

*Orchard City Amateur Radio Club*  
**Constitution & Bylaws**

**Constitution**

**Part 1 Name**

This organization shall be known as **The Orchard City Amateur Radio Club.**

**Part 2 Purpose**

- a) **To promote and develop the study and operation of all aspects of Amateur Radio.**
- b) **To promote and develop the physical, mental and social conditions of its members by providing means of recreation, amusement and mutual assistance.  
To acquire by gift, lease or purchase Amateur Radio or other apparatus for the use of the Club.**
- c) **To affiliate with other Amateur Radio Associations.**
- d) **To obtain quarters suitable for club facilities when feasible.**
- e) **To be prepared to assist and to assist Federal, Provincial and local authorities in the event of emergencies; and**
- f) **When requested, to assist other organizations where feasible.**

**Part 3 Personal Gain**

The activities and purposes of the association shall be carried out without purpose of gain for its members and any income, profit or other accretions to the association shall be used for promoting the purposes of the association.

**Part 4 Dissolution**

In the event of the winding up or dissolution of the association, all funds and assets of the association remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the association including the remuneration (if any) of a liquidator shall be given, transferred and distributed to charitable organizations for such charitable purpose.

**Part 5 Unalterable Clauses**

Parts 3, 4 and this clause above are unalterable in accordance with section 22 of the Society Act.

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**BYLAWS**

**Part 1 Membership**

- 1) **Application for membership shall be submitted to the Treasurer and shall be considered valid upon payment of dues. New member applications shall be voted on by the General Membership at the next regular meeting following receipt of the application prior to membership status being conferred on any individual. A simple majority vote shall satisfy this membership requirement.**
- 2) **Members shall be deemed in Good Standing if current dues are paid in full.**
- 3) **Expiration of Amateur licence shall automatically disqualify a person from full membership. However, the person shall be entitled to remain an Associate member for the remainder of the fiscal year for which dues are paid.**
- 4) **A person shall cease to be a member of the Club:**
  - a) **By delivering his or her resignation in writing to the Secretary of the Club or by mailing or delivering it to the address of the Club.**
  - b) **On his or her death or, in the case of a corporation, on dissolution.**
  - c) **On being expelled.**
  - d) **On having been a member not in good standing for three (3) consecutive months.**
- 5) **A member may be expelled by a special resolution of the members passed at a general meeting. A brief statement of the reasons for the proposed expulsion must accompany the notice of special resolution for expulsion. The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.**

**Part 2 Class of Membership**

- 6) **Full members are those who hold a current, valid document (such as a Certificate of Proficiency in Amateur Radio, or other such equal document allowing the operation of amateur radio) as issued in accordance with the Radio Communication Act and Regulations by Industry Canada, who have applied for membership, and who have been accepted in accordance with Part 1, Clause 1. These members shall be deemed in Good Standing if current dues are paid in full.**
- 7) **Associate members are those who are interested in Amateur Radio, who intend to comply with regulations governing full members, who have applied for associate membership, and who have been accepted in accordance with Part 1, Clause 1.**
- 8) **Honorary members are those who have been elected as honorary members by the unanimous vote of all members present at the first meeting, following the meeting, at which a Notice of Motion of intention to elect the person as an honorary member, was presented. Honorary Members shall not have a vote.**

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- 9) **The membership may bestow upon any individual member, a Life Membership, for distinctive service to the Orchard City Amateur Radio Club during a minimum period of ten (10) years. Nominations may be made by any full member and shall be approved at a General meeting. Life Members shall have full voting privileges at all general meetings. The total number of Life Members shall be limited to five (5) at any one time.**

**Part 3 Dues**

- 10) **The Executive will recommend to membership any changes in the annual membership dues structure.**
- 11) **Notice of dues payable shall be sent to each full member in June.**
- 12) **The Fiscal Year shall be from July 1st to June 30th of each year.**
- 13) **There shall be no refund of dues.**

**Part 4 Duties of members:**

- 14) **To attend meetings, of which they have been notified.**
- 15) **To observe the laws of Canada and particularly the Rules and Regulations pertaining to Radio Telecommunications; and**
- 16) **To communicate to the Secretary such information as may be of use to the Club.**

**Part 5 Directors and Officers**

- 17) **The affairs of The Orchard City Amateur Radio Club are to be managed by a Board of Directors consisting of eight percent (8%) of the June membership roster, but no fewer than six (6) directors, all of whom shall be elected in accordance with Part 8, except for the Immediate Past president who shall be a director without election.**
- 18) **Officers must be members in Good Standing.**
- 19) **Retiring officers and chairpersons shall pass to their successors all information acquired during their term of office.**
- 20) **No Director shall be paid for serving as a Director but may be reimbursed for actual and reasonable expenses incurred by him or her in the performance of his or her duties as a director of the association.**
- 21) **The Directors may not raise funds in the name of the organization by any form of borrowing.**

**Part 6 Duties of Officers**

- 22) **The President shall:**
- a) **Call and preside at all meetings of the membership and Executive, with exception of the Nominating Committee.**
- b) **Be a member of the Banking Committee.**
- c) **Supervise the duties of The Orchard City Amateur Radio Club Officers.**
- d) **Appoint committees or assistants to help fulfill the aims and purposes of The Orchard City Amateur Radio Club.**

