



# Seaway Valley Amateur Radio Club Bylaws

Ontario Not-for-Profit Corporation 1006782

Incorporated December 16, 1992

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# **THE SEAWAY VALLEY AMATEUR RADIO CLUB (SVARC)**

## **1. PURPOSE:**

The Seaway Valley Amateur Radio Club (SVARC) is a non-profit organization for the promotion of all amateur radio activities with particular emphasis on providing emergency radio communications in eastern Ontario more specifically in the Cornwall area.

## **2. BYLAWS AND AMENDMENTS:**

- 2.1. Bylaw amendments require approval by a two-thirds vote of the members present or by a majority of the entire membership. Notice of proposed bylaw amendments shall be tabled at least one Club meeting before they are to be voted on and be included in the agenda prior to the meeting that is scheduled for discussion and voting these bylaw amendments.
- 2.2. Ten members in good standing, including a quorum of three (3) elected Executive, are required to be present for a meeting to be held.
- 2.3. In an emergency, a quorum of three of the elected executives may temporarily adopt or amend any Bylaws and such adoption or amendment shall take effect immediately, awaiting routine approval at the next regular meeting. If not approved, the emergency bylaw amendment will automatically be rescinded.

## **3. MEMBERSHIP:**

- 3.1. Membership shall be open to all persons interested in Amateur Radio and/or Short-Wave listening activities and other communication technologies.
- 3.2. To be a member in good standing of the Club, a member's dues must be paid up in full.
  - 3.2.1. A full member of the Club shall have a valid Amateur operator licence.
  - 3.2.2. A full member will have full voting privileges and will be eligible to be elected to the Executive committee.
  - 3.2.3. An associate member is a member that does not have a valid Amateur operator license.
  - 3.2.4. An associate member does not have voting privileges, cannot be elected to the Executive Committee, but can be named as a director as per section 4.6 of the present Bylaws.
  - 3.2.5. The Executive Committee has the authority to nominate honorary members each year. No more than 5 honorary members can be members of the Club, and the Executive Committee shall review the list yearly. The honorary members are exempted from paying Club dues and do not have voting privileges.

- 3.2.6. The Club recognizes the members that have already been elected by the Club as Life Member, and the Club can elect additional Life Members. A Life Member is not subject to the annual Club Dues.
- 3.3. Annual membership dues shall be proposed by the Executive Committee at the Annual General Meeting of the Club and become due and payable no later than 45 days after the start of the Club's fiscal year.
- 3.4. Changes in dues proposed by the Executive are subject to approval by a majority vote of the membership at the Annual General Meeting. First time members only, who join after the middle of the fiscal year, will pay 50% of the annual club membership dues for the on-going year.
- 3.5. Where two or more Club members reside within the same household, one member shall pay the normal membership dues as established under provisions of Para. 3.3. Each additional person shall pay an amount that will be determined as per Para. 3.3.

#### **4. EXECUTIVE COMMITTEE:**

- 4.1. Members of the Executive Committee shall be elected for a two-year term. The elections of the new Executive Committee will be the last item on the agenda of the Annual General Meeting, when required. The past president is an "ex-officio" member of the Executive Committee for a period of one year.
- 4.2. The elected positions of the Executive Committee consist of:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Or Secretary/Treasurer
  - Past President
- 4.3. Two months prior to the Annual General Meeting (AGM) of an election year the President or Vice President and two Club members, appointed by the membership, shall form a nomination committee. The slate of officers, proposed by the nomination committee, together with candidates nominated from the floor will be presented to the membership present one month prior to the AGM meeting. The nominees shall confirm in writing their acceptance to the nomination to one or more position. This acceptance to be submitted to the Secretary before the elections.
- 4.4. Elections will be held at the Annual General Meeting. The new Executive Committee will take charge on January 01 of the following year. Executive Committee meetings shall be held as required at the call of the President. An Executive Committee meeting requires a quorum of three elected members.

- 4.5. The elected Executive Committee may appoint a maximum of three other club members as directors for specific tasks, programs, etc. These appointed directors will be part of the Executive Committee. Such appointments shall automatically cease with the conclusion of the Executive Committee's term of office or when the need for that task or program is fulfilled, whichever comes first.

