

# **BY-LAWS OF SEDALIA-PETTIS AMATEUR RADIO KLUB**

## **Article I-Duties of Officers**

### **Section 1 General:**

SPARK will be governed by four elected officers who shall be responsible for the affairs of SPARK during and between meetings of the general membership.

### **Section 2 President:**

The president shall preside over all Executive Board and general membership meetings. The president shall be responsible for the orderly conduct of business at all meetings. The president is responsible for compliance with the constitution and by-laws pertaining to the operation of SPARK. The president shall be responsible for the appointment of any committees and its appropriate members. The president shall be responsible for insuring that all required documents are filed with the appropriate agencies and that they are current and up to date.

### **Section 3 Vice-President:**

The vice-president shall work closely with the president and be prepared to assume the role of president when the president is absent. The vice-president will be an official member of all committees and be responsible for the dissemination of bulletins and announcements of club activities and events.

### **Section 4 Secretary:**

The secretary shall serve as the official recorder for SPARK. The secretary shall be responsible for all papers, records, and reports. The secretary shall keep accurate records of all proceedings of meetings, membership roll, and writing and answering correspondence at the direction of the president.

### **Section 4a Treasurer:**

The treasurer shall be responsible for receiving, dispersing, and accounting for all SPARK funds. The treasurer shall be responsible for recording and depositing all income, paying all duly authorized expenditures, and prepare any financial reports for SPARK. All monies up to and including \$150.00 will be paid by check with the treasurer and either the president or vice president's signature. All monies over \$150.00 must be approved by a vote of the membership.

### **Section 4b Audit:**

There will be an audit of the books for SPARK performed each year by a committee appointed by the president and at any change of treasurer's office.

### **Section 5 Communications Officer:**

The communications officer shall be responsible for all relations with other organizations and clubs as a representative of SPARK. The communications officer shall be responsible for all contact with non-amateur organizations and government agencies.

## **Article II -Term of Office**

The term of office for the elected positions shall be one year. The term shall begin on January 1 and end on December 31 of each year. There shall be no term limit on any office.

**Article III-Vacancies**

Any vacancy of an elected official other than president will be filled by appointment for the remainder of the term at which time the position will be filled by the normal election process. The position of president shall be filled by special election of the general membership and passage by a two-thirds majority vote.

**Article IV-Order of Business**

The order of business for SPARK shall be as follows:

1. Roll call of members
2. Reading of minutes
3. Approval of minutes
4. Treasurers report
5. Committee reports
6. Old business
7. New business
8. Good-of-the-order
9. Program or speaker
10. Announcement of next meeting
11. Adjournment

The order of business may be transposed at any time by a majority vote of the members attendance. In the absence of specified authority in this constitution and by-laws, the deliberations of this organization shall be governed by "Roberts Rules of Order Revised."

**Article V-Committees**

Whenever a committee is needed for a particular reason, the President may appoint a special committee to perform the task as required and will be an ex officio member of that committee. The President may terminate any committee when its purpose has been accomplished.

**Article VI-Amendments**

Amendments to these by-laws may be made in the same manner as prescribed in amendments to the constitution.

INITIALREVIEW AND APPROVAL:

---



---



---



---



---



---



---

DATE:

---

# CONSTITUTION AND BYLAWS OF THE SEDALIA-PETTIS AMATEUR RADIO KLUB

## Article I-Title

This body shall be known as the Sedalia-Pettis Amateur Radio Klub, hereinafter referred to as SPARK.

## Article II-Purpose

The purpose of SPARK is to promote Amateur Radio as a public service pursuant to Section 501(c)(3) of the Internal Revenue Code. It is further the purpose of this organization to enhance the value of Amateur Radio services to the community, to increase the technical and communication skills of amateur radio operators, and to expand the supply of trained radio operators, technicians, and electronics experts.

## Article III-Officers & Executive Board

**Section 1.** The officers of the club shall consist of a President, Vice-President, Secretary-Treasurer, and Communications Officer.

**Section 2.** The Executive Board shall consist of the duly elected officers and the repeater trustee.

**Section 3.** The election of officers shall be held at the regular club meeting in December of each year.

**Section 3a.** No person shall be eligible for office or membership on any committee unless he/she is a member in good standing.

**Section 3b.** The officers shall take office on January 1 of each year and serve until December 31 of the same year.

## Article IV-Membership

**Section 1.** Anyone having a genuine interest in amateur radio and holding a valid license, or having intentions of obtaining a license, shall be eligible for membership in SPARK.

