

**SUSSEX COUNTY AMATEUR RADIO CLUB
BY-LAWS**

March 17, 2017

1. MEMBERSHIP

A. All persons interested in Amateur Radio Communications shall be eligible to apply for membership.

B. Application Procedure

Applications for all classes of membership except "Honorary" shall be by application submitted on the Club's official application form to the Secretary at or before a regularly scheduled meeting of the club. All applications for membership will be referred to the Executive Committee for review and if approved the application will be voted on at the next regular meeting. Each applicant agrees to abide by the Constitution and By-Laws of the Club.

Associate members who wish to change their membership status to Full Member shall submit a new application for change in status to the Secretary who will process it as stated above.

No person shall be excluded from membership due to race, color, national origin, sex, religion, age, disability, sexual orientation or expression

C. Classes of Membership

FULL MEMBER: A member in good standing who holds a valid amateur license. A Full Member may vote and hold office.

ASSOCIATE MEMBER: A member in good standing who has an interest in amateur radio. Individuals who are accepted for this class of membership do not have voting privileges nor may they hold an elected office.

LIFE MEMBER: A member in good standing who, upon the recommendation of the Executive Committee and an affirmative majority vote of the members at any regularly scheduled meeting, is granted Life Member Status. This class of membership is awarded in recognition of outstanding service to the club or to amateur radio.

Life members shall have all the rights and privileges of full members, but shall be exempt from paying annual dues and/or any other assessments which may be levied upon the members.

HONORARY MEMBER: This class of membership is awarded to individuals who are recognized by the Club as having made a significant contribution to or who have furthered the interests of Amateur Radio.

Nominations for this class of membership are submitted to the Executive Committee and requires an affirmative vote by a majority of the Executive Committee and an affirmative vote of two-thirds (2/3) of the members at a regularly scheduled meeting. Honorary Members have no voting privileges, may not hold office and will not receive the club newsletter.

D: Suspension of Membership

Suspension of membership in the Club shall be accomplished by a majority vote of the Executive Committee. No vote for suspension shall be taken prior to a hearing of all persons concerned before the Executive Committee.

If any person or persons being considered for suspension is advised of the Hearing date and does not attend, the Committee can act on the information available

Any member of the Club who has his/her license suspended or revoked by the Federal Communications Commission shall automatically be suspended from membership in the Club.

Suspension of membership may also be caused by non-compliance with applicable F.C.C. rules, Club By-Laws and policies, for behavior contrary to good citizenship or violation of federal, state or local laws.

Any member of the Club who has not paid his/her dues within the required time frame as established under section 6 of these Bylaws shall be suspended from membership.

Any person who has been suspended from membership and wishes to be reinstated, must apply for reinstatement in writing to the Club Secretary. The Executive Committee will review the suspended person's application. The Committee by a majority vote will decide to accept or reject the application.

2. OFFICERS OF THE CLUB

The officers of the Club shall be the President, Vice-President, Secretary, Treasurer and Member-at-Large. All officers must meet the eligibility requirements of the Executive Committee. These officers shall be elected for a two-year term of office at an annual meeting of the corporation, in accordance with Section 8, Elections, of these by-laws.

Removal of Officers from Office

An elected officer or member of the Executive Committee may be removed from office for cause.

If either at an Executive Committee or General membership meeting a motion to remove an Officer is made and seconded and receives a majority vote, the Executive Committee will review the charges made and report their findings to the membership.

If the majority of members at a general membership meeting, after hearing the Executive Committee report on their findings, votes for removal, a special Vote will be scheduled, and an associated ballot printed. All eligible members will receive this special ballot in the US mail, and will use the ballot to vote only on this matter.

Notice of this Special Vote will be provided to all eligible club members, to arrive at their Address of Record at least five (5) days prior to the next regularly scheduled meeting, where the ballots will be counted. In addition, notice of this Special Vote will be made by announcement in the club Newsletter and by email.

A two-thirds (2/3) majority of the votes cast will be required to effect removal, provided that more than fifty(50) percent of the eligible members cast a ballot.

When an officer has been removed from office, the President, with approval of the Executive Committee, shall appoint a person to serve in that position until the next scheduled election.

