



By-Laws

Rome Radio Club,
Inc.

November 1, 2011



REVISION CONTROL

Revision #	Date	Purpose
Revision 1.0a	1-Nov-2011	This document is a new revision of the Rome Radio Club's By-Laws. This document, along with the initial revision of the club Constitution replace the Rome Radio Club INC. BY LAWS adopted and amended on 12-2-1992.

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0. INTRODUCTION

The purpose of this document is to define the By-Laws of the Rome Radio Club as required under the Rome Radio Club Constitution. These By-Laws replace the By-Laws originally adopted and amended on December 2, 1992.

1. SECRETARY

1. It shall be the duty of the Secretary to keep the official copies of the Certificate of Incorporation, the Constitution and the By-Laws of the club and have same at every meeting. The Secretary shall note all amendments, changes and additions to the Constitution and By-Laws and shall permit them to be consulted by members upon request.
2. The secretary shall provide a reference copy of both the Constitution and the By-Laws to new club members for their information.

2. MEMBERSHIP

There are several types of membership available to licensed Radio Amateurs and other individuals. These are described in this section.

A. MEMBERSHIP TYPES

1. There shall be five membership types making up the Full Membership of the Rome Radio Club, Inc. They shall be 1) regular member, 2) associate member, 3) life member, 4) honorary member, and 5) introductory member. See appendix.
2. The combined number of Associate and Honorary members shall be kept to less than the combined number of regular and life members. If, at any time, the ratios change so as to violate this rule, a freeze on the conferring of new Associate and Honorary memberships shall be instituted until the ratios again comply with this sub-section. At no time shall members of any type be required to resign or change their memberships to bring the ratios back into compliance.
3. The combined number of Life and Honorary members shall be kept to less than 25% of the total membership. If at any time, the ratios change so as to violate this rule, a freeze on the conferring of new Life and Honorary members shall be instituted until



the ratios again comply with this sub-section. At no time shall members of any type be required to resign or change their memberships to bring the ratios back into compliance.

4. The number of Introductory members does not apply to any ratio calculations.

(1) REGULAR MEMBER

1. Regular Membership shall be available to any person holding a valid Amateur Radio license issued by the Federal Communications Commission.
2. A Majority Vote shall be required to confer this type of membership.
3. Regular Membership includes all club privileges as well as the right to hold office and vote for club officers, amendments to the Certificate of Incorporation, Constitution and By-Laws.

(2) ASSOCIATE MEMBER

1. Associate Membership shall be available to any person not currently possessing a valid Amateur Radio license issued by the Federal Communications Commission.
2. A Majority Vote shall be required to confer this type of membership.
3. Associate Membership includes all club privileges except for the right to hold office and vote for club officers, amendments to the Certificate of Incorporation, Constitution and By-Laws.

(3) LIFE MEMBER

1. Life Membership is reserved for a deserving Federal Communications Commission licensed Amateur who has made a significant or noteworthy contribution to the objectives of the Rome Radio Club Inc.
2. To be considered for a Life Membership, the deserving Amateur must be nominated in writing by three club members and have been a member of the Rome Radio Club in good standing for the last five consecutive years.
3. A two-thirds (2/3) Majority Vote shall be required to confer this type of membership.
4. Life Membership includes all of the privileges of Regular Membership without the requirement to pay any annual dues.

(4) HONORARY MEMBER

1. Honorary Membership is reserved for a deserving individual who has made a significant or worthy contribution to the objectives of the Rome Radio Club Inc.
2. To be considered for an Honorary Membership, the deserving individual must be nominated in writing by three club members. The term of the membership shall be defined in the written nomination.
3. A two-thirds (2/3) Majority Vote shall be required to confer this membership.
4. Honorary Membership includes all of the privileges of Associate Membership without the requirement to pay any annual dues.



(5) INTRODUCTORY MEMBER

1. Introductory Membership is reserved for new Amateur Radio operators who get their first Amateur Radio licenses with a RRC VE Team.
2. The Introductory Membership shall be automatic (no vote required) upon the passing of the exam and shall have a term of 6 months starting on the date of the successful exam.
3. Introductory Membership includes all of the privileges of an Associate Membership without the requirement to pay dues.

