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**MID-MO AMATEUR RADIO CLUB, INC.**

**BY-LAWS**

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**ARTICLE I - MEMBERSHIP**

**SECTION 1.** All persons interested in Amateur Radio shall be eligible for Club membership.

**SECTION 2.** A Club member is one who has been approved for membership by the Board of Directors, has been voted into membership by at least a two-thirds majority of Club members present at the meeting during which the application for membership was considered, has made timely payment of Club dues (as set out in ARTICLE VII of these by-laws), and is in good standing with the Club.

**ARTICLE II - OFFICERS**

**SECTION 1.** The elected officers shall be a President, Vice-President, and a Secretary-Treasurer. The elected officers shall serve a one-year term of office.

**SECTION 2.** Nomination of Club members for office in the Club shall be held at the November meeting and closed prior to balloting at the December meeting.

**SECTION 3.** Voting shall be in a manner selected by the president. Only votes by members attending the December meeting and absentee ballots will be used to elect the officers. Simple majority will select the winner. Newly elected officers shall take office on January 1<sup>st</sup>. Absentee ballots shall be placed in a sealed envelope, signed by the Club member so voting, and delivered to the Secretary-Treasurer prior to the meeting at which the election is to be held. Absentee ballots shall remain in their sealed envelopes and shall not be opened and counted until the time when regularly balloted votes are counted.

**SECTION 4.** Vacancies occurring between regular elections shall be filled by special ballot, providing a quorum is present, at the meeting at which the withdrawal or resignation is announced.

**SECTION 5.** Officers may be removed by a three-fourths majority vote of the Club members present at the meeting, providing a quorum is present.

**ARTICLE III - DUTIES OF OFFICERS**

**SECTION 1.** The President shall preside at all meetings of the Club; conduct the same according to the rules adopted; enforce due observance of the by-laws; decide all questions of order; sign all official documents that are adopted by the Club, and none other; and shall perform all customary duties pertaining to the office of President.

**SECTION 2.** The Vice-President shall assume all duties of the President in the absence of the latter. The Vice-President shall also serve as the Field Day Chairman. In the absence of both the President and Vice-President the Secretary-Treasurer shall assume the duties of the President.

### **ARTICLE III - DUTIES OF OFFICERS (cont'd.)**

**SECTION 3.** The Secretary-Treasurer shall keep a record of the proceedings of all meetings; maintain a roster of all Club members; submit applications for Club membership; carry on all correspondence; read communications at each meeting. The Secretary-Treasurer shall keep the Club by-laws up to date at all times, making timely changes as soon as the by-laws are amended. The Secretary-Treasurer shall receive and receipt for all moneys paid to the Club; and keep an accurate account of all moneys received and/or paid out. The Secretary-Treasurer shall pay no bills without proper authorization. For each monthly meeting, the Secretary-Treasurer shall prepare a brief statement of disbursements and receipts including a report of the current status of the Club's bank account. The Secretary-Treasurer shall make additional reports as requested by the President. The Secretary-Treasurer shall, at the expiration of his/her elected term, turn over all Club records and/or property in his/her possession to his/her successor.

### **ARTICLE IV - BOARD OF DIRECTORS**

**SECTION 1.** The Board of Directors shall consist of the officers of the corporation, described in Article II, and three additional Club members elected as described in Article II, Section 3. The president of the corporation shall be Chairman of the Board of Directors. The immediate Past President shall serve as an ex-officio member of the Board, but in the case that person is not able to serve, the Club shall elect a Club member to serve on the Board in that place.

**SECTION 2.** With the exception of the Club officers, members of the Board of Directors shall be elected for a three-year term by simple majority. Election of Board members shall be staggered such that only one Board member is elected each year. Rules for nomination and election of officers shall apply.

**SECTION 3.** In general, the Board of Directors shall be vested with power to exercise the authority of the Corporation embodied in these by-laws, such instructions as may be voted by the members of the Club and to administer, direct, and manage all of the Club's business.

**SECTION 4.** The Directors shall exercise supervision over all matters pertaining to real property, but the acquisition, transfer, sale or encumbrance of any real property shall be subject to referendum vote, conducted as herein-after provided.

**SECTION 5.** The Chairman shall call meetings at his/her discretion, or at the request of any two Directors. A quorum of four Directors must be present to hold a Board meeting.

