

**Constitution**  
*of the*  
**Northern Kentucky Amateur Radio Club, Inc.**

**Preamble**

Wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Northern Kentucky Amateur Radio Club (NKARC) and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

**Article I Membership**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application upon such terms as the club shall provide in its By-Laws.

Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status or any other reason that would be biased or prejudicial.



## Article II Officers

### 1. Officers

The officers of this club shall be President, Vice-President, Secretary and Treasurer.

### 2. Election:

The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the annual meeting.

### 3. Multiple Offices:

An individual may not hold more than one office during the same term.

### 4. Vacancies

If greater than 6 months remaining in the term, officer vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation. If less than 6 months remain, the President will appoint an officer replacement.

### 5. Eligibility:

In order to hold an office an individual must be a voting member for at least one year and hold a valid Amateur Radio license issued by the FCC.

Officers must be a minimum of 18 years old and of good moral standing.

### 6. Resignation:

Any officer may resign his/her position in writing at which time all records and assets of the club will be turned over to the President or Vice President.

### 7. Removal of Officers:

Officers may be removed from office for cause, upon written petition of six (6) or more members presented to the President or Vice President. After investigation the petition will be presented to the membership at the next regular meeting of the club and a voted on by the membership.

Removal of an officer requires a three-fourths vote of the full membership.



## Article III Duties of Officers

### 1. President:

The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

### 2. Vice President:

The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club, as needed. He/she shall maintain close liaison with the local emergency communication organization.

### 3. Secretary:

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

The Secretary shall keep current any government registration outside financial or tax filings.

### 4. Treasurer:

The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization. At the end of each calendar quarter, he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor. Upon request by the Board of Directors, the Treasurer shall present current written records within 15 days.

The Treasurer shall report or file financial reports with government agencies as required.



## Article IV Meetings

- a. The By-Laws shall provide for regular and special meetings. At meetings, a minimum of one-third of the voting membership shall constitute a quorum for the transaction of business.
- b. *Robert's Rules of Order* shall govern proceedings.
- c. Remote access meetings are optional as determined by the President.

## Article V Dues

The club, by vote of members defined in the by-laws, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization.

Members are required to pay such dues or assessments to retain member privileges.

## Article VI Club Call sign

The club may elect to apply for a club call sign as provided by FCC rules Part 97, Currently K4CO. The President shall assign trusteeship of the club call sign.

The trustee shall be a Full Member of the club, meet the FCC requirements, and not had his/her Radio Amateur licensed revoked or sanctioned at any time.

## Article VIII Dissolution of The Club

### 1. Termination of Operation

In the event that the Board of Directors votes that the Club should be dissolved the motion for dissolution must receive more than two-thirds vote of the full voting eligible membership to pass.

### 2. Disposition of Assets

The Board of Directors shall handle the disbursement of all assets of the club. No member or group of members shall receive benefit from the assets.

All equipment will be sold and net proceeds donated to a non-profit organization. All remaining cash will be donated to a non-profit organization.



## Article IX Amendments

This Constitution or By-Laws may be amended by a two-thirds vote of the full voting eligible membership. Proposals for amendments shall be submitted at a regular meeting and shall be voted on at the next following regular meeting.

This Constitution and By-Laws will be reviewed for accuracy and need no less than biennially.



**By-Laws**  
*of the*  
**Northern Kentucky Amateur Radio Club, Inc**

**1. Membership**

- a. Full Membership is open to licensed Radio Amateurs.
- b. Associate Membership is open to all other interested persons.
- c. Full membership includes all club privileges in accordance with these by-laws.
- d. Associate membership includes all club privileges except for eligibility to hold office and voting.
- e. Newly licensed operators who have passed the FCC license exam using the NKARC provided exam services will be eligible for free club membership for the remainder of the current calendar year.
- f. Members may choose to not have their personal information distributed to other members and their personal information held confidential to the Board of Directors.

**2. Dues**

- a. Dues amount will be determined by the annual budget.
- b. Dues will be due on January 1 of each year with a 60-day grace period.
- c. Any member whose dues are not paid by the end of the grace period will be considered inactive and removed from the membership roster. Inactive members have no club privileges including voting.
- d. Dues are non-refundable for any reason.



### 3. Meetings

- a. Regular meetings shall be held monthly as close to the same day of the month as reasonable.
- b. Special meetings may be called by the President.
- c. Any five full members may compel the President to call a special meeting with a written request.
- d. Special meetings:

Only such business as designated shall be transacted.

