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2 CHIPPEWA VALLEY AMATEUR RADIO CLUB, INC.
3

4 **BYLAWS/POLICIES**
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7 **ARTICLE I: MEMBERSHIP**
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9 Section 1. **Membership Types**

- 10 a. **Full Membership** - Is open to licensed Amateur Radio Operators who
11 are 18 years old or above.
12 b. **Associate Membership** – In addition to the CVARC Constitutional
13 definition (Article III, Section b), the Associate Membership includes
14 individuals who are licensed Amateur Radio Operators who have
15 not reached the age of 18 years.
16 c. **Family Member** – This membership type is open to licensed amateur
17 radio operators who reside at the same address as the Full Membership
18 amateur and are part of that family.
19 d. **Honorary Membership** - Honorary CVARC Membership. This
20 membership type exists for the purpose of recognizing unlicensed
21 individuals for their contributions to the field of Amateur Radio in
22 general and/or the CVARC specifically. Specifics concerning this public
23 honor shall be developed in the future.

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

- 25 a. Full Member - \$ 20.00/yr
26 b. Family Membership - \$5.00/yr
27 c. Associate Membership - \$5.00/yr

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

31 Section 4. **The Annual Dues for new members** shall be prorated as follows:
32 If paid between April 1 and September 30, 100% of regular dues
33 If paid between October 1 and December 31, 75% of regular dues
34 If paid between January 1 and March 31, 50% of regular dues.
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36 **ARTICLE II: OFFICERS**
37

38 Section 1. **Term of Office**

- 39 a. The **Vice President** is elected for a three year term as follows:
40 (1)-First year =Vice President
41 (2)-Second year = Automatic progression to President
42 (3)- Third year = Automatic progression to Past President
43 b. The **Secretary** and/or **Treasurer** may be elected for more than two
44 consecutive terms only if no other qualified candidate will accept
45 nomination.
46

47 Section 2. **Elected Officers** – The elected officers of CVARC shall be the President, Vice
48 President, Past President, Secretary and Treasurer. The President, Vice-President,
49 and Past-President are elected with the idea of yearly progression in mind. These

50 individuals are therefore, by definition herein established, elected officers having
51 been voted upon with this concept understood by the membership.

52
53 Section 3. **Vacancy Between Elections** of an Elected Office. -A vacancy occurring between
54 elections shall be filled in the following manner:

- 55 a. **Past-President, Secretary or Treasurer** – A vacancy in any of these
56 elected offices shall be filled through appointment, once vetting of the
57 individual has been completed, by the President with the approval of
58 the executive board.
- 59 b. **President** – A vacancy in the office of president shall be filled by the
60 Vice-President.
- 61 c. **Vice-President** – A vacancy in the office of Vice-President shall be
62 filled by special election of a new Vice-President. This individual shall
63 complete the term of the Vice-President and then progress as explained
64 in Article II, Section I, a., (1),(2),(3), above. ~~In the event that the~~
65 ~~remainder of the Vice President’s term of office is three months or less,~~
66 ~~the Vice President’s position may be filled through appointment made~~
67 ~~by the president and approved by the executive board, with normal~~
68 ~~election procedures being followed for the ensuing term.~~

69 Section 4. An officer may be removed through a “**no confidence vote**” by a majority of voting
70 members present at a regular meeting, a quorum having been established. Club
71 Members of CVARC shall be notified of the pending confidence vote and the
72 reasons the vote is being requested at least seven days prior to the meeting where the
73 vote is to be held. The officer in question shall be allowed to address the reason put
74 forward for the vote. Publishing the notice of the upcoming vote, and charges, along
75 with the specific officer’s rebuttal on the web site or in the club newsletter and
76 constitute “informing the members”.

77 78 **ARTICLE III: DUTIES OF OFFICERS**

79
80 Section 1. **President** - The President shall preside over all meetings of the CLUB and conduct
81 the activities of the CLUB in his/her executive capacity according to the
82 Constitution and BYLAWS/POLICIES of the CLUB. The President shall be the
83 President of the Executive Board / Board of Directors. The President shall be an ex-
84 officio member of all committees. He / She shall, at term expiration, turn over all
85 records and items belonging to the CVARC to the successor.

86
87 Section 2. **Vice-President** - The Vice-President shall assume all the duties and responsibilities
88 of the President in the absence of the President. He / She shall, at term expiration,
89 turn over all records and items belonging to the CVARC to the successor. The Vice-
90 President shall be the Vice-President of the Executive Board / Board of Directors.

91
92 Section 3. **Past-President** – The Past-President shall be the chairman of the Nominations
93 Committee. A slate of officers shall be presented by the nominations committee
94 at the February meeting. The Past President shall also serve as the parliamentarian
95 and sergeant-at-arms for the CVARC, Executive Board / Board of Directors.
96 He / She shall, at term expiration, turn over all records and items belonging to the
97 CVARC to the successor.

