

# 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. Also, refer to ARTICLE V: Dues. (Amended & Ratified April 06, 2010).

### **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**

Dues for annual Members are payable at any time in advance, or prior to, January 01 of each calendar year. The Association allows for a grace period for the collection of dues for the convenience of its Members. That “Grace Period” is between January 01 and the commencement of the March General Business meeting respective to that calendar year. During the aforementioned grace period, Members may continue to participate in club business, retain and exercise voting rights and enjoy all privileges of the Association. To remain a Member in Good Standing, dues must be paid as outlined in this paragraph. Non-payment of such dues shall be cause for expulsion from the club. (Amended & Ratified April 06, 2010).

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.

- 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. Dues: Dues for Membership are established in the section below this paragraph and are 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> respectively. New Members joining at the Association’s sponsored ARRL Field Day (always the last full weekend of June) will pay one year’s to commence on January 01 of the following calendar year. Included in the aforementioned enrollment will be the period from June (Field Day to December 31 of that calendar year, all inclusive. Any new Members joining from July 01 to December 31 of any calendar year will pay half-price of the established annual dues.

Lifetime Member.....	\$250.00
Individual Member.....	\$15.00
*Family Membership.....	\$5.00
Senior Citizen (Age 55 & over).....	\$7.50
Full-Time Student.....	\$10.00
Webmaster.....	Paid Family Membership

\*Family Membership is an additional \$5.00 fee per annum for those living in the same household, all inclusive.

**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 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. (Amended & Ratified April 06, 2010).
  
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.
  
6. 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. Committees are empowered to work in good faith for and on behalf of the Club and have the ability and authority to continue to operate between General Business Meetings and make reports of their progress. All Committees are encouraged to work for one common goal of promoting “Good Will” of the CNYARA and Amateur Radio in general to fellow Hams and the General Public. Any Committee has the ability to contact the Board of Directors in the event they may consider guidance or advice is needed between general Business meetings. Each committee of more than one member shall have a designated chairman. Standing committees include but are not limited to the following:

**PUBLIC RELATIONS:** Provides notice of club activities, meetings, etc. to the appropriate media sources. The Public Relations Committee continually develops media contacts and a database of those contacts at which to provide notice. This includes, but is not limited to any Newspaper, Television, Radio outlet or their employees who can assist in promoting the CNYARA, its goals and accomplishments.

**CALLSIGN TRUSTEE** oversees and is responsible for the proper use of the Club Call-Sign (N2CNY) as it relates to “On-Air” activity under Part 97 of the Code of Federal Regulations. The Callsign Trustee is responsible for the proper posting of the FCC License during any events that the Club Callsign (N2CNY) will be used. The Callsign Trustee will examine all requests for use of the Club Callsign (N2CNY) and make recommendations and suggestions as to the proper use of same. Members who would like to use the Club Callsign (N2CNY) are responsible for communicating such a request to the Callsign Trustee in advance of said event.

**REPEATER** Committee is responsible for the care, upkeep and proper operation of all CNYARA sponsored repeaters. The Repeater Committee is also encouraged to promote interesting programming on the Club Repeater and promote instruction and support of Amateur practice.

**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 considers a good public image through the World Wide Web when determining what is viewable by the General Public. 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. The Sunshine Committee may utilize the Club Call-sign and may

originate, pass and receive “Good Will” ARRL NTS Traffic on behalf of the Club to other Radio Amateurs and the General Public.

**EMERGENCY COORDINATOR** is responsible for coordinating the clubs involvement in emergency training, practice and actual emergency operations. The Emergency Coordinator is the liaison between the CNYARA and the local ARES/RACES Officials.

**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. The Fundraising Committee is encouraged to use imagination and creativity to develop ideas in the art of fundraising.

**HAMFEST COMMITTEE** is responsible for planning, developing, and promoting the Club Hamfest known as the annual “Ham-Jam & Amateur Radio Club Convention.” The Hamfest Committee will explore leads and strategies to further increase the popularity of the event and to elevate attendance and to promote and enhance the Amateur Radio experience during this event.

**EDUCATION COMMITTEE** is responsible but not limited to providing educational opportunities for Hams and the General Public regarding Amateur Radio. Responsibilities include working with the Vice President in developing programs and presentations for Members & guests; conducting licensing classes and study groups; promoting and supporting learning by developing a pool of “Elmers” that are willing to guide and enhance the knowledge and development of all Radio Amateurs. The Vice President is an ex-officio member of this Committee.

6. Elections & Nominations: Nominations of Officers shall be conducted once a year (in November) and the election of officers shall be conducted once per year (in December) with office terms beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of the year following the election. All members shall be notified\* of the upcoming election by the Secretary upon conclusion of the General Business Meeting in which the Nominations were received.

Elections shall only take place when there is a quorum present; included in, and comprising the quorum requirement is the sum of the Absentee Ballots\*\* as received by the Secretary and those members present prior to the floor vote.

In the event a candidate is running unopposed, the Secretary, under his/her authority shall cast one vote on behalf of said candidate “For the Record,” and said candidate shall be elected.

\* Notification of Members: Upon conclusion of the General Business Meeting at which Nominations were received, the Secretary shall within 5 business days notify all Members by:

a. Submitting a “Notice of Election” to the Webmaster for front page publication and within the “Member’s Only” Forum area of the Club Website and also send Notice by group email. The “Notice of Election” for the front page need only contain the time, date and location of the Election. The “Notice of Election” for the “Member’s Only” Forum shall consist of the aforementioned and also the names of Nominees. In the event the Website is offline for an extended period, the Secretary shall rely on group email.

b. For Member’s who the Secretary has no record of email or Internet capability, The Secretary shall call by Telephone or send notice through USPS Regular Mail. It is the obligation of the Member to keep records current with the Secretary in order that notification is not inhibited. The Secretary shall exhaust all reasonable means to make notification at his/her discretion.

\*\* Absentee Ballots & Balloting: Absentee Ballots may be cast by the Secretary on behalf of the absent Member(s) under the following Circumstances:

1. Unexpected or Sudden illness.
2. Senior Members unable or uncomfortable driving during winter months and early hours of darkness (Daylight Savings Time).
3. Members who expect to be, or know that they will be away and out of the Central New York Area during the Election meeting.

Absentee Ballots shall be received no later than three (3) business days prior to the Election Meeting by the Secretary via email or USPS regular mail and shall be attached to and remain part of the permanent record of the General Business Minutes of the Election Meeting.

7. 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.

8. 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.

9. 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.

10. 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.

11. Any member convicted of a felony will be removed from the club.