

Constitution of The Northern Ohio Amateur Radio Society

Preamble:

To promote the advancement of the art of amateur radio as a hobby and to provide public service communications in time of need, an organization is hereby formed to be known as the Northern Ohio Amateur Radio Society.

Membership:

1. Membership is open to all who have an interest in amateur radio.
2. Membership categories, obligations and privileges are defined in the by-law.

Board of Directors:

1. The principal governing body shall be a seven member Board of Directors, consisting of the four current officers (President, Vice President, Secretary, and Treasurer), plus the three most recent past presidents.
2. In the event three past presidents can not be found to serve as directors the positions will succeed to the most recent Vice Presidents.
3. Should a vacancy exist after appointments are made from both the past Presidents, and past Vice Presidents the President may select, and appoint full members to serve as directors for a period not to exceed one year. The term of a director appointed from the membership will be commensurate with the president's term in office, and must be appointed annually.

Duties of the Board of Directors:

1. To serve as the general policy making body of the society.
2. Prepare an annual budget defining the expected expenditures of the standing committees, said budget to be presented at the January club meeting for approval by the membership.
3. The board may authorize during one administrative year a single expenditure of up to \$100.00 outside budget or in excess of the budget for a given committee. Amount in Excess of \$100.00 must be approved by the general membership at a regular or special membership meeting.
4. The Board of Directors will meet regularly a minimum of eight (8) times each year at a location mutually agreed to by both the President and the Board of Directors.
5. At any meeting of the Board of Directors a quorum shall consist of five members.

Officers:

1. Officers of the society shall be: President, Vice President, Secretary, and Treasurer.
2. Officers shall be elected annually to Article 11 of the By-laws, for a term of one year. Only full members in good standing shall be eligible to be officers.

President:

1. Shall preside at all board meetings and at all general club meetings and enforce the provisions of this Constitution and its By-Laws.
2. At his discretion the President may call special meetings of the Board of Directors for the considerations of a specific subject.
3. The President will appoint chairpersons for the standing and customary committees and special committees that may be formed for short-term specific tasks.

Vice President:

1. The Vice President will assume the duties of the President in his or her absence.
2. The Vice President will automatically become chairman of either the Program, Field Day, or Banquet committee, as he chooses, of not already chaired.

Secretary:

1. The Secretary will keep minutes of all club and board meetings, be the caretaker of the club records, and shall carry out general club correspondence.

Treasurer:

1. The Treasurer shall be responsible for receiving moneys as they come into the club, for banking moneys or otherwise investing them as directed by the board, for paying bills, and for keeping accurate records of financial transactions.
2. The financial records of the Treasurer will be audited by a committee appointed by the President, a Report to be made to the club no later than the February meeting.

Standing Committees:

1. Parliamentary Committee:

- A) This committee shall consist of one or more members and shall maintain the club's copy of Robert's Rules of Order.
- B) No officer may serve on this committee.
- C) The parliamentarian shall become familiar with the rules of procedure as defined in Robert's Rules of Order, and shall serve as the final arbiter for any disputed procedure not specifically covered by the Constitution and By-Laws.

2. Club Property Committee:

- A) No officer may serve on this committee.
- B) The chairman shall maintain proper records of all club property in accordance with the By-Laws, and shall report any change of status to the Board of Directors.
- C) The chairman shall make an annual audit of the club's property, indicating the location, condition, and value.

3. Program Committee:

- A) The Program Committee shall be responsible for having a program for each regular monthly club meeting.

4. Repeater:

- A) The Repeater Committee shall be responsible for the operation and maintenance of the club's Repeaters and, shall advise the Board of Directors in matters regarding repeaters.

5. Newsletter:

- A) This committee shall be responsible for editing, printing, and distributing the club newsletter to the membership each month.

6. Field Day:

- A) This committee shall be responsible for organizing and carrying out the annual Field Day exercise, with the help of the entire membership.

7. Banquet:

- A) This committee shall be responsible for organizing and carrying out the annual club banquet.

8. Special Committees:

- A) The President may activate special committees for carrying out a specific task. These committees shall be dissolved when their function is no longer necessary.

9. Temporary Committees:

- A) Temporary committees have come to be customary to the operation of the club, and are expected to continue indefinitely. Among these are:

1. Noarsfest
2. Winter Hamfest
3. USS Cod
4. Sunshine
5. Contest
6. DX
7. Ten-Ten

- B) These committees may be dissolved upon recommendation of the directors and approval by a majority vote of the membership.

