

# Constitution

As amended to November 25, 1999 - Reprinted 22 December 2004

**Chilliwack Amateur Radio Club – Founded May 25, 1957  
Chilliwack, British Columbia, Canada**

## ARTICLE I - NAME

The name of the club shall be the Chilliwack Amateur Radio Club, hereinafter referred to as “the club”

## ARTICLE II - OBJECT

The object of the Club shall be to advance the art of amateur radio communications, to further the knowledge of electronics, to provide communications to the civil authority in time of emergency, to assist when communications are required in other community endeavors, and to foster goodwill and fellowship among radio amateurs.

## BY-LAWS

### ARTICLE III – MEMBERSHIP

**Section 1.** Membership in the Club shall be as follows:

- a) **ACTIVE MEMBER**– This category comprises persons holding a valid (Industry Canada) Certificate of Proficiency.
- b) **ASSOCIATE MEMBER** – Members shall enjoy all the privileges of membership except the following: election to the Executive Committee, voting on amendments to the Club constitution, voting on Expenditures but may serve as a committee chairperson or appointment as a Special Director.. Members in this category are not obliged to pay dues.

**This category comprises:**

- i. Persons who do not hold a valid Amateur Radio Operator’s Certificate, but who are enrolled in a course of study leading to obtaining Basic Qualification.
  - ii. Spouses/partners of active members whether or not they possess a valid Amateur Radio Operators Certificate, may elect for Associate membership.
  - iii. Students enrolled full time in an educational institute and
  - iv. ‘Other’ persons as approved by a two thirds vote of the membership at a General Meeting
- c) **LIFE MEMBER** – this category comprises persons holding a valid (IC) Certificate of Proficiency. Members in this category are not obliged to pay ‘Club’ dues and shall be entitled to full club privileges.

**Section 2.** Any person who meets the requisites stated in Section 1 of this article shall be deemed eligible for membership in the Club.

**Section 3.** Any member whose conduct is prejudicial to the Club, will on the recommendation of at least five members of the Executive, and with the majority vote by ballot of the members present at a regular or special meeting, be denied membership in the club.

#### **Section 4.**

- a) The annual membership dues may be set by a majority vote of the members present at the Annual General Meeting. Dues shall be paid as an even dollar amount per month payable in full December 31 of each year.
- b) The annual membership dues shall be due payable on or before the next fiscal period
- c) Members in arrears for three (3) months shall be stricken from the membership roster and may be re-instated to membership on payment of unpaid dues of the current year.
- d) The annual Membership dues payable by a new member after the 31<sup>st</sup> January shall be a pro-rated portion of the club annual dues.
- e) Membership fees payable by a member to an Associate Organisation shall be due and payable to the Chilliwack Amateur Radio Club on or before the date on which they become payable to the Associate Organisation, or in lieu of payment, proof of membership in that organization.

**Section 5.** Any member who is dropped from membership in the club under the provision of Section 3 of this Article may have their membership re- instated upon the unanimous vote of the executive

### **ARTICLE IV - OFFICERS**

**Section1.** The officers of the Club shall be a President, The Immediate Past President, a Vice President, a secretary, a Treasurer and two Directors. These officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the Club.

**Section2.** Officers shall be elected at the annual meeting held on the last Thursday in November. Nominations of candidates for the offices to be filled shall come from the floor. Procedures for elections are detailed in Annex B.

**Section3.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the annual meeting at which they are elected. No member shall hold more than one office at one time

**Section4.** Officer's duties are detailed in Annex A.

### **ARTICLE V - MEETINGS**

**Section1.** The regular meetings of the Club shall be held on the last Thursday of each month, except the June Meeting, which will be held on the third Thursday, and no regular meeting will be held in December.

**Section 2.** The regular meeting on the last Thursday in November shall be known as the "annual meeting" and shall for the purpose of electing officers, receiving reports of officers and committees, and for any further business that may arise.

**Section 3.** Special meetings can be called by the President or by the Executive and shall be called upon the written request of ten members of the club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

**Section 4.** Ten Percent (10%) of the club members shall constitute a quorum, except on questions amending the bylaws, which shall require a majority of the Club members present at the meeting.

## **ARTICLE VI – THE EXECUTIVE**

**Section 1.** The officers of the Club, including the Immediate Past President and the Directors, shall constitute the Executive.

