

# CONSTITUTION

of the

## GARDEN STATE AMATEUR RADIO ASSOCIATION, INC.

### PREAMBLE

We, the undersigned, being desirous to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, by furthering better cooperation among its members, developing individual efficiency, and furthering the interests of amateur radio in the general community, do hereby constitute ourselves the

GARDEN STATE AMATEUR RADIO ASSOCIATION, INCORPORATED,  
a NON-PROFIT ORGANIZATION, and do enact this Constitution as our governing law.

### ARTICLE I - MEMBERSHIP

#### SECTION I

All persons interested in amateur radio shall be eligible for membership. The word "amateur" shall be defined as an individual interested in radio technique solely with a personal aim and without pecuniary interest.

#### SECTION II

There shall be seven (7) types of membership:

- A. Active Member- Election to Active Membership shall be limited to persons holding a valid amateur radio operator license. Active Members shall pay dues and fees and be eligible to vote.
- B. Associate Member- Election to Associate Membership shall be available to persons interested in amateur radio activities. Associate Members shall pay dues and fees and be eligible to vote.
- C. Life Member- Election to Life Membership shall be available to persons recommended by the Trustees. Life Members shall **not** pay dues or fees and shall be eligible to vote.
- D. Honorary Member- Election to Honorary Membership shall be available to persons recommended by the Trustees. Honorary Members shall **not** pay dues or fees and shall **not** be eligible to vote.
- E. Student Member- Election to Student Membership shall be limited to full time students under the age of eighteen years. Student Members shall pay one-half (1/2) dues and fees and be eligible to vote.
- F. Military Member- Election to Military Membership shall be limited to military personnel on active duty. Military Members shall **not** pay dues or fees and **not** be eligible to vote.

- G. Family Member- All interested persons in a family sharing a common household may become members by a single annual dues payment of five dollars (\$5) more than the individual annual dues. Each Family Member shall have the privileges of an Active Member (if licensed), Associate Member (if unlicensed), or Student Member as appropriate with full eligibility to vote. Each Family Member shall be listed on the roster but there will be a single mailing to the household.

## **ARTICLE II – MEETINGS**

### **SECTION I**

GSARA Club meetings will be held on the first and third Wednesday of each month.

- A. Cancellation- Any meeting may be canceled or postponed by the President with the approval of a majority of Officers. Notification of cancellation will be sent by the Secretary to all members.
- B. Membership Meeting- The Membership Meeting shall be held once each month and fall on the first Wednesday of the month. The agenda will be as determined by the presiding officer. There shall be a minimum of business conducted at this meeting which requires a plurality of votes as provided by these By-Laws. This provision does not preclude the acceptance of new members and funding of an immediate nature.
- C. Business Meeting- The Business Meeting shall be held once each month and fall on the third Wednesday of the month.
1. Due to scheduling conflicts, the Business Meeting may be moved to the first Wednesday of the month by the President with the approval of a majority of officers. Notification must be sent by the President to all members prior to the rescheduled Business Meeting.

## **ARTICLE III – NOMINATIONS, ELECTIONS & INSTALLATION**

### **SECTION I**

The Officers and Executive Committee of this association shall be President, Vice President, Secretary, Treasurer, and Chief Engineer.

### **SECTION II**

The Officers shall be elected from the Active Membership roster for a term of one (1) year by a majority ballot of members present. The election shall be held annually at the Business meeting in November. Elected Officers may serve an unlimited number of consecutive terms in the same office. The office of Secretary may be an Associate Member. No Officer may simultaneously hold more than one elected office.

### SECTION III

There shall be eight (8) trustees. They shall consist of the five (5) Elected Officers and three (3) Active Members appointed by the President. The term of the Presidential appointees shall run commensurate with the term of the appointing President; however, they may be available to serve additional terms at the discretion of the succeeding President.

- A. The Slate of trustees shall be presented to the membership at the Business meeting in February and published in the Propagator.
- B. One appointed Trustee shall be designated as Station Licensee Trustee.
- C. One appointed Trustee shall be designated as Agent Trustee.

### SECTION IV

#### A. NOMINATIONS

- 1. A Nominating Committee of three (3) Active Members shall be appointed by the President at the Business Meeting in September.
- 2. The Nominating Committee shall submit a slate of candidates at the Business meeting in October.
- 3. Further nominations may be made in writing to the Nominating Committee prior to the Business meeting in October or may be made from the floor at the Business Meeting in October.

### SECTION V

#### A. ELECTIONS

- 1. Elections shall be held at the Business Meeting in November.
- 2. The President shall appoint an Election Officer who shall supervise and conduct the election. The President shall appoint two (2) tellers as assistants to the Election Officer.
- 3. Voting for each office shall be by secret written ballot of members present in the order specified in Article III Section I.
- 4. If there is only one nomination for an office, the Secretary may be empowered by the Presiding Officer to cast the electing ballot.
- 5. A majority of the votes cast shall constitute a winning vote. A tie shall be decided by as many subsequent ballots as required to determine the winning vote.
- 6. After all the elective offices have been filled, the President shall then discharge the Election Officer and the Tellers.

## SECTION VI

### A. INSTALLATION

1. At the first Business meeting in December, the President shall install the newly elected officers present.
2. The President shall ask each newly elected officer if he will observe the Constitution and the By-Laws of the association until his successor has been duly elected and installed.
3. Upon receiving an affirmative answer from each of the newly elected officers, the President will hand over the gavel to the new President and declare the new officers duly elected and installed for the ensuing year.
4. Vacancies occurring between elections shall be filled by special ballot at the first Business Meeting after the vacancy is announced. The term being filled by vacancy shall expire at the next election.
5. Officers may be removed on motion at the Business Meeting of any month by two thirds (2/3) vote of members present.
6. Any Officer or Trustee may resign from such position at any time by giving written notice to the President or Secretary.
7. Any Officer absent from three (3) consecutive Business Meetings in a one-year period or who does not otherwise properly perform the duties of their office, may be required to relinquish his office.

