

CENOIS AMATEUR RADIO CLUB

CONSTITUTION & BY-LAWS

Article I

The official name of this organization shall be the Cenois Amateur Radio Club, Incorporated. This organization may also be referred to as the Cenois Amateur Radio Club, Cenois ARC, or the Club.

Article II

Its purpose will be to serve as a fellowship for social contact among its members and the public, to extend knowledge of the radio art to any interested party, and to provide and maintain an efficient core of radio operators that can effectively handle any communications that may be needed during a declared state of emergency.

Article III

Eligibility for membership in this organization shall be open to all persons interested in amateur radio solely with a personal aim and without regard to their race, religion, sex, or national origin. All persons expressing such an interest shall submit an application for membership to the Secretary/Treasurer.

Article IV *

The offices of this organization shall consist of the following. A President, a Vice President, a Secretary/Treasurer, an Activities Coordinator, and a three (3) member Board of Directors.

Article V *

The offices of President, Vice-President, Secretary/Treasurer, and Activities Coordinator shall be elected for a term of one (1) year by a majority vote of the active members present at the last business meeting of each year. These offices shall be held until successors are installed. Vacancies occurring between elections shall be filled by a special election as specified in BY-LAW #1. These officers may be removed from their office by following the procedures as specified in BY-Law #2

Article VI *

The offices of President, Vice-president, Secretary/Treasurer, and Activities Coordinator, and the Board of Directors shall not be held for more than one (1) consecutive term.

* See *Amendments*

Article VII

The President shall preside at all meetings of this organization and conduct the meetings according to the rules adopted. He shall sign all official documents that are adopted by the club and perform all the customary duties pertaining to his office.

The Vice-President shall assume all duties of the President in the absence of the latter and also act as assistant to the President.

The Secretary/Treasurer shall assume all duties of the President in the absence of the President and the Vice-President. He shall also keep an accurate record of the proceedings at all meetings that may require such. He will keep an up-to-date roll of all members and their membership status. He will process all applications for membership according to BY-LAW #5. He will carry on all official club correspondence, read all communications or bulletins that are of interest to the club at each business meeting, keep an accurate account of the organizations financial affairs, and report such at each business meeting. He shall also read the minutes of the previous business meeting to the members present at each business meeting.

The Activities Coordinator shall organize all club-member radio station activities for the enjoyment of the members. He shall be responsible for the organization of any special events and contests and may appoint committees to help implement such.

The Board of Directors shall ensure the continued growth of the club and shall protect the best interest and integrity of the organization. They shall assume the posture of long range planning and policy advising. This shall be carried out by making their recommendations to the officers and membership on a semi-annual basis with reports due at the business meetings of May and December of each year. At these meetings, the active membership present shall decide by a majority vote on whether or not to adopt the Boards recommendations. At that time the club will take whatever action deemed necessary to implement these recommendations.

Article VIII

At all meetings, special or otherwise, seven (7) voting members shall constitute a quorum. The BY-LAWS shall provide for all scheduled meeting dates. All officers of the Club shall have the privilege to vote on all motions or elections along with the voting members. They shall be counted as part of the quorum total.

CENOIS AMATEUR RADIO CLUB CONSTITUTION & BY-LAWS

Article IX

This constitution may be amended according to the following procedure. The proposed amendments shall be submitted in writing at any regularly scheduled business meeting and will be voted upon at the following business meeting. Before this following business meeting, the Secretary/Treasurer shall make every reasonable effort to notify all active members at least two (2) days prior to this following business meeting of the impending amendment. At this following business meeting, the proposed amendment will be read aloud to the members present and any discussions shall then take place. Adoption shall take place by a three-fourths (3/4) majority vote in favor of the action. Upon passage of the proposed amendment, all members of record shall receive a written copy of the amendment no later than ninety (90) days following passage.

CENOIS ARC BY-LAWS ADOPTED

DECEMBER, 1982

#1. The Secretary/Treasurer shall make every reasonable effort to notify all active members on record about any special elections or special voting process at least two (2) days prior to the special election or special voting process.

