

**CRAWFORD AMATEUR RADIO SOCIETY**  
**Constitution and By-Laws**  
**CONSTITUTION**

**Preamble**

We, the undersigned, wishing to secure for ourselves the pleasant benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves as the Crawford Amateur Radio Society and do enact this Constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general cooperation between members, to promote radio knowledge, fraternalism, and individual operating efficiency, and to conduct club programs and activities as to advance the general interest and welfare of amateur radio in the general community.

**Article I**

**Membership**

**Section 1. – Eligibility**

All persons interested in amateur radio, solely with a personal aim and without pecuniary interest, shall be eligible for membership. Membership shall be by application and election as provided for in the By- Laws, Section 1.

**Section 2. – Voting Privileges**

The voting membership of this organization shall be defined as all licensed amateurs in good standing with all rights and privileges thereof.

To be eligible to vote at the December election of officers an active member will have had to attend a minimum of 4 meetings in the calendar year prior to the December meeting.

The secretary shall upon request produce a current list of members eligible to vote.

**Article II**

**Officers**

**Section 1. – Executive Officers, Executive Committee and Executive Board**

The officers of this Club shall be: President, Vice President, Secretary, and Treasurer. These officers shall be known as the Executive Committee. The Executive Board shall consist of the aforementioned officers and three Directors. All shall be licensed amateurs. They shall each have one vote and, in the event of a tie vote, the President shall cast the deciding vote. The President shall also be an ex-officio member of all committees of this organization.

**Section 2. – Terms of Office, Nominations, Elections**

The Executive Board shall be elected for a term of one year by ballot of the licensed members present. Elections shall be at the regular monthly meeting in December. Nominations for the Executive Board shall be taken from the floor at both the November and December meetings.

The nominees shall be given up to a two minute period at the December meeting to express their views.

The President, Vice- President, Secretary and Treasurer shall be elected by a majority vote. The Directors shall be elected by a plurality vote. In the event of an uncontested office the members may by a motion, second and majority vote dismiss the rule of a ballot vote and instruct the Secretary to cast a unanimous ballot for that office.

In the event of an unsuccessful ballot there will be up to three subsequent ballots. If there is still an unsuccessful ballot the decision shall be made with a coin flip.

### **Section 3. – Directors**

There shall be two directors elected each year. The immediate past President shall automatically become the third Director for one year. All Directors shall be licensed amateurs. If the current President is re-elected, then a third Director must be elected.

### **Section 4. – Vacancies**

Vacancies occurring between regular elections for Officer or Director Positions must be filled by special ballot at the first regular meeting at which the vacancy is announced, providing there is a Quorum.

### **Section 5. – Removal from Office**

Any Officer or Director, as so stated in Article II, Section 1, who is absent from three (3) meetings without good, just cause shall be removed from said office.

## **Article III**

### **Duties of Officers**

#### **Section 1. – President**

The President shall preside at all meetings of this club and conduct the same according to the rules adopted. He/she shall enforce due observance of the CARS Constitution and By-Laws, decide all questions of order, sign official documents that are adopted by the Club, and perform all customary duties pertaining to the office of President. The President shall also organize committees that shall be deemed necessary for the betterment and promotion of the organization, except where provided in Article III, Section 2.

#### **Section 2. – Vice President**

The Vice President shall preside at regularly scheduled membership meetings in the absence of the President, and in any other duties delegated to him/her by the President. He/she shall act as Activities Manager. As Activities Manager, he/she shall organize club member radio station activities and plan and recommend contests for operating benefit and to advance general club interest and activity. He/she shall keep informed by questionnaires, or other means of equipment, normal operating frequencies and hours, and types of operation of such members as possess station equipment to facilitate emergency organization and to help in planning general interest activities. He/she shall encourage new stations in reporting activities to the Club; all these things to make the reputation of the Club and amateur radio activities in the community as outstanding as possible. He/she may appoint traffic committees or assistants to aid him in specific branches of activity. All the aforementioned activities shall be approved by the Executive Committee and membership.

**Section 3. – Secretary**

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, carry on all necessary correspondence and read communications at each meeting. He/she shall keep the Constitution and By-Laws of the Club and have the same with him at every regular or special meeting. He/she shall cause all amendments, changes, and additions to be noted therein and permit the same to be consulted by members upon request. He/she shall be the official custodian of all official records of this organization. He/she shall, at the expiration of this term, turn over everything in his/her possession, belonging to the Club, to his/her successor. The Secretary shall take the necessary steps to annually update bank signing authorities, as may be necessary.

**Section 4. – Treasurer**

The Treasurer shall receive and receipt of all monies paid to the Club and keep an accurate account of all monies received and expended. He/she shall pay no bills without the proper authorization by the Club, or its authorized officers. The Treasurer is authorized to pay reoccurring bills without prior authorization. At the end of each month he/she shall submit an itemized statement of disbursements and receipts. He/she shall be responsible for the collection of all dues payable and shall notify the Secretary of all members in arrears. He/she shall, at the expiration of his/her term, turn over everything in his/her possession, belonging to the Club to his/her successor. The Treasurer shall present his/her records for an audit in the first quarter of each year.