B. APPLICATION FOR MEMBERSHIP

1. Application forms may be obtained from the Secretary or club website. To be considered for club membership, forms must be completed and returned to any Board Member.
2. Applications for membership shall be submitted at regular meetings. The President shall call for a vote of application acceptance. A Majority Vote is required to confer membership to the applicant.
3. If an application is rejected for any reason, any prepaid dues will be returned.

C. DISCIPLINARY ACTION

1. The provisions of this sub-section relate to matters other than failure to pay dues.
2. The membership may enact a method of applying Disciplinary action that may be levied on any member for Just Cause, upon written petition of six (6) or more members presented to the President or Vice President.
3. After investigation, the Board of Directors shall recommend the level of disciplinary action that is appropriate and shall present the petition and recommendation to the membership at the next regular meeting of the club to be voted on by the membership.
4. The levels of disciplinary actions available for the Board to recommend the membership are: 1) no action, 2) Sanction, 3) Suspension, and 4) Dismissal. The membership may change the recommendation by three-fourths (3/4) Majority Vote prior to voting on the action itself.
5. The subject of any petition must be notified in writing that a petition requesting disciplinary action has been submitted. The person then shall be allowed to speak, if he/she so chooses, at the Board meeting and at the Regular meeting in which such disciplinary action is being discussed.
6. Any recommendation for disciplinary action that is directed at a Board member involving suspension or dismissal shall automatically include a petition for removal from office.



(1) SANCTION

1. Any member may receive a sanction for Just Cause.
2. A sanction can be considered a warning and may include restrictions of the member's club privileges, short of suspension or dismissal (i.e. restricted from using club repeater, participating with the club on field day, etc.).
3. A sanction cannot affect a person's voting privileges and cannot be in effect longer than one complete membership year.
4. A sanction shall occur only after three-fourths (3/4) Majority Vote.
5. All provisions of this sub-section shall apply equally to the general membership as well as to the members of the Board of Directors.

(2) SUSPENSION

1. Any member may be suspended for just cause for a period of time to be determined at the time of suspension, but not to exceed one complete membership year.
2. Suspension shall occur only after three-fourths (3/4) Majority Vote.
3. At the conclusion of the period of suspension, reinstatement will be automatic provided all conditions leading to the suspension have been satisfied.
4. All provisions of this sub-section shall apply equally to the general membership as well as to members of the Board of Directors.

(3) DISMISSAL

1. Any member may be dismissed for just cause for a period of time to be fixed at the time of dismissal, except that it shall be for no less than one full membership year.
2. Dismissal shall occur only after three fourths (3/4) Majority Vote.
3. A member dismissed, shall be eligible to apply for reinstatement as a new member at the conclusion of the period of dismissal provided the conditions of the dismissal have been satisfied. Upon reinstatement, he or she may not serve on the Board of Directors for one full membership year.
4. All provisions of this sub-section shall apply equally to the general membership as well as to members of the Board of Directors.

3. MEETINGS

1. Regular meetings shall be held on a monthly basis.
2. Membership meetings that fall on a holiday may be rescheduled or cancelled at the discretion of the membership by majority vote.
3. The President may cancel any meeting when in his/her determination it would not be safe for the members to attend (e.g. bad weather, state of emergency, etc). In the case of a cancelled meeting, all reasonable attempts shall be made to notify the membership.



4. Special meetings may be called by the President upon the written request of any five (5) club members. Notices shall be sent by mail to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.
5. The location for regular and special meetings shall be in a place that is safe, in a place that is handicap accessible and in a place that has adequate space for club membership to attend.
6. The regular meeting held in September of each year shall be designated as the annual meeting.
7. Board of Director Meetings shall be held on a monthly basis. The board shall define what forum shall be used to conduct those meetings and when those meetings shall take place.

