

# BYLAWS



The Association of Saints Church  
Radio Amateurs, Inc.

*Revised and Approved 07 May 2011*

(Subsequent Deletions denoted as ~~strikethrough~~, additions denoted as ***bold-italics.***)

**ARTICLE I****Name**

The name of this corporation will be:  
“The Association of Saints Church Radio Amateurs, Inc.”  
(ASCRA)

**ARTICLE II****Purpose**

The purposes of the association are:

1. To establish, maintain, support, and operate an association of persons commonly interested in amateur radio communication, and
2. To legally utilize communication skills and the licenses granted to service our community and, in this way, lessen the burden of government, and
3. To legally utilize communication skills and the licenses granted to service any religious and charitable organization and in this way lessen human suffering, and
4. To provide for mutual improvement through the various teaching skills, to foster the professional competence of the amateur radio licensee, and to promote the performance responsibilities, ethics, and general educational level of the amateur radio licensee, and
5. To conduct and encourage scientific research and investigation into the radio and electronics art, and
6. To do all and everything necessary, suitable, and proper for the accomplishment of the forgoing purposes and anything which the Board of Directors of the Association may deem conclusive or expedient for the proper conduct of the Association and for the carrying out its purposes.
7. ***To be a public benefit corporation whose purpose shall be religious, charitable, scientific and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, and to be conducted in accordance with applicable Federal laws and regulations and the laws of the State of Missouri.***

### **ARTICLE III**

#### **Affiliations**

##### *Section 1. Membership.*

Membership categories of the Association are: Member, Honoree, and Friend. Membership status shall be indefinite or until such status shall change or be revoked by a majority of the Board of Directors.

Member – Members are those persons who are legally licensed as an operator in the Amateur Radio Service, and have requested membership. Members may hold any office in Association Chapters and vote.

Honoree – Honorees are those persons who have been recommended to the Board of Directors as a result of an indication of substantial support to the Association through their contribution of time, moneys and/or property, and have subsequently been elected by a majority of the Board of Directors as an indication of honor to the recipient. Honorees may not hold any office or vote.

Friend - Friends are those persons who are not licensed operators in the amateur radio service, who may, or may not, be a member of Community of Christ and have on file an application/data form. Friends may not hold any office or vote.

A Directory Manager may be appointed by the Executive Director to manage and maintain a roster of all members, associates, honorees and friends of the Association. The roster shall be managed in such a way as to keep all names and addresses and other pertinent information as up-to-date as possible. The newsletter, IN SERVICE, shall be used to regularly inform the membership of any changes to the roster.

##### *Section 2. Chapters.*

Association Chapters will be established in order to further the aims of the Association which could not otherwise be accomplished by individual members. Chapters may be organized within any geographic or special interest area. Approval of new Chapters shall be made by the Board of Directors upon the recommendation of the Executive Council.

Application to create a new Chapter must be made by at least three persons who would be members of the proposed Chapter. The term of a Chapter charter shall be continuous provided the initial qualifications to establish a Chapter and all other necessary requirements continue to be met, or until revoked by the Board of Directors.

The executive officers of any Chapter of the Association shall be members and shall consist of a President, Secretary and Treasurer. Terms of office for these executive officers shall be for one calendar year. Dues may be levied by the Chapter upon

Chapter members. Chapter affiliations shall be the same as the Association: member, honoree, and friend.

Chapter activities shall consist of advancing the Association's goals within the Chapter's jurisdiction and shall favorably reflect the highest standards of the Association, and where violation exists shall be grounds for either suspension of the Chapter's charter by the Executive Director, or revocation by the Board of Directors.

Reports shall be submitted by each Chapter on a yearly basis. A financial statement and Balance sheet for the previous fiscal year, signed by the Chapter Treasurer, shall be transmitted to the Executive Director no later than 1 March. A report of the Chapter's activities for the previous calendar year will accompany the financial reports to the Executive Director. Chapters are encouraged to submit articles periodically to the IN SERVICE *newsletter* editor for inclusion in the newsletter concerning the activities of the Chapter.

