

Copper Country Radio Amateur Association

BY-LAWS

1. Membership and Dues
 - A. Full members
 1. Members must be licensed radio amateurs.
 2. Members have the right to full participation in the proceedings of this organization, with the privileges and duties accompanying them.
 3. Memberships are for the calendar year January 1st to December 31st of each year.
 - B. Associate members
 1. An associate is anyone interested in assisting the goals of this organization.
 2. Associates have the rights of full participation in the proceedings of this organization, with full privileges and duties accompanying them except: (1) they cannot vote (except in committee); (2) they cannot hold elected office; and (3) they cannot chair a standing committee.
 3. An associate automatically becomes a member, after obtaining an amateur radio license.
 - C. Acceptance and Removal
 1. Applications for joining the CCRAA, as member or associate are available online at www.ccraa.net.
 2. All new members and associates receive a copy of the Club's Constitution from the Secretary.
 3. A member or associate, can have participation rights revoked by a two-thirds (2/3) written ballot of those members present at a regular membership meeting.
 4. An officer may be removed from office, but retain membership by two-thirds (2/3) written ballot of those members present at a regular membership meeting.
 - D. Dues and Fees
 1. Changes in dues are established at the October meeting. Dues should be paid in advance.
 2. Fees (E.g. rent on equipment) Proposals for fees are submitted at a regular membership meeting and voted on at the next regular membership meeting.
2. Election of Officers

The Officers of the CCRAA are: President, Vice President, Secretary, and Treasurer.

 - A. Nominations
 1. Nominations from the floor take place at the August and September meetings. No name is accepted in nomination from the floor, unless the nominated member is present, and current in the required dues and fees. Absentee members may email the nomination to the Secretary, but the nominated member must be present at the August or September meeting and accept the nomination. Absentee nominations must be received by the Secretary no later than 5 days prior to the August or September meetings.
 2. A member is nominated for only one elected office.
 3. Nominations will then be sent out to the email list so all members can vote
 - B. Elections are held at the membership meeting in October.
 1. Officers assume their duties at the following meeting in November
 2. Vacancies occurring between elections are filled by special elections at the first regular

meeting following the vacancy.

C. Voting

1. If there are no contested positions, then the Board declares the ballot to be the slate of nominees and calls for a vote by a show of hands from the floor.
2. Contested races will be conducted on paper ballots.
3. Members may submit their vote via email to the secretary, Email votes must be received no later than five days prior to the March meeting.

3. Additional Duties of Officers

A. President:

1. Presides at meetings.
2. Conducts the meetings according to the by-laws adopted.
3. Signs official documents adopted by the CCRAA.
4. Appoints a financial audit committee at the February membership meeting.

B. Vice-President:

1. Assumes the duties of the President in the absence of the President.
2. Assumes the duties of the Treasurer when not available and to sign CCRAA checks, and make savings withdrawals. The Treasurer is to be notified by the Vice-President of such action, as soon as possible.
3. Will have signature on file, as needed, at checking and savings account locations.

C. The Secretary:

1. Carries on correspondence related to Club activities.
2. Summarizes communications at meetings.
3. Keeps a record of the proceedings of Club and Board meetings.
4. Keeps a roll of members present at meetings.
5. Keeps an accurate record of the Constitution and By-laws.
6. Turns over all Club records at the end of term of office to newly elected Secretary.
7. Compiles membership information as needed, and stores all correspondence as directed by the Board.
8. Maintains the "master copy" of the Constitution, By-laws, and amendments and has a copy available at every meeting.
9. Maintains a list of Club property in the clubhouse.
10. Maintains a list of standing and special committees including the names of chairpersons and forwards to webmaster for posting on club website.
11. Maintains a file of Club procedures and, as needed, committee and task procedures and forwards to webmaster for posting on club website .
12. Sends via email, the agenda for the next meeting

D. Treasurer:

1. Receives all monies paid to the Club.
2. Keeps an accurate account of all disbursements and receipts.
3. Pays bills with proper authorization.
4. Submits an itemized statement of disbursements and receipts at each monthly meeting.
5. Turns over all items and records at the end of the term of office to newly elected Treasurer.

