

BY-LAWS
of
VIKING AMATEUR RADIO SOCIETY, INC.

A Corporation duly organized under the
Laws of the State of Minnesota
Revised November 1998

Section 1. The Viking Amateur Radio Society, Inc. shall hereinafter be referred to in these By-Laws as either "Corporation", "Club" or "VARS".

Section 2. SPECIAL NOTICES. If the members of the VARS have to be notified as called for in the By-Laws it will happen as follows: The Secretary will distribute the notices to arrive at least 72 hours in advance of the reason for the notice. Distribution can be by U.S. Mail, hand carried, company distribution, i.e. E.F.J., or inclusion in the VARS newsletter.

Section 3. MEETINGS. Regular meetings shall be held on the last Tuesday of each month. Special meetings or changes of Regular Meetings may be called by the President or Executive Committee. The President must call a Special meeting upon written request of any five Full or Honorary Life Members. The Secretary will distribute Special Notices per Section 2.

Section 4. ANNUAL MEETING. An Annual Meeting of the membership shall be held on the last Tuesday in November of each year.

Section 5. QUORUM. A quorum is one-quarter (1/4) of the Full and Honorary Life Members of the VARS, either present or by proxy. There must be a quorum for the purpose of transaction of business at any meeting.

Section 6. PROXY. A member of the VARS who is unable to attend a meeting may exercise his/her right to vote on issues by exercising her/his right to Proxy. A Proxy must be in writing, and must include the following: date of the meeting, given for , be signed and dated, and given to the Secretary prior to the vote. A member may assign his/her vote to the Secretary, a voting VARS member or specifically vote on an issue, or a combination of these.

Section 7. OFFICERS. The officers of the VARS shall be: A President, a Vice-President, a Past-President, a Secretary-Treasurer, and an Activities Manager.

Section 8. ELECTION OF OFFICERS. The officers of the VARS shall be elected by written ballot of a quorum at the Annual Meeting in November. An officer must hold a valid amateur license and have attended at least four meetings in the past year.

Section 9. TERM OF OFFICE. The term of office for the officers in the VARS shall be for one year, from December 1 to November 30.

Section 10. **PRESIDENTIAL SUCCESSION.** Each year the members will elect a Vice-President, the current Vice-President will automatically become President, and the current President will automatically become the Past President.

Section 11. **VACANCIES.** Vacancies of Officers, Directors or the Trustee occurring between the Annual Meeting Elections must be filled by a special ballot at the first regular meeting following the vacancy.

The Secretary will distribute Special Notices per Section 2.

The Executive Committee will ensure the duties of officers who have resigned, withdrawn or been removed from office, will be properly discharged until a replacement is elected.

Section 12. **REMOVAL.** Officers may be removed on motion by a three-fourths vote of the total voting membership in person or by proxy. The Secretary will distribute Special Notices per Section 2.

Section 13. **PRESIDENT.** The President shall preside at all meetings of this club, and conduct them according to the rules adopted. He/She shall enforce due observance of these Articles of Incorporation and By-Laws. He/She shall decide all questions of order, and perform all customary duties pertaining to the office of President. He/She shall have the power to form and dissolve all special committees, and appoint the members thereof. He/She shall have the power to appoint members to Standing Committees. He/She is an ex-officio member of all committees, except the nominating committee. He/She shall have the power to call special meetings of the VARS and the Executive Committee.

Section 14. **VICE-PRESIDENT.** The Vice-President shall assume all of the duties of the President in the President's absence. He/She will be responsible for the program at all regular meetings.

Section 15. **SECRETARY-TREASURER.** The Secretary/Treasurer shall keep a record of the proceedings of all meetings, keep a roll of members, present applications for membership, carry on correspondence, read communications at each meeting, and will send written notices to each member of the VARS when Special Notices are required by the By-Laws or requested by the Executive Committee. He/She shall receive and receipt all moneys paid to the club. He/She shall keep and have available at all meetings, an accurate, current account of all moneys received and expended. He/She shall pay no bills without proper authorization by the membership or the Executive Committee. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

Section 16. **PAST PRESIDENT.** Past President shall be available to offer insight and knowledge gained from the Presidential experience.

Section 17. **ACTIVITIES MANAGER.** The Activities Manager shall organize Club radio station activities, plan and recommend contests for operating benefit, and advance club interests as approved by the Club. The Activities Manager may appoint assistants to aid necessary. *NOTE: Field Day is a function of the Emergency Coordinator.*

Section 18. **TRUSTEE.** The Trustee will be selected by the membership by unanimous resolution. The Trustee shall hold a valid amateur license, general class or higher, and shall be a Full or Honorary Life Member of the Viking Amateur Radio Society.