**Section 5. – Directors**

The Directors shall meet with the Executive Committee as scheduled and perform such duties as specified by the Executive Committee. They shall assist in policy-making decisions as recommended by the Executive Committee and membership. They shall also make recommendations for amending the Constitution and By-Laws.

**Section 6. – Signing of Checks**

Checks pertaining to the business of the Club shall be signed by any two (2) out of four (4) Executive Officers of the organization.

**Section 7. - Responding to Exigent Circumstances**

The President acting in consort with the Vice-President may make decisions and take actions ordinarily requiring the approval of the Executive Board provided that verbal or electronic approval is procured from the majority of the Executive Board and circumstances do not permit the timely convening of a meeting of the Executive Board. Any actions so taken shall be formally ratified at the following Executive Board meeting.

**Article IV****Meetings****Section 1.**

The By-Laws shall provide for regular and special meetings.

## **Article V**

### **Dues**

#### **Section 1.**

The Crawford Amateur Radio Society, by majority vote of those licensed members present, at any regular meeting, may levy upon the general membership such dues and assessments as shall be deemed necessary for the business of the organization within its objective as set forth in the Preamble.-

## **Article VI**

### **Amendments**

#### **Section 1.**

This Constitution and By-Laws may be amended by a majority vote of the licensed membership at any regular meeting or special meeting, provided the proposed amendment or amendments have been read at one regular meeting prior to the meeting at which the proposed amendment or amendments are submitted to the vote of the members present.

## **Article VII**

### **Rules**

#### **Section 1.**

Roberts Rules of Order shall govern the proceedings of this organization.

## **BY-LAWS**

### **Section 1. – Membership**

#### **A. Applications for Membership**

Applications for membership shall be submitted at a regular meeting, in writing, and each applicant must express a willingness to abide by the Constitution and By-Laws of this organization and of such rules as may be promulgated by the Club. The application shall be read at a regular meeting, and then voted on at the next regular meeting. A majority vote of the voting members present shall approve of the applicant before he/she shall be accepted for membership.

#### **B. Membership Status**

New Member – An individual who previously has not been a member.

Active Member – An individual who has paid his/her dues for the current calendar year.

Inactive Member – An individual who has not paid his/her dues by April 1 of the current or prior calendar year.

#### **C. Payment of Dues and Membership Status**

Dues are payable the first of January for each calendar year. A new member shall have his/her dues prorated for the balance of the current year beginning with the month that he/she submits his/her application. An active member must pay his/her dues in full within the first three months of the new calendar year to continue active membership in the new calendar year. If the dues are not paid within the first three months of the new calendar year, the member's status will become inactive and speed dial/auto patch and voting privileges will be denied.

An inactive member who paid his/her dues two years ago but lapsed last calendar year or an active member who's status was changed to inactive because he/she did not renew membership within the first three months of the new calendar year may regain active status by paying the current year's dues in full.

An inactive member shall be dropped from membership after an inactive period of 15 months.

### **Section 2. – Meetings**

Regular meetings shall be held on the third Tuesday of each calendar month at such place as the President shall order.

### **Section 3. – Quorum**

For all purposes of voting, a Quorum shall consist of three (3) Officers and (3) general members.

### **Section 4. - Absentee Ballots**

A member in good standing, who has attended 5 meetings in the calendar year, and is unable to attend the December election of officers may deliver to the secretary of the club His/her vote in writing on the requisite form before the December meeting.

### **Section 5. - Discipline of Members**

A. Any member whose Federal Communications Commission-issued Amateur Radio license is suspended or revoked with cause or who is assessed a fine or other penalty by the FCC may be censured, suspended or removed from membership in the Crawford Amateur Radio Society in accordance with subsection E.

B. Any member who operates his/her station in violation of Part 97 of the FCC Rules and Regulations, and who does not cease and desist from the aforementioned violations, may be censured, suspended or removed from membership in the Crawford Amateur Radio Society in accordance with subsection E.

C. Any member who causes adverse publicity to Amateur Radio or the Crawford Amateur Radio Society may be censured, suspended or removed from membership in the Crawford Amateur Radio Society in accordance with subsection E.

D. Any member desiring to bring charges against a fellow member shall appear before the Executive Board and present the facts.

E. The Executive Board shall notify the accused member in writing of such allegations and ask said member to informally meet with the Executive Board as expeditiously as practicable. If the accused member neglects to meet with the Executive Board said member shall be suspended until meeting with the Executive Board.

The Executive Board will have 60 days after meeting with the accused member to reach a decision.

The Executive Board may acquit, privately censure the accused or cause those findings to be presented to the membership at the next regular business meeting with their recommendation for public censure, suspension or removal, which may include revocation of repeater privileges.

No vote is required for public censure.

A vote will be taken at that time for suspension or expulsion. A majority vote of the voting members present will be required for suspension.

A two-thirds (2/3) majority vote of the voting members present will be required to expel a member. The expulsion is for a minimum of two years.

The Accused may appeal to the membership the decision of the Executive Board to privately or publicly censure provided prior notice is given to the Executive Board.