

# CONSTITUTION AND BYLAWS



REVISED November 2014

TROY AMATEUR RADIO ASSOCIATION  
CONSTITUTION AND BY-LAWS

PREAMBLE

The Troy Amateur Radio Association was established based on several underlying principles. First and foremost, amateur radio is a hobby and as such it is meant to be enjoyed by the individuals who enter its ranks. It is not a profession, a career, a job or an obligation. Second, Amateur Radio should promote fellowship, friendships and encourage camaraderie among its members. Third, Amateur Radio should always be aware of its usefulness in providing emergency or public service communication often at times when no other sources of communication are available. Finally, Amateur Radio should always encourage individuals to enter its ranks and to this end, we believe that all are welcome and we as the Troy Amateur Radio Association through this Constitution and By Laws will strive to meet these principles.

CONSTITUTION

ARTICLE ONE NAME

Troy Amateur Radio Association (TARA)

Founded April 9, 1991

ARTICLE TWO OBJECTIVES

1. To promote the interest of amateur radio in the community.
2. To foster social interaction, friendship and enjoyment of the hobby among its members.
3. To serve the public as a voluntary, non-commercial communication service especially during disasters or emergencies.
4. To promote a healthy exchange of ideas and contribute to the hobby.

ARTICLE THREE ELIGIBILITY

1. The Bylaws shall establish and define the categories of membership.
2. No individual shall be denied membership solely on the basis of race, color, creed, sex, disability, ethnic origin or location of residence.
3. While only members of the Association are eligible to vote in elections, hold office or receive other association benefits, all individuals are welcome to attend regular association meetings.

ARTICLE FOUR AFFILIATION

The Association will be affiliated with the American Radio Relay League (ARRL) and abide by all such requirements necessary for affiliation with that organization.

ASSOCIATION BY-LAWS

ARTICLE ONE MEMBERSHIP

SECTION I *CLASSES OF MEMBERSHIP*

- A) Full membership single
- B) Full membership family
- C) Junior Membership- Available to any individual up to but not including age 17. Upon reaching his/her seventeenth birthday, the individual will be assessed at the full member due's rate.
- D) Honorary Membership- The Association may under special circumstances bestow honorary membership to individuals who have made a significant contribution to the Association subject to a majority vote of the members present. The honorary membership shall be for a limited time as determined by the membership. Individuals receiving honorary membership are entitled to full voting rights and privileges.

SECTION II *MEMBERSHIP*

Individuals applying for membership in TARA must complete an application form that includes two co-sponsor members' signatures. The application will be reviewed and if accepted read at the next scheduled meeting from when the application was submitted.

SECTION III *DUES*

Annual dues will be determined at the Association Business meeting in April by a majority vote of members present. Dues for Junior members will be assessed at 40% of the full member rate. The dues period will run for a 12 month period from the June meeting to the following June meeting. For new members joining after July 1 of any year, dues shall be prorated at approximately one-twelfth the annual dues per month as determined by the Executive Board. Dues may be paid incrementally during the year subject to agreement by the Association Treasurer. Dues will be maintained in an interest bearing account at a bank to be selected by the Treasurer with the concurrence of the Executive Board. Dues and financial statements will be mailed directly to the Treasurer's home address.

SECTION IV

Deleted.

SECTION V *REMOVAL*

A member may be removed from the Association by vote of at least two-thirds of the membership. Dues paid will be pro-rated and refunded to the member upon removal. A member may also be removed in accordance with the procedures in Section VI for failure to pay dues in a timely fashion.

## SECTION VI *FAILURE TO PAY DUES*

Any member who is more than three months in arrears in his/her dues shall have his/her name removed from the active roster and will no longer receive a copy of the official TARA newsletter, nor will be eligible to vote on any TARA business. So as to assist members in determining their renewal date, the mailing labels for the TARA newsletter will contain the month in which a member's dues are due.

## SECTION VII *REMISSION*

Any member, upon application to, and approval by the Executive Board, may be placed on an inactive roster for reasons of health, loss of job, or relocation to more than 50 miles from Troy. An inactive member will not receive the TARA newsletter, nor be eligible to vote. Such inactive status shall continue for a period of no more than two years except that any member who goes into the military service will be carried on the inactive roster for a period not to exceed four years.

## SECTION VIII *REINSTATEMENT*

For those members in arrears, six months or less, the member shall be automatically reinstated upon payment of a full year's dues retroactive to his/her anniversary date. Between six months and one year, a member may be reinstated upon payment of a full year's dues retroactive to his/her anniversary date only with approval of the Executive Board,

After one year, reinstatement will only be made upon approval of the Executive Board, and payment of any outstanding partial dues from any incremental payment plan previously negotiated with the treasurer in accordance with Section III, plus one year's full dues, and their new anniversary date shall be the date of reinstatement..

For those members who are placed on an inactive status in accordance with Section VII, reinstatement shall be made upon payment of a full year's dues and their new anniversary date shall be the date of reinstatement.

## ARTICLE TWO

### MEETINGS

#### SECTION I *ANNUAL ELECTION*

The annual election of Association officers shall occur during the June business meeting.

