

CONSTITUTION AND BY-LAWS

SARATOGA COUNTY RADIO AMATEUR CIVIL
EMERGENCY SERVICE ASSOCIATION, INC.

Founded April 9, 1973
Incorporated June 20, 1977

ARTICLE I - NAME

SARATOGA COUNTY RADIO AMATEUR CIVIL EMERGENCY SERVICE ASSOCIATION, INC.

Certificate of Assumed Name - Saratoga County Amateur Radio Association

ARTICLE II - OBJECTIVES

- A. To support the objectives of the Radio Amateur Civil Emergency Service (RACES) in Saratoga County, New York.
- B. To provide communications services to Municipal, Civic, and other organizations in the public interest.
- C. To sponsor educational and other services and activities for the promotion of interest in Amateur Radio in the community.

ARTICLE III - MEMBERSHIP

Section I - Eligibility

- A. bona fide interest in Amateur Radio.

Section II - Classes of Membership

- A. Full - individual licensed radio amateur, current in his/her dues.
- B. Family - all licensed radio amateurs within a family group, current in their dues.
- C. Others - as prescribed by the Board of Directors*.

Section III - Membership Benefits

- A. Any class of member may participate in all Association-sponsored activities.
- B. Except as otherwise provided herein, only Full members may vote, hold office, or sign petitions.
- C. Each person in a Family membership shall be counted as a Full member per Paragraph B of this section.

Section IV - Removal from Membership

- A. A member may be removed from the Association for non-payment of dues, after 30 days notice.
- B. A member may be removed from the Association by an affirmative vote of five members of the Board of Directors, upon presentation to the Board of a petition signed by five Full members, describing sufficient grounds for removal. The member shall be allowed a reasonable opportunity to provide testimony in his/her defense before the Board votes. Should said member also be a member of the Board, he/she shall have no vote in the proceeding.

ARTICLE IV - MEETINGS

Section I - Annual Business Meeting

The annual Business Meeting shall be the May meeting of the Association, and shall include the election of officers.

Section II - Regular Meetings

Regular meetings shall be held on the second Monday of each month during the entire year. A meeting date may be changed or cancelled by the President or Board of Directors to accommodate a special event or other circumstances.

Section III - Notice of Meetings

Notice of meetings shall be sent to all members, stating date, time and place. This notice may be in the form of a club news bulletin. Notices and/or bulletins may be sent to other persons or organizations in the amateur community as directed by the Association President.

Section IV - Quorum

Ten percent of the voting membership shall constitute a quorum at regular meetings and the annual Business Meeting, voting by proxy, absentee ballot, or in-person.

ARTICLE V - OFFICERS

Section I - Officers

The Officers of the Association shall be:

- A. President
- B. Vice -president
- C. Secretary
- D. Treasurer

These officers shall be elected annually.

Section II - Duties

- A. Duties of the President: Conduct all meetings and have general supervision of the affairs of the Association.
- B. Duties of the Vice-President: To assume the duties of the President in his/her absence.
- C. Duties of the Secretary: Keep the minutes of all meetings. Notify the membership of all meetings. Handle and file all Association correspondence as required.
- D. Duties of the Treasurer: To collect all dues. Pay all bills, after proper authorization. Keep record of all funds received and expended. Keep an active roster list of all members and aid the secretary with addresses for mailings.

ARTICLE VI - BOARD OF DIRECTORS

Section I - Composition of the Board

The Board of Directors shall be comprised of nine members as follows:

- A. The four elected Officers of the Association named in Section I of Article V of these By-Laws. These officers shall serve in the same capacity on the Board as they do in the Association.
- B. Four additional representatives, elected annually, each of whom shall carry the title of Director.
- C. The Saratoga County RACES Radio Officer, or his/her designated alternate, who must be a Full member of the Association.

Section II - Candidates

Candidates for office may be nominated by petition signed by five or more Full members, provided that such petitions be filed with the Secretary before balloting starts at the annual Business Meeting, In addition; The Board of Directors shall appoint a nominating committee which shall nominate one or more candidates for each office.

