

By-Laws of the Shelby County Amateur Radio Club, Inc.



I. Name

The **Shelby County Amateur Radio Club, Inc.**; herein referred to as “the Club”.

II. Membership and Dues

1. There are four classes of membership:
 - Regular
 - Family
 - Associate
 - Honorary
2. Regular membership is open to the holder of a valid amateur radio license issued by the Federal Communications Commission. Regular members pay dues, have a right to vote, and hold office.
3. Family membership is open to the holder of a valid amateur radio license issued by the Federal Communications Commission, and who, at the time of application, lives in the same household and is a member of the same immediate family as a regular member who is in good standing. Family members pay dues, have a right to vote, and hold office. Correspondence or notification of the membership required by these by-laws shall only be required to be made to one member of the household of a family member. Any family member who moves from the household must reapply for Regular membership at the existing regular member dues rate.
4. Associate membership is open to unlicensed persons interested in amateur radio communications and the purposes of the fraternity. Associate members pay dues, but do not have the right to vote nor hold office.
5. Honorary membership shall be open to persons or groups who by their interest support the Club. They shall be nominated by a member at a regular meeting and be elected to membership by the majority of voting members present. Honorary members shall not pay dues, vote, or hold office
6. For election to Regular, Family, or Associate Memberships, a person shall submit a written application together with the proper membership fees at a regular meeting, and such applicant will become a member upon approval of a majority of the members present at any regular meeting.
7. All members shall agree to observe and follow the Rules and Regulations of the Federal Communications Commission governing amateur radio, any international treaty thereto, and also any Rules and Regulations of the Federal Communications Commission governing any other radio service in which the member is engaged.
8. Annual Dues
 - A. Dues are payable January 1 of each year. A member shall be declared delinquent if dues are not paid by March 1 of the same year, and a delinquent membership shall expire April 1 of the same year.
 - B. Newly elected members shall have their dues prorated by the month that they are admitted for membership. This shall apply for the first year of membership only.
 - C. Payment of dues may be waived by the Board of Directors for hardship cases. Such waiver shall not be publicized.

9. A “voting member” is defined to be a member who holds either a Regular or Family membership.
10. In addition to non-payment of dues as defined in Paragraph II.8.A above, members may have their membership revoked for the following reasons:
 - A. Any member whose FCC-issued Amateur Radio License is suspended or revoked with cause, or who is assessed a fine or other penalty by the FCC shall be automatically removed from membership in the Club. This removal will take place after any appeals are exhausted.
 - B. Any member who operates his/her station in violation of Part 97 of the FCC Rules and Regulations, and who does not cease and desist from the violation(s) upon notification to do so, may be removed from membership in the Club by a majority vote of voting members present at any regular meeting.
 - C. Any member desiring to bring charges of causing adverse publicity, or behaving in a way deemed inappropriate or detrimental to Amateur Radio or the Club, shall appear before the Board of Directors (3 members shall constitute a quorum) and present the charges. The Board of Directors shall investigate the charges and rule on the case by simple majority vote. The decision of the Board shall be final, and shall be recorded in the Board’s minutes. No details shall be given to the Club membership other than the specific charges brought, and the final decision of the Board.
 - a. Any member facing expulsion has the right to show cause to the Board of Directors as to why he/she should not be expelled before a decision is rendered. Paragraphs II.10.A. and II.10.B shall not be encumbered by this process.
11. In the event a member is removed by paragraph II.10.C. above, his/her dues shall be prorated, and the unused portion refunded.

