

CALGARY AMATEUR RADIO ASSOCIATION



INCORPORATED May 25 1956

CONSTITUTION & BYLAWS

DATE APPROVED:

By C.A.R.A. Executive	21 Sept 2004
By C.A.R.A. General Membership	25 Oct 2004
By Alberta Gov't. Registries	28 Jan 2005
Changes	19 March 2007

CALGARY AMATEUR RADIO ASSOCIATION

I	Constitution
II	Bylaws
III	Rules of Order and Procedure
IV	Standing Rules
V	Section Bylaws
VI	Standing Committees

INDEX

SECTION	DESCRIPTION	Page
I	<u>CONSTITUTION</u>	3
II	<u>BYLAWS</u>	
II.1	Membership	4
II.2	Fees	5
II.3	Executive Committee	6
II.4	Duties of Executive Members	7
II.5	Gen., Annual Gen. & Special Gen Meetings	11
II.6	Sections	12
II.7	Voting	13
II.8	Auditing	14
II.9	Remuneration	14
II.10	Powers of the Association	14
II.11	Alterations of the Bylaws	15
II.12	Dissolution	15
III	<u>RULES OF ORDER AND PROCEDURE</u>	
III.1	Registered office of the Association	16
III.2	Meetings	16
III.3	Key Klix	19
IV	<u>STANDING RULES</u>	
IV.1	Affiliation	20
IV.2	Budget	20
IV.3	CARA Logo	20
IV.4	Donations	21
IV.5	Equipment	21
IV.6	Event Participation	21
IV.7	Executive Powers	22
IV.8	Membership Fees	22
IV.9	Minutes	22
IV.10	Motions	23
IV.11	Key Klix Annual Printing (Rules of Order)	23
IV.12	Station Operation	23

V	<u>SECTION BYLAWS</u>	
V.1	<u>CARATELS Section</u>	24
V.2	Aims	24
V.3	Membership	24
V.4	Executive	24
V.5	Duties of Executive	25
V.6	Meetings	25
V.7	Amendments	26
V.8	VHF and Digital Section	26
V.9	List of Repeaters	26
V.10	Declaration	26
V.11	Bylaws	27
V.12	Membership	27
V.13	Officers	27
V.14	Duties	28
V.15	Meetings	29
V.16	Amendments	29
V.17	The Calgary DX Club	29
V.18	Aims	29
V.19	Bylaws	30

VI	<u>STANDING COMMITTEES</u>	
VI.1	Nominating Committee	31
VI.2	Awards	31
VI.3	Bylaws and Rules Chairperson	32
VI.4	Club Jackets Manager	32
VI.5	Education Coordinator	32
VI.6	Equipment Manager	34
VI.7	Historian	34
VI.8	Humanitarian	34
VI.9	Key Klix	35
VI.10	Key Klix Audio Recorder	35
VI.11	Legal Advisor	35
VI.12	RF Susceptibility Committee	36
VI.13	Southern Alberta CNIB Coordinator	36
VI.14	Social Director	36
VI.15	Station License Custodians	37
VI.16	Tube Bank Custodian	37
VI.17	CARA Web Site	37
VI.18	CARA Casino Coordinator	39

Date Approved by CARA Executive	Sept 21, 2004
Date Approved by CARA General Membership	Oct 25, 2004
Date Approved by Alberta Gov't Registries	Jan 28, 2005
Modifications	March 19 2007

Section I CONSTITUTION OF THE CALGARY AMATEUR RADIO ASSOCIATION

1. The name of the Society is - The Calgary Amateur Radio Association.
2. The objects of the Society are:
 - a) To foster intelligent and serviceable use of Amateur Radio.
 - b) To further international goodwill.
 - c) To cooperate in the observance and enforcement of Amateur Radio laws.
 - d) To present non-partisan information on Amateur Radio activities by operating Official Amateur stations or by such other means as may be deemed expedient.
 - e) To extend assistance towards the clarification of amateur Radio problems.
 - f) To guard and further the radio interests of the Radio Amateur.
 - g) To promote contests and such other activities as are deemed to give effect to the objects of the society in the furtherance of the interest of Amateur Radio operators.
 - h) To promote the recreational use, by creating a more Comprehensive appreciation of the potential value of Amateur Radio.
 - i) To acquire lands, by purchase or otherwise, erect or otherwise provide a Building or buildings for social and community purposes
 - j) To provide all necessary equipment and furniture for carrying on its various projects.
 - k) To provide a centre and suitable meeting place for the various activities of the community.
 - l) To sell, manage, lease, mortgage, dispose of or otherwise deal with the property of the society.
3. The operations of the Society are to be chiefly carried on in the City of Calgary in The Province of Alberta.

Section II BYLAWS OF THE CALGARY AMATEUR RADIO ASSOCIATION

Also referred to as CARA or the Association.

- a) The registered office and the postal address of the Association shall be stated in the rules of order.
- b) The official bulletin of the Association is called Key Klix.

II.1 MEMBERSHIP

1. FULL MEMBERSHIP shall be available to each person holding an Amateur Operator's Certificate issued for Amateur Radio Operation under the authority of the Government of Canada, or an equivalent qualification.
2. FAMILY MEMBERSHIP is available to family members residing at the same address as a Full Member.
 - a) Family members having Family Membership and a valid Amateur Operator's certificate have the same rights, privileges and responsibilities of Full Members.
3. A person under the age of eighteen (18) years, who is elected, or appointed to an office in the Association, is liable to the payment of fees and otherwise liable as an adult under the rules of the Association.
4. Officers of the Executive Committee, Sections and Standing Committees operating within the Association shall be Full Members or licensed Family Members who reside within the Calgary local land line phone calling area.
5. ASSOCIATE MEMBERSHIP shall be available to any person who does not qualify for Full Membership.
6. LIFE MEMBERSHIP may be granted to any Full or licensed Family member by a motion carried by the Executive Committee. The Executive Committee shall consider applications in writing, if granted shall be presented to the member at the Annual Awards Meeting. New Life Members will be presented with a commemorative certificate.
7. HONORARY MEMBERSHIP may be granted to any Associate Member, unlicensed Family Member or non- member who, at the discretion of the Executive Committee, merits this award for extraordinary service.
8. The MEMBERSHIP YEAR and the FISCAL YEAR are September 1st through August 31st
9. Membership commences with the payment of the required fees.

II.2 FEES

1. FEES for all classes of membership shall be determined by the Executive Committee and approved by the majority vote at a General Meeting.
 - a) Membership fees shall be payable annually in advance.
 - b) Membership ceases if annual fees have not been paid on or before October 1
 - c) No membership fees shall be collected from life Members.
 - d) For cause, the Membership Director, with the concurrence of the Vice-President and the Treasurer, may waive payment of fees for any member for a period not to exceed the current membership year. Extension of the waiver period requires Executive Committee approval.
 - e) Membership fees are not refundable.
2. The association may, by a vote of seventy-five percent (75%) of the Full Members present at a duly constituted meeting of the Association, expel or suspend any member whose conduct shall have been determined by the members to be improper, unbecoming or likely to endanger the interests or reputation of the Association, or who willfully commits a breach of the Bylaws provided that no member shall be expelled or suspended without first having been given not less than fourteen (14) days notice in writing by the Secretary, of the charge or complaints and without first having been given the opportunity to be heard by the members at a meeting called for the purpose.
3. A member may withdraw from the Association by submitting written notice to the Membership Director or the Secretary of the Association. Withdrawal shall become effective at the General Meeting immediately following receipt of the notice.
4. The address of the members shall be considered to be that shown in the most recent membership list.
5. Members with similar Amateur Radio interests may apply to the Executive Committee to organize a Section within CARA. Formation of a section requires the approval of the Executive Committee followed by approval of the majority of members present at a General Meeting.
6. No member of the Association is, in an individual capacity, liable for a debt or liability of The Association.
7. The rights and obligations of the members shall be those stated in the Bylaws and in the Rules of Order and Procedures for the conduct of meetings of the Calgary Amateur Radio Association.

