

Niagara Peninsula Amateur Radio Club, Incorporated

as revised and approved by the membership on February 16, 1994

BY-LAW NO. 1

A By-law relating generally to the conduct of the affairs of

NIAGARA PENINSULA AMATEUR RADIO CLUB, INCORPORATED.

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of NIAGARA PENINSULA AMATEUR RADIO CLUB, INCORPORATED

(hereinafter called the "club") as follows:

HEAD OFFICE

1. The head office of the corporation shall be in the City of St. Catharines, in the Province of Ontario.

SEAL

2. The seal, an impression of which is stamped in the margin, shall be the seal of the club.

OBJECTS

3. The following shall be the objects of the club in addition to those objects set forth in the Letters Patent:
 - (i) to guard and further the continuance of amateur radio operating privileges and frequencies by close co-operation with all radio amateurs, their respective societies and authorities;
 - (ii) to foster international goodwill and the growth of amateur radio in the merging nations;
 - (iii) to acquaint interested persons with the rewarding pleasures of amateur radio and to lend assistance to these persons;
 - (iv) to encourage intelligent use of the allocated amateur radio frequencies;
 - (v) to give all possible assistance in solving problems affecting the operation of amateur radio stations;
 - (vi) to train members of the club for emergency and disaster communications and to keep ready and available for such events;
 - (vii) to demonstrate by participation in public service events the club's ability to provide a service to the community members.

MEMBERSHIP

4. There shall be five classes of membership as follows:

Life Membership

Upon the recommendation of the executive committee and the approval of such recommendation by a meeting of members, a life membership may be awarded to an individual who is a licensed radio amateur and who has been continuously active and interested in amateur radio activities in the club. A life member shall have the same privileges as a full member.

Full Membership

A full membership is available to individuals who hold a valid certificate of proficiency in radio issued by the Canadian Government or by an agency of a foreign country recognized by the I.T.U.

Family Membership

Family membership is available to any amateur and his or her spouse and all dependents under the age of 21. Licensed amateurs under a family membership shall have the privilege of full membership.

Associate Membership

Associate Membership is available to individuals who are not fully licensed amateur radio operators but who show a genuine interest in amateur radio.

Honorary Membership

Upon the recommendation of the executive committee and approval by a meeting of members, honorary membership may be awarded to individuals who have provided active support to the club or to amateur radio activities. Honorary members may attend club meetings but shall have no other club privileges.

Duties of Members

It shall be the duty of all members of the club to comply with the by-laws of the club and the laws of Canada pertaining to amateur radio.

MEMBERSHIP (cont.)

Loss of Membership

- (i) any member may be expelled from the club for violation of any club rule or the trusts of the club;
- (ii) expulsion proceedings shall be commenced by petition, in writing, signed by ten or more full members or life members and the petition shall state the reason for considering the expulsion of the member accused. The petition shall be delivered to the president of the club;
- (iii) The president shall call a meeting of the executive of the club to consider the charge and he shall notify the member charged at least 30 days prior to the executive meeting;
- (iv) The member charged shall have an opportunity to answer the charge in writing and he may appear at the executive to present his defense.
- (v) After giving the member charged full opportunity of defense, the executive shall decide, by secret ballot, whether or not to recommend the expulsion of the charged member to a meeting of members and the president shall advise the charged member of the decision of the executive.
- (vi) The decision of the executive shall be presented to the membership at the next general meeting and the membership may, by secret ballot, confirm or reject the recommendation of the executive but only after hearing all of the evidence and affording the charged member every opportunity of defense.

Dues

Each member shall pay membership fees as prescribed by resolution. Membership Dues are payable in September. Any member who has not paid his/her dues by October 31st may be dropped from the membership rolls. No dues are payable by life members and honorary members.

THE EXECUTIVE

5. The day to day affairs of the club shall be managed by an executive consisting of the President, the Immediate Past President, the Vice-President, the Secretary, the Treasurer, the Bulletin Editor, the Public Relations Officer, the Public Service Coordinator, the Special Event Coordinator and the Program Coordinator, but subject to the approval of the membership.

ELECTIONS

6. Members of the executive shall be elected for a one year term and shall serve from the time of their election until their successors are elected.

Election of the executive shall take place annually at a general meeting of members held in the month of June.

Only life members and full members in good standing may be elected to the executive of the club. Nominations for the executive shall be opened at the April meeting of members and a list of candidates shall be published in the June bulletin of the club.

In the event of a vacancy in the executive an election shall be held at the next general meeting to fill the vacancy for the balance of the term.

All voting for the elections of the executive or to fill a vacancy shall be by secret ballot and the vote shall be conducted by the chairman of the nominating committee.

The newly elected Executive shall take responsibility for the functioning of the Club on July 1. In the time between the elections and July 1, the outgoing President shall call a joint Executive Meeting between both the new and old Executive Members. This meeting shall be held to transfer the operation and responsibilities of the Club to the new Executive.

DUTIES OF THE EXECUTIVE

7. President

The president shall be the spokesman for the club. He shall preside over all executive meetings and meetings of members. He shall be a member ex-officio of all committees.

Vice-President

The vice-president shall perform all duties assigned by the president and, in the absence of the president, shall perform all duties of the president. The vice-president shall maintain a current directory of non-monetary assets and shall be accountable to the membership for these assets. An inventory report shall be presented yearly at the June meeting.