3. DUTIES OF THE OFFICERS

The **PRESIDENT** shall preside over all meetings of the Club and shall conduct such meetings in accordance with the Constitution and By-Laws; shall decide all questions of order; sign all official documents that are adopted or approved, and none other; and perform all other customary duties pertaining to the office. The President shall be the Chair of the Executive Committee and shall preside over all Executive Committee meetings

If the President should become unable to carry out the duties of the office on a permanent basis, or is removed from office, the Vice-President shall assume the office of President. In this case, the office of Vice-President shall be considered vacant and the new President, with the approval of the Executive Committee, may appoint a successor to serve until the next regularly scheduled election of officers.

The **VICE-PRESIDENT** shall assume all duties of the President in his absence, and such other duties as may be designated by the President. The Vice-President shall monitor all committees appointed by the President and shall report on their progress at Executive Committee and regularly scheduled Club meetings if the Committee Chairperson is absent.

The **SECRETARY** shall keep a written record of all proceedings of Club and Executive Committee meetings. He or she shall keep a current list of all members; shall keep the Constitution and By-Laws; and shall maintain a file of minutes of all Club meetings. The Secretary shall cause all amendments, changes and additions to be communicated to the membership and shall permit members to consult these documents upon request. The Secretary shall receive and send all correspondence, read communications at each meeting, accept and forward applications for membership to the Executive Committee for action and mail correspondence to the membership when necessary. Upon the expiration of office, the Secretary shall turn over all records to his/her successor.

The **TREASURER** shall receive and receipt all monies paid to the Club. Accurate records of all monies received and expended shall be kept. The Treasurer will pay all bills properly authorized by vote of the Executive Committee or the Club membership. The Treasurer will present the proposed budget to the membership for approval, at the March meeting. The Treasurer shall report the financial status of the club to the Executive Committee in a timely manner. Upon the expiration of office, the Treasurer shall turn over all records and documents belonging to the club to his/her successor.

The **MEMBER-AT-LARGE** will act as an additional voice of the membership at Executive Committee meetings

4. TRUSTEE

The Executive Committee shall select a member who meets the following requirements to be the Trustee of the Club's FCC issued Amateur Radio License W2LV.

The member must have 7 years as a Full or Life member and hold the highest class license issued by the Federal Communications Commission at the time of selection. The individual must be of good character and demonstrated over his/her years of Membership their respect for the Amateur Radio Service and its traditions. The Trustee will maintain communications with The Federal Communications Commission keeping the call sign current; will appoint Control Operators in writing; and will represent the Club in all dealings with the applicable Repeater Coordination body.

The Trustee can be removed for cause after a full and fair review by a majority vote of both the Executive Committee and the membership at a regular Club meeting

5. MEETINGS

Regular meetings of the Club shall be held at least 10 times per year at a time and place determined by the President. On no more than two (2) months during the calendar year, the President may elect to have a social meeting in lieu of a regular business meeting thereby suspending the regular order of business. These special meetings may include a dinner meeting. Meetings can be canceled at the discretion of the Club Officers if weather or other factors make holding the meeting unsafe or impossible.

The **ANNUAL MEETING** of the Corporation shall be held at least once per calendar year and will normally be scheduled in January but may be held anytime during the first four months of the calendar year.

At all meetings, a minimum of twenty (20) percent of the voting members of the Club shall constitute a quorum for the transaction of business. A simple majority of the voting members present at any meeting shall be necessary for the approval of any motion except where specifically indicated otherwise in this document. The Secretary shall determine if a quorum is present before business is transacted

Roberts Rules of Order shall govern the conduct of all meetings.

Special meetings may be called by the President at his/her discretion; or, upon written request to the Secretary of the Club by ten (10) percent of the voting membership. Notice of such special meetings shall be sent to all members and will address the nature of business to be transacted at that meeting. Only that business may be acted upon at the special meeting. Notice of special meetings shall be sent by the Secretary to all members so that, with normal postal delivery, notice will arrive not less than twenty-four (24) hours before the scheduled meeting time.