III. **Officers and Special Appointments**

1. The Club officers are:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Manager of Club Equipment
 - Repeater Trustee (for W4SHL/R)
2. All officers and two Members at Large for the Board of Directors shall be elected for a term of one year or until their successors are elected and shall serve from October 1st to September 30th.
3. The President:
 - A. The President shall authorize all expenditures as according to the budget.
 - B. The President shall preside at all meetings of the members and Board of Directors.
 - C. The President shall not be entitled to a vote in a regular or special called meeting except in the case of a tie vote.
 - D. The President shall appoint committees and perform all customary duties of the President.
 - E. The President shall make special appointments as required by the By-Laws and necessary to for the functioning of the Club.
 - F. The President shall enforce due observance of the Constitution and By-Laws, decide all questions of order, and sign all official documents that are adopted by the Club.

- G. The President shall present a written report of the activities of his administration to the membership at the last regular meeting in September.
- 4. The Vice-President:
 - A. The Vice-President is responsible for the publicity of the Club and serves in the capacity of the President in his absence.
 - B. If the President should become unable to perform his duties as President or is removed from office, the Vice-President shall become President for the remainder of the term.
 - C. The Vice-President is in charge of programs.
 - D. The Vice-President shall be responsible for membership recruitment.
- 5. The Secretary:
 - A. The Secretary shall keep minutes of each meeting of the membership.
 - B. The Secretary shall keep an attendance roster for every regular and special called meeting.
 - C. The Secretary shall carry on all correspondence, read communications at each business meeting.
- 6. The Treasurer:
 - A. The Treasurer shall receive all monies payable to the Club and will keep an accurate record thereof and pay all routine and approved expenses.
 - B. Membership dues will be payable to the Treasurer, and an accurate record of all expenditures shall be kept. A checking account and/or savings account may be opened, if approved by the membership, for payment of expenses.
 - C. The Treasurer shall give a report of the financial condition of the Club at each regular meeting.
 - D. The Treasurer shall make the books available on request to any Regular, Family, or Associate member for inspection at any regular meeting.
 - E. The Treasurer shall keep an up-to-date record of all members' names, addresses, telephone number, license class, and other personal data deemed necessary by the membership.
 - F. The Treasurer shall track the budget status and report to the President any non-budgeted expense, budget short-falls, or projected deficits.
- 7. The Manager of Club Equipment
 - A. The Manager of Club Equipment (MCE) shall be responsible for Club equipment at all served agencies and other locations.
 - B. The MCE shall maintain all emergency plans adopted by the Club.
- 8. The Repeater Trustee:

The Repeater Trustee shall have the authority over and be responsible for the operation and maintenance of the Club's repeater system including all related budgeted items. He shall select a committee to assist him with his duties.
- 9. Any officer may be removed by a vote of two-thirds of the voting membership present at any regular meeting.
- 10. Special appointments shall include (but are not limited to):
 - A Webmaster who shall be responsible for the operation and maintenance of the www.w4shl.com web site, including all related budgeted items.
- 11. Every officer shall, at the expiration of his term, turn over all Club assets for which he was responsible to his successor. This shall be accomplished no later than two regular meetings after the installation of officers.

IV. **Board of Directors**

1. The Board of Directors shall meet at least once per calendar quarter. Called meetings shall occur at shorter intervals as is required to perform Club business.
2. A report to the club membership of the actions taken by the Board of Directors shall be made at the immediate business meeting following the Director's meeting.
3. Any action taken by the Board of Directors shall be subject to the approval of the voting members present at a regular or special called meeting, excepting actions taken by the Board to revoke a membership as allowed by Section II.10.C.
4. The duties of the Board of Directors shall be to determine all expenditures of the Club except normal operating expenses which the Treasurer is authorized to pay.
5. The Board of Directors shall construct an annual Club budget and present it to the Club membership for ratification at the first business meeting after taking office for the new term. If the proposed budget is not approved by the Club membership, the Board of Directors shall present a revised proposed budget at the following business meeting for Club membership approval.
6. The Board of Directors shall hold, transfer, and dispose of all property of the Club and maintain an adequate inventory of such property.
7. The Board of Directors shall keep and maintain minutes of each and every meeting and shall make them available to the membership on request.