#### **ARTICLE IV** **Administration & Leadership**

##### *Section 1. President.*

The President is the official spokesperson of the Board of Directors in regards to all matters of Association policy and represents the Association in all public activities and ceremonies. The President prepares an agenda for and presides at the biennial meeting of the general membership of ASCRA and annually at the Board of Directors meeting.

The President is elected yearly at the annual Board of Directors meeting and presides at all Board meetings. The President is a member of the Association and the Community of Christ, duly elected to the Board of Directors.

##### *Section 2. Secretary.*

The Secretary records the official proceedings of the Board of Directors, general membership meetings as well as all Executive Council meetings. Copies of all minutes are to be disseminated to members of the Board of Directors within 30 days of each meeting. The Secretary prepares and disseminates a proposed agenda for the meeting of the Board of Directors as soon as possible after the election of new members of the Board of Directors.

The Secretary is responsible for and oversees the process for nominating, electing and notification of members to the Board of Directors. Distribution of nomination and election ballots should be done in a timely fashion in order to allow enough time for all members to nominate and vote for members of the Board of Directors by 15

February of each year. The Secretary should provide for any person nominated to accept or reject nomination based on their willingness and availability to serve.

The Secretary is responsible for collecting and tabulating the election results with the assistance of a Ballot Tabulation Committee composed of the Secretary and not more than three other ASCRA members selected by the Secretary by 28 February. If possible, at least one member of the Ballot Tabulation Committee must not be a candidate or related to a candidate on the ballot in question. In the case of a tie, those Directors whose terms are not expiring will be polled by the Secretary until the tie is broken and a director is, or directors are, chosen. The Secretary will then notify each person elected to the Board of Directors, within 15 days of tabulating the election results, prior to the election results becoming public.

The Secretary is responsible for keeping the official version of these bylaws and for updating, making authorized additions, deletions and any other authorized changes necessary; for archiving outdated versions; for having new copies printed and disseminated to all Board members within 60 days following the enactment of any changes made to these bylaws.

The Secretary is elected yearly at the annual Board of Directors meeting and presides at all Board meetings in the absence of the President. The Secretary is a member of the Association and the Community of Christ, duly elected to the Board of Directors.

### *Section 3. Treasurer.*

The Treasurer is responsible for all moneys for the Association, depositing those moneys in the name of the Association in a depository specified by the Board of Directors. The Treasurer is to sign all checks in payment of obligations of the Association known to be proper and authorized. The Treasurer signs all receipts for contributions and donations of moneys, personal and real property, within 14 days of receiving such money and/or property.

The Treasurer submits at the annual Board of Directors meeting a financial statement of the previous fiscal year and a proposed budget (in consultation with the Executive Director) for the next fiscal year, both, for the approval of the Board of Directors.

The Treasurer is elected yearly at the annual Board of Directors meeting and presides at all Board meetings in the absence of the President and Secretary. The Treasurer is a member of the Association and the Community of Christ, duly elected to the Board of Directors.

### *Section 4. Executive Director.*

The Executive Director is responsible to the Board of Directors for the proper operation of the Association. The Executive Director is responsible for representing the Association in its functional and operational relationships with the Church, its agencies and officials as well as Association Chapters and members, and other organizations.

The Executive Director appoints all management staff, including an FCC station trustee(s) for WØSHQ, for an unspecified term. Appointments are to be announced at the annual Board of Directors meeting. The Executive Director submits for approval to the Board of Directors at their annual meeting, a proposed capital equipment request for the next two fiscal years.

The Executive Director is appointed yearly by the President and sustained by the Board of Directors. The Executive Director presides at the Board of Directors meeting in the absence of the Treasurer. The Executive Director must be a member of the Association and the Community of Christ, but is not required to be a member of the Board.

