

Constitution of
The Northeastern Indiana Amateur Radio Association, Inc.
February 2, 2019

Article I
NAME

This non-profit organization shall be known as the Northeastern Indiana Amateur Radio Association, Inc. (NIARA).

Article II
PURPOSE

The purposes of the NIARA are to be a community service, to educate and train amateur radio operators, to provide technical and operational guidance, to furnish emergency and service communications, to operate and maintain an amateur radio station, and to promote programs and activities that enhance communications through amateur radio and develop technical skills.

Article III
MEETINGS OF MEMBERS

Section 1 — Annual Meetings

The annual meeting of the members of NIARA shall be held at the NIARA regular NIARA meeting in December. The officers for the next two years in alternating years shall be elected at this meeting.

Section 2 — Special Meetings

Meetings of the voting members may be called by the following:

- a. The President, or in case of the President's absence, the Vice-President.
- b. The Board of Directors by action at a meeting.
- c. By written request to the Secretary by at least ten voting members.

Section 3 — Regular Meetings

Regularly scheduled meetings shall be held each month, unless there is holiday conflict. This meeting shall be a gathering of fellowship, and a business meeting. The location and times of these meetings will be selected by a majority of the membership. Additional meetings will offer programs on varied subjects of interest to the amateur radio community. These meetings will be scheduled at locations and times by the program organizer.

Section 4 — Proxy

No right of proxy shall exist; however, ballots (which are to be mailed to voting members 10 days prior to the election of officers) returned to the Secretary prior to the vote of the voting members shall constitute a vote in absentia. Such ballots shall be sealed and remain sealed until the vote of the voting

membership in attendance has been received, when they shall be opened and counted.

Section 5 — Quorum

At the meeting of the members, a minimum of seven full members shall constitute a quorum for the transaction of any business properly brought before the meeting.

Section 6 — Notice of Meeting

Calls for special meetings shall specify the time, place, and purpose thereof. No business other than the specified business in the call shall be considered at any such meeting. All voting members shall be notified in writing of the annual or special meetings at least ten days but no more than sixty days before the date of the meeting.

Article IV MEMBERSHIP

Section 1 — Classes

There are four classes of membership:

- a. Full
- b. Family
- c. Affiliate
- d. Life

Section 2 — Qualifications

Full membership shall be open to all amateur radio operators licensed by the Federal Communications Commission or by any government which has a reciprocal licensing agreement with the United States.

Family membership is available to anyone but at least one family member must be a licensed radio amateur.

Affiliate membership shall be open to non-amateurs eighteen or over who pay the required dues.

Life membership may be bestowed upon a full member upon written request to the Board of Directors and approved by the members.

Section 3 — Admission

Applicants having filled out the required application form and paying any required dues, having attended one meeting, will be admitted to membership.

Section 4 — Termination

Membership will normally run for a calendar year and may be terminated by the member upon

written notification to the Secretary or other officer. No refund of dues upon such termination shall be made.

Any full member whose amateur radio license is terminated by official sanction of the FCC shall have their membership terminated. Any full member whose license expires shall revert to affiliate member.

Failure to pay promptly the prescribed amount of dues, uphold the rules and bylaws of NIARA, or violation of rules and regulations set down by any committee or authorized group of NIARA shall subject such member to suspension, termination, or other censure as recommended by a duly authorized committee appointed by the President and approved by the Board of Directors.

Section 5 — Rights and Obligations of Members

Full members shall be eligible to vote at any meeting of the membership; shall be eligible to hold an office and a Board of Directors position and also shall have the right to enjoy all of the facilities of the NIARA, which are generally made available to the members.

Family membership persons who are licensed radio amateurs shall be entitled to all privileges of Full members.

Affiliate members shall have no right to vote at any meetings or be a Director or Officer and have only such limited use of the facilities of the NIARA as recommended by the Directors and approved by the full members.

Upon written application to the President, any voting member may examine the books of the NIARA at any reasonable time if the President deems that the voting member has a reasonable and proper purpose.

All members are to maintain the high standards of NIARA and participate in its functions for pleasure and mutual enjoyment and not for profit.

No member shall have ownership rights, as an individual, in the property of NIARA or personally obtain economic benefits therefrom.