II.3 EXECUTIVE COMMITTEE

1. The EXECUTIVE COMMITTEE shall consist of:
 - a) The immediate Past President,
 - b) Full Members elected to the positions of President, Vice-President, Secretary, Treasurer, Membership Director, the Chairpersons of each Section, three (3) Directors.
 - c) The Non-voting Member appointed annually by the Executive Committee for By-Laws and Rules of Order Chairperson whose duties shall be specified in the Standing Committees of the Association, and
 - d) The Amateur Radio Emergency Service Calgary (ARES) non-voting representative.
2. The election of the Executive Committee officers and directors shall be held at the General Meeting in May, after prior notice to members. The President, even as a candidate, may preside at the election meeting. A nominating committee may present candidates, and nominations may be made during the election meeting. Voting shall be by secret ballot with a single ballot for each position. Each winning candidate shall be decided by a majority vote of the Full Members present, except that the President may declare a single nominee elected by acclamation. Ballots shall be counted by scrutinizers approved by the Full Members present. Ballots will be immediately destroyed after a carried motion to destroy the ballots.
3. The election of the officers of Sections shall take place in May or June.
4. The newly elected Executive Committee officers, Directors and Section Chairpersons shall assume offices and duties on the first day of the following September.
5. A joint executive committee meeting will be held during the month of June to insure continuity of executive duties during the hand over period.
6. The Executive Committee shall have the right to appoint Committee chairpersons.
7. When any member of the Executive Committee, a standing Committee or a group with the Association other than a Section officer, including chairpersons, resigns from office or ceases to be a member, or does not meet the requirements of residence, or due to business or personal reason, cannot perform the necessary duties, the vacancy created may be filled by appointment of the Executive Committee for the remainder of the term of that office only.
8. Any officer or Director may be removed from office for non-performance of duties by a Special Resolution presented at a duly constituted General or Special Meeting of the Association.
9. The affairs of the Association, and all matters of business connected therewith, shall be vested in the Executive Committee subject to the Bylaws, Rules and Procedures of the Association and the Societies Act of Alberta.
10. A quorum of the Executive Committee shall be a majority of, the members of the Executive Committee provided that the President or Vice Vice-President, the Secretary or Treasurer, two (2) Section chairpersons and a Director are included.

11. Meetings of the Executive Committee shall be called as needed by the President not less than once each month, except that if the Executive Committee considers there is no requirement, meetings for July, August and December may be cancelled.
12. A special meeting of the Executive Committee may be called by any two members of the Executive Committee upon submission of a written request to the President stating the business to be brought forward.
13. The Executive Committee shall provide not less than twenty-one (21) days notice to the executive of a Section for proposed changes to Section policies, rules and procedures.
14. The Executive Committee shall consider for approval annual Section appointments of operators, controllers and regulators for CARA bulletin boards, websites, nodes, repeaters and systems.
15. The Executive Committee may adopt a seal, which shall be the common Seal of the Association. The seal shall be in the custody of the Secretary of the Association, and its use shall be determined by the Executive Committee.

II.4 DUTIES OF EXECUTIVE MEMBERS

1. Notwithstanding the duties outlined elsewhere, members of the Executive Committee may be delegated other responsibilities.
2. The PRESIDENT shall:
 - a) Be the Chief Executive Officer.
 - b) Preside at all General, Annual General, Special General and Executive Committee Meetings.
 - c) Have general superintendence and direction of all other officers.
 - d) Have general and active management of the affairs of CARA.
 - e) Present the Annual Report of the Executive Committee to the Annual General Meeting.
 - f) Report to the Executive Committee all matters, which bear upon the affairs and welfare of the Association.
 - g) Be an ex-officio member of all sections, Committees or groups of the Association, except any Nominating Committee.
 - h) Be one (1) of three (3) officers to provide one (1) of two (2) signatures authorizing the use of the Seal of the Association (the other two are the Vice President and the Secretary).
 - i) Be one (1) of four (4) officers authorized to provide one (1) of two (2) signatures required on all cheques of the Association the other three (3) are Vice President, Secretary, and the Treasurer. The exception being cheques payable to themselves.

- j) Select a recorder in the absence of the Secretary.
 - k) Have the right to exclude any person from an Executive Committee meeting, subject to the unanimous approval of the Executive Committee.
 - l) Hold this office consecutively for not more than two (2) terms of one (1) year each.
3. The PAST PRESIDENT shall:
- 1. If able and willing, be appointed as the chairperson of the Nominating Committee for the election of the Executive Committee officers and directors.
4. The VICE PRESIDENT shall:
- a) Perform the duties of the President in the President's absence.
 - b) Arrange the programs for meetings.
 - c) Be one (1) of two (2) officers to be consulted by the Membership Director to determine the waiver of fees for a member (the other is the Treasurer)
 - d) Be one (1) of four (4) officers authorized to provide one (1) of two signatures required on all cheques of the association (the other three are the President, the Secretary, and the Treasurer). The exception being cheques payable to themselves.
 - e) Be one (1) of three (3) officers authorized to provide one (1) of two (2) signatures authorizing the use of the seal of the association (the other two are the President and the Secretary).
 - f) Hold this office consecutively for not more than two (2) terms of one year each.
5. The SECRETARY shall:
- a) Prepare the order of business for each meeting
 - b) Record the minutes of all meetings.
 - c) Submit a copy of all minutes for the official bulletin, Key Klix.
 - d) Have charge of the correspondence of the Association
 - e) Be one of four (4) officers authorized to provide one (1) of the two (2) signatures required on all cheques of the Association the other three are the President, Vice President and the Treasurer). The exception being cheques payable to themselves.
 - f) Be the custodian of the Seal of the Association and be one (1) of three (3) officers to provide one of two (2) signatures authorizing the use of the Seal of the Association (the other two are the President and the vice president).

- g) In the absence of both the President and the Vice President, shall call the meeting to Order and conduct the meeting.
 - h) Make an Annual Return, or with Executive Committee approval instruct a member to make the Annual Return, on or before June 30, of each year, of the documents required by the Societies Act, to the Registrar of Societies for Alberta.
 - i) Maintain a register of the members who were applicants for incorporation. Brian Smith, Ken Butler, R. Sheppard, Hugh Picken, James Wright. Witness: O. Wilson dated 24 day of May 1956.
6. The TREASURER shall:
- a) Receive all moneys paid to the Association.
 - b) Deposit all moneys received to a CARA account in a chartered bank within the City of Calgary.
 - c) Account for the funds of the Association.
 - d) Keep accounts as directed by the Executive Committee
 - e) Be one (1) of four (4) officers authorized to provide one (1) of two (2) signatures required on each cheque of the Association (the other three are the President, Vice President and the Secretary). The exception being cheques payable to themselves.
 - f) Be one (1) of two (2) officers to be consulted by the Membership Director to determine the Waiver of membership fees for a member, the other is the Vice President.
 - g) Present to the Executive Committee when requested a full and detailed account of receipts and disbursements.
 - h) Present a duly audited statement, including receipts, expenditures, assets and liabilities, of the financial position of the Association for the preceding fiscal year to the Secretary, to the editor of the official Bulletin for printing and to the Annual General Meeting each October.
 - i) Prepare the annual budget for consideration by the Executive Committee.
 - j) Arrange or, with Executive Committee approval, instruct a member to arrange property and Liability insurance for the protection of the Association.
 - k) The monthly Treasurer's report shall be printed in KEY KLIX three times in each Association year.
7. The DIRECTORS shall:
- a) Have been full Members for the preceding three (3) years.

