

# 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.**

- **Temporary Hardship Accommodation:**

- A Full Voting Member or Lifetime Member who is temporarily unable to meet attendance or voting participation requirements due to illness, hospitalization, temporary disability, military service, National Guard activation, reserve training obligations, family emergency, or other substantial hardship may request accommodation.
- Upon written or verbal request to the executive leadership, the President, with agreement of at least one (1) additional executive officer, may grant a temporary hardship accommodation for a defined period not to exceed six (6) months.
- **During an approved hardship period:**
  - The member shall not be reclassified due to non-attendance or non-participation in votes;
  - The member's Full Voting or Lifetime status shall remain in good standing;

- Participation expectations shall resume at the conclusion of the approved hardship period unless extended.
  - Extensions beyond six (6) months may be granted upon review and approval by the executive leadership.
  - Hardship accommodations shall be documented in executive meeting minutes but need not disclose private medical or personal details.
  - Hardship accommodation shall not automatically waive dues obligations unless separately approved under Section 2 or by vote of the membership.
  - **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.
  - **Lapse, Hardship Reinstatement, and Reinstatement:**
    - If a member fails to pay annual dues within the thirty (30) day grace period described in Section 1, the member shall be considered lapsed and shall lose membership privileges, including voting rights.
  - **Hardship Reinstatement:**
    - If the lapse is due to illness, hospitalization, military service, National Guard activation, reserve training obligations, family emergency, temporary disability, or other substantial hardship, the executive leadership may, by a two-thirds (2/3) agreement of the executive officers, reinstate the member without loss of continuous membership status.
    - **Such hardship reinstatement:**
      - Must occur no later than ninety (90) days from the original anniversary date;
      - Preserves the member's original anniversary date;
      - Does not reset the six (6) month voting eligibility requirement if previously satisfied;
      - Shall be documented in executive meeting minutes without requiring disclosure of private details.
  - **Standard Reinstatement:**
    - If reinstatement occurs more than ninety (90) days after the anniversary date, or if hardship reinstatement is not approved, payment of dues shall be treated as new membership.
    - **Upon standard reinstatement:**
      - The member's anniversary date shall reset to the date dues are paid;
      - Participation and attendance requirements shall recommence from the reinstatement date;
      - The six (6) month voting eligibility requirement shall restart from the reinstatement date.
  - No retroactive credit shall be granted for meetings missed or votes not participated in during the lapsed period.
- 

## 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.
-

## Section 4: Elections

- **Terms of Office:** Elected officers shall serve a one-year term beginning January 1st and running through December 31st following elections.
  - **Election Timeline:**
    - September: A reminder of upcoming elections shall be provided at the regular meeting. Nominations for officer positions may be opened and accepted starting immediately following this meeting.
    - October: All nominations received to date shall be announced at the October meeting. Nominations will remain open and continue to be accepted.
    - November: Final nominations for officer positions shall be announced and accepted at the November meeting. The executive leadership shall determine and announce the specific method of voting at this meeting.
    - December: Elections shall commence on December 1st and conclude at the start of the December meeting.
  - **Nomination Methods:** Nominations may be made in person at a regular meeting or submitted to the executive leadership via email or other official club communication platforms during the nomination period.
  - **Write-in Candidates:** Write-in candidates are permitted for all offices. A write-in candidate must meet all eligibility requirements to hold office and must receive the required majority to be elected.
  - **Voter Eligibility:** Only Full Voting Members and Lifetime Members who have attended at least three club meetings are eligible to vote in officer elections.
  - **Voting Methods:** Officer elections may be conducted in-person, electronically, or by a combination of both, as determined by the executive leadership.
  - **Election Thresholds:**
    - Officers are elected by a two-thirds (2/3) majority of votes cast by eligible voting members participating.
    - If no candidate (including write-ins) 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:** Vacancies occurring between elections shall be filled by special election at the next regular meeting, following the eligibility and voting procedures set forth in these Bylaws.
-

## 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.
-

## Section 7: Officer Duties and Executive Committee

- **7.1 Designation of Officers:** The officers of the Association are President, Vice President, Secretary, and Treasurer. The Secretary position is required. If no Treasurer is elected, the offices of Secretary and Treasurer may be combined.
- **7.2 Individual Officer Duties:**
  - **President:** Presides at meetings; enforces observance of the Constitution and Bylaws; signs official documents; and performs duties pertaining to the office . The President may authorize emergency expenditures as provided in Section 6.
  - **Vice President:** Assumes duties of the President in their absence; assists with club activities; and supports the President in club operations .
  - **Secretary:** Keeps records of meetings; maintains the membership roll; and handles correspondence . The Secretary may serve as Treasurer if the position is vacant.
  - **Treasurer:** Manages club finances; maintains accurate records; and reports on financial status at meetings . This role may be combined with the Secretary if no Treasurer is elected.
- **7.3 Executive Committee Composition and Authority:**
  - **Composition:** The Executive Committee shall consist of the elected officers and a variable number of appointed members to maintain an odd-numbered total body: \* **Four-Officer Structure:** If the Association has four (4) distinct elected officers, the President may appoint up to three (3) additional members . \* **Three-Officer Structure:** If the offices of Secretary and Treasurer are combined, the President may appoint up to two (2) additional members.
  - **Appointee Criteria:** Appointees must be Full Voting Members or Lifetime Members and are subject to approval by a majority of the elected officers. \* **Purpose:** The Executive Committee serves as the administrative body of the Association, managing day-to-day business between regular meetings and exercising oversight as defined in these Bylaws . \* **Quorum:** A majority of the total current Executive Committee members shall constitute a quorum for the transaction of committee business .
  - **Voting:** Each member of the Executive Committee, whether elected or appointed, shall have one vote.
- **7.4 Removal and Vacancies of Appointed Members:**
  - **Removal:** An appointed member of the Executive Committee may be removed from the committee at any time, with or without cause, by a majority vote of the elected officers. This removal applies only to their committee seat and does not affect their general membership status.
  - **Automatic Vacancy:** An appointed position is automatically vacated if the member ceases to meet the Full Voting Membership criteria as set forth in Section 1.
  - **Filling Vacancies:** Vacancies for appointed positions shall be filled by the President with the approval of a majority of the elected officers.

