

# Elmira Radio Club VE3ERC

## **By-Laws**

MAY 25<sup>th</sup>, 2019

### **1. Secretary**

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/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

Changes to the Constitution or By-Laws shall take effect immediately upon their approval by the required majority.

### **2. Membership**

Membership shall be open to those individuals with an interest in furthering amateur radio and are willing to participate or assist in club activities.

Full membership is open to licensed Radio Amateurs.

Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons.

Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers.

Associate membership includes all club privileges except for the right to hold office and vote for club officers.

Applications for membership shall be submitted at regular meetings.

Every member shall be entitled, within reason, to the use of any club facilities or resources.

### **3. Finances**

All liquid cash assets and all revenues derived from any source shall be kept in an active bank account.

The executive shall have cheque-signing authority.

The executive can authorize any funds deemed surplus, into interest bearing instruments such as bonds or guaranteed investment.

An Audit Committee of two members shall be appointed from the general membership in December, and it shall conduct an annual audit of the accounts before the AGM, and make known the results of the audit prior to or at the AGM.

#### **4. Meetings**

Regular meetings shall be held on the 4th Wednesday of each calendar month, with the exception of July and August.

The Club shall conduct an Annual General Meeting (AGM) during the regular May meeting that takes place on the 4th Wednesday of the month.

Special meetings may be called by the President upon the written request of any five-club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

#### **5. Dues, Fees, and Assessments**

Annual dues of \$40 per RAC member and \$50 per non-RAC member is hereby assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses.

Membership dues are payable in March of each year.

Any member whose dues are not paid by May 1st will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.

Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

#### **6. Elections**

Officer Elections shall be held annually at the Annual General Meeting (AGM) held during the regular May meeting of the year.

Officers will assume their elected office on September 1st of the same year.

#### **Nomination Committee**

The President will appoint a Nomination Committee six months prior to elections.

This committee will be charged with finding qualified candidates to run for office.

The Nomination Committee will present a 'List of Nominees' to the President at the regular meeting one month prior to elections, at which time the President will entertain a final motion for nominations. The President shall then accept this final 'List of Nominees'.

The 'List of Nominees' will be published and made available to all club members by email.

The president will dissolve the nomination committee after the annual elections.

## **Voting**

Voting shall be done during the AGM, using official paper ballots prepared in advance and made available at the AGM.

Voting may occur by proxy if an attending member presents a paper signed by the absent member granting permission to the attending member. A maximum of two votes by proxy per attending member is allowed.

Immediately after voting the ballots shall be counted openly in front of the membership.

Any candidate may request a recount of the ballots.

In the situation whereby no candidate receives a majority for office, balloting must continue, retaining as candidates all who do not voluntarily withdraw.

In the case of an unopposed slate, in which a nominee is the single candidate nominated for a particular office, the nominee is elected by 'acclamation'. This may be the case for one, several, or all executive offices.

## **7. Technical Committee**

This committee shall consist of three members (appointed by the club President). The committee shall direct investigation, invite proper inquires, establish technical facts and testimony and report its results to the club.

## **8. Amateur Radio Emergency Service – ARES®**

ARES® is a program of the American Radio Relay League and Radio Amateurs of Canada -- our club will be guided by the Rules and Regulations of the RAC's Field Organization as they may be amended from time to time, and by RAC's policies, rules, and guidelines contained in RAC publications."