



NATIONAL CAPITOL DX ASSOCIATION

CONSTITUTION

PREAMBLE

We, the members of the National Capitol DX Association (also known as the Association or NCDXA within this document) wish to secure for ourselves the pleasures and benefits of persons commonly interested in Amateur Radio and DX. In August 1972, we enact this Constitution as our governing document.

MISSION STATEMENT

“It shall be our purpose to further the exchange of DX information and cooperation between interested parties, to promote “Amateur Radio and DXing, It is also our desire to further advance the knowledge and technology, education, youth development, fraternalism and individual operating efficiency related to Amateur Radio and DXing”.

FOUNDING (CHARTER) GROUP

The members our Association that founded the Association in August 1972, shall comply with basic membership criteria and will be identified with an asterisk (*) next to their name on the Membership Listing to indicate that they are a Founding (Charter) Group participant in the organization. The Founding (Charter) Group participants are:

Item No.:	Name and Call Sign(s):	Item No.:	Name and Call Sign(s):
1	John R. Boyd, W4WWG (W4WG)	12	Layfield L. Lamb, W3BWZ (W4NL)
2	Burt C. Cohen, W3CRE (W3GG)	13	Owen J. McReynolds, K3GKU (W4DPS)
3	Morton H. Cohen, K3EH	14	William B. May, W3RX
4	Theodore J. Cohen, W4UMF (N4XX)	15	Joseph S. Mikuckis, K3CHP
5	James A. Douglas, W3ZNH (W3ZN)	16	Richard G.Price, W3DBT (K3RS) deceased
6	Robert D. Edmonston, K4BEO (N4VV)	17	Wallace H. Raymond, K4EKJ (N4KW)
7	George A. Grant, K3EJ	18	Paul D. Rockwell, W3AFM
8	Peter L. Huber, WA3KSQ (K3ZR)	19	Donald B. Search, W3AZD
9	John S. Jarrett, K4CFB (K4FJ)	20	Raymond E. Spence, W4QAW
10	Ray C. H. Johnson, K4DXO (K5RJ)		
11	Richard M. Klein, K4GKD		

ARTICLE I

MEMBERSHIP

- A. The Association is primarily DX oriented. To be accepted **for membership**, each applicant must **meet the following “basic membership criteria”**:

Basic Membership Criteria:

1. Each applicant must be nominated by **at least one member**.
2. Each **Regular or Senior Member** applicant must be approved by two-thirds of those members voting. A quorum, as defined in the By-Laws (Article III), must be present **via meeting or electronic voting**. All voting shall be by **private ballot where the person being considered is not in the room or monitoring the vote by any means**.

Each “New DXCC 100 Member” and “Student Member” applicant is exempt from the two-thirds voting rule and is approved by the New Memberships Leader appointed by the President and one elected Officer (i.e. President, Vice-President, Secretary or Treasurer) of the Association.

After 1 year of membership, New DXCC 100 Members shall become an automatic Regular/Senior Member upon meeting Regular or Senior Member requirements. Transitioning from New DXCC 100 to Regular/Senior Member does not require additional quorum voting as defined in the By-Laws (Article III).

A Student Member shall become an automatic Regular/Senior Member upon request and shall meet Regular or Senior Member requirements. Transitioning from Student Member does not require additional quorum voting as defined in the By-Laws (Article III).

The goal is to process all Membership Application forms including applicable voting (when required) and approval signature(s) criteria within 7 working days.

3. **It is desired, that each member have and maintain a valid amateur radio license, but having an amateur radio license is not necessary to become a member. Short Wave Listeners, Teachers, Engineers, Electronic Technicians or others interested in listening, working and supporting DX related activities, can become a member.**
4. **In support of our Association’s commitment to the ARRL, it is strongly desired that each member seek membership with the ARRL (www.ARRL.org) though it is not required.**
5. **It is desired that a member participate in Association meetings, special functions or by others means that contribute in a positive manner toward the Association.**

B. Membership Categories: The Membership Types are as follows:

- Student Member**
- New DXCC 100 Member**
- Regular Member**
- Senior Member**
- Life/Senior Life Member**
- Honorary Member**

Membership Descriptions

1. **Student Member**: is a person younger than the age of 26, who is a student enrolled full or part-time at a elementary, middle or high school, community or technical college or university. In addition, a person who meets the basic membership criteria and has been approved into the Association. These members shall have full voting privileges, have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings. Student membership is valid for one year and is irrevocable (except as stated in ARTICLE I.C) upon payment of established dues. A Student Member shall pay 50% of the normal membership annual dues.
2. **New DXCC 100 Member**: is a person with a valid amateur radio license and exhibits proof of a new ARRL issued DXCC certificate with 100 countries confirmed. It is our motivation to seek persons who have achieved the new status of DXCC with the ARRL and have them join our Association. In addition, a person who meets the basic membership criteria and who has been approved into the Association. These members shall have full voting privileges, have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings. A New DXCC 100 Member shall pay 50% of the normal membership annual dues for the first year.

