

# Northern New York Amateur Radio Association Constitution

## MISSION STATEMENT

This organization, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in and promoting the Amateur Radio hobby, constitute ourselves the **Northern New York Amateur Radio Association** (otherwise known and/or referred to as “NNYARA” or “the Association”) in the upstate New York counties of Clinton, Essex, Franklin, Fulton, Hamilton, Jefferson, Lewis, Montgomery, St. Lawrence, and Schoharie and enact this constitution as our governing law.

It shall be our purpose to:

- 1) Function as a steering committee to the designated NNY Section Manager, an elected volunteer representative to the American Radio Relay League (ARRL) and its Board of Directors,
- 2) Further the exchange of information and cooperation between members and amateur radio clubs in the NNY Section and raise the awareness of the hobby among the public and various governmental committees and representatives,
- 3) Promote radio knowledge, fraternalism, and individual operating efficiency,
- 4) Conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community,
- 5) Aid in providing an entry path to the hobby, including license testing and license classes,
- 6) Provide other services from time to time as determined by the NNYARA membership.

## ARTICLE I: MEMBERSHIP

Membership shall be by application and election upon such terms as the association shall provide in its By-Laws. The following shall be eligible for membership:

- 1) All persons interested in Amateur Radio communications,
- 2) All persons currently licensed as amateur radio operators, and
- 3) All duly constituted Amateur Radio clubs through designated representatives from each club.

Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status, or any other reason that would be biased or prejudicial.

It shall be the duty of each association member or club to report any change of residence or other contact information as soon as possible to the NNYARA Secretary.

## **ARTICLE II: OFFICERS**

### **Section I: Positions**

The elected officers of the association shall be the Chair, Vice-Chair, Secretary, and Treasurer.

There shall also be three (3) Directors who assist in guiding the association. One Director shall be appointed by the President, with the remainder elected by the membership.

Such group of officers and directors shall form the NNYARA Board of Directors.

### **Section II: Elections**

Officers of this association shall be elected for a term of two years by ballot of the members present, provided there be a quorum, at the annual meeting.

Directors will hold six-year terms with one Director to be elected during each normal two-year election cycle.

All Officers and Directors shall serve until duly removed, or otherwise until their successor is elected and has assumed their position.

### **Section III: Term Limits**

An individual may not serve more than three consecutive terms as an officer and/or director.

An individual may not hold more than one office during the same term, including as a director.

### **Section IV: Vacancies**

Vacancies occurring between elections shall be filled pursuant to the NNYARA By-Laws.

### **Section V: Eligibility**

To hold an office, an individual must be a member in good standing for at least one year and hold a valid Amateur Radio license of any class.

### **Section VI: Resignation**

Any officer may resign their position in writing at which time all records and assets of their position or of the association shall be turned over to the Secretary. Should the Secretary resign, records and assets shall be turned over to the Chair or Vice-Chair.

### **Section VII: Removal of Officers**

Officers may be removed from office, for cause, upon written petition of six (6) or more members.

Petitions must be presented to the Chair or Vice-Chair, through the Secretary. After investigation, the petition will be presented to the membership at the next regular meeting of the association and voted on by the membership.

Removal of an officer requires a three-fourths vote of the full membership.

## **ARTICLE III: DUTIES OF OFFICERS**

### **Section I: Chair**

The Chair shall preside at all 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 Chief Executive.

### **Section II: Vice-Chair**

The Vice-Chair shall assume all the duties of the Chair in his/her absence. In addition, he/she shall organize activities, plan and recommend contests for operating benefits, and advance interest and activity in amateur radio as approved by the association. He/she shall maintain close liaison with the local ARRL's local ARES® Emergency Coordinator to further participation in the Amateur Radio Emergency Service. ®

### **Section III: Secretary**

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and mail by postal service or electronic means meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the association to his/her successor.

### **Section IV: Treasurer**

The Treasurer shall receive and receipt for all monies paid to the association; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the membership or its officers constituting a business committee). At the end of each quarter, he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the association to his/her successor.

## **ARTICLE IV: MEETINGS**

The Bylaws shall provide for regular and special meetings. At meetings, a minimum of one-third of the membership, including two officers, shall constitute a quorum for the transaction of business.

Robert's Rules of Order and general consensus shall guide proceedings.

## **ARTICLE V: DUES**

The association may levy upon the membership such dues or assessments as shall be deemed necessary for the business of the organization as provided in the By-Laws. Non-payment of such dues or assessments shall cause memberships to be placed in an inactive status with no rights (including voting) in association business.

## **ARTICLE VI: MEMBERSHIP ASSISTANCE**

The association, through designated Interference, Public Relations, and Operating Committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from member-stations. The association shall also maintain a program to foster and guide public relations.

## **ARTICLE VII: CLUB CALL SIGN**

The association may elect to apply for a club call sign as provided by FCC rules Part 97. The Chair shall designate an individual member of the association to serve as trustee of the club call sign, or may choose to serve as such trustee.