6. Maintains a petty cash fund and debit card. This fund does not exceed \$25.00. Petty cash can be used for all legitimate club expenses, with proper receipts.
7. Can spend up to \$25.00 per month without prior approval.
8. Is authorized to pay recurring bills. If there is a substantial increase in any bill, it is held for review by the Board, or membership.
9. May appoint one or more members to be in charge of the funds at an activity. The Treasurer receives a complete accounting of the funds, within fifteen (15) days of the activity.
10. Presents a brief written statement of receipts, disbursements, and net worth at each regular membership meeting.
11. Makes a full financial written report at the February regular membership meeting.
12. Gives the audit committee financial records for its audit in January.
13. Maintains the official membership roster.
14. Is authorized to sign CCRAA. checks, and make savings withdrawals as required to fulfill the above duties of Treasurer.
15. Will have signature on file as needed, at checking and savings account locations.

4. General Membership Meetings

A. Regular meetings

1. Regular meetings are normally held on the first Tuesday of the month.
2. Meetings are held at such time and place as the Board decides, and are announced by email or on the web-site whenever possible.
3. The standard agenda for regular membership meetings is as follows: 1) officer's reports, 2) standing and special committee reports, 3) old and 4) new business.
4. The agenda for a regular meeting should be published before the meeting.
5. A quorum is necessary to transact business. A quorum is defined as the President or Vice President, one other officer and three other members.

B. Special membership meetings can be called by the Board, if there is prior notice given to most members.

5. Committees:

A. Chairs of standing committees are appointed by the elected officers at a meeting called by the President within fifteen (15) days after the election.

B. The standing committees and their responsibilities are:

1. Executive Board
Oversight of officers,
advisory panel consisting of three past presidents.
2. Public Service;
Office Emergency Measures;
Hazardous Materials;
Search and Rescue;
RACES;
ARES
3. Publications and Public Relations Committee;
Website and mailing list;
UP Ham Directory
Search and Rescue
RACES

ARES
Red Cross

4. Programs;
5. Radio Operation;
Repeaters;
Packet;
High Frequency
RFI
Linking, and Internet Access
6. Property;
Buildings;
Keys
Towers & Antennas;
Equipment (loan)
7. Education;

6. Special committees

- A. Special committee chairpersons are appointed by the President as needed to fulfill CCRAA aims.
- B. Special committees, may include, but are not limited to:
Elections;
Field day;
Swap & Shop;
L.S.P.R.;
Awards (committee-manager)

7. Assets and Property

- A. No member has, or shall have, any pecuniary interest in any income, earnings, assets or property of this corporation, nor shall any part thereof be withdrawn or distributed to any of its members.
- B. In the event of the final dissolution of the CCRAA, and after the discharge or satisfaction of all outstanding obligations and liabilities, all of the remaining real and personal property of the CCRAA at that time will be disposed of by one of the following methods:
 1. If the CCRAA has not obtained a 501(3)(c) exemption from the Internal Revenue Service (IRS), the property will be turned over to the Houghton County Office of Emergency Measures.
 2. If the CCRAA has obtained a 501(3)(c) exemption at the time of dissolution, the property may be turned over to another amateur radio organization having a 501(3)(c)exemption . If the 501(3)(c) designation in this article is changed by the IRS the new designation is substituted.
 3. No item is removed from CCRAA property records without approval of Club

members at a regular membership meeting.

4. Auditing

A. Financial and property records are audited after each term of office by a three-person committee appointed by the President.

B. An audit of CCRAA finances or property may be called by a majority of the members at a regular membership meeting.

8. Procedures

A. A procedure which involves the entire Club needs to be 1) in written form, 2) presented at a general membership meeting, 3) distributed to the membership by email and/or web-site before the next meeting and 4) voted on at the next meeting.

B. The CCRAA secretary will maintain a file of Club procedures.

C. Written procedures pertaining to an event or committee need to be kept in a file and maintained by the appropriate committee chair and delivered to the CCRAA secretary to maintain between chairs.

9. Amendments

A. These By-laws can be amended at a regular membership meeting with the approval vote of two-thirds (2/3) of those attending.

B. Amendments to the By-laws must have been proposed at a regular membership meeting and distributed by email and/or posted on the Club's web-site.

These By-laws were voted in effect by the membership on 12/04/2018.