

Butler County Amateur Radio Association (BCARA)

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the “**Butler County Amateur Radio Association**”, and shall be a non-profit organization.

ARTICLE II – OBJECT

Section 1. The objectives of this association shall be: to promote good relations among members, other Amateur and non-Amateur organizations and the general public; to make available to our community, state, and nation, skills and facilities to support safety and welfare of its citizens; and to conduct programs and activities that may advance the general interest and reputation of Amateur Radio in the local community.

ARTICLE III - MEMBERSHIP

Section 1. Any person of Good Character interested in amateur radio and dedicated to proper operating procedures may apply for membership in the **Butler County Amateur Radio Association**.

A membership application, accompanied by dues payment, shall be submitted and signed by two (2) sponsors, who are members in good standing. Acceptance shall be by majority affirmative vote of members present at a regular meeting.

Section 2. All members shall agree to abide by the Constitution and By-Laws of the BCARA and applicable Rules and Regulations of the FCC.

ARTICLE IV - OFFICERS

Section 1. The officers of BCARA shall be President, Vice-President, Secretary, and Treasurer. All officers of this association shall be at least eighteen (18) years of age.

Section 2. The officers shall be elected for a term of one (1) year, by a majority vote of the members present at the annual meeting in December. If a quorum is not present at the annual meeting, the current officers shall remain in office until a quorum is present at the next regular meeting. A quorum is defined in Article VI, section 4.

Section 3. Officers shall be eligible for re-election for as many terms as the members and office holder may desire.

Section 4. Elected officers shall assume the duties of their office, on the first day of the calendar month following election; usually January 1. Term of office will expire on December 31, except as noted in Article IV, Section 2.

Section 5. Officers for the ensuing year shall be selected by both a nominating committee and floor nominations. The president shall appoint, at the October meeting, three members to form a nominating committee. This committee shall prepare a slate of officers, for the coming year, and report same at the November meeting.

Section 6. An officer may be removed for good cause by a three-quarters (3/4) majority vote of members present at a regular meeting. The officer to be removed shall be notified, 30 days prior to a regular meeting, by certified mail, stating the cause for removal. The officer has the option to resign or appear at the meeting and give cause why he/she should not be removed.

Section 7. Vacancies occurring between elections shall be filled by special election at the first regular meeting following the vacancy. The person(s) elected by special ballot shall serve the unexpired term of the office.

Section 8. All voting to fill offices shall be by secret ballot. On the occasion of an uncontested race, the requirement for secret ballot may be waived and voice vote taken.

ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board (hereinafter referred to as the "Board") shall consist of the President, Vice-President, Secretary, Treasurer and two members-at-large, elected by the membership for a two-year term. Initially, one member-at-large shall be elected for a term of one year; subsequently, the term of the members-at-large will be two years.

Section 2. The Board shall have the authority to act, in behalf of the membership, in all business activities. In such action, [1] the Board must have five-sixths (5/6) agreement and [2] shall be subject to review and/or reversal, by the membership, at the next scheduled business meeting.

Section 3. The Board shall attempt to determine and discuss all probable business items prior to business meetings in order to reduce the length of said meetings.

Section 4. The Board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.

Section 5. All meetings of the Board shall be open to any member in good standing. However, the privilege of making motions, debating, and voting shall be reserved to the Executive Board members.

Section 6. The minutes of the Executive Board shall be presented to the Presiding Officer prior to the regular business meeting for presentation to the general membership at said meeting.

ARTICLE VI - MEETINGS

Section 1. The meetings of the BCARA shall be open to the public, but the privilege of making motions, debating, and voting shall be reserved to the members in good standing. The principle of "one person one vote" shall prevail.

Section 2. Except as may be otherwise stated in this Constitution and/or By-Laws, in all motions, resolutions, ratifications, or other issues coming before the membership, a simple majority of the members present shall be required for passage.

Section 3. The regular meeting shall be held the second Monday of the month, from January through December, at 7 p.m., local time, unless otherwise ordered by the Board or on vote of the membership.

Section 4. A quorum must be present for conducting any business at any regular or special meeting, unless otherwise stated in this Constitution and/or By-Laws. A quorum shall be defined as two-thirds of the average attendance at monthly meetings during the past twelve (12) months.

Section 5. Special meetings may be called by the President or upon the written request of any five (5) BCARA members. Notice shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated may be transacted. Such notice may be sent electronically or by United States Postal Service, but must be sent in a timely manner. "Timely manner" shall mean that in the normal course of delivery, they arrive not less than 24 hours before meeting time.