#### *Section 5. Board of Directors.*

Any member of the Association who is also a member of the Community of Christ may be elected to the Board of Directors after being nominated at least once and by indicating their willingness and availability to serve. The term of office will be for two years and will run from the beginning of the annual meeting, for which they were elected, to the beginning of the annual meeting two years hence. The number of Directors shall be limited to 12 with one half (6) being elected in even numbered years and the other one half (6) being elected in odd numbered years.

First Presidency May Appoint a Majority of Board - In order that the Association shall be covered by the insurance maintained by the Community of Christ, the First Presidency of the Community of Christ shall appoint persons from among the members of the Association to be directors of the Association. Such appointments shall be sufficient in number to constitute a majority of the board. The Executive Director of the Association will submit to the First Presidency names of those elected for appointments. Elected board members will be automatically accepted as First Presidency appointments, unless the First Presidency declines to appoint an individual(s).

Members are eligible to nominate persons to the Board of Directors by postal service mail or e-mail or fax to the Secretary after the Secretary has announced the beginning of nominations and by the date required and set by the Secretary for nominations to end. Nominations from each member will be limited by the number of positions currently open on the Board.

Only members may vote. Write-in votes are permitted in addition to votes for nominees. Members returning paper ballots must sign their ballots with their name and call sign to be valid. Ballots may be returned to the Secretary via Postal Service, Fax, or E-mail. (See *Section 2* for rules governing elections and ballot tabulation.)

The Board of Directors shall meet regularly, at least once every year, preferably in March or April, and when held, in those years in conjunction with the World Conference of Community of Christ, preferably following the association's general

membership meeting. When necessary, special meetings of the Board of Directors may be called at the direction of the President or Executive Director, or by a majority of the members of the Board of Directors. Timely notification of Directors is required.

Members of the Board of Directors are responsible for providing the general direction of the Association's policy in accordance with the stated purposes of the Association which are contained in the Articles of Incorporation and Article II of these Bylaws. Fifty (50%) percent of the Board shall constitute a quorum to conduct business, and a 2/3 majority vote of the total Board of Directors is required where:

1. Changes in the Bylaws are required
2. Approval of budget line items or program totals exceed \$500
3. An increase in the total operating budget is over 30% from the previous year

If circumstances preclude the presence of a quorum, business may be conducted via other means of communication, as directed by the President, with all other Directors participating. The Secretary, or Secretary Pro-tem, will be a party in the communication used, recording the minutes and votes of each Director.

#### *Section 6. Executive Council.*

Members of the Executive Council are the President, Secretary, Treasurer and the Executive Director (who may vote if also a member of the Board of Directors).

The Executive Council is responsible for providing a means by which decisions requiring action by the Board of Directors may be accomplished in a manner without the necessity of communicating with each member of the Board of Directors. Their only authority is to:

1. Decide official positions in response to FCC Notice of Proposals of Rule Making (NPRM).
2. Approve expenditures from any fund over \$500.00 from those funds previously approved by the Board of Directors.
3. Approve qualified applications for Chapters.

**ARTICLE V**  
**Fiscal Policy and Funds**

*Section 1. Policy.*

The Board of Directors shall not appropriate to any disbursement fund, an amount which is greater than that which is available in the General Reserve Fund at the time of the proposed appropriation. Further, the Board of Directors shall not transfer to any fund, amounts from any disbursement fund which are derived from donations (as opposed to appropriations by the Board), except when that disbursement fund is abolished and then only with the written approval of all living donors to transfer those funds.

*Section 2. Funds.*

General Reserve Fund – the depository for all uncommitted funds. All income shall be applied to the General Reserve Fund except income, which has been specifically designated for an established fund. All expenditures from the General Reserve Fund must be approved by a majority of Directors.