Article V BOARD OF DIRECTORS

Section 1 — Function

The function of the Board of Directors shall be to formulate policy and rules for the care and development of NIARA owned properties, for the expenditure of funds, and for the direction of activities for the NIARA. Action of the Directors shall be subject to the approval of the full members.

Section 2 — Number of Members

There shall be seven Directors. They shall be the officers (President, Vice-President, Treasurer, Secretary) plus three other elected Directors.

Section 3 — Requirements

Directors must be full members.

Section 4 — Term of Office

The elected Directors who are non-officers shall be elected at the last regular meeting of the year in December and shall serve from January through December. Directors will serve for 3 years with staggered terms.

Section 5 — Vacancies on the Board of Directors

Whenever a vacancy occurs in the membership of Directors, the remaining Directors shall nominate a full member of the NIARA to serve the unexpired term of the vacancy. This nomination is subject to ratification of the full membership at a regular meeting

Article VI OFFICERS

Section 1 — President

The President shall be the chief executive officer of the NIARA. The President shall preside at regular meetings, special meetings, the Annual Meeting, and shall also be the presiding officer at the meetings of the Board of Directors. The President shall be, ex-officio, a member of all committees except the nominating committee. The President shall perform such other duties from time to time as assigned to him or her by the Board.

Section 2 — Vice-President

In case of the absence of the President, the duties of that office shall be performed by the Vice-President. The Vice-President shall also to perform such duties as may be assigned to him or her by the Board of Directors or the President.

Section 3 — Secretary

The Secretary shall keep the minutes of all proceedings of the following: regular membership meetings, special meetings, Annual Meeting, and the Board of Directors meetings. The Secretary shall have custody of such books and papers as the President and/or Board of Directors may direct. Other duties may be assigned to the Secretary by the President or the Board of Directors.

Section 4 — Treasurer

The Treasurer shall have the custody of all the receipts, disbursements, funds, and securities of the NIARA and shall perform all duties incident to the office of Treasurer, subject to the control of the Board of Directors and the President. The treasurer is authorized to make payments for items covered in

the annual budget. The Treasurer shall perform other duties assigned by the President.

Section 5 — Term of Office

Officers shall be elected at the Annual Meeting and shall serve for the next two calendar years.

Section 6 — Officer Vacancy

If an officer vacancy occurs, the Board of Directors shall have the power (subject to ratification of the full members at a regular meeting) to select a successor.

Section 7 — Requirements to be an Officer

He or she must be a full member, and be a member of the NIARA for at least one year.

Article VII NOTICE

Whenever, according to the Constitution, a notice shall be required to be given to any member, it shall be construed to mean personal notice, but such notice may be given in printed form by depositing the same in a Post Office in Indiana, postpaid, addressed to such member at his or her address as it appears on the books of the NIARA. The time when such notice is mailed shall be deemed the time of giving notice.

Article VIII FISCAL YEAR

The fiscal year of the NIARA shall be a calendar year.

Article IX INTERPRETATION AND AMENDMENT

Section 1 — Interpretation

The Board of Directors shall have full power and authority to interpret this constitution, and its decision on all questions shall be final, binding, and conclusive.

Section 2 — Amendments

This Constitution, or any paragraph or section thereof, may be amended or repealed in whole or in part by a two-thirds vote of the voting members. Absentee ballots are allowed. All voting members shall be notified in writing of the intent to amend the Constitution at least ten days prior to a vote on such amendment by the full and life members.

Article X

DUES

Section 1 — When Payable

Dues shall be payable for a calendar year. They are due by the second regular meeting of the year. Dues, paid annually, are not refundable in the event of a membership termination during the year.

In the case of a person who becomes a member after January, the full dues amount will be required through June. The dues will be reduced by 50 per cent after July.

Section 2 — Amount

The annual dues amount shall be determined by a majority vote of full members at any meeting.

Section 3 — Sanctions

Any misdemeanor or felony offense (as defined by Indiana law or the Federal Communications Commission) by a NIARA member committed on NIARA property or at an NIARA sponsored activity shall be grounds for dismissal from the NIARA upon recommendation from the Board of Directors and approved by a majority vote of the voting members present at an NIARA meeting.

