

Klamath Basin Amateur Radio Association (KBARA) Bylaws

Section 1: Membership

- **Lifetime Membership:**

Granted to individuals who have made a significant contribution to KBARA, upon nomination and approval by a two-thirds (2/3) vote of full voting members (electronic or in-person). Lifetime members are exempt from annual dues and residency requirements, and may participate fully in club activities and votes.

- **Full Voting Membership:**

Requires residence in Klamath County, attendance at a minimum of three meetings per year, participation in club voting, and approval by executive leadership. Subject to annual dues.

- **Associate/Supporter Membership:**

For members who do not meet full voting requirements, who relocate outside Klamath County, or who fail to participate in two consecutive club votes. Subject to annual dues. May participate in club activities but do not have voting rights.

- **Introductory Membership:**

Available for one year, free of charge, to any newly licensed amateur radio operator. May participate in club activities but do not have voting rights. After one year, may apply for Full Voting or Associate/Supporter Membership.

Policy Note:

Full voting members are expected to participate in club votes, including elections and major decisions. Failure to participate in two consecutive votes will result in reclassification as an associate/supporting member and loss of voting rights.

Membership in any category is required to participate in club-sanctioned or sponsored activities.

- **Lapsed Members:**

Members who fail to pay annual dues by their anniversary date will be considered lapsed. Lapsed members will have a 30-day grace period to pay dues without losing their current membership level. If dues are not paid within the grace period, the member will be reclassified according to the club's membership policies.

Section 2: Dues

- Annual dues for all applicable membership levels shall be set by the membership and may be changed by a vote of the membership.
 - **Dues are payable annually on each member's anniversary date of joining the club.**
 - The current dues amount shall be maintained in the club's operating procedures or other official document.
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Section 3: Meetings

- Regular meetings shall be held monthly at a time and place determined by the executive leadership.
 - Special meetings may be called by the President or by request of at least three members of the executive leadership.
 - **Meeting Procedure:** All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, except where such rules conflict with the Constitution or Bylaws of the Association.
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Section 4: Elections

- Elections for club officers shall commence December 1st and conclude at the start of the December meeting.
 - Nominations for officer positions shall be announced and accepted at the November meeting.
 - Only Full Voting Members and Lifetime Members who have attended at least three club meetings are eligible to vote in officer elections.
 - Officer elections may be conducted in-person, electronically, or by a combination of both, as determined by the executive leadership.
 - Officers are elected by a two-thirds (2/3) majority of votes cast by eligible voting members present and/or participating electronically.
 - If no candidate receives the required two-thirds (2/3) majority, nominations for that office shall be reopened immediately and voting repeated until a candidate is elected or the position is declared vacant by the executive committee.
 - Vacancies occurring between elections shall be filled as described in Section 12.
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Section 5: Voting

- **Routine Club Business:**

For routine club matters and decisions (excluding amendments to the Constitution or Bylaws), any item brought before the membership at a regular or special meeting may be decided by a simple majority of the full voting members attending, provided a quorum of at least one-third (1/3) of the Full Voting Membership is present.

The item for consideration may be announced at the meeting it is presented or via electronic means (such as groups.io, email, or other club communication platforms).

The attending membership and executive leadership may, at their discretion, determine if an item requires broader consideration and refer it to the full voting membership for electronic or subsequent meeting voting.

- **Major Decisions and Amendments:**

Any proposed amendment to the Constitution or Bylaws, or other major decision as determined by the executive leadership or attending membership, shall be presented to the full voting membership for consideration.

Only Full Voting Members and Lifetime Members who have attended at least three club meetings are eligible to vote on major decisions and amendments.

Adoption of such amendments or major decisions requires a two-thirds (2/3) majority of eligible voting members participating in the vote, which may be conducted electronically or in-person.

- **Electronic Voting:**

The executive leadership may, at their discretion, conduct voting electronically (e.g., groups.io, email, HamClubOnline, or other methods) for any club matter. The voting method and item for consideration shall be announced to the membership via electronic means.

- **Quorum Requirement and Lack of Quorum:**

For any vote conducted during an in-person meeting, a quorum shall consist of at least one-third (1/3) of the Full Voting Membership. No vote shall be valid unless this quorum is present.

If a quorum is not present at an in-person meeting, the item for consideration may be announced and put to a vote electronically or at a subsequent meeting where quorum is achieved.

Section 6: Emergency Fund

- The club President shall have access to a \$500 emergency spending fund.
 - Use of the emergency fund must be agreed upon by the club executives (President, Vice President, Secretary) with a two-thirds (2/3) or greater agreement.
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Section 7: Officer Duties

President:

- Presides at meetings.
- Enforces observance of the Constitution and Bylaws.
- Signs official documents.
- Performs duties pertaining to the office.
- May authorize emergency expenditures as outlined above.

