



**ARTICLE 1: NAME AND PURPOSE**

**SECTION 1: NAME**

This organization shall be called the O.M. International Sideband Society, Inc., (O.M.I.S.S.), herein after referred to as “THE SOCIETY,” and shall be a non-profit organization.

**SECTION 2: PURPOSE**

The rules and Regulations of this society are designed to provide an amateur radio service having a fundamental purpose as expressed in the following:

- A. Recognition and enhancement of the value of the amateur service to the public as a voluntary Noncommercial communication service, particularly with the respect to providing frequencies for emergency communications.
- B. Encouragement and improvement of the amateur radio service through rules which provide for the advancing skills in the communications phase of the art by providing frequencies where traffic can be passed.
- C. Expansion of the existing reservoir within the amateur radio service of trained operators.
- D. Continuation and extension of the amateur’s unique ability to enhance international goodwill.
- E. Providing a means by which members, regardless of location, can have fellowship, and participate in activities provided by this organization.
- F. The Board of Directors may authorize any type of two-way communications for our nets that is authorized by the Federal Communications Commission for Amateur use.

**ARTICLE 2: MEMBERSHIP**

**SECTION 1: MEMBERSHIP REQUIREMENTS**

- A. All members shall hold a current amateur operator’s license of the proper class issued by the proper authority of the country in which they reside for the frequency and mode of operation used on the particular O.M.I.S.S. net.
- B. All amateur operators shall contact or be contacted by two O.M. members with O.M. numbers on net times and net frequencies to qualify for membership.
- C. All amateur operators in applying for membership shall send a membership application and log information of the O.M. members contacted on net times and frequencies to the Treasurer.
- D. All amateur operators in applying for membership shall include the full cost of lifetime membership dues, payable to O.M.I.S.S.

**SECTION 2: MEMBERSHIP DUES**

- A. Lifetime membership dues shall be determined by a majority vote of the Board of Directors and shall be consistent with increases and decreases in postal rates and the cost of printing net materials, certificates, etc.



**ARTICLE 3: ELIGIBILITY AND VACANCIES**

**SECTION 1: ELIGIBILITY TO HOLD OFFICE**

- A. A member, to be eligible to hold office in the society, shall have held membership in the society for a period of one calendar year, **from the date of joining the society**, and shall have shown active interest and participation in the society and its activities.
- B. In the event of an office becoming vacant, the President shall appoint a member to fill the unexpired term of the individual vacating the office, subject to confirmation by the Board of Directors. In the event the office becoming vacant is the President, the Vice-President shall be elevated to the President position if confirmed by the Board of Directors. In the event the Vice-President does not wish to serve in this position, he shall appoint a member to fill the unexpired term of the President subject to confirmation of the Board of Directors.

**ARTICLE 3A: NOMINATIONS, ELECTIONS, and TERMS OF OFFICE**

**SECTION 1: NOMINATIONS**

- A. Nominations shall be made by a nominating committee consisting of three members of the society. This committee shall nominate members of the society for each of the six elective offices. The nominating committee shall nominate at least one member for each of the elective offices. No current member of the Board of Directors shall be appointed to the nominating committee.
- B. The nominating committee shall be appointed by the President of the society. These appointments shall be announced at the July Board of Directors meeting every even numbered year.
- C. Nominations of the nominating committee shall be submitted to the Board of Directors for their confirmation. The nominations of the nominating committee shall be submitted at the September meeting of the Board of Directors, every even numbered year

**SECTION 2: ELECTIONS**

- A. The election of officers of the society shall be held each even numbered year during the month of November.
- B. Each lifetime member, except radio club members, shall be entitled to one vote by written ballot only for each of the six elective officers of the society. Proxy votes or verbal votes shall not be permitted by the society.
- C. Officers of each elective office shall be elected by a majority of votes cast by written ballot only.
- D. Printed ballots shall be sent to all lifetime members via the QSL Bureau, if said member has a SASE on file with the QSL Bureau Manager prior to October 15 of the election year.
- E. All written ballots shall be properly filled in by the voting member and sent by U.S. Postal Service to the appointed election officer, to be received no later than November 15 of the election year. Any ballots received by any other member shall not be counted as valid votes. It is not necessary to vote for all candidates, but the ballot must be signed for it to become a



legal ballot. Ballots will be retained by the election officer until December 31 of the election year and then be destroyed.

