

# **CONSTITUTION**

## **Barry Amateur Radio Association**

### Preamble:

We, the members of the Barry Amateur Radio Association (BARA), hereby enact this constitution, pursuant to the laws of the State of Michigan, as a perpetual, non-profit, charitable service and educational organization. It is our purpose to enhance public safety and welfare and to advance the general interest of amateur radio in the community. We do this through programs and activities, exchange of information, and promotion of radio knowledge.

### Article I: Membership and Dues

1. All persons interested in amateur radio communications shall be eligible for membership as provided in the By-Laws.
2. Dues and fees are assessed by the membership as provided in the By-laws.

### Article II: Officers

1. The officers of the BARA shall be President, Vice-President, Secretary, and Treasurer.
2. Election of officers is conducted as specified in the By-laws.
3. Vacancies occurring between elections shall be filled by a special election at the first regular membership meeting following the vacancy.
4. An officer can be removed by the membership as prescribed in the By-laws.
5. Officers are elected to serve for one year or until a successor is elected. Their term of office begins at the close of the meeting at which they are elected.
6. Only members may be officers.
7. Members are limited to two consecutive terms in an office.

### Article III: Duties of Officers

Officers shall perform the duties prescribed by the Constitution, By-laws, and parliamentary authority adopted.

### Article IV: Meetings

1. The By-laws provide for regular and special membership meetings.
2. A quorum is necessary to transact business.
3. A quorum at regular or special membership meetings is defined as the President or Vice-President, one other officer, and three other members.

### Article V: Executive Board

1. The Executive Board (Board) comprises the elected officers and the chairmen of the Standing Committees (if any).
2. The Board may meet and conduct BARA business within the scope of the Constitution and By-laws.

3. A quorum is defined as the President or Vice-President, one other officer and one other Board member.
4. Action taken by the Board is subject to confirmation at a regular or special membership meeting.

#### Article VI: Committees

Committees may be appointed as provided in the By-laws.

#### Article VII: Amendments

1. This constitution may be amended by a two-thirds vote of the total membership.
2. Amendments to the constitution must have been proposed at a regular membership meeting and published in a newsletter.

#### Article VIII: Newsletter

The requirement to publish an item in a newsletter is satisfied by sending the item to all email addresses submitted by members to the secretary or by posting the item on the club web site and announcing this posting in an email notice as described above.

#### Article IX: Parliamentary Authority

The latest edition of Robert's Rules of Order shall govern meetings except where these rules are inconsistent with the Constitution or By-laws.

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## By-Laws

#### By-law I: Membership

1. Members must be licensed radio amateurs. Members have the right to full participation in the proceedings of this organization, with the privileges and duties accompanying them.
2. Associate members need not be licensed radio amateurs. Associate members have the rights of full participation in the proceedings of this organization, with full privileges and duties accompanying them except (1) they cannot vote (except in committees), (2) they cannot hold elected office, and (3) they cannot chair a committee. An associate member automatically becomes a member after obtaining an amateur radio license.
3. Applications for joining the BARA as a member or an associate member shall be submitted at a regular membership meeting. A two-thirds affirmative vote of members present is required to approve an application.
4. The participation rights of a member or associate member may be revoked by a two-thirds vote of those members present at a regular membership meeting.

#### By-law II: Dues and Assessments

1. Dues are \$10 per calendar year for an individual or \$15 for a family (spouses and/or minor children living in the same household).
2. Proposed assessments or changes in the dues must be submitted at a regular membership meeting, published in a newsletter, and voted on at the next regular membership meeting. A two-thirds affirmative vote of members present is required.

3. Associate members may vote if they are affected by the proposal.
4. Members or associate members failing to pay dues or assessments on or before March 1 each year shall be removed from membership. They will be reinstated upon the payment of the dues or assessments.
5. New members joining between July 1 and October 31 will be assessed half of the annual dues. Beginning November 1, dues for new members will apply to the following year.

