

SASKATOON
AMATEUR RADIO CLUB INC.

BYLAWS

May 10, 2014

(Amendments up to, and including, June 14, 2014)

Saskatoon Amateur Radio Club Inc
June 14, 2014

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SASKATOON RADIO CLUB INC. BYLAWS

1. CLASS OF MEMBERSHIP

- 1.1 Any individual who holds a valid basic certificate of proficiency in amateur radio may apply for **regular** membership, with voting rights.
- 1.2 Any individual who is interested in amateur radio and activities of the corporation may apply for **associate** membership, **without** voting rights.
- 1.3 An individual who holds a valid basic certificate of proficiency in amateur radio and who has furthered the cause of amateur radio, may with his or her consent, become a life member by a vote of the membership. Life members have voting rights.
- 1.4 An individual or an associate member who has furthered the cause of amateur radio, may with his or her consent, become an honorary member by a vote of the membership. Honorary members **do not** have voting rights.

2. NEW MEMBERS

- 2.1 First time members, upon payment of fees, shall receive an information kit that includes, as a minimum:
 - a) a duly authorized membership card.
 - b) an up-to-date copy of the club bylaws.
 - c) a general information sheet on the corporation.
 - d) a current membership roster (addendum sheet provided as necessary).
 - e) a list of current officers and directors (including their term of office).
 - f) a questionnaire detailing current interests and willingness to participate.
- 2.2 The questionnaire shall be returned to the officers for processing and data base update.

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3. MEMBERSHIP FEES

- 3.1 The membership fees and term of membership for each class of membership shall be prescribed by a vote of the members at the June regular meeting.
- 3.2 Upon expiry of a term of membership for non-payment of fees, the membership shall remain in force for a further period of three months or until the membership has by notice been suspended or cancelled, whichever is earlier.
- 3.3 A youth under the age of 18 years and qualifies under “class of membership” shall pay a membership fee of one half the regular fees.
- 3.4 Lifetime and honorary members are exempt from membership fees.
- 3.5 Any member that becomes “member of unfavourable standing”; which means that through actions that do not comply with the goals and objectives of the corporation, that individual shall have their membership terminated by the officers of the corporation with written notice. Abusive conduct will not be tolerated and will be grounds for dismissal from the club.

4. EXECUTIVE

- 4.1 The executive shall be comprised of at least 8 members. Four or five of whom shall be officers, Past President (when available), President, Vice-President, Secretary and treasurer. Three or four of whom shall be directors.

5. OFFICERS

- 5.1 The President shall preside at all general meetings of the corporation and at all executive meetings and shall be an ex officio member of all committees.
- 5.2 The Vice-President shall perform the duties of the President in his or her absence or inability to act. Barring this, any other Officer can perform these duties.
- 5.3 The Secretary shall maintain a record of all general meetings of the corporation, all executive meetings and all committee meetings, and shall inform the membership in advance of all general meetings.
- 5.4 The Treasurer shall maintain an accurate record of all financial activities, membership and assets of the corporation.

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5.5 The Treasurer shall make available to the members, at the annual general meeting, an inventory of assets of the corporation and a summary of acquisitions and disposals of assets during the previous year. A copy of these reports shall be retained with the minutes of the meeting.

6. MEETINGS OF MEMBERS

6.1 Meetings of members shall be held within 30 (thirty) days of the fiscal year-end of the corporation and thereafter as prescribed by a vote of the members.

6.2 The fiscal year end shall end April 30 of each year and the annual general meeting shall be held in the month of **June**.

6.3 “Notice of Meetings” (general or special), including the agenda, shall be provided to the membership a minimum of five (5) days prior to the scheduled meeting. The notice may be part of any corporation publication.

6.4 “Robert's Rules of Order” shall be adopted as a guide to conduct the meeting and the disposition of club business.

6.5 In all matters, other than the approval, amendment or revocation of a bylaw, ten members or 10 percent of the membership, whichever is greater, shall constitute a quorum for a meeting of members. These matters shall require a simple majority for passage.

6.6 Attendance at general or special meetings shall be by a formal register maintained by the secretary. The secretary shall designate responsibility to a club officer or director to ensure attendance and membership status is duly recorded.

6.7 Voting (other than as prescribed by the chairperson e.g., secret ballot) shall be by a show of hands controlled by the officer or director in charge of the attendance register. Where the vote count results in less than an obvious majority, the count shall be confirmed by an additional person appointed from the floor. Only those holding a valid Amateur Radio Certificate and are a member of the corporation in “favourable standing” may vote.

7. CHANGE OF BYLAWS

7.1 Any proposed changes in the bylaws shall be presented as a written notice of motion at least one month before submission to a vote of the members.

7.2 Twenty-five percent of the current membership shall constitute a quorum at a meeting of members for the approval, amendment or revocation of a bylaw. These matters shall require a two-thirds majority for passage.

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8. ELECTION OF OFFICERS & DIRECTORS

- 8.1 Elections for officers and other directors shall be held at the annual general meeting of members. Special elections to fill unexpected loss or resignations shall be held as soon as possible at the next regular meeting of the corporation.
- 8.2 A nominating committee to prepare a list of candidates shall be appointed by the President, at least one month prior to the elections.
- 8.3 The term of office for a director or officer of the corporation be for a two (2) year term, to a maximum of 4 consecutive years. The President, Secretary, and one Director are elected one (1) year. The Vice-President, Treasurer and up to two directors are elected the next year.

9. EXPENDITURES

- 9.1 Any expenditures in excess of \$200.00 must have the approval of the members of the corporation.
- 9.2 Approval of the members of the corporation is required for the disposal of any asset acquired at a cost of \$100.00 or more.
- 9.3 The officers and directors shall prepare a detailed annual budget outlining the estimated income and expenditures for the following 12 months. The budget shall be presented to the membership no later than the June regular meeting and shall be ratified at this meeting. New expenditures, or changes found necessary throughout the fiscal year, shall be presented to the membership for ratification.
- 9.4 Any corporation member shall have the right to propose expenditures. A written proposal shall be submitted detailing the following (as a minimum):
- a) purpose or reason for the expenditures.
 - b) benefit(s) that will result for the corporation, affiliated groups or divisions, or amateur radio in general (in the community or beyond).
 - c) total anticipated expenditure (detail quotes to be provided later)
 - d) estimated schedule for the expenditures.
 - e) technical operation or description sufficient to allow an understanding of the proposed equipment or system(s) and how it will function.

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- f) follow-on cost estimates (if these costs are to be corporation responsibility)
- g) Where corporation purchased items are to be located outside corporate facilities, the anticipated custodians shall be identified.

9.5 The executive shall review all proposals and provide a timely response indicating, approval, deferral, or rejection, based on sound judgement and fiscal responsibility.

9.6 The general membership shall ratify expenditures resulting from approved proposals that exceed the current overall budget.

10. CLARIFICATIONS

10.1 Where the word(s) **CORPORATION(S)** is expressed it means **CLUB** as in **SASKATOON AMATEUR RADIO CLUB, INC.**

MMG/SJA

6.4 revert back to the previous wording. 9.2 reverts back to the previous wording

cd

Accept the changed bylaws