## **ARTICLE IV - DUTIES**

### SECTION I

The President shall:

- A. Preside at all meetings of this association.
- B. Conduct the meetings in accordance with Robert's Rules of Order for the transaction of business when not in conflict with the Provisions of this Constitution.
- C. Enforce this Constitution and By-Laws.
- D. Decide all questions of order.
- E. Sign all official documents, Agreements and Contracts committing the Club to obligations (Financial or Legal) when authorized by majority vote of the general membership.
- F. Perform all customary duties pertaining to the office of the President.
- G. Appoint all committees and be an ex officio member of all Committees.

## SECTION II

The Vice-President shall preside and assume all duties of the President in his absence.

## SECTION III

The Secretary shall:

- A. Keep records of the proceedings at all meetings.
- B. Forward all records to his successor.
- C. Have copies of the Constitution and By-Laws with approved amendments available at all meetings.
- D. Accept applications for membership.
- E. Receive all correspondence, legal or otherwise, and present it at the next meeting to the President for disposition.

## SECTION IV

The Treasurer shall:

- A. Receive all moneys paid to the association and deposit same in the GSARA bank account.
- B. Keep an accurate account of receipts and expenses.
- C. Pay no bills without authorization of at least one other officer.
- D. Report at the Business meeting of each month and make available the report to the Secretary for inclusion into the minutes,
  - 1. The total income for the previous month.
  - 2. The total expenses for the previous month.
  - 3. The closing balance for the previous month.
  - 4. Such other items as he deems relevant.
- E. Maintain a roll of the membership.
- F. Submit a detailed report at the last Business Meeting in November indicating:
  - 1. The opening balance.
  - 2. The receipts.
  - 3. The expenses.
  - 4. The closing balance for the previous year.
- G. An itemized bill, receipt or voucher is required for any transaction.
- H. Forward all records to his successor.

## SECTION V

The Chief Engineer shall:

- A. Be responsible for the construction and/or maintenance and inventories of equipment owned or leased by the association.
- B. Be available for consultation on engineering problems involving any member's station.
- C. Be responsible for determining which items in the club inventory will be made available for sale, assign the suggested selling price and present his recommendation to the membership for approval.

## SECTION VI

The Station License Trustee shall:

- A. Be the station licensee of the association's amateur radio license.
- B. Hold a valid extra class license.
- C. Ensure the legal operation of any station operating under the association call sign.

## SECTION VII

The Agent Trustee Shall:

- A. Be the agent for the corporation.
- B. Be responsible to the President for any legal correspondence as required by the appropriate government agencies.

## **ARTICLE V – CONDUCTING BUSINESS**

### SECTION I

The By-laws shall:

- A. Provide for regular and special meetings.
- B. Require a quorum of ten (10) members eligible to vote to conduct business at all meetings.
- C. Require at least one officer to be present at all meetings.

## SECTION II

All expenditures shall be approved at a Business Meeting by majority vote of members present (except as provided for in Article II, Section I, B.).

## SECTION III

In the absence of a quorum at a regular meeting, the executive committee shall be empowered to conduct business provided such business does not involve expenditures in excess of fifty dollars (\$50.00).

## **ARTICLE VI - DUES**

### SECTION I

- A. The membership year shall commence each year on the first day of January.
- B. Membership dues are payable on or before the first day of January.
- C. Members who have not paid their dues by the first Wednesday in March, will be removed from the roster and so informed by the Treasurer.
- D. New members enrolled between June 30 and December 1 will be assessed at one-half (1/2) the yearly rate.
- E. New members enrolled during December will pay the full yearly dues applicable to the following year.

## **ARTICLE VII – AMENDMENTS**

### SECTION I

- A. This Constitution and/or By-Laws may be amended by a two-thirds (2/3) vote of members present.
- B. Proposals for amendments may be submitted by any member in writing to the Secretary and be read into the minutes at the next Business Meeting.
- C. The Secretary shall notify all members prior to the vote of the intent to amend the Constitution and/or By-Laws and the date the vote is to be taken.
- D. Approved amendments will be published in the next Newsletter and updated on the Website.

## **BY-LAWS**

### SECTION I

Applications for membership shall:

- A. Be submitted in writing to the Secretary and presented at the next meeting.
- B. Show a willingness by the applicant to abide by the Constitution and By-Laws and such rules as from time to time are promulgated by this Association.
- C. Each type of membership (Article I, Section II) requires approval by two thirds (2/3) of members present.

### SECTION II

- A. At least fifty one percent (51%) of the Active Members shall be members of the American Radio Relay League.
- B. The number of Associate Members shall not exceed forty-nine percent (49%) of the Active Members.

### SECTION III

- A. Regular meetings shall be held twice each month, when practical, at such time and place as the President shall designate.
- B. Special meetings may be called by the President upon written request by any five (5) members, one of whom may be the President.
- C. Notices shall be sent to all members by the Secretary informing them of special meetings as to the time/place and the business to be transacted.

### SECTION IV

The dues shall be established by the executive committee and approved by the membership.

### SECTION V

There shall be no initiation fee.

### SECTION VI

In the event of dissolution of the Garden State Amateur Radio Association, all assets remaining after all debts are satisfied shall be donated to the American Red Cross.