

# CCAFMA CONSTITUTION

## PREAMBLE:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves the Chautauqua County Amateur F.M. Association and enact this constitution as our governing law. It shall be our purpose to further exchange information and cooperation between members, to promote radio knowledge, fraternalism, and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community.

## ARTICLE 1 MEMBERSHIP

**Section 1** – All persons interested in amateur radio shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall, in its Bylaws provide.

## ARTICLE 2 OFFICERS

**Section 1** – The officers of this club shall be President, Vice President, Secretary, Treasurer, Repeater Trustees, Technical Representative, and Financial Secretary.

**Section 2** – The President, Vice President, Technical Representative, Secretary, Financial Secretary, and Treasurer shall be elected for a term of one year by ballot of the members provided there is a quorum at the regular January meeting.

**Section 3** - The positions of Repeater Trustees will be filled by appointment by the Board of Directors and confirmed by a majority vote of a quorum of the membership at a regular Club meeting, length of perm to be open ended. *Trustees may, with approval of the Board of Directors, appoint a deputy to assist them in their duties and give reports in their absence.*

**Section 4** – Vacancies occurring between elections may be filled by special ballot at the first regular meeting after which the withdrawal or resignation is announced.

**Section 5** – *Officers may be removed by a majority vote at a regular meeting or special meeting called for that purpose.*

## ARTICLE 3 DUTIES OF OFFICERS

**Section 1** – **THE PRESIDENT** shall preside at all meetings of the Club and conduct the same according to the rules adopted. He shall enforce due observance of the Constitution and Bylaws, decide all questions of order, sign all official documents that are adopted by the Club, and none other, and perform all customary duties pertaining to the office of President.

**Section 2** – **THE VICE PRESIDENT** shall assume all the duties of the President in the absence of the latter.

**Section 3** – **THE SECRETARY** shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, carry on all correspondence, and read communications at each meeting. At the expiration of his term, turn over everything in his possession belonging to the club to his successor.

**Section 4** – **THE TREASURER** shall receive and issue receipts for all moneys paid to the Club and shall keep an accurate account of all moneys received and expended. He shall pay no bills without proper authorization. **Where it is necessary to advance money to a member for anticipated Club expenses, such advances will be made by check and will be held no longer than 45 days, at which time a full accounting, including receipts will be made. Any leftover money will be returned to the Treasury.** *He shall present an itemized statement of the previous year's transactions at the January meeting. At that meeting, the President shall appoint a three-member audit committee to audit the books and present their report at the February meeting. He shall at the expiration of his term turn*

over everything in his possession belonging to the Club to his successor.

**Section 5 – THE TECHNICAL COMMITTEE** shall consist of the **REPEATER TRUSTEES** and the **TECHNICAL REPRESENTATIVE**. They will schedule and conduct their meetings as needed to accomplish their duties. The Technical Committee shall be responsible for supervising maintenance on existing repeaters and any future repeaters. The Board shall consult with the Technical Committee before purchasing or selling any Club equipment. The Technical Committee shall be responsible for the following duties:

- A. Planning improvements, modifications, and installation of the Club equipment.
- B. Supervising maintenance on the Club's repeaters and associated equipment.
- C. Inventory all Club equipment yearly and maintain a complete inventory list.
- D. Have all unused Club equipment in its possession.
- E. Recommend to the Board the disposition of unused equipment.

**Section 6 – The Financial Secretary duties shall be:**

- A. Assist the Secretary and Treasurer in the execution of their duties.
- B. Stand in for the Secretary and/or Treasurer in their absence or if incapacitated.
- C. Review Financial and other records to insure accuracy and to assist with the Annual Audit of Financial Records.
- D. Coordinate Public Relations of all Club planned activities, (Media, Newspapers, Radio, etc.)

#### **ARTICLE 4 MEETINGS**

**Section 1 –** The Bylaws shall provide for regular and special meetings. At meetings, twelve (12) members shall constitute a quorum for the transaction of business.

#### **ARTICLE 5 DUES**

**Section 1 –** The Chautauqua County Amateur F.M. Association, by a majority vote of a quorum at a regular meeting, may levy on the general membership such dues or assessments as shall be decreed necessary for the business of the organization as set forth in the preamble. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

#### **ARTICLE 6 MEMBERSHIP ASSISTANCE**

**Section 1 –** The Club through designated INTERFERENCE, PUBLIC RELATIONS and OPERATING COMMITTEE will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from club-member stations. The club shall also maintain a program to foster and guide public relations.

#### **ARTICLE 7 AMENDMENTS**

**Section 1 –** This Constitution or the Bylaws may be emended by a majority vote of two-thirds (2/3rds) of the total membership. When balloting is conducted by mail, no response shall be considered an affirmative vote. Proposals for amendments shall be submitted in writing at a regular meeting and may not be voted on until the next regular meeting.

#### **ARTICLE 8 RULES**

**Section 1 –** Robert's Rules shall govern proceedings.

## Amendment I

In the event CCAFMA disbands, the assets will be disposed of as follows:

1. All monetary assets will be donated to the American Radio Relay League (ARRL).
2. All physical assets will be donated to the Chautauqua County Office of Emergency Services.