

BYLAWS OF THE RADOPS OF EL JEBEL SHRINE

1. The following and any amendments thereto shall be the bylaws of the Radops of El Jebel, an organization formed among the membership of El Jebel Shrine, A.A.O.N.M.S. in the Oasis of Denver, Desert of Colorado.
2. The Radops of El Jebel shall be governed by these bylaws, the bylaws of El Jebel Shrine and the laws, codes and edicts of the Imperial Council, A.A.O.N.M.S.

ARTICLE I – NAME

1. This organization shall be known as the Radops of El Jebel, located in Denver, Colorado, under the authority granted by the Illustrious Potentate, with the concurrence of the Divan of El Jebel Shrine.

ARTICLE II- OBJECTS AND PURPOSES

1. To bring together Nobles of El Jebel Shrine in a closer bond of friendship. To encourage, promote and create enthusiasm among its members, through amateur radio operating, for the betterment of El Jebel Shrine. To provide entertainment and sociability among its members. To form a solid cooperative body of Nobles upon which the Illustrious Potentate can call to perform such service as needed on behalf of the Shrine and the Nobility. To further the fraternal and social intercourse between and among members of Shrinedom, wherever located, and among all other inner bodies of El Jebel Shrine and Temples of other jurisdictions. The object and purposes of the El .Jebel Radops shall in no way conflict with any other established organization of El Jebel Shrine.

ARTICLE III– MEMBERSHIP

1. The membership in El Jebel Radops shall be unlimited in number. There shall be four classes of members, as follows:
 - A. Active Members: Active members be members of El Jebel Shrine who shall have a common interest in amateur radio, either licensed, or to be licensed within two years from the date of membership. Active members, who are not otherwise exempted, shall pay full annual dues as provided by these Bylaws. Active members receive all benefits of membership, including the right to vote and hold office, participate in social and service activities, and receive all mailings and publications of the unit. Active members shall acquire and maintain uniforms as shall, from time to time, be prescribed for the unit, and shall own and maintain such amateur radio operating equipment as necessary to carry out their communication duties in service to El Jebel Shrine.
 - B. Inactive Members: Inactive members shall be former active members who, due to circumstance of health, incapacitation, out-of-area residence, or financial burden, have requested inactive status. Inactive members shall be entitled to all social privileges, may participate in informal radio nets and use of Radops repeaters, but shall have no voice in the operation of the unit. Such member shall pay no dues or assessments. They shall be kept informed of Radops social activities, but may not necessarily receive all mailings or publications of the unit.
 - C. Honorary Members. Honorary membership may be conferred on any Noble in good standing in any shrine of the order, and he shall remain an honorary member provided he retains his membership in his Blue Lodge and in his Shrine.
 - D. Honored Widows. Widows of members shall be granted membership as Honored Widows of the Radops. They shall be afforded the opportunity to attend all social functions of the unit and receive due and timely notice thereof. They shall be kept informed as to the status of other Radops widows, and shall pay no dues or assessments. Unless declined, membership shall be automatic upon the passing of her spouse.
2. Application for membership.
 - A. Any Noble who is in good and regular standing in El .Jebel Shrine may apply for Active or Honorary membership by filling out the required application form . The application must be

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sponsored by two active members of the El Jebel Radops, and shall be discussed and voted upon when presented at a regular Radops meeting. The membership Chairman of El Jebel shall work with and assist all units of El Jebel through the Membership Chairman and officers of the Unit.

- B. A member who in any manner terminates his membership in El Jebel shrine shall automatically terminate membership in this unit.
 - C. The Illustrious Potentate, Recorder of El Jebel Shrine, and the Radops Divan Representative shall automatically be honorary members during their tenure in office.
3. Termination of membership
- A. Should an Active member become delinquent in payment of annual dues for a period exceeding one year, he shall automatically relinquish his membership.
 - B. If a member resigns from the Radops, his membership shall terminate with the resignation, and no refund of unit or Shrine funds shall be made.

