

# **Kings County Amateur Radio Club By-Laws**

## **Section 1: Club Name**

1. In the Constitution and these By-Laws unless there is something in the subject or context that is inconsistent therewith:
  - a. KCARC means the Kings County Amateur Radio Club or “The Club”;
  - b. RJSC means the Registrar of Joint Stocks Companies appointed under the Nova Scotia Companies Act;
  - c. REMO means Regional Emergency Management Organization
  - d. RAC means Radio Amateurs of Canada
  - e. “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote and are present in person, at a general meeting of which notice specifying intention to purpose the resolution as a special resolution has been duly given.

## **Section 2 – Primary Missions**

1. To promote Amateur Radio in our community and provide communications support for emergencies and disasters, locally, regionally and nationally.

Emergencies and Disasters: Any event deemed an emergency or disaster by the Regional Emergency Measures Organization.

Community Activities: When requested, support local activities if members of KCARC are available.

### **Section 2B**

#### **Primary Mission Support Activities**

1. Planned activities that would encourage Club members to test their equipment and hone their skills should include, but are not limited to the following.

- a .The Club shall endeavor to operate a regular VHF, and/or UHF and Fusion Net to ensure all equipment required in an emergency is fully functional.

- b. Setup and activate radio communications in a simulated emergency  
i.e. A Field Day type event
  
- c. Conduct radio events that practice routine radio communications,  
i.e.: Canada Winter and Summer contests.
  
- d. Encourage potential members to take the Basic Amateur Course,  
now provided online by RAC,
  
- e. Encourage those members with a basic endorsement to take their  
Advanced Amateur Radio Course.

### **Section 3 – Finances**

1. The President, in the event of an emergency equipment failure or other immediate need for the Club, may authorize an expenditure up to a maximum of Five-Hundred dollars (\$500). The President will present this at the next Club meeting and have the reason for this expenditure recorded in the minutes.

2. The Club Executive shall have the authority to spend up to One Thousand Dollars (\$1,000) for emergency repairs to our infrastructure and will present this at the next Club meeting and have the reason for this expenditure recorded in the minutes.

3. All spending in excess of that amount to be ratified at a General Meeting prior to funds being disbursed.

4. The Treasurer will provide the required financial support to The Club and keep proper and accurate financial records of all income and expenses. The Treasurer will also provide a monthly detailed report at Club meetings of transactions both in and out of the Club's bank account. The Treasurer shall also keep the Secretary apprised of the current paid Club Membership.

5. The Treasurer will collect the yearly dues from Club Members. The dues will be set by the Club Executive and ratified by the membership. Presently, the dues for Members is set at thirty dollars (\$30.00). Non RAC members will pay an additional charge for the RAC insurance, an amount that is presently set at fifteen Dollars (\$15.00).

6. To maintain in good standing with the RJSC and Radio Amateurs Canada (RAC) membership and insurance, the Treasurer will ensure that the books will be audited as laid out in the Constitution to ensure a proper and accurate report be prepared and reported to maintain in good standing. RAC provides an attractive insurance program that provides necessary insurance which covers Club members, both RAC members and non RAC members, who are paid members of The Club. To take advantage of this insurance The Club pays an annual fee, plus an additional cost per RAC member in the Club and an additional fee for non-RAC members of The Club. The RAC insurance would cover RAC members during both Club organized activities and individual activities. The RAC insurance would cover non-RAC members in activities they participate in that are solely club planned and organized.

7. A "Change Management Log" is to be used for any additions, deletions, modifications etc. of repeater equipment to establish "corporate memory". There should be updated copies of the log maintained at the repeater site, with the Repeater Coordinator and with the Club Secretary

8. The Club shall have an appointed representative who attends REMO meetings. The Club's representative should work to keep the REMO apprised of the status of our repeater equipment and inform them if funds are required to maintain the same in top working order.

9. The REMO Rep should also keep the County apprised of the status of the amateur radio equipment at the EMO communications building. This equipment presently consists of VHF, and HF radio equipment and required antennas.

