

THE CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC.

CONSTITUTION

11/03

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THE CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC.

CONSTITUTION

As Amended: September 2011

ARTICLE I NAME

Section 1: The name of this organization shall be: THE CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC., a non-profit Corporation, hereafter referred to as the Organization within this document.

ARTICLE II PURPOSE

Section 2: The Cambridge Amateur Radio Association is organized exclusively for charitable, educational, and scientific purposes including for such purposes, the making of distributions to organizations under 501-c-3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Cambridge Amateur Radio Association will provide emergency communications assistance during emergency situations when normal communications systems are overloaded or out of service.

No part of the earnings of The Cambridge Amateur Radio Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the organization shall be the carrying on of

propaganda, or otherwise attempt to influence legislation, and The Cambridge Amateur Radio Association shall not participate in, or intervene in (including publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501-c-3 of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section I 70-c-2 of the internal Revenue Code, or corresponding sections of any future federal code.

The membership may amend these Articles of Incorporation or omit any provision that it could lawfully include or omit at the time the amendment is made upon written notice of at least 31 days, any number of amendments or an entire revision of the Articles of Incorporation may be submitted and voted upon receiving a 51% vote eligible voting membership.

Upon dissolution of The Cambridge Amateur Radio Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501-c-3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government for a public purpose.

Any such assets not disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated for such purpose.

ARTICLE III MEMBERSHIP

Section 1: Any person holding a valid Amateur License and showing an interest in the progress and development of Amateur Radio shall be eligible for membership in this Organization. The membership of this club shall be divided into two (2) classes: Active and Sustaining. As a member in good standing of the Cambridge Amateur Radio Association, each member shall receive a copy of the Constitution and By-Laws, Organization Roster and Membership Card.

Section 2: Active Members: The following shall be eligible for active membership in accordance with Article I of the By-Laws: Those persons now holding a valid, un-expired Amateur Radio operators license.

Active members will vote on officers, Organization matters, and be eligible to hold an office internal to the Organization.

Section 3: Sustaining Members: Those persons who hold membership for the purpose of improving Amateur Radio and have demonstrated a worthiness of recognition by this Organization. Sustaining Members shall not vote, shall not hold office and shall not serve on special committees.

ARTICLE IV OFFICERS

Section 1: The officers of this Organization shall be: President, Vice-President, Secretary, Treasurer, Activities Chairperson, Program Chairperson, Public Information Officer, Newsletter Editor, and three Corporate Trustees. All elected officers; President, Vice-President, Secretary, Treasurer, Activities Chairperson, Program Chairperson, Public Information Officer, Newsletter Editor and Corporate Trustees to this Association will be restricted to fully paid members holding a valid license and in good standing.

All appointed or operational Standing committees must also hold a valid license and be a member in good standing with dues paid, to retain their position in office or committee.

The above said officers will be limited to two (2) consecutive terms, unless the membership wishes to keep certain officers in for a longer term.

In that case, a motion from the membership and a 2/3 majority vote at the January meeting will be necessary to allow said person to be nominated for office for an additional term.

Officials of the Organization shall not receive compensation for their service.

Section 2: The nominations of officers shall take place at the January meeting. See Article IV, Section 1.

The three (3) Corporate Trustees will then be responsible for contacting each candidate

on the list of nominees to ensure all candidates would be willing to serve if elected to a position for which they were nominated.

If a person does not want to be considered for a position, the person's name shall then be removed from the election ballot before the ballot is distributed to the membership. If this occurs then at the next regular meeting, nominations will be held for that open office and voted upon at that meeting.

A secret ballot shall be mailed to each member and shall be marked confidential, with a return envelope enclosed, also marked confidential so that a member may either mail or turn in his/her ballot at the meeting. These ballots either mailed or turned in at the meeting shall remain unopened and given to the Trustees for counting. The Trustees will accomplish this task in a manner that will ensure a reasonably accurate ballot for the membership.

Section 3: The February meeting shall be the annual meeting. At this meeting the officers, nominated at the January meeting shall be elected. Their terms shall be for one year, from the close of business of the February meeting to the close business of the succeeding February meeting, with the exception of the three Corporate Trustees, whose terms shall be for three years with one term expiring each year at the close of business of the February meeting.

Section 4: If an officer feels that, for any reason, he/she can no longer serve in his/her elected position, he/she shall issue a written communication to the Organization asking

to be removed from his/her respective position.

