

**BYLAWS OF
RADOPS OF EL JEBEL SHRINERS**

ARTICLE 1

Name and Purpose

§1.1 Name. The name of this temple unit is Radops of El Jebel Shriners.

§1.2 Authorization. It has been organized with the official authorization of the Potentate of El Jebel Shriners. It is governed by the articles of incorporation and bylaws of Shriners International, the charter and bylaws of El Jebel Shriners, and these bylaws not inconsistent therewith.

§1.3 Location. It shall have its principal location in Denver, Colorado.

§1.4 Purposes. The purposes of this temple unit are to promote the use of amateur radio and complementary equipment in parades and activities of El Jebel Shriners; promote friendship and fellowship among its members and among all Shriners in the great tradition of Shriners International, where a warm heart and a hearty smile abound; and to arrange other fraternal activities, entertainment and trips for the benefit of El Jebel Shriners and the members of this temple unit.

ARTICLE 2

Membership

§2.1 Prerequisite. All members of this temple unit must be members in good standing in El Jebel Shriners. All members of this temple unit must be licensed by the Federal Communications Commission Amateur Radio Service within two years from the date of membership.

§2.2 Number. This temple unit may have such number of members as are accepted.

§2.3 Application for Membership. Application for Active or Honorary membership shall be in writing and on the form approved by this temple unit. The applicant must be sponsored by two active members of the Radops of El Jebel Shriners. Applications will be read at regular meetings and voted upon at the regular meeting thereafter. The Illustrious Potentate, Recorder of El Jebel Shrine, and the Radops Divan Representative shall automatically be honorary members during their tenure in office.

§2.4 Election to Membership. An applicant receiving a majority affirmative vote of the voting members present and voting is elected to membership.

§2.5 Prohibition. A noble in good standing in El Jebel may belong to one or more parade or uniform bodies and one or more social bodies of El Jebel provided that a minimum attendance record specified in article §3.7 Attendance Requirement below is maintained.

§2.6 Categories of Membership.

- (a) **Active Member.** Active members must be members of El Jebel Shriners 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 Shriners.
- (b) **Inactive Member.** 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 Member.** 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 temple.
- (d) **Honored Widow.** 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.

§2.7 Conduct. Members shall at all times conduct themselves in a gentlemanly manner and shall refrain from any word, deed or action that might tend to degrade the reputation of the Shrine. They shall at all times exhibit a willingness to work and participate in the affairs of this temple unit. Failure to do so shall be cause for termination of membership as herein provided. 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.

§2.8 Termination. Membership in this temple unit shall automatically terminate when a member ceases to be in good standing in El Jebel Shriners. It may also be terminated: (a) at the request of a member; (b) by the direction of the Potentate of El Jebel Shriners; (c) by a two-thirds vote of the voting members present and voting at a meeting, provided notice of the purpose thereof is given to all members seven days in advance of such meeting; or (d) for nonpayment of dues. 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.

§2.9 Suspension. Membership in this temple unit may be suspended by the Potentate of the temple. It may also be suspended if the member is in arrears on temple unit dues or assessments for one year. It may also be suspended upon the affirmative two-thirds vote of the voting members present and voting at a meeting, provided notice of the purpose thereof is given to all members seven days in advance of such meeting. The temple 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 Shriners International or El Jebel Shriners. The member shall be given thirty 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.

ARTICLE 3

Meetings

§3.1 Regular. A regular meeting shall be held at least four times a year at the principal location of the temple unit, unless otherwise authorized by the potentate of El Jebel Shriners, at the call of the President unless otherwise scheduled by a majority vote of the voting members at the previous regular meeting. One of these meetings must be held between September 1st and September 30th of each year, at which the officers for the ensuing year shall be nominated and elected. If it is not possible to hold a meeting during this period, a written request may be made to the Illustrious Potentate to change the date.

§3.2 Annual. The first regular meeting of each year is installation of the unit officers, but cannot be made before the election and installation of the Illustrious Potentate for that year. Installation of all unit officers will be at the January temple stated meeting which will supersede installation of officers at this unit meeting.

§3.3 Special. A special meeting may be called at any time by the potentate of El Jebel Shriners, or the President, for good and compelling reasons, and shall be called by the President upon the request of any three voting members of this temple unit. All members shall receive seven days advance notice of such meeting.

§3.4 On-the-Air. Weekly nets are held on the Radops of El Jebel repeaters at a time and date designated by the membership. The net control function will be performed by the Vice President. Any member in good standing may perform the net control function if the Vice President is absent. Unit business of a non-sensitive nature may be conducted on the net.

§3.5 Notice. Not less than seven days written, electronic, or telephonic notice must be given of the time and place of all meetings.

§3.6 Quorum. A quorum consists of four voting members of this temple unit, two of which must be elected unit officers.

