

GRARA Constitution & By-Laws

(February 2nd 2007)

The Constitution of the Grand Rapids Amateur Radio Association, Inc.

PREAMBLE

The purpose or purposes for which the corporation is formed are as follows: To have our members use their common and individual resources to educate and serve the community in emergency services (to include educating members as to American Red Cross emergency communication procedures), volunteer deeds for non-profit, charitable organizations that qualify under code 501 c (3) and public non-political and not-for-profit community events, and educational activities related to the science of Amateur Radio and public-service communications. Said corporation is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of section 501 c (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

ARTICLE I - Name

The name of the organization shall be "Grand Rapids Amateur Radio Association, Inc."

ARTICLE II - Membership

SECTION 2-1: All persons interested in Amateur Radio shall be eligible for membership.

SECTION 2-2: Any person who possesses a valid amateur Radio license may apply for Full Membership.

SECTION 2-3: Any person may apply for Associate membership.

SECTION 2-4: Any person who has performed an outstanding service for or on behalf of the Association may be elected an Honorary Member.

SECTION 2-5: Any person who has met the above requirements and pays dues in accordance to the By-Laws may apply for membership as a Full Member.

SECTION 2-6: Any person who has met the above requirements may be granted membership by a majority vote of full members present at any regular meeting.

ARTICLE III - Officers

SECTION 3-1: The Association's officers shall be as follows: President, Off-Air Director, Vice-President, On-Air-Director, Secretary, Director-at-Large, Treasurer, Technical Director, Liaison Director, Trustee

SECTION 3-2: The Officers of the Association shall be elected for a one year term, except the Trustee, who shall hold office for the term of his/her Amateur Radio license. The yearly term of office shall coincide with the Association's fiscal year (see By-Laws).

SECTION 3-3: Vacancies occurring shall be filled by special election at the first regular meeting following the announcement of resignation or removal.

SECTION 3-4: Officers may be removed from office by a two-thirds vote of members present at a regular meeting.

SECTION 3-5: The office of the President, Vice-President, Treasurer, and Liaison director must be eighteen years old or older.

SECTION 3-6: Only Full Members may be elected or serve as officers of the Association.

ARTICLE IV - Duties of Officers

- SECTION 4-1:** The President shall preside at all meetings and conduct the meetings in accordance with this Constitution and By-Laws therein. He/She shall sign all official documents that pertain to this association, and perform all customary duties pertaining to this office.
- SECTION 4-2:** The Vice-President shall assume all duties of the President in his/her absence. In addition, the Vice-President shall act as Membership Chairman, keeping track of memberships, done in cooperation with the Secretary and Treasurer. He/She shall conduct a membership drive at least once a year.
- SECTION 4-3A:** The Secretary shall record the proceedings at each meeting, maintain a roll of membership, submit applications for membership, carry on all correspondence, and read all official communications.
- SECTION 4-3B:** The Secretary shall keep the Constitution of this Association, and have same available at each meeting. He/She shall see that all amendments, changes, or additions are noted thereon, and shall permit all members of the Association to consult same upon request.
- SECTION 4-3C:** The Secretary shall, upon completion of office, release all books, minutes, and other papers pertinent to the office to his/her successor.
- SECTION 4-4A:** The Treasurer shall receive and receipt all moneys paid to the Association and shall keep accurate account of all sums received or expended. The Treasurer shall, at the end of each fiscal year, submit an itemized statement of all receipts and expenditures.
- SECTION 4-4B:** The Treasurer shall, upon completion of term of office, release all moneys, books, and papers pertinent to the office to his/her successor.
- SECTION 4-4C:** The Treasurer shall be bonded.
- SECTION 4-5:** The Liaison Director shall be responsible for coordinating activities between the Association and the Red Cross, and other community organizations.
- SECTION 4-6:** The Off-Air Director shall be responsible for all programs and activities at regular meetings.
- SECTION 4-7:** The On-Air-Director shall be responsible for all the Association's equipment in the Radio Station, in accordance with the duties of the Trustee. He/She shall post in the Radio Station a list of operators qualified to operate the Association's equipment.
- SECTION 4-8:** The Director-at-Large shall act as liaison between the membership and the Executive Committee.
- SECTION 4-9:** The Technical Director shall be responsible for maintenance of all the Association's equipment, for informing the Association's members of work done on equipment, and for recommending repairs and purchases of equipment. He/She shall appoint a technical committee to assist as required.
- SECTION 4-10:** The Trustee shall have full responsibility for operations of the Association's radio station in accordance with Federal Communications regulations.