Operating Fund – a disbursement fund established for funding those expenses commonly considered necessary in conducting the routine operation of the Association. The Board shall, for each fiscal year requested, appropriate a fixed sum from the General Reserve Fund as the Operating Fund. Operating Fund budget requests, which exceed 30% of the previous fiscal year's Operating Fund budget, shall require a 2/3 majority approval by the Board, as well as a 30-day notice to the Board of such a request. Funds remaining in the Operating Fund at the conclusion of the fiscal year for which they were appropriated shall revert to the General Reserve Fund. Expenditures from the Operating Fund shall be at the sole discretion of the Executive Director within the limits of each line item as approved by the Board.

Wide Area Communications System (WACS) Fund – a disbursement fund is established for the purchase and operation of equipment for a communications system. Expenditures in excess of \$500.00 shall be approved by a majority of the Executive Council. (WACS funds may be dispersed for EchoLink or similar technology projects.)

Missions Abroad Fund – a disbursement fund is established for the purchase of equipment for use in the mission field (outside of the continental United States). Expenditures in excess of \$500.00 shall be approved by a majority of the Executive Council.

Saints Herald Advertisement Fund – a disbursement fund is established for publicizing the Association through the Saints Herald. Expenditures in excess of \$500.00 shall be approved by a majority of the Executive Council.



ASCRA Endowment Fund (enacted March 2007)

A depository fund for all moneys donated or bequeathed to the Association for use to accomplish its purposes and goals. The Board of Directors of the Association will act as the Trustee of this endowment fund.

All funds used to create and grow this fund, whether donated, bequeathed or earned shall be unrestricted in their use. Any donor wishing to restrict their donation will be directed to donate their gift to one of the currently active funds of the Association. The Board of Directors has the sole authority to draw funds from this endowment fund to place into, and only into, any other currently active disbursement fund of the Association, by 2/3 vote.

The Board of Directors shall direct the Treasurer to invest the endowment principle into an investment device of their choosing. Disbursement from the endowment fund shall be limited to 75% of the earned interest on the fund principle during the preceding fiscal year.

The Treasurer shall report to the Board of Directors at their annual meeting on the assets of the endowment fund. The report will detail beginning and ending balances and all disbursements from the fund.

## **ARTICLE VI**

### **Activities**

#### *Section 1. Awards.*

The Association has the authority to confer the following awards:

Arthur B. Church Memorial Service Award – The highest award of the Association may be conferred upon an individual for the recognition of extremely dedicated and valuable service to the Association, the Church or other organization, through the use of amateur radio communication. Such award may be conferred upon the authority of the Board of Directors.

Commendation Award - may be conferred upon an individual as an indication of dedicated and valuable service rendered on behalf of the public through amateur radio communication. Such award may be conferred upon the authority of the Board of Directors.

Communications Award - shall be made available to 1) encourage ASCRA member stations to actively participate in the on-the-air communications activities of the Association and 2) acquaint non-ASCRA stations with the Association and Community of Christ. Such awards may be conferred upon the authority of the Executive Director. Requirements for issue are:

1. The award may be conferred upon any amateur operator who submits a list of twenty-five (25) ASCRA member stations with which the applicant station has established successful two-way communication via amateur radio, and the dates of the claimed communications.
2. Endorsements to the basic award will be issued in denominations of twenty-five (25) additional ASCRA member stations.

Eligibility of stations claimed as valid contacts is:

1. Stations claimed for credit must be ASCRA member stations at the time of claimed contact.
2. Stations issued new permanent call signs shall be eligible for credit provided the new call sign has been officially received by the ASCRA headquarters and the claimed contact occurs on or after the effective date of the call sign change.
3. Stations claimed for credit must have been contacted in accordance with the current rules and regulations of the countries concerned at the time of the claimed contact.
4. Manned ASCRA organizational stations (Headquarters and chapter) are eligible for credit and the Communications Award.

Certificate of Appreciation – may be conferred upon an individual or organization as an indication of the Association's appreciation for services or gratuities of benefit to the Association. Such awards may be conferred upon the authority of the Executive Director.