---

## 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.
-

## 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.
- 

## Section 10: Indemnification

- The Association shall indemnify its officers, directors, and authorized volunteers to the fullest extent permitted by Oregon law and as established in Article VIII of the Constitution.
- 

## Section 11: Conflict of Interest

- **Disclosure:** 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.
  - **Recusal:** The interested person shall explicitly recuse themselves from all discussions and voting on the matter. If the interested person is a member of the executive committee, they shall not be present during executive committee deliberations regarding the conflict.
  - **Record Keeping:** The conflict, the act of recusal, and the actions taken shall be recorded in the meeting minutes.
  - **Committee Action:** The remaining disinterested members of the executive committee will determine if a conflict exists and how to proceed.
  - **Special Authority (Recall):** If a majority of the disinterested executive committee members determine that an officer's conflict of interest materially harms the Association, they may, by a majority vote of the committee, schedule a removal vote per Section 12 without the requirement of a member petition or additional endorsements.
- 

## 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.
- Alternatively, a removal vote may be initiated by a majority vote of the disinterested members of the executive committee as provided in Section 11 (Conflict of Interest).
- 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.

## **Section 13: Club-Sanctioned Activities and Representation**

- **Purpose and Scope:**

This Section establishes the requirements for any activity conducted in the name of the Klamath Basin Amateur Radio Association (KBARA), or any activity that represents, implies endorsement by, or uses the resources of the Association.

---

- **Individual Member Activities:**

Members may engage in lawful activities, including political, advocacy, or public service activities, in their personal capacity.

Such activities shall not be represented as actions of KBARA unless formally authorized in accordance with this Section.

---

- **Definition of Club-Sanctioned Activity:**

A “Club-Sanctioned Activity” includes any activity, event, communication, partnership, endorsement, advocacy effort, or public statement in which:

- The Association’s name, logo, call sign, or identifying marks are used;
  - Association funds, equipment, or property are used beyond routine member access;
  - An officer or member represents themselves as speaking on behalf of KBARA; or
  - The activity reasonably implies official endorsement or representation by the Association.
- 

- **Low-Risk and Routine Activities:**

The following activities are considered routine and consistent with the Association’s stated purposes and may be authorized by the executive leadership without a two-thirds (2/3) membership vote:

- Regular meetings and educational programs;
- Field Day participation;
- Routine public service communications events;
- Emergency communications deployments consistent with Article I, Section 2 of the Constitution;
- Hamfest participation, swap meets, and informational booths;

- Training exercises and technical workshops;
- Community demonstrations of amateur radio;
- Recurring or previously approved annual events;
- Routine coordination with other amateur radio organizations for operational purposes.

The executive leadership shall report such activities to the membership at the next regular meeting.

If the attending membership determines that a proposed activity exceeds routine scope or presents reputational, financial, or legal risk, the matter may be referred to the full voting membership.

---

• **Major or Representational Activities:**

Any activity that:

- Involves political campaign activity, candidate or ballot measure endorsement, or legislative advocacy;
- Establishes formal partnerships or agreements outside routine amateur radio coordination;
- Creates substantial financial obligation beyond amounts otherwise authorized in these Bylaws;
- Publicly commits the Association to a position on non-operational public policy matters; or
- Is determined by the executive leadership or attending membership to be a major representational action;

shall be considered a Major Decision under Section 5 and requires approval by a two-thirds (2/3) majority of eligible voting members participating in the vote.

---

• **Political and Advocacy Activities:**

The Association shall comply with Article VII of the Constitution and all applicable law regarding political and advocacy activities.

No political campaign activity or public endorsement shall be conducted in the name of the Association unless:

- Permitted by applicable law; and
- Approved as a Major Decision under this Section.

Nothing in this Section prohibits members from engaging in political activity in their individual capacity.

---

• **Emergency or Time-Sensitive Actions:**

If immediate action is required to support emergency communications or public safety response, the President, with agreement of at least two (2) executive officers, may authorize temporary participation consistent with the Association's purpose.

Such action shall be reported to the membership at the next regular meeting.

---

## 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:** \_\_\_\_\_