A. THE CONDUCT OF MEETINGS

1. For both regular meetings and Board of Directors meetings, no Official Business shall be conducted without the presence of a quorum.
2. For both regular meetings and Board of Directors meetings, written minutes of each meeting shall be provided to the membership for their review.
3. For both regular meetings and Board of Directors meetings, if the Secretary is not present, the President or presiding club officer shall appoint someone to take the minutes and provide those minutes to the Secretary for distribution and filing. A recording of the meeting from which the Secretary shall create the minutes shall be considered satisfactory.
4. In lieu of minutes, committees shall report on a regular basis at either Board of Directors meetings or at regular meetings and those reports shall be incorporated in the minutes of that meeting.
5. Anyone may attend regular or special meetings of the club.
6. Club members and invited guests (invited by the Board or committee) may attend Board of Director meetings and committee meetings.

4. DUES FEES AND ASSESSMENTS

A. SCHEDULE OF DUES

1. The Annual dues rate, as defined in Appendix C, is hereby assessed in accordance with the provisions of Article V – Dues of the Constitution for the purpose of providing funds for club expenses.
2. Membership dues are payable in December of each year to cover the following membership year (Jan 1st to Dec 31st).



3. All payments of dues, new or renewals shall be accompanied with a club application to insure current information for the club database.
4. Changes in dues structure can be made with a Majority Vote at a regular meeting.
5. Changes in dues structure shall take effect at the opening of the next regular meeting.
6. Advance payment of dues shall be accepted.

B. DUES CATEGORIES

(1) FULL RATE

1. The full rate applies to any Regular Member who is not entitled to a special rate.

(2) FAMILY RATE

1. Family rate is 50% of the full rate, rounded up to the nearest dollar, for each additional member. To be considered eligible for the Family Rate, an individual must be a member of the immediate family (spouse and dependent children of) of an existing member in good standing of the RRC.

(3) JUNIOR RATE

1. Members who are under the age of twenty one (21) years will have a rate of 50% of the full rate, rounded up to the nearest dollar.

(4) NEWLY LICENSED AMATEURS

1. Newly licensed amateurs who get their licenses through exams given by a Rome Radio Club affiliated VE team shall be granted Introductory Membership, as defined in the Constitution.

C. DUES CALCULATION

1. New members shall pay dues calculated on the number of full months remaining in the membership year plus one month. The prorated dues rate shall be rounded up to the nearest dollar.

D. FAILURE TO PAY DUES

1. Non-payment of dues shall result in automatically placing the delinquent member in a non-voting status. Non-payment of dues, after a 6-month period, shall be Just Cause for removal from the membership rolls.
2. A member dropped from the rolls for failure to pay dues may apply for reinstatement provided the application is accompanied by the delinquent dues as well as dues payment for the remainder of the current membership year.



3. Such reinstatement shall be automatic (no vote required).
4. Payment of back dues is waived for any period in which disciplinary action (suspension or dismissal only) was in effect. In this case, back dues shall be prorated for any period of non-payment outside the disciplinary timeframe with amount rounded up to the nearest dollar.
5. This sub-section shall not conflict with *Article I – Membership, Section 2 – Military Service* clause of the Constitution.

E. REFUNDS

1. Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.
2. Club members in good standing on active duty in the military who receive orders for a permanent change of station (PCS) during a membership year may request a prorated refund. In this case the refund date will be based on the PCS effective date on their military orders.

5. FINANCES

1. The Treasurer shall maintain a checking account for the payment of club expenses.
2. The Treasurer shall maintain a savings account for club financial assets not needed in the near-term for operating expenses.
3. A special capital fund shall be created to cover non-operating expenses (e.g. repair of equipment, new equipment purchases, etc.). Funds for the capital fund may be held in the same account as regular savings, but shall not be used for operating expenses without a Majority Vote.

A. FUND RAISING

1. Fund raising events must be approved by Majority Vote.
2. Fund raising events shall be administered by either a standing committee or an ad hoc committee. The committee administering the event shall be cited in the motion authorizing the fund raiser.

(1) CLUB AUCTION

1. The club may hold an auction once every membership year.
2. When and if the auction shall occur will be the determination of the Board of Directors.
3. At the auction, the club may sell off any club non-real property assets.
4. The club may also auction off any member items, with the club getting 10 percent of the winning bid.
5. Minimum acceptable bids may be set on any item.