## **5. DUTIES OF EXECUTIVE:**

- 5.1. President - Shall chair all Executive and regular Club meetings and cast the deciding vote in any vote ending in a tie.
- 5.2. Vice-President – Shall assume the President’s duties when required.
- 5.3. Secretary -Shall maintain minutes of the corporation, Executive Committee, and regular meetings; record votes; maintain the membership list and process Club correspondence. The Secretary will also hold and properly maintain the Club files and list of capital assets.
- 5.4. Treasurer -Shall maintain the Club's bank account, issue cheques, collect dues and shall notify the Secretary with respect to the status of members' annual dues. The Treasurer shall present a brief financial report to the membership at each monthly meeting.
- 5.5. Past-President -Shall provide continuity and counsel on all Club activities as a member of the Executive.

## **6. FINANCIAL**

### 6.1. Banking

The Executive shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

### 6.2. Financial Year

The financial year of the Corporation ends on December 31 in each year.

### 6.3. Expenditure Authorization

The Executive has primary responsibility for managing finances. Routine operating expenses are handled by the Treasurer, who reports these at each General meeting. The Executive is authorized to spend up to \$200 on normal operations items without prior approval by the Membership. Any significant, non-routine payments, within this limit, must be agreed to, at minimum, by the President and the Treasurer plus 2 others of the Executive. This will be reported upon at the next Members’ meeting.

Any expenditure over \$200 shall be approved by a simple majority vote of the members present, in person or virtual, at a Members meeting prior to disbursement.

### 6.4. Signing Authority:

Any two elected members of the Executive Committee will be required to sign any document on behalf of the Club.

## **7. EMERGENCY COMMUNICATIONS:**

- 7.1. The elected Executive Committee shall appoint a Net Manager to maintain liaison with the emergency services. The Net Manager will be an appointed Director as specified in article 4.5 of the present Bylaws.
- 7.2. The SVARC net shall meet on a regular basis, using repeater VE3SVC unless otherwise directed by the Net Manager.

## **8. CLUB MEETINGS:**

- 8.1. A regular General Club meeting shall normally be held monthly at a location and time announced by the Executive.
- 8.2. An Annual General Meeting (AGM) shall be held at the end of November of each year at a location and time announced by the Executive. A notice of meeting including the agenda should be sent to the members no later than 1 calendar month before the AGM.
- 8.3. Any proposals made at Club meetings shall require the approval of 50% plus one of those members present in order for the proposals to be adopted.

## **9. CLUB ETHICS**

### **9.1. CODES OF CONDUCT FOR THE SEAWAY VALLEY AMATEUR RADIO CLUB**

#### **9.1.1. What is the Code of Conduct?**

This Code of Conduct sets out the expected behavior of all members of the SVARC, when participating in any activity or event, in-person or online. This includes, but is not limited to, members meetings, social events, interacting with other members, other amateurs, or the public while representing the SVARC.

#### **9.1.2. What are the aims of this Code of Conduct?**

- To protect members.
- To protect others potentially affected by members' actions.
- Ensure the highest possible standards of fairness, honesty and professional behavior.
- Reduce the risk of harm, injury, harassment and nuisance to members and the wider community.
- Create an inclusive member environment.
- Detail the actions that can be taken should the Code of Conduct be breached.

#### **9.1.3. To whom does this Code apply?**

- All members of the club.
- All persons officially appointed in an event (including members of other clubs).
- Spectators/supporters at an event of the club.



#### 9.1.4. **Terms of the Code of Conduct.**

All members agree to abide by the terms outlined below:

All members must adhere to the By-laws, general rules and policies of the SVARC as they are adopted by the membership from time to time.