This communication will serve as an office vacancy notice for the Organization to take appropriate action on. Any vacancy occurring shall be filled by a ballot at the first regular meeting after such a vacancy occurs.

Section 5: Any officer can be removed from office by a 2/3 majority vote of the members attending a special meeting called for this purpose by the procedure prescribed in Article V, Section 2 of this Constitution. The President shall call a special meeting for this purpose upon a signed petition by at least three (3) members.

Section 6: Under certain situations of necessity or convenience, it shall be allowable for members to hold more than one office at a time.

ARTICLE V MEETINGS

Section 1: This Organization shall meet monthly, except December, on a date agreed upon by a majority of the membership. The annual meeting shall be held in February of each year.

Section 2: The Organization will have an Officers' meeting prior to the next scheduled Organization's monthly meeting. Officers will set the agenda and review all business functions to be covered at the regularly scheduled meeting.

Section 3: When necessary, a special meeting can be called by the President, by giving at least two (2) weeks written notice

to the membership of this special meeting and its purpose.

ARTICLE VI PROCEDURE FOR AMENDMENT

Section 1: A resolution proposing amendment to this Constitution and By-Laws shall be written in formal character, shall include exact substitute wording if any, and shall be presented, in duplicate, to the members in sufficient time for consideration and report before casting of ballots.

The procedure in the case of a proposed amendment shall be as follows: (a) If, at a regular meeting a motion to adopt the amendment is recommended, the Organization's Secretary shall send written notice to the active membership, describing the proposed amendment, at least two (2) weeks prior to the next regular meeting. (b) If, at this next meeting, this amendment is approved, by a 2/3 vote of a majority of the members present, it shall be adopted effective immediately.

Section 2: All amendments to the Constitution and By-Laws, after being voted upon by a 2/3 majority of the membership, and shall be stapled to the back of the original 1979 Constitution and By-Laws.

CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC.

BY-LAWS

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CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC.

BY-LAWS

As Amended: November, 2009

ARTICLE I
MEMBERSHIP

Section 1: Applications for membership shall be submitted at regular meetings or through direct mailing to the Organization Secretary. Each applicant must express a willingness to abide by this Constitution and By-Laws and such rules as shall be promulgated by the Organization.

ARTICLE II
OFFICERS: DUTIES AND POWERS

Section 1: PRESIDENT: Duties: Shall preside at all meetings of this Organization, shall enforce observance of the Constitution and By-Laws of this Organization, decide all questions of order, sign all official documents adopted by this Organization, and appoint special committees as needed for the operation of the Organization. The President's parliamentary decision upon the meeting floor shall be final, providing it is not in conflict with the meeting rules of this Organization or Robert's Rules of Order.

The President shall attempt to obtain current information about the activities within the amateur radio community and present opportunities to the organization to excel in the future development of amateur radio and this organization.

Expectations: The President is charged with the duty of directing effective, efficient general meetings. A preplanned, organized

agenda shall be one of the important duties of the President. The President is expected to maintain order and provide the proper procedures to complete the Organizations meeting purposes. At all times, the President is to keep the meetings in order and to provide equal command of all proceedings. The President is to maintain a positive and friendly approach during the meetings, set time limits on discussions, and table or bring to a vote any business activity in a controlled manner. Specific functions: (1) Appoint yearly standing committees. (2) Review State of Incorporation documents with Trustees. (3) Write membership drive solicitation letter. (4) Write membership welcome to organization letter. (5) Review and update Officers duties & expectations yearly.

Section 2: VICE PRESIDENT: Duties: Shall assume all duties of the President in the absence of the latter. The Vice president should take an active role within the organization to assure that the goals of the Organization are properly obtained.

Expectations: The Vice President will perform all presidential meeting functions in the absence of the President. Specific functions: (1) Ensure the frequency coordination and recognition of the two-meter repeater system, by annual renewal of membership to the Ohio Repeater Council. (2) Appoint and chair the Organization's fund-raising committee. (3) Review and confirm that all functions listed under the

Organization's By-Laws are properly performed.

Section 3: SECRETARY: Duties: Shall keep a formal written record of the proceedings of all meetings and keep an accurate role of all members. The Secretary shall conduct and answer all correspondence in behalf of the Organization. The Secretary shall mail to each member written notice of regular and special meetings and will maintain and preserve the Organization's business records. The secretary shall transcribe all activities during all meetings and develop an accurate record for all to review.