New DXCC 100 membership is a discount promotional type membership that is valid for a maximum of one year. After one year, the New DXCC 100 Member is expected to upgrade his/her membership to meet Regular /Senior Member criteria or loose membership rights.

3. **Regular Member**: A person who meets the basic membership criteria and who has been duly inducted into the Association. These members shall have full voting privileges, have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings. Regular membership is valid for one year and is irrevocable (except as stated in ARTICLE I.C) upon payment of established dues.
4. **Senior Member**: A person who meets the basic membership criteria and who has been duly inducted into the Association. In addition, has achieved DXCC status by showing proof to at least one NCDXA Officer of working and confirming a minimum of 100 Countries and maintains a valid ARRL membership. These members shall have full voting privileges, have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings. Senior Member status is valid for one year and is irrevocable (except as stated in ARTICLE I.C) upon payment of established dues and verification of active ARRL (www.ARRL.org) membership.

5. **Honorary Member:** A person may be nominated by at least one member for this category of membership. Two-thirds of those members voting are required for acceptance. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered is not in the room or monitoring the vote by any means. Honorary members shall not have voting privileges, but shall have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings. Though no membership annual dues are required from Honorary Members, it is strongly recommended that Honorary Members contribute to the Association through various means including monetary for the well-being and growth of the Association.
6. **Life/Senior Life Member:** Any Regular or Senior Member, upon the payment of a single sum equivalent to a multiple 14 times the then current membership dues, and its acceptance via voting by the Association, shall be eligible for designation as a "Life Member" and shall, as such, thereafter be exempt from the requirement that they pay dues or assessments of any sort in order to maintain membership in the Association. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered is not in the room or monitoring the vote by any means. All other basic membership criteria relative to continued membership shall still apply. Though no membership annual dues are required from Life/Senior Life Members, it is strongly recommended that Life/Senior Life Members contribute to the Association through various means including monetary for the well-being and growth of the Association.

A Life Member shall be known as a Senior Life Member if the person meets and maintains Senior Membership criteria and basic membership criteria.

Life/Senior Life Members shall have full voting privileges, have access to Association Treasure Reports and Meeting Minutes and shall receive all Association mailings.

- C. **Expulsion:** Voting for expulsion shall be by secret ballot and shall be approved by two-thirds of those members voting. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered for expulsion is not in the room or monitoring the vote by any means.
- D. **Termination of Membership:** A member, who is delinquent 30 days in payment of dues from the due date of October 1 each year, shall have membership status moved from "Active" to "Inactive". After 90 days, membership shall be discontinued including loss of voting privileges, access to Association Treasure Reports and Meeting Minutes and shall be removed from all Association mailings and membership lists. Reinstatement of membership after 12 months shall comply with basic membership criteria including submitting a Membership Application form. Reinstatement of membership before 12 months will occur automatically after full dues payment is received by the Association's Treasurer.

ARTICLE II

OFFICERS

A. The officers of the Association shall be:

- President,**
- Vice-President,**
- Secretary and**
- Treasurer**

B. The officers shall be elected for a term of one year by ballot of the authorized voting members present and voting. A quorum is necessary. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered for officer position is not in the room or monitoring the vote by any means. The new officers will assume their duties on the day of their election.

C. Vacancies that occur between elections shall be filled by a special election. The President has the authorization to appoint a member of the Association to the position in an acting capacity until the position is filled by a quorum vote. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered for the officer position is not in the room or monitoring the vote by any means.

D. Officers may be removed by a two-thirds vote of those authorized voting members present and voting. A quorum is necessary. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting. All voting shall be by private ballot where the person being considered for removal from an officer position is not in the room or monitoring the vote by any means.

ARTICLE III
DUTIES OF OFFICERS

- A. The President shall preside at Association meetings and conduct same according to the rules adopted. He shall enforce due observance of this Constitution and By-Laws, decide all question of order, sign official documents, and perform other customary duties pertaining to the office of President.

The President has the primary responsibility for leading the Association and creating a positive atmosphere where short and long term goals are defined and communicated to Association members.

It is also strongly suggested that the President communicate to the organization in writing at least once each quarter using a "President's Letter" memo. This information shall be made available via mail, email and/or website.