§3.7 Attendance Requirement. Attendance by all members at meetings, events and activities of this temple unit is required if so directed by the President; and attendance of this temple unit at events and activities of El Jebel Shriners, or in which El Jebel Shriners participates, is required if so directed by the Potentate of El Jebel Shriners. There will be no minimum

attendance requirement except that a minimum attendance record of 25% is strongly recommended. The 25% shall apply to regular meetings and social functions.

§3.8 Vote. Each voting member of this temple unit must be in attendance to exercise his vote.

ARTICLE 4

Officers, Election, Installation, Duties

§4.1 Officers. The officers of this temple unit are the President, Vice President, Secretary and Treasurer. A member may serve this temple unit for multiple consecutive terms without limit in any given office. If the members so vote at the regular meeting in September prior to the election of officers, the same person may hold the offices of Secretary and Treasurer.

§4.2 Election. The officers shall be elected for the ensuing year by a majority vote of the voting members present and voting at the regular meeting held in September. Elections shall be by secret ballot. The list of the elected officers is to be presented to the Recorder of El Jebel Shriners by the first day of October for approval by the incoming temple Potentate.

§4.3 Installation. The elected officers, who have been approved by the temple Potentate, shall be installed at the January temple stated meeting. If any elected officer is unable to attend the installation of unit officers, he shall be installed at a regular monthly unit meeting.

§4.4 Duties.

- (a) President.** He shall preside at all meetings and is the chief executive officer of the temple unit. A member must have served at least one year in another elective office of this temple unit in order to be qualified to be elected as president, unless prior dispensation is granted by the temple Potentate. He shall appoint certain committees as outlined herewith and that he may deem necessary. He shall appoint a representative who shall write a monthly article for publication in the *Red Fez*.
- (b) Vice President.** He executes all orders of the President and, in his absence, performs the duties of the President.
- (c) Secretary.** He is the custodian of all the records and documents of this temple unit. He shall maintain a current list of all members. He shall send all notices of meetings to the members. He shall maintain a record of attendance of all members at meetings and activities and maintain minutes of the meetings. He shall, on or before the annual meeting, issue a membership card to each member in good standing for the ensuing year. A copy of his annual report shall be filed with the Treasurer and Recorder of El Jebel Shriners. He shall be the unit points chairman, maintain a record of member points, and submit the points report to the temple points office at least quarterly.
- (d) Treasurer.** He is the custodian of all funds of this temple unit. He shall keep an accurate account of all money received and expenditures made. At each meeting he shall provide a report of all fund received and expended during the preceding period and his report shall be filed with the Secretary of the temple unit. He shall maintain a separate internal account compatible with the required temple accounting system to identify funds

segregated for purchasing repeater associated equipment. This fund is comprised mainly of private donations, special fund raising events, and uniform and equipment funds received from temple management. A separate financial report on repeater funds shall be given at each regular meeting. A copy of his annual report shall be filed with the Treasurer and Recorder of El Jebel Shriners.

§4.5 Absence of President and Vice President. If for any reason the President and Vice President are absent at any meeting, a Past President of the Radops may chair the meeting.

§4.6 Vacancy in Office. If for any reason a vacancy occurs in the officer line, the President shall make an appointment to fill the vacancy until the next election. If the office of President becomes vacant, the Vice President will succeed.

§4.7 Compensation. Officers shall perform their duties and responsibilities without financial compensation.

ARTICLE 5

Committees and Duties

§5.1 Standing Committees.

- (a) **Finance Committee.** The finance committee shall be chaired by the vice president and consist of two members of the temple unit appointed by the president. At least two members of the finance committee shall examine and approve all bills of the temple unit prior to their being paid. No resolution involving expenditure of money shall be acted upon by the temple unit until after the same shall have been referred to the finance committee.
- (b) **Grievance Committee.** This committee shall be composed of five members appointed by the president. An immediate investigation shall be made of any and all complaints referred to this committee. The member shall be given thirty 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. The findings shall be reported to the members at the next temple unit 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. Recommendation for suspension of the member shall be dealt with in accordance with article §2.9 Suspension above.
- (c) **Membership Committee.** This committee shall work with the temple membership chairman to increase and retain members in the temple and this temple unit.
- (d) **Nominating Committee.** This committee shall be comprised of the three immediate past presidents of the Radops. They will be responsible for presenting a slate of officers nominated for the ensuing year, at the September regular meeting.
- (e) **Repeater Committee.** This committee shall be composed of six members in good standing whose individual roles and responsibilities shall be as follows: the 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 members to be appointed by the current president. The committee's joint responsibilities shall include the procurement, installation, operation and maintenance of all radio repeater equipment. All repeaters and linking radios placed into operation by this temple unit will submit a Repeater System Evaluation form to the Colorado Council of Amateur Radio Clubs (CCARC) for frequency coordination, prior to placing any repeater system in operation. Operation of the repeaters will be on an "open" basis; i.e., available to all temple radio operators, and available to all other properly licensed radio operators provided such use does not conflict with Radops of El Jebel needs and priorities.