An Awards Manager may be appointed by the Executive Director to assist with the processing and regulation of awards and serves for an indefinite period of time.

### *Section 2. Nets.*

The Association shall sponsor as many nets as necessary to foster its purposes as outlined in the Articles of Incorporation and these Bylaws. Currently, the Association sponsors the following on-the-air nets:

1. Sunday Fellowship Net on 20 meters in the General class portion of the band at approximately 14.287 MHz. The net begins at 3:30 p.m. Independence time year round.
2. Pacific 80 Meter Net (+/- 3.917 MHz) Monday thru Saturday from 0530 - 0600 Pacific Time.
3. Lamoni Chapter Net (146.73) Sunday 2-meter Net – 7:30 p.m. Central Time.

### *Section 3. Newsletter.*

The Association shall publish a newsletter, IN SERVICE, in order to promote the Association (its purposes, objectives, goals and achievements) to Church authorities, members and the general public. As a secondary purpose, it provides a means by which the Association's membership may be informed and encouraged to greater activity, commitment and dedication.

Frequency of publication shall be, as finances permit, at least quarterly. Distribution shall be, at a minimum, to all members.

The Editor is appointed by the Executive Director and shall serve for an indefinite period of time.

### *Section 4. Headquarters Radio Station – WØSHQ*

The Association will maintain a "Headquarters" station with the call letters, WØSHQ. Preferably, this station will be on the premises of Community of Christ. The responsibility of overseeing the proper maintenance, management and control of the station shall be the responsibility of the Executive Director, who has the sole right to regulate the use of the station. If the Trustee is not the Executive Director, the Trustee shall have the sole right to authorize use of the call letters WØSHQ.

**ARTICLE VII**  
**Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern all meetings of the Board of Directors.

**ARTICLE VIII**  
**Amendments**

Notification for amending any part of these bylaws shall be made to all board members (and any members-elect) at least 30 days prior to the proposed meeting date on which the proposed amendment will be acted upon, and with an indication of the section(s) to be amended and the nature of the amendment.

Ratification of any proposed amendment(s) shall require 2/3 vote of the total board.

Publication and dissemination of amendments shall be provided by the Secretary not later than 60 days following the enactment of the amendment(s).

**ARTICLE IX****Dissolution**

(Enacted 26 April 2011)

*No part of the earnings of the Corporation shall inure to the benefit or be distributable to any private person, and no member, Director, officer, employee or agent of the Corporation nor any individual connected in any way with the Corporation, shall at any time receive any of the net earnings or any pecuniary profit from the operation of the Corporation, provided that this prohibition shall not prevent payment to individual persons of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as may be determined by the Board of Directors. No such person or persons shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.*

*No substantial part of the activities of the corporations shall be or involve the carrying on or of propaganda, lobbying or otherwise attempting to influence legislation, and the corporation shall not participate in nor intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles or the corporate bylaws, the corporation shall not carry on any activities not permitted (i) by a corporation exempt from federal income taxation under Section 501(c) (3) of the Internal Revenue Code (or corresponding provisions of any future United States Internal Revenue Law) as said section now exists or may hereafter be amended, Or (ii)-by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).*

*Upon dissolution or winding up of the affairs of the corporation, the assets of the corporation, after all debts have been satisfied, shall be distributed, transferred, conveyed and delivered to the Community of Christ, a 501(c) (3) Religious Organization; but should the Community of Christ not be a 501(c) (3) Religious Organization, then said assets will be transferred to one or more corporations, trusts, societies, foundations, or other organizations of the type described in Section 501(c) (3) of the 1954 Internal Revenue Code, then in effect, which are engaged in charitable, scientific, or educational activities, pursuant to whatever plan of distribution not inconsistent with the "General Not-For-Profit Corporation Act Laws of Missouri" as may be adopted by a 2/3 majority of the Directors at the time of dissolution of the Association of Saints Church Radio Amateurs, Inc.*