club Equipment Manager shall chair the Equipment and Maintenance Committee.
2. The Club Equipment Manager shall attend all Club Membership meetings to provide a report on the state of Club Equipment.

3. The Club Equipment Manager shall maintain an inventory book of all durable equipment:
    - i. Serial Numbers
    - ii. Descriptions
    - iii. Any necessary maintenance, calibration, or periodic inspection records.
    - iv. Equipment accessories and other non-durable items do not need to be accounted for in this inventory log.
  4. The Club Equipment Manager shall conduct a full inventory inspection of all Club Equipment (with exception of the Club repeaters and attached hardware, those are the responsibility of the Trustee) once a year, noting any deficiencies in operation, missing accessories, or unsafe conditions. The Treasurer and Members-at-Large will assist with this inventory.
  5. The Club Equipment Manager shall ensure that all Club physical property is affixed with a non-removable label reading "Property of Lawton-Fort Sill Amateur Radio Club".
  6. The Club Equipment Manager shall report any maintenance deficiencies, loss, or damage of Club equipment to the Executive Board as soon as practicable.
  7. The Club Trailer fire extinguisher, smoke alarm, CO2 alarm, and propane leak alarm shall be inspected quarterly.
  8. Propane tanks shall be taken for inspection every Twelve (12) years in accordance with State and Federal regulations.
  9. The Club Equipment Manager shall coordinate or provide a storage location for the Club Trailer and other equipment.
  10. The Club Equipment Manager may be requested to move the Club Trailer to the location of an activity.
  11. Club equipment may be checked out of the Club Equipment Manager's possession for use for Club approved activities.
  12. The Club Equipment Manager shall maintain a logbook of all equipment used by Club Members. Club Members wishing to check out equipment shall coordinate a time to obtain it from the Club Equipment Manager.
    - i. Only paid Club Members can sign out equipment.
    - ii. The Club Equipment Manager and the Club Member will both verify the condition, identification markings, and accessories (if any) of the requested equipment.
    - iii. Every piece of equipment and accessory will be noted on an Equipment Receipt and signed for by the Club Member.
    - iv. When the equipment is returned it will be inspected to verify its condition, identification markings, and all accessories (if any). Damage or loss will be reported to Club Membership in the Club Equipment Manager report.
    - v. The Club Member will be held responsible for the damage or loss and shall reimburse the Club.
  13. Should the Club Equipment Manager be unable or unwilling to conduct their duties, they shall be replaced by a Member-at-Large until such time as a new Club Equipment Manager can be appointed.
  14. Timelines for Club Equipment Manager duties may be missed due to Work or Family obligations, vacations, and/or illness of the Equipment Manager; however, the duty shall be completed as soon as possible.
- c. Trustee**
1. The Trustee holds the Club Station License and is designated by the Executive Board.
  2. The Trustee shall attend scheduled Club Membership meetings.
  3. The Trustee shall attend scheduled Executive Board meetings when requested.
  4. The Trustee approves use of the Club callsign at the direction of the Executive Board.
  5. The Trustee shall maintain a log of Club Members use of the callsign and the activity for which it was used.