§5.2 Special Committees. The President shall appoint such special committees as he deems advisable and assign their duties.

ARTICLE 6

Fiscal

§6.1 Fiscal Year. This temple unit shall operate on a calendar year basis, and it must arrange its books of account, annual report and audit to conform to the calendar year.

§6.2 Budget. This temple unit shall adopt an annual operating budget. The adoption of the budget constitutes the appropriation of funds for the purposes in the budget. Funds cannot be transferred from one account to another except by amendment to the budget. There can be no expenditure of funds except as authorized by the budget. The budget may be amended by affirmative vote of the members at any annual or regular meeting, or at a special meeting called for such purpose with notification to all members.

§6.3 Financial Reporting Requirements. This temple unit must, at the end of each calendar year, complete the Report of Shrine Clubs and Temple Unit form, which is available from the Imperial Recorder, and file it with the temple recorder before the first day of February following the end of the calendar year.

§6.4 Dues. The annual dues, and any initiation fee, shall be determined by a majority vote of the voting members at the regular meeting in September.

- (a) Initiation shall be \$10.00. The initiation fee must accompany each of the applications presented, except that the initiation fee for a reinstated member shall be waived.
- (b) The annual dues shall be \$20.00. The first year dues will be prorated depending on the quarter in which member joins (i.e. \$5.00 per quarter).
- (c) Annual unit dues will be waived for the following: Current Radops Repeater Trustee, Technical Advisor and Custodian, Honorary Members, Radops members in good standing who have reached 80 years of age, licensed past Potentates of El Jebel Shriners and members of the Divan.

§6.5 Nonpayment of Dues. Any member whose dues are in arrears for one year shall be suspended from membership provided he has been given written notice sent to his last known address.

§6.6 New and Replacement Equipment. The purchase of any new or used equipment or uniforms, having an expenditure of less than \$5,000.00, may be authorized by a majority vote of the voting members at any regular or annual meeting. Any purchase having an expenditure of \$5,000.00 or more must first be warned by a notice to all members seven days in advance of the meeting. An affirmative majority vote of the voting members at such duly warned meeting shall constitute approval of the expenditure.

ARTICLE 7

Shrine & Temple Authority

§7.1 Control by Potentate. This temple unit is part of the working corps of El Jebel Shriners. It is under the control of the Potentate of El Jebel Shriners and must be composed wholly of Nobles.

§7.2 Shrine Law. Each member of this temple unit must be a Noble and he must, at all times, comply with Shrine law.

§7.3 Internal Revenue Service. This temple unit does not have a separate legal or tax existence, and it may not obtain a separate tax identification.

§7.4 Assets. Money, property and all other assets of this temple unit are vested in El Jebel Shriners. Each member is strictly accountable for all property of the temple unit in his possession. All such property shall be returned forthwith to the President upon a member's termination from the temple unit.

§7.5 Dissolution. In the event of the dissolution of this temple unit, its money, property and all other assets shall be immediately delivered to El Jebel Shriners.

ARTICLE 8

Amendments

§8.1 Procedure. A proposal to amend these bylaws must be sent to each member seven days in advance of the meeting at which action will be taken thereon. Amendments require a two-thirds affirmative vote of the voting members present and voting. If the proposal receives such affirmative vote, it is then sent to the Potentate of El Jebel Shriners. If he approves the proposal, it is adopted and becomes effective.

Adoption

I hereby certify that the foregoing bylaws were duly adopted by the voting members of the Radops of El Jebel Shriners on March 28th, 2022.

Dated this 28th day of March, 2022.

_____ Attest: _____
Sam Wittner - President Ken Behrens - Secretary

Certification

I have reviewed and considered the foregoing proposed temple unit bylaws and find them in proper and legal form and that they will not conflict with any of the articles of incorporation or bylaws of Shriners International, or the bylaws of El Jebel Shriners. I recommend their approval by the potentate.

-Temple Attorney

Approval

The application of the Radops of El Jebel Shriners for approval of the foregoing proposed bylaws was presented for review and consideration.

I have received the advice of the temple attorney, who confirms that they are in proper and legal form and that they will not conflict with the articles of incorporation or bylaws of Shriners International or El Jebel Shriners.

Upon consideration of the foregoing, I hereby grant my approval to the application and to the bylaws, and they are effective as of this date.

Dated this ____ day of _____, 20____.

_____ Attest: _____
Ken Jones - Potentate Jay Bobick - Recorder