1. Members should not undertake any action which could bring the reputation of the Club into disrepute.
2. A member must not participate in action which might cause damage, physical or moral, to themselves or others.
3. Members must report any action that may cause or have caused damage, physical or moral, to themselves and others.
4. Members must respect the property of the Club and of other members.
5. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Club or club officer position.
6. Members of the Club should not pressure or coerce any other member into any action with which they feel uncomfortable.
7. Members must act responsibly at all times when participating in activities and to avoid actions which could bring the group, sponsors, funders or other participating organizations into disrepute.
8. Members should be aware of how their actions may be perceived by others.
9. Members must conduct themselves in a reasonable manner relating to language, and behavior.
10. Members must treat facilities, colleagues, visitors, attendees to events with respect and abide by any rules that may apply.
11. Members must refrain from any form of harassment of others and respect the rights, dignity and values of others.
12. Members must not encourage or pressure others into acting against the Code of Conduct.
13. Members must operate within the rules, including national guidelines, which govern the activity. See the IARU: [ETHICS AND OPERATING PROCEDURES FOR THE RADIO AMATEUR](#) at
14. Members must not be unduly intoxicated at any event or activity where such behavior could be deemed unacceptable or unprofessional.
15. Members must abide by the law at all times.
16. During social events, especially those involving the consumption of alcohol, to be aware of behavior and the impact on others, particularly members of the local community.
17. Members take responsibility for their own understanding of this Code of Conduct and the repercussions of any breaches and must seek further information or clarification if they are unsure about how it should be applied.

## 9.2. **DISCIPLINARY PROCESS**

When the Club becomes aware of an allegation that a member has committed an act identified below,

- Within five (5) days, the Executive shall investigate the matter and determine whether the allegation is proven or not proven.
- Should the allegation be proven, The President shall forthwith notify the member of the results of the investigation and shall provide the reasons.
- Pursuant to the notice to the member, the executive shall determine the appropriate sanction considering the seriousness of the offence.
- If the member elects to provide an oral or written submission in his defense, the Executive committee shall schedule a meeting to be held upon notification by the member to the President.
- If the member does not respond to the President within the initial five (5) day period, he shall be deemed not to be making a submission and the Board's initial determination shall be confirmed.
- A member who has been expelled may be reinstated as a member of the Club upon application to Executive committee, such application to be made not less than one (1) year after the effective date of the expulsion. The Executive committee shall, determine whether to reinstate the member. Notwithstanding such reinstatement, the member shall remain ineligible to hold any office under the Club, without the express approval of the Executive committee.
- For the purposes of this section, "office" shall mean any elected or appointed office.

The SVARC executive committee shall have the authority to sanction, suspend, expel or limit the membership of any member of the Club, or take such lesser disciplinary or administrative action as it determines to be appropriate regarding, any member, including a member who holds any office under the Club, who:

- Violates any provision of the Bylaws or the Code of Conduct of the SVARC Club, or counsels any others to violate said documents; or
- Carries out, or counsels others to carry out, any conduct which may be detrimental to the Club, as determined by the Board in its sole discretion; or

### 9.3. **QUALIFICATION OF OFFICERS OF THE CORPORATION**

All officers of the Corporation shall have the following qualifications as a minimum:

- Be a licensed radio amateur for a minimum of 2 years.
- Have been a member in good standing for a minimum of 2 years.

In addition to the above:

Candidates for the office of president shall have been a member in good standing for a minimum of 5 years, not necessarily consecutives.

Candidates for the office of vice-president shall have been a member in good standing for a minimum of 3 years, not necessarily consecutives.

Candidates for the office of Technical Director shall be a licensed Radio amateur with an advanced certificate and have an in-depth knowledge of the Club repeaters installation.

Candidates for the office of treasurer shall have been a member in good standing for a minimum of 1 year and not in a position of financial conflict.

## **10. MAILING ADDRESS:**

- 10.1. The club's mailing address may be changed at the discretion of the executive. The current address (effective February 23, 2022) is:

Seaway Valley Amateur Radio Club Inc.  
4672 O'Keefe Road,  
St. Andrews West, ON  
K0C2A0

## **11. REVISION HISTORY:**

- Version 01: Formal establishment of Club Bylaws.
- Version 02: Added paragraphs 3.2.1 to 3.2.5 to further define membership classes.
- Version 03: Major overhaul to add Cover page, Table of contents.  
Added Financial section (Section 6) to replace the Signing Authority Section.  
Modify Section 8 to clarify process for Annual General Meeting.
- Version 04: Change start date of new executive.  
Section 9: Added provision for the Club address to be changed at the discretion of the executive.
- Version 05: Added last sentence to section 6.3.  
Change the word "Treasurer" by "Executive" in the second sentence of section 6.3.
- Version 06: Amended paragraph 2.1 to change 50% to two thirds majority vote for by-Laws change.
- Version 07: Amended to include new section 9 CLUB ETHIC consisting of Code of conduct, Disciplinary Process and Qualification of Officer of the Corporation.  
Following section were renumbered accordingly.