Such club call sign trustee shall:

1. Meet FCC requirements.
2. Hold at least an Amateur Extra Class amateur radio license.
3. Not had an amateur radio license revoked or sanctioned at any time.
4. Yield trusteeship, if necessary, to the newly-elected Chair.

## **ARTICLE VIII: DISSOLUTION OF ASSOCIATION**

### **Section 1: Termination of Operations**

Should the association officers recommend the association be dissolved, notice to the membership must be given for a vote to occur at the next regular meeting. Such motion for dissolution must receive at least a three-fourths majority of the entire membership at the time of the vote to pass.

### **Section 2: Disposition of Assets**

On the occasion of a successful dissolution vote,

1. The Board of Directors shall handle the disbursement of all assets of the association.
2. No member or group of members shall receive benefit from the assets.
3. All equipment will be sold and net proceeds donated to organization(s), non-profit in nature, to advance the amateur radio hobby.
4. All remaining cash will be donated to organization(s), non-profit in nature, to advance the amateur radio hobby.

## **ARTICLE IX: AMENDMENTS**

All amendments and revisions to the Constitution or By-Laws of the NNYARA shall be proposed in writing, read at a regular meeting, and laid over for a vote thereon at a regular meeting to be held not less than two weeks nor more than ten weeks thereafter. Notice, setting forth in full any proposed amendment or revision, shall be sent by the Secretary to all members at least ten days before the regular meeting at which said proposed amendment or revision is to be voted upon. A majority vote of all members present at the regular meeting designated for consideration of such amendment or revision shall be required for its adoption.

# Northern New York Amateur Radio Association Bylaws

## ARTICLE I: NAME AND PURPOSE

### Section I

This organization shall be known as the NNYARA, the Northern New York Amateur Radio Association.

### Section II

The NNYARA exists as a coordinating body and resource for the Northern New York Section of the American Radio Relay League (ARRL) and this association will operate at all times in conformity with any requirements imposed by the ARRL and Federal Communications Commission (FCC).

### Section III

“Northern New York” is a section of the Atlantic Division of the American Radio Relay League (The “League”), the national organization representing amateur radio operators and associated functions and activities. The Northern New York Section currently comprises the counties of Clinton, Essex, Franklin, Fulton, Hamilton, Jefferson, Lewis, Montgomery, St. Lawrence, and Schoharie. The Section and League represent and support amateur radio operators’ needs and technical interests to the Federal Communications Commission (the FCC), the regulating body charged with all telecommunications oversight, including amateur radio.

## ARTICLE II: MEMBERSHIP

### Section I

Amateur radio operators, by an affirmative ballot of two-thirds of those present at a regular meeting, may elect an individual to General Membership upon the submission of a completed membership application and payment of the current year’s dues. Individual members shall receive one (1) vote in association matters.

### Section II

The NNYARA, by an affirmative ballot of two-thirds of those present at a NNYARA meeting, may elect a duly constituted amateur radio club located within the ten Counties of the NNY Section to Club Membership upon the submission of a completed membership application, and payment of the current year’s dues. Clubs not located within the NNY Section may apply for Club membership provided that (1) at least 30% of club members reside within the NNY Section and/or (2) conducts at least 40% of its operations within the NNY Section in a calendar year.

Amateur Radio clubs shall be represented by a General Member designated by the club on their membership application. Changes to club representatives to NNYARA shall be communicated to the Secretary, in writing, and must include an effective date for the change. Club Memberships shall be entitled to two (2) votes cast by the individual club's designated representative.

## **ARTICLE III: MEETINGS**

### **Section I**

Regular NNYARA meetings shall be held on the third Wednesday of each month throughout the year. If a regular meeting falls on a holiday, that meeting shall be held on the same day of the week during the following week. A monthly meeting date may be adjusted by the Chair upon conference with the NNYARA officers provided that notice is given no less than five (5) days before the newly proposed date.

### **Section II**

The regular hour of meeting shall be 7:00PM; but at any time, however, the regular meeting may be held at an hour to be determined by vote of the membership to that effect at the previous meeting, provided that notice of such change of meeting hour shall be given to all members.

### **Section III**

Meetings may be held in-person, via radio (i.e., a "net"), via videoconference, or any other means as may be acceptable by the membership or Chair.

### **Section IV**

A minimum of one-third of the association's membership roster (including at least two (2) officers) shall constitute a quorum for the transaction of the business of this association in a regular or special meeting. For any committee or board to legitimately transact its business, a quorum of a simple majority of that body's members of record must be present, unless provided otherwise by the Constitution, ARRL, or FCC.

