BYLAWS OF *THE* NANAIMO AMATEUR RADIO ASSOCIATION (NARA)

Here set forth in numbered clauses are the By-laws providing for the matters referred to in Section 6(1) of the Society Act and any other by-laws.

Article 1 – Membership

Section 1

The members of the Association are the applicants for incorporation of the Society, and those persons who subsequently have become members in accordance with these By-laws and, in either case, have not ceased to be members. All persons interested in Amateur Radio shall be eligible for membership. Membership shall be by application, and approval upon such terms as the Association may provide.

Section 2

There shall be 5 classes of membership:

A. FULL MEMBERS – Being holders of a certificate of proficiency in Amateur Radio, who will have all voting privileges.

B. JUNIOR MEMBERS - Being those under the age of 19 who otherwise would be eligible to be Full Members, who will not be entitled to vote until their 19th birthday, at which time they will automatically become full members.

C. ASSOCIATE MEMBERS – Being persons who do not have a certificate of proficiency in Amateur Radio who may not vote on any business or matter relating to nomination or election of Officers and Directors, or on any question relating to an amendment to the Constitution and By-laws or on any question relating to amateur radio operation. The number of non-voting members in the Association at no time shall exceed the number of voting members.

D. LIFE MEMBERS

1. Pre-requisite – A full member of the Association for ten years who is judged to have outstanding contribution to the Association or Amateur Radio, who will have all voting privileges.
2. Requirements to elect – Unanimous vote of the Executive to nominate. Two-

thirds affirmative vote at regular meeting. Upon election, the life member is exempt from any and all dues of the Association.

E. HONOURARY MEMBERS

1. Can be any person who at a general meeting of the Association is deemed significant in terms of the purposes of the Association and whose standing as an honourary member will be a benefit to the Association.
2. Exempt from any and all dues of the Association.
3. No voting privileges.
4. Requirement to elect: - Unanimous vote of executive.

Section 3

The Association's fiscal year shall date from the 1st of November through to the 31st of October.

Section 4

1. The amount of membership dues shall be determined by the vote of the membership upon recommendation from the executive.
2. Dues become payable at the September meeting, and members who have not paid will be dropped from membership on November 30.
3. For new members only, joining the Association after November 1, dues will be pro-rated.
4. A member who has not paid his or her membership dues by November 30 shall cease to be a member in good standing.
5. A member may in writing give notice of resignation to the Secretary.

Article 2 – Affiliations

The Association may be affiliated with other similar bodies as a majority of the members shall determine.

Article 3 – Officers

The officers of the Association shall be:

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

They shall be full members in good standing, shall have reached their 19th birthday, and shall be elected by the general membership to office for a term of two years. To provide continuity of the officers, the President and Treasurer will be elected in one year, and the Vice President and Secretary in the next year. No officer shall hold the same office for more than four consecutive terms.

Article 4 – Duties of Officers

A. The President shall preside at all meetings of the Association, and shall conduct the same according to “Bourinot's Rules of Order (revised)”.

The President shall enforce the Constitution, By-laws and Rules of Order, sign all official documents that are adopted by the Association and perform all customary duties pertaining to the office of President.

B. The Vice-President shall assume all the duties of the President in the absence of the latter.

C. The Secretary shall keep a correct record of the proceedings of the Association, carry on all correspondence, and read all significant communication at each meeting.

The Secretary shall keep copies of the Constitution and By-laws of the Association, the rules of order and shall have the same available at all meetings. New members are to be given a copy of the Constitution and By-laws, and copies of same are to be available from the Secretary.

The Secretary shall cause all changes, amendments and additions to the Constitution and By-laws to be noted thereon.

The Secretary shall, at the expiration of the term in office, turn over everything belonging to the Association to the elected successor.

D. The Treasurer shall keep record of all monies received or expended by the Association and pay no bills without the proper approval of the Association.

At each meeting the Treasurer shall submit a report of the receipts and disbursements since the last meeting. At the annual general meeting the Treasurer shall submit a statement containing particulars of of assets and liabilities and of income and expenditures, audited and signed by the auditor of the Association. If there be no auditor, by two appointed Full Members who shall not be drawn from the executive.

Association cash on hand shall be kept to a minimum, and all surplus cash shall be deposited in the bank without undue delay.

The Treasurer shall, at the expiration of the term in office, turn over everything belonging to the Association to the elected successor.

The Treasurer shall make arrangements with the Association's bank that any two of the following have the authority to sign cheques; the President, Vice-President, Treasurer, Secretary.

E. During the absence of the President and the Vice-President at the meeting, the Secretary or acting Secretary shall supervise the election of another member of the Executive to act as chairperson of that meeting.

Article 5 – The Executive

The Executive shall be comprised of:

1. The Officers of the Association
2. The immediate Past President
3. Three Directors

Article 6 – Meetings

Section 1

Regular meetings shall be held each month, with the exception of July and August, or as determined by the Executive.

Section 2

Ten members, including two members of the Executive, shall constitute a quorum at any regular or special meeting.

Section 3

The annual general meeting shall be held on the regular meeting night in November. All members of record shall be notified either by mail, email, or telephone. The Officers of the Association and 3 Directors are to be elected at the annual general meeting and will be installed at the annual general meeting.

Section 4

Meetings of the Executive may be held as deemed necessary. Five members of the Executive shall constitute a quorum.

Section 5

Voting by proxy shall not be permitted.

Article 7 – Ethics

All members, holding a certificate in Amateur Radio, shall abide by the rules and regulations as outlined by Industry Canada or its successor when operating an amateur radio station.

The operator shall be cooperative and show consideration for others.

The executive shall have the power to discipline a member by way of reprimand, suspension or expulsion for conduct unbecoming an amateur radio operator but only after giving the member a full hearing. The member affected shall have the right to deliver a written notice of appeal to the Secretary, who shall lay the notice before the next meeting of the membership to be heard and dealt with by the meeting or any subsequent meeting to which the hearing of the appeal may be adjourned. Upon expulsion the member shall cease to be a member in good standing.

Article 8 – Inspection of Records

The books and records of the Association may be inspected by any member upon application, if showing just cause.

Article 9 – Disposals

Real Property may be disposed of by two-thirds majority of the members present at a regular or special meeting. Material donated to the club of substantial perceived value shall be evaluated by an evaluation committee prior to disposal.

Article 10 – Amendments

Notice of motion for amendments to the Constitution and/or By-laws shall be submitted in writing at a regular meeting of the Association above the signature of the proposer and seconder, who shall be full members in good standing. Such notice shall be published on the NARA Website. The motion for By-law amendments shall be voted upon at the next regular meeting, after publication and distribution to the members. Approval of either Constitutional or By-law amendments shall require the affirmative vote of 75% of the members present and eligible to vote. They shall become part of the Constitution and By-laws upon acceptance by the Registrar of Companies.

Article 11 – Borrowing Powers

The Association will not have the power to borrow money.

Article 12 – Remuneration of Officers and Directors

The Officers and Directors will not be entitled to any remuneration for the performance of their duties or work on behalf of the Association.

Article 13 – Removal of Officers and Directors

1. Unless the Officer or Director concerned ceases to be a member in good standing, the Officers and Directors shall not be removed from office during their terms, unless a vote of non-confidence in the officer or director is passed at a general meeting by 75% of those at the meeting who are eligible to vote.