Expectations: The secretary shall: 1) Transcribe the monthly meeting proceedings into typed minutes and file in a proper manner for future use, (2) Maintain a complete membership roster, (3) Interface with ARRL on membership application and ARRL affiliation, (4) Be prepared to read the minutes at each Organization meeting, (5) Issue a membership card to paid-up members in a timely manner, and (6) Provide to NEW members a New Member Information Package. The Secretary shall check the Organization's P.O. Box for current incoming mail.

Specific functions: (1) Maintain minutes of all meetings. (2) Serve on the Membership Drive committee. (3) Supply a copy of the organization's monthly meeting minutes to the P.I.O., Newsletter Editor, and the Internet Web Site Media Chairperson within one week after the meeting. (4) Obtain and maintain regular meeting attendance records. (5) Issue a repeater function information form to repeater supporters.

Section 4: TREASURER: Duties: Shall establish banking accounts, receive and give receipts for all monies paid to the Organization, pay all reasonable and proper debts with membership approval, (blanket approval may be given by the membership to pay regularly recurring debts such as: (a) P.O. Box, (b) Telephone Bill), keep an accurate and detailed record of receipts and expenditures of all funds and accounts and report on same at monthly meetings. Financial records shall be available and open for inspection at each monthly meeting. An audit shall be made of the financial records during the two (2) weeks prior to the annual election.

Expectations: Make sure that all the financial activities of the organization are completed correctly and on time. Communicate with the organization's Secretary any financial information on membership status and share any correspondence to provide proper control of all monetary activities of the Organization.

Specific functions: (1) Pay P.O. Box fee and monthly telephone bills. (2) Assist Secretary on processing membership dues. (3) Ensure Officers of the Organization, (President, Treasurer, and Trustees) have banking signature cards properly signed. (4) Ensure that the Organization's capital equipment and liability insurance is paid. (5) Create and post a detailed annual financial audit report statement for the Organization's review. (6) Check the Organization's P.O. Box in a timely manner.

Section 5: PROGRAM CHAIRPERSON: Duties: Shall arrange for and announce all programs for meetings.

Expectations: The Program Chairperson shall have a program at each regular meeting of the Organization. Programs can include films, tapes, speakers, and presentations from the membership.

Specific functions: (1) Host and announce all programs at meetings. (2) Plan programs in advance and promote them.

Section 6: ACTIVITIES CHAIRPERSON:
Duties: Shall be responsible for coordinating and for making arrangements of ALL Organization sponsored activities and social events, including Field Day, contests, and the Annual Family Picnic. Activity committees may be appointed by the Activities Chairperson to assist in the coordination and implementation of plans for a specific activity. The Activities Chairperson shall be the controlling Chairperson of any committee appointed by him/her.

Expectations: The Activities Chairperson must take a very active role in all activities of the Organization and become the leader in all events of the Organization during the year. The guidance and control of planning and performing each event must be directly under the Activities Chairperson's control. The Activities Chairperson shall report on any activity committee's functions at each regular meeting of the Organization.

Specific functions: (1) Standard functions include Field Day, Holiday Parade, Annual Picnic, and Annual Awards Banquet. (2) Oversee all social events of the Organization.

Section 7: PUBLIC INFORMATION OFFICER: Duties: Shall be responsible for

providing and making available to the news media any information regarding activities, accomplishments, special events, and purposes of the Organization. The purpose of this position is to provide accurate information to the various news media and organizations.

Expectations: Attempt to have at least eight (8) articles in the local newspaper each year; at least two (2) on-air radio interviews over the local commercial radio; one (1) article in the ARRL QST magazine each year and additional articles on any other amateur radio news event to the local media. Oversee the media content of the Organization's web site via a position on the Web Site Media standing committee. Function as liaison to the County Emergency Management Agency (EMA) Director on the organization's behalf and maintain open communications with the local amateur radio groups in our surrounding counties. This position is of major importance because it is our gateway to the local community.

Specific functions: (1) Place articles in local newspaper. (2) Perform interviews on commercial radio. (3) Get an article in QST Magazine. (4) Assist in maintaining Web Site. (5) Maintain communications with local organizations.