- b) Attend Executive Committee meetings.
 - c) Be available for assigned duties and responsibilities.
 - d) Be elected annually.
8. The MEMBERSHIP DIRECTOR shall:
- a) Accept membership fees and transfer all moneys to the Treasurer.
 - b) Keep a record of every person who is admitted a member, together with the following particulars of each person:
 - I. The full name and residential address
 - II. The date on which the person is admitted a member
 - III. The date of which the person ceases to be a member
 - IV. The class of membership of the person.
 - c) Keep a record of CARA silent key members and shall be responsible for the updating of the SILENT KEY plaque at the pleasure of the Executive Committee. A delegate may be appointed.
 - d) Issue all membership material as required
 - e) Maintain a register of all members and guests attending General, Annual General and Special General Meetings.
 - f) For cause and with the concurrence of the Treasurer and the Vice-President, waive Membership fees for any member for the remainder of the current year, with the annual extensions subject to Executive Committee approval.
 - g) Keep a register of members at the registered office, and on each regular business day from 9:30 A.M. to 11:30 A.M. local time, permit a member of CARA to inspect the register without payment of a fee.
 - h) Within a reasonable time of receiving a request from a member to provide a copy of the Register, the annual list of members or an excerpt from any one of them, upon payment by the member a sum not exceeding that stated in the Societies Act of Alberta.
 - i) Furnish, at a member's request, and on payment by the member of a sum not exceeding that stated in the Societies Act of Alberta, a copy of the Application for Incorporation and the Bylaws.
 - j) Issue receipts of payment of dues to:
 - I. Member
 - II. Treasurer
 - III. Membership director
9. Notwithstanding the duties outlined elsewhere, members of the Executive Committee may be delegated other responsibilities.

10. Standing Committee Chairpersons shall have the right to add to their committees from any Members.
11. The Past President, if able and willing, shall be appointed as the chairperson of the Nominating Committee for the election of the Executive Committee officers and directors.
12. The Nominating Committee shall include a minimum of two Full Members who are not Members of the Executive Committee and who will not be candidates in the election.

II.5 GENERAL, ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS

1. The annual General Meeting shall be held in the City of Calgary, Alberta, in the month of October.
2. General Meetings shall be held each month but the Executive Committee may cancel for July, August and December.
3. The election of officers shall be held at the General Meeting in May each year.
4. A Special General Meeting shall be called by the Secretary on instruction from the President upon receipt of a petition signed by twenty percent (20) % of the Full Members, setting forth the reasons for the meeting, Notice of time and place of each Special General Meeting Shall be communicated to all members not less than twenty-one (21) days prior to the Meeting, by publication in the bulletin of the Association, by mail, phone, or other Message system.
5. Ten percent (10%) of the Full Membership, of which five (5) shall be members of the Executive Committee including one of the President, Vice-President, Secretary or Treasurer, constitute a quorum at any General, Annual General, or Special Meeting.
6. Notice of time and place of each Annual General Meeting shall be placed in the June issue of the official bulletin of the Association and delivered not less than ten (10) days before the Meeting.
7. Notice of each General Meeting shall be placed in the bulletin of CARA sent to each member 21 days in advance of the meeting. However, no special resolutions will be passed at these meetings.
8. CARA may hold such other meetings and social gatherings as are desired by the Membership
9. The President or chairperson shall have the right to exclude any non-member from a meeting of CARA.
10. The President or chairperson may exclude a member from an Association meeting for disruptive behaviour, actions or language offensive to the members present.

II.6 SECTIONS

1. Creation or dissolution of sections shall be approved by a majority (51%) vote of members present at both an Executive meeting and a General meeting.
2. Sections shall:
 - a) Be formed from and open to all members of CARA
 - b) Prepare a statement of objectives, policies, rules and procedures, which shall not conflict with The Bylaws of CARA or the Societies Act, Province of Alberta.
 - c) Hold an election meeting in May or June and other meetings as the membership may desire.
 - d) Require a majority of members present at a meeting to pass a motion, with the exception of amendments to the Section policies, rules and procedures.
 - e) Require a quorum of seven (7) members, including a minimum of two (2) Section Executives or one (1) Section Executive and one (1) Cara Executive member to conduct business.
 - f) Require notice to members of not less than twenty-one (21) days and a majority of seventy-Five percent (75)% of members attending a meeting, a quorum being present, to pass a Motion amending a policy, rule or procedure.
 - g) Require notice to the Executive Committee of the Association of not less than twenty-on (21) days before proposing a change to the policies, rules and procedures.
 - h) Appoint annually operators, controllers or regulators of CARA bulletin boards, nodes Repeaters or systems, subject to the approval of the Executive committee.
 - i) Maintain current lists, details and location of equipment owned by CARA and under the Control of each Section. Submitting a copy to the CARA Executive.
 - j) Include guests at meeting and events subject to the approval of the Section executive.
 - k) Elect a Chairperson, a Vice-chairperson and a Secretary, at a Section meeting in May or June With the following duties to be assumed on September.1 next:

I. The CHAIRPERSON shall Chair all regular and special meetings,

- a) In the absence of the secretary, appoint a recorder,
- b) With the approval of members appoint committee chairpersons as needed,
- c) Attend each Executive Committee meeting of CARA,
- d) Give a summary report at each General Meeting,
- e) Present a budget for the next fiscal year to the Treasurer of CARA on or before the 30th of June,
- f) Hold the office consecutively for not more than two terms of one year each, and

- g) Provide an annual audit of section equipment to the equipment manager in May.

II. The VICE-CHAIRPERSON shall:

- a) Be responsible for planning programs for meetings
- b) In the temporary absence of the Chairperson:
 - 1) Chair meetings of the Section
 - 2) Attend Executive Committee meetings of CARA and
- c) Hold this office consecutively for not more than two (2) terms of one year each.

III. The SECRETARY shall:

- a) Attend all meetings of the Section
 - b) Record the minutes of each meeting
 - c) Submit a copy of meeting minutes to the editor of the official bulletin of CARA and
 - d) Have charge of all correspondence
3. In the absence of the Chairperson, Vice-Chairperson or secretary for more than two (2) Consecutive meetings, and if the absent officer does not attend and resume duties on the Third (3rd) consecutive meeting, hold an election at that meeting to select a Replacement for the remainder of the term.

II.7 VOTING

- 1. Full Members and licensed Family Members shall have the right to vote at any meeting of which they are members, including meetings of Sections, Standing Committees or sub Committees.
- 2. The voting rights of Associate Members and unlicensed Family Members are limited to Motions and decisions made as members of Standing Committees and sub-committees.
- 3. Visitors, guests and non-members shall not have the right vote.

