

*THE BRANTFORD AMATEUR  
RADIO CLUB*

**CONSTITUTION**



**Ratified by membership vote  
May 10th, 1994**

**Amended  
February, 2010**

**ARTICLE 1** Acceptance of this Constitution by the membership replaces the Constitution dated 07/10/86.

**ARTICLE 2 TITLE**

**Section 1** The Name of the club shall be The Brantford Amateur Radio Club.

**Section 2** The Object of the club:

- (a) To promote interest in amateur radio communications and experimentation.
- (b) For the advancement of the radio art.
- (c) For the representation of radio amateurs in legislative matters.
- (d) For the maintenance of fraternalism and a high standard of conduct.

**Section 3** The headquarters of the club shall be in the County of Brant, and a post office box shall be maintained in the City of Brantford.

**Section 4** The club shall maintain the call signs VE3BA and VE3TCR.

**ARTICLE 3 MEMBERSHIP \*\*\* (See amendment #1 at bottom of document)**

**Section 1** Definitions regarding membership:

- (a) A Member in good-standing is one who has paid their Membership Fees for the current Year.
- (b) A Full Member is defined as a Member in Good-Standing who holds a valid amateur radio license.
- (c) A Novice Member is defined as a Member in Good-Standing who has an interest in amateur radio and has yet to attain an amateur radio license.
- (d) A New Member has not previously been a Member or has not been a Member for a period of two calendar years.

**Section 2** The Membership of the Brantford Amateur Radio Club shall be composed of Full Members, their spouse(s), their children up to the age of eighteen years and Novice Members.

**Section 3** An interest in amateur radio and a desire to follow the Object of the club are essential Qualifications for membership.

**Section 4** The Membership Fees of the club are defined as:

- (a) Moneys paid to the club for accredited Membership.
- (b) Renewal Membership Fees, which are due on September 1st of each year.
- (c) New Member Fees, which will be prorated to one tenth the annual Membership Fees per month remaining in the period from September 1 to June 30 the following calendar year.
- (d) Novice Member Fees, which are fifty percent of fees paid by Full Members.
- (e) The amount set by the Executive and approved by the Membership.

**Section 5** Members with Renewal Membership Fees outstanding after November 1 will lose their Membership status. No BARC membership renewals be accepted after November 1<sup>st</sup> of each year.

**Section 6** Each Full Member will be supplied with a Membership card and a copy of the current

Constitution will be made available.

**Section 7** No person proven guilty of an offense against the Federal Radio Laws will be eligible for Membership. Any Member found guilty of an offense against the Federal Radio Laws will be expelled.

**Section 8** All decisions by the Executive with regards to Membership will be final.

**ARTICLE 4 THE EXECUTIVE \*\* See amendment #2 at bottom of document)**

**Section 1** Definitions regarding the Executive:

- (a) The Past President is defined as, the President who last served a full term of office, is not the present President and is a full Member.
- (b) There will be six elected Directors, one of whom may be a Novice Member.
- (c) One of the Directors will be the Novice Director.
- (d) A Quorum of the Executive will exist if six (6) or more members of the Executive are present.

**Section 2** No business will be conducted at Executive meetings without a Quorum of the Executive.

**Section 3** The Offices of the Executive shall be as follows.

Past President  
President  
Vice-President  
Secretary  
Treasurer  
Directors

**Section 4** The term of office will be from September 1 until August 31 the following year.

**Section 5** Duties of the Executive Officers will be as follows:

(a) **Past President**

Will advise the new Executive, and make the experience of the past Office(s) available at all times.

(b) **President**

Is expected to be punctual in attending all Meetings. Will endeavor to be the first in attendance, to welcome guests and Members. Will preside at all Meetings and have the power of Chairperson. May call special or committee meetings when needed. will have charge of the Original President's Copy of the Constitution.

