

Algoma Amateur Radio Club

Constitution and Bylaws

**Revised
June 1998
June 2000
November 2002
September 2003
February 2007**

CONSTITUTION OF THE ALGOMA AMATEUR RADIO CLUB

REVISED June 1998
REVISED November 2002

Any word in this document that implies a gender shall be taken to mean either gender.

1. AIMS AND NAME

In order to promote mutual interest and fraternal goodwill among those interested in amateur radio and to promote good relations with the general public and to ensure that all amateurs in Sault Ste. Marie, the District of Algoma and adjacent areas in the State of Michigan are acquainted with the Canadian Government rules and regulations, a Club known as the "Algoma Amateur Radio Club" is hereby founded. This Constitution shall be our governing law.

2. MEMBERSHIP

Any person who holds an amateur or commercial Certificate of Proficiency in radio shall be eligible for Full membership. Junior membership is available to any person under the age of 18 years. Any other person with a genuine interest in amateur radio shall be eligible for Associate membership.

3. OFFICERS

The Executive committee of the club shall be members in good standing and shall consist of a President, Vice-President, Secretary, Treasurer, Activities Director, Repeater Committee Chairman and Past President (non voting). Their duties are described in the Bylaws. They shall be elected as prescribed in the Bylaws.

4. MEETINGS

The executive shall determine the regular meeting place, the date and the time for meetings, as described in Bylaw 2, with the approval of the membership. A special meeting may be called, when deemed necessary, by the President, Vice-President or a majority of the Executive, and all members will be notified of such a meeting.

5. COMMITTEES

The permanent Committees shall be the Repeater Committee, Education Committee and Ways and Means Committee. Seats on these committees shall be elected by the membership. Operation of the committees will be in accordance with the Constitution and Bylaws. Other committees may be appointed as deemed necessary. Each committee shall elect its chairman and will have the authority to establish sub-committees as deemed necessary by the committee. All permanent committees shall operate under a mandate provided by the Executive and shall report to the general membership at regular or special meetings. Permanent committees shall be elected as per the Bylaws and coincident with the Executive elections.

6. DUES AND ASSESSMENTS

Dues as established under Bylaw 5 shall be assessed to members to defray operating expenses of the Club. Special assessments for extraordinary expenditures may be levied by a simple majority of the membership present at a regular meeting.

7. CONDUCT OF MEETINGS

A simple majority vote of the membership shall be the final word in resolving all disputed issues of Club operation. Meetings will normally be conducted in an informal manner. The Chairman may at any time invoke "Robert's Rules of Order" either as a temporary measure or one to remain in effect for the remainder of a meeting. "Robert's Rules of Order" may also be invoked at any time by a membership vote.

8. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Proposed amendments or additions to the Constitution or Bylaws may be submitted in writing at any regular meeting. A printed copy of such proposed amendments or additions to the Constitution and/or Bylaws will be provided to the membership and a date set by the Executive for voting on the proposed changes. If a member cannot be present at the meeting he may cast his vote by mailing his ballot to the Club address. A simple majority vote will determine acceptance or rejection of the proposed changes. Voting shall be by secret ballot (see Bylaw 11). The Constitution may be amended in the aforesaid manner on not more than two occasions in each fiscal year. Bylaws may be amended in the aforesaid manner at any time.

9. BUSINESS

Business and voting shall be conducted by members in good standing only. No Club activity shall be conducted for private gain by any member or officer of the Club.

BYLAWS OF THE ALGOMA AMATEUR RADIO CLUB

Revised June 1998
Bylaw 24 amended January 1999
Bylaw 16 amended June 2000
Bylaw 5, 16 and 24 amended November 2002
Bylaw 26 incorporated within bylaw 22 November 2002
Bylaw 1 amended September 2003
Bylaw 1 amended February 2007

1. QUORUM

A quorum at a meeting shall be five (5) paid-up members, plus at least two (2) of the Club Executive for a total of 7 members.

2. REGULAR MEETING

Regular meetings shall be held the first Thursday of each month at 7:30 P.M. unless otherwise announced. If a meeting is to be held somewhere other than the regular place, the change shall be announced as soon as possible and, if possible, at the previous meeting. A Quorum as defined under Bylaw 1 shall be present to constitute a valid meeting. Meetings shall be kept short as possible. The business portion of the meeting shall not exceed one hour in duration but may be extended by a motion passed by a majority of the members present. No regular meetings shall be held during July and August.