ARTICLE IV - MEETINGS AND QUORUM

1. Meetings
- A. The Radops of El Jebel shall hold at least four (4) business meetings a year, none of which shall conflict with any Shrine activity. One of these meetings must be held between November 1st and December 30th. of each year, at which meeting the officers for the ensuing year shall be elected. If it is not possible to hold a meeting during this period, a request may be made to the Illustrious Potentate, in writing, to change the date. The annual Unit installation of the officers cannot be made before the election and installation of the Illustrious Potentate for that year. This organization shall not hold a business meeting on Sunday.
2. The order of business shall be in accordance with the following:
- (1) Opening
 - (2) Minutes of the preceding meeting
 - (3) Treasurers report
 - (4) Petitions for Membership
 - (5) Balloting on petitions
 - (6) Report of committees
 - (7) Reading of Communications
 - (8) Unfinished business
 - (9) New Business
 - (10) Election of Officers
3. Quorum. A quorum of the unit shall consist of at least two elected officers and an additional seven members in good standing

ARTICLE V - OFFICERS. COMMITTEES AND THEIR DUTIES

1. Officers
- A. The officers of this unit shall be as follows:
 - (1) President
 - (2) First Vice President
 - (3) Second Vice President
 - (4) Secretary
 - (5) Treasurer
 - B. Additional officers may be added as desired
2. Nominations and elections.
- A. Nominations for unit officers shall be furnished by the nominating committee at the October regular meeting of the unit. Nominations may be made from the floor at this time. Balloting will take place at the November regular meeting.
 - B. A written ballot must be taken if more than one person is nominated for an office.

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- C. At least one week prior to the election, the Secretary shall publish the slate of candidates and advise unit members of the election meeting date.
 - D. The installation of unit officers shall not occur prior to the election and installation of the Illustrious Potentate for the year.
3. Vacancy in office.
- A. If for any reason a vacancy occurs in the officers line, the President may make an appointment to fill the vacancy until the next annual meeting. If the office of President becomes vacant, the First Vice President will succeed.
4. Installations, Appointments and Duties.
- A. Previous to the installation of the President, he must assent to the following ordinances:
 - (1) Do you solemnly vow upon your honor, that you will exert your best endeavors to promote the true happiness of your Brother Nobles of the Mystic Shrine?
 - (2) That you will endeavor to promote the general good of the Order and observe the solemnity of the ceremonies with profound respect and reverence?
 - (3) That you will not acknowledge or have intercourse with any group or club which does not work under the authority as recognized by the Imperial Council?
 - (4) That you will ever maintain and support the authority of the Imperial Council and El Jebel shrine and enforce obedience to Shrine Laws?
5. Duties of Unit Officers.
- A. President
 - (1) The President is responsible to the Illustrious Potentate for the proper conduct and government of this unit.
 - (2) The President shall open and preside at all business meetings
 - (3) It is his duty to require that the unit, its officers and members, at all times, observe Shrine Law and the By-Laws of El Jebel Shrine and this unit.
 - (4) It is the President's duty to appoint certain committees as outlined herewith and that he may deem necessary.
 - (5) He shall require that accurate record be kept and lust accounts rendered.
 - (6) He shall be familiar with the manual of operations as laid down by El Jebel Shrine and shall pass his copy of this manual on to his successor.
 - (7) He shall at every meeting of this group take some part of the meeting to discuss contents of this manual.
 - (8) He shall be familiar with all vouchers or orders for payment of all obligations that have been passed by the finance committee.
 - (9) He shall appoint the following:
 - Finance Committee
 - Repeater Committee
 - Membership Committee
 - Circus Committee
 - Grievance Committee
 - Wills and Gifts Chairman
 - Red Fez Representative
 - (10) Any Noble shall not serve this Unit for more than two (2) consecutive terms in any given office with the exception of the offices of Secretary and Treasurer.
 - B. Vice President.
 - (1) The First Vice President shall preside at any meeting when the President is absent and he shall be Chairman of the Finance Committee, Repeater Committee and the Uniform and Equipment Committee.
 - (2) The Second Vice President shall assist the President in any way he may be called upon.