- F. The appointed election officer shall on November 15 of the election year cease to accept any ballots received after this date. There shall be no exception to this paragraph, even if that date should occur on a weekend or a holiday. The appointed Election Officer shall have the votes tallied and be prepared to inform the Board of Directors of the results seven days maximum after November 15.
- G. In the event of a tie vote for any office, the President shall then call a special run-off election to break the tie vote, by announcing on all nets that written votes to break the tie be sent to the appointed Election Officer. This special election shall not require that a printed ballot be sent to each member. A hand written or e-mail vote shall be considered sufficient. All special election votes are to be received by the Election Officer no later than December 10 of the election year. The Election Officer shall inform the Board of Directors of the results of the run-off election within five days. At which time the results shall be announced and the officers elected by this run-off election shall assume their office.

**SECTION 3: TERMS OF OFFICE**

- A. The term of office of each elective office shall be for a period of two years.
- B. The term of office of each elective office shall begin the first day of December and shall end the last day of November each two years or until the successor assumes office.
- C. The term of office of each elective office elected by special run-off election shall commence on December 15 of the election year and end in accordance with SECTION 3 (B) ABOVE.
- D. Each officer, elected or appointed, shall upon completion of his/her office, turn all supplies, books, records, papers, materials, monies, etc. related to such office over to his/her successor in office at the expense of the society. Failure to comply with this paragraph shall constitute reason for removal from membership in the society

**ARTICLE 4: OFFICERS AND THEIR DUTIES**

**SECTION 1: ELECTIVE OFFICES**

- A. The elective offices of the society shall be the President, Vice-President, Secretary, Treasurer and two Directors.

**SECTION 2: APPOINTIVE OFFICES**

- A. The appointive offices of the society shall be the QSL Manager, Chairman of the Nominating Committee, and two additional members of the Nominating Committee. Chairman of the Advisory Council, three additional members of the Advisory Council. All-Bands Net Coordinator, Editor of the O'Missile newsletter, Parliamentarian, Information Officer, Awards Manager, Chaplain, and Roster Manager. There shall also be appointed office of Net Coordinator for each of the bands in operation.

**SECTION 3: OFFICER DUTIES**

- A. **PRESIDENT:** The President shall be the Chairman of the Board of Directors and shall direct all official business of the Board. The President shall appoint all committees and their chairman. The President shall review all committee functions and report their recommendations to the Board of Directors. The President shall review all committee



chairman's performance and re-assign, as he/she may deem necessary. The President shall appoint the four members of the Advisory Council and name their chairman, the All Bands Net Coordinator, Editor for O'Missile News Letter, Parliamentarian, Information Officer, Awards Manager, Chaplain, Roster Manager, and QSL Manager.

- B. **VICE –PRESIDENT:** The Vice-President shall assist the President in his duties and shall preside at the Board of Directors meetings in the absence of the President.
  
- C. **SECRETARY:** The Secretary shall maintain accurate minutes of each meeting of the Board of Directors. The Secretary shall read the minutes of the previous Board meeting at each meeting of the Board of Directors at the direction of the President. The Secretary shall handle all routine correspondence from the membership. The Secretary shall notify any member of any appointment as Net Coordinator by the All Bands Coordinator. The Secretary shall mail or e-mail a copy of the minutes of each Board of Directors meeting to the President and each Board Member within two weeks time after a Board of Directors meeting. A copy shall be mailed or e-mailed to the Awards Manager and Business Agent, and a copy shall be sent to any officer where the Board of Directors has acted upon any change pertaining to that office. The Secretary shall in the first quarter of each year send the Business Agent the names and addresses of each elected officer of the O.M. International Sideband Society, Inc.
  