6. MEMBERSHIP DUES

The Club, by a two-thirds (2/3) vote of the voting members present at any regular meeting, may levy upon the membership such dues and assessments as shall be deemed necessary to transact the business of the Club, provided notice of such intent to change dues and/or assessments is made at least 1 month in advance at a regular meeting. The method of notification to the membership will include E-Mail, Website and Club Newsletter.

Dues are payable annually no later than January 1st. Members who have not paid their dues for the upcoming calendar year by this date shall not have voting privileges or be eligible for an elected or appointed office. The Secretary shall attempt to contact any member who is delinquent in dues as a reminder during the month of January. An individual may reinstate their membership by Paying their dues in full during the calendar year. If membership has lapsed for an entire year an official membership application shall be submitted to the Secretary for approval by the Executive Committee. Reinstated members are not eligible for pro-rated dues for that calendar year.

Individuals who are voted into the Club by the voting membership shall pay their dues upon notification of acceptance. Dues for new members only shall be pro-rated according to the following schedule:

Joined during first six months = Full dues

Joined during last six months = 50% of annual dues

Associate members will pay reduced dues as established by the Club.

The official Club roster of paid members as of January 1 of each year shall be the sole criterion for determining years of consecutive membership required to run for an elective office and for voting privileges.

FAMILY MEMBER: A person who is a member of the immediate family of a Full Member, and who holds a valid amateur license, that lives under the same roof as the Full Member may apply for a Full membership at reduced annual dues. The amount of the dues for the family member will be determined by the Club under Section 6 of these By-Laws. If they do not qualify for Full Membership they may apply for Associate Membership.

7. COMMITTEES

The following committees are established to support and carry out necessary Club business. All appointments shall be made by the President with approval by the Executive Committee. Appointments shall be for a two-year term running concurrently with the term of office for Club officers.

A. THE EXECUTIVE COMMITTEE

ELIGIBILITY FOR MEMBERSHIP TO EXECUTIVE COMMITTEE

To be eligible for membership on the Executive Committee, the individual must be a Full or Life Member of the Club for at least the last three consecutive years prior to the election

The Executive Committee shall consist of the 5 Officers of the club, the immediate Past President of the club and the Trustee.

If the Trustee is an elected member of the Executive Committee the Committee can select a member of the Club who meets the eligibility requirements of the Executive Committee, by a majority vote. This choice must be confirmed by a majority vote of the membership at a regular meeting.

Four members of this Committee shall constitute a quorum. A majority vote, provided there is a quorum shall determine all decisions of the Executive Committee.

Duties of Executive Committee

The Executive Committee shall meet monthly prior to the regularly scheduled Club meeting to conduct the club business to include:

- Review applications for membership and submit those approved to the membership for vote.
- Review and approve or disapprove any proposed expenditures of unbudgeted Club monies in amounts not to exceed five hundred dollars (\$500.00) in any one calendar year.
- Review and approve or disapprove appointments to committees as recommended by the President.
- Review and vote on proposed expenditures by the Hamfest Committee in amounts necessary for publicity, set-up and functioning of the Hamfest.
- Review and vote on amendments to the Club Constitution or By-Laws to be proposed to the membership.
- Review and vote on expenditures not in the approved annual budget proposed by the membership, which exceed one hundred dollars.
- The Executive Committee shall be the sole arbitrator as to the interpretation of the wording of the Constitution and the By-Laws.
- All requests for Club sponsored activities shall be evaluated by the Executive Committee and if approved, announced to the membership.
- The Executive Committee shall be responsible for developing the annual operating budget that is submitted to the membership for approval at the March meeting.
- Any action required by the Executive Committee may be taken without a meeting and will have the same force and affect, provided it is with a Super Majority of 5 members in favor

EXECUTIVE COMMITTEE REPORTS TO THE MEMBERSHIP

The activities of the Executive Committee shall be reported to the membership by the Secretary, at a regularly scheduled club meeting or by inclusion in the Club newsletter.

B. TECHNICAL COMMITTEE

Shall be composed of those members whose interest and talents allow them to install and maintain club owned equipment, and are approved by the Executive Committee.

The members of this committee will advise The Executive Committee as to all needed repairs and/or upgrades of club owned equipment to keep all equipment operating properly, and in the case of FCC Licensed equipment within FCC Rules.