10. As Kings County may have some funding available to assist groups, The Club should maintain its good standing with the RJSC which would allow it to apply for funding directly from the County should a major repair or replacement of vital equipment is necessary that could be used to assist in an emergency or other communications failure.

11. Occasionally, additional funding may be required to support Club events and/or equipment needs. If a fundraiser is deemed necessary to raise additional funds this should be brought up at a Club meeting, motioned, seconded, discussed, and voted on by the membership. If approved, the Club would then ensure they have the proper approvals in place to conduct a fundraising event.

12. RAC Club Membership: The Club shall maintain an Associate Membership as a Club, with RAC. This membership fee will be paid annually by the Treasurer.

#### **Section 4: Executive**

To conduct the regular business of The Club, The Club Executive shall consist of the President, Vice President, Treasurer, Secretary and Past President.

### **The President**

Shall preside over the regular business portion of any meeting.

Shall ensure a Quorum is present prior to conducting business.

The President shall ensure that all motions voted on and carried by the Club are followed up on.

### **The Vice President**

The Vice President shall preside over club meetings in the absence of the President and assist the President in his/or her duties as needed.

### **The Treasurer**

The Treasurer shall conduct and record the financial business of the club. He/She will collect dues, make deposits, issue checks and provide a detailed financial report to the membership at the monthly meetings. The Treasurer must also review the past years finances to ensure they are complete and accurate, conduct an annual audit as laid out in the Constitution, and present the final review of the Club's finances at a Club meeting for approval. The audit should commence the 1st month of the new fiscal year and the final review be presented at the 2nd month of the new fiscal year

- a. The Treasurer shall pay all recurring expenses for the Club.
- b. The Treasurer shall maintain all files in a secure repository to enable future access.

### **The Secretary**

The Secretary shall record the minutes of all General meetings and the Annual Meeting. Once completed the minutes will be emailed to members on The Club's email list. The Secretary will review minutes from the past meeting and advise the President of items of unfinished business that need to be addressed at the next or future meetings. In absence of the Secretary, the Vice President shall record the minutes of the meeting. If the Secretary and Vice President are both unable to be present, any member present may volunteer or be nominated to act as Secretary for the meeting.

The Secretary shall keep all files and Club Correspondence in a secure repository to enable future access.

The Secretary shall also be responsible for maintaining an accurate list of paid members and their contact information.

### **Past President.**

The Past President shall act in an ex officio position and advise the President or Executive when his or her advice is sought by them. The Past President can act as the chair at general meetings, but only in the absence of both the President and Vice President.

The Executive shall ensure a Nominating Committee is formed one month prior to the Annual Meeting,

The Executive shall ensure a Monthly Club Newsletter is produced and distributed to Club Members.

To ensure freedom of choice and to ensure the Executive have full support for their positions, voting for all positions should be conducted by "secret ballot"

All members of the Executive shall be elected for a one (1) year term and shall be able to stand for reelection if they so desire. Notice of the intent not to stand for reelection shall be given prior to the formation of the Nominating Committee.

## **Section 5 – Membership**

The Membership categories shall be as follows.

- a. Regular (single) Membership
- b. Associate
- c. Family
- d. Special
- e. Student
- f. Honorary

**A Regular Membership** is available to any person holding an Amateur Radio certificate at the Basic or Advanced levels and has paid the required Annual Dues within three (3) months of the new Fiscal Year. A regular Member shall have full voting privileges. The Treasurer shall advise the executive at the third monthly meeting all members who are not paid in full. Until such time as their dues are paid they are not considered a voting member and if The Club carries RAC insurance they would not be covered by this insurance plan. Note: See Section 12 on Discipline.

**An Associate Member** is a Member who does not have a valid Amateur Radio Certificate and shall not have voting privileges.

**An Honorary Member** is any Club member that is recognized by The Club, who has been in good standing with The Club for many years, has supported The Club and its activities. To become an Honorary Member the person's name must first be put forward at a general meeting, a motion made to make the person an Honorary Member, seconded, discussed and voted on. If supported this member will become a lifelong Honorary Club Member and would not be required to pay dues to The Club.