**Section 2.** The Executive shall have the general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club, and shall perform other duties as are specified in Annex A to this bylaw. The Executive shall be subject to the orders of the Club, and none of its acts shall conflict with the action taken by the Club.

**Section 3.** Unless otherwise ordered by the Executive, regular meetings of the Executive shall be held on the second Monday of the month from August to June. Special meetings of the Executive can be called by the President and shall be called upon the written request of three members of the Executive.

**Section 4.** Four Members of the Executive shall constitute a quorum at all regular meetings of the Executive.

## **ARTICLE VII - COMMITTEES**

The President of the Executive Committee may from time to time set up Standing or Special Committees to carry out the activities and functions of the club. Special Director: a member, not one of the elected officers, may be appointed as a Special Director responsible for the program, activity or function of the Club, the term shall be for the duration of the program or function, or the next annual meeting. The President shall be an ex-officio of all committees.

## **ARTICLE VIII - FINANCE**

**Section 1.** The financial year will be January 1st to December 31<sup>st</sup> inclusive.

**Section 2.** The Club accounts shall be in a savings/chequing account held at an institution to be determined by the Executive.

**Section 3.** The Executive shall have the power to incur obligations and disburse monies, but any two of the President, Secretary, or Treasurer jointly will have the sole authority to sign cheques.

**Section 4.** Before any action can be taken on any purchase or any expense of more the \$150 it must be agreed by a majority of officers, as set out in Article IV Section 1, either in meeting or by polling. Members to be informed at the next following regular meeting of all purchases and expenses incurred.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of 'Roberts Rules of Order Newly Revised' shall govern the Club in all cases to which they are applicable.

## **ARTICLE X - AMENDMENT TO THE CONSTITUTION**

The constitution can be amended at any regular meeting of the Club by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **APPENDIX – A- DUTIES OF OFFICERS**

**PRESIDENT:** The President shall be the Chief Executive Officer of the Club and shall preside at all regular meetings of the Club and those of the Executive,

**VICE-PRESIDENT:** The Vice President in the absence of the President shall preside in all meetings of the Club and Executive.

**SECRETARY:**

The Secretary shall record the minutes of all meetings of the Club and of the Executive, and handle all correspondence and records of the Club excepting those of a financial nature.

**TREASURER:** The Treasurer shall:

- ❖ Keep all the accounts of the Club;
- ❖ Collect all membership fees and assessments;
- ❖ Sign jointly as in Article VIII Section 3 all cheques, drafts and other orders for payment on behalf of the Club;
- ❖ Keep the Club membership records and advise the Club of all changes thereof;
- ❖ Maintain the accounts of the coffee fund: and
- ❖ Perform the duties of the Secretary in his absence.

**DIRECTORS:**

**i. Elected Directors**

The directors are elected at the Annual General Meeting, or a member may be elected to serve an unexpired term

**ii. Special Director**

A member appointed or elected to chair a special committee or function shall have equal status as a member of the Executive Committee.

**IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall act in an advisory capacity to the President and Executive, and shall have equal status with other members of the Executive, and may, at his or her discretion, chair one of the functions or committees of the club.

## **APPENDIX – B - VOTING, MAJORITY AND ELECTIONS**

1. Voting on all questions shall be by show of hand, except for elections, which shall be by ballot. Questions on expulsion from membership shall also be by ballot.
2. The Majority vote will be required on all questions brought before the membership.
3. Club officers will be elected in the order of:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
  - e) Directors.
4. In instances where there are more than two candidates nominated for an office and where the majority vote is not obtained on the first ballot, the candidate with the least number of votes shall be dropped from the list of nominees and the voting shall be repeated until one candidate wins a majority of the votes. Voting for each office shall be completed before proceeding with the election of the succeeding office.
5. A defeated candidate for any office may be nominated for any succeeding office.
6. In the event of a vacancy occurring in any office through the permanent absence or incapacity of the incumbent, the President shall appoint a temporary officer to fill the vacancy until such time a by-election can be held.
7. Ten percent (10%) of the Club Membership shall constitute a quorum on all questions except on a question to amend the bylaws which shall require a majority of the Club membership attending a General Meeting

**END OF THE CHILLIWACK AMATEUR RADIO CLUB BYLAWS**