**Section 2.** Retention of membership: Members may be declared no longer in good standing after failure to attend four regular meetings or upon becoming two months delinquent in dues. All members must have a valid amateur radio license within one year after joining the club or else forfeit membership.

**Section 3.** Dues and Fees: There shall be assessed an annual fee per each member upon their acceptance as a member of SPARK. This fee shall be due January 1 of each year for the period of January 1-December 31 of that year. The yearly fee will be determined by a vote of the membership at any general meeting pursuant to Article VIII.

**Section 3a.** Dues may be changed by a 2/3 majority vote of members present at any general membership meeting.

**Section 4.** Special assessments may be voted by a 2/3 majority vote of the membership when deemed necessary. This will be handled by the normal voting procedures of SPARK.

**Section 5.** Any current member that goes into the Armed Services will remain a member in good standing, and upon their return, will be reinstated in the club without penalties.

**Section 6.** Any member who is not in good standing may be reinstated upon payment of a \$5.00 processing fee and payment of back dues.

**Section 7.** Any member not in good standing after the first quarter will automatically be removed from the roll and membership will cease.

**Section 8. Lifetime Membership**

A SPARK Lifetime member is someone that goes above and beyond for the better of the Sedalia Pettis Amateur Radio Klub on an extended and ongoing bases. They are recognized for their service, generous contributions, and dedication to amateur radio in the Sedalia Pettis County Area.

**Lifetime Membership - Nomination / Induction**

Any SPARK member in good standing can make a Lifetime Member Nomination to the SPARK President. The Nomination must be in writing and presented to the SPARK President. Upon being nominated, the SPARK President shall pass the nomination to the Lifetime Membership Committee for review.

**The Lifetime Membership Committee**

Consists of all SPARK Lifetime Members

**Criteria for Lifetime Membership selection is:**

Nominee Must have the agreement of the Simple Majority of Lifetime Members based on their thoughts on induction within three-months of the initial nomination. And

Must be presented to the Club Membership Body for a vote recommended from the Lifetime Membership Committee. And

Must Pass the Club Membership Vote by two thirds vote.

Upon the above criteria,  
then a Nominee shall be granted a SPARK Lifetime Membership

If a Nominee does not pass the Lifetime Member Committee's approval, then the Lifetime Member Committee will notify the membership body of such within the three-month timeframe with a simple  
"No Recommended Nomination from the Lifetime Membership Committee".

**Article V-Activities**

SPARK will encourage activities that promote interest in Amateur Radio as a public service hobby and engage in activities that are of general interest to Amateur Radio operators. SPARK will sponsor activities which include but are not limited to, discussions and demonstrations of a technical nature, hamfests, operation/maintenance of electronic equipment related to radio operation, the enhancement of world-wide good will, and the enhancement of education using Amateur Radio. SPARK will also help with instruction in electronics and radio theory and Morse code to any persons interested in obtaining or upgrading their license. SPARK will seek to establish test sessions through the Volunteer Examiner Coordinator program.

**Article VI-Meetings**

**Section 1.** SPARK shall meet at least once per month with the time and place as shall be determined by the club.

**Section 2.** The Executive Board shall meet at least once each quarter, normally prior to the general meeting. The president may call a special meeting with reasonable notice given to board members of the time and place of said meeting.

**Section 3.** Club meetings will be open to members, guests, and visitors.

**Article VII-Quorum**

Any number of members at any regular meeting shall constitute a quorum.

**Article VIII-Constitution Changes**

The provisions of this constitution or its bylaws may be amended by a two-thirds vote of the members in good standing, present at any general Membership meeting, if the proposed changes have been advertised to the membership at least thirty days in advance.

**Article IX-Dissolution**

**Section 1.** Dissolution of the SPARK will be accomplished by the initiative of the members. Dissolution may only be accomplished by two-thirds affirmative vote of the members in good standing present at a regularly scheduled General Membership meeting.

**Section 2.** Upon the dissolution of the SPARK, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the SPARK exclusively for the purposes of the SPARK in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)X3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Section 3.** Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the SPARK is then located, exclusively for such purposes as said Court shall determine.

## **SPARK BYLAW CHANGE LIST**

- |          |         |   |
|----------|---------|---|
| 4/6/2024 | by K0TV | Initial version of this document for purposes of this change list. <u>Article IV; Section 8 Lifetime Membership</u> was added. Approved by greater than 2/3 vote of membership. |
| 6/1/2024 | by K0TV | Updated <u>Article VI; Section 1 Meetings</u> to better reflect how the club currently schedules meetings. Approved by unanimous vote.  |