Secretary

The secretary shall record and preserve minutes of all meetings of members and meetings of the executive. The secretary shall carry out all correspondence of the club but under the guidance of the executive.

Treasurer

The treasurer shall record all financial transactions of the club and shall prepare a yearly, audited financial statement for presentation at the meeting of members held in the month of June.

DUTIES OF THE EXECUTIVE (cont.)

Bulletin Editor

The bulletin editor shall be responsible for the printing and mailing of the monthly club bulletin and he shall gather material and information to be printed. The bulletin editor shall send a copy of the bulletin to each club member entitled to receive it.

Public Relations Officer

The public relations officer shall be responsible for promoting the club's activities in the media and for bringing these activities to the attention of the public and he shall be responsible for promotion of the club at local radio classes.

Public Service Coordinator

This office is responsible for organizing and maintaining a group of members to handle the communications for parades, and other public services as dictated by the executive.

Special Event Coordinator

This office is responsible for the operation and activation of all special events involving the club. This person will obtain all special prefixes and handle any QSL duties resulting from a special event.

Program Coordinator

This office is responsible for arranging the presentations and demonstrations at the membership meetings.

EXPULSION OF A MEMBER OF THE EXECUTIVE

8. (i) Any member may be expelled from the Executive for non-performance of duties or other just cause.
- (ii) Expulsion proceedings shall be commenced by petition, in writing, signed by ten or more full members or life members and the petition shall state the reason for considering the expulsion of the member accused. The petition shall be delivered to the president of the club.
- (iii) The president shall call a meeting of the executive of the club to consider the charge and he shall notify the member charged at least 30 days prior to the executive meeting.
- (iv) The member charged shall have an opportunity to answer the charge in writing and he may appear at an executive meeting to present his defense.
- (v) After giving the member charged full opportunity of defense, the executive shall decide, by secret ballot, whether or not to recommend the expulsion from the Executive of the charged member to a meeting of members and the president shall advise the charged member of the decision of the executive.
- (vi) The decision of the executive shall be published in advance of the next general meeting and presented to the membership at that meeting and the membership may, by secret ballot, confirm or reject the recommendation of the executive but only after hearing all of the evidence and affording the charged member every opportunity of defense.

MEETINGS OF MEMBERS

9. Notice

A notice of a meeting of members, whether regular or special, shall be sent by ordinary mail to each member and the notice shall state the date, the time and the place of the meeting. The accidental omission to give notice of any meeting or the non-receipt of any notice by any member shall not invalidate any business transacted at any meeting.

Voting at Meetings

Every question at any meeting of members shall be decided by a majority of votes and in the case of a tie, the chairman shall have a casting vote.

In the absence of the president and the vice-president, the members may choose any full member or life member present to act as chairman at the meeting.

Only full members and life members shall have the right to vote at meetings of members. Voting for the election of the executive shall be by full members, providing they have been paid up members, in good standing, for at least six (6) months prior to the election.

Voting by written proxy shall be permitted but the proxy vote shall not exceed five per cent of voting members.

Meetings Generally

Regular meetings shall be held monthly from September to June.

An annual meeting shall be held during the month of June at which time reports of members of the executive and committee chairman shall be received.

A quorum for a meeting of members shall consist of 20 per cent of the voting members.

The order of business at meetings of members shall include:

- (i) Minutes of last meeting of members
- (ii) Treasurer's report
- (iii) Unfinished business
- (iv) New business

Meetings of members shall be conducted using parliamentary procedure with reference to Robert's Rules of Order as a Guide.

COMMITTEES

10. All committees except the nominating committee shall consist of the president, a chairman appointed by the executive and other such persons as may be selected by the chairman.

The nomination committee shall be selected by a vote of members at the general meeting held in the month of April in the election year.

An associate member may serve on any committee except the nomination committee.

EXPENDITURES

11. (i) At the September Membership Meeting, the Executive shall present to the membership for approval a financial operating budget for the Club for the current Fiscal Year.

(ii) The budget will consist of an Income and Expenditure Projection and a Balance Sheet. The budget will include an account for the repair and maintenance of the Club's Assets

(iii) Any expenditure not included in the budget must be approved by the membership at a general meeting.

(iv) Signing Authority shall be two of the following executives: President, Secretary, and Treasurer.

(v) In the event of a death of a member in good standing of NPARC, the executive, on behalf of the club, will make a donation of \$50.00 to a charity chosen by the deceased member's family.

AMENDMENTS

12. A proposal to amend the by-laws must be made in writing and shall be delivered to the secretary. The proposal for change shall be presented to the next meeting of members and shall be made by the way of motion by the member proposing the change. If seconded, the proposal for change may be debated but no vote shall be called until the following meeting of members. Notice of the proposed change shall be in writing and mailed to the members at least three weeks before the meeting of members at which a vote is to be taken on the proposed change. Amendments to the by-laws shall require a majority of two-thirds of the voting members present at a general meeting.

CLUB STATION

13. Rules governing operation of Club Station:

(i) Abide by Government regulations.

(ii) When special prefixes are granted, operation must be held to use specified by Government regulations and the executive.

(iii) All monies, IRC's, stamps, etc., received for QSL cards and awards are the property of NPARC Inc. treasury.

(iv) All QSL cards will be sent to the NPARC Inc. postal address.

(v) Custodians of club stations must be members in good standing of NPARC Inc.

APPOINTED OFFICES

14. The executive may appoint members in good standing to appointed offices with duties defined by the Executive of the club.