

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

TABLE OF CONTENTS

1.0	DEFINITIONS	-1-
2.0	MEMBERSHIP	-2-
3.0	MEMBERSHIP YEAR	-3-
4.0	MEMBERSHIP FEES	-3-
5.0	MEMBERSHIP ENTITLEMENTS	-3-
6.0	MEETINGS	-4-
7.0	DIRECTORS	-6-
8.0	POWERS OF DIRECTORS	-7-
9.0	DUTIES OF THE OFFICERS	-7-
10.0	COMMITTEES	-8-
11.0	FINANCES	-9-
12.0	SIGNING AUTHORITY	-10-
13.0	AMENDMENTS	-10-
14.0	NOTICE	-10-

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

1.0 DEFINITIONS

1.1 In these By-Laws, unless the context requires a different meaning,

- a.. “Society” means the Halifax Amateur Radio Club;
- b. “Registrar” means the Registrar of Joint Stock Companies appointed under the Companies Act; and
- c. “Special Resolution” means a resolution passed by not less than three quarters of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
- d. “mail” means either posted correspondence written on paper, or written correspondence posted electronically.
- e. “majority” means more than half (fifty percent plus one).
- f. “plurality” means the greatest number, but not necessarily a majority.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

2.0 MEMBERSHIP

- 2.1 The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these by-laws and none others shall be a member of the Society; and their names shall be entered in the Register of Members accordingly.
- 2.2 For the purposes of registration, the number of members of the Society is unlimited.
- 2.3 Membership in the Society shall not be transferable.
- 2.4 The following four classes of member may be admitted into the Society.
- a. **Full Member:** any person holding a Canadian Certificate of Proficiency in Radio, equal or exceeding Basic Qualification, or a recognized non-Canadian Amateur Certificate with operating privileges in Canada.
 - b. **Associate Member:** Any person with a bonafide interest in amateur radio as well as the Halifax Amateur Radio Club. Associate membership has no voting privileges.
 - c. **Life Member:** any person meeting Full Member requirements who has made a major contribution to the Halifax Amateur Radio Club. Approval of such membership is by Special Resolution. Life membership is not to exceed 10% of the total membership.
 - d. **Honourary Member:** any person who has made a major contribution the Halifax Amateur Radio Club or to amateur radio in general, but who is not necessarily an amateur radio operator (i.e. Ham). Approval for such membership is by Special Resolution.
- 2.5 Any person meeting the criteria of the by-laws shall be granted membership in the Society upon application to the Director of Membership Committee or the Treasurer and payment of the current year's dues.
- 2.6 Members are not in good standing if dues remain unpaid for more than 60 days after the beginning of the membership year. Good standing is restored when current dues are fully paid.
- 2.7 Membership in the Society shall cease upon the death of a member, or if, by notice in writing to the Society, he resigns his membership, or if he ceases to qualify for membership in accordance with these by-laws.
- 2.8 The Society may revoke the membership of any member upon passage of a special resolution if they contravene the objects of the Society and such person shall not be eligible for membership until approved for readmission by resolution of the Society.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

3.0 MEMBERSHIP YEAR

- 3.1 The membership year of the Society shall be a twelve month period commencing on the first of January.

4.0 MEMBERSHIP FEES

- 4.1 The annual membership dues for each class of membership shall be determined at the annual general meeting.
- 4.2 No membership fee shall be payable for Honourary or Life members of the Society.

5.0 MEMBERSHIP ENTITLEMENTS

- 5.1 Full and Associate Members are entitled to receive a membership card, while Honourary and Life Members are entitled to receive a Membership Certificate.
- 5.2 Full, Associate and Life Members are entitled to receive the Society Newsletter. Full Members residing at the same residence as another Full Member may elect to not receive the newsletter in return for a reduced membership fee. At least one Full Member at any residence must elect to receive the newsletter.
- 5.3 Every member to the Society shall be entitled to attend any meeting of the Society or its committees.
- 5.4 Every Full Member in good standing and all Life Members shall be entitled to vote at any general or special meeting of the Society and to hold any office.
- 5.5 Associates and Honourary Members are not entitled to vote at any meeting of the Society and are not entitled to hold any office.
- 5.6 Voting by means of proxies shall not be permitted at any time.
- 5.7 The books and records of the Society may be inspected by any member at any reasonable time at the registered office of the Society.
- 5.8 No member shall be remunerated for undertaking activities for the Society as directed by the Society, but shall be entitled to reimbursement for expenses incurred on behalf of the Society.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

