

CRES AMATEUR RADIO CLUB

CONSTITUTION

(approved by the membership 19 August 2008)

Article I - Name

The name of this organization shall be the *CRES Amateur Radio Club*, referred to hereafter as simply the *Club*. The term *CRES* stands for *Columbus Radio Enthusiasts Society*. The Club is also informally known by its club callsign, *W8ZPF*.

Article II - Purpose

The Club exists to (1) stimulate interest in the various facets of amateur radio, (2) foster the exchange of technical knowledge among Club members, (3) maintain a Club repeater for the benefit of Club members and local amateurs, (4) supply the infrastructure and technical acumen to provide local communications in times of emergency, and (5) hold activities that afford Club members and their families the opportunity to gather together and socialize.

Article III - Membership

Section 1 - The *regular* membership of the Club shall be open to all licensed Radio Amateurs.

Section 2 - The *associate* membership of the Club will be open to all persons who are not otherwise entitled to be a regular member and who have an interest in the Club. Associate members shall have the same rights and privileges as regular members except those of voting and holding an elected office.

Section 3 - Membership in the Club shall be without regard to race, color, religion, national origin, sex, sexual preference or orientation, or age.

Section 4 - Admission to membership shall be by registration with the Treasurer and payment of appropriate dues.

Article IV - Club Management

Section 1 - Club business shall be managed by an *Executive Committee* consisting of the *Officers* and *Directors*.

Section 2 - The Officers of the Club shall be elected by the membership and shall consist of the *President*, *Vice-President*, *Secretary*, and *Treasurer*.

Section 3 - The Directors shall be appointed by the Officers, and shall consist of the *Station Trustee*, the *Repeater Manager*, the *Contest Coordinator*, the *VE Liaison*, the *Internet Manager*, and the immediate *Past President*.

Section 4 - The Officers and the Directors present at any meeting of the Executive Committee are entitled to vote on all matters brought before the body, but each person shall be entitled to one vote regardless of the number of offices held and the presiding officer shall vote only to break a tie.

Article V - Club Financing

Section 1 - The Club, by a majority vote of those present at a regular meeting, may levy upon the membership such dues as shall

be deemed necessary for conducting its business. Nonpayment of dues shall be cause for automatic expulsion from the Club.

Section 2 - The Club shall expend its funds for the following purposes: (1) the administration of Club activities, (2) the purchase of equipment that will remain the property of the Club, (3) the maintenance and repair of Club equipment, and (4) awards in recognition of participation in Club activities and contests.

Section 3 - All Club expenditures of less than \$300 shall require the approval of the President, except that if the President cannot be reached or does not act on the request, after five days the Executive Committee may approve the expense by a majority vote. All Club expenditures of \$300 or greater shall require the approval of both the President and a majority of the Executive Committee.

Article VI - Meetings

Section 1 - Regular meetings shall normally be held at least once per calendar quarter. A regular meeting shall be a meeting held at a reasonable hour and place and announced to the membership at least one week prior to the meeting date, and at which there are at least six members, including at least three members of the Executive Committee, present.

Section 2 - Special meetings may be called by the President, or at the written request of five regular members and submitted in writing to the President or Secretary or both. The notice and purpose of the meeting shall be given not less than five days prior to meeting date. The meeting shall be held within two weeks of the date of the request.

Section 3 - Meetings of the Executive Committee may be called by the President or at the request of any two Executive Committee members. The request must be submitted in writing or by electronic means to either the President, or the Secretary, or both. The meeting shall be held within one week of the date of the request, and a notice stating the purpose of meeting shall be given at least one day prior to meeting date.

Section 4 - The order of business at any meeting of the Club shall be determined by the presiding officer.

Section 5 - *Robert's Rules of Order* shall govern the conduct of meetings unless specifically covered by this Constitution or approved Bylaws.

Article VII - Elections

Section 1 - A Nominations Committee shall be appointed by the President during the third calendar quarter. The committee shall ensure that there is a slate of qualified candidates for each elected office, and they shall present that slate to the members at a regular meeting during the fourth calendar quarter. Nominations may also be made from the floor at this time.

Section 2 - An election to fill the Officer positions shall be held in the fourth calendar quarter, either at the first regular meeting, or a later regular meeting if so directed by the Executive Committee. In any event, an announcement of the elections must be made at least one week in advance of the election meeting and the elections concluded by the end of the calendar year.

Section 3 - Voting shall be by secret ballot of regular members present at the announced election meeting if there is contention for an office. Nominees receiving the most votes shall be the newly elected officers.

Section 4 - Absentee ballots may be requested from the Secretary prior to the election and must be returned by the date of the election.

Section 5 - The term of the Officers shall be for one year, commencing at the start of the calendar year immediately following their election.