#### By-law III: Elections of Officers

1. The Board shall appoint a nominating committee in November. The committee shall report at the regular January membership meeting with a slate of candidates.
2. Nominations from the floor may take place at the January and February meetings.
3. No name is accepted in nomination from the floor unless the nominated member is current in the required dues or assessments and agrees to serve if elected.
4. A member may be nominated for only one elected office.
5. The voting procedure must provide that only one ballot is submitted by any member and that anonymity is preserved.
6. The President shall appoint a Teller Committee of at least two members to conduct the election which shall be by secret ballot at a regular or special membership meeting in March.
7. Ballots shall be posted on the web site, along with voting instructions, and announced in a newsletter at least two weeks before the election meeting.
8. Provision shall be made for write-in candidates.
9. The secretary shall provide a list of current members to the Teller committee for their use.

#### By-law IV: Meetings

1. Regular membership meetings are held at a time and place determined by the Board and announced in a newsletter. The standard agenda for regular meetings is (1) officers' reports, (2) standing and special committee reports, (3) old business, and (4) new business. The agenda for a regular meeting need not be published before the meeting.
2. Special meetings may be called by the President upon the written request of at least three members. At least 48 hours before the special meeting a notice specifying the meeting time and place as well as the business to be transacted shall be published in a newsletter. Only such business as announced may be transacted at a special meeting.

#### By-law V: Additional Duties of Officers

1. The President:
  1. Presides at meetings.
  2. Conducts the meetings according to the rules adopted.
  3. Signs official documents adopted by the BARA.
  4. Appoints a financial audit committee at the February membership meeting.
2. The Vice-President:
  1. Assumes the duties of the President in the absence of the President.
  2. Plans programs of an informational, educational, or entertainment nature for regular membership meetings.
  3. Serves as the BARA liaison to the ARRL.
3. The Secretary:
  1. Carries on correspondence related to Club activities.
  2. Summarizes communications at meetings.
  3. Keeps a record of the proceedings of Club and Board meetings.
  4. Keeps a roll of members attending meetings.
  5. Keeps an accurate record of the Constitution and By-laws and has a copy available at every meeting that may be consulted by members upon request.

6. Turns over all Club records at the end of the term of office.
7. Maintains the official membership roster, and stores all correspondence as directed by the Board.
8. Keeps a list of BARA property.
9. Maintains a list of standing and special committees including the names of chairmen.
4. The Treasurer:
  1. Receives all monies paid to the Club.
  2. Keeps an accurate account of all disbursements and receipts.
  3. Pays bills with proper authorization.
  4. Presents a brief report of receipts, disbursements, and net worth at each regular membership meeting.
  5. Turns over all items and records at the end of the term of office.
  6. Maintains a petty cash fund. This fund does not exceed \$25.00. Petty cash can be used for all legitimate BARA expenses (with proper receipts).
  7. Spends up to \$25.00 per month without prior approval.
  8. Pays recurrent bills without special authorization. If there is a substantial increase in any bill, it is held for review by the Board or membership.
  9. May appoint one or more members to be in charge of the funds at an activity. The Treasurer must receive a complete accounting of the funds within fifteen (15) days of the activity.
  10. Makes a full financial written report at the March regular membership meeting.
  11. Gives the audit committee financial records for its audit in February.

#### By-law VI: Removal of Officers

An officer may be removed from office by a two-thirds affirmative vote of the members present at a regular or special membership meeting.

#### By-law VII: Committees

1. Standing and special committees comprising one or more members or associate members may be appointed by the President as authorized by the Board.
2. Committees may determine their own formats within the scope of the Constitution and By-laws and subject to Board approval.
3. Committees are expected to present reports to the Board and membership as needed.
4. A newsletter committee shall be appointed and shall publish an electronic newsletter at least monthly.

#### By-law VIII: Voting

The annual election shall be by secret ballot. Any other ballot must be secret if so requested by any member.

#### By-law IX : Amendments

1. These By-laws may be amended by a two-thirds vote of those attending a regular or special membership meeting.
2. Amendments to the By-laws must have been proposed at a regular membership meeting and published in a newsletter.