(c) **Vice-President**

Is expected to be punctual in attending all meetings. Will take the place of the President during the President's absence or by arrangement, thereby assuming the full powers of the President. Will have charge of the Original Members' Copy of the Constitution.

(d) **Secretary**

Will Attend all meetings and read the notices of committee or regular meetings. Keep the minute book of Business and Executive meetings, and other records. To handle all Club correspondence. Will have charge of the Original Secretaries' Copy of the Constitution.

**(e) Treasurer**

Will collect and receipt all dues, prepare financial statements, have charge of any expenditures of funds and be responsible for same. To have charge of any money received. Will maintain an inventory of Club property. Will have charge of the Original Treasurer's Copy of the Constitution.

**(f) Directors**

Will attend all Executive meetings for the purpose of conducting the Club's business.

**(g) Novice Director**

Will represent the Novice Member(s) within the Executive and the Membership.

**Section 6** If during an election a suitable candidate is not found for the office of Secretary or Treasurer that Office may, upon motion, be temporarily assumed by the Vice-President elect until the Executive can appoint an acting officer.

**Section 7** In the event that any member of the Executive can no longer carry out their appointed duties, the Executive shall appoint a new Officer to serve out the term of office. A majority vote of the Executive will be sufficient for such an appointment.

**Section 8** The Original Copy of the Constitution held by an Officer must be passed to the newly elected or appointed Officer assuming that Office.

**Section 9** The Executive shall have at least five (5) separate Executive Meetings during their term of Office.

**Section 10** The Executive will discuss all club business and present its recommendations to the Membership for approval.

**Section 11** The Treasurer will present a financial report at each Executive Meeting.

**Section 12** The Executive shall be ex officio members of all Committees.

**Section 13** Any Officer who fails to attend 3 consecutive Executive Meetings, except by prior arrangement, will be deemed to have resigned from the Executive. In this event the Executive will appoint a replacement Officer, of their choice.

## **ARTICLE 5 COMMITTEES**

**Section 1** Committees exist to provide a service, directly or indirectly to the Membership.

**Section 2** Committee members shall be drawn only from the Membership.

**Section 3** All Committees are sub Committees of the Executive and as such are responsible to and under the direction of the Executive.

**Section 4** Standing committees are created as needed for the duration of the current year.

**Section 5** Select committees are ad hoc.

**Section 6** Nominating Committee

(a) Shall be appointed by the Executive

(b) Shall be formed annually prior to the Election

(c) Will seek candidates to stand for Election to the various Offices.

(d) The Chairperson of the Nominating Committee will chair the election process.

(e) The committee must consist of at least 3 Full Members.

## **ARTICLE 6 BUSINESS MEETINGS**

**Section 1** Definitions:

(a) A Business Meeting is a Formal Meeting held by the Executive for the Membership to conduct Club business.

(b) A Quorum of the Membership will exist if at least twenty percent (20%) of the Full Members plus two of the Executive are present.

(c) Rules of Order. Roberts Rules of Order of the current edition shall be the reference standard for procedures and items not specifically stated in this Constitution or when Rules of Order are referred to in this Constitution.

(d) A Principal Motion involves an expenditure over one hundred dollars (\$ 100.00) or any change in direction or policy of the Club.

**Section 2** Business Meetings shall be held on the second Tuesday of each month between September and June inclusive, and will commence at Seven Thirty PM.

**Section 3** Business and other Formal Meetings shall be conducted according to this Constitution and the Rules of Order.

**Section 4** All Principal Motions shall be submitted to the Executive in writing. Upon acceptance the Motion shall be presented to the Membership for voting.

**Section 5** Special Meetings may be called at any time, for any reason (purpose), by the President or the Secretary. All reasonable efforts shall be made to notify the Membership in advance.