#### SECTION II *FREQUENCY*

There shall be no less than ten (10) monthly meetings during the year. Meetings shall be held on the third Tuesday evening of each month.

### SECTION III *LOCATION*

Expenditures from Association funds may be authorized for the purpose of acquiring meeting room rentals for its meetings subject to a simple majority vote by members.

### SECTION IV *SPECIAL MEETINGS*

A special meeting may be scheduled by either the Association President or Vice-President provided at least seven (7) days notice is given to members prior to the meeting date.

## ARTICLE THREE OFFICERS

### SECTION I *OFFICER STRUCTURE*

The officers of the association shall consist of four elected officers:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer

### SECTION II *TERM OF OFFICE*

All officers shall be elected annually at the June Business meeting and serve a one year term from the close of the June business meeting until the following regularly scheduled June business meeting.

### SECTION III *RESPONSIBILITIES OF OFFICERS*

The duties of the President shall include:

Preside over all meetings, supervise affairs of the Association, establish with consultation meeting agendas, represent membership at regional gatherings and promote the objective noted in the Association's constitution. In the absence of the Treasurer, the President will have authority to write checks from the Association's account. The President may appoint members to the various committees established by the Board.

The duties of the Vice President shall include:

Assumption of all the duties of the President in his/her absence. In the event the President is unable to complete his/her term of office, the Vice President shall assume responsibility for this office until such time as an interim election can be held. A minimum of four months must remain in the term in order to establish an interim election.

The duties of the Secretary shall include:

Prepare minutes of regular meetings, deliver a report of the minutes from previous meetings at the monthly meeting, assist in association mailing, responsible for the preparation of all Association correspondence, maintain membership roster and issue annual report at the June meeting. The secretary shall routinely pick up the mail from post office box.

The duties of the Treasurer shall include:

Receive, maintain and disburse the funds of the organization, maintain accurate financial accounts maintain a ledger of receipts and disbursements, cosign all checks drawn against the Association account, deliver an annual report at the June meeting. The treasurer will also have access to the post office box.

## ARTICLE FOUR BOARD OF DIRECTORS AND EXECUTIVE BOARD

### SECTION I *EXECUTIVE BOARD*

The Executive Board shall consist of nine members of the Association, including the elected officers of the Association identified in Section I of Article III of these by-laws and four elected directors plus the most immediate past president as described in Section II below.

### SECTION II *BOARD OF DIRECTORS*

The Board of Directors shall consist of five members including the four elected directors plus the most immediate past president .

### SECTION III *CANDIDATES*

The Executive Board shall appoint a nominating committee who shall nominate candidates for the Board and for the elected officers of the Association. Nominees shall also be accepted from the general membership and shall be filed with the secretary no later than the May meeting.

### SECTION IV *TERM OF OFFICE*

Directors, including a replacement for the most immediate Past President, if one doesn't exist, shall be elected by ballot at the annual business meeting in June. Two Directors shall be elected each year to serve a two year term starting from the close of the June business meeting until the second following regularly scheduled June business meeting.

SECTION V *POWERS AND DUTIES*

The Executive Board shall have power and duty 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 the same at the next scheduled meeting.
- C) Audit the records of the Association annually.

SECTION V *MEETINGS*

Held as often as necessary but no less than four times annually.

ARTICLE FIVE

COMMITTEES

SECTION I *ESTABLISHMENT OF COMMITTEES*

The Executive Board shall establish and shall be responsible for the performance of any committees deemed necessary for the operation of the association.

SECTION II *MEMBERSHIP ON COMMITTEES*

Membership of committees shall consist of one or more full members of the Association.

SECTION III *APPOINTMENT OF CHAIRPERSON*

The Association President has authority to appoint the Chairperson of each committee.

ARTICLE SIX

ORDER OF BUSINESS

SECTION I *MONTHLY MEETINGS*

The order of business at each monthly meeting may include the following:

- A) President calls meeting to order
- B) Roll call taken
- C) Reading of minutes/motions
- D) Treasurer's Report/motions
- E) Communication/Announcements
- F) Committee Reports
- G) New member introductions
- H) Old Business
- I) New Business
- J) Program
- K) Adjournment/motion
- L) Informal Activities

SECTION II *JUNE MEETING*

The order of business for the June business meeting may include the following:

- A) President calls meeting to order
- B) Roll Call
- C) Reading of Minutes/Motion
- D) Annual Secretary Report
- E) Annual Treasurer's Report
- F) Annual Committee Reports
- G) Nominations
- H) Election of Officers
- I) Program
- J) Adjournment Motions

ARTICLE SEVEN PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the authority at all meetings.

ARTICLE EIGHT FISCAL YEAR

The fiscal year shall run from September to August.

ARTICLE NINE AMENDMENTS

The Constitution and By laws may be revised or amended at any regularly called meeting, provided two weeks written notice of such proposed revisions or amendment shall be given. A three-fourths vote of members present is necessary to carry any amendment to the Constitution and by laws.

Dated: July, 1991

Revised: May, 1992

Revised: May, 1993

Revised: July, 1993

Revised: November, 2014