Amendment of the Constitution and/or By-Laws:

An Amendment to the Constitution shall be by an affirmative vote of two thirds of the voting members present at a regular club meeting, providing the procedures of article * of the By-Laws are followed.

* article number to be inserted when revised By-Laws are accented.

BY-LAWS OF THE NORTHERN OHIO AMATEUR RADIO SOCIETY

ARTICLE I

GOVERNING RULES:

The rules contained in Robert's Rules of Order shall govern the deliberations of the society in all cases in which they are applicable except where they are contrary to the Constitution or By-Laws of the society.

ARTICLE II

ADDITIONAL OFFICER'S DUTIES:

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 shall cause all amendments, changes or additions to be included in the official copies of the Constitution and By-Laws. The Secretary shall have available copies of the Constitution and By-Laws, in the most recent revision, available for member upon request.

ARTICLE III

MEMBERSHIP:

A. There shall be the following classes of members:

1. Full Member

- a) Must be a licensed radio
- b) Enjoys all club privileges and obligations except:

2. Associate Member

- a) Should have a genuine interest in amateur radio but not hold an amateur license.
- b) Enjoys all club privileges and obligations except:
 - 1) May not hold office
 - 2) May not vote on official club business.
- c) May be a committee member or chairperson.

3. Family Member

- a) Must be a member of the family of a full or associate member.
- b) Will not receive a newsletter.

4. Life Member

- a) Must meet all the requirements for full membership, and must prepay 20 years dues.
- b) Enjoys all the privileges of a full member.

5. Special Life Member

- a) Members may be honored by election to Special Life Membership when nominated by the Board of Directors and confirmed by affirmative vote of the members present at a regular club meeting.
 - b) Special Life Members will have the same obligations and privileges as defined above except the obligation to pay dues is recanted.
 - c) Automatic Special Life Membership. Members meeting the following eligibility requirements will be automatically promoted to Special Life Membership with the same obligations and privileges spelled out in paragraph 5-b.
 - 1) Requirements of eligibility: at age 75 or will turn 75 during the current year. And who have five (5) years consecutive membership in good standing immediately prior to the year of eligibility.
 - 2) It will be the duty of the membership committee to notify the candidate of such promotion. And to modify the membership records to reflect the change.
6. Except for Life Members, to be in good standing a member must have paid his/her dues for the current calendar year.

ARTICLE IV

DUES:

Annual dues shall not exceed \$10 for full members, \$5 for associate members or \$2 for family members, and are payable by the first day of January of the membership year. A member shall be stricken from the membership roll if his/her dues are not paid by the first day of February of the membership year.

Changes in dues shall be recommended by the Board of Directors and must be approved by a majority vote of the members present at a regular club meeting.

ARTICLE V

MEETINGS:

- A. Regular business meetings will be held the third Monday of each month at 2000 Hr at a place determined by the President with the consent of the board. Meetings may be changed due to holidays or special events.
- B. Special meetings may be called by the President with approval of the Board. Advance notice shall be sent to members specifying date, time, and business to be transacted. Such notices shall be sent so that, with ordinary postal service, they arrive at least 24 hr. prior to the meeting.
- C. Special interest meetings may be held on the fourth Monday of each month at 2000 Hr local time at a place designated by the President. Purpose of these meetings is to plan special club projects, have committee meetings, and to carry out other non-business activities. These meetings are open to all members and their guests.

ARTICLE VI

CARRYING OUT BUSINESS:

- A. A quorum shall consist of thirty voting members.
- B. Business may be passed by a simple majority of those voting, unless the Constitution or By-Laws direct otherwise.

ARTICLE VII

ORDER OF BUSINESS:

Business will be conducted in the following order:

- 1. The presiding officer calls the meeting to order.
- 2. Reading of the minutes of the previous meeting and approval.
- 3. Treasurer's report.
- 4. Presidents report, including board meeting, if held.
- 5. Committee reports
- 6. Old business
- 7. New business
- 8. Adjournment
- 9. Program

ARTICLE VIII

ELECTION OF OFFICERS:

A. In addition to the restrictions in Article III a candidate for office must be a member in good standing and must have attended at least four (4) meetings during the previous 12 months. The current president and vice president may not run for reelection if he/she has held that office the two previous years.

B. Regular annual elections

1. Nominating committee

- a. At the regular business meeting in September the President shall appoint four (4) members and must accept up to five (5) volunteers from the membership to form the nominating committee.
- b. The committee will select a slate of candidates for the offices consisting of at least two nominees for each office. At the regular business meeting in October, the chairman will present the slate of nominees for each office. Each nominee must have given prior agreement to run.
- c. Upon presentation of the slate of nominees the nominating committee is automatically dissolved.