Section 8: NEWSLETTER EDITOR:
Duties: Shall be responsible for generating, editing, publishing and distributing a quarterly Organization newsletter. Duties shall include overseeing the research, compilation, and editing of amateur radio related information.

Expectations: To be actively involved with other editors of local amateur radio organizations; To oversee the exchange of newsletters between local amateur radio organizations; To develop an acceptable way to make available the newsletters received from other organizations; and To participate in the yearly state amateur radio newsletter competition of the Ohio Section of the ARRL with the goal of placing first.

Specific functions: (1) Release four (4) newsletters per year. (2) Develop special membership columns. (3) Keep information timely and up to date.

Section 9: CORPORATE TRUSTEES:
Duties: Shall be responsible for monitoring the course of business of this Organization and will work to ensure the general well-being of the Organization. They shall perform the Audit as required in Article II, Section 4 of the Secretary's and Treasurer's books during the month of January. The Trustees shall maintain an accurate Organization owned equipment list, and they shall be responsible for the yearly audit of equipment. They shall bring to the attention of the membership any activities felt to be of questionable legality, and they will possess the power to decide whether the Organization should be dissolved and liquidated. One Trustee shall be designated the Organization "Statutory Agent" in compliance with Ohio law.

Expectations: As described, the Trustees are to oversee the financial and legal functions of the Organization, to make corrective actions as necessary, and to review all books and capital assets and ensure that they are up to date.

Specific functions: (1) Review capital equipment to determine and present recommendations on equipment and liability insurance requirements to the membership for disposition at the February meeting. (2) Oversee all Field Day activities. (3) Verify voter eligibility of membership before election begins. (4) Count election ballots and verify election results at February meeting. (4) Present report to membership of yearly audit results. (5) Ensure that Organization documents presented to the State of Ohio are in order and up to date.

Added: October 2011

Responsibility Clarification Statement: At the November meeting, the Trustees are to present an itemized list of federal and state legal and financial functions of the Organization/Corporation for the upcoming year. This list is to include a timetable of when each legal/financial function is to take place. And at each monthly meeting, the Trustees are to request a status report for each of the items listed for that month of the year.

Section 10: MULTI-COUNTY REPRESENTATION: Duties: As long as the Multi-County Coalition organization exists, Two (2) members of the Organization will represent and present the Organization's interests. These two (2) members will be elected for a term of one (1) year to serve as our representatives during the Multi-County Coalition's (MCC) meetings. These members will act in behalf of the Organization at these meetings and other functions related to the MCC organization. Expectations: To present a positive approach to all activities of the MCC organization and convey information to and from the Organization, To work with the other

amateur radio organizations on all business transactions and review information, and To present the Organization's position on MCC activities.

Specific functions: (1) Attend MCC meetings and represent the Organization. (2) Convey information to and from the Organization. (3) Report all activities of MCC to the Organization for membership approval.

Section 11: COMMITTEES (General):

Duties: As required, the President appoints all special and standing committees, (not covered by a specific officer's function) to develop proper recommendations with functions of the organization. The President shall appoint a committee chairperson to be the controlling member of that committee. The committee's function is to perform the task set down by the President and to present its results in a timely manner. Before a committee's findings are presented to the general meeting, the Chairperson is to report all findings to the President to assure that the President's purpose for the committee has been fulfilled.

Expectations: All committees will work together to accomplish their assigned functions in an effective and timely manner. The President will make the determination that the appointed committee has completed President's expectations. The President has the power to redirect the committee, if necessary, to complete the expected goals.

Specific functions: (1) To review expected tasks and complete functions requested. (2) The Committee Chairperson will present their final results and recommendations to

the membership for discussion and approval at each regular meeting.

Section 12: STANDING COMMITTEES:

The following committees are to be appointed by the President each year at the March meeting: **Membership:** This committee's purpose is to develop ways to bring back our previous members, to develop ways to attract new members into the organization, and to develop whatever methods that can improve our total membership roster.

RFI/EMC: This committee is to work with all parties to assist in correcting radio/TV interference and to interface with the electric companies and assist in correcting electrical line interference to amateur radio. Technical and public contact skills are required for this function.