6. When the Club callsign is used for Club activities, the Trustee shall ensure the station is operated in accordance with Part 97 §97.103 and Club Bylaws. §97.103 states:
  - i. The station licensee is responsible for the proper operation of the station in accordance with the FCC Rules. When the control operator is a different amateur operator than the station licensee, both persons are equally responsible for proper operation of the station
  - ii. The station licensee shall designate the station control operator. The FCC will presume that the station licensee is also the control operator unless documentation to the contrary is in the station records. Control operators will
    - a) The control operator shall ensure the immediate proper operation of the station, regardless of the type of control.
    - b) A station may only be operated in the manner and to the extent permitted by the privileges authorized for the class of operator license held by the control operator.
  - iii. The station licensee shall make the station and the station records available for inspection upon request by an FCC representative.
  - iv. When deemed necessary by an EIC to assure compliance with FCC Rules, the station licensee shall maintain a record of station operations containing such items of information as the EIC may require in accord with §0.314(x) of the FCC Rules.
7. The Trustee shall be responsible for the operation and maintenance of Club repeaters and their attached hardware.
8. The Trustee will ensure the Club license is renewed with the FCC when necessary.
9. Should the Trustee be no longer capable or willing to carry out their duties, the Executive board will designate a new Trustee.
  - i. The new Trustee shall apply to the Club Call Sign Administrator of a VEC organization using that organizations application to recognize a new Trustee
  - ii. If using the ARRL VEC, use ARRL VEC Form 605-c. This form requires the signature of the new Trustee and the President.
  - iii. The new Trustee shall also notify the area Frequency Coordinator to update repeater records.
10. Timelines for Trustee duties may be missed due to Work or Family obligations, vacations, and/or illness of the Trustee; however, the duty shall be completed as soon as possible.

## **Section 2: Amateur Radio Essential Operations**

### **a. Testing Coordinator**

1. The Testing Coordinator shall be the Chair of the Training Committee.
2. The Testing Coordinator can be a liaison for either ARRL or W5YI or both.
3. The Testing Coordinator will coordinate testing times and dated with the other local organizations that have VE Teams.

### **b. Emergency Services Coordinator**

1. The Emergency Services Coordinator is the Club liaison to service organizations outside of the Club who will need radio operators for emergency operations.
2. The Emergency Services Coordinator will coordinate with the State and County ARES ® organizations on training, SETs, and real-world events.
3. The Emergency Services Coordinator will maintain records of the qualifications, training, and equipment of Club Members who have volunteered to participate in emergency services.



## Article VI: Meetings

### Section 1: Meeting Requirements

- a. These requirements apply to all Club meetings, Scheduled or Unscheduled.
- b. These requirements apply to all Club meetings be they for Club Membership, Executive Board, or Committees.
- c. All meeting locations and times shall be conveyed to Club Membership and other interested parties no later than one (1) week prior (with exception of Unscheduled meetings).
- d. All meetings are to be open to the public except for closed meetings of the Executive Board
- e. The minutes of all meetings shall be reported to the membership in writing (e-mail) within seventy-two (72) hours of completion of each meeting.
  1. This applies to both Scheduled and Unscheduled meetings.
  2. This applies to both Club Membership and Executive Board meetings.
- f. All meetings shall be conducted in accordance with Robert's Rules of Order
- g. Scheduled meetings for Club Membership or the Executive Board require the President or their designated representative to be present at the meeting in order to have official quorum.

### Section 2: Quorum and Voting

- a. A Quorum is defined as a majority of eligible, paid Members *present* at any Club meeting.
- b. Majority is defined differently depending on the circumstances in accordance with the Constitution and Bylaws of this Club.
  1. For most purposes a majority is defined as Fifty Percent (50%) or more of eligible voting Club Members present at a meeting.
  2. For some other purposes a majority is defined as Two-Thirds (2/3) or Sixty-Six Percent (66%) of eligible voting Club Members present at a meeting.
- c. Voting will be conducted verbally unless otherwise required by these Bylaws.
- d. The President or their designated representative will call for a vote on a matter.
  1. Those in ascent will acknowledge the President's call by stating Aye.
  2. Those in opposition will acknowledge the President's call by stating Nay.
  3. Club Members who are not present at the meeting will be considered to have chosen to abstain from voting.
- e. Votes on behalf of another Club Member or external parties (Proxy Votes) will not be accepted at any meeting for any reason and may be grounds for termination of Club Membership in accordance with Article II, Section 4 of these Bylaws.

### Section 3: Meeting Attendance

- a. Attendance to Scheduled meetings is required of all Club membership at least once a year.
- b. Executive Board members are highly encouraged to attend all Club Scheduled and Unscheduled meetings.
- c. To be considered present, Members shall attend in person or remotely on an approved platform if available for that meeting.