V. **Elections**

1. The Nominating Committee:
 - A. In July of each year, the President shall appoint a nominating committee which shall consist of four voting members.
 - B. This committee shall nominate at least one voting member for each office of the Club and one of the two Directors at Large at the first business meeting in August.
2. Elections shall be held at the first business meeting in September and the officer elected will assume office on October First.
3. Election of officers shall be by secret ballot and by majority vote.
4. Any officer or Director at Large candidate may be presented from the floor at any regular meeting and shall be included on the election ballot. Candidates from the floor that are presented at the election meeting shall be write-in candidates.

VI. **Parliamentary Rules**

The rules of order as prescribed in "Robert's Rules of Order, Revised" shall be implemented when consistent with the By-Laws.

VII. **Meetings and Web Postings**

1. Regular Meetings:
 - A. The Club shall have regular meetings. Regular meetings are defined as scheduled business meetings and program meetings.
 - B. If a regular meeting should fall on a holiday, the membership present at a preceding meeting may reschedule or cancel the meeting.
2. Special meetings may be called by the President by making a reasonable attempt to contact each member at least three days in advance of the proposed meeting time. These meetings shall be referred to as "special called meetings".
3. No Club business shall be decided at a special called meeting unless there are at least twenty percent (20%) of the Club voting membership present.
4. Changing a Regular Meeting:
 - A. Regular meeting time, date, and place shall first be established by a motion from the floor and passed by a simple majority vote of members present. Once a time, date,

and place have become established, change can be affected only as per Section VII.4.B.

- B. All club members shall be notified in writing at least one week in advance of any proposed change to the meeting time, date, and/or place. A two-thirds majority vote of members present will be required to affect any change of regular meeting time, date, and/or place. Any change of meeting time, date, and/or place shall be effective immediately after written notification has been sent to all Club members. Written notification is defined as electronic or postal mail.

- 5. No alcoholic beverages will be allowed at any meeting.
- 6. The order of business shall be conducted per Section XI at each regular meeting.
- 7. Web Postings:
Web postings to www.w4shl.com must be approved by the President or the Webmaster.

VIII. **Committees**

- 1. Ad hoc committees shall be appointed by the President from time to time to carry out the activities of the Club.
- 2. Standing committees shall expire at the end of the President's term.

IX. **American Radio Relay League Affiliation**

The Club shall strive to maintain affiliation with the American Radio Relay League by encouraging the Club membership to join the ARRL. A fifty percent (50%) or better membership ratio shall be the goal.

X. **Amendments**

- 1. The By-Laws of the Club may be amended by a vote of two-thirds of the members present at any regular meeting providing the following has been observed:
 - A. The proposed amendment must be submitted in writing to the Board of Directors and read by the Secretary at a regular meeting.
 - B. Written notice as defined by By-Law VII.4.B. of at least one week has been given to the voting membership.
- 2. The proposal shall be discussed and voted on at the next regular meeting.
- 3. A copy of the revised By-Laws shall be made available to the voting membership after amendment.

XI. **Order of Business**

- 1. The order of business shall be:
 - A. Call to order
 - B. Introduction of visitors
 - C. Report of officers
 - D. Reading of communications
 - E. Application for and election of new members
 - F. Report of committees and the Board of Directors
 - G. Unfinished business
 - H. New business
 - I. Short break
 - J. Program
 - K. Discussion of program
 - L. Adjournment
- 2. The above sequence may be modified by the presiding officer with the consent of the membership present.

XII. **Shelby County Amateur Radio Emergency Service**

1. In recognition of the value that amateur radio can provide to the public, the Club shall endeavor to support the mission of the Amateur Radio Emergency Service (ARES) in Shelby County.
2. The Club MCE, the Net Manager, and the Repeater Committee should maintain close ties to the ARES Emergency Coordinator, offering advice, help, and support as needed.
3. Amateur radio operators are encouraged to join and support ARES, participating in training, activities, and callouts when requested.