

# **CENTRAL NEW YORK AMATEUR RADIO ASSOCIATION, Inc.**

## **CONSTITUTION & BY-LAW**

### **Preamble:**

We, the undersigned, wishing to secure for us the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Central New York Amateur Radio Association (a non-profit organization) and enact this constitution as our governing law. It shall be our purpose to promote emergency and public service communications, radio knowledge, fraternalism and individual operation efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

### **ARTICLE I: Membership**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

### **ARTICLE II: Officers**

**Section 1.** The officers of this club shall be: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms and a maximum of (3) Board of Directors members.

**Section 2.** The President, Vice-President, Secretary and Treasurer shall be elected for a term of one year by ballot of the members present, providing there is a quorum, at the annual meeting. The Board of Directors members are elected for two years.

**Section 3.** Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

**Section 4.** Officers may be removed by a three-fourths vote of the members present at a General Business meeting.

### **ARTICLE III: Duties of Officers**

**Section 1.** The President shall preside over all monthly meetings of the club, and conduct them according to the rules adopted by the Board of Directors, and perform all other duties pertaining to the Office of President. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

**Section 2.** The Vice-President shall assume all duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

**Section 3.** The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and e-mail meeting notices to each member. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

**Section 4.** The Treasurer shall receive and receipt for all monies paid to the club; keep and accurate account of all monies received and expended; pay no bills without proper authorization (by the Club or its Board of Directors). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. 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 after an audit by the Board of Directors.

**Section 5.** The Board of Directors shall consist of (3) members elected from the membership at large. The Board is chaired by a selected member of the Board's members. The Board is responsible for determining the direction of the club in response to input from the membership. The Board shall review all proposed changes to the Constitution and By-Laws and recommend to the membership that those changes be accepted or rejected. The Board is also empowered to spend such funds and/or make decisions on behalf of the club on a non-routine emergency basis when such matters cannot wait for the next regular club meeting. The Board shall meet monthly. Any Board member for good cause may call additional special Board meetings. All Board members shall be notified of a special meeting as soon as possible.

**Section 6.** The Sergeant-at-Arms shall have charge of the hall and keep guard at the door. He/she is to insure order during meetings. He/she is to act as the Association's chief parliamentarian and shall decide all issues of parliamentary procedure according to Robert's Rules of Order.

#### **ARTICLE IV: Meetings**

Meetings: The club conducts business by majority vote of those present at any regular General Business meetings. A Quorum must be present.

Quorum: A minimum of seven (7) members and/or one-fourth of the membership (in addition to Officers present) is required (whichever is greater) shall constitute a quorum for the transaction of business.

#### **ARTICLE V: Dues**

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the club.

#### **ARTICLE VI: Amendments**

This Constitution or the By-Laws may be amended by a two-thirds vote of the members present at a business meeting.

The Board of Directors outline of Standard Meeting Procedures of the meeting shall govern proceedings.

1. Pledge of Allegiance to the Flag.
2. Introduction of members and guests present.
3. Minutes of the last meeting.
4. Treasurers report
5. Committee reports
6. Old business
7. Break (intermission)
8. New business
9. Program (if any may be located anywhere in the agenda, to the convenience of the presenter).
10. End of business

## **BY-LAWS**

1. **Secretary**: It shall be the duty of the Secretary to keep the Constitution and By-Laws of the Club and have the same with him/her at every meeting. He/she shall note all amendments, changes, and additions to the Constitution and shall permit it to be consulted by members upon request.
2. **Membership**: Membership is open to licensed radio amateurs and all other interested persons. To hold a club office, accept an appointment, or to vote on club business the member must hold an amateur radio license. *Guests may not vote or take part in any official club business, but are welcome at regular club meetings when accompanied by a member in good standing.* Applications for membership shall be submitted at regular meetings. The application shall be voted upon at that or the next regular meeting and an affirmative vote of the members present approves club membership for the applicant. Applications received from the Internet, through the CNYARA website, or through USPS, will be voted upon at the next General Business meeting in the same order. Proceeds received will be held in escrow until approval by the membership at the following General Business meeting. Applications rejected will be provided a refund within thirty (30) days.
3. **Meetings**: Regular meetings shall be held on the first Tuesday of each calendar month unless otherwise notified. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive no less than (24) hours before the meeting.
4. **Dues**: A regular yearly assessment of \$15.00 per member is hereby assessed in accordance with the provisions of Article V of the Constitution for the purpose of providing funds for club expenses. Dues will be for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>. Members joining after July 1<sup>st</sup>. will pay one-half price.

Lifetime Member.....	\$250.00
Member.....	\$15.00
Family Membership.....	\$20.00
Senior Citizen (60 & over).....	\$7.50
Student.....	\$10.00
Webmaster.....	Paid Family Membership
Repeater Chairman.....	Paid Family Membership

5. **Standing Committees:** These committees are created by approval of the membership and consist of member(s) appointed by the President. Each committee of more than one member shall have a designated chairman. Standing committees include but are not limited to the following:

**PUBLIC RELATIONS** Committee provides notice of club activities, meetings, etc. to the appropriate Medias.

**REPEATER** Committee is automatically chaired by the Repeater Trustee and is responsible for proper operation and technical maintenance of all CNYARA sponsored repeaters. The Repeater Chairman enjoys full family membership as long as he/she keeps the website active.

**WEBMASTER:** is automatically chaired by the webmaster himself. All club forms, applications, membership listings or any information affecting club policy must be presented to the webmaster by the Board of Directors before being placed on the club's webpage. The webmaster enjoys full family membership as long as he/she keeps the website active.

**SUNSHINE** is responsible for obtaining and sending appropriate cards, etc. to members affected by sickness, hospitalization, injury, loss or close family members.

**EMERGENCY COORDINATOR** is responsible for coordinating the clubs involvement in emergency training, practice and actual emergency operations.

**MEMBERSHIP** Committee is responsible for the development of the membership base by conducting campaigns and programs that interest and draw fellow Radio Amateurs and the general public to the club.

**FUNDRAISING** Committee is responsible for developing fundraising ideas and implementing them.

7. **Elections:** Election of officers shall be conducted once per year (in November) with office terms beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of the year following the election. Elections shall only take place when there is a quorum present. Only members present at a meeting are allowed to vote. All members shall be notified of the upcoming election.

8. **Absence:** If any officer or committee chairman is unavailable to make a meeting to present his/her report, he/she shall make a reasonable attempt to provide the information to the membership.
9. A request for use of CNYARA repeaters for public service, or other events other than normal calling, QSO's etc. by individuals or organizations other than CNYARA should be submitted by that individual or organization no later than 2-3 weeks previous to the requested use date. The request should state the nature of the event, date and anticipated time of use. Permission shall be at the discretion of the Board of Directors, general club membership, and/or the repeater committee. It should not conflict with any CNYARA activities. In an actual emergency, no prior notification is necessary.
10. No alcoholic beverages will be either purchased or sponsored by the club at any club function. If the club happens to meet at a place where alcoholic beverages are available, then the club members are expected to act in an adult manner. If not, they will be asked to leave by the membership or the proper authorities, whichever is necessary.
11. Club members who are found guilty by the Federal Communications Commission (FCC) of intentionally and knowingly violating FCC rules and regulations will no longer be accepted as a member of the club. Reinstatement would be by 100% affirmative vote of the total membership.
12. Any member convicted of a felony will be removed from the club.