

Constitution and By-Laws of the CULPEPER AMATEUR RADIO ASSOCIATION (CARA)

Feb 14, 1977 as amended Apr 20, 1992, as amended Dec 16, 2003,
as amended Jul 17, 2023

CONSTITUTION

PREAMBLE Wishing to secure the pleasures and benefits of the Association of persons interested in Amateur Radio and to advance the general interest and welfare of Amateur Radio, we constitute ourselves the "***Culpeper Amateur Radio Association***".

ARTICLE I All persons interested in Amateur Radio may apply for membership, subject to such terms as the By-Laws provide.

ARTICLE II

SECTION 1. The officers of the Association shall be the President, Vice President, Secretary, Treasurer, and three (3) Directors, one of whom shall be the immediate past President.

SECTION 2. Annual election of officers and directors shall be in accordance with the By-Laws.

ARTICLE III

SECTION 1. The President shall preside at all meetings. The President shall enforce due observance of this Constitution and By-Laws and perform all other duties of this office.

SECTION 2.

- A. The Vice President shall assume all duties of the President, in the absence of the President.
- B. The Vice President shall be an *Ex Officio* member of all standing committees.
- C. The Vice President shall be responsible for all regular meeting programs.

SECTION 3. The Secretary shall record proceedings of all regular and special meetings of the Association. The Secretary shall keep a current roll of all members, submit all applications for membership, carry on correspondence, read all communications at directors meetings, Association meetings, and notify all members of record of any impending meetings.

SECTION 4.

- A. The Treasurer shall receive and disperse all monies of the Association and shall maintain an accurate account of all monetary transactions. The Treasurer shall be subject to periodic audit as the Executive Committee may direct. An audit shall be conducted during any change of the Treasurer. The Treasurer shall give a status report of the Association at regular meetings. The Treasurer shall sign as "maker" of all checks issued in the name of the Association. A second officer of the association shall be given access to all bank accounts in order to insure ready access when the Treasurer is unavailable.
- B. The President shall be allowed to approve any Association expense in the amount of \$150 or less without prior approval of the membership. Any expense over \$150 must be approved by the membership at a regular meeting.

- C. If the Treasurer is unavailable, the President may be authorized to draw a check against the Association's checking account if approved by the Executive Committee.

SECTION 5. The directors of the Association shall be elected to serve a two year term. The past President that has completed their term shall serve as a one year Past President Director. If the past President is unable to serve in this capacity, the Executive Committee shall appoint someone to serve in their place.

SECTION 6. The officers and directors shall constitute the Executive Committee. This committee is responsible for seeing that the policies of this Association are maintained. This committee shall have the power to appoint a regular member to fill any unexpired term for any office of this Association.

ARTICLE IV

SECTION 1. The By-Laws shall provide for regular and special meetings.

SECTION 2

- A. At all meetings one-third (1/3) of regular membership shall constitute a quorum.
- B. When a quorum is not expected, the Secretary may request members submit written proxy votes to the President, or any regular member who will attend the meeting. Proxies shall specify votes for, against, or abstain for each item to be voted on.
- C. Proxies may be requested by the Secretary and submitted by members for the sole purpose of achieving a quorum. In this case, proxy votes during the meeting will be cast as abstaining.

SECTION 3. "Robert's Rules of Order" shall govern proceedings at Association meetings unless they are in conflict with our present constitution or By-Laws.

ARTICLE V

SECTION 1. Proposed amendments to this Constitution and/or By-Laws must be submitted in writing and read at the next regularly scheduled meeting. Consideration of the amendment(s) or action on it must be taken at the next regular meeting. The Secretary shall provide an email or hard copy of the current section and a copy of the proposed changes to each member at least 15 days prior to the next regular meeting when action will be taken.

SECTION 2.

- A. A one half (1/2) majority vote of regular members is required to make any changes to the Constitution or By-Laws.
- B. The Secretary's proposal correspondence shall request members unable to attend the meeting submit written proxy votes to the President or any regular member who will attend the meeting, in order to ensure a quorum as specified in SECTION 2 of this article is met. Proxies shall specify votes for, against, or abstain for each proposed amendment.
- C. Proxies may be requested by the Secretary and submitted by members for the sole purpose of achieving a quorum. In this case proxy votes on amendments shall be cast as abstaining.

BY-LAWS

SECTION 1.

- A. Regular members must hold a valid Amateur Radio Operators License and shall have paid all current dues.
- B. Associate members must express an interest in amateur radio and be sponsored for membership by a regular member in good standing.
- C. Associate members shall become regular members upon receiving an amateur radio operators license.
- D. Applications for membership shall be considered by the Membership Committee. The committee's recommendation shall be submitted at the next regular meeting for approval.
- E. Only regular members may vote or hold elective office, but all association benefits, duties, and privileges are available to both regular and associate members.
- F. To accommodate affiliation with the American Radio Relay League (ARRL), at least 51% of the regular membership must hold membership with ARRL.

SECTION 2.

- A. Regular meetings should be held on the third (3rd) Monday of each month. Special meetings may be called by the President or by the Executive Committee. The Secretary or President will notify the Association members of the special meeting.
- B. Members may attend meetings via video conferencing as provided by the Executive Committee.

SECTION 3.

- A. Dues as set forth by the Executive Committee must be approved by the Association membership. Membership dues shall be payable on or before December 31 of the current calendar year for the following year.
- B. Each new applicant shall pay pro-rated dues for the remaining months of the current year, beginning the month the new member is voted into the association.
- C. All applicants under 16 years of age and enrolled in school shall not have to pay dues their first calendar year of membership. Dues for subsequent years shall be 50% until age 16, at which time they must pay full dues subject to the By-Laws.

SECTION 4.

- A. A nominating committee of at least three (3) regular members shall be appointed by the President at the September meeting. They shall present to the membership at the regular meeting in October a slate of candidates to stand for election.
- B. The elections for officers and directors shall be held at the regular meeting in November. Nominations from the floor will be accepted at this time. A secret ballot may be requested by any regular member.
- C. A majority vote cast by regular members voting shall constitute the election of the nominee.
- D. If no quorum is present at the November meeting when elections are held, then the present officers and directors shall continue to serve until such time as elections can be held at a regularly scheduled meeting. Election votes may be submitted via email in accordance with Article IV. Section 2.
- E. One director shall be elected each year to serve for two consecutive years.
- F. Newly elected officers' and directors' terms of office shall commence 1 January of the year following elections.
- G. The calendar year shall be the official year of this Association.

SECTION 5.

- A. The President shall appoint a regular member, with permission of the appointee, to chair any committee that is necessary to conduct the daily business of this Association.
Committee chairpersons serve at the pleasure of the President.
- B. The following shall be standing committees for each year:
 - 1. Membership
 - 2. Repeater
 - 3. Emergency Communications
 - 4. Communications
 - 5. Special Events

SECTION 6. If it is determined that CARA is to be dissolved, a plan of dissolution shall be drafted and voted on by the remaining members of the association. It shall specify how required documents will be filed with the state of Virginia, liabilities will be settled, and assets will be disposed. The plan will detail how net proceeds will be distributed, either to charity (i.e. the ARRL) or among the remaining members.