

**CONSTITUTION AND BY-LAWS ORLEANS  
COUNTY AMATEUR RADIO CLUB ORLEANS  
COUNTY, NEW YORK  
Revised and Adopted  
09/01/2012**

**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 **ORLEANS COUNTY AMATEUR RADIO CLUB** and enact this constitution as governing law. The objects of this organization are:

1. To provide a source of radio, electronics, and communication talent for the betterment of the general community, and protection of its citizens in times of disaster and emergency.
2. To provide an association from which the members may derive pleasure, improve operating and technical skills, and benefit through their mutual interest in Amateur Radio.
3. To inform the community of club activities so as to encourage public interest in Amateur Radio.
4. To provide a source of inspiration and help for those aspiring to become Radio Amateurs.

**ARTICLE I  
NAME, FISCAL YEAR AND HEADQUARTERS**

**Section 1:** The association shall be the **ORLEANS COUNTY AMATEUR RADIO CLUB**.

**Section 2:** The fiscal and election year shall be from September 1 to August 31, both inclusive.

**Section 3:** The headquarters of the Orleans County Amateur Radio Club shall be located in Orleans County, state of New York.

**ARTICLE II  
MEMBERSHIP**

**Section 1:** Any person interested in Amateur Radio shall be eligible for membership.

**Section 2:** There shall three categories of membership:

**FULL MEMBER:** Any licensed radio amateur holding a current license issued by the United States or any other national government. Full members shall receive all privileges as are specified herein.

**ASSOCIATE MEMBER:** Any non-licensed person with an interest in amateur radio. Associate members shall receive all privileges as specified herein except they may not vote or hold elective office.

**AFFILIATE MEMBER:** Any former member of OCARC or other deserving person, who for reason of circumstances may be granted such a status by the Board of Directors. Such reasons may be but are not limited to:

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- a) Entering the Armed Forces.
- b) Being a full time student away from the area.
- c) An extended or serious illness.

Affiliate members shall receive all privileges as specified herein except that they may not vote or hold elective office. No dues are to be paid by Affiliate members.

**Section 3:** The privileges of a member shall not terminate except upon the happening of any of the following events

**Death, Resignation, Expulsion** of the member  
**Dissolution Liquidation** of the Orleans County Amateur Radio Club

**Section 4:** Application for membership and dues shall be accepted by the Board of Directors.

**Section 5:** Upon recommendation of the Board of Directors, any member may be expelled with cause by a vote of two thirds of the full members present at a regularly scheduled meeting. A member shall be automatically expelled upon any conviction for any offense which results in revocation of the members FCC license. Disciplinary procedures shall otherwise be conducted according to Robert's Rules of Order.

**ARTICLE III  
OFFICERS AND DIRECTORS**

**Section 1:** Only full members in good standing shall be eligible to hold office. All officers shall be elected for one year terms. Directors shall be elected for one year terms. Officers and Directors may be elected for a number of successive terms, except that the office of president shall not be held by the same person for more than two consecutive terms.

**Section 2:** The officers of OCARC shall be **President, Vice President, Secretary, Treasurer, and 2 Meter Net Manager**. Any officer may with the approval of the Board of Directors, appoint assistants to carry out the duties of that office.

**Section 3:** All officers and directors shall be members of the Board of Directors. Other duties of officers include:

**PRESIDENT:** The president shall preside at all meetings of OCARC in an impartial manner; **shall not vote** on any question that comes before the meeting except in case of equal division when the chair person will vote to decide the question; shall appoint all committee chair persons; shall be an ex-officio member of all committees; shall insure that all provisions of this Constitution, the By-Laws, and other policies are properly carried out. The drafting of the annual report shall also be the responsibility of the president.

**VICE PRESIDENT:** The vice president shall perform all the duties of the president in the absence of that officer and shall be responsible for the planning and facilitation of all educational and training programs.

**SECRETARY:** The secretary shall keep the minutes and attendance records of all general and board meetings, keep a roll of members, carry on all correspondence, and read communications at each meeting and maintain the club scrapbook. It shall be the duty of the secretary to keep the

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Constitution and By-Laws of the club and have the same at every meeting, and shall cause all amendments, changes and additions to be noted thereon and shall permit the same to be consulted by members upon request. At the end of a term in office the secretary shall turn over all items belonging to the club to the successor.