6.0 MEETINGS

- 6.1 All meetings shall be conducted in accordance with Robert's Rules of Order.
- 6.2 All meetings of the Society shall be held within the geographic limits of the Halifax Regional Municipality of Nova Scotia, at a time and location deemed appropriate by the Directors.
- 6.3 An ordinary general meeting will normally be held each month, unless deemed otherwise by the Board of Directors. There shall be a minimum of eight ordinary general meetings in each year.
- 6.4 The annual general meeting of the Society will normally follow the ordinary general meeting held in November of each year.
- 6.5 An extraordinary general meeting of the Society may be called :
- a. by a majority of the Directors, or
 - b. if the Directors are requisitioned in writing by a quorum of the members of the Society.

- 6.6 Not less than five days notice of a meeting, from the postmark of written notice, specifying the place, day and hour of the meeting, and in the case of special business, the nature of such business shall be given to the members. Notice shall be given in writing and by mailing in a prepaid envelope addressed to each member at their last known address. Any notice shall be deemed to have been given at the time when the letter containing same was postmarked and in proving such service it shall be sufficient to prove that the envelope containing the notice was properly addressed and mailed.

For a Full Member residing with other Full Members who have elected to not receive a copy of the newsletter as provided for in Clause 5.2, receipt of any notice by that Full Member will deem that notice has been given to all members recorded as residing at that address.

- 6.7 The non-receipt of notice by any members shall not invalidate the proceedings of any Society meeting.
- 6.8 A quorum of the Society shall consist of twenty per cent of the Full Members.
- 6.9 Subject to Clause 6.10, no business shall be transacted at any meeting of the Society unless a quorum of members is present at the commencement of such business.
- 6.10 If within one-half hour from the scheduled starting time of a meeting a quorum of members is not present, the meeting, if convened by requisition of the members shall be dissolved. In any other case, it shall stand adjourned to such time not less than 2 days hence and such a place as a majority of the members then present decide. If at the reconvened meeting a quorum is not present, the members then present shall constitute a quorum.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

- 6.11 The Chairman may, with the consent of the meeting, adjourn or recess any meeting from time to time and from place to place, but no business shall be transacted at any reconvened meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.
- 6.12 At any meeting, unless a poll is demanded by at least three members, a declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes of the Society shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution.
- 6.13 If a poll is demanded as per Clause 6.12, it shall be taken in such manner as the Chairman may prescribe and the result of such poll shall be deemed to be the resolution of the Society, unless a member, prior to the commencement of the polling, requests that the poll be by ballot.
- 6.14 If a ballot vote is demanded as per Clause 6.13, it shall be taken in such manner as the Chairman may prescribe and the result of such balloting shall be deemed to be the resolution of the Society.
- 6.15 In the case of a poll, the Chairman shall have no vote except in the case of an equality of votes and such case, he shall cast a deciding vote. In the case of a Ballot, the Chairman shall not cast a ballot and in the case of an equality of ballots, the resolution is defeated.
- 6.16 In the event of a dispute concerning the conduct of any meeting, the procedure for appeal from the decision of the Chair as outlined in Robert's Rules of Order shall be followed.
- 6.17 An Associate Member may, with the permission of the Chair, speak to a question, but only once.
- 6.18 At each ordinary general meeting of the Society, the agenda shall contain, but not be limited to, the following items:
- a. minutes of the preceding ordinary general meeting and business arising there from;
 - b. consideration of the report of the Treasurer;
 - c. consideration of the reports of the committees,
 - d. new business.
- 6.19 At each annual general meeting of the Society, the agenda shall contain, but not limited to the following items:
- a. minutes of the preceding annual general meeting;
 - b. consideration of the annual report of the Directors;
 - c. consideration of the financial statements, including balance sheet and operating statement and the report of the auditors therein;
 - d. consideration of a budget for the current fiscal year;
 - d. consideration of a motion of ratification of the previous year's activities of the officers,
 - e. the election of Directors for the ensuing year.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