98
99 Section 4. **Secretary** - The Secretary shall maintain an accurate record of all meeting
100 proceedings. He / She shall keep a roster of the membership, submit applications for

101 membership at a regular meeting of the CLUB, and carry on all CLUB
102 correspondence, submitting all pertinent communications to the membership at
103 regular meetings. He / She shall, at the expiration of term, turn over all records and
104 items belonging to the CVARC to the successor. The Secretary shall be the
105 Secretary of the Executive Board and Board of Directors. The State of Wisconsin
106 Corporation Annual Report shall be filled by the Secretary.
107

108 Section 5. **Treasurer** – The Treasurer shall keep all records of monetary transactions within the
109 CVARC, paying all club incurred expenses as they come due from club funds.
110 He/she shall maintain an inventory of all club-owned, leased, or lent equipment.
111 Said list shall be updated annually and submitted to the membership at the annual
112 meeting. The Treasurer shall act as the Treasurer of the Executive Board and Board
113 of Directors. He / She shall, at the expiration of term, turn over all records and
114 items belonging to the CVARC to the successor.
115

116 **ARTICLE IV: EXECUTIVE BOARD/BOARD OF DIRECTORS DUTIES**

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

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

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

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

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

135 Section 5. **Membership Informed** - The Executive Board will keep the membership informed
136 of all business conducted and money spent. Executive Board / Board of Directors
137 meetings are open for any and all club members to attend.
138

139 **ARTICLE V: COMMITTEES AND COMMITTEE CHAIRMEN**

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141 Section 1. **Committee Chairmen** – Committee chairmen shall preside over the committee they
142 have been appointed to by the President. They shall schedule committee meetings in
143 a timely fashion and perform other duties as prescribed by the president.
144

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

152
153 Section 3. **Term of Appointment** - The length of term for appointed committee chairmen or
154 individual members is at the discretion of the President but shall not exceed the term
155 of the current President. Committee chairmen may be formally reappointed by the
156 new incoming President with the approval of the Executive Board. All Committee
157 Chairpersons and members shall, at the expiration of their term, turn over all records
158 and items belonging to CVARC to the successor or President.
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160 Section 4. **Committee Reports, Documents or Instruments** - All reports, documents or
161 instruments held by a chairman shall be considered to be CLUB property and shall
162 be surrendered to the President upon demand. All Committees shall be conducted in
163 a manner subject to all restrictions placed by the President. All findings and
164 determinations of these committees shall be presented to the President and the
165 Executive Board prior to any discussion before the membership.
166

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

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176 Section 1. **Financial Accounts** - All club funds shall be placed in a savings and/or checking
177 account in a recognized community savings institution as approved by the Executive
178 Board.
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180 Section 2. **Deposit and Withdrawal** – Deposits and withdrawals of club funds shall be the
181 responsibility of the Treasurer. Both the Treasurer and President shall maintain a
182 signature card at the bank used by the Club for financial purposes.
183

184 Section 3. **Loans & Indebtedness** - No loans shall be contracted on behalf of the club and no
185 evidence of indebtedness shall be issued in its name unless authorized by or under
186 the authority of the Executive Board/Board of Directors **and** the membership.
187 CVARC shall not obtain or maintain any credit card account(s).
188

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

193

194 Section 1. Regular meetings of the CLUB shall be held on the week of the month, the day of
195 the week, and time of the day as passed by the general membership at a regular club
196 meeting. Meeting schedule information will be posted on the Club web site and kept
197 current.
198

199 Section 2. Special Meetings may be called by the President as he/she deems necessary for the
200 good of the CLUB.
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202 **ARTICLE VIII: QUORUM**

203 Section 1. A quorum shall be not less than 7 voting members.
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206 **ARTICLE IX: FISCAL YEAR**
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208 Section 1. The fiscal year of the club shall begin on **April 1 and end on March 31** of each
209 year.
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211 **ARTICLE X: RIGHTS OF MEMBERS**
212

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

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

220 Section 3. **Membership Overruling of Executive Board Action** - Any action of the
221 Executive Board may be overruled by a two thirds vote of the voting members
222 present at the next regular meeting, provided that a quorum of active members is
223 present and provided no rights of a third party are affected.
224

225 **ARTICLE XI: AMENDMENTS**
226

227 Section 1. **Amendments to The Bylaws / Policies** – The Bylaws / Policies may be amended
228 by a majority vote of the voting members present and voting at any meeting of the
229 CLUB, a quorum being present.
230

231 **END**
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233 **HISTORY**
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236 **11/18/04 – Bylaws Accepted - Moved by John Ingersoll W9SWL, seconded by Duane Books to accept**
237 **Bylaws as modified, all voting yes. Time 8:12 PM CST, Connell’s II at Airport.**

238 **11/06/07 - Modification of Article VII: Meetings, Section 1 in order to allow for changes in meeting**
239 **schedule as may be necessary from time to time. Moved by Ron Krueger**

240 **W9JRW, seconded by _____ . Resulting vote _____**

241 **Time: PM CST, Connell’s II at the airport.**
242

243 **9/01/09 - Proposed Changes** , moved at regular meeting at Eagles Club by Vetting Committee (W9ZZI,
244 WD9HFT, & W9JRW) Purpose : 1. be consistent with proposed Vetting
245 Policy, and 2. prevent an individual from becoming president without having
246 Stood for election by the general membership given the automatic
247 Progression from V-President to President to Past President.

248 **1. Addition to Article II, Section 3, a;** (last four words of line 56 and first four
249 words of line 57)

250 **2.Deletion from Article II, Section 3, e;** (last five words of line 64 and all
251 of lines 65,66, 67, and 68).
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POLICIES

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