### Section 4: Scheduled Meetings

- a. Scheduled meetings have Two (2) phases, operational and discussion.
  1. Operational phase deals with reports from Executive Board members and Committee Chairs as well as review and update of Old Business.
    - i. Each report will be given Five (5) minutes to be completed. Extensions of that time limit shall be granted by a quorum of Club Membership
    - ii. Club Members will allow the individual providing the report to speak without interruption or be asked to exit the meeting location.

- iii. A period of question and answer will follow each report where Club Members may ask for clarifications of the content of the report. Each questioner will have One (1) minute to make their argument and the presenter will then have One (1) minute to reply to that concern. Other subjects will not be entertained at this time.
    - 2. Discussion phase deals with new business, proposals and motions, and any guest speakers or training.
      - i. Roberts Rules of Order will be followed.
      - ii. Those who wish to speak will raise their hand and wait to be recognized by the President.
      - iii. Online attendees will address the online stream monitor and they will inform the President of their desire to speak
      - iv. Each speaker will have One (1) uninterrupted minute to speak or rebut.
      - v. Discussion of a single topic will be limited to Fifteen (15) minutes.
      - vi. Topics that require a vote will be Motioned and Seconded before discussion starts and will be voted on when discussion ends.
      - vii. Topics may be voted for or against or may be set aside for later discussion and debate
  - b. **Annual:** There are two Annual Meetings, both in December. One is for Club Member business and the other is for Executive Board changeover.
    - i. The Annual Club Membership meeting will be held on the First (1<sup>st</sup>) Tuesday in December unless otherwise directed by a quorum of Club Membership.
    - ii. The operational phase of this meeting will consist of roll call and introductions, President comments, and voting instructions from the Election Committee.
    - iii. The Election Committee will then hold Executive Board elections in accordance with the procedures outlined in Article IV, Section 2(a) of these Bylaws. This is the only old business at this meeting
    - iv. The discussion phase for this meeting is to review and/or update the Club Constitution and Bylaws in accordance with Article VII of these Bylaws. This is to be the only new business at this meeting.
    - v. After the business of electing Executive Board members and Constitution and Bylaws updates are completed, the meeting is to be adjourned.
  - 2. The Annual Executive Board Meeting will be held on the Third (3<sup>rd</sup>) Tuesday in December for the purpose of changeover of Executive Board positions from the outgoing to the incoming as outlined in Article III.
- c. Club Membership**
- 1. Club Membership Meetings are held on the First (1<sup>st</sup>) Tuesday of the month at 7pm.
  - 2. The Club Secretary is responsible to coordinate locations and inform the Club Membership by email and announcements during the weekly Club net.
  - 3. All attendees shall be on their best behavior. Disruptive behavior will result in the Club Member being asked to leave the meeting.
  - 4. Attendees shall sign in with the Secretary.
  - 5. will proceed as follows:
    - i. The meeting will start with a call to order from the President and roll call.
      - a) The President will begin roll call by giving their:
        - 1) Name
        - 2) Callsign
        - 3) Position in the Club
      - b) Club Members will introduce themselves in turn with the same information.
    - ii. At this point the Operational phase of the meeting begins.
    - iii. The President will call for reports from the Secretary and Treasurer
      - a) Secretary will be allowed Five (5) minutes to provide a report that consists of a reading of the minutes of the last Executive Board meeting and a report of any

