

C.A.R.E. - Cascade Amateur Radio Enthusiasts

- By-Laws -

Preamble: Wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio and in furtherance of the art and science of radio technology, we incorporate ourselves as the Cascade Amateur Radio Enthusiasts - C.A.R.E. of Medford, Oregon, and enact these By-Laws as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternal-ism and individual operating efficiency, and to so conduct Club programs, educational classes and activities as to advance the general interest and welfare of Amateur Radio in the community and to ensure an available cadre of skilled radio operators is available should the need arise again.

1. Membership

Full membership is open to licensed Radio Operators. *Associate membership* is open to all other interested persons. *Full membership* includes all Club privileges as well as the right to hold Club office and to vote. *Associate membership* includes all Club privileges except for the right to hold office.

Applications for membership shall be submitted at regular meetings, by post or by electronic means.

Members are responsible for keeping their email information up to date with the Club secretary to receive Club related information and timely announcements. Email addresses, physical addresses and phone numbers will not be used for any purpose other than Club related business and will be considered PRIVATE information.

Procedures for removal of a member are located in the "Policies and Procedures"

2. Meetings

Regular meetings shall be held at a place and time determined by the Board that will encourage Club member attendance. Robert's Rules of Order shall govern proceedings In order to conduct business. A majority of the officers must be present at the meeting and a majority vote of those members present shall be the requisite for all transactions of general business decisions to be approved or adopted.

2a. Special meetings may be called per the procedures outlined in the "Policies and Procedures". Only such business as designated by the notice required by the "Policies and Procedures" shall be transacted.

3. Annual Dues

Membership dues shall be set by the Board. Rates will be made available to the membership in the “Policies and Procedures”. Rates shall be made known to members as provided for in the “Policies and Procedures”. Annual membership dues are to be paid no later than the end of the February Club meeting to remain a member in good standing. New Members joining after One(1) November shall be considered paid members from the time of joining and through the following year.

Members who have not paid annual dues by the end of the February meeting will be considered inactive and shall have no voting privileges and shall be removed from the active membership roster.

The Board may enter into cooperative membership agreements with other entities when, in the Boards determination, such agreements are beneficial to the business of the Club.

4. Membership Assistance

The “Policies and Procedures” may provide for designated assistance (Mentoring/Elmering), Public Relations, Operating Committees and other technical, procedural, or policy advice as determined by the Board to be appropriate.

5. Officers

5A. Elected Officers and Appointed Positions

The elected officers of this Club shall consist of the following: President, Vice-President, Secretary, and Member(s) at Large (MAL(s)). (The number of MAL(s) shall be determined by procedures set forth within the “Policies and Procedures”).

A Treasurer shall be appointed by the Board and have all powers and privileges, including voting, of an elected Board member.

No member may hold more than one office

5B. Election

The officers shall be elected for a term and in the manner specified in the “Policy and Procedures”.

5C. Term limits

Shall be defined in the “Policy and Procedures”

5D. Vacancies

Vacancies occurring between elections shall be filled as provided for within the “Policies and Procedures”

5E. Eligibility

In order to be nominated for or hold office an individual must be a member in good standing and hold a valid Amateur Radio license.

5F. Resignation

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

5G. Removal of Officers

Elected officers may be removed from office for cause, upon written petition of two-third's (2/3) or more of Club members and presented to the President or Vice President. After investigation the petition and findings of the investigation will be presented to the membership at the next regular meeting. Removal requires a two-third's (2/3) affirmative vote of those members present at the next meeting.

An officer removed from office shall turn over all records and assets of the Club in their possession to the President or Vice-President within 30 days of an affirmative vote to vacate their position.

