

**Proposed Amendments**  
**to the**  
**PETERBOROUGH**  
**AMATEUR**  
**RADIO CLUB**  
**INCORPORATED**  
**BY - LAWS**

Written November 15, 2007

## **RATIONAL:**

The location of the most up to date PARC By-Law Amendments is no longer known by the current Directors of PARC. Therefore a recommendation will be made to adopt the last known copy of Amended PARC By-Laws dated December 14th, 1993 and make further amendments to this version.

The following proposed Peterborough Amateur Radio Club By-law Amendments are intended to closely reflect successful past operations of the Kawartha Amateur Radio Group as well as to reflect the use of a Web Site as apposed to the old monthly Bulletins to keep members informed of PARC activities.

## **LEGEND:**

*Italic font = current Bylaws*

**Bold font = proposed amendment**

## SUMMARY OF PROPOSED CHANGES:

- 4.2 Replace Canadian Amateur Radio Federation to RAC
- 8.1 Reduce number of Directors from 10 to 5.
- 8.2 Reduce Director maximum term served from 2 to 1 year term.
- 8.3 Replace notification by News Bulletin to Web Site.
- 8.4 Remove maximum 2 year time served.
- 8.5 Reduce number of Directors list from 10 to 5.
- 9.2.2 Remove VP membership responsibility.
- 9.2.2.1 Remove VP membership responsibility.
- 9.2.2.2 Remove VP membership responsibility.
- 9.2.2.4 \* Remove VP membership responsibility.
- 9.2.2.5 \* Remove VP membership responsibility.
- 9.2.2.6 \* Remove VP PARC News responsibility.
- 9.3.4 Replace notification by News Bulletin to Web Site.
- 9.4.8 Add Treasure membership responsibility.
- 9.4.8.1 Add Treasure membership responsibility.
- 9.4.8.2 Add Treasure membership responsibility.
- 9.4.8.3 Add Treasure membership responsibility.
- 9.4.8.4 Add Treasure membership responsibility.
- 9.4.8.5 Add Treasure membership responsibility.
- 9.6 - 9.10.5 Remove redundant Director positions.
- 12.1.1 Added conduct of meetings.
- 12.2 Replace notification by News Bulletin to Web Site.
- 12.3 Replace notification by News Bulletin to Web Site.
- 14.1 Auditors will be appointed after formal request.
- 18.0 - 18.2 Renumber Motions bylaws due to duplication with Nominations.  
Replaced notification by News Bulletin to Web Site.
- 18.2 Nominations for Director Positions will be held in January.
- 18.3 Elections for Director Positions will be held in February.
- 18.4 Remove redundant Bylaw.
- 22.1 Update Industry Canada Regulations to RIC-3.
- 23.0 - 23.1 Renumber Bylaw due to accommodate Motions Bylaws.  
New approval date.

4.0 **OBJECTS as per LETTERS PATENT 371644:**

4.2 *To actively support the American Radio Relay League, the Canadian Amateur Radio Federation, the Radio Society of Ontario, and other similar organizations.*

4.2 **To actively support the American Radio Relay League, the Radio Amateurs of Canada other similar organizations.**

8.0 **BOARD OF DIRECTORS:**

8.1 *The Board of Directors should consist of (10) ten Directors, however, the minimum number of directors should be (5) five.*

8.1 **The Board of Directors should consist of (5) five Directors.**

8.2 *The Corporation at the Annual Meeting will elect Directors, for a (2) year term, to replace those who have completed their (2) two year term.*

8.2 **The Corporation at the Annual Meeting will elect Directors, for a (1) one year term.**

8.3 *In the event that any Director is unable to serve for the full two (2) years, A new Director will be elected at the first general meeting following such notice of their resignation being posted in the P.A.R.C. News. The Director will be elected to serve for the remainder of the resigned Director's term.*

8.3 **In the event that any Director is unable to serve for the full one (1) year, a new Director will be elected at the first general meeting following such notice of their resignation being posted on the P.A.R.C. Web Site. The Director will be elected to serve for the remainder of the resigned Director's term.**

8.4 *A Director serving (2)two consecutive (2) two year terms must stand down for at least (2) years. This does not preclude them for serving on any committee.*

8.4 **\*\*\*\* remove \*\*\***

- 8.5            *The Directors at their first Directors meeting following the Annual General Meeting may elect each of the following positions for a term of one year:*
- President*
  - Vice President*
  - Secretary*
  - Treasurer*
  - Activities Director*
  - Technical Director*
  - Publicity Director*
  - Publishing Director*
  - Trustee*
  - Planning and Emergency Services Director*

- 8.5            **The Directors at their first Directors meeting following the Annual General Meeting may elect each of the following positions for a term of one year:**
- President**
  - Vice President**
  - Secretary**
  - Treasurer**
  - Activities Director**