3. CONSTITUTION AND THE BYLAWS

The secretary shall have custody of the Constitution and Bylaws, and shall note all amendments, additions and corrections thereto. He shall have them at all meetings, and shall permit them to be examined by members on request.

4. MEMBERSHIP

Each membership applicant shall signify his willingness to abide by the Constitution and Bylaws, a copy of which shall be provided by the Secretary. The Executive may accept or reject any applicant for membership at any regular or special meeting. If accepted, the applicant becomes a member upon payment of the annual dues which are non-refundable. A junior member has no voting rights and may not hold office. However, if a junior member wishes, he may pay the Full member dues and enjoy all the rights of Full membership.

5. MEMBERSHIP YEAR AND DUES

The membership year of the club shall be from January 1 to December 31. Dues for Full and Associate membership shall be set by the Executive by considering the operating costs of the previous year and any projected changes in operating costs. The junior membership fee will be the same as a third member in a family membership. The yearly dues become due at the first regular meeting in September. Membership dues will only be accepted for a current membership year. A member with dues more than thirty-five (35) days in arrears shall lose all voting privileges. A member with dues more than sixty-five (65) days in arrears shall cease to be a Club member. Any proposed dues change shall be presented to the membership at the regular meeting in May and voted on at the regular meeting in June for approval. Anyone whose membership has expired during the previous ten (10) months will automatically regain that membership by paying the regular annual dues. Further, membership will be deemed as having been uninterrupted.

6. PROPERTY

The Treasurer shall maintain records of all Club property valued at one dollar or more, and shall maintain a record for each property item showing the date and source of acquisition, cost and/or value, current location, unique identification details including serial number or inventory number, operation and maintenance expenses, and the final disposition.

7. VOTING PRIVILEGES FOR ASSOCIATE MEMBERS

Associate members of the Club have full voting privileges excepting on matters concerning money and changes to the Constitution and Bylaws. Upon showing proof of Full membership eligibility to the Executive, an Associate member may be declared a Full member by the chairman at any Club meeting.

8. LICENSE CUSTODIANS

The custodians of the Club amateur radio station licenses have operational control of all equipment operated under the licenses, including the authority to close down operation of the Club station if they believe members are not operating in accordance with the radio regulations or within the provisions of their license classes.

9. LOANED PROPERTY

Property belonging to the Club may be loaned to a club member for his exclusive use by approval of the membership at any Club meeting. Printed material may be loaned to a member at any time. The borrower shall record the title of the loaned material, the date and his name on a record sheet provided for the purpose and also enter the date the material is returned.

10. EXECUTIVE VACANCIES

If, during the course of the year, an Executive position becomes vacant, it will be filled as soon as deemed necessary at a regular or special meeting. Nominations and elections will be conducted at that meeting. The position will be held until the next election.

11. MATTERS TO BE VOTED ON

Expenditures exceeding \$100.00 must be authorized by a membership vote. Any expense for the maintenance and operation of the Club up to \$100.00 requires only the consent of both the Treasurer and President.

Voting by secret ballot will be mandatory for election of the Executive, changes to the Constitution or Bylaws and the revoking of a membership.

Voting by secret ballot shall be conducted by an Election Committee. The Committee may be appointed by a resolution or by the chairman with the consent of the members present at the meeting and will be provided necessary information such as membership lists. They shall conduct nominations and will collect, sort and count the ballots. All results (counts) will be recorded.

Advance or mail in votes shall be allowed. Advance ballots shall be placed in a sealed envelope marked "BALLOT" but devoid of any other markings. The Ballot envelope shall then be enclosed in another envelope marked with the name and call of the voter and also marked for the attention of the Election Committee. That envelope shall be mailed to the Club address or delivered to the Club Secretary. All such envelopes shall then be delivered to the Election Committee, who will open them and include the votes along with others at the regular voting time.