6. Any club auctions shall be administered by the technical committee.

6. ELECTIONS

1. Officer elections shall be held annually at the annual meeting as the last item of business for that meeting. In the event a quorum is not present, the election shall be the first order of business after reports at the next meeting in which a quorum is present.
2. Officers shall assume their elected offices immediately following the vote.

A. NOMINATION COMMITTEE

1. The President shall appoint a nomination committee at the June regular meeting.
2. The committee shall be charged with finding qualified candidates to run for office.
3. The committee may not nominate any of the nominating committee members.
4. The committee shall present a ballot to the President at the regular meeting one month prior to the annual meeting, at which time the President will entertain a motion for nominations and to accept the ballot.
5. The final ballot shall be published and made available to all club members by mail.
6. The President shall dissolve the nomination committee after the annual elections.

B. VOTING

1. Voting shall be administered by the nominating committee.
2. Voting shall be done using paper ballots.
3. Voting for all offices shall be done simultaneously.
4. No proxy voting is allowed.
5. Immediately after voting the ballots shall be counted openly in front of the membership.
6. Any candidate may request a recount of the ballots.
7. Tie votes for any office will result in a revote for those offices with only the top two candidates for those offices being on the second ballot.
8. In the event of a second tie, the highest disinterested (not on the ballot) board member (according to the order of rank in the Constitution) shall cast the tie-breaking vote.
9. Each office shall be filled by a plurality (greater than 50%) vote of the voting members present.
10. In the case of an unopposed slate for a position, the President may entertain a motion for the Secretary to cast a single ballot.



7. THE BOARD OF DIRECTORS

1. Acting on behalf of the membership, the Board shall carry out the routine business of the club through regular board meetings.
2. These meetings may be as informal as telephone calls or conferences between board members.
3. The Board shall report to the membership at each regular meeting.
4. Reports may be presented by any board member.
5. When deemed necessary, a report may also be put in writing and include a motion to be brought before the general membership for a vote.
6. Substantial distributions of any funds must be brought before the general membership for a vote.
7. At its option, the membership, by Majority Vote, may further define the actions the board may take on the club's behalf. Further definitions as might be enacted shall be regular business of the organization and not a part of these By-Laws.

8. AD HOC COMMITTEES

1. Ad Hoc committees may be formed to perform special one-time tasks. Members of committees shall be appointed by the club President or, in the absence of the President, the next ranking member of the Board of Directors unless otherwise specified in the Constitution or By-Laws.

A. AUDIT COMMITTEE

1. The President shall appoint an Audit Committee at the February regular meeting.
2. The committee shall be charged with auditing the financial records of the club.
3. The Treasurer shall supply the committee with all required records and will cooperate with the committee.
4. The committee shall have one month to complete the audit.
5. The committee shall report in writing any findings from the audit to the Board of Directors.
6. The President shall dissolve the audit committee after the audit results have been reported to the Board.



9. ARRL AFFILIATION

1. The RRC is an ARRL-affiliated club.
2. The RRC shall, if possible, maintain its status as an ARRL-affiliated club.
3. Although encouraged, ARRL membership is not a requirement or pre-condition for club membership. However, the RRC strongly encourages its members to join the American Radio Relay League (ARRL), the national body of radio amateurs since a condition of its affiliated club status is at least 51% of the club membership must be ARRL members.
4. The RRC treasurer shall accept any ARRL dues from a RRC member and pass these dues on to the ARRL [note – by paying ARRL dues through an affiliate club, the club will get a percentage].

10. VE/VEC REGULATIONS

1. As part of the educational function of the club, the Rome Radio Club shall provide one or more certified ARRL VE teams to administer Amateur Radio Examinations on a regular basis.
2. Exam dates shall be determined by the VE Team and shall be published. All interested in taking the exams shall be welcome.
3. For administrative purposes, the team may decide to require advanced registration up to 5 days prior to the exam; however, any such requirement must be part of the published announcements.
4. As a sponsor of a team or teams, the RRC shall provide the necessary support services.
5. The conduct and administration of the examinations shall be the responsibility of the certified team or teams, acting under the rules and regulations laid down by the Federal Communications Commission and the ARRL in its capacity as Volunteer Examiner Coordinator.
6. Oversight of the VE Team(s) shall be the responsibility of the Technical Committee.

