

CHIPPEWA VALLEY AMATEUR RADIO CLUB, INC.

BYLAWS/POLICIES

ARTICLE I: MEMBERSHIP

Section 1. **Membership Types**

- a. **Full Membership** - Is open to licensed Amateur Radio Operators who are 18 years old or above.
- b. **Associate Membership** – In addition to the CVARC Constitutional definition (Article III, Section b), the Associate Membership includes individuals who are licensed Amateur Radio Operators who have not reached the age of 18 years.
- c. **Family Member** – This membership type is open to any /all natural or adopted family member(s) of the Full CVARC Member, who; 1. is /are a licensed amateur radio operator and 2. reside at the same address as the Full Membership.
- d. **Honorary Membership** - Honorary CVARC Membership. This membership type exists for the purpose of recognizing unlicensed individuals for their contributions to the field of Amateur Radio in general and/or the CVARC specifically. Specifics concerning this public honor shall be developed in the future.

Section 2. **Dues** - The initial (12/04) CVARC Annual Dues shall be:

- a. Full Member - \$ 20.00/yr
- b. Family Membership - \$5.00/yr. Note: This single annual fee of \$5.00 total covers any and all additional family members. (see Article I, Section 1, item c “Family Membership” above.)
- c. Associate Membership - \$5.00/yr

Section 3. **Annual Dues Determination** - Annual Dues amount shall determined at the Annual Meeting each year and shall be payable on or before the third regular meeting of the new fiscal year (April 1 – March 31)

Section 4. The **Annual Dues for new members** shall be prorated as follows: If paid between April 1 and September 30, 100% of regular dues If paid between October 1 and December 31, 75% of regular dues If paid between January 1 and March 31, 50% of regular dues.

ARTICLE II: OFFICERS

Section 1. **Term of Office**

- a. The **Vice President** is elected for a three year term as follows:
 - (1)-First year =Vice President
 - (2)-Second year = Automatic progression to President

- (3)- Third year = Automatic progression to Past President
- b. The **Secretary** and/or **Treasurer** may be elected for more than two consecutive terms only if no other qualified candidate will accept nomination.

- Section 2. **Elected Officers** – The elected officers of CVARC shall be the President, Vice President, Past President, Secretary and Treasurer. The President, Vice-President, and Past-President are elected with the idea of yearly progression in mind. These individuals are therefore, by definition herein established, elected officers having been voted upon with this concept understood by the membership.
- Section 3. **Vacancy Between Elections** of an Elected Office. -A vacancy occurring between elections shall be filled in the following manner:
- a. **Past-President, Secretary or Treasurer** – A vacancy in any of these elected offices shall be filled through appointment, once vetting of the individual has been completed, by the President with the approval of the executive board.
 - b. **President** – A vacancy in the office of president shall be filled by the Vice-President.
 - e. **Vice-President** – A vacancy in the office of Vice-President shall be filled by special election of a new Vice-President. This individual shall complete the term of the Vice-President and then progress as explained in Article II, Section I, a., (1),(2),(3), above-
- Section 4. An officer may be removed through a “**no confidence vote**” by a majority of voting members present at a regular meeting, a quorum having been established. Club Members of CVARC shall be notified of the pending confidence vote and the reasons the vote is being requested at least seven days prior to the meeting where the vote is to be held. The officer in question shall be allowed to address the reason put forward for the vote. Publishing the notice of the upcoming vote, and charges, along with the specific officer’s rebuttal on the web site or in the club newsletter and constitute “informing the members”.

ARTICLE III: DUTIES OF OFFICERS

- Section 1. **President** - The President shall preside over all meetings of the CLUB and conduct the activities of the CLUB in his/her executive capacity according to the Constitution and BYLAWS/POLICIES of the CLUB. The President shall be the President of the Executive Board / Board of Directors. The President shall be an ex-officio member of all committees. He / She shall, at term expiration, turn over all records and items belonging to the CVARC to the successor.
- Section 2. **Vice-President** - The Vice-President shall assume all the duties and responsibilities of the President in the absence of the President. He / She shall, at term expiration, turn over all records and items belonging to the CVARC to the successor. The Vice-President shall be the Vice-President of the Executive Board / Board of Directors.