### **ARTICLE V - GENERAL MEMBERSHIP MEETINGS**

**SECTION 1.** Meetings shall be held each month at published time and location. During the summer months, the Board may elect to curtail meetings following the meeting in July (to settle Field Day debts) through the end of August.

**SECTION 2.** In the conduct of all Club meetings, questions of parliamentary procedure shall be settled according to the latest edition of Robert's Rules of Order, unless otherwise ordered by simple majority vote of those Club members present.

**SECTION 3.** Five Club members, or one-third of the members of the Club, whichever is the lesser, shall constitute a quorum for any meeting. A simple majority shall decide all questions, unless otherwise specified in these by-laws. The presiding officer shall vote only in the case of a tie.

**SECTION 4.** Special meetings shall be called at any time by the Board of Directors, or by the President, when directed by a quorum majority vote of Club members present at any meeting.

## **ARTICLE VI - REFERENDA**

**SECTION 1.** To determine the position of the Club on any question, a vote of the Club membership may be taken by either: a) a voice vote by members present at a regularly scheduled club meeting; b) a show-of-hands vote; or c) a paper ballot. Determination of the voting method shall be made: a) at the direction of the Board of Directors; b) the presiding Club officer conducting the meeting, or; c) upon petition signed by no less than one-half of the Club members.

**SECTION 2.** To bind the Club to a decision by referendum vote, it shall be necessary that a two-thirds majority of the members voting accept the referendum.

## **ARTICLE VII - DUES**

**SECTION 1.** Club dues shall be based on projected needs of the Club treasury to cover normal operations of Club equipment, incidental costs associated with Field Day, incidental costs incurred with operating special events, and administrative costs involved with the Club as an organization.

a) The annual dues of the Club shall be set by referendum vote.

b) Dues shall be adjusted no more than once per calendar year, with new rates in effect from January through December.

**SECTION 2.** Club dues will be modified or waived when certain conditions are met as follows:

a) In the case of family Club membership, dues of each additional family member shall be one-half the full amount per person per year.

b) Dues for elementary and secondary school students (1<sup>st</sup> – 12<sup>th</sup> grades) shall be one-half the full rate.

c) Dues for college (undergraduate) students shall be one-half the full rate, for a period not to exceed four years.

d) Students taking part in AND having paid tuition for a Technician Licensing Class sponsored by the Mid-Mo ARC shall be granted Club membership for a period of twelve months from the date of the start of the class.

e) A Club member serving in the Armed Forces shall be granted Club membership without dues for a period not to exceed four consecutive years or ending when the Club member leaves the Armed Forces, whichever period is the shorter.

f) The Secretary-Treasurer, in recognition of the time and effort required to administer the office, shall be granted membership in the Club without dues for the duration of his or her tenure as Secretary-Treasurer.

**SECTION 3.** Payment of dues qualifies for a twelve-month membership. The one-year membership commences from the date of payment and runs to the end of the month in the following year.

**SECTION 4.** Membership renewal shall be at the discretion of the board.

## **ARTICLE VIII - COMMITTEES**

**SECTION 1.** The President shall appoint committees and chairpersons as needed.

**SECTION 2.** Committees shall remain in place as long as needed as determined by the president.

## **ARTICLE IX - FIELD DAY PARTICIPATION**

**SECTION 1.** It shall be the policy of this club that only Club members who are current with dues shall take active part in the conducting of the annual emergency preparedness exercise, commonly known as Field Day.

**SECTION 2.** In certain special situations, and upon approval by the Board of Directors, the Field Day Chairman may permit limited participation by guests of members. However, such participation shall not preclude or inhibit any operation by Club members previously scheduled to operate.

The intent of this article is to help to ensure that Club members benefit directly from this operation by virtue of their membership in the Club.

## **ARTICLE X - AMENDMENTS**

A Club member, at a regular meeting of the Club, shall submit amendment proposals in writing or verbally. Proposed by-law changes shall not be voted upon until the next regularly scheduled meeting at which a quorum is present, or at a regularly scheduled meeting held 60 – 90 days in the future, as determined by the presiding Club officer. Proposed changes to amend the By-laws must be posted to the Club's website and sent by electronic-mail (e-mail) to all Club members in good standing at least fourteen (14) calendar days prior to the meeting at which the vote will be held. These by-laws shall be amended by a two-thirds majority vote of the Club members present at the designated regularly scheduled meeting.

Date last amended: January, 2010

Adopted: March 10, 2011

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