4. All voting must be done in person and not by proxy or otherwise.
5. All motions, including those in General, Annual General, Special General or Section and committee meetings must have a majority vote to carry except as

Provided in:

- a) Bylaws II.2 Fees Section 2 Suspension or Expulsion.
 - b) Section Bylaws V.7 and V.16 Amendments.
 - c) Bylaws II.11 Alteration of the Bylaws.
 - d) Special Resolutions.
6. In the absence of the Section chairperson, only the Section vice-chairperson has the right to Vote on behalf of the Section at Executive Committee meetings.

II.8 AUDITING

1. The Fiscal Year shall be September 01 through August 31.
2. The Executive Committee shall appoint two (2) Full members who are not members of the Executive Committee, or employ a qualified accountant, to audit the accounts and records of CARA at the end of each fiscal year. The results of the audit shall be presented to the Annual General Meeting in October.
3. The financial account and records of CARA may be inspected by any Full Member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer holding the records. Each member of the Executive Committee shall at all times have access to all financial records.

II.9 REMUNERATION

No officer or member shall receive remuneration for services to the Association

II.10 POWERS OF THE ASSOCIATION

1. For the purpose of carrying its objects, the Association may borrow or raise or secure the payment of money in such manner as it deems fit and, in particular, by the issue of debentures; but this power will be exercised only under the Authority of the Association and in no case shall debentures be issued without the sanction of a Special Resolution of the Association
2. The Association may acquire and take by purchase, donation, devise or otherwise all kinds of real estate and personal property, and may sell, exchange, mortgage, lease, let improve and develop it, and may erect and maintain any necessary buildings.
3. The interest of a member in the Association is not transferable.

4. The Association shall not:
 - a) Have a capital divided into shares.
 - b) Declare any dividend, or
 - c) Distribute its property among its members during its existence.
5. The funds and property of the Association shall be used and dealt with for its legitimate objects only and in accordance with its bylaws.

II.11 ALTERATIONS TO THE BYLAWS

1. The Bylaws of the Association may be amended, in whole or in part, by a Special Resolution passed by a majority of not less than seventy-five (75) % of members entitled to vote as are present in person at a General Meeting, a quorum being present, of which notice of not less than twenty-one (21) days specifying the intention to propose the alterations has been given.
2. A formal review of the bylaws shall be held before (5) five years have elapsed from January 2004, and within each five (5) year period thereafter.
3. The bylaws shall be printed annually in the January edition of KEY KLIX the official bulletin of the Association.

II.12 DISSOLUTION

Dissolution of the Association, whether voluntary or with cause, shall follow the requirements of the Societies Act of Alberta, and the distribution of any assets shall follow the requirements of the Alberta Gaming and Liquor Commission Charitable Gaming Policy.

- a) That upon dissolution, any assets remaining after paying debts and liabilities to be:
 - i. disbursed to eligible charitable or religious groups or purposes approved by the Alberta Gaming and Liquor Commission; or
 - ii. transferred in trust to municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose, approved by the Alberta Gaming and Liquor Commission
- b) The recommendation for the distribution of assets to eligible charitable or religious groups or purposes approved by the Alberta Gaming and Liquor Commission, shall be made in a resolution approved by a majority of the members present and entitled to vote at a duly constituted General or Special General meeting held within ninety (90) days prior to dissolution.

Section III RULES OF ORDER AND PROCEDURE

III.1 REGISTERED OFFICE OF THE ASSOCIATION

1. The registered office of the Association shall be:

Attn: Mr. Tim Ellam
McCarthy Te'trault LLP
Suite 3300, 421 - 7th Avenue S.W. Calgary Alberta.
T2P 2K9

2. The postal address of the Association shall be:

Calgary Amateur Radio Association
P.O. Box 592 Station M
Calgary Alberta.
T2P 2J2

3. The Rules of Order and Procedure may be amended in whole or in part by a Special resolution passed by a majority of not less than seventy-five (75) % of members entitled to vote as are present at a General Meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the Special Resolution has been given. Publication in KEY KLIX shall be considered to be written notice.
4. Any article in the Rules of Order may be suspended for the duration of a meeting in progress with the approval of seventy-five (75) % of the members present entitled to vote provided that the article suspended has an effect only on the business of that meeting.
5. Roberts Rules of Order shall apply in all cases in which they are inconsistent with the Rules of Order and Procedures of CARA or the Societies Act of Alberta.

III.2 MEETINGS:

The order of business for a meeting shall be:

1. Call to order
2. Introduction of guests
3. Consideration of agenda
4. Adoption of the minutes of the previous meeting & comments or questions relating to the previous Executive meeting.
5. Business arising out of the minutes
6. Correspondence.

7. Reports of officers
 - a) Secretary
 - b) Treasurer
 - c) Membership Director
 - d) Directors
 - e) Sections
8. Committee Reports.
 - a) Standing Committees
 - b) Special Committees
9. Special Orders, if any
10. Unfinished business
11. New business
12. Announcements
13. Adjournment
14. At meetings of the Association, members through the Chair may question Executive Officers, Section, Standing Committee or Special Committee Chairpersons for information and interpretation with respect to reports.
15. The formality of motions and voting in routine business and on questions of little importance may be avoided by the Chair assuming general or unanimous consent unless an objection is raised. If at any time an objection is raised with reasonable promptness, the chair shall ignore what has been done, even if the results have been announced, and shall require a Regular vote.
16. A motion to consider a question informally may be used to open a question and any proposed Amendments so that debate may proceed as if in committee of the whole. No member may speak a second time to a question as long as a member who has not spoken desires the floor. The members may, by a 75% vote of the members present, limit the number or length of speeches, or in any other way limit or close debate.
17. Voting must be formal, the informality applying only to the number of speeches allowed in debate. The instant the main question is disposed of temporarily the informal consideration shall cease automatically without any motion or vote. The chairperson retains office during informal consideration.
18. The business portion of General Meetings shall not exceed duration of one hour unless the Members present so agree.
19. Chairpersons of Standing Committees shall be appointed annually by the Executive Committee each September.

The PRESIDENT OR CHAIRPERSON shall:

- a) Call the meeting to order.
- b) Conduct the meeting in a manner, which preserves order and decorum.
- c) Remain objective and refrain from participating in debate

- d) State all questions properly brought before the members
- e) Put all proper questions to a vote.
- f) State the results.
- g) Have the right to require any person at a meeting to produce valid evidence of membership
- h) Have the right to preside at elections even as a candidate
- i) Be entitled to vote when the vote is by ballot, but not after the Scrutinizers have begun counting and in all other cases where the vote would change the Result, but may not vote twice, i.e. First to make a tie and then to make the deciding vote.
- j) Immediately, without debate, put to a vote a member's appeal on the chair's ruling.

A MEMBER shall:

1. Obtain the floor when speaking, except to second a motion.
2. Stand when speaking and speak clearly for all to hear.
3. Speak only to
 - a) Present a motion
 - b) Second a motion
 - c) Discuss a question placed before the meeting
 - d) Ask a question in the proper order of business
 - e) Present information for the good of the Association.
 - f) Present a point of order or a question of privilege.
4. Abstain from personalities in debate
5. Avoid distracting the progress of a meeting
6. Be limited to two (2) minutes debate on any motion
7. Not speak a second time to a motion until every member choosing to speak has spoken and then only with the permission of the presiding officer.
8. Be permitted, as the proposer of a motion, to make a rebuttal immediately prior to the question being put to a vote.
9. Respect the authority of the chair on the floor of a meeting.
10. Have the right to appeal to the assembly on the Chair's ruling.