ARTICLE V - Meetings

- SECTION 5-1:** The By-Laws shall provide for regular and special meetings.
- SECTION 5-2:** A quorum shall consist of ten (10) Full Members present at any meeting.

ARTICLE VI - Dues

- SECTION 6-1:** The majority vote of all Full Members at any meeting may set a definite sum as dues and a definite collection procedure shall appear in the By-Laws. Non-payment of such dues shall be cause for loss of membership.

ARTICLE VII - Amendments to the Constitution

- SECTION 7-1:** This Constitution may be amended by a two-thirds majority of the Full Members voting

at any regular business meeting provided a quorum is present. Proposals for amendments shall be submitted in writing at a regular business meeting and shall not be voted upon sooner than the following month's regular business meeting. In addition, all Full Members shall be mailed a written notice, containing the proposed changes, at least ten (10) days prior to the meeting at which they will be voted upon. This notice will be printed and mailed by the Association's Secretary.

ARTICLE VIII - Vote

SECTION 8-1: Only Full Members are allowed the privilege to vote.

ARTICLE IX - Rules of Order

SECTION 9-1: Robert's Rules of Order shall govern all proceedings of the Association

The By-Laws of the Grand Rapids Amateur Radio Association, Inc.

SECTION 1 - MEETINGS

Meetings shall be held monthly, at least 10 times/year at such place as the President shall order. The meeting shall be designated the Business Meeting but will usually also include a short program activity or presentation of general interest to those members attending. In addition to the usual Web site meeting announcement, proper meeting notice shall be given to all members at least two weeks in advance. Normally such notice shall be by E-mail but any member may request meeting notices be sent directly to him/her via U.S. Mail. Such special requests can be made on the membership application/renewal form or in writing to any board member. Special meetings may be called by the President upon written notice from any five Full Members. All members shall receive written or E-mail notice of Special Meetings, again with at least two weeks notice. The president may also call open or closed meetings of the club officers at his/her discretion. No notice is required to the general membership for these executive committee meetings.

SECTION 2 - MEMBERSHIP & DUES

In accordance with the GRARA club constitution,

SECTION 2-1
TERM OF
MEMBERSHIP To avoid conflict with officer elections and position turnover, the membership term for GRARA begins at midnight, March 1 and ends at midnight the last day of February of the next year. Membership dues are due by the end of February for the following term's membership. If dues are required for a class of membership, and the membership has lapsed, all rights and privileges (including voting rights) of the member shall be suspended until required dues have been paid.

SECTION 2-2:
FULL
MEMBERSHIP Any currently licensed Amateur may become a Full Member of GRARA by payment of Club dues, currently \$25.00, for the membership year. Members 70 and over will receive a 40 percent discount on their annual dues, rounded up to the nearest dollar. Past Presidents elected prior to 2003 retain Full Membership for life as described in Section 11: Past Presidents. Newly licensed Amateurs who are interested in becoming Full Members of GRARA will have their membership dues waived for 12 months, their next years dues to be determined by Section 2-7: Pro Rated Membership Dues, as described below .

SECTION 2-3:
SPOUSE/FAMILY
MEMBERSHIP The spouse or one (1) other immediate family member of a Full Member, who is also a licensed amateur, shall be granted Full Membership also.

SECTION 2-4:
YOUTH
MEMBERSHIP For any licensed Amateur under the age of 18, the membership dues for full membership shall be waived until the first full membership year begins after the Amateur has turned 18 years of age. However, this membership does not qualify for additional spouse/immediate family membership described in Section 2-2.