11. CLUB CALL SIGN

1. As the Rome Radio Club has a valid FCC amateur radio club call sign, W20FQ, the club call sign shall be renewed and kept valid in accordance with current FCC procedures.
2. The club call sign may be used by any club member when operating on behalf of the club.
3. The club call sign may be used at club events (i.e. ARRL Field Days, Hamfests, Special Events, etc.).



4. The club call sign shall be used in on-the-air identification of club repeaters.
5. When authorized by the membership, the club may apply to the FCC for a special event call sign.

12. TREASURER

A. INSURANCE

1. The Treasurer, when directed by the membership, is authorized to acquire and maintain liability insurance for the club property. Such insurance may also cover members and guests attending club events. The act specifying such purchase shall include the type and amount of insurance to be purchased.
2. The Treasurer shall modify or discontinue such coverage when directed by the membership.

B. Not for Profit Status

1. The Treasurer shall be responsible for maintaining the club's "not for profit" status.

C. Membership Cards

1. The Treasurer shall issue membership cards upon receiving dues payments from Regular and Associate members.
2. The Treasurer shall issue indefinite expiration membership cards to Life and Honorary members when such membership is conferred.
3. The Treasurer shall supply the VE team(s) with a limited number of Introductory membership cards for issuance in accordance with these By-Laws.
4. Membership cards shall be considered accountable items and records of issuance shall be maintained.

13. Club Property

1. The club shall maintain a log of all non-financial, durable items acquired by the club through donations or purchases. The log shall include, when possible, receipts, letters of transfer, identification information, pictures, etc. that can be used to prove ownership of the item. The log shall also record the current physical status (damaged, out-for-repair, loaned-out, including locations where appropriate) of all items the club owns.



2. Items loaned to club members shall be signed for by the person borrowing the item – ownership does not transfer with the loan. Loans shall have a definitive return date that can be renewed.
3. The club equipment custodian(s) shall administer the club property and will be the issuing agent for all hand receipts.
4. Oversight of the club property shall be the responsibility of the Technical Committee. The Technical Committee may define the implementation details (in writing) and the makeup of the hand receipt form.

14. Amateur Radio Emergency service – ARES®

ARES® is a program of the American Radio Relay League -- our club will support the activities of the local ARES® group and will make available, at the ARES® group's request, any and all repeaters the club owns or operates for the purpose of training and emergency operations.



15. Definitions

1. The following definitions shall apply throughout this document.

Word or Phrase	Definition
Ad Hoc	For a specific purpose with a defined start and end date.
ARRL	American Radio Relay League
Communications	The RRC shall communicate with all members electronically (web site, web blogs, or E-mail) as the standard method. Documents shall be supplied in printed form upon request. Individuals shall have the right to request printed documentation be their standard communication method.
Certificate of Incorporation	The Certificate of Incorporation is a legal document defining the formation of the Rome Radio Club as a type-B corporation. The Rome Radio Club Inc. (RRC) is duly incorporated under section 102(a)(5) of the not-for-profit law of the State of New York.
Rome Radio Club Constitution	The RRC Constitution is the basis for the clubs governing law. Nothing in the Constitution or any enacted by-laws shall contradict the RRC's Certificate of Incorporation.
General Membership	The general membership consists of all voting and non-voting members in good standing.
Good Standing	A member in good standing is one for whom all membership dues are paid and no suspension or dismissal actions are currently in effect.
Just Cause	<p>In addition to the specific definitions of Just Cause that may appear in the By-Laws and Constitution, the following definitions apply: When a member of the club intentionally commits an act or acts in a manner contrary to Federal, State or Local laws, ordinances or regulations (i.e. FCC rules, etc.), the By-Laws of the Rome Radio Club, or any official acts of the club membership or the club's Board of Directors, it shall be considered "just cause" for disciplinary action.</p> <p>It shall also be considered Just Cause for disciplinary action when a club member is grossly or criminally negligent and puts the well being of the club, its property or its membership at risk of harm or loss.</p>
Majority Vote	In the presence of a quorum, a vote, approving a motion, of greater than 50 percent (or some other specified percentage) of the voting members in attendance. Abstentions are considered negative votes.
Membership year	January 1 st to December 31 st
Petition	A written request signed by one or more club members in good standing.