The Trustee has responsibility and absolute authority for all licensing and operational matters with respect to the Club's station, equipment, and use thereof.

Section 19. **Properties Manager.** The Trustee will perform, or appoint a Properties Manager.

The Properties Manager will: 1. Maintain Club's equipment in an operational state or report to the Club the need for repair or replacement. 2. Maintain an up-to-date inventory and location of club equipment. 3. Work with the Emergency Coordinator to facilitate use of Club equipment. *NOTE: Club needs for Club equipment use always supersedes individual needs.*

Section 20. **EMERGENCY COORDINATOR.** The Trustee will perform, or appoint an Emergency Coordinator.

The Emergency Coordinator will: 1. Assure the VARS is at a high level of emergency preparedness at all time, in both equipment and personal. The Emergency Coordinator shall direct all VARS emergency preparedness activities. 2. Coordinate Field Day exercise, appoint the chairs of the various committees, call meetings to plan and prepare for the Field Day Exercise. 3. Coordinate a Fall and Winter emergency preparedness activity. 4. Work with the Properties Manager to assure all club equipment to be used for emergencies is available and in working order at all times. 5. Assure that there is a system of notification of club members in a declared emergency.

6. The Trustee or Emergency Coordinator can declare or terminate emergencies. In the absence of the Trustee or Emergency Coordinator the office will be filled in the following order: Past-President, President, Vice-President, Activities Manager, Secretary/Treasurer.

7. In the event of a declared emergency the Emergency Coordinator or Trustee will assume complete control of the station, and all other club activities. 8. Work with and coordinate the VARS response with ARES, RACES, the Waseca County Red Cross, the Waseca County Emergency Management, and other agencies as required.

Section 21. **REPEATER CONTROL OPERATORS.** The Trustee is responsible for the VARS Repeaters. The Trustee will perform or appoint Control Operators to monitor the Club repeaters. The Trustee through his/her Control Operators has the authority to shut down the repeater and to reactivate it. This is totally at the discretion of the Trustee and the Control Operator. The Control Operators are responsible to act as Elmers for those who fail to operate according to the *VARS Repeater Guidelines*.

Section 22. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the President, Vice-President, Past-President, Secretary/Treasurer, Activities Manager, Trustee and up to (6) Directors.

The Executive Committee shall have the power to authorize the Secretary/Treasurer to make purchases and disburse funds, call special meetings of the Club or Executive Committee, recommend amendments to the Constitution and By-Laws, and decide overall club policies with regard to public relations. The Executive Committee will see that the duties of officers who have resigned or withdrawn will be properly discharge until a replacement is elected. Executive Committee meetings are open to all interested VARS members.

Section 23. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet monthly at least one week prior to the VARS regular monthly meeting at a time to be determined by the Executive Committee. The Executive Committee shall meet when called by the President or the Trustee. The President shall act as chair.

Section 24. DIRECTOR. A Director is an advisor to the Executive Committee.

He/She has full voting rights in the Executive Committee. The President may appoint directors, with confirmation by a majority of the voting members present at the next monthly meeting of the VARS. He/She can be elected from the body at large. All Directors must be confirmed yearly at the Annual Meeting. He/She may act as a liaison between other groups and the VARS. He/She may have specific knowledge, insight, or experience the Executive Committee can use to enhance its ability to do the Club's work.

Section 25. AMENDMENTS. The Article of Incorporation may be amended by a two-thirds (2/3) majority of the total voting membership. The By-Laws can be amended by a simple majority of the quorum of members either present or voting by proxy. The Secretary will distribute Special Notices per Section 2 of all proposed Amendments.

Section 26. STANDING COMMITTEES. Standing Committees perform a specific function and do business on a year to year basis. Standing committees members may be appointed by the President. The Chair of each Standing Committee shall file a brief written report with the Secretary at the Annual Meeting. This report will include recommendations about continuing the standing committee. The report will include who served on the committee during the past year, a summary of what they did and plans and goals for the upcoming year. All standing committee assignments will be effective December 1 to November 30 the next year.

Section 27. TEMPORARY COMMITTEES. Temporary committees may be appointed by the President. Temporary committees shall be sustained until their work is completed, at which time the chair of the committee shall file a brief final report with the Secretary, and the President will dissolve the committee.