- D. **TREASURER:** The Treasurer shall maintain accurate records of all membership fees paid, donations from members, income from awards program, income from O'Missile News Letter, income from rosters or any income from any other sources. The Treasurer shall maintain accurate records of all expenses of the society. The Treasurer shall make a report at each regular Board meeting of the income and expenses of the society. The Treasurer shall have authority to sign all checks for the society up to the amount of \$250.00. Any amount over that has to have Board approval. The Treasurer shall furnish to the President and each Board Member a written or e-mail copy of all expenses and income of the society for each month. The Treasurer shall also receive the applications for membership along with the lifetime membership fee, and issue O.M.I.S.S. membership number and certificate of membership. The Treasurer shall every quarter of the year send the Business Agent a copy of bank deposit records.
  
- E. **ELECTIVE DIRECTORS:** The two elected Directors of the society shall be members of the Board of Directors and shall be part of the governing body and shall aid and assist the society in all activities.

**SECTION 4: APPOINTED OFFICERS**

- A. **QSL MANAGER:** QSL cards of contacts made on net times and frequencies of the O.M. International Sideband Society, Inc., by members and non-members shall be processed by mail by a QSL Manager, QSL cards shall be sent to the QSL Manager by members and non-members with postage paid by the member or non-member. Each member or non-member shall keep SASE's on file with the QSL Manager in order to receive QSL cards through the QSL Bureau. The QSL manager shall mail QSL cards to all DX stations with the postage paid each way by the O.M. International Sideband Society, Inc. The QSL Manager shall promptly handle all QSL cards received by him/her. DX cards shall be sent airmail. The QSL manager shall report all donations in money or stamps received by him/her at the QSL Bureau to the Board of Directors at the next regular board meeting after the donation is received. (cont.) (cont.) The QSL Manager shall follow all directives handed down by the Board of Directors. Any time a QSL Manager resigns or is asked to resign by the Board of Directors, a new QSL Manager shall be appointed. Any remaining QSL cards, monies, stamps, etc. shall be mailed promptly to the new QSL Manager. Failure to forward any remaining QSL cards, monies, stamps, etc., would result in the Board of Directors removing that member from the membership of the O.M. International Sideband Society, Inc.