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- 23) **The Vice-President shall:**
- a) **In the absence of the President, take the Chair and perform all duties.**
  - b) **Exercise all powers vested in the President.**
  - c) **Shall be a member of the Banking Committee.**
  - d) **Perform additional duties as determined by the Executive.**
- 24) **The Immediate Past President shall:**
- a) **Assist the President in an advisory capacity.**
  - b) **In the absence of the President and Vice-President, may be called upon to assume the Chair.**
- 25) **The Secretary shall:**
- a) **Record the minutes of all meetings of general membership and all meetings of the Executive.**
  - b) **Complete club correspondence as directed by the Executive.**
  - c) **Receive and file copies of correspondence, reports of officers and committees.**
  - d) **Place before each regular meeting of the Club all correspondence received since the last meeting.**
  - e) **Provide a copy of the minutes to each elected officer not present at a meeting.**
  - f) **Maintain a permanent file on all membership information.**
  - g) **Complete additional duties as determined by the Executive.**
- 26) **The Treasurer shall:**
- a) **Receive all Dues and Fees from members.**
  - b) **Keep full and accurate record of all receipts and disbursements on behalf of The Orchard City Amateur Radio Club.**
  - c) **Be a member of the Banking Committee.**
  - d) **Prepare a financial report to be presented at each regular general meeting.**
  - e) **Prepare an annual financial statement to be audited by an independent auditor as appointed by the Executive.**
  - f) **Prepare a dues reminder to be published in the June.**
  - g) **Complete additional duties as determined by the Executive.**
  - h) **Provide a current list of members in good standing.**
- 27) **The Directors shall:**
- a) **In the absence of the President, Vice-President, and Past President, may be called upon to assume the Chair.**
  - b) **Assist in the management of the affairs of the club.**
  - c) **Assume responsibility of the social programs and activities.**
  - d) **Serve as liaison between the Executive Committee and appointed committees by participating in these committees.**
- 28) **The Historian shall:**
- Preserve the history of The Orchard City Amateur Radio Club for the benefit of future generations and be prepared to present such History, when requested to do so, during his/her term of office.**
- 29) **The Custodian shall:**
- Maintain and manage the records necessary for the security and control of all club equipment.**

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**Part 7 Voting**

- 30) All members in good standing and present at the meeting in question shall be entitled to one vote on any question. Proxy voting shall not be allowed.
- 31) In the event of an eligible voting member refraining from voting, he/she shall be counted as abstaining.
- 32) Voting shall be by an open show of hands.
- 33) The Chair shall have no vote except in the event of a tie vote on any manner, in which case the Chair shall cast the single deciding vote.

**Part 8 Elections**

- 34) An elected Board of Directors consisting of eight percent (8%) of the June membership roster, but no fewer than six (6) directors and no more than ten (10) directors, will manage The Orchard City Amateur Radio Club.
- 35) One half of the directors shall be elected in the even years for two year terms and one half shall be elected in the odd years for two year terms, except that in the transition year one half of the directors shall be elected for a one year term.
- 36) The Executive shall appoint, at the regular general meeting in April, a Nominating Committee to seek the names of candidates for Directors of the Club.
- 37) The Nominating Committee shall submit a list of candidates at the regular general meeting in May of each year. The regular meeting in May shall be called the Nomination Meeting. At this meeting, nominations may also be made from the floor.
- 38) An election meeting shall be held in the month of June of each year.
- 39) No nominations may be made from the floor at the election meeting.
- 40) The election shall be by secret ballot by those present and eligible to vote. A majority vote shall be necessary to elect.
- 41) At the Directors meeting, to be held within the month following the elections meeting in June, the Directors shall appoint from amongst themselves, the following Officers:

President	Vice President
Secretary	Treasurer

**Part 9 Removal from Office.**

- 42) Any officer of this club may be removed from office for good cause by a 75 % vote of eligible voting members at a regular general meeting.

**Part 10 Committees and Appointees**

- 43) The President may appoint a Historian and a Custodian who will be considered members of the Executive Committee.
- 44) The President may appoint chairpersons of other committees to promote the aims and activities of the Club.

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- 45) **The Banking Committee shall consist of the President, Vice President, Secretary and Treasurer, anyone of whom may deposit money into the Club's bank account.**
- a) **Motions by the Club's membership to spend money will be subject to verification by the Executive of the availability of adequate funding. Conversely, without a motion, acceptable to the Executive, which has been moved, seconded and passed by the members present at a regular meeting of the Club, the Executive shall be limited in the amount of money it can draw from the Bank for routine and emergency purposes, which amount shall be set, and may be revised, by a motion (properly moved, seconded and passed) at any regular meeting of the club.**
- b) **All cheques issued on club accounts shall be signed by two signing authorities as appointed by the executive.**

**Part 11 Meetings**

- 46) **A quorum shall consist of 15 percent (15%) of the full members in good standing.**
- 47) **A general meeting of the Club must be held at the time and place, in accordance with the Society Act, that the Directors decide.**

**Part 12 Amendments**

- 48) **The Constitution and By-laws may be amended once a year at the Annual General Meeting in September. A full member may submit request for amendment, at any time during the year but at least one-month prior to the Annual General Meeting. Such proposal shall be presented in writing at any general meeting and published in the minutes. The proposal will be adopted by a membership 75 % majority vote with a quorum of twenty full members voting at least one month following the presentation.**
- 49) **Voting is to be conducted in accordance with the provisions in Part 7 of the By-laws.**
- 50) **Approved amendments shall be recorded by the Secretary and published in the Minutes**

**Part 13 Miscellaneous**

- 51) **On questions of order, and procedure not otherwise covered by these by-laws, the provision of the current edition of Robert's Rules of Order shall prevail.**