

Sun City Center Amateur Radio Club

Constitution

PREAMBLE:

We, the undersigned, wishing to secure ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Sun City Amateur Radio Club, hereunder referred to as “the Club”, and enact this constitution as our governing law. It shall be our purpose to further exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of amateur radio within the area and social interaction between members.

The club is organized as a 501(c)7 Non Profit organization and will be run according to the guidelines for this type of organization. The club is recognized by the Sun City Center Community Association as a National Affiliated club under the American Radio Relay League (ARRL). The club will volunteer time and money to manage, operate and staff the SCC CA radio facilities. We are allowed to use these facilities daily for social, educational and other club functions.

ARTICLE I.

MEMBERSHIP:

Section 1. Membership in the Sun City Center Amateur Radio Club is intended to be made up of residents of the Community Association (CA) of Sun City Center. Residency exceptions can be made by vote of the club Board to residents outside the CA, if deemed important to the mission of the club. All people interested in Amateur Radio are welcome. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

Membership may not be denied because of race, creed, color, religion, gender, or any reason that would be biased or prejudicial.

ARTICLE II.

OFFICERS:

Section 1. The Officers of this club shall be: a President, a Vice-President, Secretary and Treasurer. The Station Trustee is a non voting Officer of the club.

Section 2. The Officers of this club shall be nominated as set forth in section 4 of the By-Laws. The officers of this club shall be elected for a term of one year by ballot of the full members present at the annual meeting in December. A candidate receiving a majority of the votes cast shall be declared elected.

Section 3. Any officer may resign his/her position in writing at which time all records, assets, passwords and codes of the club that the officer has will be turned over to the President or Vice President. The Board of Directors is empowered to appoint a qualified member to fill the position until the next election. If the President resigns, the Vice President will take over the President position and a new VP will be appointed by the board to fill the open role until the next election.

Section 4. Officers may be removed from office for cause. Upon a written petition of six (6) or more members presented to the Board. After investigation, the petition will be presented to the membership at the next regular meeting of the club and a voted on by the membership. Removal of an officer requires a three-fourths vote of the membership present at the meeting affirming the removal.

ARTICLE III.

DUTIES OF OFFICERS:

Section 1.

The President will conduct the club and board meetings and has the overall responsibility for the functioning of the club. The President shall appoint committees as the need for them arises. The President is the primary contact in the club for outside inquiries including the interface to the SCC Community Association. The President will process all correspondence relating to the club including meeting notices and route these to the responsible individual for handling.

Section 2.

The VICE-PRESIDENT shall assume the office of President in the absence of the President, perform duties of public relations, and assume tasks appointed by the President.

Section 3.

The SECRETARY will record the minutes of the general meetings of the membership, the Board meetings and any special meetings. Also to assist the Board of Directors in any other manner as may be required.

Section 4.

The TREASURER, as the financial officer, will be the intermediary contact person between the club and the CA in matters pertaining to financial requirements of the CA, and will collect, account for, and disperse the clubs funds as required and report on all transactions to the Board. The Treasurer will file an annual forms as required with the IRS. The Treasurer will receive applications for membership, maintain a roster of membership, receive all monies for the Club and pay such bills as voted by the club.

Section 6.

The STATION TRUSTEE is answerable to the FCC and the Florida Repeater Council for compliance of the club station to their rules and regulations. The only action the Station Trustee may take without prior approval of the Board of Directors is to terminate any SCCARC radio station transmissions if FCC rules and regulations are being violated.

ARTICLE IV.**MEETINGS:****Section 1.**

The By-Laws shall provide for regular and special meetings. The Full members present at the meeting in person or online if available, shall constitute the authority for the transaction of proposed business, by majority vote. If there is a tie in voting, then the decision will be voted on a second time, by secret ballot. If after the second time it is still a tie, then the proposed motion does not carry.

ARTICLE V.**DUES:**

Section 1. The Club, by majority vote of the Full members present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the Club within its objectives as set forth in the preamble thereof. Non-payment of such dues or assessments shall be cause for expulsion and/or suspension from the Club.

