

Country Pond Amateur Radio Group



Bylaws

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Article 1 - Membership

- A. Applications for membership shall be submitted at regular meetings.
- B. All prospective Members shall be approved for Membership by a majority vote of the Membership present at the Regular Meeting in which their application is submitted.
- C. There will be two categories of Membership: Full and Associate.
- D. Full membership is open to licensed Radio Amateurs. Full Members shall have all privileges of Membership.
- E. Associate membership is open to those engaged in a class leading to an Amateur Radio license and to all other interested persons. Associate Members shall have all privileges of Membership, except for the right to hold Group office,

Article 2 - Meetings

- A. There will be 12 Regular meetings per year, held on the last Monday of each calendar month.
- B. The December Regular Meeting shall be the Annual Meeting.
- C. At Regular or Special Meetings, a minimum of eight Group Members, including the Group Officers, shall constitute a quorum for the transaction of business.
- D. Special meetings may be called by the President upon the written request of any five Group 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 72 hours before the meeting.

Article 3 - Officers

A. Election

1. The President will appoint a Nomination Committee three months prior to elections.
2. The Committee will be charged with finding qualified candidates to run for office.
3. The Officers of this Group - President, Vice-President, Secretary, and Treasurer - shall be elected for a term of one year by ballot of the Full Members present at the annual meeting.
4. The Nomination Committee will present a ballot to the President at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and to accept the ballot. Nominations will close at the end of the meeting. The final ballot will be published and made available to all Group Members by email.
5. Voting will be done using paper ballots. Immediately after voting the ballots will be counted openly in front of the membership. Any candidate may request a recount of the ballots.
6. There shall be no absentee votes taken at any Club meeting. All members voting must be in good standing.
7. In the case of an unopposed slate the President may entertain a motion for the Secretary to cast a single ballot.
8. Officers will assume their elected office on 1 January of the following year.

B. Term limits

1. An individual may not hold the same office for more than three consecutive terms.
2. An individual may not hold more than one office during the same term.

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C. Vacancies

Vacancies occurring between elections shall be filled by special elections at the first Regular Meeting following the withdrawal or resignation.

D. Eligibility

To hold a Group office, an individual must be a member in Good Standing for at least one year and hold a valid Amateur Radio license.

E. Resignation

Any Officer may resign his or her position in writing at which time all records and assets of the Group will be turned over to the President or Vice-President.

F. Removal of Officers

Officers may be removed from office for cause, upon written petition of six or more Members presented to the President or Vice-President. After investigation, the petition will be presented to the Membership at the next Regular Meeting of the Group to be voted on. Removal of an officer requires a two-thirds (2/3) vote of the total Membership.

Article 4 - Duties of Officers

A. President

The President:

1. shall preside at all meetings and conduct them according to the rules adopted;
2. shall enforce due observance of this Constitution, the Bylaws, and Group Rules;
3. shall decide all questions of order;
4. shall sign all official documents adopted by the Group;
5. shall attend all Group activities as possible, and as Group President, welcome guests and visitors when needed;
6. shall appoint all Committee Chairs, and;
7. may take such emergency action, when the need arises, to ensure the safety of Group Members and their welfare, as well as the public when it is also involved.

B. Vice-President

The Vice-President:

1. shall assume all the duties of the President in his or her absence;
2. shall organize Group activities, plan and recommend contests for operating benefits, and advance Group interests and activity as approved by the Group;
3. shall maintain close liaison with the local ARES® (Amateur Radio Emergency Service) Emergency Coordinator to further Group participation in ARES®.

C. Secretary

The Secretary:

1. shall be a resident of New Hampshire;
2. shall keep a record of all meetings of the Group and the Board of Directors;
3. shall read a summary of the Minutes of all meetings in detail;
4. shall notify the Members of all committees of their selection or appointment;
5. shall maintain a roll of Membership;

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6. shall attend to all correspondence and communications in connection with the office;
7. shall maintain, at a designated safe place, all important Group papers; and
8. shall keep the Constitution, Bylaws, and Rules of the Group and make them available for Group Members on request.

At the expiration of his or her term, he or she shall turn over all items belonging to the Group to his or her successor.

D. Treasurer

The Treasurer:

1. shall receive and receipt for all monies paid to the Group;
2. shall keep an accurate account of all monies received and expended;
3. shall pay bills with proper authorization by the Group or Board of Directors;
4. shall submit an itemized statement of disbursements and receipts at the end of each quarter, and;
5. shall maintain control and security of all Group keys.

At the end of his or her term, he or she shall turn over everything in his or her possession belonging to the Group to his or her successor.

E. Board of Directors

The Board of Directors:

1. shall be responsible for the day-to-day business of the Group;
2. shall be responsible for reviewing Group operating expenses (i.e., utilities, taxes, insurance, supplies, etc.);
3. shall be authorized to expend funds, not to exceed five hundred dollars (\$500) for each expense, for expenditures, including, but not limited to, any regular operating expenses or any Group projects for improvement, repairs, or maintenance.
4. shall bring all expenses, excepting or exceeding those noted above, before the Membership for a vote of the Members present at a Regular Meeting;
5. shall have charge of all Group property;
6. shall make such rules as deemed necessary for the conduct of the Group; they shall ensure that all Group rules are distributed to the Membership; and
7. shall conduct, or cause to be conducted, an audit of the Group's financial books annually.

Article 5 - Dues, Fees, and Assessments

- A. Annual dues may be assessed in accordance with the provisions of the Group Constitution for the purpose of providing funds for expenses.
- B. Membership dues are payable in December of each year.
- C. Any member whose dues are not paid by 1 January will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.
- D. Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

Article 6 - Interference Committee

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

Article 7 - Amateur Radio Emergency Service – ARES ®

In matters relating to ARES® - a program of the American Radio Relay League - the Group will abide by the Rules and Regulations of the ARRL's Field Organization as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications.

Article 8 - General

- A. All Group Bylaws shall be determined by the membership.
- B. All matters not covered in the Bylaws shall be controlled by the Board of Directors.
- C. The Membership may rescind or change any Group rule by a majority vote at a regular meeting. Said changes shall be outlined in detail via email to the full membership, no later than ten days before the meeting.
- D. If an emergency occurs, The Board of Directors shall act to protect the welfare of the membership and the safety of the Group properties. If time does not allow for such a meeting, the President shall act to do so. If such an emergency is acted upon, a full report shall be made to the next meeting of the Board of Directors or regular Group meeting, whichever occurs first.

Article 9 - Amendments and Revisions

Prior to any vote on proposed amendments or revisions to these Bylaws, the proposal:

- A. shall be drafted in detail;
- B. shall be presented to the Board of Directors for assessment and approval;
- C. shall, if approved by the Board of Directors, be distributed via mail or email, in its entirety, along with the submitter's name, to the total Group membership, no later than ten days before the next regular meeting;
- D. shall not be modified or amended in any way after said distribution, without repeating .the previous three steps;
- E. whereupon it shall be submitted to the Members in attendance for a vote, and;
- F. shall require a two-thirds majority of members present to be passed.

Grammatical, spelling, reference, and typographic errors, found in the Constitution or Bylaws, may be corrected by the Secretary, only subject to the approval of the Board of Directors.