

**CONSTITUTION OF THE CUYAHOGA AMATEUR RADIO SOCIETY
As Amended October 2008**

MISSION

The Cuyahoga Amateur Radio Society, hereafter known as C.A.R.S. enact this Constitution as our governing law. It shall be our purpose to further amateur radio by serving the public; to promote technical knowledge, fraternalism, individual operating proficiency; and to advance the general interest and welfare of amateur radio in the community.

ARTICLE I - MEMBERSHIP

SECTION 1: Membership shall be by application and election.

ARTICLE II - BOARD OF DIRECTORS

SECTION 1: The Board of Directors shall consist of six (6) elected Board Members.

SECTION 2: The six elected Board Members shall be elected to two year terms. Three Board Members will be elected in the odd year; three Board Members will be elected in the even year.

SECTION 3: No person shall be eligible to serve on the board who has not been a Member of C.A.R.S. for at least twelve (12) months preceding the nomination for office or who has been convicted of a felony.

SECTION 4: The duties of the Board of Directors shall be to look after and maintain C.A.R.S. property; serve as the Trustees of the Corporation, and conduct an annual audit of the books.

SECTION 5: An elected Board Member may be removed from office by a three-fourths vote of the Full Members.

SECTION 6: The term of a member of the Board of Directors, elected at a Regular Election Meeting, shall start January first of the calendar year following election to office. The term of a member of the Board of Directors elected at a special election, shall commence immediately following election to office.

ARTICLE III - OFFICERS

SECTION 1: The officers of C.A.R.S. shall be: President, Vice-President, Secretary, and Treasurer.

SECTION 2: The officers shall be elected for a term of One (1) year.

SECTION 3: No person shall be eligible to serve as an officer who has not been a Member of C.A.R.S. for at least twelve (12) months prior to nomination for office or who has been convicted of a felony.

SECTION 4: DUTIES OF OFFICERS

(A) The President shall preside at all meetings of C.A.R.S. The President shall enforce observance of this Constitution and By-Laws, decide all questions of order, sign all official documents that are adopted by C.A.R.S.; set agendas and run meetings; call Special meetings; appoint all committees and followup to see that jobs are completed; the President is a ex-officio member of all committees and is to attend as many committee meeting as possible; write an article for the WO each month; have a current copy of the Constitution, By-Laws, current list of the Full Members and a recent inventory of Club C.A.R.S. property at each meeting plus perform other such duties that arise on a daily basis

(B) The Vice-President shall run meetings when the President is not available; write an article for the WO each month; act as the ARRL liaison; be the program director; serve as the audit committee chairman.

(C) The Secretary shall keep the minutes of all Regular, Special and Board meetings, keep a permanent attendance record at Regular, Special and Board meetings; carry on all correspondence; read all C.A.R.S. communications at each meeting; notify the Scholarship applicants of the disposition of their application; write an article for the WO each month.

(D) The Treasurer shall receive all monies paid to CARS, make a record of same and pay all bills at the order of the Board or President; do a monthly check book reconciliation; collect all monies and present applications for membership; send late dues notices; act as statutory agent for C.A.R.S.; present the records for the yearly audit; file financial forms with state of Ohio & IRS yearly; collect ARRL renewals - process renewals to ARRL for "kick-back" program; keep the inventory updated and send changes to our insurance company each year; write an article for the WO when needed; collect money and process orders for shirts, hats etc., when said orders come in hand them out and collect monies due; keep a record of all cash, equipment and other tangible property donated to C.A.R.S.; report on the checkbook balance and other relevant issues at each Regular Meeting. Two signatures shall be required on any checks issued. One must be the Treasurer along with either the President or one other member of CARS who is authorized by the Board as a signer.

SECTION 5: Officers or members may be removed by a three-fourths vote of the Full Members.

SECTION 6: The term of an officer elected at a Regular Election Meeting, shall start January First of the calender year following election to office. The term of an officer elected at a special election, shall begin immediately following election to office.

ARTICLE IV - EXECUTIVE BOARD

SECTION 1: The Executive Board consists of all currently elected officers and the Board of Directors. Each January the Board shall select a Board Chairman from one of the six (6) elected Board members to serve as Chairman for one full year. All Board members shall have a vote but Officers of C.A.R.S. are not eligible to serve as Chairman.

SECTION 2: The Licensee Trustee(s) shall be appointed by the President with the approval of the Board. The Statutory Agent shall always be the Treasurer.

SECTION 3: DUTIES OF THE License Trustee(s) and Statutory Agent

(a) Each Licensee Trustee is responsible for all documentation relating to the FCC Amateur Radio License for which they are Trustee. The Repeater Licensee Trustee shall provide documentation of changes, including yearly coordination with the authorized Repeater coordinating consul to the Executive Board annually.

(b) The Statutory Agent shall be the Treasurer and is responsible for all documentation relating to the tax exempt status of C.A.R.S. The Statutory Agent shall present a report to the Executive Board of the current status annually at the next Board meeting after the annual Audit.

SECTION 4: The Executive Board shall meet a minimum of three (3) times a year to conduct business.

SECTION 5: All Executive Board Members shall at the expiration of their term, removal from office, or vacancy of office, turn over all C.A.R.S. property in their possession to their successor. All Club C.A.R.S. records more than three (3) years old shall be turned over to a person designated by the board as Property Custodian.

SECTION 6: The Property Custodian or Custodians shall provide a secure storage for all C.A.R.S. records, documents and equipment in their possession. The Property Custodian(s) shall provide the President and Treasurer the location of all historical material/records annually.

ARTICLE V - MEETINGS

SECTION 1: The By-Laws shall govern all meetings. All FCC Rules and Regulations shall be followed where they pertain to C.A.R.S. amateur radio equipment operation. Except as provided for in the FCC Rules and Regulations, this Constitution, By-Laws, and the Articles of Incorporation, all C.A.R.S. business shall be conducted according to Robert's Rules of Order.

ARTICLE VI - DUES AND ASSESSMENTS

SECTION 1: Membership dues shall be as provided for in the By-Laws.

SECTION 2: Proposals for assessments shall be submitted in writing at a Regular Meeting and shall be voted on at the next Regular Meeting, provided all members have been notified in writing prior to the vote meeting. The assessment may be levied by a two-thirds vote of all Full Members present at the vote meeting.

SECTION 3: Assessments shall not be levied on Family or Honorary Members.

ARTICLE VII - MERGER AND DISBANDMENT

SECTION 1: No merger shall be made with any group in which the Cuyahoga Amateur Radio Society would lose its identity. Any other merger may be made upon the consent of ninety per-cent (90%) of the Full Members and quorum of the Board of Directors voting at a regular meeting.

SECTION 2: Disbandment shall be covered by Section 501 (c) (3) of the Internal Revenue code, and stated in the Articles of the Not-For-Profit-Corporation, referred to in the body of this Constitution as, The Cuyahoga Amateur Radio Society, C.A.R.S.

ARTICLE VIII - AMENDMENTS

SECTION 1: This Constitution may be amended by a two-thirds vote of the Full Members present at a regular meeting. Proposals for Amendment shall be submitted in writing at a regular meeting and voted on at the next regular meeting, provided all members have been notified in the WO or by e-mail of the intent to amend the Constitution prior to the vote meeting.