7.0 DIRECTORS

- 7.1 Unless otherwise determined by Special Resolution, the number of Directors shall not be less than five or more than fifteen.
- 7.2 Directors shall be elected by the members at each annual general meeting of the Society. The officers referred to in Article 9.0 together with such other Board positions approved under Clause 7.1 shall be the Directors of the Society, all of whom shall be elected by members at each annual general meeting. Only Full and Life Members are eligible for election as Directors.
- 7.3 There shall be no term limits for the Directors.
- 7.4 At every annual general meeting, all the Directors shall retire from office, but shall hold office until the dissolution of the meeting at which their successors are elected and retiring Directors shall be eligible for re-election.
- 7.5 In the event that a Director resigns his office or ceases to be a member of the Society, whereupon his office as Director shall ipso facto be vacated, the vacancy thereby created shall be filled by election at an ordinary general meeting.
- 7.6 The Society may, by Special Resolution, remove any Director before the expiration of his period of office and elect another person in their stead. The person so elected shall hold office during such time only as the Director in whose place he is elected would have held office if he had not been removed.
- 7.7 Meetings of the Board of Directors shall be held as often as the business of the Society may require and shall be called by the Chairman. A meeting of the Directors may be held at the close of every ordinary or annual general meeting of the Society without notice. Notice of all other meeting, specifying the time and place thereof, shall be given either orally or in writing to each Director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any Director shall not invalidate the proceedings at any meeting of the Board of Directors.
- 7.8 Meetings of the Board of Directors may be attended by any member of the Society.
- 7.9 No business shall be transacted at any meeting of the Board of Directors unless the lessor of, 5 or a majority, of the Directors are present at the commencement of such business.
- 7.10 The President, or in his absence, the First Vice-President, shall preside as Chairman at meetings of the Board of Directors.
- 7.11 The Chairman shall be entitled to vote as a Director and, in the case of an equality of votes, he shall have a casting vote in addition to the vote to which he is entitled as a Director.
- 7.12 No Director shall be remunerated for acting as a Director, but shall be entitled to reimbursement for expenses incurred on behalf of the Society.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

8.0 POWERS OF DIRECTORS

- 8.1 The management of the activities of the Society shall be vested in the Directors, who in addition to the power and authorities by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not hereby or by Statute expressly directed or required to be exercised or done by the Society in general meeting.

9.0 DUTIES OF THE OFFICERS

- 9.1 **President:** The President shall preside over all Society functions, and shall be the Chairman of all Society meetings.
- 9.2 **First Vice-President:** The First Vice-President shall be the Chairman of the Technical Committee and shall in the absence of the President, perform the duties of the President.
- 9.3 **Second Vice-President:** The Second Vice-President shall be the Chairman of the Program Committee and shall in the absence of the First Vice-President, perform the duties of the First Vice-President.
- 9.4 **Treasurer:** The Treasurer shall receive and bank all monies of the Society; make disbursements as the Society shall direct (by cheque whenever possible); keep financial records of all transactions, give a statement of finances at each general meeting and table a complete and audited financial report at the annual general meeting, including a proposed budget for the following year.
- 9.5 **Secretary:** The Secretary shall take minutes of the proceedings at all general, annual, extraordinary and Board meetings of the Society and read at each general meeting the minutes of the previous general meeting and the minutes of any extraordinary meeting(s) held after the previous general meeting; and read at each annual general meeting, the minutes of the previous annual general meeting; and read at each Board meeting, the minutes of the previous Board meeting.