The special meeting purpose, date, place and location shall appear on the club's web site no less than 48 hours prior to the meeting and be communicated as best possible to the membership.

Special meetings shall occur no more than 10 days after being called.

### 4. Motions and Voting

- a. Any member may present a motion at a regular meeting.
- b. Members with less than 30 days of membership are not eligible to vote on any issue.
- c. Voting, other than the election of officers, will be done by a show of hands.
- d. The President will decide any tie votes.
- e. An absent Full Member may assign a proxy to vote for them. Such proxy must be a Full Member and will vote for the absent member in addition to their own vote. A member declaring a proxy must notify an Officer of their intentions no less than 48 hours prior to the vote.
- f. Full Members attending a meeting remotely, may vote on business and / or elections provided their identity can be confirmed by reasonable means. Members voting remotely waive the right to secrecy. A paper ballot for Officer and Director elections will be cast for them by a Full Member of their choice to aid in counting.
- g. The following constitutes a quorum and votes required for passing of various motions.
  - i. General business and elections – A greater than 50% majority vote by at least one-third of all Full Members.
  - ii. By-law amendments – A two-thirds majority of all Full Members
  - iii. Officer removal for cause – A three-quarter majority of all Full Members
  - iv. Club dissolution – A two-thirds majority of Full Members



## 5. Board of Directors

- a. The Board of Directors serves as leadership of the club. They determine the general direction of the club, make recommendations to voting membership regarding the budget, dues, any by-law changes, and determine event participation.
- b. The Board of Directors consists of the club officers plus a single Director at Large.
- c. Board decisions shall be recorded by the Secretary and reported to the membership at the next regular meeting.
- d. Any club account information and passwords shall be stored in a secure manner on a private cloud storage account that all board members can access and will be backed up with at least 2 board members. No account information will be changed without the knowledge of all board members.

## 6. Elections

- a. Officer and Director elections will be held annually at the regular November meeting. Officers and the Director will assume their elected duties January 1 of the following year.
- b. The Director at Large shall be elected at the same time as the Officers and have the same term.
- c. Nominations for elected positions can be made by any member.
- d. Self-nominations are acceptable.
- e. A ballot for the elected positions will be established at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and to accept the ballot.
- f. Nominations will be closed once the ballot is accepted.
- g. Election voting will be done using secret paper ballots and counted openly in front of the membership.
- h. Any candidate may request a recount of the ballots.
- i. In the case of an unopposed slate, the President may entertain a motion for the Secretary to cast a single ballot.





## 7. Committees and Assignments

- a. Ad Hoc Committees will be established and dissolved as needed by determination of the Board of Directors.
- b. All Committees shall have a chairperson appointed by the President.
- c. The Committee Chairs will seek out and determine committee members as needed, especially for technical skills. The Board of Directors may assist and recommend committee members.
- d. The Committee Chair, or their designee, will report to the Membership, at regular meetings, the status of the committee.
- e. Members may be a member of multiple committees.

## 8. Member Communication:

- a. Information suitable for public distribution shall appear on the Club's website and social media pages.
- b. It is the individual members' responsibility to check the website for information.
- c. On occasion, as determined by the Board of Directors, i.e. special meetings, e-mails may be sent to the members. Members may elect to opt out of receiving these e-mails.



## 9. Fiscal

- a. All income and expenses shall be the responsibility of the Treasurer to deposit, disburse, and document.
- b. An exclusive checking account will be maintained. Funds shall not be co-mingled.
- c. The fiscal year anniversary will be March 1<sup>st</sup>.
- d. A budget for the fiscal year will be developed and passed by vote of the membership prior to March 1<sup>st</sup>.
- e. The budget will include itemized income and expenses categories, the membership dues rate, and the Board discretionary spending authority.
- f. All checks will require the signature of the Treasurer and either the President or Vice-President.
- g. Any expense included in the approved budget will be paid by the Treasurer without need of a membership vote.
- h. Any expense outside the budget will require a majority vote of the membership.
- i. Any board member may spend up to the budgeted board discretionary spending authority amount per meeting period.
- j. Any member presenting funds to the Treasurer for deposit shall include documentation with the Date, Amount and Source of the funds.
- k. Any application for grants, solicitation of gifts, or application for indebtedness, will require a membership approval vote at a regular or special meeting prior to submission.