## **ARTICLE 7 VOTING and ELECTIONS**

### Section 1 Definitions

- (a) All business conducted must be by Vote.
- (b) Voting in any meeting can only be conducted with a Quorum present.
- (c) Only Full Members may Vote with the exception of a Novice Member being a Novice Director.
- (d) Voting is only conducted for Motions, Elections and Constitutional changes.
- (e) A Majority Vote constitutes acceptance except in the case of Constitutional changes.

**Section 2** If a Novice Director is a Full Member they carry one extra Vote for all the Novice Members If the Novice Director is a Novice Member they carry one vote to represent all the Novice Members.

**Section 3** At the discretion of the Chair, a showing of Membership cards may be required as proof of Full Membership.

**Section 4** At the discretion of the Chair non Voting Members may be asked to leave during the voting process.

**Section 5** Elections for the Executive will be held during the last Business Meeting of each year.

**Section 6** Only Full Members may be nominated for Executive positions except for the position of Novice Director, which may be a Novice Member.

### **Section 7** Process of Elections.

- (a) Elections for all Offices will be held by secret ballot.
- (b) Only those members proposed by the Nominating Committee or nominated from the floor according to the Rules of Order may stand for election.
- (c) Ballots will be counted by at least 3 Members in Good-Standing as selected by the Nominating Committee, and who are not standing for Election to the Office under scrutiny.
- (d) The Order of the Offices of Election are.  
President  
Vice President  
Secretary  
Treasurer  
Directors
- (e) There will be one Election for each Office.

**Section 8** All Full Members may appoint an agent to vote on their behalf by Fixed or Discretionary

Proxy. The Proxy must be shown to the Chair for acceptance before the voting commences.

**Section 9** Changes to the constitution require a Vote of Seventy Five percent (75%)majority.

**Section 10** All reasonable efforts shall be made to notify the Membership in advance of the date and time for Voting on any changes to the Constitution.

## **ARTICLE 8 INSURANCE FUND**

**Section 1** An Insurance Fund shall be maintained in reserve to protect the assets of the Club from any disaster.

**Section 2** A minimum of Three Hundred Dollars \$ 300.00 shall be transferred to this Reserve per annum until the fund reaches the replacement cost of the Club assets.

### **INSURANCE FUND**

**Aims:** To accumulate a sum of money for the sole purpose of replacing or repairing amateur radio equipment owned by the Brantford Amateur Radio Club, any, or all of which, is destroyed or damaged by FIRE, WATER, HAIL, ICE, WIND, STORMS, LIGHTNING, EARTHQUAKE, COLLAPSE OF BUILDINGS, THEFT FROM LOCKED BUILDINGS.

**Method:** An Insurance Fund account to be created and serviced by the transfer from the Savings account of a sum of not less than \$300 per year, to commence from 1st December 1989. Sums exceeding \$300 may be credited to this Insurance Fund account only on a motion, formally proposed and seconded, from the membership .

**Authority:** Monies may only be withdrawn from this Insurance Fund account by the Treasurer, for a purpose covered by its aims, on a motion duly proposed and seconded by a majority of the Board of Directors.

**Valuation:** Prior to 1st December 1989 the Treasurer shall provide the members with an itemized list, with estimated value, at replacement cost, of all club equipment. This inventory to be kept up to date, with additions and deletions duly reported at Executive meetings.

**Limit of appropriation:** Upon accumulation of an amount of money which exceeds the replacement value of the club equipment itemized in the updated inventory , annual transfer of funds from the savings account, shall cease. The amount of money in the insurance fund shall continue to attract interest.

**Emergency payments:** The Treasurer may make payments from the general funds of the club to cover emergency repairs or replacement, on the instruction of the Executive Board. Such funds depleted for these reasons may be replenished from the insurance fund account, if required, by authorization of the Executive Board.

**Modification:** The Insurance Fund may be modified in aims or method by an affirmative vote of not less than 51% of the voting members of the club.

**Termination:** The Insurance Fund may be terminated by an affirmative vote of not less than 51% of the voting members of the club.