12. HONORARY AND LIFE MEMBERSHIP

An Honorary membership may be issued by a majority vote of the membership present at any meeting, for a period of time indicated on a membership card. Such a membership may be granted in appreciation of meritorious services to the Club. Such a membership will not count as paid, contribute to a quorum, or carry voting privileges. An Honorary member may have all membership privileges if eligible for Full membership and upon payment of the Club dues for the year in question.

By Executive recommendation, Life membership may be granted to any member of the Club for performing meritorious services to the Club over many years. The Club may accept or reject any such recommendation by a simple majority vote at any meeting. A Life member has all the voting privileges and is entitled to the same benefits as a Full member.

13. BLACK CAT PROCEDURES

14. CLUB BULLETIN

The Bulletin Editor shall provide the Club bulletin to all Full, Associate, Junior, Honorary and Life members of the Club. Only one bulletin will be supplied to a family if a family membership exists. The Executive may authorize the mailing of subscriptions of the Club bulletin to any person who is not a Club member and who would qualify for membership. They may determine the price of such subscriptions.

15. CLUB SPOKESMAN

In the absence of a special resolution authorizing a person to be a Club spokesman, only the President, or in his absence, the Vice-President, can be official spokesman for the Club. No Club spokesman shall speak on behalf of the Club without first endeavouring to consult the entire Executive and/or membership concerning important decisions or Club policy.

16. ELECTIONS

Formation of an election committee of three (3) members shall be no later than the June meeting. The meeting Chairman shall appoint committee members if and as necessary. No member of the Executive can be a member of the Election Committee. The Election Committee will present nominations for the offices of President, Secretary, Activities Director and two (2) Repeater Committee Members in "Even Years" and that of Vice-President, Treasurer and the remainder of the Repeater Committee Members in the "Odd Years". All of who shall have agreed to stand for election at the October meeting. Additional nominations for all offices will be solicited from the floor at that meeting. Written nominations with letters of intent to stand for an Office may be made by mail or delivered by proxy. Nominations shall be opened and closed for each office before beginning nominations for the next office. The results of these nominations shall be included in the monthly newsletter prior to the elections at the regular meeting in November. A candidate for office must be a holder of a valid Certificate of Proficiency in amateur radio and have attended at least three (3) of the eight (8) regular Club meetings previous to the election meeting.

Executive offices shall be held for a period not to exceed two consecutive terms duration. In the event that there are no nominations for an office after an officer has served for two terms, he may stand for an additional term if so desired. If, in the previous case, the office is that of the President, then the Past President will be also be retained in his position.

17. AUDITORS

Two auditors shall be elected at the October regular meeting in each year by a majority vote of the voting members present at the meeting.

18. DUTIES OF THE PRESIDENT SHALL BE

- To preside at all meetings of the Club.
- To preserve order.
- To decide all questions of order, subject to an appeal by the members present.
- To call special meetings.
- To act as ex-officio member of all committees.
- To call for special elections when vacancies occur in the Executive.
- To countersign all cheques which have been signed by the Treasurer.
- To perform such other duties as may be determined by the Club.

19. DUTIES OF THE VICE-PRESIDENT SHALL BE

- To assist the President in the discharge of his duties and to perform the duties of the President during his absence.
- To fulfill the capacity of the President, should the President resign before the termination of his office.
- To perform other such duties as determined by the Club.

20. DUTIES OF THE SECRETARY SHALL BE

- To attend all meetings of the Club, or to arrange for an alternate.
- To keep records of the minutes of all meetings.
- To present the minutes of the previous meeting.
- To be the custodian of all minute books, documents and registers of the Club.
- To attend to correspondence.
- To record members present at meetings.
- To perform such other duties as determined by the Club.

21. DUTIES OF THE TREASURER SHALL BE

- To maintain Club property records according to Bylaw 6.
- To collect and receive all moneys due or owing to the Club.
- To deposit all funds of the Club in a chartered bank or trust company account approved by the Club Executive.
- To make payments from Club funds by cheques or orders prepared by him and countersigned by the President or Vice-President.
- To keep books of accounts showing receipts and expenditures from which the current balance may be readily found.
- To present an audited report of receipts and expenditures as required by the Bylaws.
- To maintain an updated list of paid up members as well as those thirty-five (35) or more days in arrears.
- To provide a detailed report of income and expenditures for the previous month of all funds at regular meetings.