SECTION 2-5: ASSOCIATE MEMBERSHIP Any person interested in Amateur Radio, who is not a licensed Amateur may become an Associate Member of GRARA by payment of Club dues of the amount specified for full membership as described in Section 2-2. For Associate Members under the age of 18, membership dues shall be waived until the first full membership year begins after the Amateur has turned 18 years of age. Associate Membership does not qualify for additional spouse/immediate family membership described in Section 2-2. Associate members do not have voting rights. If the Associate Member becomes a licensed Amateur during the membership term, all rights and duties of Full Membership shall immediately apply upon the issuance of an Amateur callsign.

SECTION 2-6: HONORARY MEMBERSHIP Any person who has performed an outstanding service for or on behalf of the Association may be elected an Honorary Member. Honorary members are retained on the rolls for the Club for life. Honorary Members who hold Amateur licenses shall be considered Full members for the purpose of voting.

SECTION 2-7: PRO-RATED DUES Annual dues paid for Full and Associate membership may be discounted as described below for membership terms that begin mid-year. Note that Pro-Rated membership only applies to members joining GRARA for the first time or after one or more terms of lapsed membership. All others will be required to pay full dues for the current year.

- Dues paid between March 1 and May 31: Full dues are due for current year.
- Dues paid between June 1 and August 31: Membership dues will be two-thirds of the current Full Membership dues, rounded up to the next dollar if between full dollar amounts.
- Dues paid between September 1 and November 30: Membership dues will be one-half of the current Full Membership dues, rounded up to the next dollar if between full dollar amounts.
- Dues paid between December 1 and February 28/29: Membership dues for the following term will cover the remainder of the current term.

SECTION 2-8: Dues for New Members Never Previously Members of GRARA Annual dues paid for full or associate membership in GRARA may also be discounted for individuals never previously members of GRARA. Currently the discounted dues for these new members will be \$10/yr with the same pro-rating for membership terms beginning mid-year as described in Section 2-7 of the Bylaws. This reduction is only valid for the first year of GRARA membership. Thereafter regular dues apply. Youth and honorary memberships as described in the Bylaws remain unaffected as does the policy of granting complementary new-ham memberships to non-licensed individuals passing GRARA VE administered exams.

SECTION 3 - EXECUTIVE COMMITTEE

A committee consisting of the officers shall recommend certain expenditures, budgets, and special activities. The President shall preside at these meetings, any officer may request an Executive Committee meeting.

SECTION 4 - FISCAL YEAR

The fiscal year shall be from the first regular meeting in November through the last regular meeting in October.

SECTION 5 - ELECTION OF OFFICERS

The election of officers shall be by ballot at the last regular meeting in October of the fiscal year. A majority vote of Full Members present at this meeting being required. Only members in good standing are eligible to serve an office of GRARA.

SECTION 6 - NOMINATING COMMITTEE

A Nominating Committee shall be appointed at the first regular meeting in September, and shall remain intact until after elections to assist the Secretary in checking the inventory of club property.

SECTION 7 - BY-LAWS

Changes in the By-Laws may be made when proposed by any Full Member and passed by a two-thirds vote of members present at any regular meeting. The By-Laws may not change any existing part of the Constitution.

SECTION 8 - CLUB PROPERTY

SECTION 8-1: An inventory of all Club property will be kept by the Secretary who shall log all pertinent information on all equipment.

SECTION 8-2: The Nominating Committee shall assist the Secretary in checking the inventory of the Club property.

SECTION 8-3: The inventory log will be available to any Full Member for viewing at their request.

SECTION 8-4: Any executive office change at any time will warrant a full check of the inventory.

SECTION 8-5: Insurance will be maintained on that Club property in the inventory, in case of theft, accident, or termination of the club.

SECTION 9 - GRARA ACTIVITIES/ASSETS

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c) (3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaigning on behalf or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code or any other future section of Federal Tax Code or (b) by Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or any corresponding section of any future Federal Tax Code.

Upon dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a State or local government for a public purpose.