**A Special Membership** can be considered and offered to any regular Club member who provides a service to The Club. For example, a Webmaster. Maintaining a web page can be very expensive and having a member in the club with these skills can save the club funds and keep the cost of its dues at a minimum. Any member identified to The Club to be considered for Special Membership shall follow the normal procedure: motion to the floor, seconded, discussed and voted on. If supported, the member shall not be required to pay dues if he/she continues to provide a service to The Club.

**Student Membership** can be a high school student, a registered NSCC student or registered university student. They shall be a non voting Member and pay annual dues as determined by the Club Executive.

**Family Membership** may be offered to two or more members from the same household and the dues charged shall be set by the Executive.

Membership in the KCARC will cease upon the death of a member, or if a member submits in writing or advises The President that he/she no longer wishes to be a member. If a member informs the President, the President shall make this known at the next general meeting and this shall be recorded in the minutes.

Membership in the KCARC is not transferable.

## Section 6 – Meetings

1. Meetings of the KCARC are routinely held on the 1st Tuesday of each month, however, they can be changed or postponed by the executive when necessary.
2. The Fiscal Year shall run from January 1st to December 31st each year.
3. Monthly Meetings shall be held and at the discretion of the Executive and may be postponed in favour of a Social Gathering for Members and/or Members and family.
4. There shall be no Club meetings in July or August.
5. Extraordinary Meetings: Extraordinary meetings are special meetings that can be called on very short notice to consider an extraordinary matter that can not wait for the next general meeting. All steps should be taken to consider and handle this matter without the need for an extraordinary meeting.
6. Meeting Procedure. The meetings of the KCARC will be conducted in the following order:
  - a. Call to Order
  - b. Introductions of Members, Guests and Special Speakers.
  - c. Correspondence. The President will ask if there has been any correspondence for the club received by any member
  - d. Minutes. The minutes are distributed to all members, having email accounts with the club, There is no requirement to have the minutes of the last meeting read at the meeting.

The President will follow this procedure for the minutes:

- i. Ask if members received and read the minutes of the last meeting;
- ii. Ask if there are any errors or omissions; if yes, then note these errors or omissions so they can be included in the minutes;
- iii. Asks for a Motion to approve the previous minutes;
- iv. Ask for a seconder, and
- v. Approves the previous month's minutes.

**Reports.** The following reports will be presented.

- a. Treasurer
- b. REMO
- c. All other reports as needed or deemed necessary by the Executive.
- d. Old Business
- d. New Business
- f. Adjournment

**Guest Speaker/Presentation.**

If the meeting has a guest speaker present the presentation is normally done at the conclusion of the business meeting. However, if required and following the introductions the guest speaker or presentation may take place at the beginning of the meeting.

**Motions.**

Any item that must be addressed and voted on by the membership must follow these steps:

- a. Motion – an initial Motion must be put forward;
- b. Secunder – the Motion must be seconded,
- c. Discussion – once Motioned and Seconded then the Motion is open for discussion by the membership. Once discussed the President will ask if the original Motion needs to be amended or not. If so, amend the Motion and have it seconded, no further discussion should be required at this time,
- d. Vote – The President will ask the membership to vote on the Motion. This could be by signifying by a show of hand in favour first, and against second, or by indicating by saying Yea for in favour or Nay if not.
- e. Carried/Not Carried – if the Motion is supported the President will signify carried and it will be shown as approved in the minutes. If the Motion was not approved, he/she will signify non-carried and it will show not approved in the minutes.

## **RULES OF ORDER**

"Robert's Rule of Order, Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

### **Quorums**

A Quorum shall consist of five (5) Voting Members and two (2) Executive Members. If a minimum Quorum is not present at a meeting, and cannot be formed within 30 minutes from the normal start time, the meeting will be dissolved, and any business will be delayed until the next official meeting.