Section 28. MEMBERSHIP. There are four categories of VARS membership, Full, Associate, Auxiliary, and Honorary Life Member. Special rules apply to each membership category. For Full and Associate membership a written *Application for Membership* shall be submitted either in person by the applicant at a regular meeting, or can be submitted with the signatures of two VARS members who are sponsoring the applicant, if applicant can't attend the meeting. Each applicant must express a willingness to abide by the Constitution, the By-Laws, and rules promulgated by the Club. Applicants may be admitted at the meeting their application is submitted.

SECTION 29. FULL MEMBERSHIP. Must be a licensed amateur. Has voting privileges, can hold office, and participate in all Club functions and activities. Must be elected by a two-thirds vote of a quorum on a written ballot.

SECTION 30. ASSOCIATE MEMBERSHIP. Open to all who have an interest in amateur radio and wants to be an active member of the VARS. Is a non-voting member, is not eligible to hold office, but may participate in functions and activities of the VARS. Must be elected by a two-thirds (2/3) vote of a quorum by written ballot. When an Associate member receives his/her license, he/she will automatically move to Full membership status.

SECTION 31. AUXILIARY MEMBERSHIP. Open to anyone interested in amateur radio, especially the VARS. This membership is a non-voting membership. An applicant must submit a written application and pay dues. There is no vote for, membership.

Auxiliary members may convert to Associate or Full membership by submitting a written request to do so and either submit in person at a regular meeting or send it in with, two VARS members signatures, sponsoring the applicant. They then must be in compliance with section 29 or 30. They then must be elected by a two-thirds (2/3) vote of a quorum by written ballot.

Section 32. HONORARY LIFE MEMBER. The title of Honorary Life Member may be conferred upon certain individuals, such as retiring members, prominent amateurs, or others who, by their outstanding contribution to the field of amateur radio, should be deserving of recognition.

The title may be granted upon resolution, submitted by the Executive Committee and signed by a majority of the total voting membership. This title shall carry full membership status for life. Honorary Life Members are exempt from dues.

Section 33. REMOVAL OF MEMBERSHIP STATUS. A member may be removed from membership by a three-fourths vote of a quorum if sufficient grounds have been presented to the membership showing the individual to be a gross violator of amateur radio or club rules. The Secretary will distribute Special Notices per Section 2.

Section 34. DUES. At the regular meeting in November, annual dues of \$24.00 shall be assessed, except that members age 65 or older and members who are full-time students shall be assessed 50% of the regular annual dues. Families with two or more memberships will be assessed a total of 1 1/2 times the normal dues. Honorary Life Members do not pay dues. Dues shall cover the period December 1 to November 30. Members in arrears may not vote on any issue. Members in arrears at the close of the regular meeting in March will have their membership suspended until their annual dues are paid and will no longer receive club mailings. Dues of new members will be pro-rated beginning with their meeting of acceptance.

The undersigned, being a majority of the Directors of VIKING AMATEUR RADIO SOCIETY, INC., do hereby approve and consent to the adoption of the foregoing By-Laws as and for the By-Laws of the Corporation.

Denton K. Larson .

Denton Larson

Dale A. Carlson .

Dale Carlson

Robert J. Jenks .

Robert Jenks

AMENDMENTS

30 November 1993:

Section 6. TERM. Add "Term of office shall run from December 1 to November 30."

Section 24. DUES. Dues changed from \$3.00 to \$12.00. Add "except that members age 65 or older and members who are full-time students shall be assessed 50% of regular dues". Payment of dues was changed from September to November. Members in arrears after the March meeting will no longer receive club mailings and a notice will be enclosed with the March mailing.

OLD: Section 24. DUES. Regular annual dues of \$3.00 shall be assessed at the opening of the regular meeting in September and may be paid before that time. Dues shall cover that September meeting, and the interval until, but not including, the regular meeting in the following September. Members in arrears may not vote on any issue. Members in arrears at the close of the regular meeting in March will automatically lose their membership. Dues of new members will be prorated beginning with the meeting of their acceptance.

30 November 1994:

Section 5. OFFICERS. Add "a Past-President".

Section 6. TERM. Expanded into three sections. Election of officers will be by 'written' ballot. Added Presidential succession.

OLD: Section 6. TERM. The officers of this corporation shall be elected for one year by ballot of the members present, provided there be a quorum, at the regular meeting in November. All officers must hold valid amateur licenses and attend at least four meetings or events in the past year. Term of office shall run from December 1 to November 30.