**TREASURER:** The treasurer shall receive all monies and other assets due to OCARC; shall disburse Orleans County Amateur Radio Club funds at the direction of the Board; shall keep an accurate record of all monetary assets and shall issue regular statements to the membership; shall make the records available for inspection by members or the Audit Committee. All checks and withdrawals must be signed either by the treasurer or president of OCARC.

**PAST-PRESIDENT:** The immediate past president shall be a member of the Board of Directors to provide counsel and advice based on the experience gained while serving as president.

**2 METER NET MANAGER:** Oversee operation of the weekly Orleans County 2-Meter Net that meets every Tuesday and also the 2-Meter Simplex net that meets every third Monday of the Month. Maintains the Net Control schedule, training in proper net procedures, and message handling.

**DIRECTOR:** The director shall have such duties as prescribed in Article IV.

**Section 4:** Vacancies in the office of president shall be filled by the vice-president. Vacancies in all other elected positions shall be filled by a special election held as soon as possible after the vacancy occurs and with notification as specified in Article V. Section 2. If for any reason the outgoing president cannot fulfill the duties of past-president, the position shall be filled by the outgoing vice-president. If both are unable to fulfill the duties of past-president then the position shall be filled for the remainder of the term by special election as prescribed above.

**Section 5:** Any or all of the members of the Board of Directors of OCARC may be removed with cause by a two-third vote of the members of OCARC. The Board of Directors may remove any director with cause by a vote of four members of the Board.

**Section 6:** Should a board vacancy occur, the president may appoint the position for the remainder of the term as a Provisional Appointment until

**ARTICLE IV  
BOARD OF DIRECTORS**

**Section 1:** The Board of Directors (also known as the "Board") shall be the governing body of OCARC. The Board shall have the power to overrule the actions of any officer, a majority vote of the Board being required.

**Section 2:** The Board shall consist of the president, vice-president, secretary, treasurer, net-manager, past-president and director. A minimum of four Board members shall constitute a quorum.

**Section 3:** The duties of the Board of Directors shall be:

- A. To facilitate in all possible manner the objectives and purposes specified in the preamble.
- B. To consider all new business of OCARC and prepare it for presentation to the membership as appropriate.

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- C. To authorize all expenditures and plan fiscal policy and to do so in a manner that does not create indebtedness beyond the assets of OCARC. The Board shall cause the financial records of OCARC to be audited at least once each year by a committee appointed by the president.
- D. To review all applications for membership in OCARC.
- E. To specify the date, time, and place for all regular, special, nomination and election meetings and issue proper notice to all members.
- F. To receive committee reports and recommendations and to present details of same along with policies which it has approved effecting the activities and administration of OCARC.
- G. To be responsible for all assets belonging to OCARC, And to accept all donations on behalf of OCARC.
- H. To make known to the members of OCARC the dates and times of all Board meetings and to encourage members to attend and provide input to Board proceedings.

**ARTICLE V  
ELECTIONS**

**Section 1:** The president shall appoint a nominating committee. This committee shall prepare a slate of officers and directors which shall be presented to the membership at the August meeting each year. Nominations may also be presented from the floor at this time.

**Section 2:** The annual Election meeting shall be held in September of each year. The secretary shall certify that nominees meet all qualifications to hold office and shall submit a list of the candidates for each office to the newsletter editor to be published in the newsletter at least 24 hours prior to the election.

**Section 3:** Voting shall be by secret ballot and a simple majority of those present shall be required for election. In the event that three or more candidates have been nominated for an office, and none receives a majority, the two candidates who receive the largest number of votes shall then be voted upon by the members as provided above.

**ARTICLE VI  
MEETINGS**

**Section 1:** Orleans Amateur Radio Club shall regularly hold general membership meetings at a time and place determined by the Board.

**Section 2:** The regular meetings shall be devoted primarily to activities promoting the objectives specified in the preamble, through the presentation of programs, technical discussions and other items of general interest to the members and the community.

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**Section 3:** Special meetings may be called by the Board of Directors as necessary.

**Section 4:** Nominating and Election meetings shall be held as specified in Article V.

**Section 5: Attendance of 25% or more Full Members in good standing shall constitute a quorum at membership meetings for the transaction of business.**

**Section 6:** All meetings of the Board of Directors and the general membership meetings shall be conducted according to Parliamentary Rules as set forth in Roberts Rules of Order. The president shall have power to limit the debate on any subject, and any limitations established by the president shall govern unless overruled by a two-thirds vote of the members present at the meeting.