### **Voting.**

1. All regular, Honorary and Special members can vote on any motion. Each member will have one vote and no more. Any member can abstain and not vote.
2. The President shall not vote unless a vote is needed to break a tie.
3. The KCARC does not authorize Proxy Voting

## **Section 7 – Sub-Committee/Coordinator and Activities**

### **Sub-Committee/Coordinator:**

To help with the planning, organizing and running of Club activities a sub-committee or a coordinator may be required. The Vice President may fulfill this task or volunteers from the membership will be asked to take on these tasks and to give a brief report on the event at the general meeting following the event. The list below only addresses some of the regular events that KCARC run annually:

A. **February Challenge:** An all-mode activity that The Club runs each February. This was formerly known as the "Brass Pounder Award." The Club's rules for this activity can be found on the Club's web page. ( [www.kcarc.ca](http://www.kcarc.ca) ) Final results will be posted on the web page for historical records. Participant certificates will be awarded to all Club participants who submit results and Awards will be given to the winners in each mode: SSB, CW and Digital.

B **Field Day:** This is a popular annual ARRL activity which is supported financially by the KCARC. The primary purpose of Field Day is for individuals and Clubs to practice emergency Amateur Radio setup and operating procedures. These include, setting up in an area accessible to the community, erecting antennas, setting up radio equipment and operating using emergency power means: for i.e., generator, battery and solar power. The event should also be open to the visiting public and information that promotes amateur radio be locally publicized.

C. **IOTA Expedition:** The RSGB IOTA is an event which is planned, organized and attended by several club members. This event is financially supported by those taking part in this activity and is not financially supported by the club.

#### **Other Activities:**

1. **a. Summer/Winter Contests:** The Canada Day Contest (summer test) and the Canada Winter Contests are RAC contests. If a suitable location is available, the KCARC will take part in these two activities. It is a good opportunity to socialize and practice your operator skills using both SSB and CW.
2. **b. Social Gatherings:** The KCARC shall endeavour to hold at least two social gatherings throughout the year, normally April and December.
3. **c. Miscellaneous:** The KCARC is open to participating in other radio activities. Any member can recommend and seek support from The Club to run an event. If there is a Special Event, The Club may request a "Special Event Call" and coordinate with the members to operate from their homes. (For example, for Canada 150, the club used the call – XM1150CAN to celebrate Canada's 150th birthday.)

## **Section 8 – Representatives**

To ensure the smooth operations of the KCARC a few representatives are needed. Some of these are listed below:

**a. REMO Rep:** One important function of the KCARC is its ability to support the local REMO in the event of a local area disaster or emergency. To do this The Club should have a member attend REMO meetings and report back to The Club. The REMO Rep should be the first point of contact by the REMO if there is a need to call upon members of the KCARC to support an operation. The REMO Rep should have a list of all Club members, including their phone numbers and email address. Should the REMO Rep receive a notice from the REMO that a severe weather event may result in the need for communications assistance the REMO Rep shall send an email notice to the membership advising them of the situation and update as necessary. When the warning has ceased the REMO Rep shall send an email to the membership ending the warning and standing the membership down. The REMO Rep should also ensure that the Amateur Radio equipment at the REMO facility is checked regularly to ensure its proper working condition. The REMO Rep shall also be kept abreast of the status of the KCARC repeater and if repairs are needed put forth a request to the REMO seeking financial assistance to repair or replace equipment.

**b. Repeater Rep:** The KCARC repeater is located at the Glenmont Site (Brow Mountain Road). It operates under the call sign VE1AEH. The Repeater Rep should be the first person contacted if there is a problem with the repeater and if required, visit the site, determine if it is a minor or major problem and what is required to fix the problem. If there is a major problem with the repeater and funds are required to repair or replace a piece of equipment the Repeater Rep shall inform the President and REMO Rep. The Repeater Rep will check to see if there is any REMO funding available to do the required repairs. It may be necessary for the President or Executive to authorize the expenditure of funds to fix the repeater. Since the repeater is considered an emergency piece of equipment the President may have to authorize additional expenditure of funds to ensure the site is operational.