9.0            **DUTIES of the DIRECTORS:**

9.2            **The VICE PRESIDENT:**

9.2.2            *shall act as membership chairperson,*

9.2.2            **\*\*\*\* remove \*\*\***

9.2.2.1            *shall co-ordinate membership applications,*

9.2.2.1            **\*\*\*\* remove \*\*\***

9.2.2.2            *shall keep a current roll of members,*

9.2.2.2            **\*\*\*\* remove \*\*\***

9.2.2.4 \*            *shall collect all membership dues, record same and turn them over to the Treasurer for deposit in the club bank account.*

9.2.2.4 \*            **\*\*\*\* remove \*\*\***

9.2.2.5 \*            *shall issue membership cards.*

9.2.2.5 \*            **\*\*\*\* remove \*\*\***

9.2.2.6 \*            *shall prepare the mailing labels for the P.A.R.C. News.*

9.2.2.6 \*            **\*\*\*\* remove \*\*\***

9.3 The SECRETARY:

9.3.4 shall have members notified of every meeting through the Corporation's official bulletin, P.A.R.C. News, or by other means as the case may warrant.

9.3.4 shall have members notified of every meeting through the Corporation's official bulletin, P.A.R.C. Web Site, or by other means as the case may warrant.

9.4 The TREASURER:

\*\*\*\* Add the following \*\*\*\*

9.4.8 shall act as membership chairperson,

9.4.8.1 shall co-ordinate membership applications,

9.4.8.2 shall keep a current roll of members,

9.4.8.3 shall promote the club membership at all activities.

9.4.8.4 shall collect all membership dues, record same and turn them over to the Treasurer for deposit in the club bank account.

9.4.8.5 shall issue membership cards.

9.6 The TECHNICAL DIRECTOR:

9.6 \*\*\*\* remove \*\*\*

9.6.1 shall be the chairperson of the Technical Committee whose purpose is to install, maintain and operate the Corporation's electronic equipment to the best of his/her ability as deemed desirable by the membership and or as required by law.

9.6.1 \*\*\*\* remove \*\*\*

9.6.2 shall plan and organize such electronic systems as the Corporation may from time to time require.

9.6.2 \*\*\*\* remove \*\*\*

9.6.3 may submit plans and schematics to be published in the Corporation's Bulletin that may be of interest to the membership.

9.6.3 \*\*\*\* remove \*\*\*

9.6.4 shall at the expiration of their term of office, turn over everything in their possession belonging to the Corporation, to their successor.

9.6.4 \*\*\*\* remove \*\*\*

9.6.5 may solicit assistance from the membership at any time in the performance of their duties.

9.6.5 \*\*\*\* remove \*\*\*

9.7 The PUBLICITY DIRECTOR:

9.7 \*\*\*\* remove \*\*\*

9.7.1 shall be the chairperson of the Publicity Committee.

9.7.1 \*\*\*\* remove \*\*\*

9.7.2 shall be responsible for the Corporation's public image.

9.7.2 \*\*\*\* remove \*\*\*

9.7.3 shall act as a Public Relations Officer insofar as community activities, talks on Commercial Radio, Cable, prepare items for Newspapers, or any other media where it will be advantageous to the Corporation.

9.7.3 \*\*\*\* remove \*\*\*

9.7.4 shall at the expiration of their term of office, turn over everything in their possession belonging to the Corporation, to their successor.

9.7.4 \*\*\*\* remove \*\*\*

9.7.5 may solicit assistance from the membership at any time in the performance of their duties.

9.7.5 \*\*\*\* remove \*\*\*

9.8 The PUBLISHING DIRECTOR:

9.8 \*\*\*\* remove \*\*\*

9.8.1 shall be the chairperson of the Publishing Committee.

9.8.1 \*\*\*\* remove \*\*\*

9.8.2 shall be responsible for the editing and publishing of the Corporation's Bulletin, P.A.R.C. News.

9.8.2 \*\*\*\* remove \*\*\*

9.8.3 may solicit the membership, or other sources, for information relating to activities, electronic schematics, general interest subjects, and news in general.

9.8.3 \*\*\*\* remove \*\*\*

9.8.4 shall at the expiration of their term of office, turn over everything in their possession belonging to the Corporation, to their successor.

9.8.4 \*\*\*\* remove \*\*\*

9.8.5 may solicit assistance from the membership at any time in the performance of their duties.

9.8.5 \*\*\*\* remove \*\*\*

9.9 The TRUSTEE:

9.9 \*\*\*\* remove \*\*\*

9.9.1 shall be the chairperson of the Property Committee.

9.9.1 \*\*\*\* remove \*\*\*

9.9.2 shall be the custodian of all the Corporation's Properties.

9.9.2 \*\*\*\* remove \*\*\*

9.9.3 shall keep a Record of all Corporation property and their location.

9.9.3 \*\*\*\* remove \*\*\*

9.9.4 shall be responsible for obtaining storage for all properties.

9.9.4 \*\*\*\* remove \*\*\*

9.9.5 shall record any gifts, legacies, donations and bequests.

9.9.5 \*\*\*\* remove \*\*\*

9.9.6 shall adhere to the following procedures when loaning the Corporation's equipment, or borrowing equipment for the Corporations use:

- Keep records of names, dates, equipment type, approximate length of time required, signature of borrower, and note condition of equipment.