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- C. Secretary.
 - (1) It is the duty of the Secretary to keep accurate minutes of the proceedings
 - (2) Issue notices of every meeting to the members of the Unit.
 - (3) Keep a register of the members of this Unit, showing the name, date of election to the unit, address, also any withdrawal, death suspension or expulsion as the case may be.
 - (4) Carefully preserve and file all records and other memoranda for a period of seven (7) years.
 - (5) Report all transactions of his office to the Illustrious Potentate or Recorder when called upon to do so.
- D. Treasurer.
 - (1) Keep a just and true account with each member of this unit.
 - (2) Present his books and papers when required by the President.
 - (3) Render at the annual meeting a complete report of the finances, membership and any other matters that would be of interest to the unit.
 - (4) Receive all funds accruing to the Unit and deposit same to the credit of the Unit in the approved bank.
 - (5) Keep the books of accounts and records of the Unit.
 - (6) Act as custodian of all funds of the unit.
 - (7) Ascertain that bills approved by the Finance Committee are promptly paid.
 - (8) Present a financial report of the income and expenditures of the Unit at each stated meeting.
- E. Finance Committee.
 - (1) The Finance Committee shall consist of the First Vice President and two (2) members of the Unit appointed by the President.
 - (2) At least two (2) members of the Finance Committee shall examine and approve all bills of the Unit prior to their being paid.
 - (3) The First Vice President shall be chairman of the committee.
 - (4) This committee shall hold such meetings as the Chairman may deem necessary.
 - (5) No Resolution involving expenditure of money shall be acted upon by the Unit until after the same shall have been referred to the Finance Committee.
- F. Grievance Committee.
 - (1) This committee shall be composed of five (5) members appointed by the President. An immediate investigation shall be made of any and all complaints referred to this committee and their findings reported to the members at the next meeting. Following the report, a written ballot must be made to determine the disposition of the report. A simple majority of the quorum will be needed.
- G. Red Fez Representative.
 - (1) The Red Fez Representative shall write an article monthly for publication in the Red Fez paper and have said article into the Recorder's office before the 15th of each month.
- H. Repeater Committee.
 - (1) This committee shall be composed of six (6) Radops in good standing whose individual roles and responsibilities shall be as follows: the First Vice President, who will serve as committee Chairman; The Trustee, whose amateur radio license call letters shall be used in identification of Radops radio transmissions, and who will be responsible for compliance with Federal Communications Commission rules and regulations; the Technical Advisor, who will be responsible for the proper repair and maintenance of any Radops radio equipment; the Custodian, on whose property the Radops radio repeater is to be housed and protected; and two (2) unit members to be appointed by the current president.
 - (2) The Committee joint responsibilities shall include the procurement, installation, operation and maintenance of radio repeater equipment currently operating on frequencies of 146.985 and 146.385 megahertz.
 - (3) The Radops Treasurer shall maintain a separate internal account compatible with the required Shrine accounting system to identify funds segregated for purchasing repeater associated equipment. This fund is comprised mainly of private donations, special kind-raising events, and uniform and equipment funds received from Shrine management. A separate financial report on repeater funds shall be given at each regular meeting.
 - (4) Operation of the repeater will be on an "open" basis; i.e., available to all Shrine radio operators, and available to all other properly licensed radio operators. provided such use does not conflict with Radops needs and priorities.

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I. Nominating Committee.

- (1) This committee shall be comprised of the three (3) immediate past presidents of the Radops. They will be responsible for presenting a slate of officers nominated for the ensuing year, at the October regular meeting.

ARTICLE VI - DUES AND FEES.