Secretary shall hold the seal of the Society and shall affix the seal to such documents as the executive may direct.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

10.0 COMMITTEES

- 10.1 There shall be the following standing committees: Technical, Meeting Program, Special Activities, Membership, Newsletter, Club Station, QSL Bureau, HRM-EMO Activities and Publicity.
- 10.2 Other committees may be formed from time to time at the direction of the Society.
- 10.3 Where the Chairman of the committee is not specified in these by-laws, the Chairman of a committee shall be appointed by the Board of Directors.
- 10.4 The Chairman of any committee shall appoint additional members to his committee as required.
- 10.5 Membership in all committees shall end following election of the Board of Directors at each annual general meeting.
- 10.6 Nominating Committee
- 10.6.1 Nominations for Directors shall be made by a Nominating Committee. The Chairman of the Nominating Committee of the Society shall be elected annually by the members of the Society at an ordinary general meeting preceding the annual meeting and, on failure of the members to elect a Nominating Committee Chair, the Directors shall do so.
- 10.6.2 The Nominating Committee shall publish in the newsletter preceding the annual general meeting, the nominees known at the time just prior to the newsletter publication deadline.
- 10.6.3 The Nominating Committee shall announce the nominees at the annual general meeting, and additional nominations from the floor shall be called for each position. Election, when necessary, shall be by means of a secret ballot, with the candidate receiving the majority (not plurality) of the cast votes being declared elected.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

11.0 FINANCES

- 11.1 The fiscal year of the Society shall be the period from October 1 in any year to September 30 in the following year.
- 11.2 The Auditor of the Society shall be appointed annually by the members of the Society at an ordinary general meeting preceding the annual general meeting and on failure of the members to appoint the Auditor, the Directors shall do so.
- 11.3 Following the end of the fiscal year, the Treasurer shall prepare a written financial statement (c/w detailed notes and appendices as appropriate) for the members as to the financial position of the Society and the report shall contain a Balance Sheet and Income Statement.
- The financial report will be available for audit no later than October 31 and the financial report shall be presented at the annual general meeting.
- 11.4 The Auditor shall prepare a written report to the members about these statements and in it, the Auditor shall state whether, in his opinion this report is full, fair and properly prepared, so as to fairly present the Society's financial affairs. The Auditor's Report shall be presented at the annual general meeting.
- 11.5 A copy of the Balance Sheet, showing the general particulars of the Society's liabilities and assets and an Income Statement, showing its income and expenditure of the preceding year, audited by the Auditor, shall be filed with the Registrar within fourteen days after the annual meeting in each year, as required by law.
- 11.6 Following the end of the fiscal year, the Treasurer shall prepare a budget for the next fiscal year, which shall be presented for approval at the annual general meeting.
- 11.7 The Board of Directors may make routine, operating expense expenditures associated with normal operation of the Society conforming to the budget allocations approved at the annual general meeting. Any such disbursements shall be included in the Treasurer's report to the Society at the next general meeting.
- 11.8 No capital or non-routine operating expense expenditure exceeding an amount as determined by Special Resolution shall be made by the Society unless a motion approving it is passed:
- a. at two sequential, ordinary general meetings of the Society, or
 - b. as a specifically identified expenditure item during the budget approval process at the annual general meeting for which proper notice has been given and at a secondordinary general meeting of the Society in the same fiscal year.
- 11.9 An expenditure exceeding the dollar amount identified in Clause 11.8 shall not be artificially divided into two or more expenditures or less than this amount for the purposes of avoiding the more onerous requirements of approval.
- 11.10 All other expenditures shall have the prior approval of the Society.
- 11.11 The borrowing powers of the Society may be executed by Special Resolution of the members.

**BY-LAWS OF THE
HALIFAX AMATEUR RADIO CLUB**

12.0 SIGNING AUTHORITY

- 12.1 Cheques on behalf of the Society and duly approved by the Society shall be signed by the President together with the Treasurer. The Secretary may sign instead of either the President or the Treasurer in the absence of one of these officers.
- 12.2 Contracts, deeds, bills of exchange, and other instruments and documents shall be executed on behalf of the Society by the President and the Secretary. In the absence of the President, the First Vice-President may sign, or in the absence of the Secretary, the Treasurer may sign.
- 12.3 All contracts, documents and instruments in writing so signed shall be binding upon the Society without further authorization or formality.
- 12.4 The Seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon Resolution of the Directors and in the presence of two Directors of the Society. For the purposes of certification of documents or proceedings, the Secretary or any Director may affix the Seal of the Society.