Two meter repeater: Two different sections, (1) Controller functions: This group has access to all control codes for the two-meter repeater and will program and/or control the system as needed to maintain proper operation. (2) Technical functions: This group of amateur radio operators must possess the knowledge to investigate, troubleshoot and repair problems with the two-meter system, and to develop and upgrade any necessary hardware to keep the system at the state of the art. The administrator of the Organization's radio license will automatically serve on this committee.

Historical: This committee's function is to collect, record, document, and photograph activities of the organization, and to maintain archives, photo albums, newspaper clipping, video tapes, and memorabilia.

A.R.E.S.®

Web-site Media: This committee is to review all media happenings of the Organization and other information that might be proper for the Organization's web site. Only information approved by this committee will be added to the web site. The Chairperson of this committee will function as the Webmaster for managing the data and technical operations of the web site.

Expectations (all): These standing committees have well-defined tasks and are expected to maintain their functions throughout the year of their appointed term and keep the membership informed of their actions.

ARTICLE III
DUES

Section 1: Each member shall pay annual dues to the Organization, the amount of which shall be determined by majority vote of the membership at each November meeting.

Section 2: Organization dues shall be payable as of January 1 each year. Members will be considered delinquent and dropped from the rolls if not paid before the beginning of the business session of the Annual Meeting in February.

Section 3: Partial dues can be accepted from only new members joining between July 1 and December 31. These partial dues will be at one half the normal established dues rate.

Section 4: Delinquent members may be reinstated upon the payment of a full year's dues anytime after the date of delinquency.

ARTICLE IV

Section 1: The Organization shall maintain a strong relationship with the ARRL Guernsey County Emergency Coordinator and his/her Assistant Emergency Coordinator(s). This Organization's membership is encouraged to support and to engage in the activities of the Guernsey County A.R.E.S.® functions.

ARTICLE V
ORGANIZATION STATION

Section 1: If an Organization Station is established and maintained, it shall be controlled by a station board consisting of a Station License Trustee and two (2) qualified Extra Class License members appointed by the President. This board will control the operation and maintenance of the Organization Station. The Appointees shall be approved by a 2/3 majority vote.

Section 2: This Board shall review and authorize privileges to use the Organization Station's. This is written permission to operate the station and all members under the age of eighteen years (18) must be accompanied by a member in good standing over the age of twenty-one (21). These cards will be issued to all licensed amateur members of this Organization in good standing. These cards are written permission to operate the Organization Station in accordance with rules and regulations set forth by the Federal Communications Commission, this Organization's Constitution and By-Laws, and any other regulations deemed necessary by the board.

Section 3: Failure to comply with the above mentioned regulations (Article IV, Section 2), will result in the loss of the Organization

Station permit and operation privileges, and exclusion from the Cambridge Amateur Radio Association, Inc.

Section 4: All Licensed Radio Amateurs, in accordance with Article V, Section 2, have access to the station equipment at any time they desire, provided such operation does not conflict with emergency operations or other Organization activities involving the use of the same equipment.

Section 5: All Organization owned equipment shall be adequately insured as determined by the Organization Trustees and approved by the membership.

Section 6: If a VHF repeater station (or similar type of remote station) is established, it shall be controlled by a Repeater Technical Committee consisting of seven (7) members to control operation and maintenance of this station. One (1) of the members of this committee shall be the Organization Station License Trustee. (License holder is personal call sign is used.)

The President shall appoint the other six (6) members. One (1) Station License Trustee, two (2) Technical committee, two (2) Administrative Controllers, two (2) Controller Operators.

The President shall review yearly the activity of the present three (3) member Technical Committee, Administrative Controllers, and Controllers at the January meeting to see if any changes are needed or required, and may appoint appropriately.

Section 7: The Organization will maintain at least one “open” repeater in the situation where two or more such remote stations are

constructed by the Organization. This one “open” station will be intended for general amateur usage. However, special operating privileges will be available to any licensed amateurs who have expressed a desire to assist in the financial upkeep and maintenance of this repeater system. These special privileges will include such modes as: autopatch, after-hours access, and other modes as designated by the Technical Committee.

The present two-meter repeater system is located at the Guernsey County Communication site on Larrick Ridge Road. An agreement with the County Commissioners and the office of the Emergency Management Agency has been formalized that the Organization will provide emergency communications assistance for the county when called upon to do so. Primarily, this assistance will be under the direction of the EMA director.

