

BY-LAWS FOR South East Metro Amateur Radio Club

ARTICLE I OFFICES AND DUTIES

Section 1: President

The President shall preside at all meetings and conduct them according to the rules adopted. The President shall govern in accordance with the club Constitution and its By-Laws; decide all questions of order; sign all official documents adopted by the club; and perform all other duties pertaining to the office of President.

To qualify for the office of President, an individual must have at least one year of membership in the club.

The President shall be elected for a term of one year. At the expiration of their term, the President shall turn over to their successor all items in their possession belonging to the club.

Section 2: Vice President

The Vice President shall organize club activities, plan and recommend contests for operating benefits, and advance club interests and activities as approved by the club. The Vice President shall assume all the duties of the President in their absence and perform all appropriate duties as may be requested by the President.

At the expiration of their term, the Vice President shall turn over to their successor all items in their possession belonging to the club.

The Vice President shall be elected for a term of one year.

Section 3 Secretary

The Secretary shall keep a record of all club meetings, keep a roll of members, conduct applicable club correspondence, mail notices of special meetings and perform other appropriate duties as may be requested by the President.

At the expiration of their term, the Secretary shall turn over to their successor all items in their possession belonging to the club.

The Secretary shall keep current copies of the club Constitution and By-Laws. The Secretary shall record all amendments, changes and additions to the Constitution and By-Laws, have them available at every scheduled meeting, and permit them to be consulted by any member upon request.

The Secretary shall be elected for a term of one year.

Section 4: Treasurer

The Treasurer shall receive and provide receipts for all monies paid to the club, keep an accurate account of all monies received and expended, pay such bills as are properly authorized by vote of the club or direction of the Board of Directors, and perform other appropriate duties as may be requested by the President.

At the end of each fiscal quarter, the Treasurer shall present at a regularly scheduled club meeting an itemized statement of all disbursements and receipts for that quarter.

To qualify for the office of Treasurer, an individual must have at least one year of membership in the club.

The Treasurer shall be elected for a term of one year. At the end of their term, the Treasurer shall turn over to their successor all club monies and/or club property in their possession.

Section 5 : Trustees

The club Trustees (President, immediate past-President, and one elected Trustee) shall be responsible for the proper accounting of all funds and tangible assets of the club. The club Trustees shall perform an annual audit of all club funds and assets, making a report to the Board of Directors. In the event the immediate past-President has been removed from office, or is unable or unwilling to perform these duties, a second Trustee shall be elected in accordance with these By-Laws.

The club Trustees shall serve a term of one year.

The Club Radio License Trustee shall be appointed by the President. The Club Radio License Trustee shall perform such duties as required of this position by the FCC. This Trustee may concurrently hold an additional elected office or Trustee position.

ARTICLE II BOARD OF DIRECTORS

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and up to three other club members elected at large from the club membership ("Members-At-Large").

Members-At-Large shall be elected to a two-year term. Terms shall be staggered such that at least one Member-At-Large is not up for re-election in any given year. To qualify as a Member-At-Large, candidates must receive a minimum of five member votes during the annual election process.

The Board of Directors shall provide direction, advice and recommendations to the club in its conduct of business, and shall act in the best interests of the club.

The Board of Directors shall have the authority to approve invoices for payment by the Treasurer. The Board of Directors shall receive the annual audit report as performed by the club Trustees.

ARTICLE III VACANCIES & REMOVAL OF ELECTED CLUB OFFICIALS

A vacancy in an elected club position occurring between regularly scheduled elections shall be filled by a special election process as follows: (1) At the first regular meeting following the withdrawal, removal or resignation, nominations for replacement candidates shall be submitted by club members. If no nominations are made, or if a quorum is not present, then nominations shall be taken at the next regularly scheduled club meeting. (2) At the next regularly scheduled meeting following a proper nomination process, a special election shall be held with the winner being selected by a simple majority of votes cast by club members. Notice of a scheduled vote to replace a club Officer must be mailed to all club members so that the notice arrives not less than one week in advance of the regularly scheduled club meeting at which the replacement vote will be taken. Voting shall be by sealed mail-in ballot received at the official club address prior to the replacement vote, or delivery of sealed ballot to the meeting. Terms of office shall commence immediately upon proper completion of the voting process.

The President may, at their discretion, appoint a member to fill a vacant elected club Official position pro-temp until the special election process is completed.

A replacement club Official shall serve out the term of the Official they have replaced.

Motions to remove an elected club Official must be made in writing and signed by a minimum of five club members (or alternately, $\frac{1}{2}$ of total members, if club membership falls below 10 members) and presented to club membership at a regularly scheduled club meeting. A membership vote on a properly made removal motion shall be taken at the next regularly scheduled club meeting following a properly made motion. Notice of a scheduled vote to remove a club Officer must be mailed to all club members so that the notice arrives not less than one week in advance of the regularly scheduled club meeting at which the removal vote will be taken. Voting shall be by sealed mail-in ballot received at the official club address prior to the removal vote, or delivery of sealed ballot to the meeting. Removal of an elected club Official requires a two-thirds vote of the total club members. Removal shall become effective immediately after a valid membership vote calls for such removal.

