

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

**Proposed By-Laws 10-26-2015**

**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 in writing to the Secretary at a regularly scheduled meeting of the club. All applications for membership will be referred to the Executive Board for review and 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 for membership due to race, color, national origin, sex, or religion.

**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 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 made by the Executive Committee and requires 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 Board. No vote for suspension shall be taken prior to a hearing of all persons concerned.

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, or for behavior contrary to good citizenship, federal, state or local laws.

Any member of the Club who has not paid his/her dues within the required time frame 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 persons application. The Board 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 and Treasurer. All persons must meet the eligibility requirements of the Executive board. These officers shall be elected for a two year term of office at an annual meeting of the corporation, in accordance with the elections section 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 Board or General membership meeting a motion to remove an Officer is made and seconded and receives a majority vote. The Executive Board will review the charges made and report to the Membership their findings.

If the majority of members at a General Membership meeting after hearing the Executive Board report on their findings votes for removal a special election will be scheduled. All voting members will receive a ballot in the U.S. Mail and will vote on the matter. A two-thirds majority of the votes cast at a special election held for this purpose will be required for removal, provided that more than fifty (50) percent of the eligible voters cast ballots, will decide the issue.

Notice of said special elections will be provided to all club members by mail at least ten (10) days before said election. In addition Notice of the Special election will be made via any source available at the time. Including Email, Web Page and Club Newsletter

In case 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 Executive Committee, 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.

If the President shall 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 officer.

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 noted communicate 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 and /or the Club members. Upon the expiration of office, the Treasurer shall turn over all records and documents belonging to the club to his/her successor.

#### **4. TRUSTEE of Amateur Radio License**

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

The member must have 10 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 there respect for the Amateur Radio Service and it's traditions.

The Trustee can be removed for cause by majority vote of the Executive Board and the membership at a regular Club meeting

#### **5 MEETINGS**

Regular meetings of the Club shall be 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 or the annual Club auction. Meetings can be cancelled 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 three 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 Roberts Rules of Order shall govern the conduct of all meetings.

Special meetings may be called by the President at his 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 concerning 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 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. Notification to the membership by E-Mail, Website and Newsletter should be done also.

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 contact any member who is delinquent in dues as a reminder. 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 in writing to the Secretary for approval. 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

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

**ADDITIONAL MEMBERS OF SAME FAMILY:** 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 a reduced annual dues. The amount of the dues will be determined by the Club under Section 6 of these By-Laws.

In the event that the Full Member of the family, where the Family Member resides, loses his/her membership in the club for whatever reason, the Family Member may automatically become a Full Member of the club by paying the appropriate dues, pro-rated as per the dues schedule. The same shall apply if the Family Member no longer resides under the same roof as the Full Member.

## **7. COMMITTEES**

The following committees are established to support and carry 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 Member of the Club and have a valid Technician Class License or higher for at least the last three consecutive years prior to the election.

The Executive Committee shall consist of the Officers of the Club, the immediate Past President of the Club and a member- at-large elected by the voting membership at the regularly scheduled January meeting.

The Executive Committee shall consist of seven members. The seventh member of the Executive Board will be the Trustee of the Club's FCC issued amateur Radio License.

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

Four members of this Committee shall constitute a quorum. A simple majority vote shall determine all decisions of the Executive Committee. In case of the removal of any officer, member of the Executive Committee or appointee, because of the inability to carry out the duties of the office as prescribed by these By-Laws, a majority of the entire Committee shall carry the motion.

## **Duties of Executive Committee**

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

- Review applications for membership and submit those approved to the membership for vote.
- Review and approve (disapprove) any proposed expenditures of unbudgeted Club monies in amounts not to exceed five hundred (\$500.00) in any one calendar year.
- Review and approve (disapprove) appointments recommended by the President to committees and vote on these appointments.
- Review and vote on proposed expenditures by the Ham Fest Committee in amounts necessary for publicity, set-up and functioning of the Ham Fest.
- 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 Club Articles of Incorporation and the By-Laws.
- All requests for Club sponsored public service activities shall be evaluated by the Executive Committee and if approved, recommended to the membership.
- The Executive Committee shall be responsible for formulating the annual operating budget that is submitted to the membership for approval at the February meeting.

## **EXECUTIVE COMMITTEE REPORTS TO THE MEMBERSHIP**

The activities of the Executive Committee shall be reported regularly 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.

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

They will work in conjunction with the Club License Trustee to insure the proper operation and rule conformance of all equipment requiring FCC licensing that is owned and operated by this Club.

## **C. ELECTION COMMITTEE**

Prior to the Scheduled election one or more members in good standing who are not running for an elected position will be appointed to see that the Election is conducted according to the By-Laws.

## **D. 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 October prior to the bi-annual elections of Officers, The Immediate past President will verify that all eligible members to hold Office in the Club are notified of the pending election by US Mail, Email, The Club web page and Newsletter

The Immediate Past President or his/her selected aides shall elicit nominations for Club Officers and At-Large membership to the Executive Committee from Full and Life Members in good standing who are willing to run for office and meet the criteria established for eligibility to the membership to the Executive Committee.

Members wishing to run for office must respond to the Immediate Past President or his designee their interest in running for office. Those members that self-nominate themselves must receive a Seconding motion at a regular club meeting

Candidates for the offices of President, Vice-President, Secretary, Treasurer and Member(s) at-Large for the Executive Committee. Will be announced at the regular November Meeting by the Immediate Past President or their designee

Nominations for officers or at-large members 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 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(s) 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(s) 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 immediately following the announcement of the election results

## **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 simple 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 THE 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.