Section 3. **Past-President** – The Past–President shall be the chairman of the Nominations Committee. A slate of officers shall be presented by the nominations committee at the February meeting. The Past President shall also serve as the parliamentarian and sergeant-at-arms for the CVARC, Executive Board / Board of Directors. He / She shall, at term expiration, turn over all records and items belonging to the CVARC to the successor.

Section 4., **Secretary** - The Secretary shall maintain an accurate record of all meeting proceedings. He / She shall keep a roster of the membership, submit applications for membership at a regular meeting of the CLUB, and carry on all CLUB correspondence, submitting all pertinent communications to the membership at regular meetings. He / She shall, at the expiration of term, turn over all records and items belonging to the CVARC to the successor. The Secretary shall be the Secretary of the Executive Board and Board of Directors. The State of Wisconsin Corporation Annual Report shall be filled by the Secretary.

Section 5. **Treasurer** – The Treasurer shall keep all records of monetary transactions within the CVARC, paying all club incurred expenses as they come due from club funds. He/she shall maintain an inventory of all club-owned, leased, or lent equipment. Said list shall be updated annually and submitted to the membership at the annual meeting. The Treasurer shall act as the Treasurer of the Executive Board and Board of Directors. He / She shall, at the expiration of term, turn over all records and items belonging to the CVARC to the successor.

ARTICLE IV: EXECUTIVE BOARD/BOARD OF DIRECTORS DUTIES

Section 1. **The Executive Board/Board of Directors Role** – The Executive Board / Board of Directors shall have general supervision of the affairs of CVARC between its regular meetings. It shall advise the President, approve committee appointments and pay all bills, and also approve appointments by the President of all office vacancies.

Section 2. **Secure Necessary Services** - It may, after consultation with, and approval of, the membership, enter into whatever contractual arrangements as needed in order to fulfill CVARC's purpose and to obtain necessary services.

Section 3. **Quorum** - A quorum of the Executive Board/Board of Directors shall be established for the purpose of conducting any business if a simple majority of the Executive Board members are present.

Section 4. **a. Quick Action or Emergency** – In matters demanding quick action or in time of emergency, the President shall have the authority to poll the members of the Executive Board by phone or other electronic means, to verify the vote, and to take appropriate action.

b. Ratification of Quick Action - Such action shall be subject to ratification at the next meeting of the Board or general membership, whichever takes place first, unless the action taken is of such a nature that it cannot be reversed.

Section 5. **Membership Informed** - The Executive Board will keep the membership informed of all business conducted and money spent. Executive Board / Board of Directors meetings are open for any and all club members to attend.

ARTICLE V: COMMITTEES AND COMMITTEE CHAIRMEN

Section 1. **Committee Chairmen** – Committee chairmen shall preside over the committee they have been appointed to by the President. They shall schedule committee meetings in a timely fashion and perform other duties as prescribed by the president.

Section 2. **Committee Meetings** – Committee meetings should, whenever possible, be posted on the web site a minimum of 48 hours prior to the meeting, as all committee meetings are open to any club member who might wish to attend. Attending a committee meeting does not constitute committee membership. The chairman shall schedule any and all meetings in such a manner that allows the highest number of committee members to attend (unless the timeliness of the meeting is critical). No other business may be transacted at these meetings.

Section 3. **Term of Appointment** - The length of term for appointed committee chairmen or individual members is at the discretion of the President but shall not exceed the term of the current President. Committee chairmen may be formally reappointed by the new incoming President with the approval of the Executive Board. All Committee Chairpersons and members shall, at the expiration of their term, turn over all records and items belonging to CVARC to the successor or President.