The President has the responsibility for monitoring the finances of the organization and ensuring proper accounting practices are employed to track income, payment of expenses and balance details. The Accounting records shall include a 7 years running summary of membership dues paid by Member Name and Call Sign (when applicable).

The President has responsibility for ensuring New Membership growth is seen each year and the loss of members is minimized.

The President has responsibility for ensuring candidates for "DX-pedition of the Year", "DXer of the Year" and "Special Recognition" awards are evaluated, approved and awards issued by December 31 of each calendar year.

The President has responsibility for ensuring the NCDXA Newsletter is prepared, reviewed, approved and issued quarterly each year (typically each March, June, September and December).

The President has the authority to appoint special task leaders reporting to the President to ensure activities is accomplished in an organized and effective manner. Such special task leaders may include NCDXA Newsletter Editor, NCDXA DX Convention Leader, New Memberships Leader, Annual Awards Leader, Meeting Arrangements and Scheduling Leader, Website Administration Leader, Website & IT Leader, Youth Development Project Leader, NCDXA Strategic Planning Meeting with ARRL, Sub-Region Meeting Leader, etc.

- B. The Vice-President shall assume the duties of the President in his absence. He shall, with the assistance of the membership, arrange special events and meetings and chair committees as set forth in the By-Laws.
- C. The Secretary shall keep a **current record of the proceedings of all meetings, keep a current roll of the various members with status (active, inactive or SK) as defined in ARTICLE I, process Membership Application forms for membership, carry on all correspondence, read communications at each meeting and notify members of meetings.** He shall, at expiration of his term, turn over to his successor all items belonging to the Association. He shall sign all membership certificates and maintain all historical records of the Association.
- D. The Treasurer shall receive a receipt for all monies paid by the Association. He shall keep an accurate account of all monies received and expended. He shall provide dues and assessment notices for each member to the **Association for mailing in the last quarter of each year. The Treasurer shall work with the Secretary to ensure a Membership Listing is prepared and maintained showing Active, Inactive or SK by Member Name and Call Sign (when applicable).** He shall provide a written report to each officer at the end of each fiscal quarter, and shall present a report to all members at each general membership meeting. He shall disburse all funds up to **and over \$100.00 using an NCDXA written check. Expense payments over \$100.00 require the President's or Vice-President's written authorization. The Treasurer** at the expiration of his term, turn over to his successor everything in his possession belonging to the Association.

The Treasurer shall set-up a checking account with a local bank for the Association that includes the President, Vice-President and Treasures names on the account. When Officer names change, the names shall be updated on the account. All Association checks or cash received shall be deposited in the banking account within 7 working days of receipt. All payments made with Association funds shall be made via written NCDXA banking account checks unless otherwise authorized by the President or Vice-President. Written receipts of transactions shall be maintained for 7 years.

The Treasurer has responsibility for the finances of the organization and ensuring proper accounting practices are employed to track income, payment of expenses and balance details. The Accounting records shall include a 7 year running summary of membership dues paid by Member Name and Call Sign (when applicable). The initial date of membership shall be tracked for each member. When there is a lapse of membership dues for more than 1 year, the member has the option to pay the past due amounts in order to show continuity in his/her membership date. If past dues are not paid, the initial date of membership will be the year when the new membership dues are paid.

ARTICLE IV

MEETINGS

The By-Laws shall provide for meetings of the Association.

ARTICLE V

DUES

Dues and assessments shall be as set forth in the By-Laws.

ARTICLE VI

AMENDMENTS

This Constitution or the By-Laws may be amended at a regular meeting or via electronic voting by a two-thirds majority of those voting. Proposals for amendments shall be **submitted in writing 15 days prior to the scheduled business meeting and shall be voted on at the business meeting or via electronic voting**, provided all members eligible to vote have been notified by the Secretary, **Vice-President or President** by mail of the intent to amend the Constitution and/or By-Laws at said meeting. Should the foregoing criteria be met and a quorum fail to assemble for voting on the proposed change(s), the President will direct the Secretary to poll the voting membership within 15 days by mail, **email or electronic voting using the Association's website (www.ncdxa.org) Membership Section electronic voting**. To be counted in the vote, ballots must be received by the Secretary within 30 days from the date of the mailing.

ARTICLE VII

AFFILIATION

The Association shall be affiliated with the American Radio Relay League and **it is preferred that** each NCDXA member shall be a member in good standing in ARRL.