9.9.6 \*\*\*\* remove \*\*\*

9.9.7 shall publish a list of assets annually in the P.A.R.C. News.

9.9.7 \*\*\*\* remove \*\*\*

9.9.8 shall maintain a list of properties that may be borrowed by any member at any time.

9.9.8 \*\*\*\* remove \*\*\*

9.9.9 shall be responsible for securing the Liability, Insurance and any other insurance that the Corporation may carry.

9.9.9 \*\*\*\* remove \*\*\*



9.9.10 shall at the expiration of their term of office, turn over everything in their possession belonging to the Corporation, to their successor.

9.9.10 \*\*\*\* remove \*\*\*

9.9.11 may solicit assistance from the membership at any time in the performance of their duties.

9.9.11 \*\*\*\* remove \*\*\*

9.10 The PLANNING and EMERGENCY SERVICES DIRECTOR:

9.10 \*\*\*\* remove \*\*\*

9.10.1 shall be the chairperson of the planning committee.

9.10.1 \*\*\*\* remove \*\*\*

9.10.1.1 the planning committee shall coordinate the annual budget reflecting the activities, finances and programs as-required to operate the club for the fiscal year as approved by the membership. Approval of this budget by the membership shall authorize the Treasurer to make payment of all monies described therein.

9.10.1.1 \*\*\*\* remove \*\*\*

9.10.1.2 the planning committee shall prepare a report listing all the activities and programs including costs and publish this in the P.A.R.C. News in April and update this quarterly or more often if necessary.

9.10.1.2 \*\*\*\* remove \*\*\*

9.10.2 may be called upon to chair special committees that are formed by the membership and or the Board of Directors.

9.10.2 \*\*\*\* remove \*\*\*

9.10.3 The Emergency Services Committee shall be responsible to the Planning and Emergency Services Director.

9.10.3 \*\*\*\* remove \*\*\*

9.10.4 shall at the expiration of their term of office, turn over everything in their possession belonging to the Corporation, to their successor.

9.10.4 \*\*\*\* remove \*\*\*

9.10.5 may solicit assistance from the membership at any time in the performance of their duties.

9.10.5 \*\*\*\* remove \*\*\*

**12.0**      **MEETINGS:**

12.1.1      Meetings will be conducted in a friendly, unbiased atmosphere.

12.2                    *A general meeting of the Corporation shall be held once a month, except for the months of July and August, at a designated time and place as published in the P.A.R.C. News. If there is any change in the time or place, the members will be duly notified.*

12.2                    **A general meeting of the Corporation shall be held once a month, except for the months of July, August and December at a designated time and place as published on the P.A.R.C. Web Site. If there is any change in the time or place, the members will be duly notified.**

12.3                    *There shall be an agenda for all membership meetings published in the P.A.R.C. News.*

12.3                    **There shall be an agenda for all membership meetings published on the P.A.R.C. Web Site.**

**14.0**      **AUDITORS:**

14.1                    *Two (2) Auditors shall be appointed for a period of two years at the Annual General Meeting from the general membership.*

14.1                    **Two (2) Auditors shall be appointed when an Audit is formally requested and a motion passed by the members at a General Meeting**

**18.0**      **MOTIONS:**

18.1                    *The Secretary may require any motion to be presented in writing to ensure that the wording and intent of the member is maintained.*

23.1                    **The Secretary may require any motion to be presented in writing to ensure that the wording and intent of the member is maintained.**

18.2                    *Any motion to purchase or major modification of any of the Corporation's equipment must be published in the club bulletin, P.A.R.C. News, except for emergency repairs.*

23.2                    **Any motion to purchase or major modification of any of the Corporation's equipment must be published on the P.A.R.C. Web Site, except for emergency repairs.**

**18.0**      **NOMINATIONS:**

18.2                    *Nominations from the floor will be accepted at the Annual General Meeting.*

18.2                    **Nominations from the floor will be accepted at the January General Meeting.**

18.3 At the November general meeting a nomination committee consisting of three members in good standing will be appointed to assemble a slate of Candidates from members signifying willingness to stand for any Director's position.

18.3 Elections will be held at the February General Meeting for any un-acclaimed positions.

18.4 This slate will be presented before the membership for election at the Annual General Meeting only following nominations from the floor.

18.4 \*\*\* REMOVE \*\*\*

22.0 **REPEATER TECHNICIAN:**

22.1 A Member with Basic and Advanced Qualifications as required by RIC-24 & 25 will be Appointed by the Membership by a vote of confidence at the Annual Meeting for a one (1) year Term as Repeater Technician.

22.1 A Member with Basic and Advanced Qualifications as required by RIC-3 will be appointed by the Membership by a vote of confidence at the Annual Meeting for a one (1) year Term as Repeater Technician.

23.0 **APPROVAL OF THESE BY-LAWS:**

23.1 These By-Laws were approved by the membership of the Peterborough Amateur Radio club

this 14 day of DECEMBER, 1993.

24.1 These By-Laws were approved by the membership of the Peterborough Amateur Radio club

this 19th day of November, 2007.