- B. **ADVISORY COUNCIL:** The Advisory Council shall consist of four members of the society appointed by the President. The Chairman of the Advisory Council shall be appointed by the President and shall be a member of the Board of Directors. The Advisory Council shall be the voice of the membership. The Chairman and the three members of the Advisory Council should stay in contact with the membership. The comments and suggestions from the membership shall be furnished to the Chairman of the Advisory Council. The Chairman of the Advisory Council shall bring the comments and suggestions from the other three members of the Advisory Council or the membership to the Board of Directors meeting of the society.
- C. **ALL-BANDS NET COORDINATOR:** The All-Bands Net Coordinator shall be appointed by the President and shall be a member of the Board of Directors. He/she shall recommend to the Board of Directors the calls and names of the members for the position of Net Coordinators. He/she shall control all the nets through his/her Net Coordinators. He/she shall set down the rules, regulations and guidelines for the Net Coordinators and their Net Controls to follow. He/she shall submit the rules and regulations and the guidelines for the Net Coordinators and their Net Controls to the Board of Directors for confirmation. He/she shall recommend the removal of any unsatisfactory Net Coordinator to the Board of Directors for their action.
- D. **NET COORDINATORS:** Net Coordinators shall secure Net Controls for each session the net operates on the Net Coordinators band. Net Coordinators shall select Net Controls that in their opinion have good operating procedures, are familiar with the net and are reliable. Net Coordinators shall consult with the All-Bands Net Coordinator before asking anyone to be a Net Control on his/her given band. Net Coordinators shall be a Net Control at least one session a week on their band. Net guidelines are proposed by the All-Bands Net Coordinator and are approved by the Board of Directors . A Net Control shall not make any changes in net guidelines. Any changes recommended by a Net Coordinator shall be submitted to the All-Bands Net Coordinator. If the All-Bands Net Coordinator approves these changes, he/she shall submit them to the Board of Directors for their action. Any decisions made by the Board of Directors concerning the net operations and procedures shall be given to the All-Bands Net Coordinator and he/she shall give it to the Net Coordinators. Net Controls shall be selected by the Net Coordinators but shall be approved by the All-Bands Net Coordinator. Any sensitive or personal problem concerning your Net Controls shall not be discussed on amateur frequencies. The Net Coordinator for his/her band may remove net Controls. The All-Bands Net Coordinator may remove a Net Coordinator with the approval of the Board of Directors.
- E. **NET INFORMATION OFFICER:** The O.M. International Sideband Society, Inc., Net Information Officer shall furnish complete information concerning how to apply for membership, cost of membership, awards program and our free QSL Bureau. The Net Information Officer shall furnish information when a SASE is received within three days after receiving request. The Net Information Officer shall follow any directives handed down by the Board of Directors.
- F. **ROSTER CHAIRMAN:** The Roster Chairman shall keep the roster up to date as to new members and shall keep current roster update as to amateur calls. The roster for membership shall be updated in blocks of one hundred new members or earlier as convenient.
- G. **AWARDS MANAGER:** The several awards offered by the O.M. International Sideband Society, Inc., shall be controlled by the Awards Manager. All QSL cards where required for awards shall be carefully checked by the Awards Manager as to accuracy for net times, net frequency, mode of operation and membership number. The Awards Manager shall check log information furnished by members for awards not requiring QSL cards. The Awards Manager shall furnish a written statement of all expenses and receipts for each month and shall be mailed or e-mailed to the Treasurer. All checks and money received by the Awards Manager shall be forwarded to the Treasurer. QSL cards that have been altered shall not be acceptable



for awards by the Awards Manager. The decision of the Awards Manager on questionable QSL cards shall be final.

- H. **NEWSLETTER EDITOR:** The Editor of the O’Missile newsletter shall publish at least twice a year, if funds are available, the O.M.I.S.S. newsletter in the months of March and August. Other additional newsletters may be published if authorized by the Board of Directors. The name of the newsletter shall not be changed from its present name except by amendment to the by-laws. The O’Missile newsletter shall be published and furnished to the members by subscription only. The Editor of the newsletter shall furnish a written statement of donations and expenses, to be mailed or e-mailed to the Treasurer, each month in which expenses or donations occur.
- I. **CHAPLAIN:** The Chaplain of the O.M. International Sideband Society, Inc., shall be a member of the clergy when possible. The Chaplain shall send appropriate cards to members and their immediate family during times of sickness and/or death. The Chaplain shall include other appropriate information to members or their immediate family during death or sickness.
- J. **PARLIAMENTARIAN:** The Parliamentarian shall interpret for the presiding officer the Constitution and By-Laws of The Society and all procedures of Roberts Rules of Order, a copy of which shall be provided this officer by the society.
- K. All Appointed Officers shall comply with the Constitution and By-Laws and directives of the Board of Directors. Failure to do so will result in removal from office.

**ARTICLE 5: GOVERNMENT**

**SECTION 1: GOVERNMENT OF THE SOCIETY**

- A. The Government of the Society shall be vested in the Board of Directors. The Board of Directors shall be the policy making body of the society. Each member of the Board of Directors shall have one vote in all matters brought before the Board. Each member of the Board of Directors shall attend a minimum of fifty percent of the Board of Directors meeting. A Board of Directors member shall cast no proxy vote, either written or oral. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, two elected Directors, and Chairman of the Advisory Council and the All-Bands Net Coordinator. The President shall be the Chairman of the Board of Directors. There shall be present a minimum of four members of the Board of Directors for a legally constituted meeting. The All-Bands Net Coordinator shall recommend all Net Coordinators to the Board of Directors for confirmation. The rules and regulations and net guidelines or changes suggested by the All-Bands Net Coordinator shall be confirmed by the Board of Directors.