ARTICLE VI.**MEMBER ASSISTANCE:****Section 1.**

The Club, through designated appointees by the Board, will provide technical advice as possible to any member concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, interference issues and spurious radiations.

ARTICLE VII.**RULE:****Section 1.**

Roberts Rules shall be a guide for all formal proceedings.

ARTICLE VIII.

AMENDMENTS:

Section 1.

This Constitution, or By-Laws may be amended by a three-fourths vote of the Full members present at a regular Club meeting. Proposals for amendments shall be submitted in writing at a regular meeting and may not be voted on until the next regular meeting, provided all members have been notified by mail of the intent to amend the Constitution and/or By-Laws at a specified meeting.

Sun City Center Amateur Radio Club

By Laws

Section 1.

SECRETARY: It shall also be the duty of the Secretary to keep the CONSTITUTION and the BY-LAWS of the Club and have the same with them at every regular and special meeting. They shall cause all amendments, changes and additions to be noted thereon and shall permit the same to be consulted by members upon request.

Section 2.

MEMBERSHIP: Each member applies to the club for membership yearly with the payment of dues. The Club Board will then vote on the membership applications after the first of the calendar year to approve or deny them. An application may be rejected by the board if there is cause for such a denial. Members that are not approved will be informed in writing by the Board and monies refunded.

CLASSES OF MEMBERSHIP:

- *FULL MEMBER:* A full member must hold a valid, current Amateur Radio license issued by the Federal Communications Commission. Full privileges are granted other than than specified for Officer positions. They are entitled to one vote in the transaction of business and may be appointed to any committee
- *ASSOCIATE MEMBER:* Any person interested in amateur radio but is unlicensed. This is intended for people studying for their license or family members of a member that wish to assist and be involved in the club. They may be heard in the discussion of any club business, may serve on appointed committees but not hold an elective office, or vote on Club issues.

Section 3.

MEMBERSHIP DUES:

The amount of money members will pay as dues for the following club year will be established by the Board of Directors prior to the annual meeting in December of each year. Dues changes must be approved by a majority vote of the membership that are present at the annual meeting.

Membership applications and dues are to be paid annually with an effective date of January 1st of each year. Dues are delinquent after January 31. Dues for new members joining during the year will be $\frac{1}{2}$ (0.5) the annual rate if joining after June 30th.

Dues for family membership consisting of two or more members living at the same address will be (1.5) times the annual rate.

Associate members will pay $\frac{2}{3}$ of full year dues at time of becoming a member

Section 4.

REMOVAL OF MEMBERS FOR CAUSE:

Any member may be removed from membership in the club for a cause which a majority of the Board members consider sufficient.

The club member who recommends the removal of another member must submit the request in writing to the Board of Directors. The letter must clearly state the reason(s) for the proposed action. The letter must be signed by the member bringing the action. The letter must be endorsed and signed by at least four (4) other members of the club. At a majority vote of the Board the member will be removed from membership and notified by the board.

A member of the club may also be removed from membership, for cause, by majority vote of the members present at a duly constituted meeting of the club. The member under consideration for removal must be notified of the time, place, and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote.

After one year from the date of removal, the removed member may apply, by letter, to the Board of Directors for reinstatement. If approved by a majority vote of the Board of Directors, the Member may be accepted as a member.

A member may be immediately suspended from club facilities and events with the approval of three club officers for infractions that are disruptive to the club such as uncivil behavior, mistreatment of club resources, disrespect of club members, combative behavior, lawbreaking at club events or CA facilities or any other behavior that casts a negative light on the club members or the public. The membership status of said member will be reviewed at the next board meeting to discuss further actions.

Section 5

ELIGIBILITY TO HOLD OFFICE OR POSITION:

The offices of President and Vice President must hold a valid Amateur Radio License, General Class or above, and must be members of the CA.

The positions of Treasurer and Director of Club Station Equipment are available to any Licensed full member that is a member of the CA.

The office of Secretary is available to any Licensed full member.