- To prepare an annual report of Club expenditures, by spending category, to be placed in the February Club Bulletin, to cover the previous calendar year. Any expenditure category that accounts for more than 5% of total expenditures should explicitly appear. Some probable items would be Club Bulletin, Field Day, Repeaters, and Miscellaneous.
- To perform other duties as may be determined by the Club.

22. DUTIES OF THE ACTIVITIES DIRECTOR SHALL BE

- To coordinate a program for the monthly meeting.
- To serve as a liaison person and to direct committees which have been set up to organize community service events, Field Day, and social activities.
- To perform such other duties as determined by the Club.

23. DUTIES OF THE PAST PRESIDENT SHALL BE

- To supply resource information as well as guidance from his experience as President and from business conducted during his term as President.
- To perform such other duties as determined by the Club.
- The Past President does not have a vote on the Executive Committee.

24. DUTIES OF THE REPEATER COMMITTEE AND ITS CHAIRMAN

- All matters relating to the operation and maintenance of the Club's repeaters are handled by the Repeater Committee. The Committee will consist of five (5) members of whom three (3) or more, including the Chairman, must hold Advanced Licenses. Nominations and elections are to be held co-incident with Executive elections and follow Bylaw 11. If, during the course of the year, a seat becomes vacant it will be filled as soon as possible at a regular or special Club meeting. Nominations and elections will be conducted at the said meeting. In the event of no nominations, the Repeater Committee may appoint someone to the Committee. The seat will be held until the next election.
- The duties of the Repeater Committee Chairman shall be:
 - To preside over all Committee and Repeater Fund meetings.
 - To act as general manager of Repeater and Repeater Fund activities.
 - To present a report at each Club meeting.
 - To perform other duties as determined by the Club.

It is the responsibility of the Committee to monitor the Club repeater's operation to ensure that they are working properly, are being used properly, and are being used in a manner beneficial to Amateur Radio. It is also the responsibility of the Committee to maintain all repeaters and associated equipment so that they remain in good working order.

The Repeater Fund shall hold a minimum of 2 meetings during the Club membership year, one in the Fall season and the other in the Winter-Spring season. There shall be public notice of all meetings at least a week before their occurrence, excepting a legitimate emergency meeting.

The Repeater Committee is authorized to spend up to \$250.00 to effect emergency repairs. The license custodian of a repeater shall insure government regulations concerning the operation of the repeater are followed. His decisions are final with respect to such matters.

25. EDUCATION COMMITTEE

The Education Committee shall be responsible for:

- Organizing training classes for new amateurs.
- Promoting the upgrading of amateurs with Basic qualifications.
- Any publicity of Club activities.
- The promotion of "Elmers" to assist new amateurs.
- Any other duties as determined by the membership.

26. Incorporated with bylaw 22 (Nov. 2002)

27. COMMITTEE FINANCES

Any Committee, receiving revenue that has a surplus of funds upon completion of its terms of reference, shall turn any surplus funds over to the Treasurer of the Club for deposit into an appropriate Club account. Any committee projecting a deficit at any time must report such to the Club, and receive permission to proceed or commit the Club to any deficit.

28. TERMS OF REFERENCE FOR COMMITTEES

The terms of reference for Committees shall include:

- The name of the committee.
- The purpose of the committee and an outline of how it may achieve its goals.
- The names of the chair, recording secretary and treasurer.
- The committee's expected lifetime (From _____ to _____).
- The source of funding and the amount.
- The date of an expected report to the Executive and/or Membership.
- Such other matters as the membership may deem expedient.

29. HEALTH AND WELFARE COMMITTEE

In the event of a serious illness or a death of an area amateur, or of someone within his immediate family, or of someone who has made a lasting contribution to amateur radio, the Committee may send flowers or some other suitable gift. A donation of up to \$50.00 to a charity of the family's choice may be made in memory of a deceased person.

30. REVOKING A MEMBERSHIP

After due counselling and discussions, the membership may revoke the membership of a member for repeated violations of the Constitution or Bylaws, or for repeated and deliberate violation of operating regulations, by a majority vote of the membership at a meeting. Voting as per Bylaw 11.