13.0 AMENDMENTS

- 13.1 These By-Laws may be amended by Special Resolution passed at an ordinary general meeting, provided that notice of the proposed amendment:
- a) has been read at a previous ordinary general meeting and;
 - b) has been mailed to all members prior to the general meeting at which the vote will take place, or has been printed in the newsletter sent to members of the Society prior to the meeting at which the vote will take place.
- 13.2 The Society shall file with the Registrar, with its Annual Statement, a list of its Directors with their addresses, occupations and dates of appointments or election, and within fourteen day of a change of Directors, notify the Registrar of the change.
- 13.3 The Society shall file with the Registrar a copy in duplicate of every Special Resolution within fourteen days after the resolution is passed.

14.0 NOTICE

- 14.1 This copy of the By-Laws has been revised to include additions and deletions passed by the Members of the Society in 1985, 1990, 1991, 1992, 1994, 1997 and 1998.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

TABLE OF CONTENTS

Policies:

Approved:

1.0 Policies and Procedures	1998-10-21, Rev 0
2.0 Number of Directors and Term Limits	1998-10-21, Rev 0
3.0 Precedence Order to Take the Chair	1998-10-21, Rev 0
4.0 Recording	1998-10-21, Rev 0
5.0 Two Vote Capital Expenditure Limit	1998-10-21, Rev 0
6.0 Routine Expenditures by the Board	1998-10-21, Rev 0
7.0 Financial	1998-10-21, Rev 0
8.0 Liability Protection	1998-10-21, Rev 0
9.0 Voting	1998-10-21, Rev 0
10.0 Meeting Time & Location	1998-10-21, Rev 0
11.0 Registered Office of the Society	1998-10-21, Rev 0
12.0 Recognized Agent of the Society	1998-10-21, Rev 0
13.0 Borrowing of Club Equipment	1998-10-21, Rev 0
14.0 Use of Club Station	1998-10-21, Rev 0

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 1.0

POLICIES AND PROCEDURES

Passed:1998-10-21, Rev 0

- 1.0 All policies and procedures will be determined at the direction of the Society, except in such cases that the constitution vests this authority with another committee, group, or individual.

Policy 2.0

NUMBER OF DIRECTORS

Passed: 1998-10-21, Rev 0

- 1.0 In accordance with Clause 7.1 and 7.2 of the Constitution,

Unless otherwise determined by Special Resolution, the number of Directors shall not be less than five or more than fifteen.

And

Directors shall be elected by the members at each annual general meeting of the Society. The officers referred to in Article 9.0 together with such other Board positions approved under Clause 7.1 shall be the Directors of the Society, all of whom shall be elected by members at each annual general meeting. Only Full and Life Members are eligible for election as Directors.

The Directors of the Halifax Amateur Radio Club shall be eight in number and shall consist of the following:

Officers:

President

1st Vice-President

2nd Vice President

Treasurer

Secretary

Other Directors

Station Manager

Director-at-Large

* Past-President

* In the event of the immediate Past-President being unavailable to hold this position, a previous Past-President is eligible through election, or the position may be left unfilled if no previous Past-President is available.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 3.0

**PRECEDENCE ORDER
TO TAKE THE CHAIR**

Passed: 1998-10-21, Rev 0

1.0 In the absence of the President at Society meetings, the Precedence Order to Take the Chair will be as follows:

1st Vice-President

2nd Vice-President

Treasurer

Secretary

Director-at-Large

Past-President

Member elected from the quorum present, to act as Chair or Secretary

Member elected from the quorum present, to act as Secretary.

Policy 4.0

RECORDING

Passed: 1998-10-21, Rev 0

1.0 Records of the Society will be kept.

2.0 Records of the Society will be kept in perpetuity.

3.0 Records of the Society will be maintained as specified in the Constitution or in the Club's procedures.

4.0 Records of the Society will be filed as specified in the Constitution.

5.0 Records of the Society will be filed with the Registrar of Joint Stock Companies as specified in the Constitution or in the Nova Scotia Societies Act.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 5.0

**TWO VOTE
CAPITAL EXPENDITURE LIMIT**

Passed: 1998-10-21, Rev 0

1.0 In accordance with Clause 11.8 the Constitution,

No capital or non-routine operating expense expenditure exceeding an amount as determined by Special Resolution shall be made by the Society unless a motion approving it is passed:

a. at two sequential, ordinary general meetings of the Society or

b. as a specifically identified expenditure item during the budget approval process at the annual meeting and a second ordinary general meeting of the Society in the same fiscal year.

the capital or non-routine operating expense expenditure dollar limit shall be \$500.