- incoming mail of interest. They will then answer any questions and resolve any issues that Members have with the report. This report shall be accepted by a quorum of Club Members.
- b) The Treasurer will be allowed Five (5) minutes to provide a complete report of all funds incoming and outgoing, the Clubs current total funds, as well as any other financial details requested by Club Members since the last meeting. They will then answer Club Member questions about their report. This report shall be accepted by a quorum of Club Members.
  - c) If Club Membership does not accept one or both reports, the Secretary and/or Treasurer will be given until the next Club Membership meeting to satisfactorily resolve the issues.
- iv. The President will then call for selected Committee Chairs in turn to provide reports of their committee's activities, needs, and decisions. The President will decide which committees need to report and will have these annotated in their published agenda.
  - v. The President will call for discussion and update of Old Business
    - a) Each old business topic shall be limited to no more than Ten (10) minutes of discussion.
    - b) Club Members responsible for an old business topic will be called in turn by the President to report any changes.
    - c) Club Members may ask questions or make suggestions in accordance with operation phase guidelines.
  - vi. The Meeting will then proceed to the discussion phase.
  - vii. The President will then call for new business.
    - a) The President will first present any new business on the agenda and discussion of such business will proceed in accordance with discussion phase guidelines
    - b) Any Club Member who wishes to make motions, proposals, or suggestions will raise their hands (or notify the stream monitor if online) and wait for the President to recognize them.
    - c) When recognized, the Club Member will then submit their traffic in accordance with discussion phase guidelines.
  - viii. Guest speakers and training (if any) will be provided Thirty (30) minutes for the presentation and a brief Q&A.
- d. Executive Board:** Executive Board meetings will proceed under the same rules and procedures provided for Club Membership meetings with the following exceptions:
- 1. Executive Board meetings are not normally attended by Club Membership, however any Club Member who wishes to attend to observe is welcome to do so as guests. Guests shall sign in with the Secretary.
  - 2. Executive Board meetings will be held on the Third (3<sup>rd</sup>) Tuesday of the month at 6pm. Location for this meeting will be coordinated by the Secretary and Executive Board members will be notified no less than Three (3) days prior to the meeting.
  - 3. The Secretary's report will include the minutes of the previous Club Membership meeting instead of Executive Board meeting minutes.
  - 4. Treasurer report will reflect the current state of Club finances on that date.
  - 5. Committee Chairs and any other persons that need to report to the board will be sent an invitation to be at the meeting.
- e. Committee Meetings:** Committee meetings will proceed under the same rules and procedures provided for Club Membership meetings with the following exceptions:
- 1. The word President will be replaced with Committee Chair.
  - 2. The committee recorder will record attendance.
  - 3. The Committee Chair has discretion as to the order, content, and timelines of the meeting.
  - 4. The Committee Chair is responsible for coordinating meeting times and locations.

### **Section 5: Unscheduled Meetings:**

- a. Unscheduled meetings are called by the President of the Executive Board (or Vice President in the President's absence), or a call by no less than Thirty percent (30%) of the Club Membership.
- b. Some Executive Board Unscheduled meetings may be closed to the public; however, Full Club Members may still attend closed meetings as guest observers.
- c. When circumstances do not allow for in-person meetings, the Executive Board may call a meeting on-air or online.
  1. On-air meetings are accomplished using a Club repeater or another authorized frequency.
  2. Online meetings will be conducted using the approved meeting applications.
- d. Meeting notification for on-air or online Scheduled meetings shall be no less than four (4) days prior to the meeting.

## **Article VII: Updating Club Policies and Procedures**

### **Section 1: Constitution**

- a. Updates to the Constitution will be conducted at the Annual Club Membership meeting.
- b. Ideally, the proposed changes will have been forwarded to the Secretary prior to the meeting to be collated and presented to Club Membership during President comments.
- c. Club Members with proposed changes will raise their hands and wait to be recognized by the President.
- d. Once recognized, the Club Member will have Two (2) minutes to present their proposed changes and the reasons for such changes.
- e. Discussion of the proposal will be limited to Ten (10) minutes, with each participant having One (1) minute to express their view.
- f. At the end of the time limit, the proposal will be voted upon.
- g. To gain the necessary quorum to be approved, the proposal shall gain a Two-Thirds (2/3) majority of Club Membership.
- h. This process will continue for proposed changes one by one until complete.

### **Section 2: Bylaws**

- a. Changes to the Bylaws will be conducted at the first meeting of the new Executive Board at their January meeting.
- b. Approval to make changes to the Bylaws will be obtained at the Annual Club Membership meeting and will follow the same procedure as Constitution changes.
- c. Quorum in this case is achieved with a simple majority of Club Membership approval.
- d. The updated and ratified Bylaws will be signed by the Executive Board Members at the January Executive Board meeting.