Section 4 — Military Service

Members of the armed services on active duty may retain membership in good standing without payment of dues for the duration of their active military service.

Article XI COMMITTEES

Section 1 — Standing Committees

The standing committees of this NIARA shall be the following:

- a. Education
- b. Field Day
- c. Membership
- d. Program Activities
- e. Property

Section 2 — Chairperson and Membership of Committees

The chairpersons of all standing committees shall be appointed by the President. The members of each of these committees shall be selected by its chairperson.

Section 3 — Duties of Standing Committees

- a. Education. It is the duty of the Education Committee to offer classes to enable members (and other interested people in the community) to learn the theory and code

- requirements to pass the FCC test for the different classes of amateur radio licenses. They may also provide educational programs on topics of interest.
- b. Field Day. It is the duty of the Field Day Committee to organize and conduct the annual field day.
 - c. Membership. The Membership Committee shall be responsible for maintaining current membership records of all members and recruiting new NIARA members.
 - d. Program Activities. It is the duty of the Program Activities Committee to provide for additional programs (or organized activities as needed) based on membership interest.
 - e. Property Committee. The Property Committee will be responsible for the maintenance and supervision of NIARA owned property. They will recommend to the Board of Directors, at budget planning time, property items and cost that should be built into the next year's budget.

Section 4 — Special Committees

The President may appoint special committees as the need arises; e.g. Nominating, Audit, Special Events, Awards, Contests, Antenna, etc.

Article XII EXPENSE AUTHORIZATION

Section 1 — Budget Expenditures

The annual budget will be prepared by and approved by the Board of Directors, and they will secure input as needed from committee chairpersons. The budget will be submitted by the Directors to the voting members in January for their approval. A record of the approved authorizations shall be made in the minutes.

Section 2 — Special Expenditures

The President and/or Treasurer of the NIARA shall be empowered to authorize special expenditures between meetings of the members, in an amount to be determined by the members, for each standing committee, provided each authorization is reported at the next meeting of the members. The voting members, by a simple majority vote, may refuse to accept an authorization report and thereby prohibit the officer from further authorizations as provided in this Article, but no such refusal shall invalidate prior authorizations.

Section 3 — Reimbursements

Reimbursements for a personal expenditure made by a member on behalf of the NIARA will be made by the Treasurer only if the expenditure has been properly authorized. When a member desires reimbursement for such an expenditure, the bill for the expenditure shall be submitted within thirty days of the date of the expenditure.

Article XIII MISCELLANEOUS

Section 1 — Parliamentary Authority

Any condition which may arise which is not covered by any public laws, by this NIARA, or by any valid rules adopted by the members shall be handled in accordance with Robert's Rules of Order (Revised and last version).

Section 2 — Compensation

No Officer, Director, or member shall be entitled to receive any compensation from NIARA solely because of their being an Officer, Director, or member, but such member may receive compensation for services rendered to the NIARA in some other capacity.

Section 3 — Seal

This Board of Directors shall not require the use of such a seal in any of its transactions.

Section 4 — Station License Trustee

The Board of Directors shall appoint from the members an Extra Class licensed amateur operator who shall act as Trustee for any station license issued to NIARA pursuant to the Rules and Regulations promulgated by the Federal Communications Commission.

Section 5 — Limitations of Responsibility

NIARA shall assume no responsibility, whether expressed or implied, for acts of members, guests, or any other person or persons or for injuries or damages suffered on NIARA property or at any NIARA activity.

Any new member shall, as a condition of membership, read the Constitution and agree to its stipulations.

Section 6 — Dissolution of NIARA

In the event that this NIARA is dissolved, the property shall be disposed of, and the proceeds shall be donated to a charitable organization in such manner that no member, or former member, shall receive any monetary gain or benefit therefrom.

Section 7 — Discrimination

No person shall be denied membership to NIARA because of race, age, sex, national origin, religion, or handicap.

Section 8 — Gender Reference

Anytime the words "he" or "chairman" are used in this Constitution, it is understood to be a non-gender reference. It could read "she," "chairwoman," "chairperson," etc.

 President

2/2/19 Date