Section 6. In the event of the absence of one or more officers, the officer in charge of the meeting shall be determined by the order indicated in the following list, with the officer nearest the top of this list having priority:

1. President
2. Vice-President
3. Secretary
4. Treasurer

ARTICLE VII – DISSOLUTION and DISTRIBUTION OF ASSETS

Section 1. Notwithstanding Federal, State, or local laws applicable to such an Association, this Association may be dissolved and cease to exist on a 2/3 majority affirmative vote of the membership.

Section 2. In the event the membership sees fit to dissolve the Butler County Amateur Radio Association, all assets of the BCARA shall be transferred to another non-profit amateur radio club, association, society, or the like within a radius of 25 miles. Such recipient must be willing to accept all assets and dissemination of such assets will be governed by the Constitution and By-Laws of the recipient..

Section 3. In the event no non-profit amateur radio club, association, society or the like is willing to accept the assets of the BCARA, such assets will be sold and the funds transferred to the VEC division of the American Radio Relay League (ARRL) as a non-restricted donation.

Section 4. Until such time that a motion, properly seconded, to dissolve the Association is placed on the floor, the BCARA is free to buy, sell, trade, barter or otherwise exchange assets in any manner acceptable to its members.

ARTICLE VIII - AMENDMENTS TO THIS CONSTITUTION AND BY-LAWS

Section 1. A proposal for amending this Constitution and/or By-Laws may be presented by any member. Proposed amendments must be submitted in writing to the Board or to the membership at a regular meeting.

Section 2. A proposal for amending this Constitution and/or By-Laws will be accepted and considered a "Proposed Amendment" upon a majority affirmative vote of those voting at the regular meeting at which it is presented.

Section 3. A written copy of any "Proposed Amendment" shall be delivered to each member, electronically or via United States Postal Service, at least 72 hours prior to the meeting, notifying them of the intent to amend this Constitution and/or By-Laws. Notification shall include the date, time, and place of the meeting in which a vote on the amendment will be taken. Inclusion in the BCARA's monthly newsletter shall be deemed to satisfy this requirement.

Section 4. A "Proposed Amendment" shall take force and amend this Constitution and/or By-Laws immediately upon two-thirds affirmative vote of members present at the meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*, Revised shall govern the **Butler County Amateur Radio Association** in all cases not specifically covered by this Constitution and By-Laws.

Section 2 All other matters of procedure and practice not specifically stated in this Constitution and associated By-Laws nor addressed by *Robert's Rules of Order*, shall be reserved to the membership.

Butler County Amateur Radio Association (BCARA)

BY-LAWS

ARTICLE I - DUES AND FEES

Section 1. Dues shall be assessed to the membership on an annual basis beginning January 1.
[Amended August 8, 2011; Amendment I]

Section 2. Dues will be based on a "household" rather than individuals. A "household" shall include all licensed amateurs living therein without regard to age. Full-time students, temporarily away from home, shall be considered to be within the household.

Section 3. Dues shall be determined annually at the membership meeting in October. Prior to the October meeting, the Treasurer shall assess the reserves and anticipated needs of the association for the purpose of making a dues recommendation. *[See By-Law Article II, Section 4]*

Section 4. As may become prudently necessary, the membership may take upon themselves a special fee or assessment to address specific goals and needs of the BCARA. Such assessments should be linked to a specific project and shall not impact membership status.

ARTICLE II - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the BCARA, and conduct the same according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign all official documents, and perform all other customary duties pertaining to the Office of the President.

Section 2. The Vice-President shall assume the duties of the President in the absence of the latter. He/she shall execute other duties as may be assigned by the President.

Section 3. The Secretary shall keep an accurate record of all meetings of this association and the Board. He/she shall make said minutes available to all members in good standing for inspection upon request. He/she shall be responsible for maintaining an updated copy of the Constitution and By-Laws and having said copy at all meetings. The Secretary shall be responsible for maintaining an updated list of all committees. He/she shall be responsible for recording those members present and verifying that a quorum is present. The Secretary shall be responsible for all correspondence and make said correspondence available to all members in good standing for inspection upon request. The Secretary shall be responsible for a periodic newsletter, unless otherwise agreed upon, and notify each member of meetings. He/she shall at the expiration of his/her term, turn over all items belonging to BCARA, to his/her successor.