The Station Trustee, holder of the station license, shall be a member with an Extra Class License and a member of the CA who resides in Sun City Center throughout the year. The President is responsible for appointing the Trustee. This position is held until such a time as the current Station Trustee desires to be replaced, is unable to continue in this position, or the President appoints a new Station Trustee.

The positions of Committee Chair or Committee Member are available to any full member holding a valid Amateur Radio License.

Section 6

BOARD OF DIRECTORS:

The Board of Directors will meet at a time and place to be determined by the President to discuss and establish the club's activities and direction. This meeting shall be open to all members of the club unless such meeting has been called to discuss a personnel problem.

The Board of Directors may authorize expenditures of Six hundred dollars (\$600.00) or less for equipment acquisition, maintenance or normal club business.

Expenditures over the above amount must be approved by a majority vote of the membership present at a regular or special meeting called for that purpose.

Reoccurring expenses determined by the board of directors are exempt from prior approval.

The Board of Directors shall have the power to act without a membership vote if it is of the opinion that immediate action is called for in the expenditure of club funds necessary to keep the club functioning.

The Board of Directors may authorize the preparation of Documents containing rules, operating procedures, guidelines and any other information necessary for the effective operation of the Club.

The Board of Directors shall have the right to establish appropriate special recognition and awards to recognize outstanding contributions of members.

Section 7

ELECTION OF THE BOARD OF DIRECTORS:

Except for the Station Trustee, the Board of Directors shall be elected by a majority vote of the membership, then present, for a term of one (1) year, during elections held as part of the annual meeting. There are no specific term limits for officer positions. There is no proxy voting.

The Station Trustee will be appointed by the President

Section 8

STANDING COMMITTEES:

The President or the Board of Directors may, as conditions require, alter, add to, or eliminate standing committees, subcommittees, or committee chairs. The following should only be considered a guide.

Club Equipment Manager, Club Computer manager, Website manager, Nominating Committee, Training and Education Committee, Emergency Communications Committee, CERT and / or ARES interface, Program Director, Social committees.

Section 9

MEETINGS:

Meetings of the club shall be held on the first Wednesday of the month during the months of January through November. Meetings may be canceled if there is insufficient interest or content to present a useful meeting. Meetings may be held online as required and are considered official meetings for transacting all club business and voting.

The annual meeting of the club will be held on the first Wednesday of December.

Board meetings will be held on the Fourth Wednesday of the month as needed.

Section 10

AMENDMENTS TO THE BY-LAWS:

These bylaws may be amended by a majority vote of those members present in person or online, during a regular or special meeting called for that purpose. A copy of the proposed amendment, will be publicized by email and posted in the radio room, no less than thirty (30) days before the meeting date at which the vote is to be taken.

Section 11

OPERATION OF THE CLUB:

The club will be operated in accordance with the rules and guidelines documented in these By Laws and the Procedures documented in club records. This club will be run in accordance with the rules regarding a 501(c)7 Not for Profit Social Club.

Section 12.

CLUB FACILITIES:The club does not own any physical facilities. The club is allowed to utilize facilities and assets of the SCC CA for its weekly social, technical and support activities.

All members and guests must abide by the rules of the CA on the use of CA property.

Section 13

DISPOSITION OF FUNDS AND ASSETS:

All monies collected and originating from dues, gifts, bequests, donations, etc. must remain for the exclusive use and benefit of the club, its members and its stated purpose. Monies must be spent on Non profit projects. The club does not sell any products or services nor hold fundraisers outside its membership.

All club assets over a value of \$50 that are not intended to be made the property of the SCC CA shall be recorded and tracked in an inventory separate from the CA inventory provided as a service by the club to the CA. These may or may not be stored at the CA facility but shall be under the control of the Equipment Manager.

Any funds obtained through assisting the CA by selling or other disposal of any CA assets will be used for CA projects or assets and not transfer to the club.

If the club must be dissolved, any remaining monies and assets will be transferred to the SCC CA Community Foundation (a 501(c)3 Non profit) as a donation after meeting all financial obligations of the club that may be outstanding.

President Date _____

Vice President Date _____

Secretary Date _____

Treasurer Date _____

Approved by the club membership on Date: