

By Laws

Central West Virginia Wireless Association Constitution and By-Laws

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Central West Virginia Wireless Association otherwise known as (CWVWA) and enact this constitution and Its by-laws as our governing law. It shall be our purpose to welcome anyone who is interested in amateur radio, promote mentorship, further the exchange of information and cooperation between members, to promote radio knowledge and interest in amateur radio communications and experimentation, fellowship and also individual operating efficiency, follow all Rules and Regulations and prescribed guidelines of the Federal Communications Commission's Part-97 and the policies & procedures of CWVWA. Provide emergency radio communications to the greater Central West Virginia community, and to conduct club programs and activities to advance the general interest and welfare of Amateur Radio in the community and the people we serve.

Article I — Membership

Sec. 1. Anyone interested in the Amateur Radio Hobby is eligible for a membership with the CWVWA.

Sec. 2. Membership shall be by application and approval by a majority vote of the quorum present at any regular meeting.

Sec. 3. All members shall abide by the rules and terms provided in the By-Laws of the CWVWA. If a member does not abide by the rules and terms, written notice will be presented to the member, any further disciplinary action may and will be taken, it will be voted on by Executive Council and may include termination of the member.

Sec. 4. All members must pay yearly dues. (see article VI & XI Sec.4)

Sec. 5. There are two types of membership with the CWVWA. Full Membership: is for licensed Amateur Radio Operators which includes, all club privileges, including the right to hold office, chair or be on committees.

Associate Membership: is for NON-LICENSED people and they cannot hold office or be on a committee and have NO Voting Privileges.

Article II — Officers and Executive Council

Sec. 1 The officers of this Association (club) shall be President, Vice-President, Secretary, Treasurer. The Executive Council shall consist of the officers and 3 additional members selected from the membership.

Sec. 2. The officers and additional executive Council members of the Association (club) shall be selected by holding nominations (nominee must be present to gain nomination) for all positions at the annual October meeting and then having nominations and

elections for the next one year term at the annual November meeting with full members voting, assuming a quorum is present.

Sec. 3. Vacancies occurring between elections shall be filled by a full member volunteer attending a regular Association meeting. Nominations shall be taken from the floor and a simple majority vote taken. Recommendations from Executive Council shall be taken in consideration.

Sec. 4. The Executive Council shall consist of the four elected officers: President, Vice President, Secretary, Treasurer and three (3) additional elected members. The Executive Council may find it necessary to vote via phone which is allowed so long as the vote is recorded, and the vote count announced as recorded in the minutes of the next regular association meeting.

Sec. 5. Officers may be removed by holding a secret ballot (according to Roberts Rules of Order), the ballot must represent seventy five percent (75%) affirmative of the active membership present and voting, at the meeting.

Article III — Duties of Officers

Sec. 1. The President shall preside at meetings and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the Association, and perform all other duties pertaining to the office of President. The President of the Association (Club) shall automatically be a member of all committees with the privilege of voting or refraining from voting in order to serve as a Tie-Breaker.

Sec 2. The Vice-President shall assume all the duties of the President in his/her absence or vacancy in this position. In addition, he/she shall assist the President in advancing club interest and activity as approved by the Association (Club). He/she shall maintain liaison with applicable local, regional, and national organizations, in support of same, in time of need, if within our capabilities.

Sec 3. The Secretary shall keep a record of the proceedings of all meetings to include but not limited to: member attendance, keep a roll of active and past members in a database, submit membership applications, filing of annual deadlines, carry on all correspondence, the keeper of all Association documentation, read communications at each meeting, and keep minutes of every CWVWA meeting.

Sec 4. The Treasurer shall receive, deposit and record all monies paid to the Association (club); keep an accurate account of all monies received and expended; pay no bills without proper authorization (Executive Council). The budget shall identify, by categories, known and predictable disbursements of Association (club) funds. After approval by the Executive Council the budget shall be submitted to the membership at a regular meeting. Approval of the budget by a quorum of the membership is required. The Treasurer shall communicate any member dues paid to the Secretary as soon as soon as possible. The Treasurer shall ensure that all checks contain his signature and the signature of one other person, two (2) signatures.

Sec 4a. The Treasurer shall maintain an up to date list of all Association (club) assets and the location of said assets.

Sec 5. At the end of his/her term, all elected officers shall turn over everything in his/her possession belonging to the Association (club) to his/her successor or other elected officer, as directed by the active current president.

Sec. 5 a. Any elected officer absent for the third consecutive meeting will automatically forfeit his or her position and the membership will choose a replacement for the position at an Association meeting.

Sec 6. CWVWA officers have the authority to make immediate decisions on day to day and things that come up between meetings including items that may be deemed as an emergency. Such items will be communicated at the next schedule Executive Council and Association (club) meeting.

Article IV — Duties of the Executive Council

The Executive Council shall have the authority to plan Association activities and to conduct Association business except for those items of business reserved for the Full Membership by the Constitution and By-Laws of the Association. Decisions made by the Executive Council, acting within its authority, shall require concurrence of a majority of the Executive Council members in attendance, any decisions will be recorded by the Association secretary and presented at the next regularly scheduled Association meeting for discussion and possible approval. The Executive Council shall also perform a review of assets in December of each year.

Article V — Meetings

The Constitution and By-Laws shall provide for regular and special meetings. At meetings, a minimum 2 officers and 5 members shall constitute a quorum for the transaction of Association business.

Article VI — Dues

The Association by majority of the quorum present at any regular meeting, may levy upon the general membership such dues as shall be deemed necessary for the business of the organization.

Article VII — Membership Assistance

The Association through designated Committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practices, and absence of spurious radiation from club member-stations as per FCC Part-97 Rules and Regulations. The association (club) shall also maintain a program to foster and guide public relations.

Article VIII — Amendments

The Constitution or By-Laws may be amended by a (requiring a two-thirds vote) unless the amendments are adopted by unanimous consent the total full membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on and record the result in the minutes at the next following regular meeting, provided a reasonable attempt to notify all members of

the intent to amend the constitution and/or By-Laws has been made, prior to said meeting.

Article IX — Conduct of Meetings

Robert's Rules of Order shall govern proceedings of the Association (Club)

Sec 1. Secretary

It shall be the duties of the Secretary to keep the constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions or the constitution and shall permit it to be consulted by members upon request.

Sec 2. Meetings

Regular meetings shall be held on the second Saturday of each calendar month. The time and location will be announced at the prior months meeting and on the web page for the CWVWA

Sec 3. Dues

Dues shall be payable in January of each year. Members who fail to pay their dues by the March meeting of the same year shall be dropped from the Association membership rolls. Associate Members dues shall be set by a vote of the full membership and payable when joining and in January of following years. ~~New full members joining after July 1 will be assessed 1 half the full year dues for the remainder of the year.~~

Sec 4. Committees

Association President shall have the authority to establish temporary or standing committees as deemed necessary. Members of committees shall be drawn from the Association (club) membership. The Association President shall appoint a committee chairperson and members to serve. The President will serve on all committees. The chairperson can add or remove members as necessary. Decisions made by committees are expected to be followed at club events.

Sec 5. Finances

A budget shall be prepared by the Treasurer with input from membership and submitted to the Executive Council at the beginning of each calendar year. The Budget shall identify by categories known and predictable disbursements of club funds. After approval by the Executive Council the budget shall be submitted to the membership at a regular meeting. Approval of the budget by a quorum of the membership is required. All expenditures of Club funds shall be approved by the Executive Council. The Officers and/or Executive Council is authorized to approve expenditures, not to exceed four hundred (\$400.00) without membership approval.