Section 4. The Treasurer shall receive and receipt all monies paid to the association. He/she shall keep an accurate account of all monies received and expended. He/she shall pay no bills without proper authorization of the membership. The Treasurer shall report all bills and

financial communications at each meeting. The Treasurer shall establish designated budget lines for routine operating expenses and develop a projection of financial needs for the ensuing year. This projection should be developed prior to the October meeting and reported at that time to the membership. [See By-Law Article I, Section 3]

The Treasurer shall maintain a listing of all property of the BCARA, and shall maintain a membership list as dues are paid and transmit updated information to the Secretary. Should the Butler County Amateur Radio Association seek incorporation status with the State of Ohio, the Treasurer shall be charged with the responsibility of maintaining the association's incorporation documents with the Secretary of State's Office, and shall provide a copy of the BCARA's incorporation papers to the Secretary. The Treasurer shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the BCARA, to his/her successor.

ARTICLE III – COMMITTEES

Section 1. Standing committees shall be:

1. Membership
2. Education
3. Publicity
4. Activities
5. Auditing

Section 2. The Chair and committee members of each Standing Committee shall be appointed by the President with the approval of a majority of the elected officers. Term of office of said Chairs and Committees shall normally be one year and shall expire upon appointment of new committees. They are, however, eligible for reappointment by succeeding officers.

Section 3. Duties of the Standing Committees:

- a. Membership Committee shall handle matters pertaining to membership in the association.
- b. Education Committee shall handle matters pertaining to instruction for both prospective (new) and currently licensed Amateurs. As needed, this Committee shall coordinate, with a volunteer examiner group, for examination services in the area.
- c. Publicity Committee shall be responsible for preparing and arranging for release of publicity through the media (press, radio, television, etc.) which may provide items pertaining to this association and amateur radio in general.
- d. Activities Committee shall be responsible for planning and coordinating various activities and events in which the BCARA may participate; *i.e.* Hamvention, ham fests, Field Day, contests, etc
- e. An auditing Committee, consisting of three (3) members appointed by the President at the November meeting, shall serve until the acceptance of its report at the January

meeting. The Treasurer's records, and all equipment and property of the BCARA shall be audited annually. The books shall be closed as of December 31, and the auditing committee shall report to the membership at the January meeting.

ARTICLE IV - AFFILIATION WITH AMERICAN RADIO RELAY LEAGUE

At the earliest possible moment, the BCARA shall endeavor to affiliate with the American Radio Relay League (ARRL) and shall maintain that affiliation so long as the ARRL affiliation requirements may be met.

ACCEPTANCE OF THIS CONSTITUTION and BYLAWS

By founding members present on 8 November, 2010, we have hereinto set our hands in acceptance of this document and the Articles therein.

Rick S. Langford: President
Donald R. Jeffers VICE PRESIDENT
Jermis R. Wells TREASURER
David Lowe Secretary
Gregory Broome
Tom Pault
Don O.K. Cherry
John D. Winterrod
Donald D. Hartley
Edward House
Wanda Morgan
Hudson Brainard K8RI
Lyle Mudge, K8CM

Butler County Amateur Radio Association (BCARA)

Amendments to this Constitution and ByLaws

Amendment I: Amending ByLaw, Article 1, Section 1

Reidentify Section 1 as Section 1a.

Add Section 1b.

New members affiliating, after July 1 of the current calendar year, may enjoy a one-time fifty-percent (50%) reduction of the regular annual dues. This reduction shall not apply to applicants who have held membership within the last three calendar years. *[Approved August 8, 2011]*

Amendment II:

Amend Article IV - Officers, Section 2 of the BCARA Constitution to read as follows:

"The officers shall be elected for a term of one (1) year, by a majority vote at the annual meeting in December. Eligible voters will consist of members present at the December meeting and members who return an absentee ballot by the date of the December meeting. An absentee ballot can be obtained from the BCARA Secretary after the official slate of officers is determined at the November meeting (see Article IV, Section 5). BCARA is not responsible for late or lost absentee ballots. The BCARA Secretary or their designee will verify that no member submits more than one ballot for this election. If the total number of ballots from eligible voters as defined above does not achieve a quorum at the annual meeting, the current officers shall remain in office until a quorum is present at the next regular meeting. A quorum is defined in Article VI, section 4.

ADOPTED MARCH 9, 2020