III.3 KEY KLIX

KEY KLIX, the official bulletin of the Association shall be available for distribution, both electronic and hard copy versions, to members a minimum of seven (7) days before a General or Annual General Meeting.

Section IV STANDING RULES

Standing Rules:

- a) Are resolutions that have been adopted by a majority vote, (51%) of members present, at a duly constituted meeting of the Association.
- b) May be suspended by a majority vote at a duly constituted meeting of the Association.
- c) May be amended or rescinded by a 75% vote at a duly constituted meeting of the Association.
- d) Shall be published annually in KEY KLIX, the Official Bulletin of the Association.

IV.1 AFFILIATION

1. CARA shall be an affiliate with the Radio Amateurs of Canada (RAC).

IV.2 BUDGET

1. Budget proposals for Sections, Committees, groups, functions and operations shall be submitted to the Treasurer no later than June 30 each year. Budgets are subject to review at a Special budget Executive Committee meeting held early in September.
2. The CARA budget proposal shall be published in the September edition of KEY KLIX and shall be presented to the first General Meeting in September for approval.
3. Original approvals may be modified during the year, provided that the Executive Committee receives prior notice of the purposes for the changes, and that the costs remain within the approved allocation.

IV.3 CARA LOGO

1. The standard logo of CARA shall be:
 - a) That which is printed on the cover of January 1993 issue of KEY KLIX bearing the call VE6NQ
 - b) Be affixed to all official documents, bulletins, stationery or artifacts if suitable and
 - c) Be altered only with the approval of the Executive Committee

IV.4 DONATIONS

1. Donations received by CARA shall be noted as separate and above current budgets and recorded in financial statements and allocated to the section of the donor's choice if stated.
2. If a donation, to be made by CARA, is approved by the Executive Committee, it shall be brought to the next General Meeting for approval by the members.

IV.5 EQUIPMENT

1. The Equipment Manager shall maintain an updated record of all CARA equipment, including value, disposition and condition.
2. Each purchased item of equipment carried on the CARA equipment inventory shall be recorded at the listed purchase price.
3. All CARA equipment for sale shall:
 - a) Be approved by the Executive Committee.
 - b) Be advertised, for purchase by CARA members only, in KEY KLIX for a month stating a minimum bid.
 - c) Have offers submitted in sealed bids to the Treasurer, and
 - d) If not sold, be put up for sale at a CARA auction, CARA flea market, or be put up for sale to a Non- member.
4. Funds from the sale of Section equipment shall be placed in the General Fund.

IV.6 EVENT PARTICIPATION

1. Any organization with an event in which CARA participates officially must allow one or more CARA members to attend all relevant organizational meetings in order to receive approval and to recruit CARA volunteers.
2. Following approval by the Executive Committee, each event shall be published in KEY KLIX. Events approved in any one CARA year are considered to be sanctioned for succeeding years providing no major changes are made to the existing agreement.
3. Only CARA members participating in events approved by the CARA executive Committee shall be covered by the CARA liability insurance policy.

IV.7 EXECUTIVE POWERS

The Executive Committee is empowered to make any expenditure they deem appropriate in the interests of CARA up to a limit of Five Thousand Dollars (\$5000.00) of non-budgeted funds in the General Account in any one association year. Any expenditure in excess of this Amount in an Association year must be approved by a majority vote of the members present at a duly constituted General or Special meeting of the Association.

IV.8 MEMBERSHIP FEES

1. Annual fees

Full Member	\$30.00
Full Member (retired or over 65)	\$25.00
Associate Member (not licensed)	\$25.00
Students (18 or younger in school)	\$20.00
Initiation Fee	\$10.00
CNIB Members	\$ 0.00
Family Additional	\$15.00

(One additional fee of \$15.00 includes all family members at the same residence.)

Note: All membership fees will be increased by \$10 if mailed Key Klix is requested. Fees are normally for electronic version only.

2. An Initiation Fee is charged for persons becoming Full Members for the first time and shall include:

- A membership card.
- A membership certificate.
- A CARA decal.
- A name badge.
- A membership list.
- An email address list.

3. For new members only applying from April 1 through June 30, the membership fee will include the following year's membership.

4. Members whose fees are delinquent shall be reminded in October.

IV.9 MINUTES

Minutes of the General and Executive meetings shall be published in KEY KLIX and the reading of these minutes shall be omitted at the General meeting.

IV.10 MOTIONS

1. As a matter of expediency in handling Club business affairs and to facilitate proper Parliamentary procedure, all motions under New Business that do not cover day to day operations of the Club, shall first be submitted to the Executive meeting prior to the General Meeting. Motions brought forward from the floor during a General Meeting may, at the discretion of the Chairman, be put forward to the next meeting for action.

IV.11 KEY KLIX ANNUAL PRINTING

The By-Laws, Rules of Order & Procedure, Standing Rules & Standing Committees shall be printed annually in KEY KLIX.

IV.12 STATION OPERATION

1. When operating the CARA Club station, operators are to use only VE6AO. Operators are not to use their personal calls except to identify themselves as in " VE6A0 with VE6--- (own call) at the control.
2. QSL cards received at the Club post office box and held for 1 year, unclaimed, shall be returned to sender.

Section V **SECTION BYLAWS**

V.1 **CARATELS SECTION OF CARA**

In September 1985, a number of members of CARA concluded that with the increasing number of senior members of our Society, Amateur activity and interest would be enhanced by the formation of a NEW HORIZONS group to acquire and put into operation an Amateur Television (ATV) repeater and to provide further linking facilities for existing VHF repeaters. This group would be a separate section of CARA to meet NEW HORIZONS requirements for funding. At an organizational meeting held on November 13, 1985, 15 Directors were chosen and an Executive elected. The name CARATELS (Calgary Amateur Radio Association Television Electronic Linking Services) was chosen.

THE CARATELS SECTION OF CARA as of _____, _____, _____,
Day Month Year

V.2. **AIMS:**

1. To provide a forum for senior members of CARA.
2. To assist all aspects of amateur radio.
3. To support CARA projects and to suggest new activities.

V.3. **MEMBERSHIP:**

Membership is open to any member of the Calgary Amateur Radio Association.

V.4. **THE EXECUTIVE:**

1. Each Executive member must be retired or over sixty years of age and a full member of CARA.
2. The Executive shall consist of a Chair, Vice Chair and a Secretary-Treasurer.
3. The election of the Executive (From a list provided by a nominating committee plus nominations from the floor) will take place in time to be published in the June Key Klix of each year.
4. The Executive will take office to coincide with CARA procedures (September).
5. CARATELS section may appoint other officers or committees necessary for the operation of the section.

V.5. DUTIES OF THE EXECUTIVE:

The CHAIR of the CARATELS SECTION

1. Shall be responsible for the general operation and business of the section.
2. Shall be a member of the CARA Executive Committee.
3. Shall start the phone tree on the weekend prior to called CARATELS meetings.
4. Shall attend CARA Executive meetings.

The VICE CHAIR

1. Shall perform the duties of the chair in the Chair's absence.
2. Shall arrange programs for the meetings.

The SECRETARY

1. Shall have charge of all correspondence of CARATELS.
2. Shall record the minutes of all CARATELS section meetings.
3. Shall provide regular reports for publication in Key Klix.
4. Shall provide a copy of the minutes for inclusion in the records of CARA.
5. Shall account for and report any funds to the CARATELS membership.

V.6 MEETINGS:

Meetings shall be called at the discretion of the Chair but must be called often enough to ensure proper conduct of the business of CARATELS, no less than three times annually.

The order of business for the meetings should be:

1. Call to order.
2. Introduction of guests.
3. Adoption of minutes of previous meetings.
4. Old business out of minutes.
5. Report of sick or hospitalized amateurs.
6. Silent key report.

7. Unfinished old business.
8. New business.
9. Public service and other events.
10. Business adjournment.

The above order is with flexibility if the attending members so agree.

V.7 AMENDMENTS:

Amendments to the statements in this document must be by notice one month prior to being presented to and voted on by the membership. Approval requires a minimum acceptance of 75 percent of members present.

V.8 VHF AND DIGITAL SECTION OF CARA

HISTORY:

During 1961 and 1962 authorization was give to set up a VHF Section within the Calgary Amateur Radio Association. Tony Mountjoy, VE6MX, acted as Chairman of this committee for a number of years but there was very little direction given by CARA and limited participation by the members. On February 27, 1967, at a General Meeting of CARA the following motion was adopted: That Calgary Amateur Radio Association purchase the necessary VHF equipment to establish a 2 meter repeater station, the amount not to exceed \$200. The VHF operators utilizing these facilities should agree to pay \$1.50 per year providing Calgary Amateur Radio Association with funds to recover this investment, licensing, operating and maintenance of the repeater station. The VHF Committee of CARA will be responsible for control, proper operation and technical personnel to maintain Communications Canada requirements of the 2 meter repeater (VE6ASI). (the repeater call has since been changed to VE6AUY).

V.9 Year 2004 VHF repeaters owned by the Calgary Amateur Radio Association.

VE6RYC Nose Hill Calgary	VE6AQA Fortress Mtn.
VE6NOV Rockyview Hosp. Calgary	VE6RMT Canmore
VE6RY SAIT Calgary	VE6HWY Lake Louise
VE6AUY Wildcat Hills NW of Cochrane	VE6RCB Carbon
VE6EHX Petro Canada Calgary	VE6RTV CFCN Calgary

V.10 DECLARATION:

Formal status of the VHF Section of Calgary Amateur Radio Association was obtained on April 17, 1967 by the adoption of the following resolution and By-Laws:

"Further to the motions passed at the General meetings of the Calgary Amateur Radio Association on February 15,1961 and November 28,1962 and substantiate portions of the motion passed on February 27,1967 regarding VHF activity, it is hereby moved that: a VHF Section of the Calgary Amateur Radio Association be organized and operated in accordance with the following Bylaws:"

V.8 BYLAWS AND ADMINISTRATION - VHF AND DIGITAL SECTION

HISTORY:

During 1961 and 1962 authorization was give to set up a VHF Section within the Calgary Amateur Radio Association. Tony Mountjoy, VE6MX, acted as Chairman of this committee for a number of years but there was very little direction given by CARA and limited participation by the members. On February 27, 1967, at a General Meeting of CARA the following motion was adopted: "That Calgary Amateur Radio Association purchase the necessary VHF equipment to establish a 2 meter repeater station, the amount not to exceed \$200. The VHF operators utilizing these facilities should agree to pay \$1.50 per year providing Calgary Amateur Radio Association with funds to recover this investment, licensing, operating and maintenance of the repeater station. The VHF Committee of CARA will be responsible for control, proper operation and technical personnel to maintain Communications Canada requirements of the 2 meter repeater (VE6ASI). (The repeater call has since been changed to VE6AUY). In 2006 the VHF section incorporated the Digital Communications section and was renamed the VHF and Digital section.

V.9. Year 2004 VHF repeaters owned by the Calgary Amateur Radio Association.

VE6RYC Nose Hill Calgary	VE6AQA Fortress Mtn
VE6NOV Rockyview Hosp. Calgary	VE6RMT Canmore
VE6RY SAIT Calgary	VE6HWY Lake Louise
VE6AUY Wildcat Hills NW of Cochrane	VE6RCB Carbon
VE6EHX Petro Canada Calgary	VE6RTV CFCN Calgary

V.10 DECLARATION:

Formal status of the VHF Section of Calgary Amateur Radio Association was obtained on April 17, 1967 by the adoption of the following resolution and By-Laws:

"Further to the motions passed at the General meetings of the Calgary Amateur Radio Association on February 15,1961 and November 28,1962 and substantiate portions of the motion passed on February 27,1967 regarding VHF activity, it is hereby moved that: a VHF Section of the Calgary Amateur Radio Association be organized and operated in accordance with the following Bylaws:"

V.11 BY-LAWS OF THE VHF AND DIGITAL SECTION:

AIMS:

To promote and foster activity in the frequency spectrum 50MHZ and above, a VHF and Digital Section of the Calgary Amateur Radio Association shall be organized and operated under these Bylaws and the best interests of Amateur Radio and the Calgary Amateur Radio Association. In utilizing these frequencies from VHF to microwave consideration shall be given to such aspects of Amateur Radio as follows:

FOR LOCAL COMMUNICATION:

1. The operation and use of VHF and above communication equipment and the training, installation and maintenance of.

2. The training and organization for emergency and public service communication.
3. The implementation of Fast Scan Amateur television.

FOR THE PROMOTION OF DX ACTIVITY:

1. Using tropospheric conditions.
2. Using meteor scatter
3. Using moon bounce
4. Using satellites.

V.12 MEMBERSHIP:

Any member of the Calgary Amateur Radio Association interested in VHF and Digital activity may participate in the VHF and Digital Section and members will be subject to the rules of membership in the Calgary Amateur Radio Association. It is desirable that all members of the VHF and Digital group register in the Calgary amateur Radio Emergency Service.

V.13 OFFICERS: Election:

The VHF and Digital section shall elect from among its members annually at a meeting to be held in May the following officers:

1. Chairman
2. Vice Chairman
3. Secretary
4. Equipment technicians to be appointed by the VHF and Digital section Executive committee in consultation with its members.

Tenure:

It is recommended that no officer shall hold the position of Chairman, Vice Chairman or Secretary for more than two consecutive years. Before accepting any of these offices the nominee must be a paid up member of the Calgary Amateur Radio Association for the current membership year.

Replacement:

Officers elected will remain in office until relieved of their duties; however, should a vacancy occur for any reason, it shall be filled by an election within the section at the next regular or specially called meeting of the section.

V.14 DUTIES:

The CHAIRMAN:

1. Shall be responsible for the general operation and business of the section.

2. Shall act as liaison and advisor to the executive of the Calgary Amateur Radio Association on matters concerning the section and shall be an official member of the Executive Committee (subject to the Bylaws of CARA).

The VICE CHAIRMAN:

1. Shall be responsible for VHF and Digital programs.
2. Shall when necessary or when requested by the chairman, assume the duties of the chairman.

The SECRETARY:

1. Shall provide the Calgary Amateur Radio Association, upon request, a copy of the minutes and records of all meetings of the section for inclusion with the records of the club.
2. Shall maintain an up to date record of members participating in the section.

The EQUIPMENT TECHNICIANS:

Or his/her appointed assistants, shall be responsible for the maintenance of any equipment for the use of the section and to ensure that it is operating according to Communications Canada and other such rules or restrictions that may be imposed. All maintenance, adjustments, additions and deletions will be reported to the licensee for recording in the station log.

V.15 MEETINGS:

Of the VHF and Digital section may be called at the discretion of the Chairman of the section but must be held at least once every two (2) months with the exception of July, August and December.