5H. Officer Elections

Officer nominations and election will be held as provided for in the "Policies and Procedures". **A majority vote of the Club members present will determine the winner of all elections.**

5I. Officer Descriptions and Responsibilities

a. President

The President shall preside at and conduct all meetings, in accordance with the procedures specified within the "Policies and Procedures" He/she shall enforce due observance of these By-Laws and the "Policies and Procedures"; decide all questions of order; sign all official documents adopted by the Club, and perform all other duties pertaining to the office of President.

b. Vice President

The Vice-President shall assume all the duties of the President in his/her absence, or of the Secretary or Treasurer in their absence and any other duties specified within the "Policies and Procedures".

c. Secretary

It shall be the duty of the Secretary to maintain the Articles of Incorporation, By-Laws, and the "Policies and Procedures" of the Club and have the same at every meeting. He/she shall note all amendments, changes and additions to the "Policies and Procedures" and shall make such records available to members upon request. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, process applications, prepare and coordinate correspondence, and read communications at each meeting. The Secretary will conduct a roll call by a method of their choosing before the beginning of each Club meeting. The purpose of the roll call is to count members present and acknowledge visitors.

d. Treasurer (Appointed by the Board)

The Treasurer will be appointed by the Board and will be immune from term limit constraints. Treasurer duties include receiving and receipt for all monies paid to the Club; keep an accurate account of all monies received and expended; pay no monies without proper authorization as specified by the “Policies and Procedures”. Removal of the Treasurer shall be at the discretion of the Board.

e. Member at Large

A Member(s) at Large shall be nominated and elected in the same manner as other elected officers and in a manner prescribed within the “Policies and Procedures”. Their responsibility shall be to focus on protection of the membership goals and interests. The number of Member(s) at Large shall be determined as specified in the “Policies and Procedures”. The Member(s) at Large shall be voting members of the Board.

f. Public Information Officer (Appointed by the Board - PIO)

A Public Information Officer (PIO) may be appointed to represent Amateur Radio and the Club membership to the public. The PIO will attend Board Meetings, but will have no vote on the Board.

g. Board contributors (Appointed by the Board)

Position(s) as may be deemed necessary or convenient in support of the Board and its activities. Such appointees shall have no voting privileges and serve at the pleasure of the Board (purchasing agent, etc).

6. Board Meetings

Board meetings may be held monthly on a date decided by the President and acceptable to a majority of the Board members. Special Board meetings may occur as needed. Robert's Rules of Order shall govern the proceedings of all Board Meetings.

7. Petty Cash Fund

The Club authorizes the Board to have a monthly Petty Cash fund or account for the purposes of miscellaneous or necessary expenses. The amount of the Petty Cash account or fund shall be designated by the "Policies and Procedures". Such expenses will be issued under the authority of the Treasurer and one other officer, and documented by the Secretary. All transactions will be open for general membership inspection and included in the monthly Treasurer report. Expenses above the amount of the Petty Cash fund will be brought to the general membership for a vote of approval. The Petty Cash account shall not accumulate but shall be restored to its authorized value on a monthly basis the first day of each calendar month.

8. Raffle

The Board shall be authorized, but is not compelled, to expend Club funds in an amount not to exceed the cost specified in the "Policies and Procedures" for a raffle item or items for the Club's monthly meeting.

Gifts or donations may be accepted on behalf of the Club for the purpose of providing an item to Raffle for the general membership. The Board shall take suggestions from any member of the Club for items to be purchased, donated, or gifted to the Club for the purpose of a Raffle.

The Board is authorized to set the term for any and all raffles, but ticket sales must meet or exceed the cost (or stated value by a donor) of any raffled item.

9. Club Call sign

The Club may apply for and maintain a Club call sign as provided by FCC rules. The President, in consultation with the Board, shall assign trusteeship of the Club call sign. The trustee shall: Be a member of the Club in good standing.

10. Extraordinary Circumstances

Any event (or events) that is outside of the control of the Board/Membership that has prevented the Board/Membership from fulfilling the objectives described by the Club By-Laws or the "Policies and Procedures" shall be documented by the Board and reported to the membership as soon as practical by written or electronic means deemed appropriate by the Board including posting on the Club website.

11. Changes to By-Laws and the "Policies and Procedures"

Changes to governing documents require a motion for changes and a vote of 51% of the membership present at a regularly scheduled meeting.

Advanced notice of the agenda of any such meeting shall be distributed to members prior to the meeting **IF** the change is in regards to the "By-Laws".

Changes to items in the "Policies and Procedures" can be brought to a vote at any regular meeting and require a majority vote of those members present to pass.