ARTICLE IV MEMBERSHIP

Membership is open to all persons with a genuine interest in the hobby of amateur radio. Membership includes the right to vote in club elections, eligibility for club office, and all other club privileges. Membership is contingent upon members remaining current on payment of annual dues and abiding by the terms of the club Constitution and its By-Laws.

ARTICLE V ELECTIONS

An annual election of club Officers, Trustees and Members-At-Large shall be held in December of each year. Nominations for club office shall be taken in November of each year at a regularly scheduled club meeting. When none of the candidates are challenged for their office they will be elected by a voice vote at the annual meeting, if any officer is challenged, then notice of the annual election shall be mailed to all club members so that the notice arrives not less than one week in advance of the election date. The voting will be by sealed mail-in ballot received at the official club address prior to the counting of votes or delivery of sealed ballot at the meeting at which votes are counted and validated. A majority of the members voting will determine the winners. Properly elected club Officers shall be installed at the Annual Club Meeting. Terms of office shall commence immediately upon installation.

ARTICLE VI CLUB MEETINGS

Section 1: Regular Club Meetings

Regular meetings shall be held on the last Tuesday of each month, unless designated otherwise by a vote of the Board of Directors.

Section 2: Special Club Meetings

Special meetings may be called by the President or upon written request by any five club members at a regularly scheduled club meeting. Written advance notice of special meetings, specifying the date, place and purpose of the meeting shall be sent to club members at least one week prior to the commencement of such meeting. Only such business as designated in the advance notice shall be transacted at a special club meeting.

Section 3: Annual Club Meetings

The annual club meeting shall be held in January of each year, unless designated otherwise by a vote of the Board of Directors. Written notice specifying the time, date and location of the annual club meeting shall be sent to members at least two weeks prior to the commencement such meeting.

ARTICLE VII DUES

A regular yearly assessment for an individual or household membership shall be assessed in accordance with the provisions of Article IV of the club Constitution for the purpose of providing funds for club expenses.

Dues shall be due and payable on January 1st of each year. Members whose dues are not paid within ninety (90) days of due date will be deemed in arrears, dropped from club membership, lose eligibility to hold an elected club office, and become ineligible to vote in club elections. Payment of dues in arrears shall reinstate club membership with all its privileges.

ARTICLE VIII STANDING COMMITTEES

Committees shall be established only with the approval of the Board. The President is authorized, with the counsel of the Board, to appoint all committee chairs. The committee chairs will serve for one year or till the end of the committees purpose which ever comes first. Each committee chair can appoint up to three members to the committee. The following committees are reoccurring each year but do not preclude the president from appointing other committees as necessary.

- A. Public Service – Will maintain the club’s relationship with ARRL Amateur Radio Emergency Services (ARES) teams, Public Service community and provide information on how the club can provide assistance.

- B. Call Sign Trustee - For this purpose the Trustee should hold an Amateur Extra Class license. Will maintain the W0CGM license, club station, club repeater and serve as control operator for the club repeater along with any special event stations operating under this license. Trustee is responsible for assigning the scheduling of nets and net control stations (NCS) when needed.

- C. Field Day – To organize and manage the ARRL event for the club and ensure all required submissions to the ARRL are made in a timely manner

- D. Programs - Will be responsible for organizing the program for monthly membership meetings.

- E. Member Services – Will be available to members who need assistance or advice on their station equipment, antennas or technical issues involving amateur radio. Will be available to investigate radio interference, establish facts and make recommendations. Will be available for operating procedure questions. Make recommendations on membership relations.

- F. Newsletter – Will act as editor and publisher of the club’s monthly newsletter.

- G. Public Information Officer (PIO) - Will provide meeting and special event announcements, and seek suitable media coverage of club events through the local press, radio, and television. Also, the PIO will provide reports of newsworthy local Amateur Radio activities to national Ham magazines and other news outlets.

- H. Scholarship – Shall develop selection criteria and be responsible for managing the collection and distribution of funds for the sole purpose of the David Harrell Scholarship Fund. Each year solicit candidates from a selected group of students, rate each

candidate and recommend the top student to the club membership for approval to be awarded the year's scholarship. The club treasurer will hold the funds and maintain the monetary records until properly distributed by vote of the membership each year.

I. VE Team Liaison – Will be responsible for maintaining a “field-stocked” VE Team with the ARRL VEC. Will maintain all records required by the ARRL/VEC. Shall have the responsibility to make deposits of monies accepted at VE sessions and write checks for VEC expenses while making monthly written reports to the treasurer of all activities.

J. Website/Webmaster – Will be responsible for the SEMARC.org domain, obtaining and maintaining the web server and managing the content on the web site.

ARTICLE IX REVIEW AND AMENDMENT OF BY-LAWS

At a minimum, these By-Laws shall be reviewed every two years by the Board of Directors. If applicable, the Board of Directors will recommend proposed changes to the membership in accordance with Article VI of the club Constitution.

ARTICLE X PARLIAMENTARY PROCEDURE

Robert's Rules shall govern proceedings.