V.16 AMENDMENTS:

To these Bylaws must be approved by the Executive Committee of the Calgary Amateur Radio Association but any changes to these Bylaws proposed by the Executive Committee of CARA must be given to the Chairman of the VHF and Digital section at least one month prior to being presented for approval to the Executive of the Calgary Amateur Radio Association.

V.17 THE CALGARY DX CLUB, A SECTION OF CARA.

HISTORY:

On April 7, 1970 a group interested in DX held a meeting to organize a DX Section within the framework of CARA. After several meetings the Aims and Bylaws were proposed and adopted by CARA at an Executive meeting of the Association in December 1970. These were updated in March 1995.

V.18 AIMS:

1. The name of this section of CARA will be "The Calgary DX Club" also known as "the DX Club".
2. To promote Calgary and the "Stampede City Award."
3. To promote DX activity in the Calgary area, including activity in the various DX contests.
4. To promote and encourage good operating habits and clean signals from members, setting an example for others.

5. To assist interested members in the art of working DX and obtaining QSL cards.
6. To promote inter-club, inter-provincial and International competition.
7. To promote good International relations and, where possible, to assist foreign Radio Amateurs in their endeavors.

V.19 BY LAWS OF THE CALGARY DX CLUB:

See CARA Bylaws section G entitled Sections.

Officers elected shall remain in office until relieved of their duties. However, should a vacancy occur for any reason it shall be filled by an election within the section at the next regular or specially called meeting of the section.

An appointed station manager will organize and maintain the DX Club station(s) and associated equipment.

An appointed QSL manager shall:

1. Receive and respond to all QSL cards received for operation of the DX Club stations(s).
2. Maintain a supply of suitable QSL cards.
3. Keep a copy of "the Callbook", either in paper or in digital format, not more than two years old.
4. Maintain subscriptions, of a QSL manager listing, such as the W6GO list, and one other DX bulletin.
5. Be able to supply QSL routes and information to members on a reliable basis, at DX Club meetings, by telephone, packet radio, or other Amateur Radio means.
6. Be provided with all logs of DX Club activities in computer format, such as LOG-EQF or CT and to print outgoing QSL cards from this format.
7. Maintain an account with the incoming VE6 QSL bureau.
8. Be prepared to provide QSL manager service at their own expense, materials for contest activities.
9. The Annual budget request submitted to CARA.

Meetings of the DX Club may be called at the discretion of the Chairman, but should normally be held once a month.

Section VI STANDING COMMITTEES

Standing Committees are appointed by the Executive Committee of CARA. They report to the Executive and, when requested, to the members at a General Meeting. The appointments are for the Association year unless stated otherwise, and they may be reappointed at the beginning of the Association year. Standing Committee Chairpersons shall have the right to add to their committees from any members.

VI.1 NOMINATING COMMITTEE:

1. The Nominating Committee shall be two full members who are not members of the Executive and who will not be candidates in the election.
2. The Past President shall be the chairperson of the Nominating Committee for the election of the Executive Committee officers and directors.

VI.2 AWARDS

The Executive Directors are responsible for the following awards:

- a) Amateur of the Year.
- b) Members Certificate of Merit.
- c) Letter of appreciation.

The Chairman of the DX Section shall be responsible for the following awards:

- a) Stampede City Award.
- b) Sweepstakes Award.

AWARD REQUIREMENTS:

Amateur of the Year:

This is an individual award to CARA members in good standing. This annual award to be given out to a person who has performed outstanding service, giving of his or her time and effort unselfishly on behalf of CARA and its members. This award can be presented to a full, retired or licensed family member. Award is for the preceding year and not the year presented.

Certificate of Merit:

Can be presented to a group of individuals as a whole, who are members of CARA in good standing, for outstanding commitment and service, i.e. a group who has taken on and finished a project. Can be presented to an individual who has dedicated himself or herself to CARA and its ideals. Award is for the preceding year and not the year presented to members in good standing.

Letter of Appreciation:

Awarded to an individual member in good standing for outstanding ideas, sizable donations or equipment. Award is for the preceding year and not the year presented, however may also be awarded through the year to businesses, non members of CARA and anyone else the Executive feels should receive them.

Stampede City Award:

Available to any qualified amateur or short wave listener (SWL) of merit, obtaining from outside Alberta, ten (10) points for contacts/SWL reports with Calgary amateurs on any band/mode from 01 January 1962, subject to:

1.
 - a) Calgary Amateur residing within the Calgary city limits, one (1) point.
 - b) A current CARA member amateur residing outside the Calgary city limits one (1) Point
 - c) A life Member of CARA anywhere, two (2) points
 - d) VE6AO or VE6NQ, two points
2. For a VE6 station, operating portable or mobile outside the Province of Alberta.
3. Sending log information to the Award Administrator and
 - a) If a Canadian Amateur, \$3.00 Cdn or
 - b) If a non-Canadian amateur, \$3.00 U.S.

NOTE: The Custodian of the Stampede City Award shall:

- a) Verify applications received for validity of claims
- b) Maintain records of the contacts for the Stampede City Awards
- c) Forward the Awards without undue delay
- d) Submit award recipients for publication in KEY KLIX and
- e) Present an annual report at the Annual General Meeting

Sweepstakes Award:

- a) Administered by the DX Section of CARA
- b) Awarded to the Canadian amateur stations having the highest scores published in QST magazine for the ARRL November Sweepstake contest in each phone and CW category.
- c) May be won by the same stations in successive years without limit
- d) Remains in the care of CARA with a certificate to be donated to each of the winning stations

NOTE: The administrator of the Trophy shall:

- a) Send the certificate directly to the winners and
- b) Publish in KEY KLIX the name, call and award of the winners

Life Membership:

1. The Executive Committee shall consider applications in writing for Life Membership at the May Executive Meeting and if granted, Life Membership be presented to the member(s) at the last General Meeting of the year.
2. New Life Members shall be presented with a commemorative artifact, which will state the Member as a Life Member of CARA.

VI.3 BYLAWS AND RULES CHAIRPERSON:

1. Ensures that the requirements of the Societies Act of Alberta are maintained
2. Rules on the interpretation of the Bylaws and Rules
3. Attends Executive meetings or, if unable to attend, appoint a substitute member.
4. Chairs a committee of three members to update the Bylaws, Standing Rules, Rules of order & procedure and Standing Committees.

VI.4 CLUB JACKETS MANAGER:

1. Solicits orders for CARA jackets as required.

VI.5 EDUCATION COORDINATOR:

1. Responsible for the CARA Amateur Radio Education Program and Examination Centre,
2. Recommends a scale of fees to the Executive Committee,
3. Arranges location, publicity, registration and teaching aids including home study for those unable to attend classes.
4. Appoints instructors and assists with course outlines.
5. Selects candidates as Designated Examiners subject to the approval of the Executive Committee.

6. Arranges for an appropriate number of accredited examiners to conduct the exams.
7. Provides for the security of examination papers for Morse Code test.
8. Arranges a venue and schedule, along with appropriate number of examiners, for each examination.
9. Completes all required forms and delivers these to Industry Canada.
10. Reports to the Executive Committee and the General Meeting on class progress and Examination results.
11. May delegate duties to qualified members if necessary.

VI.6 EQUIPMENT MANAGER

1. Maintains lists, provided by section chairman, of all CARA equipment including costs, locations, condition and disposition
2. Reports to the Executive Committee annually prior to the Annual General Meeting.