**SECTION 2: MEETINGS OF THE BOARD OF DIRECTOR**

- A. The Board of Directors shall conduct a business meeting once each month. The Chairman may call a special meeting of the Board of Directors upon request and notification of all members of the Board of Directors. Any elected officer may request a special meeting be called by the Chairman of the Board of Directors for urgent business or when deemed necessary.

**SECTION 3: BUSINESS MEETING VOTING**

The general order of proceedings for business meetings shall be as follows:



- A. Each member of the Board of Directors shall have only one vote in all matters brought before the Board of Directors.

**SECTION 4: ORDER OF BUSINESS MEETING**

The general order of proceedings for business meetings shall be as follows:

- A. The President shall call the meeting to order. The Vice-President shall call the meeting to order in the absence of the President. The Secretary shall call the meeting to order in the absence of the President and the Vice-President. The Treasurer shall call the meeting to order in the absence of the President, Vice-President and the Secretary.
- B. The President shall call upon the Secretary to read the minutes of the previous meeting. The President shall ask the Board if there are any corrections. If no corrections, the President may approve the minutes as read; The President may waive the requirement of the reading of the minutes of the previous meeting. The President shall call upon the Treasurer to read a financial report of the society current to the end of the past month. The President shall ask the Board if there are any questions concerning this report. If no questions, the President may approve the Treasurer's report as read. The President may waive the requirement of the reading of the financial report. The President shall call upon the Secretary to read any correspondence for the Board of Directors from the membership.
- C. Old Business:
  - Comments on minutes of previous meeting
  - Comments on financial report
  - Committee reports
  - Items carried over from previous meeting
  - Any action on previous tabled items
- D. New Business

**SECTION 5: RULES OF ORDER**

- A. Roberts Rule of Order shall govern all matters not otherwise covered in this By-Laws.

**ARTICLE 6: REMOVAL FROM MEMBERSHIP**

**SECTION 1: GENERAL MEMBERSHIP**

- A. A member shall be dropped from the membership roll for non-payment of lifetime membership dues.
- B. A member shall be dropped from the membership roll for any action which would reflect dishonor or disgrace on the society.
- C. A member shall be dropped from the membership roll for unlawful misuse of any of the society's funds.
- D. Any member dropped from the membership roll shall have their O.M. membership number voided on the roster.

**SECTION 2: REMOVAL OF OFFICERS**



- A. Any Officer of the society not performing the duties of their office may be impeached by a two-third-majority vote by the Board of Directors
- B. Any officer of the society not performing the duties of their office may be impeached by a two-third-majority vote by the Board of Directors and the Appointed Officers as listed on the officer roster.
- C. Any Officer of the society not performing the duties of their office may be impeached by a two-third-majority vote of the total membership.

**ARTICLE 7: NAME CHANGE OF THE SOCIETY**

- A. The name of the society shall be the O.M. International Sideband Society, Incorporated and may be change only by two-thirds majority vote of the total membership and by written ballot only.

**ARTICLE 8: AMMENDMENTS**

**SECTION 1: METHOD OF AMMENDMENTS**

- A. The By-Laws shall be amended by a By-Laws committee appointed by the President, and shall consist of four members of the society. These By-Laws may be amended only once each year and then only by a two third majority vote of the full Board of Directors or a vote of six members of the Board of Directors in favor of amending. The acceptance of the amended By-Laws shall be voted upon at two separate Board of Directors meetings and shall carry by a majority vote at each meeting