

C.A.R.E. By-Laws

1. Elected Officers and Appointed Positions:

a. President

The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and the club By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

b. Vice President

The Vice-President shall assume all the duties of the President in his/her absence, or of the Secretary or Treasurer. In addition, he/she shall organize club activities, and advance club interest and activity as approved by the club. He/she shall maintain liaison with the local Jackson County ARES ® (JCARES) to further club participation in the Amateur Radio Emergency Service®.

c. Secretary

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the Constitution and shall permit it to be consulted by members upon request.

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, process applications, carry on all correspondence, read communications at each meeting, and send meeting notices to each member.

Secretary will conduct a roll call by methods determined by the Secretary before the beginning of each club meeting. The Secretary may assign a club member to conduct roll call. The purpose of the roll call is to count members present and acknowledge visitors.

d. Treasurer

Treasurer duties include receiving and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no moneys without proper authorization (by the club or its officers constituting a business committee).

e. Member at Large

A Member at Large shall be nominated and elected by non-board members. Their responsibility shall be to focus on protection of the membership goals and interests. Members at Large shall be limited to one for the first 15 members. For every additional 20 new members an additional Member at Large will be nominated and elected. The Member(s) at Large are voting members of the board.

f. **Public Information Officer (PIO)**

A Public Information Officer (PIO) shall be appointed to represent Amateur Radio and the club membership to the public. The PIO will attend Board Meetings, but will not cast votes.

2. Membership

Full membership is open to licensed Radio Amateurs. Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons.

Full membership includes all club privileges as well as rights to hold a club office and to vote.

Associate membership includes all club privileges except for the right to hold office and vote. Applications for membership shall be submitted at regular meetings.

Members should abide by the Amateur's Code.

For removal of a member, one-third of the membership, or a majority of the board, can initiate the process. Upon conclusion of a board investigation appropriate to the circumstance the matter will be brought before the membership for a vote. Removal requires a two-thirds affirmative vote of those members present.

3. Meetings

Regular meetings shall be held monthly on the second Tuesday of the month at 6:30 pm (1830). Special meetings may be called by the President upon the request of any two club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

In order to conduct business, a majority of the officers must be present at the meeting. An affirmative vote of at least 51% of the club members present shall be requisite for all transaction of general business.

4. Board Meetings

Board meetings may be held monthly on a date decided by the President and acceptable to a majority of the board members. Special board meetings will occur as needed.

5. Annual Dues

It will be the responsibility of the Board to set membership dues. Rates will be made available to the membership by posting on the website. Copies of rates shall be in the possession of the Secretary and so marked on member applications.

Annual membership dues are to be paid no later than the end of the January club meeting to remain a member in good standing.

Members who have not paid annual dues by the end of the January meeting will be considered inactive and shall have no voting privileges. Members who have not paid their membership dues by the end of the March club meeting shall be removed from the membership roster.

Members who choose to join CARE and RVARC will have the choice of dual membership, dues as determined by the Board.

Members joining in November or December shall be considered paid members for the following year. Dues shall be determined by the Board.

6. Officer Elections

Officer nominations will be held annually at the regularly scheduled October meeting. At the October meeting the President will entertain a motion for nominations from the floor. Nominees must decline by or before the November meeting. Voting will take place at the November meeting. Officers will assume their elected office January first of the following year. Voting will be done using paper ballots and verified against the membership roster.

7. Amateur Radio Emergency service – ARES ®

ARES® is a program of the American Radio Relay League -- our club will conduct themselves in accordance with the Rules and Regulations of the ARRL's Field Organization as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications.

8. (Reserved)

9. Raffle

The Board shall be authorized, but is not compelled, to expend club funds in an amount not to exceed that which shall be established from time to time by a vote of the membership, for the purchase of a raffle item for the club's monthly meeting. Gifts or donations may be accepted on behalf of the club for the purpose of providing an item to Raffle for the general membership.

The Board shall take suggestions from any member of the club for items to be purchased, donated, or gifted to the club for the purpose of a Raffle.

The Board is authorized to set the terms for any and all raffles, but ticket sales must meet or exceed the cost (or stated value by a donor) of any raffled item.

10. Petty Cash Fund

The Club authorizes the Board to have a monthly Petty Cash fund or account for the purposes of miscellaneous or necessary expenses. The amount of the Petty Cash account or fund is determined by the Club.

Such expenses will be issued under the authority of the Treasurer and one other officer, and documented by the Secretary. All transactions will be open for general membership inspection and included in the monthly Treasurer report.

Expenses above the amount of Petty Cash will be brought to the general membership for a vote of approval.