## **Article VIII: Dissolution of this Club:**

### **Section 1: Proposal**

- a. The decision to dissolve this Club is solely the responsibility of the Club Membership.
- b. Any Club Member may propose dissolution of the Club during the discussion phase of any Scheduled or Unscheduled Club Membership meeting.
- c. The Executive Board may elect to bring a dissolution proposal to the Club Membership with a quorum of a Two-Thirds (2/3) majority of its members. The President has the responsibility of presenting this proposal.

- d. Anyone proposing dissolution shall present a prepared statement outlining the reasons for, and the pros and cons of, dissolution. “Off the cuff” proposals shall not be entertained.
- e. Possible reasons for dissolution are too numerous to list in this document.

### **Section 2: Approval**

- a. The President shall call for a vote of Club Membership present to proceed with the proposal.
- b. A quorum consisting of Seventy Five percent (75%) of present Club Membership is required for approval.
- c. Having gained that approval, the Executive Board has Thirty (30) days to contact all Club Members on the paid roster and coordinate an *Unscheduled Club Membership* meeting.
- d. At this meeting the approved proposal for dissolution shall be presented to all paid Club Members for ratification.
- e. A quorum of Two-Thirds (2/3) majority of the *entire* roster of paid Club Membership is necessary for approval.
- f. Once approval of Club Membership is obtained, the Executive Board shall dissolve the Club and distribute assets as required by Federal, State, and local laws for non-profit organizations.

### **Section 3: Exceptions**

- a. If the Club is required to dissolve due to legal or financial reasons, the Club Membership shall be notified in writing explaining the dissolution within Fourteen (14) days and shall conduct the process of dissolution in accordance with the Federal, State, and local laws for non-profit organizations.
- b. If no Club Membership remains to dissolve the Club, the President, Secretary, and Treasurer shall conduct the process of dissolution in accordance with the Federal, State, and local laws for non-profit organizations.

### **Section 4: Disposal of Assets**

- a. Assets shall be distributed in accordance with Federal, State, and local laws for non-profit organizations.
- b. All equipment on loan from members shall be returned within Fifteen (15) days of dissolution approval.
- c. The Executive Board shall pay all outstanding bills within Fifteen (15) days of dissolution approval.
- d. The Secretary and Treasurer shall inform all relevant Federal, State, and local agencies to distribute the required assets accordingly.
- e. Remaining assets shall be placed in an open auction at a place and time coordinated by the Executive Board.
- f. Notification of the auction shall be made to all Club Members on the roster by phone and email no less than Ten (10) days prior.
- g. Funds from the auction and any monies remaining in the Club bank account shall be distributed evenly to all paid Club Members.
- h. The Treasurer shall close the Club bank account.
- i. The Secretary shall close the Club mailbox.
- j. The Trustee shall contact ARRL to remove the Club from rolls and inform the FCC of Club and call sign dissolution.

**Article IX: Ratification of this Document:** For updating policies and procedures of this organization to better align with current Federal, State, and local laws as well as the desires of the

Club Membership; this Constitution is ratified by a quorum of Club Membership in the Lawton-Fort Sill Amateur Radio Club on the sixth (6<sup>th</sup>) day of December in the year Twenty Twenty-Two (2022). This document is intended to be interpreted and enacted in the context of its entirety.

**We, the elected members of the Executive Board of the Lawton-Fort Sill Amateur Radio Club, licensed with the callsign W5KS do hereby sign this document on behalf of all Club Membership for the year of 2023\_\_\_\_\_**

**President:** \_\_\_\_\_  
Print Sign Date

**Vice President:** \_\_\_\_\_  
Print Sign Date

**Secretary:** \_\_\_\_\_  
Print Sign Date

**Treasurer:** \_\_\_\_\_  
Print Sign Date

**Member:** \_\_\_\_\_  
Print Sign Date

**Member:** \_\_\_\_\_  
Print Sign Date