Article VIII - Vacancies

Section 1 - In the event of the inability of the President to continue to properly discharge his or her duties, the order of succession shall be: Vice President, Secretary, and Treasurer.

Section 2 - Any Officer or Director vacancy, except for the President, occurring after the regular election shall be filled by an appointment of the President with the approval by the Executive Committee. The appointee shall serve the remaining term of the office.

Article IX - Constitution

Section 1 - This constitution becomes effective when approved by the Executive Committee and two-thirds of the regular members present at a regular meeting.

Section 2 - This constitution may be amended when approved by the Executive Committee and two-thirds of the regular members present at a regular meeting. All proposed constitutional amendments must be submitted in writing or electronically to each regular member at least two weeks prior to their vote.

CRES AMATEUR RADIO CLUB

BYLAWS

Article I - Duties of Officers and Directors

Section 1 - President - It shall be the President's duty to preside over all meetings of the Club. The President shall (1) appoint any officers pro tempore or committees that may be necessary, (2) appoint the nominating committee, (3) approve financial requisitions and bills, and (4) act as chairman of the Executive Committee and be an ex-officio member of all committees. The President's responsibilities include stimulating the overall functioning of Club officers and committees to assure Club activities are completed as scheduled.

Section 2 - Vice-President - The Vice President's responsibilities include (1) all preparation incident to the regular and special meetings including the procurement of a meeting place, (2) responsibility for obtaining educational or entertaining programs for the regular Club meetings, (3) the preparation of any publicity material required for the furtherance of Club activities, (4) presiding over a Club meeting in the event that the President is unable to do so, and (5) storing the Club's video projector, and making it available, as required, for meetings and other Club events.

Section 3 - Secretary - The Secretary's responsibilities include (1) notifying the membership (in writing or by email) of regular meetings, (2) notifying the officers and directors of special meetings, (3) keeping and publishing the minutes of all meetings, (4) handling and keeping a permanent record of all Club correspondence, (5) serving as the Club liaison with the ARRL, and (6) maintaining an inventory of Club equipment.

Section 4 - Treasurer - The Treasurer shall be responsible for (1) keeping a membership list of active and past members, (2) maintaining signatory control over the club's financial accounts, (3) ensuring legitimate bills presented to the Club are promptly paid, (4) maintaining a record of the all financial transactions, and (5) investing the club funds appropriately in interest bearing instruments.

Section 5 - Station Trustee - The Station Trustee shall (1) be responsible for obtaining and maintaining the amateur radio station license assigned to the Club, (2) ensuring that the station is operated according to FCC rules and regulations governing amateur radio service. The Trustee must be the holder of an Extra class amateur operator's license and, in accordance with the regulations of the FCC, will promptly relinquish the trusteeship in the event his or her license expires, is revoked or suspended by the FCC, or in the event he or she ceases to meet the qualifications for being a regular member of the Club.

Section 6 - Repeater Manager - The Repeater Manager shall be responsible for (1) ensuring the repeater is properly maintained and in good working order at all times, (2) setting and advertising policy matters relating to the use of the repeater, and (3) maintaining a list of qualified control operators.

Section 7 - Contest Coordinator - The Contest Coordinator shall (1) foster interest within the Club for all amateur radio contests the Club supports, such as the annual CQ-WE and Field Day events, (2) act as the local coordinator for these events, including selecting the location of the event, if applicable, making the appropriate information about the contest available to the membership prior to the event and tabulating and reporting the results afterwards, (3) serve as an external Club contact for all such events, including responding to requests for Club QSL cards, and (4) ensure all Club contesting equipment is properly maintained and stored.

Section 8 - VE Liaison - The VE Liaison shall (1) oversee the Club's Volunteer Examiner team and act as the liaison between the VE team and the Volunteer Exam Coordinator, (2) be responsible for determining the dates, times, and places that the Club-sponsored VE team will conduct amateur radio exams, (3) store and replenish any materials and supplies necessary for conducting VE exams, and (4) respond to all queries concerning the Club's VE activities.

Section 9 - Internet Manager - The Internet Manager shall be responsible for (1) assuring the Club's domain name is properly registered, (2) maintaining an email contact list for the club, (3) maintaining an email announcement mailing list for the Club, and (4) maintaining the Club website and keeping it up-to-date.

Section 10 - Past President - The immediate past president of the Club will be a Director of the Executive Committee to advise and provide continuity across administrations.

Article II - Bylaws

Section 1 - These Bylaws become effective when approved by the Executive Committee and a majority of the members present at a regular meeting.

Section 2 - These Bylaws may be amended when approved by the Executive Committee and a majority of the members present at a regular meeting. Proposed amendments shall be submitted in writing or electronically to each regular member two weeks prior to approval by the regular membership.