**ARTICLE VII  
DUES AND ASSESSMENTS**

**Section 1:** Annual dues shall be payable at the beginning of the fiscal year, September 1. If members' dues remain in arrears after December 31, that member shall be deemed to have resigned membership and immediately lose all privileges. Any such former member must comply with Article II, Section 4, in order to regain membership.

**Section 2:** Dues shall be specified in the OCARC By-Laws. Any person, who applies for membership after March 1, shall only pay one-half of the annual dues specified.

**Section 3:** The Board of Directors may, from time to time, recommend additional assessments to the membership to meet unbudgeted expenses. A vote of three-quarters of the members present at any regular meeting shall be necessary to enact such assessments which may be an amount no greater than the annual dues.

**ARTICLE VIII  
AMENDMENTS**

**Section 1:** Any article of this Constitution may be altered, amended or suspended at any time in the following manner.

A. Proposals for amendments shall be submitted to the Board of Directors in writing at or before any Board meeting.

B. The Board shall consider the proposal, make its recommendation, and provide any clarification which may be required for fully informing the membership.

C. The Board shall submit the proposed amendment to a general membership meeting. The full text of the proposal and any relevant information shall be submitted to the Newsletter editor to be published in the Newsletter at least 30 days prior to the meeting at which the proposed amendment is voted upon by the general membership. A two-third vote of the full members in good standing, present at that meeting shall be required for passage.

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**ARTICLE IX  
DISSOLUTION**

**Section 1:** Upon the dissolution of Orleans County Amateur Radio Club, the Board of Directors shall:

- A. To make provision for payment of all OCARC liabilities.
- B. Dispose of all assets held by the Club to such organizations operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenues Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law, as the Board of Directors shall determine.

**ARTICLE X  
ENACTMENT**

**Section 1:** The Constitution and By-Laws heretofore in force are hereby revoked and superseded by these Articles.

**Section 2:** This Constitution approved by the Orleans County Amateur Radio Club membership shall be effective on November 14, 2005.

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**BY-LAWS OF ORLEANS COUNTY AMATEUR RADIO CLUB**

1. It shall be the intent of Orleans County Amateur Radio Club to encourage members to join the American Radio Relay League (ARRL) in order that privileges and benefits of such affiliation will be available to Orleans County Amateur Radio Club members.

2. Annual dues for OCARC shall be as follows:

A. The annual dues for FULL MEMBERS shall be \$15.00 per year. Control of the amount of annual dues is vested exclusively in the members.

B. The annual dues for ASSOCIATE MEMBERS shall be \$15.00 per year.

C. Any FULL MEMBER may elect to enroll other members of their immediate family in OCARC. These individuals shall have membership as provided in Article II,

**Section 2.**

These family members would include:

1. Immediate family members residing at the same mailing address.

2. Grandchildren under 21 years old of full members acting as mentors, when their parents are not licensed Amateur Radio operators.

The annual dues will be paid as a Family Membership at a cost of \$20.00 Per Family.

**COMMITTEES**

- The following Committees shall be formed for various club functions:

**PROGRAM:** The Program Committee shall be responsible for providing appropriate programs at club meetings.

**NEWSLETTER:** The Newsletter Committee shall publish and mail to all members in good standing a monthly report of OCARC activities, meetings and other items of general interest. The Newsletter shall also be the means for all required notifications specified in the Constitution and By-Laws. The Newsletter Editor shall be encouraged to attend all the Board meetings.

**PUBLICITY:** The Publicity Committee shall prepare all publicity for distribution to the various media and interested organizations. All releases shall be of such nature as to create a good public image for OCARC. The chair of the Publicity Committee shall be known as the Public Information Officer (PIO) and shall maintain liaison with the ARRL Western New York Public Information Coordinator (PIC).

**ACTIVITIES:** The Activities Committee shall be responsible for all operating and social programs of OCARC such as **Contests, Field Day, Picnics, ETC.** The Committee shall work closely with the ARES Emergency Coordinator and the RACES Radio Officer to insure active OCARC participation in these public service activities.

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**INTERFERENCE:** The Interference Committee shall be responsible for investigating complaints of interference to and from other electronic devices. It shall use a diplomatic approach when discussing the details with a complainant and shall, in every reasonable way, attempt to discover the cause of the interference and make appropriate suggestions for correcting the problem. It shall assist the Publicity Committee in preparing press releases or other literature aimed at educating the public relative to interference problems, causes and solutions. it shall also assist the Program Committee in obtaining materials and programs that will aid members in eliminating problems in their own equipment.