Quorum	For regular or special club meetings, seven (7) voting members or two-thirds (2/3) of the voting membership, whichever is smaller, shall be considered a quorum. For Board Meetings, five (5) board members or two-thirds (2/3) of the Board members [note – vacant board offices do not count], whichever is smaller, shall be considered a quorum.
Regular Meetings	Meetings of the general membership that are held on a regular basis. To be defined as a regular meeting, the meeting place and time must be communicated to the Full Membership.
RRC	Rome Radio Club, Inc.
Special Meetings	Meetings of the general membership that are not held on a regular basis.
Sunshine Representative	A Sunshine Representative is an individual who promotes goodwill within and external to the RRC. An example would be sending of birthday cards to members or other individuals.
VE	Volunteer Examiner – A Radio Amateur certified to administer Amateur Radio exams.
VE Team Liaison	One member of the team, designated to coordinate with the VEC.
VE Team	A minimum of three (3) certified Volunteer Examiners required to administer Amateur Radio exams.
VEC	Volunteer Examiner Coordinator – The American Radio Relay League, or other entity certified to coordinate the administration of Amateur Radio exams.
Vote of the full membership	See Appendix B.
Non-voting status	Non-voting status means that despite the member’s membership category, the member shall not vote on any action presented to the membership for a vote.



APPENDIX A – MEMBERSHIP TYPES TABLE

<u>Membership Type:</u>	<u>Amateur Radio License</u>	<u>Can vote on Day-to-day votes:</u>	<u>Can vote on Sanction Actions, election or dismissal of officers, Modifications to the Certificate of Incorporation, Constitution, and By-Laws.</u>	<u>Must Pay Dues</u>
Regular Member	Must Have	Yes	Yes	Yes
Associate Member *	Not Required	Yes	No	Yes
Life Member	Must Have	Yes	Yes	No
Honorary Member	Not Required	Yes	No	No
Introductory Member	Must Have	Yes	No	No – 6 month grace period

*Note: When Associate Members obtain their Amateur Licenses, they automatically become a Regular members. If testing was performed by the RRC VE team, the member is eligible for a 6 month Introductory Membership. Any dues paid towards the Associate membership will be prorated for the next calendar year dues.



APPENDIX B – VOTING

In the following events a Full Membership Vote is required: disciplinary actions, election or removal of officers, amendment to Certificate of Incorporation, Constitution or By-Laws. Regular Members and Life Member are eligible to vote on these subjects. A vote can be called for at a regular monthly meeting or at a special meeting. A notification of at least one (1) week shall precede any votes that require a Full Membership Vote. A member must be physically present or participate via phone to vote. Member not in attendance physically or via phone give up their right to vote on the matter at hand. The President or Vice President must be present and there must be a Quorum of at least seven (7) members present to hold a meeting. The levels to pass a vote are detailed in the table below:

Voting Subject:	Level of Vote:	Notification:	Notes:
Day-to-day Votes	Majority Vote	Not Required	
Election of Officers	Plurality (> 50%) vote to be elected	Annual Meeting	No Plurality: Second vote with the top two. Tie in second vote to be decided by highest ranking officer.
Removal of Officer	> 3/4's Positive Vote	Required	
Amendment of Certification of Incorporation	> 50% Positive Vote	Required	
Amendment of Constitution	> 2/3's Positive Vote	Required	
Amendment of By-Laws	> 50% Positive Vote	Required	
Dissolution of Club	> 2/3's Positive Vote	Required	

Example: There is a need to amend the By-Laws at the next monthly meeting. All members are notified at least 1 week in advance of the meeting with the full details of the action to be voted upon. The meeting is held and 20 members attend the meeting (physically or via phone). A vote of 11 or more (in this case > 50%) is required to amend the By-Laws. Members not in attendance forgo their voting right. Please note that with 20 attendees, a Quorum is present and must be present to hold the meeting.



APPENDIX C – DUES RATE

The annual dues per member is defined at: \$15.00

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