#2. Upon a motion for removal from office at a meeting, the Secretary/Treasurer shall make every reasonable effort to notify all active members at least two (2) days prior to the following business meeting of such a motion. At this following business meeting the motion will be read aloud to the members present and the officer in question will be given the opportunity to respond to any allegations. After any response to the allegations, the majority vote of the active members present will be required to remove the officer from his office as specified in BY-LAW #17.

#3. During the course of all routine or special elections, the nomination and election procedures will be conducted by secret ballot and no less than two (2) nominations for each office will be required before a valid election may take place. The President will serve as the election judge and will determine the winner in the event of a tie vote by the toss of a coin. All elected officials shall assume their office at the business meeting following their election to such office. In the event that there is a lack of a nominee for

Office, or if the nominee declines the nomination, then that office shall remain vacant until such a time that a nominee can be found to fill such office.

#4. Any person who holds any office must maintain the status of active member before assuming such office.

#5. The Secretary/Treasurer shall notify the President of any application for membership. The applicant must make an appearance at this meeting for the purpose of meeting the membership. At the following business meeting, with the applicant being absent, the President will then make a motion to either accept or deny membership to the applicant. Upon a majority vote of the active members present, the applicant shall be bestowed the membership status that he is qualified for.

#6. The organizations meeting schedule will be according to the following. The second Thursday of each month shall be deemed as the Activities Meeting and business procedure or official voting shall be conducted. The fourth Thursday of each month shall be deemed as The Business Meeting and all business procedures and official voting shall be conducted. Meeting places shall be determined by the membership. Special meetings may be called by the President upon consent of a majority of the clubs elected office The Secretary/Treasurer shall make every reasonable attempt to notify all club members in advance of any special meeting. In the event of a regularly scheduled meeting falling on a holiday, that meeting shall be held on the day prior to the holiday.

#7. The dues structure shall be as follows. There shall be no separate charge or "donation required for the purpose of maintaining any radio repeaters. The required basic dues shall provide for any maintenance of this sort. If a person supports the club then he shall also automatically support any club activity such as a club sponsored radio repeater or any other such device.

Dues shall be due on the date of the first business meeting in January of each year. Members shall be considered in arrears if dues are not paid by the following business meeting in February.

Active membership dues shall be on a per person per year basis. Associate membership dues shall be free of charge.

After July 1st, any new applicants for membership or any previous members who have been declared inactive for two (2) years or more will be allowed to pay a reduced charge of 60% of the full membership dues for the remainder of that year. Prior to July 1st, the full active member charge shall be imposed for membership.

There shall be a special, reduced rate of 50% of the full membership dues per year for all applicants under the age of sixteen (16) years or over the age of sixty-five (65) years. This shall be for those who face a financial burden due to their age.

Provisions shall be made for those who cannot make payment in full by providing a special payment plan of twelve (12) consecutive, monthly payments. No interest or penalties shall be imposed for using this service.

For those who cannot sincerely meet any of the above dues requirements, the Secretary/Treasurer shall confidentially make arrangements that are within the ability of the individual. **NO ONE WILL BE DENIED MEMBERSHIP IN THIS ORGANIZATION DUE TO THEIR FINANCIAL STATUS!**

#8. At the November business meeting of each year, the club shall discuss and vote on any increase, continuance, or reduction of the existing dues schedule by a majority vote of the active members present. Voting shall be done by secret ballot and the Secretary/Treasurer shall not be required to inform the membership of such a motion prior to voting.

#9. Any member found guilty of conduct that is unbecoming to the club or in direct and willful violation of the FCC Rules and Regulations as outlined under Part 97, may be expelled by a majority vote of the active members present. The process for expulsion shall be according to the procedure specified in BY-LAW#1

#10. Roberts Rules of Parliamentary Procedure shall be used to determine any question of order that is not specified in this Constitution and its BY-LAWS.

#11. Special committees may be appointed by the President from time to time subject to the approval of the active membership present at any Business Meeting.

#12. * Members shall be classified as follows.

Active member - - required to hold a valid Amateur Radio operators permit and have dues current or in good standing. Only active members are extended the power to vote on all club elections as well as club functions. New active members must have been either an associate member or an inactive member for at least sixty (60) days before being eligible to vote on any club matters or business.

Inactive member -- same requirements as those stated for active member. An active member shall be declared inactive if he misses more than six (6) consecutive meetings. After being declared inactive, the member may be reinstated to full active member status upon attending two (2) consecutive scheduled meetings.