Section III - Elections

- A. All Officers and the four elected Directors shall be elected at the annual Business Meeting, provided there is a quorum.
- B. Voting shall be by ballot whenever there is more than one candidate for any position.

Section IV - Term of Office

- A. Officers and Directors elected at the annual Business Meeting shall continue in office for one year, beginning the first day of the month following their election (normally June 1), or until such time as they are replaced by duly elected successors.

B. Officers and Directors elected to fill vacancies occurring between annual Business Meetings shall take office upon election.

Section V - Vacancies

A. Vacancies occurring between elections shall be filled by special ballot at the first regular meeting following the official announcement of such vacancy, except as provided in Paragraph B of this Section.

B. On vacancy of the office of President, the Vice-President shall become president.

C. On vacancy of any elected office other than President, the President shall make an interim appointment to that office, said appointee to serve until a successor is elected.

Section VI - Removal of Officers

An Officer or Director of the Association may be removed from office by majority vote of the members present at any regular meeting, upon presentation to the Secretary of a petition, signed by five full members, describing sufficient grounds for removal. The officer in question shall not chair the meeting, nor have a vote in this proceeding, but will be allowed to provide testimony in his/her behalf before the vote.

Section VII - Powers

The Board of Directors shall have the power to:

A. Manage the affairs of the Association, to plan and promote measures for its growth.

B. Transact the business of the Association in the interim between meetings and report same at the next meeting.

Section VIII - Meetings

Meetings of the Board of Directors shall be monthly and regularly scheduled. Changes may be made by the President, on advice of the Board.

Section IX - Quorum

Five members of the Board of Directors shall constitute a quorum at all meetings.

ARTICLE VII - COMMITTEES

The Board of Directors shall establish and shall be responsible for the performance of such Committees as are deemed necessary for the proper operation of the Association. The duties of the Committees shall be defined by the Board of Directors.

ARTICLE VIII - CONDUCT OF MEETINGS

Section I - Order of Business - Regular Meetings

The order of business shall be at the discretion of the presiding officer, but normally it will be as follows:

- A. Call to order
- B. Roll call (normally taken in writing)
- C. Reading of minutes
- D. Communications
- E. Treasurer's report
- F. Radio Officer's report
- G. Committee reports
- H. Old business
- I. New business
- J. Program
- K. Adjournment

Section II -Order of Business -Annual Business Meeting

The order of business at the annual Business Meeting shall normally be:

- A. Call to order
- B. Roll call (normally taken in writing) C Reading of minutes
- D. Annual report of Secretary
- E. Annual report of Treasurer
- F. Annual reports of Standing Committees
- G. Business
- H. Election of Officers
- I. Program
- J. Adjournment

Section III - Order of Business - Board Meetings

The order of business at the meetings of the Board of Directors shall normally be as follows:

- A. Call to order
- B. Roll call (normally taken in writing)
- C. Reading of minutes
- D. Communications
- E. Treasurer's report
- F. Radio Officer's report
- G. Committee reports
- H. Old business
- I. New business
- J. Adjournment

Section IV -Parliamentary Authority

The current edition of Robert's Rules of Order shall be the authority for parliamentary procedure at all meetings, except as otherwise provided herein.

ARTICLE IX - FINANCES

Section I -Fiscal Year

The fiscal year shall be the calendar year.

Section II - Dues

Dues and other fees shall be as prescribed by the Board of Directors*.

Section III - Expenditures

Reasonable expenses may be incurred at the discretion of Officers and Committee Chairmen, subject to the limitations set by the Board of Directors*.

ARTICLE X -AMENDMENTS

The Constitution and By-Laws may be amended at any regular meeting by majority vote of the membership, voting by proxy, absentee ballot, or in-person, provided that advance written notice of any proposed change has been forwarded to all members.

ARTICLE XI - STATION LICENSES

A Trustee for all station licenses shall be appointed by the Board of Directors in accordance with established regulations governing Amateur Radio.

*Special note: See "Board of Director Directives" for each business year.

Revised: May 12, 1978

April 13, 1987

September 25, 1995

September 11, 2006**

**This revision was adopted at the meeting of the Association on: September 11, 2006