The Secretary, in cooperation with the Repeater Technical Committee, shall maintain an accurate record of repeater supporters and issue repeater function cards to them. They shall also ensure that the repeater is used in accordance with the rules and regulations set forth by the Organization, the policies set forth by the Ohio Area Repeater Council, and any other regulations deemed necessary by the Organization.

Section 8: Repeater Support Fund - The Treasurer of the Organization shall be empowered to establish a separate account for the upkeep and maintenance of the repeater system(s). Monies received from the usage of this repeater system shall be deposited to that account and distributed in

accordance with Article II, Section 4, of the By-Laws.

The Treasurer is directed to maintain the repeater support fund separately from the general operating fund. This repeater support fund will be solely for the purpose of maintaining, repairing and replacing existing repeater system equipment. It will not be used for rental of the telephone interfaced with the repeater, nor for upgrading or enhancement of the repeater system. These expenses will be paid from the general fund. The repeater support fund will be replenished by the Ten Dollar (\$10.00) annual repeater support contributions, as well, by any other contributions to this fund. The Repeater fund will maintain a One thousand dollars (\$1,000.00) plus interest, at all times. If, at any time the balance of the repeater fund should fall below one thousand dollars (\$1,000.00), the Cambridge Amateur Radio Association, Inc. membership can vote to replenish the repeater fund from the general fund, or by voluntary contributions.

Section 9: Should the Cambridge Amateur Repeater System or the Organization Station of the CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC. be permanently deactivated, all equipment loaned to the repeater system or the Organization Station shall be returned to the owners.

A) If the Repeater System is deactivated and the Organization remains active, equipment owned by the Repeater System shall become the property of the Organization unless there are outstanding debts owed by the repeater system which cannot be paid from the Repeater Support Fund; in this case, all

system-owned equipment shall be sold and these outstanding debts paid.

Monies left in the Repeater Support Fund, in either case, shall be held in this account for one year and then become part of the regular Organization account.

B) If the Organization Station is deactivated and the Organization remains active, the equipment owned by the Organization shall be kept by the Organization or sold and the proceeds deposited to the regular Organization membership with recommendations from the Station board.

C) If the Organization is dissolved, the Organization Station shall be deactivated as outlined above. The Repeater System may be continued at the discretion of the Repeater System subscribers. If the Repeater is to be deactivated, this shall be as described in (A) above, except that any left over funds shall be deposited to the Organization treasury. If the Repeater System is to be continued, the Repeater Technical Committee shall become the ruling body and all monies in the Repeater Support Fund shall be turned over to them.

ARTICLE VI MEETING PROCEDURE

Section 1: Attendance at any meeting by twenty percent (20%) total members and not less than eight (8) members of this Organization with the President or Vice President, or one (1) Trustee present shall be sufficient to permit appropriate disposition of all business matters lawfully proposed for consideration at the meeting.

Section 2: Upon any question of order coming before this Organization not otherwise provided for in this Constitution and By-Laws, the presiding officer shall be governed by Robert's Rules of Order.

ARTICLE VII DISTRIBUTION OF ASSETS UPON DISSOLUTION

Section 1: Should the CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC. be dissolved, the Organization Station and any Repeater Systems shall be disposed of in accordance with Article V, Section 6. All remaining assets shall then be disposed of as follows: Any equipment belonging to the Organization shall be sold and all funds remaining after the Organization debts have been satisfied shall be donated to the American Radio Relay League or other amateur radio related organizations such as determined by the Organization Trustees.

ARTICLE VIII OUTSTANDING AMATEUR AWARD SELECTION

Section 1: This Organization has established an Outstanding Amateur Award. This award is available to any member of the Association in good standing. This award is given only when it is merited, and not necessarily on an annual basis. A maximum of one award is issued in a given year.

Section 2: Guidelines for Awarding: To be eligible for Outstanding Amateur Award a member must have a valid Amateur Radio License (any class), must be a member in good standing of the Cambridge Amateur Radio Association, Inc., must have done

something or caused it to be done, which benefited the members of the Cambridge Amateur Radio Association, Inc. or the Amateur Radio community in general, and was exemplary in nature and was "above and beyond" the call of duty. ("Above and beyond" means something not expected of him/her in the normal course of duties of any office or committee position which may be or have been held.)

Section 3: This award recipient will be chosen as follows: Selection will be performed by a committee of three (3) members who have been previous recipients of this award and have attended at least five (5) regularly scheduled monthly meetings and participated in at least one (1) scheduled Organization event and selected by random drawing by the President.