VI.7 HISTORIAN (S):

1. Maintain custody of all CARA records and publications
2. Collects photos, tapes, films, news reports and publications for historical records,
3. Accepts, on behalf of CARA, amateur radio artifacts of historical interest until their disposition can be arranged by the Executive Committee
4. Compiles an historical record of CARA & amateur radio in Calgary and district,
5. Prepares items of historical interest for publication in KEY KLIX

VI.8 HUMANITARIAN:

1. Maintains a list of ill and hospitalized members,
2. Arranges visitation if appropriate,
3. Determines whether assistance is needed,
4. Sends greetings from CARA to those hospitalized, and gifts to those who have returned after lengthy hospital stays.

5. Offers to send messages home via traffic nets for out of city amateurs in hospital.
6. Reports on the condition of CARA members at General Meetings and on regular Traffic nets.
7. May delegate any of these duties if necessary.

VI.9 KEY KLIX:

The Executive Committee shall appoint the following:

1. An editor who shall:
 - a. Notify all copy submitters about the format and requirements for publication.
 - b. Receive, arrange and forward all copy for publication.
2. An Assistant Editor who shall:
 - a) Assume editorial duties when necessary.
 - b) Assist with the duties and responsibilities of the editor.
 - c) Arrange for a publisher.
 - d) Forward all bills and invoices to the Treasurer.
 - e) Report to the Executive Committee when requested.
3. An Advertising Manager shall:
 - a) Solicit advertising copy for each issue,
 - b) Forward the copy to the editor,
 - c) Bill the customer, receive the collections and forward them to the Treasurer of CARA,
4. A Distribution Manager shall:
 - a) Collect the printed issues from the publisher.

VI.10 KEY KLIX AUDIO RECORDER

1. Prepares audio tapes of articles in KEY KLIX for the use by the visually impaired

VI.11 LEGAL ADVISOR

1. Provides legal advice on matters related to CARA activities.

VI.12 RF SUSCEPTIBILITY MANAGER

1. Provides assistance to radio amateur in locating and eliminating , interference,
2. Provides technical assistance to amateurs who stations cause interference to others
3. Establishes and maintains relationships with Industry Canada, the City of Calgary, T.V. and communications systems.
4. Maintains records of concerns and actions taken.
5. Keeps good public relations as a primary objective.

VI.13 SOUTHERN ALBERTA CANADIAN INSTITUTE OF THE BLIND COORDINATOR (SACNIB)

1. Appointed by CARA and accepted by CNIB.
2. Obtains fully qualified amateurs to act as the required sponsors for CNIB amateurs, excepting those who have been long term amateurs recently turned blind, noting that Industry Canada will not license students who have passed the amateur examination until there is an assigned sponsor.
3. Completes sponsor forms and sends copies and updates to Industry Canada and CNIB Toronto.
4. Forwards updated lists of visually impaired amateurs and a report to the CNIB-ARP (Edmonton).
5. Completes equipment loan forms to be sent to CNIB Toronto.
6. Checks returned equipment stored at the CNIB Calgary, and forwards funds from the sale of equipment to CNIB Toronto.
7. Checks applicants for suitability and arranges classes if numbers warrant.
8. Provides taped course materials for each students, and makes available registration in the CARA education program,
9. For a rural student, arranges a sponsor and course materials,
10. Advises the sponsor to coach the student, arrange for examination and assist the student to get on the air.

VI.14 SOCIAL DIRECTOR:

1. Organizes activities at appropriate times during the year.
2. Provide an annual budget to cover required social activities.
3. Provide and maintain a document titled GUIDELINES FOR CARA SOCIAL ACTIVITIES.
4. Be entitled to a cash advance prior to events from budgeted funds.

VI.15 STATION LICENSE CUSTODIAN (S)

1. Hold a fully qualified amateur radio operator license so that no restriction may be placed on the operation of a CARA station.
2. Advises the Treasurer for license renewal.
3. Must authorize all use of the Station Licence prior to operation.
4. Has full control over the use of the Station License including the right to close down operation for due cause,
5. Maintains a log of each use of the station,
6. Maintains a technical record for each repeater station,
7. Requires that the regulations of Industry Canada are followed.

VI.16 TUBE BANK CUSTODIAN:

1. Receives donations of radio tubes from all sources including businesses and amateurs.
2. Distributes tubes upon request equitably and without charge only to CARA members for their own use.
3. Maintains a list of donors and recipients.
4. Requires the approval of the Executive Committee of CARA before the disposal of surplus stock.

VI.17 CARA WEB SITE

The CARA Web Site is a window for local and outside Amateurs to see what the CARA club is and what it does. It is therefore important that the CARA Web Site be maintained so as to provide the world with an appropriate view of CARA's activities as a local Amateur Radio Association and not a vehicle for points of view, political or otherwise. It is the responsibility of the CARA Executive to set the policies of what the Web Site displays and not the appointed Webmaster. All changes to the Web Site should be approved by the CARA Executive Committee. To insure the Web Site is maintained to the satisfaction of the CARA Executive Committee, the Executive will publish and update from time to time when necessary a document titled "GUIDELINES FOR THE CARA WEB SITE". This guideline is to be presented to and followed by the appointed WEBMASTER.

ROLES AND RESPONSIBILITIES:

The WEB SITE OWNER/PUBLISHER (the CARA Executive):

Appoint a Webmaster Annually preferably in June.

1. Must take overall ownership of the web site and the messages it delivers.
2. Update and maintain the document GUIDELINES FOR THE CARA WEB SITE.
3. Provide directives in writing when necessary to the Webmaster.
4. Respond in a timely manner to requests from the Webmaster.

The WEBMASTER:

1. Must follow the GUIDLINES FOR THE CARA WEB SITE and request advice from the CARA Executive on changes to the Web site or Web site operation.
2. Administer web server and ensure it is always operational and functioning properly.
3. Ensure the web server's hardware platform adequately meets user needs (i.e. Disk space, proper file system mounts, processing power, etc). Recommend any changes that have to be made to ensure reliable access.
4. Organize and code information on the web site using structures that are easy to locate and navigate.
5. Remove outdated information and web pages and links.
6. Consult with the CARA Executive concerning any information that may not be suitable for publishing prior to putting it on the web site.
7. Insure all who submit any items or coding for use within the web site are aware of the policy on Copyright and are willing to comply with it.

WEBSITE CONTENT:

A general guideline for determining the appropriateness of web site content is that it must be informational to the target audience and 100% factual. Opinion based, editorial items are not, in general, suitable for publishing on the web site.

COPYRIGHT RULES:

It is a necessary requirement for the efficient operation of the CARA web site that CARA never becomes dependent on others who hold copyright on items they have submitted. Therefore, as a condition of CARA accepting any coding, text, photographs or graphics from anyone, that person must grant CARA a no time limit permission of that material.

VI.18 CARA CASINO COORDINATOR:

The CARA Casino coordinator is to be appointed annually by the Executive Committee in time to allow for the coordinator to make necessary prior arrangements for upcoming casinos.

DUTIES of the CASINO COORDINATOR:

1. Identify and insure all documentation, agreements and licenses are looked after in a timely manner.
2. Identify, select and make arrangements for Casino Advisors.
3. Recruit volunteers from CARA for the Casino event.
4. Upon completion of the Casino look after Volunteer thank you and insure the "pooling agreement" is signed and returned.
5. Update and maintain "Casino Guidelines" document for the future Casino Coordinator.