### **Section V**

Special meetings may be called by the Chair upon the written request of any five (5) association members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated in the notice shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

## **ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS**

### **Section I**

Nominations for offices to be filled at the annual election shall be made in the order in which they appear in Article III of the Constitution at any regular meeting on or after the first day of October. Nominations shall also be accepted for one Director position during each election

cycle. If no nomination for a particular office shall have been made prior to the date of such election, or if all candidates previously nominated for a particular office shall have declined or withdrawn, nominations for that office may be made on the date of election. If a member has been nominated for more than one office, they must declare that they accept one nomination and withdraw from other nominations before the close of the last regular meeting prior to the regular meeting at which the election is to be held, and if he does not do so, they must accept only the first nomination. No member, unless nominated in accordance with this Section, shall be eligible to election at any such annual election. Only a General Member in good standing shall be eligible for nomination to office in this association.

## **Section II**

The annual election shall be held at the regular meeting held in November of each year.

## **Section III**

At all elections for Officers, the Chair or a Past Chair shall preside. The two incumbent Directors shall act as tellers to receive, sort and count the votes, and the ballot box must be placed in full view of the assembly. The Chair shall appoint additional tellers should there be less than two incumbent Directors. The election shall be by written or printed ballot, uniform in size and color, which shall contain in regular order a list of the offices to be filled. If by written ballot, it shall conform to such other regulations as the membership may direct; if by printed ballot, it shall contain, beneath the title of each office to be filled, the names of the candidates for such offices, and there shall be a blank space beneath each office for which no one has been nominated previous to the night of election. When printed ballot is used, each member voting shall indicate his choice by a checkmark placed opposite the name of each candidate he votes for, and the preparation and casting of each ballot shall be secret and without assistance, except in case of physical disability, for which suitable arrangements therefor shall be made. No ballot shall be cast or counted other than ones provided by the Secretary. After all who are entitled to do so have voted, the ballot shall be declared closed; one of the tellers shall then examine each ballot singly and pass the same to his associate, who shall read the name or names written thereon, and the Secretary shall tally the same, from which tally list the presiding Officer shall announce the result to the membership, and shall declare the candidates receiving a majority of the votes cast duly elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. When there is but one candidate in nomination, the membership may direct any Officer to cast the vote of the membership for such candidate. No member who is in arrears for dues shall be entitled to vote.

## **Section IV**

Officers shall take their elective positions on December 1st. Should any elective Officer fail without good cause to present themselves at the next meeting of the association, the Chair may declare the office, to which the party so failing to appear has been elected, vacant.

## **Section V**

Whenever an elective office shall become vacant, or no person is nominated for or elected to an elective office in accordance with the provisions of Section 1, or a member, who has been elected dies, resigns or is otherwise incapable of serving or who will not be available for

installation following his election, the Chair shall, no later than the second regular meeting thereafter, order an election to fill such office for the unexpired term thereof or the full term, as the case may be. The Chair may, at any time he deems expedient or necessary, appoint any General Member in good standing of the association to fill the vacancy so created, until such office is filled by election as provided herein, such appointee to have full power and authority to do all acts necessary and required of the office to which appointed.

Elections to fill vacancies arising in the preceding paragraph shall take place at the next regular meeting after said order. Nominations for office may be made at the meeting when the Chair orders the election and again at the meeting when the election is held. The vacancy caused by the election of another elective Officer to fill such vacancy may be filled at the same meeting. The voting procedure to fill a vacancy shall be governed by Section 3.

## **ARTICLE V: DUES**

### **Section I**

Dues for NNYARA members shall be paid annually, in advance, on or before January 31st of each year. General Membership dues for individuals shall be \$12.00 per year, and Club Membership dues for amateur radio clubs shall be \$24.00 per year. Members joining during the calendar year shall have their dues prorated on a monthly basis.

### **Section II**

Any member whose dues are not paid after three (3) months of their expiration date will be considered inactive and moved to the inactive membership roster.

### **Section III**

Inactive members have no voting privileges. Termination of membership either by resignation or expulsion will not constitute a refund of dues paid. All inactive members will be notified by the Association Secretary of their inactive status.

## **ARTICLE VI: COMPLIANCE**

### **Section I**

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

### **Section II**

This association shall abide by the *Rules and Regulations of the ARRL's Field Organization* as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications. This includes compliance with Affiliated Club status and ARES®, the Amateur Radio Emergency Service, a program of the ARRL.



## **CERTIFICATION**

This is to certify that the Constitution and By-Laws of the Northern New York Amateur Radio Association (NNYARA) were proposed, in writing, at a regular meeting held on Tuesday, January 18, 2022. Said Constitution and By-Laws were read before the membership, and at the regular meeting of February 16, 2022 were adopted by a majority vote of all the members present.

Notice, in writing, setting forth the proposed adoption, was sent by the Secretary to all members of the association at least ten days before the regular meeting at which said revision was voted upon.

**John Knoebel, KC2RMD, Chair**  
**Matthew Lacy, KD2TBS, Secretary**

**Northern New York Amateur Radio Association**