Section 13. TRUSTEE, and Section 14. about the trustee are combined to make section 13.

NEW: Section 14. PAST-PRESIDENT. Duties of this new office.

Section 15. BOARD OF DIRECTORIES, and Section 16. about the board of directories are combined to make section 16. Past-President was added.

NEW: Section 15. DIRECTOR. Process to appoint additional directors.

29 March 1995:

OLD: Section 14. PAST-PRESIDENT. Shall attend the Board of Directors meeting.

OLD: Section 23. MEMBERSHIP. Written applications for membership shall be submitted in person by the applicant at a regular meeting. Each applicant must express a willingness of the applicant to abide by the Constitution, the By-Laws, and rules promulgated by the club. Two-thirds of those present shall approve the applicant before he/she shall be considered for membership.

A member may be removed from membership by a three-fourths vote of a quorum if sufficient grounds have been presented to the executive committee showing the individual to be a gross violator of amateur radio or club rules.

All voting to accept or to expel members shall be by secret ballot.

OLD: Section 25. TITLE OF HONORARY MEMBER. The title of Honorary Member may be conferred upon certain individuals, such as retiring (employee) members, prominent amateurs, or others who, by their outstanding contribution to the field of amateur radio, should be deserving of recognition.

The title may be granted upon resolution, submitted by the Board of Directors and signed by a simple majority of the voting membership.

The title shall grant no voting or office holding privileges, and shall not require the payment of dues.

The title will grant all other privileges for lifetime.

January 1997:

Major re-structuring. The entire By-Laws prior to January, 1997 with amendments will be available upon request of the Secretary of the VARS.

25 November 1997:

OLD: Section 34. DUES. At the opening of the regular meeting in November, regular annual dues of **\$12.00** shall be assessed, except that members age 65 or older and members who are full-time students shall be assessed 50% of the regular annual dues. Dues shall cover that November meeting and the interval until, but not including, the regular meeting of the following November. Members in arrears may not vote on any issue. Members in arrears at the close of the regular meeting in March will have their membership suspended until their annual dues are paid and will no longer receive club mailings. A notice to this effect will be enclosed with the March mailing. Dues of new members will be pro-rated beginning with their meeting of acceptance.

NEW: \$24 and the family member ship.

24 November 1998:

old: Section 5. QUORUM. A quorum is one-third (1/3) of the Full or Honorary Life Members of the VARS, either present or by proxy. There must be a quorum for the purpose of transaction of business at any meeting.

old: Section 28. MEMBERSHIP. There are four categories of VARS membership, Full, Associate, Auxiliary, and Honorary Life Member. Special rules apply to each membership category. For Full and Associate membership a written *Application for Membership* shall be submitted in person by the applicant at a regular meeting. Each applicant must express a willingness to abide by the Constitution, the By-Laws, and rules promulgated by the Club. Applicants may be admitted at the meeting their application is submitted.

old: SECTION 29. FULL MEMBERSHIP. Must be a licensed amateur. Has voting privileges, can hold office, and participate in all Club functions and activities. Must be elected by a two-thirds vote on a written ballot.

old: SECTION 31. AUXILIARY MEMBERSHIP. Open to anyone interested in amateur radio, especially the VARS. This membership is a non-voting membership. An applicant must submit a written application and pay dues. There is no vote for membership.

Auxiliary members may convert to Associate or Full membership by attending a meeting and requesting Full or Associate membership per section 28.

APPENDIX A – Updated November 2005

HONORARY LIFE MEMBERS (HLM):

KØKCJ / W5TUM	Ken Finch	1970
WØDRG SK	Fred Hager	1974
WAØMJF	Bob Jenks	1993
WØYDX SK	John Foster	1994
WAØWWW	Jay Holcomb	2004

Honorary newsletter recipients:

NØMN	Richard Fuller	Dec 1998
KØRGO	Ray Miller	Dec 1998

SILENT KEYS (SK):

WBØBJK	Annette Wynnemer	1987
WBØBGG	Iver Wynnemer	1988
9ALD	Edgar F. Johnson	1991
NØVWZ	Dewey Minske	1994
WØDRG	Fred Hager	1996?
NØVF	Lloyd Schlaak	2004
WØYDX	John Foster	2001
KØRGO	Ray Miller	2004
KØFE	Leo Andree	2004?
WØUKY	Lowell Ellis	2005