Constitution of

The Candlewood Amateur Radio Association - CARA

# Preamble:

We the undersigned, wishing to secure for ourselves the pleasure and benefits of an association of persons with a common interest in Amateur Radio, enact this Constitution as our governing law.

# Article I – Organization and Governance:

Our organization shall be known as the "Candlewood Amateur Radio Association" and using the acronym of "CARA".

We shall operate in accordance with all federal, state and local regulations as required by law in Fairfield County, Connecticut. Cara is a nonprofit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of section 501c3 of the internal revenue code of 1986 or the corresponding section of any future federal tax code.

The CARA Club is solely governed by its Officers and Directors under the requirements laid out in this Constitution and the CARA Club Policies and Procedures document.

# Article II – Purpose:

Our purpose is to encourage and further the exchange of information and cooperation amongst our members and interested parties; to promote amateur radio knowledge, fellowship and individual operating efficiency; to support emergency communications whenever possible and to operate in the interest and welfare of Amateur Radio and the community.

# Article III – Membership:

All persons interested in Amateur Radio communications shall be eligible for membership in CARA.

Membership levels shall consist of voting and non-voting members.

Only voting members are authorized to vote on changes to this Constitution, the CARA Club Policies and Procedures document and matters related to club funds.

Membership details including levels and voting rights are defined in the CARA Club Policies and Procedures document.

# Article IV – Dues:

Dues will be collected for CARA membership.

The dues collection process, schedule and costs associated with each level of membership are defined in the CARA Club Policies and Procedures document.

# Article V– Meetings:

CARA meetings are held on a scheduled basis with special meetings called as required by the President or Vice President acting in absence of the President.

Meetings schedules and purposes are defined in the CARA Club Policies and Procedures document.

# Article VI – Officers and Directors:

Only elected voting club members shall oversee, govern and guide the workings of the club.

An Executive Committee, comprised of a President, Vice President, Secretary and Treasurer are responsible for club administration and conducting meetings following procedures documented in Robert's Rules of Order where it does not conflict with either this Constitution or the CARA Club Policies and Procedures document in their current or future forms.

A Board of Directors comprised of three (3) club members are responsible for providing advice and guidance to the Executive Committee and performing functions required to ensure compliance with the Statutes of the State of Connecticut.

Members elected to the Board of Directors may not serve concurrently as a member of the Executive Committee.

Descriptions of these positions, their duties, and the requirements for holding these offices are defined in the CARA Club Policies and Procedures document.

# Article VII – Leadership Elections and Voting Requirements:

CARA Officers and Directors will be elected annually or as required to fill a vacancy.

There is no limit to the number of times any Officer or Director can serve as long as nominations are held for every position.

Nominations for leadership positions can only be made by voting members.

For any vote involving elections, Constitution or Policy changes or matters related to club funds, greater than $500, a minimum of the following must participate in voting to achieve a quorum:

* President or Vice President
* Secretary
* A minimum of two (2) Directors
* A minimum of ten (10) additional voting club members

Exceptions to the number of Officers and Directors required to achieve a quorum can only be made in the event of the permanent or long-term absence or incapacity of any of these officials and the intention to invoke this exception must be announced to all club voting members a minimum of seven (7) days in advance of conducting the vote.

Details about the voting process for elections and general club voting are defined in the CARA Club Policies and Procedures document.

# Article VIII – Amendments to Constitution and Policy:

Amendments to this Constitution must be presented in writing to all voting club members at least thirty (30) days prior to holding a vote to enact.

In addition to quorum requirements, at least one half of the total voting club membership must participate in the vote or relay their intention to abstain verbally or in writing to the President or Vice President.

All votes must be recorded by the club Secretary, documenting the full wording of the amendment or change being made, the call signs and names of members who voted and their vote made, as well as a list of all voting members who officially abstained from voting.

This voting record must be published to all voting club members within seven (7) days and retained in the permanent club records to document the history of all changes to the Constitution and Policy document.

Changes to the CARA Club Policies and Procedures document can only be made where quorum requirements have been met and must be announced in writing to all voting club members a minimum of seven (7) days in advance of the vote.

Policy change voting records must be collected, recorded, published and retained in the same manner as Constitutional amendment votes.

# Article IX – Dissolution of CARA:

The CARA Club may be permanently dissolved and its assets donated to any not-for-profit Amateur Radio association or associations by a vote following the guidelines set out for the Constitutional amendment process.

Signed on May 12, 2017

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Marcus Swearingen AB1WV Gary Adams N1GSA

President Secretary

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Jay Albano N1NRP Tom Coury WX1T

Vice-President Treasurer

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Dan Fegley W1QK Roger Mitchell NG1R

Director Director

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Harlan Ford W1QH

Director

Membership in Attendance:

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