ARTICLE VIII

TASK LEADERS

Special Task Leaders are identified in the By-Laws. Adhoc **special task leaders** may be appointed by the President when deemed necessary and shall serve until the special purpose for which they are appointed has been fulfilled or until such **special projects** are dissolved by the President.

The President has the authority to appoint special task leaders reporting to the President to ensure activities is accomplished in an organized and effective manner. Such special task leaders may include NCDXA Newsletter Editor, NCDXA DX Convention Leader, New Memberships Leader, Annual Awards Leader, Meeting Arrangements and Scheduling Leader, Website and IT Leader, Youth Development Project Leader, NCDXA Strategic Planning Meeting with ARRL, Sub-Region Meeting Leader, etc.



NATIONAL CAPITOL DX ASSOCIATION

BY-LAWS

ARTICLE I

The name of this organization shall be NATIONAL CAPITOL DX ASSOCIATION.

ARTICLE II

Meetings shall be called by the President with a minimum of four meetings per year. One meeting shall be held during the month of October each year to elect officers for the following year.

Where the membership base is over 30 miles, it is important is centralized the meeting location or alternate the location of club meetings. Where deemed necessary, the President has the authority to authorize Sub-region Meeting Leaders and meetings to better server the Assocation. When Sub-Region meetings are held, the Sub-Region Meeting Leader is responsible for documenting the meeting notes and communications including attending Member Names and Call Signs in writing and providing the information to the Secretary for posting the club website within 7-10 days.

ARTICLE III

A quorum shall be a minimum of ten Regular members except for Constitutional and By-Laws amendments which shall require at least 51% of the voting members.

ARTICLE IV

The initial assessment for membership is \$ **30.00**. This does not include yearly dues. If, in the execution of NCDXA programs, additional assessments are necessary, members will be assessed by the Secretary.

Dues for members shall be established annually by the membership after approval of the Association's budget. Where necessary, the dues shall be pro-rated on a monthly basis beginning October 1, which begins the Association's fiscal year. Honorary members pay no dues.

In the event the Association disbands, for whatever reason, all liabilities shall first be satisfied and the remaining funds in the treasury shall then be divided on a prorated basis to all dues paying members. Donations shall be returned to the donor in total, or, if partially spent, the residue **shall** be returned to the donor.

ARTICLE: V

It shall be the duty of the Secretary to be custodian of the Constitution and the By-Laws of the Association. He shall cause all amendments, changes and additions to be noted therein, the date they were enacted, and permit same to be read by members upon request.

ARTICLE VI

Association members are encouraged to exchange DX information via the Association's email (i.e. ncdxa@NCDXA.org) system and/or using various internet DX spotting clusters. Members are also encouraged to stay current on matters affecting the Association as well as "hot scoops" on DX in general.

ARTICLE VII

The Association shall have the following standing **appointed leaders**:

- A. **New Membership Leader**: Ascertains qualifications of prospective members, **verifies** they have met membership requirements, and introduces prospective members to the Association. The Membership Leader **shall be appointed by the President. The Membership Leader works with the Secretary and Treasurer to ensure new member dues are paid and the Membership List is updated and maintained. The Membership Leader and/or Secretary shall initiate the Regular Member and Senior Member voting process for new members, and ensuring proper approvals are obtained as defined in the Constitution, Article I – Membership; Basic Membership Requirements section. It is our goal to process Membership Application forms within 7 days from receipt.**
- B. **Photography Leader**: Responsible for recording photographically the events and activities of the Association. As needed, the **Photography Leader** shall be appointed by the President.
- C. **Annual Awards Leader**: Responsible for identifying candidates for “DX-Pedition of the Year”, “DXer of the Year” and “Special Achievement” Awards each year, and submitting recommendations for President approval prior to the annual December meeting.

ARTICLE VIII

The outgoing **President or Treasurer** shall prepare and submit a proposed budget for the coming year at the annual election meeting. Following the election of officers, the **President and Treasure shall review and approve a budget for the next fiscal year. When changes are required to the budget, the Treasurer shall update the budget for President approval. The budget shall be made available to Association’s members for review as needed.**

Planned budget expenses for DX-pedition Donations, Association Projects and Conventions shall be approved by the Association’s voting members present and voting. A quorum is necessary. A quorum, as defined in the By-Laws (Article III), must be present via meeting or electronic voting.

Constitution and By-Law Approvals

This printing of the Constitution and By-Laws includes all amendments adopted before January 16, 2012.

David R. Collingham
President

01/16/12
Date:

Rick Murphy
Secretary

01/16/12
Date

Title: NCDXCA Constitution and By-Laws

Doc. No.: NCDXA-C-1001 _____ Rev. B

Dated: 01/16/12