C. ELECTION COMMITTEE

Prior to the scheduled election the Immediate Past President will see that the election is conducted according to the By-Laws. The Immediate Past President can designate members of the club to conduct the election duties, with the approval of the Club President.

D. AUDIT COMMITTEE

The Audit Committee will be established by the Executive Committee prior to the biannual elections to review Club Financial records.

E. HAMFEST COMMITTEE

The Hamfest Committee will plan, organize, advertise and promote the annual Hamfest. This Committee is authorized to spend club funds on the Hamfest within guidelines and budget restrictions established by the Executive Committee.

F. AD HOC COMMITTEES

Other committees, deemed necessary to support the Club shall be appointed by the President, subject to the approval of the Executive Committee.

8. ELECTIONS

In the October prior to the bi-annual election of Officers, the Immediate Past President, or his designates, will verify that all members eligible to hold Office in the Club are notified of the pending election. Email, the Club web page and Newsletter may be used

The Election Committee shall solicit nominations for Club Officers from the list of Full and Life Members in good standing who meet the eligibility criteria.

Members wishing to run for office must respond to The Election Committee attesting to their interest in running for office. Those members that nominate themselves must receive a Seconding motion at a regular club meeting

Candidates for the offices of President, Vice-President, Secretary, Treasurer and Member- at-Large will be announced at the regular November Meeting prior to the biannual elections, by the Election Committee.

Additional nominations for officers may be made from the eligible voting membership during the November and December scheduled meetings. Following the December meeting, nominations shall be closed and the Secretary shall see that a list of all nominees is sent to all members in good standing. The monthly newsletter may serve this purpose.

Voting of nominees shall be by mail ballot sent to the eligible voting members during the first week of January. Each eligible full and Life Member shall receive by US mail, no later than January 5, a ballot with a self addressed stamped envelope addressed to the Chairman of the Election Committee. Ballots returned up to the day of the regular January meeting will be counted, as shall ballots received at the meeting.

Ballots shall be secret but numbered, and only the official ballots sent out by the Election Committee shall be counted. Any significant abnormality in the election shall automatically void the entire election. The Election Committee shall be responsible for auditing each ballot for validity and shall count the ballots cast by the eligible members.

If there should be only one nominee for an office or position, then that person's name shall not appear on the ballot and the Secretary shall be directed to cast one vote for said person at the January meeting. If there is no contest for any office or position, then the entire slate shall be elected at the January meeting by the Secretary casting one vote.

The results of the election shall be made known at the January meeting by the Chairperson of the Election Committee or his/her designee. The new Club officers shall assume office at the conclusion of the January meeting.

9. EXPENDITURE OF FUNDS

All proposals for expenditures made from the floor at a regular or special meeting of the Club, exceeding \$100.00 must be referred to the Executive Committee for approval.

Any proposal by the Executive Committee to spend more than \$500.00 in any one calendar year on non-budgeted items must be first approved by a majority vote of the voting members present at a regular or special meeting.

The Executive Committee shall have the power to expend whatever monies are necessary in case of an emergency, provided the emergency expenditures do not exceed the Club's financial resources. A full report of such expenditures shall be made to the members at the next regular meeting.

10. PROVISIONS FOR DISSOLVING CLUB

The Club may be dissolved by a two-third (2/3) vote of all members in good standing. Provisions of Article VII of the Articles of Incorporation will be followed.

11. AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended at any regular meeting of the Club provided:

- Proposals for amendments have been submitted to the Secretary at a regular scheduled meeting;
- The written proposal has been submitted to the Executive Committee by the Secretary;
- The proposed amendment(s) have been approved by the Executive Committee;
- The proposed amendment(s) have been submitted to all eligible voting members by mail with a statement of intent to amend the by-laws and the date of the meeting at which the proposed amendment(s) will come to the floor for a vote. A written ballot may be used in place of a floor vote.

Notification of the intent to amend the By-Laws must be mailed to eligible voting members at least fifteen (15) days before the date of the meeting at which the vote on the amendment(s) will be taken.

- In no case, shall action on a proposed amendment(s) be presented for a vote at a meeting, sooner than the second regularly scheduled meeting following the submission of the amendment(s) in writing to the Club Secretary.