

# West Desert Amateur Radio Club

## By-Laws

### PURPOSE OF THE CLUB

Consistent with the purposes of Amateur Radio stated in the FCC rules for the Amateur Radio Service, and as cited in the Articles of Incorporation of the West Desert Amateur Radio Club, Inc., some specific purposes not enumerated in the aforementioned Articles include:

1. Promote activities that help members practice and develop both communication and technical skills.
2. Be prepared to provide emergency communications to Club sponsors as need arises.

### MEMBERSHIP

1. Membership is open to all that have an interest in amateur radio communications.
2. Each member shall submit an application for membership to the Club Secretary using the Club application form accompanied by the appropriate dues.

### OFFICERS

1. There shall be four Club Officers: President, Vice-President, Secretary, and Treasurer. These also constitute the Board of Trustees set forth in the Articles of Incorporation, Article V.
2. Club officers shall be elected from among the membership of the Club according to the procedures set forth below (under ELECTIONS)
3. The principal responsibilities of the President are the following:
  - a. Determine needed committees and appoint committee chairs.
  - b. Organize and conduct Club meetings.
  - c. Disburse Club funds in agreement with Club officers and membership.
  - d. Act, or select a Club member to act, as liaison to Club sponsors and/or other organizations.
1. The principal responsibilities of the Vice-President are the following:
  - a. Assist the President in determining needed committees, selecting committee chairs, and formulating meeting agendas.
  - b. Conduct Club meetings in the absence of the President.
  - c. Arrange for licensing examinations in accordance with Club needs.

- d. Control Club equipment and assets.
  - e. Assist the President as assigned.
1. The principal responsibilities of the Secretary are the following:
    - a. Record meeting minutes, and maintain them in files with other documents for historical reference.
    - b. Maintain a file of membership records reflecting currently expressed interest in the Club and provide lists of same as required.
    - c. Handle Club correspondence and keep complete records.
    - d. Schedule facilities for Club meetings.
    - e. Notify members of Club activities.
    - f. Prepare, distribute, collect, and count ballots when required for voting.

1. The principal responsibilities of the Treasurer are the following:
  - a. Collect, record, and account for any funds or assets received by the Club.
  - b. Disburse funds from the Club treasury as decided jointly with the other officers.
  - c. Reconcile the bank statement every month.

#### ELECTIONS

1. Election of officers shall be held at the regular meeting in December of each year.
2. Candidates for the offices of President, Vice-President, and Secretary in this club shall each hold a current amateur radio license. Anyone desiring to serve the Club as an officer shall be a member in good standing.
3. The President shall appoint a nominating committee in October's club meeting, consisting of at least two Club members. In the regular November meeting, the nominating committee shall submit the names of at least two members qualified and willing to serve for each of the four Club offices. Nominations shall then be accepted from the floor. Nominations shall be closed two weeks before the December meeting. Ballots will be printed for December meeting and voted on by a quorum of members.
4. Officers serve for one year after their election, or until the next regular election. No officer shall serve more than two terms in succession so long as the nominating committee is able to do its job.
5. Election will be by majority vote of all current members present at the election meeting combined with absentee ballots cast in a timely fashion (no later than the close of business the day preceding the

election) by current members not present at the meeting. The new officers shall assume their responsibilities as soon as possible prior to the first meeting following their election.

6. The Club Secretary shall prepare, distribute, collect, and count ballots for an election. Ballot counting shall be witnessed and verified by another Club member who is not a candidate.

#### VOTING PROCEDURES

1. Changes of the Club Officers and any action requiring the disbursement of Club assets, either for cash or equipment, and as provided under EXPENDITURES in this document, are subject to approval by the Club membership.

2. Election voting shall be done by secret ballot. When the election is concluded, the ballots shall be destroyed.

3. Changes in Club Officers and approved of actions requiring disbursement of Club assets shall be determined by a simple majority vote of the members in attendance, one vote per member, at the regularly scheduled Club meeting where the nature of the vote has been announced at the last regular meeting.

4. Approval of an emergency decision may be handled in a more timely fashion, following the meeting in which that decision was made and under the direction of the Club Officers.

5. In the event of a tie, the vote will be taken again. If the tie remains, it shall be broken by an open appeal to chance (coin flip, blind draw, etc.).

6. Absentee votes shall be counted as valid provided the voter is identified in writing and the ballot is submitted in writing by the close of business the day preceding the election. Absentee ballots shall be counted at the same time as the regular votes.

#### MEETINGS

1. Regular meetings shall be held on the first Tuesday of each month starting at 7:00pm at the Tooele County Emergency Operations Center (EOC) conference room, or such other place as the President shall designate.

2. Emergency meetings may be called at the discretion of Club Officers according to the urgency of the need.

#### FUNDS AND ASSETS

1. Possible sources of Club funds and assets shall be Dues and Donations.

2. Dues assessment must be voted on by the membership. A simple majority of the Club membership present at the meeting is required to enact a change in dues assessment.

3. Donations are offerings given freely by members of the Club or by a commercial or non-commercial organization, in the form of cash, books and magazines, equipment, or supplies.

4. Club funds and assets shall be acknowledged and accounted for by the Treasurer, and funds deposited in a financial institution of good reputation (bank, credit union, etc.).

#### EXPENDITURES ``

1. Disbursement shall be controlled by the Club Officers with the signature of two officers required on any disbursement instrument (check or withdrawal slip).

2. Expenditures of less than \$50.00 shall be authorized by club officers. Meeting minutes recording the purpose and discussion of the expenditure shall be kept.

3. Expenditures of more than \$50.00 must be approved by a simple majority of the membership responding to a request for approval, according to the procedures set forth under VOTING PROCEDURES. Meeting minutes recording the purpose and discussion of the expenditure shall be kept.

#### COMMITTEES

1. Committee may be organized/disbanded by the President to meet specific Club needs. A committee shall consist of a chair selected by the President, and any others selected by the chair.

2. The committee chairs may be called by the President to meet and function as an advisory board to the Club Officers.

3. The President may appoint the office of Librarian as needed to control the printed matter purchased, donated, and/or loaned to the Club.

#### AMENDMENT OF THE BY-LAWS

1. The Club By-Laws may be amended at a regular meeting of the Club under the following requirements:

a. Amendments shall be proposed by the Club Officers and must be accepted by a two-thirds majority of those present at the announced meeting.

b. The Club Officers shall provide the membership copies of the document containing proposed changes. The copies can be provided either printed or electronically.

c. The Secretary shall file a printout of the revised By-Laws with the Officers' dated signatures on it certifying its authenticity.