

Country Pond Amateur Radio Group



Bylaws

Country Pond Amateur Radio Group Bylaws

Article 1 - Membership

- A. There will be two categories of Group Membership: Full and Associate.
 - 1. Full Membership is open to licensed Radio Amateurs. Full Members shall have all privileges of Membership.
 - 2. Associate Membership is open to all interested persons. Associate Members shall have all privileges of Membership, except for the right to hold Group office.
- B. Applications for membership shall be submitted to the Group Secretary.
- C. All prospective Members shall be approved for Membership by a majority vote of the Membership present at the Group Meeting in which their application is submitted.

Article 2 - Meetings

- A. There will be 12 Group meetings per year, held on the last Monday of each calendar month.
- B. The September Group Meeting shall be the Annual Meeting.
- C. At any Group or Special Meeting, a minimum of eight Group Members, including Group Officers, shall constitute a quorum for the transaction of business.
- D. The President may schedule Special Meetings upon written request of any five Group Members. The Secretary shall notify all Members of the Special Meeting, not less than 72 hours before the scheduled Meeting date. Only business described in the notice shall be conducted at the Meeting.

Article 3 - Officers

A. Election

- 1. Elections will be held at the Annual Meeting.
- 2. The President will appoint a Nomination Committee three months prior to elections. 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 proposed ballot at the Group Meeting, one month prior to elections.
 - a. The ballot may be revised before it is accepted by the Members present, but may not be revised or amended after acceptance.
 - b. The final ballot will be published and made available to all Group Members, no later than ten days prior to the Annual Meeting.
- 5. There shall be no absentee votes taken at any Group meeting. All Members voting must be present, either physically or by electronic means, and in Good Standing.
- 6. Voting will be done at the Annual Meeting, using paper ballots. Members attending remotely by electronic means may have their votes taken and transcribed by the Group Secretary before the votes are counted. Immediately after voting, the ballots will be counted openly in front of the Membership. Any candidate may request a recount of the ballots.
- 7. In the case of an unopposed slate the President may entertain a motion for a Group Officer to cast a single ballot for each seat.
- 8. Officers will assume their elected office immediately on the close of the Annual Meeting.

Country Pond Amateur Radio Group Bylaws

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.

C. Vacancies

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

D. Eligibility

To hold Group office, an individual must be a Full Member in Good Standing for at least one year.

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. The petition will be presented to the Membership at the next Group Meeting to be discussed and voted on. Removal of an officer shall require a two-thirds (2/3) vote of the total Membership.

Article 4 - Duties of Officers

A. President

The President:

1. shall be the Chairman of the Board of Directors;
2. shall preside at all meetings and conduct them according to the rules adopted;
3. shall enforce due observance of the Group Constitution, Bylaws, and any Group Rules;
4. shall decide all questions of order;
5. shall sign all official documents adopted by the Group;
6. shall appoint all Committee and Event Chairs;
7. shall attend all Group activities as possible and, as Group President, welcome guests and visitors when needed, and;
8. 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 their 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;

Country Pond Amateur Radio Group Bylaws

2. shall keep a record of all meetings of the Group and the Board of Directors;
3. shall read, at Group meetings, the Minutes of recent meetings in detail;
4. shall present, at Group meetings, any recently received Membership applications;
5. shall administer and maintain all Group Membership records;
6. shall attend to all correspondence and communications in connection with the office;
7. shall maintain, at a designated safe place, all important Group records and 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 expenditure, 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 Group 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 – Committees and Events

- A. All Events and activities shall be held in accordance with pertinent Group Bylaws and rules.
- B. Committee or Event Chairs:
 1. shall have full authority to conduct their activity, once approved by the Board of Directors, in any manner they see fit, subject to Group Rules and Bylaws;
 2. shall select Members of their respective Committees or Event crews;

Country Pond Amateur Radio Group Bylaws

3. shall submit reports of their plans and activities to the Board of Directors in a timely manner, in electronic or hard copy format;

Article 6 - 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 August of each year.
- C. Any member whose dues are not paid by 1 September will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.
- D. Members of the Board of Directors shall not be required to pay dues during their term of office.
- E. Dues will not be refunded or prorated due to termination of membership either by resignation or expulsion.

Article 7 - Interference Committee

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

Article 8 - 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 9 - 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 Group 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 a Meeting to address the situation, the President shall act to do so. If such an emergency is acted upon, a full report shall be made at the next Board of Directors Meeting and also at the next Group Meeting.

Article 10 - 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 Group 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 (2/3) majority of members present to be passed.

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