Section 4. **Committee Reports, Documents or Instruments** - All reports, documents or instruments held by a chairman shall be considered to be CLUB property and shall be surrendered to the President upon demand. All Committees shall be conducted in a manner subject to all restrictions placed by the President. All findings and determinations of these committees shall be presented to the President and the Executive Board prior to any discussion before the membership.

Section 5. **Special Interest Groups** – Special Interest Groups (SIG) shall be a classification of standing or ad hoc committee. Special Interest group may be formed at the request of any member of the club as long as it does not cover the same interests as an existing group. Special interests groups shall be created and / or dissolved by the President at an official meeting, a quorum being present.

ARTICLE VI: CLUB FINANCES

Section 1. **Financial Accounts** - All club funds shall be placed in a savings and/or checking account in a recognized community savings institution as approved by the Executive Board.

Section 2. **Deposit and Withdrawal** – Deposits and withdrawals of club funds

shall be the responsibility of the Treasurer. Both the Treasurer and

President shall maintain a signature card at the bank used by the Club for financial purposes.

Section 3. **Loans & Indebtedness** - No loans shall be contracted on behalf of the club and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of the Executive Board/Board of Directors **and** the membership. CVARC shall not obtain or maintain any credit card account(s).

Section 4. **Annual Audit** – The financial books of the CVARC shall be audited each year with a report given to the membership at or before the annual meeting.

ARTICLE VII: MEETINGS

Section 1. Regular meetings of the CLUB shall be held on the week of the month, the day of the week, and time of the day as passed by the general membership at a regular club meeting. Meeting schedule information will be posted on the Club web site and kept current.

Section 2. Special Meetings may be called by the President as he/she deems necessary for the good of the CLUB.

ARTICLE VIII: QUORUM

Section 1. A quorum shall be not less than 7 voting members.

ARTICLE IX: FISCAL YEAR

Section 1. The fiscal year of the club shall begin on **April 1 and end on March 31** of each year.

ARTICLE X: RIGHTS OF MEMBERS

Section 1. **Sharing Activities, Business, and Commitments** - The President and the Executive Board shall use the web site and any other methods deemed appropriate by the membership to inform the members of the activities, business and commitments of the CLUB.

Section 2. **Review of Executive Board Action** - Any action of the Executive Board shall be subject to review by the membership on request of any member at any regular meeting.

Section 3. **Membership Overruling of Executive Board Action** - Any action of the Executive Board may be overruled by a two thirds vote of the voting members present at the next regular meeting, provided that a quorum of active members is present and provided no rights of a third party are affected.

ARTICLE XI: AMENDMENTS

Section 1. **Amendments to The Bylaws / Policies** – The Bylaws / Policies may be amended by a majority vote of the voting members present and voting at any meeting of the CLUB, a quorum being present.

END

HISTORY

11/18/04 – Bylaws Accepted - Moved by John Ingersoll W9SWL, seconded by Duane Books to accept Bylaws as modified, all voting yes. Time 8:12 PM CST, Connell's II at Airport.

11/06/07 - Modification of Article VII: Meetings, Section 1 in order to allow for changes in meeting schedule as may be necessary from time to time. Moved by Ron Krueger

W9JRW, seconded by _____ . Resulting vote _____

Time: PM CST, Connell's II at the airport.

9/01/09 - Proposed Changes , moved at regular meeting at Eagles Club by Vetting Committee (W9ZZI, WD9HFT, & W9JRW) Purpose : 1. be consistent with proposed Vetting Policy, and 2. prevent an individual from becoming president without having

Stood for election by the general membership given the automatic Progression from V-President to President to Past President. **1. Addition** of the words “once vetting of the individual has been completed” to Article II, Section 3, a. **2.Deletion** of the Last full sentence of Article II, Section 3, e.

10/6/09 – Unanimous acceptance of the 9/1/09 proposals above along with the addition of explanatory verbiage concerning Family membership (Article I, Section 1, C, and Article I, Section 2, b, (Family Membership Dues).

POLICIES

1. Conflict of Interest (including form)
2. Estate Liquidation (including form)
3. Equipment Loaning Agreement (including forms)
4. Vetting
5. .