1. DUES

- A. Initiation fee shall be \$10.00
- B. The annual dues shall be \$10.00
- C. The initiation fee must accompany each of the applications presented, except that the initiation fee for a reinstated member shall be waived.
- D. Annual unit dues will be waived for the following: Current Radops Repeater Trustee, Technical Advisor and Custodian, Honorary and Emeritus Members, Members in good standing who have reached 80 years of age and members of the Divan.
- E. The initiation fee and/or annual dues may be amended from time to time by a vote of a quorum and the approval of the Potentate.

2. SUSPENSIONS.

The Unit Officers may recommend to the Grievance Committee that any member should be suspended when they deem his conduct endangers the welfare, interest or character of the Unit, or for any violation of the laws, orders or edicts of the Imperial Council or El Jebel Shrine. The member shall be given thirty (30) days written notice of the contemplated recommendation, setting forth the reasons for the recommendation, and stating the time and place where he can submit a written answer to the recommendation.

3. CONDUCT.

The President shall have full power to require the proper conduct from each member and if the conduct reflects on the nobility as a whole, he shall file a complaint with the Grievance Committee.

ARTICLE VII- CONTRACTS. FUND RAISING. APPEARANCES.

1. No liability shall be incurred or contract made involving El Jebel Shrine. No project for raising of funds for this unit may be undertaken without written approval of the Illustrious Potentate.
2. No public appearance shall be made until it has been approved in writing by the Illustrious Potentate.
3. Anything pertaining to this section must be submitted to the Illustrious Potentate, in writing, and his approval awaited.

ARTICLE VII – FINANCING

This organization will not call on the Shrine at any time to help in financing its operation

ARTICLE IX – EQUIPMENT

1. All uniforms, paraphernalia, and any other items purchased by El Jebel Shrine shall be the sole property of the Shrine.
2. Anyone leaving this organization must return anything in their possession within fifteen days.
3. The Secretary shall inventory same at the beginning of each year and send the Records Office a list with the location and condition of each item.
4. The First Vice President shall act as Chairman of this Committee.

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ARTICLE X - BY-LAWS

These By-Laws shall not be altered or amended until presented to the membership, held over until the next regular meeting, brought up for discussion and vote. It shall require a two thirds majority of those members present and voting to amend. If adopted, the amendment shall be forwarded to the Illustrious Potentate for approval of the Divan at their next meeting. If approved, they will automatically become part of these By-Laws.

ARTICLE XI- RULINGS

1. Whenever these By-Laws shall not be adequate to determine a question, it shall be the President's duty to rule on same and his ruling shall be final.
2. Imperial Law requires that any moving equipment must be adequately covered by insurance and any personal autos or other items of like nature when used for Shrine activities must have El Jebel endorsed on the policy. Shrine policy will not permit the purchase of any moving equipment to be used by an inner body until the approval of the Divan has been given in writing.
3. This Unit will comply with the insurance requirements as set forth by El Jebel Shrine.
4. An inner body of El Jebel cannot be affiliated with any other group outside the Shrine. An inner body cannot in any way take part in promoting a private business.
5. Reference shall be made to the Manual of El Jebel and the President and Secretary should be familiar with its contents, and reading certain parts of it should be a must at every meeting.
6. A noble in good standing in El Jebel may belong to one parade or uniform body and one or more social bodies of El Jebel provided that a minimum attendance record of 25% must be maintained or otherwise satisfy the minimum attendance requirements. The 25% shall apply to regular meetings and social functions.

This constitutes all of the By-Laws of the Radops of El Jebel, as amended April 26, 2004.

Approved:

6-1-04 Richard H. Karns
Date Richard Karns, Illustrious Potentate

Changes

Article VI 1. D amended to read: "Annual unit dues will be waived for the following: Current Radops Repeater Trustee, Technical Advisor and Custodian, Honorary and Emeritus Members, **Members in good standing who have reached 80 years of age** and members of the Divan."