SECTION 10 - BOARD OF DIRECTORS

There shall be a Board of Directors consisting of the previously elected president, vice-president, secretary and treasurer of the past fiscal year, and the current officers. The Board of Directors shall meet as requested by the president or by three or more members of the board.

SECTION 11 - PAST PRESIDENTS

All past Presidents elected prior to 2003 shall continue to be considered Full Members for life providing they served their complete terms as President and fill out an annual membership form. This consideration is hereby revoked for presidents elected in 2004 and afterwards. All officers are expected to serve the club without any special perks other than reimbursement for approved personal expenses. (This is not meant to conflict with Section 2-6, Honorary Life Memberships, however.)

SECTION 12 - EXPENDITURES OF CLUB FUNDS

Expenditures of Club funds in excess of \$75.00, except for emergency repairs of Club equipment, shall be authorized by the membership at a business meeting. Expenditures under that amount can be approved by the Treasurer without a vote provided the total amount requested by any one individual does not exceed \$75 in any one month and \$150 in any one calendar year.

SECTION 13 - RECRUITING POLICY

SECTION 13-1: In order to provide for the ongoing financial health of the Club, it shall be the policy of GRARA that all members will actively engage in the recruiting effort, particularly towards newly licensed Amateurs or those local active Amateurs whose memberships have expired, to the organization.

SECTION 13-2: The Membership Chairman shall regularly contact, on an official basis, non-member users of the Club's equipment and request their support and membership.

SECTION 14 - REPEATER USE AND FEATURES

SECTION 14-1
"OPEN REPEATERS" All repeater systems owned and operated by GRARA shall be considered "open repeaters" to the extent of the use of said repeater systems as an aid to communication among properly licensed Amateurs using the repeater system as a "repeater," that is using the repeater to extend the distances of an Amateur's communication using the standard input and output frequencies of the repeater.

SECTION 14-2:
OPEN AUTOPATCH GRARA may allow as a free feature to aid local Amateurs, the use of an "open" autopatch on one or more of the club's repeater systems. This "open autopatch" feature may be rescinded at any time by the Trustee or a majority vote of the officers. All users of the autopatch should show good Amateur practice.

SECTION 14-3:
OTHER FEATURES GRARA may provide other features on one or more of the repeater systems, including but not limited to "closed" Autopatch facilities, reverse Autopatch facilities, remote base transceivers, voice mail, Internet audio links, etc. These features may be reserved for the exclusive use of Full members, except for special events authorized by GRARA.

SECTION 14-4:
EXPERIMENTAL, TEMPORARY AND SPECIAL FEATURES The Technical Director may add or enable other features to any or all of the GRARA repeater systems for the purpose of determining if these features should be added permanently or to provide a temporary or special feature for a special event. These features may be reserved for a select few users.

SECTION 14-5:
EMERGENCY SITUATIONS As the W8DC callsign is the legal responsibility of the Trustee, the Trustee is fully empowered, without prior permission of the Officers, to request and demand that any particular user, Full member or not, immediately cease using any or all of the W8DC repeater systems (or any individual feature such as the Autopatch). If the affected user is a Full member of GRARA, he may request a closed session of the Officers of GRARA to plead his case in front of the Trustee. The officers may discuss the case, but final judgment is reserved for the Trustee. The Trustee may appoint the officers of GRARA and Control Operators (on an individual basis) to act on his behalf in an emergency situation. It shall be the duty of any authorized person acting on behalf of the Trustee to notify the Trustee of their actions as soon as possible, so that the Trustee may make final judgment.

Under the Trustee, the Technical Director shall be granted full control of all GRARA repeater systems and the power to grant Control Operator status to any Full member of GRARA. All GRARA Officers and Control Operators assigned by the Technical Director shall be provided with the control codes for the repeaters, including any that may be used to take the repeater off line in an emergency (i.e. stuck transmitter or other malfunction, abuse, etc.) If a repeater is taken offline by an authorized Control Operator for equipment malfunction, the Technical Director should be notified as soon as possible. If the repeater is taken offline for abuse by a user, the Trustee should be notified as soon as possible with the details of the offense.