**c. Social Rep:** The Club should try to have a Social Rep, however, this position will be handled by the Vice-President if no Social Representative has been chosen. The KCARC routinely holds two social gatherings per year, one in April and the other in December.

**d. Ways and Means:** The KCARC should try to have a Ways and Means Rep. However, if this position is not filled, then if any member knows of a

present or past Club member who is ill or has passed away they should inform the club so a card can be sent and if possible at least one member from The Club attend the wake or funeral.

**e. Webmaster:** The need for a webmaster is important and a key member of The Club. The webmaster shall attempt to keep the web page current and make the necessary changes needed. On the approval of the Club, the webmaster can be considered a Special Member and not have to pay the yearly dues to the club

## **Section 9 – Miscellaneous**

### **Registrar:**

To fulfill the requirements as a member of the RJSC, the KCARC shall file with the Registrar its Annual Statement and it's list of The Executive with their addresses, occupations and dates of appointments or election, and within fourteen days of a change of directors, notify the Registrar of the change.

The KCARC shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed..

It should be noted that if the KCARC decides to no longer belong to the RJSC then it will no longer be eligible for the RAC insurance program. If the KCARC later decides to join the RJSC again it will be held accountable to pay back annual fees payable to the RJSC.

**KCARC Seal:** The Seal of the KCARC, if we obtain one, shall be in the custody of the Secretary and may be affixed to any document upon direction of the Board of Directors

### **Club Logo:**



**Motto:** The motto of the KCARC is: "Understanding Through Communications"

## **Section 10 Constitution and By-Law Changes**

Any member of the KCARC can initiate a change to either the Constitution or By-Laws. If a change is deemed required, the member shall:

- a.** Bring this to the attention of the Executive to be included in New Business at the next General Meeting. At the next General Meeting, any proposed changes shall be presented as a Motion to Change and the details and reasoning for the proposed change will be explained.
- b.** This motion must be seconded;
- c.** A discussion by the membership shall follow;
- d.** Following the discussion there may be indications that the recommended change be amended to contain new content that came up through the discussion, if so, a new Motion of Change shall be presented to the membership;
- e.** If needed this new change must be seconded

f. At this time no further discussion is required, continue to a vote;

g. The change shall now be voted on by the membership. If carried The President will order that either the Constitution or By-Laws or both be changed to reflect this change. If not approved no actions are required.

## **Section 12 – Member Discipline**

A Club Member who is not acting in the best interests of our Club or has engaged in activity which jeopardizes the existence of The Club may be subject to disciplinary action and be asked to participate in a conflict resolution process. After the member has been informed of the charge against him or her, and has been given a reasonable opportunity to answer the allegation(s) in writing or otherwise present his or her defense against the allegation, the President shall appoint a committee of not less than two Regular members and one member of the Executive to conduct an investigation. The reasons for discipline may include the following infractions, but is not limited to, theft from The Club and individuals, harassment (including verbal and physical abuse and other forms of bullying), being disruptive to the Club and any other activity that brings the Club's reputation into disrepute.

A majority vote of the Executive Board or a 3/4 majority of any committee of the executive board created for such purpose is required to sustain charges and fix any penalty."

Any member's membership may be suspended or terminated for cause by the Executive at a Special Meeting or Executive Meeting called for the purpose,

## **Section 13 – Dissolution**

In the event of the dissolution of this Club to the extent allowed under applicable law, all of the assets of The Club shall be sold and the proceeds distributed to another organization organized and operating exclusively for charitable, scientific, literary or educational purposes which shall be selected by the Executive of this Club. In the event that for any reason upon the dissolution of this Club the Board of Directors shall fail to act in the manner herein provided, the assets shall be distributed in accordance with the law governing the distribution of assets of nonprofit organizations in the jurisdiction in which the club is located.

Note to all:

I have determined that with the RJSC, when we submit our annual Executive list to them, they are labeled as a Board of Directors, the President, Treasurer, Secretary and likely all the Executive. See Section 9 Miscellaneous

Adopted January 02, 2024