Associate member -- this shall include any person who has a genuine interest in Amateur Radio as such. This membership shall be in effect for a period not to exceed one hundred and eighty(180) days or until the completion of the next scheduled Novice License instruction course. If at the end of this course such member has not qualified for active member status, he shall be dropped from the rolls of this organization.

3. The President, upon receipt from the Secretary/Treasurer of any bills that require expenditure of club funds, will make a motion at any Business Meeting to pay such bills. After discussion, if any, a majority vote of the active members present shall serve as authorization for the Secretary/Treasurer to make payment on such bills.

#14. Unless a secret ballot is specified elsewhere in the Constitution and its BY-LAWS, all voting procedures shall be conducted by a show of hands of the active members present at any meeting. However, the presiding officer may, if he deems it necessary, call for a secret ballot at any time.

#15. In the event of emergency, as defined by the majority of the club officers, these BY LAWS may be suspended by the same majority. After the emergency s officially over, this suspension shall be immediately lifted.

*See Amendments

#16. These BY-LAWS can be amended according to the following procedure. Proposed amendments shall be submitted in writing at any regularly scheduled business meeting and will be voted upon at the following Business Meeting. Before this following business meeting, the Secretary/Treasurer shall make every reasonable effort to notify all active members at least two (2) days prior to this following business meeting of the impending amendment. At this following Business Meeting, the proposed amendment will be read aloud to the members present and any discussions shall then take place. Adoption shall take place by a three-fourths (3/4) majority vote of the active members present. Upon passage of the proposed amendment, all members of record shall receive a written copy of the amendment no later than ninety (90) days following passage.

#17. Elections, impeachments, expulsions, or any activity concerning charges in the Constitution and its BY-LAWS shall be done by secret ballot.

#18. In the event that there is a lack of a nominee for an office, or if the nominee declines the nomination, that office shall remain vacant until such time that a nominee can be found to fill such office.

#19. Any reference to gender throughout this Constitution and its BY-LAWS should not be misconstrued by the observer as being of a discriminatory or derogative nature.

The preceding is the adopted **Constitution and BY-Laws of the Cenois Amateur Radio Club** as of January 15", 1983. **However, any person who is in doubt as to whether or not there exists any additional amendments should check with the current Secretary/Treasurer in order to obtain such.**

Copy prepared by Dave Peckham-KD9D January 15", 1983.

Updated and re-typed by Spencer A. Carter, NOLVW Secretary/Treasurer December 23, 1993

Updated by Randall B. Young, NSGKD Secretary/Treasurer October 1995

Updated and retyped by Randall B. Young, NSGKD Secretary/Treasurer **February 19, 2005**

Converted to digital format by Dave Mueller, W9BFZ, December 21, 2018

Amendments to the Constitution and BY-LAWS

***Amendment 1 - March 1985**

Students who can prove that their class schedules conflict with regular meetings are exempt from BY-LAW #12, barring people from voting after they have missed a certain number of meetings.

***Amendment 2 - February 1993** The office of Club Historian shall hereby become an elected officer for the term of one **(1) year in accordance with the rules stated in Article V as well as else Constitution. The purpose of this office is to develop and maintain an accurate historical record of the club from its inception.** This could include written documents, photographs, video tapes, and any other pertinent information. Said officer shall be in charge of this club property as well as any material donated to the club for historical purposes. This officer shall be exempt from Article VI, by being allowed to hold consecutive terms.

***Amendment 3 - September 1995**

An audit of the club's financial records shall be performed annually. This audit is to be performed before the January business meeting. This audit shall be conducted by the Board of Directors. The audit committee should verify that all record are correct and complete. The findings of the audit are to be reported to the club at the January business meeting.

***Amendment 4 - December 2002**

Article VI shall read:

The offices of President, Vice-President, Secretary/Treasurer, Activities Coordinator and the Board of Directors may be held for more than one (1) consecutive term.

***Amendment 5 - December 2004**

Article IV shall have the following statement added:

The office of Secretary/Treasurer may be held by one (1) or two (2) persons; one (1) as Secretary, and one (1) as Treasurer. This shall be at the discretion of the Club, acting upon the recommendation of the Nominating Committee.