Moved by Jack Ridley VE3DLR and seconded by Marven Ford VE3MWF that the Insurance Fund be established on the 1st December 1989, as outlined above.

## **APPENDIX I**

### **Brantford Amateur Radio Club**

#### **Executive Committee Duties and Responsibilities**

##### **President**

1. Provides positive and dynamic leadership in support of Amateur Radio, the B.A.R.C. Constitution and the Club's membership.
2. Chairs all Club and Executive Committee meetings.
3. Supervises the activities of Executive Committee members and all Committee Chairpersons.
4. Approves all Club expenditures by signing all checks in payment of Club expenditures.

##### **Vice President**

1. Acts for the President whenever the latter is absent.
2. Offers advice to the President on all matters relating to B.A.R.C. policy and activities.
3. Acts as Club Secretary during the latter's absence.

##### **Secretary**

1. Keeps all records relating to Club activities with the exception of financial transaction documents.
2. Takes the minutes of all Club Business and Executive Committee meetings
3. Receives and answers all Club correspondence and sends any correspondence originating from the Club.
4. Ensures that the Club's insurance policies are kept current by requesting premium payment and preparing any related documents.
5. Prepares the Club membership list on December 1st each year and updates the list as required.
6. Safeguards the Club Constitution and alerts all members of the Executive Committee of any potential or actual deviation from its provisions.
7. Compiles the agenda for Executive Committee meetings for distribution prior to any such meetings to allow members to better prepare for the discussion.

##### **Treasurer**

1. Is the custodian of all BARC funds by safeguarding the Club's petty cash and maintaining the Club's bank accounts.
2. Receives all monies paid to the B.A.R.C.

3. Prepares all payments of Club expenditures for the President's approval.
4. Ensures that all payments are made consistent with the Club's Constitution, the dictates of the membership and sound accounting practices.
5. Maintains a detailing monthly and auditable record of all financial transactions.
6. Reconciles bank statements with Club accounts on a monthly basis.
7. Receives membership applications and issues signed membership cards to all members in good standing.
8. Forwards membership applications to the Secretary once the financial aspects are completed
9. Prepares the annual budget for review and approval by the Executive Committee.

### **Selection Criteria for Directors**

1. Past contributions to the Club in some form or other.
2. Continuing enthusiasm for Amateur Radio.
3. Positive input in the past.
4. Demonstrated ability to be reasonable.
5. Willingness to commit time and energy to his/her responsibilities.
6. TEAM MEMBER

## **APPENDIX II**

### **Job Description**

#### **Club Equipment Manager**

- 1 – Maintains an ongoing inventory of all BARC equipment and property.
- 2 – Implements an equipment loan policy as required by the Executive Committee.
- 3 – Submits a proposed loan procedure to the Executive Committee for approval.
- 4 - Ensures the appropriate storage and security of said equipment and property.
- 5 – Ensures that all equipment and property is in good working order.
- 6 – Recommends to the Executive Committee the disposal of any redundant or unserviceable equipment and property.
- 7 – Provides the Executive Committee with an accurate inventory of all BARC equipment and property by September 1st of each year.
- 8 – To the best of his/her ability, provides an estimate of equipment replacement cost to the Executive Committee to establish limits to the Insurance Fund.
- 9 – Recommends the purchase of any new equipment to the Executive Committee.

### **AMENDMENTS**

1: Membership renewals from members within Brant County, who have not attended any meetings or events within the previous two years, will no longer be accepted. (Members who provide only financial support, but do not attend, could prevent some club decisions from being made due to lack of a quorum when voting is required. Therefore, any membership renewal from a member who has not attended any meeting, club function or assisted at a club event will be refused. (Passed September 13, 2011)



2: Starting with the 2012 election, the Executive shall consist of only 3 individuals, rather than a President and 9 other officers. One of the 3 Executive Committee members shall chair the meetings. (Passed September 13, 2011)