2. Nominations

- a. Nominations for office shall take place at the October business meeting.
- b. As the first item under new business the President shall cause the meeting to be open for nominations and shall first recognize the chairman of the nominating committee, who will then present the committee's slate of nominees. The Secretary will record the slate, having no objections from the members present.
- c. The President will then open nominations from the floor, one office at a time, and at completion the names of those nominated shall be added to the slate presented by the committee. Nominees from the floor must meet the requirements previously defined and must agree to run prior to printing ballots.
- d. The Secretary shall then read the total slate. If there is no objection the President will close the nominations.
- e. The Secretary will publish in the next newsletter the complete slate of nominees.

3. **Balloting Procedure**

- a. At the October meeting the President shall appoint an election committee, consisting of not less than four or more than seven members, whose duties shall be to prepare, mail, collect, and tally ballots. This committee is automatically dissolved when the election is finalized.
- b. A ballot package will be mailed to each voting member within one week after the October meeting. Each ballot package will consist of:
 - 1) A ballot with all nominees listed
 - 2) A plain unmarked envelope
 - 3) An addressed return envelope with the member's call printed on the inside of the envelope.
- c. Each voter will clearly mark his ballot and seal it in the unmarked envelope. The unmarked envelope will then be sealed in the addressed envelope and mailed back to the election committee.
- d. The election committee will make a final pickup of ballots from the official postal address on the day of the regular business meeting in November as late in the day as is practical. **NO FURTHER MAIL-IN BALLOTS WILL BE ACCEPTED.**
- e. Any member not wishing to mail in his ballot may turn it in to the election committee at the November business meeting.
- f. Those members who did not receive a ballot package will have a ballot package made available to them at the November meeting.
- g. The first order of business, under new business, at the November meeting shall be the final call for ballots by the election committee. After all ballots are received the chairperson shall declare that voting is officially over. No further ballots will be accepted.

4. **Special Elections**

Any vacancy of office occurring due to resignation or removal from office shall be filled as soon as possible, utilizing the following procedures:

- a. In the case of the office of President, the Vice President shall become President immediately and automatically.
- b. In the case of the office of Vice President, Secretary, or Treasurer the following procedure will be utilized.
 1. The Secretary shall cause to be published in the first newsletter after the vacancy occurs that there is a vacancy of office and that nominations will be taken for said office at the next club meeting, followed by elections, and that any eligible member who desires to fill the unexpired term should indicate his desire in writing to the President or a board member.

2. At the first meeting following publication the chair shall ask for nominations from the floor for the vacant office, after which a member of the board will nominate those who have indicated a desire to serve. When nominations are closed an election by ballot will be held. The President shall appoint an election committee who will pass out, collect, and count the ballots, and announce the winner, who will then immediately assume office.

c. Removal from office:

At any regular business meeting, a motion may be made from the floor to have a special vote to remove a member from office. If this motion is seconded and if three-fourths of the voting members present approve the following procedure is set in motion:

- a. The Secretary shall cause to be published in the next newsletter that at the next regular business meeting a vote to remove from office (naming the office) will be held
- b. The President or Vice President if the office in question is President will appoint an election committee which, in accordance with Article VIII, paragraph A 3 will conduct a vote for removal at the next regular business meeting.
- c. Upon an affirmative vote (a majority of the voting members present) the office shall become vacant and the procedures of Article VIII, paragraph B will be followed.

ARTICLE IX

NEWSLETTER:

The newsletter will be published and distributed monthly to all full and associate members and shall serve as the official organ of the club.

ARTICLE X

CONSTITUTIONAL COMMITTEE:

The President shall appoint a Constitutional Committee, consisting of at least 2 and not more than 4 members, whose duties shall be:

1. To act as the final arbiters as to the meaning of the Constitution and By-Laws.
2. To propose changes to the Constitution and By-Laws. Individual members may propose changes at a regular club meeting. If supported by a two-thirds vote of those voting the Constitution Committee will write up the proposed change and proceed according to Article XI.

ARTICLE XI

CHANGES TO CONSTITUTION OR BY-LAWS:

- A. The proposed change must be published in the newsletter prior to the next regular business meeting and must be read to the members prior to voting.
- B. For a constitutional change an affirmative vote of two-thirds of those voting at two consecutive meetings is necessary for adoption.
- C. For a change in By-Laws an affirmative vote to two-thirds of those voting at one meeting is necessary for adoption.
- D. The change as accepted will be published in the next newsletter.

REV 8/85
REV 11/96
REV 1/06
Retype 2/09
By KA8VTS