Policy 6.0

**ROUTINE EXPENDITURES
BY THE BOARD**

Passed: 1998-10-21, Rev 0

1.0 In accordance with Clause 11.7 the Constitution,

The Board of Directors may make routine, operating expense expenditures associated with normal operation of the Society conforming to the budget allocations approved at the annual general meeting. Any such disbursements shall be included in the Treasurer's report to the Society at the next general meeting.

routine operating expense expenditures by the Board shall:

a) not be different from the budget allocation by more than $\pm 20\%$ for specifically identified items; and

b) not exceed \$200 for expenditures not specifically identified in the budget.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 7.0

FINANCIAL

Passed: 1998-10-21, Rev 0

- 1.0 Cheques on behalf of the Society and duly approved by the Society shall be signed by the President together with the Treasurer. The Secretary may sign instead of either the President or the Treasurer in the absence of one of these officers.
- In the event that the payee designated on a cheque is one of the authorized signatories, the cheque shall be validated by the other two authorized signatories,
- 2.0 No disbursements to reimburse labour by members shall be made by the Society.
- 3.0 No disbursements for entertainment shall include alcoholic beverages.
- 4.0 The fiscal year begins on October 1st and ends on the following September 30th.
- 5.0 The Treasurer shall maintain financial records in such a manner as to facilitate the preparation of an end of the fiscal year, written financial statement including a Balance Sheet and Income Statement.
- 6.0 The Auditor shall prepare a written report about the financial statements produced by the Treasurer and in this report, the Auditor shall state whether, in his opinion this report is full, fair and properly prepared, so as to fairly present the Society's financial affairs.
- 7.0 Prior to the Annual General Meeting, the Treasurer shall prepare a budget for the next fiscal year, which shall be presented for approval at the Annual General Meeting.
- 8.0 The accounting method associated with the Capital spending will be to totally expense these expenditures in the period in which they occur. In addition, the cash disposal of any asset or of a property donation will be recorded as a negative expense at the time of disposal. This simplified accounting practice will release the Treasurer from the obligation to make the onerous and tedious calculation required to compute the annual depreciation expense. However, it will require the maintenance of a detailed, long term record of all capital spending, as well as a detailed capital property inventory.

Policy 8.0

LIABILITY PROTECTION

Passed: 1998-10-21, Rev 0

- 1.0 The Society shall maintain protection through the use of liability insurance.
- 2.0 The liability insurance shall protect the Society and its members at all Club sponsored events or activities, public or private.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 9.0

VOTING

Passed: 1998-10-21, Rev 0

- 1.0 Voting by means of poll will be considered to be in a public forum.
- 2.0 Voting by means of ballot will require verification of the entitlement to vote (i.e. Full Membership in Good Standing) before a ballot will be issued.

Policy 10.0

MEETING TIME & LOCATION

Passed: 1998-10-21, Rev 0

- 1.0 In accordance with Clause 6.2 of the Constitution,

All meetings of the Society shall be held within the geographic limits of the Halifax Regional Municipality of Nova Scotia, at a time and location deemed appropriate by the Directors.

the general meetings of the Society will be held at the Bloomfield Centre, on or about the third Wednesday of each month, except December, commencing at 7:30 PM.

- 2.0 The general meetings in July and August will be at the discretion of the Directors. In the event of occurrence of such meetings, business of the Society will not normally be conducted.