In the case where there are multiple recipients chosen as Outstanding Amateur, only one (1) family member may serve on the awards committee per year. Exception to these rules can be evaluated by a special committee of three, appointed by the President, who will evaluate and present their recommendations to the general membership for approval for an acceptable modification to the award committee selection process.

The award committee will be appointed no later than the October meeting and will present their selection at the Annual Awards Banquet, or special meeting, at which time the award will be presented.

Recommendations for a candidate for the Outstanding Amateur Award from the Organization's membership may be presented to the award committee in form of

a letter at least one month prior to the awards presentation. A record of attendance for all members will be maintained by the Secretary at each meeting and scheduled events to ensure award committee eligibility.

Section 4: The award will consist of a suitably engraved plaque.

ARTICLE IX HALL OF FAME AWARD

Section 1: This Organization has established a Hall of Fame Award. This award is available to any member meeting the criteria in Section 2 of this article.

Section 2: To be eligible for the Hall of Fame Award a member must be at least sixty-five (65) years of age, or an active ham for forty (40) years, and at least fifteen (15) consecutive years of club membership.

Nominees must be nominated by a member of the Organization and voted on at a general meeting and receive a majority of approval votes. The nominee will receive lifetime free membership in the Organization with all rights and privileges.

ARTICLE X FIELD DAY ACTIVITIES

Section 1: All Field Day operations carried on by this Organization shall be under the direct supervision of the Activities Chairperson, the Corporate Trustees and the appointed Field Day committee.

Section 2: Together, they shall determine: all equipment to be used, bands to be operated, modes of operation, location, antennas, food arrangements, supplies, etc.

They will set up a basic operation schedule. All plans shall be brought up for their approval by the membership prior to the operation.

Section 3: In addition to operational requirements of Article V of these By-Laws the following shall be adhered to on Field Day Activities:

A) All Field Day operating tactics shall be in the best interest of Club goals as set forth prior to such Field Day activities.

B) All Radio Operators shall also sign their name and call sign to the station log when operating that station.

C) The Activities Chairperson shall have possession of all station log books to duplicate same for submission to the A.R.R.L.

D) All equipment donated to the Organization for Field Day use shall be under the control and responsibility of the Activities Chairperson and any problems arising shall be brought to the Chairperson's attention.

E) All decisions made by the Activities Chairperson, the Corporate Trustees and the Associated Committee shall conform with the club Constitution and By-Laws and/or other rules adopted by this Organization for Field Day operation.

ARTICLE XI CAMBRIDGE AMATEUR RADIO ASSOCIATION, INC. ADMINISTRATION FUNCTIONS

The following listed activities must be reviewed or performed each year to ensure

the Organization continues to be a solid organization and to fulfill any requirements put forth by the State of Ohio, the American Radio Relay League, or any other local organizations. It should be mentioned that certain ongoing relationships with local organizations need to be cultivated occasionally to keep such relationship strong:

- A. The Annual ARRL affiliated club reporting forms must be filed with ARRL.
- B. State of Ohio Incorporation documents must be reviewed annually.
- C. The Organization needs to renew its membership in the Ohio Repeater Council.
- D. Organization's President, Treasurer, and Trustees, needs signature cards filed with the Organization's Banking Institution.
- E. The Organization's Treasurer shall create and post an annual Financial Statement.
- F. The Organization's Equipment Insurance and Liability Insurance policies need renewed.
- G. Post Office Box rent must be paid two (2) times per year. The notice will automatically be sent to the Organization.
- H. The Organization will provide Communications for the County and EMA

Director when called upon to do so. The Document acknowledging this agreement is in the Organization's files and posted at the repeater site.

I. Maintain the Organization's Financial Book containing financial project records and financial reports.

J. Each year in January the Organization will embark on the Annual Membership Drive.

The following is a list of all of the activities that must go on during this time:

a. Membership solicitation letter by the President needs to be sent to all members along with renewal form.

b. Roster record needs to be maintained as renewals are received.

c. Membership cards need to be reviewed and updated yearly.

K. Yearly audit will be performed by the January meeting.

L. A process to ensure the membership that anyone nominated and elected to an office, or appointed to any committee holds a valid license and is a paid-up member in good standing.