Vice President:

- Assumes duties of the President in their absence.
- Assists with club activities.
- Supports the President in club operations.

Secretary:

- Keeps records of meetings.
- Maintains membership roll.
- Handles correspondence.
- May serve as Treasurer if the position is vacant.

Treasurer:

- Manages club finances.
 - Maintains accurate records.
 - Reports on financial status at meetings.
 - May be combined with Secretary if no Treasurer is elected.
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Section 8: Amendments

- Proposed amendments to the Bylaws must be announced at a regular club meeting or via electronic means.
 - Voting on amendments shall be conducted electronically (e.g., groups.io, email, HamClubOnline, or other methods as determined by the executive leadership), with results announced at the last meeting of the voting period.
 - Amendments require a two-thirds (2/3) majority of eligible voting members participating in the vote to pass.
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Section 9: Expenditures

- Any proposed expenditure greater than \$500 must be announced at a regular club meeting or via electronic means.
 - Voting on such expenditures shall be conducted electronically (e.g., groups.io, email, HamClubOnline, or other methods as determined by the executive leadership), with results announced at the next club meeting following the close of the voting period.
 - Approval requires a two-thirds (2/3) majority of eligible voting members participating in the vote.
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Section 10: Indemnification

- The Association shall indemnify its officers, directors, and members to the fullest extent permitted by Oregon law against any liability incurred in the course of their authorized duties, except in cases of fraud, intentional violation of law, or malicious acts.
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Section 11: Conflict of Interest

- Any officer, director, or member who has a financial, personal, or professional interest in a matter before the club must disclose the conflict to the executive committee.
 - The interested person shall not participate in discussion or voting on the matter.
 - The conflict and the actions taken shall be recorded in the meeting minutes.
 - The executive committee will determine if a conflict exists and how to proceed, ensuring all decisions are made in the best interest of the Association.
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Section 12: Officer Removal

Purpose and Standard:

- Officers serve at the pleasure of the membership and may be removed for cause by a two-thirds (2/3) majority of eligible voting members participating in the removal vote.

Grounds for Removal (illustrative, not exhaustive):

- Material violation of the Constitution or Bylaws.
- Gross misconduct or behavior that materially harms KBARA's reputation or operations.
- Persistent failure to perform the duties of office after written notice.
- Misuse of club funds or property.
- Loss of eligibility for Full Voting Membership.

Initiating a Removal Request:

- Any Full Voting Member or Lifetime Member who has attended at least three club meetings may submit a written petition to the executive committee requesting removal of an officer.
- The petition must:
 - Identify the officer and office in question.
 - State specific facts and reasons supporting removal (beyond trivial, personal dislike, or non-substantive claims).
 - Be endorsed by at least two (2) eligible voting members (including the petitioner).

Neutral Facilitation and Recusal:

- The officer subject to removal shall not preside over any part of the removal proceedings.
- The executive committee shall designate a neutral presiding officer (e.g., an uninvolved officer or a disinterested eligible voting member) to facilitate the process.

Notice and Timeline:

- Upon receiving a valid petition, the executive committee will:
 - Acknowledge receipt to the petitioner(s) and the officer involved.
 - Set a hearing date for the next in-person club meeting.
 - Circulate the petition summary (excluding sensitive personal data) to eligible voting members.

Officer's Right to be Heard:

- At the hearing, the officer will have a reasonable, equal opportunity to address the membership, present evidence, and respond to the petition.

Discussion and Vote:

- After the officer's statement, the neutral presiding officer will allow moderated member discussion.
- The vote may be conducted by secret ballot or electronically (as determined by the executive committee and announced in advance).
- Removal requires a two-thirds (2/3) majority of eligible voting members participating in the vote.

Outcome, Vacancy, and Records:

- If removal is approved, the office is vacated immediately and filled per Vacancies (Section 4).
- The minutes shall reflect the petition, hearing, vote method, and result.
- Frivolous or bad-faith petitions may be rejected by the executive committee with a written explanation to the petitioner(s).

Protection from Retaliation:

- KBARA prohibits retaliation against members who, in good faith, submit or support a petition, or against the officer responding to the petition.

Adoption

These Bylaws of the Klamath Basin Amateur Radio Association (KBARA) were adopted on **[Insert Date]** by a two-thirds (2/3) majority of eligible voting members participating.

- **President:** _____ **Date:** _____
- **Secretary:** _____ **Date:** _____