Policy 11.0

**REGISTERED OFFICE
OF THE SOCIETY**

Passed: 1998-10-21, Rev 0

- 1.0 The Registered Office of the Society shall be:

The Halifax Amateur Radio Club
Room #203, Bloomfield Centre
2786 Agricola St.
Halifax, NS
B3K 4E1

(902) 490-6421 The Halifax Amateur Radio Club
(902) 490-4629 Bloomfield Centre

and also:

The Halifax Amateur Radio Club
P.O. Box 663
Halifax, NS
B2J 2T3

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 12.0

**RECOGNIZED AGENT
OF THE SOCIETY**

Passed: 1998-10-21, Rev 0

1.0 The Recognized Agent of the Society shall be:

Paul Radford, Esq.
c/o Coady Filliter
5880 Spring Garden Rd., Suite 208
Halifax, HS
B3H 1Y1

(902) 429-6264
(902) 423-3044 FAX

2.0 In the event that the above designate becomes unavailable, the Recognized Agent of the Society shall be the Secretary.

Policy 13.0

**BORROWING
OF CLUB EQUIPMENT**

Passed: 1998-10-21, Rev 0

1.0 Club equipment is available to be borrowed by club members in good standing.

2.0 Equipment available for borrowing will be specifically identified.

3.0 Club equipment will be borrowed on a “sign out”, “sign in” basis.

4.0 Club equipment will be borrowed for a reasonable length of time.

5.0 The borrower will be financially responsible for the quality of all borrowed equipment on its return.

6.0 It is the borrower’s responsibility to ensure that they have adequate technical knowledge to operate any borrowed equipment safely - both the borrower’s own personal safety and that of the equipment.

7.0 It is the borrower’s responsibility to ensure that any borrowed transmitters are operated in conformance with generally accepted operating practice and within the limitations of their licensed qualifications.

8.0 Borrowed Club equipment is subject to immediate recall if required for Club sponsored events or activities.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Policy 14.0

USE OF CLUB STATION

Passed: 1998-10-21, Rev 0

- 1.0 The Club Station is available for use by Club members in good standing.
- 2.0 The Club Station is available for use on a “drop in” or “booked” basis.
- 3.0 In the event of conflict, a booking will over rule a drop in, otherwise, it is resolved on a first come, first served basis.
- 4.0 Club Station use is during the normal hours of operation defined by the Bloomfield Centre.

**POLICY OF THE
HALIFAX AMATEUR RADIO CLUB**

Procedure 10.0

ELECTION PROCEDURES

Passed: 1998-10-21, Rev 0

- 1.0 Directors shall be elected at each annual general meeting of the Society.
- 2.0 Nominations for Directors shall be made by a Nominating Committee. The Chairman of this committee shall be elected annually by the members of the Society at an ordinary general meeting preceding the annual general meeting and on failure of the members to do so the Directors shall do so.
- 3.0 The Nominating Committee shall publish in the newsletter preceding the annual general meeting, the nominees confirmed prior to the newsletter publication deadline.
- 4.0 At the time appointed for elections at the annual general meeting, the chairman shall leave the chair and the Nomination Committee chairman shall assume the chair.
- 5.0 The membership will then elect two tellers, who are not candidates, to distribute ballots to members in accordance with the Society's "Policy 9.0: Voting". The tellers will collect and count the ballots. Candidates or their representative are free to scrutinize the counting process.
- 6.0 The available Director positions will be filled by election in the order in which they appear in "Policy 2.0: Number of Directors".
- 7.0 Beginning with the first position, the Nomination Committee candidates will be announced, followed by three calls for nominations from the Floor.
- 8.0 All nominated candidates must meet the requirements associated with the position.
- 9.0 In the case of a single candidate for a position, this candidate is acclaimed.
- 10.0 Election, when necessary, shall be by means of secret ballot, with the candidate receiving the majority (not plurality) of the cast votes being declared elected. In the case of three or more candidates, if one candidate does not receive a majority of the cast votes, the candidate receiving the lowest number of votes will be removed from the selection list and balloting will be repeated for the remaining candidates. This procedure is repeated until a candidate receives a majority of the cast ballots.
- 11.0 The actual vote count will be announced verbally and recorded in the minutes and any candidate receiving a majority of cast votes is declared elected.
- 12.0 Unsuccessful candidates may be nominated for election to any of the remaining positions.
- 13.0 Following the election, the chairman reassumes the chair.