

# SUN CITY AMATEUR RADIO SOCIETY

## BY-LAWS September 4, 2019 (Amended)

### ARTICLE I – GENERAL

**Section A - Name of Organization.** The name of this organization is the Sun City Amateur Radio Society (SCARS) of Sun City, Texas, ("Club").

**Section B - Purpose of Organization.** The purpose of the Club is to promote Amateur Radio ("Ham Radio"), to advance the Members technical and operator skills as Ham Radio operators, to promote the exchange of information and cooperation between Members and to serve the community with our technical expertise.

**Section C – Controlling Documents.** These By-Laws will comply with the Association's Governing Documents ("Documents") and Policy for Chartered Clubs ("Policy"). In the event of a conflict between these By-Laws and the Documents or Policy, the Document or Policy will prevail.

**Section D – Non-Profit Club.** This organization shall be operated as a non-profit Club in accordance with applicable statutes and the Association's Documents.

### ARTICLE II - MEMBERS

**Section A – Eligibility.** Membership is open to any Association member and renter in good standing without discrimination as to race, religion, color, ethnic culture, sexual orientation or national heritage.

**Section B – No Preconditions for Membership.** There shall be no precondition for Membership, nor will Members be required to join any national, state or regionally affiliated organization.

**Section C - Guest Policy.** Non-members may attend regular Member meetings.

#### **Section D - Dues and Fees.**

**Annual Dues.** Annual dues shall be set by a majority vote of the Board and approved by the Members at a duly convened regular meeting of the Members. Dues are payable on a calendar year basis. Members renewing their membership must pay a full-year's dues no matter when they renew.

**New Members.** For new Members, a full-year's dues are payable if joining after January 1 and prior to July 1 and a half year's dues are payable if joining after June 30.

**Other Fees.** The Board may establish fees for participation in special activities to defray costs, as provided for in the Policy.

**Good Standing.** Only those who are current in the payment of dues and fees are Members and are entitled to vote and to serve as a Director and Officer.

### **ARTICLE III - BOARD OF DIRECTORS AND OFFICERS**

**Section A - General Powers.** The affairs of the Club are managed by the Board of Directors (Board) which is accountable to the Members. It is the responsibility of the President, with the concurrence of the Board, to appoint, oversee and remove non-elected positions.

**Section B – Election and Compensation.** All officers will be elected by a vote of the Members and shall serve without compensation.

**Section C - Board Members.** The Board will consist of the following elected officers - the President, the Vice-President, the Secretary, and the Treasurer. A single person may hold the office of Secretary and Treasurer. All Board Members may cast one vote at a board meeting. If any individual holds more than one position said individual shall have only one vote.

**Section D - Terms of Office and Responsibilities.** The term of office for each officer begins January 1 and ends December 31.

**President** - Shall preside over all Club meetings, assume responsibility for the administration of all Club business, act as the principal liaison to the Association, ensure the financial and administrative integrity of the Club and appoint committees and assign areas of responsibility to Members of the Board as he/she deems necessary.

**Vice President** - Shall perform the duties of the President in the latter's absence. The Vice President is responsible for the activities and programs at the regular meetings for all Members and shall perform other such duties as may be assigned by the President.

**Secretary** - Shall keep minutes of all of the meetings of the Members and Board and shall maintain all Club records, except the records maintained by the Treasurer.

**Treasurer** - Shall be responsible for maintaining the list of Members, the records of income and disbursements, and schedules of the club's assets and liabilities. The Treasurer shall at all times comply with Article V.

**Section E - Nomination and Election Procedures.** The President shall appoint a Nominating Committee of not more than three Members not less than sixty (60) days prior to the annual business meeting. The committee will elect a chair-person and will propose a slate of candidates from the Members. A minimum of one candidate for each office must be submitted not less than twenty-one (21) days prior to the annual business meeting. Any Member who advises the Nominating Committee at least twenty-one (21) days prior to the annual business meeting that he/she wishes to stand for election for a particular office will have his/her name placed on the slate and will be duly placed into nomination for the office indicated. The names of

all of the candidates will be given to the Secretary and will be listed in the written notification of the annual business meeting.

The Secretary shall place the names of the proposed slate of candidates, including those who advised the Nominating that they wished to be included on the slate of candidates, onto the official Club ballot. The ballots will be counted by the Chairman of the Nominating Committee and the Secretary. The Secretary will retain the ballots, including reports of electronic votes, following the count. The results will be announced before the end of the annual business meeting. If only one name appears on the ballot for each elected position, the ballot may be dispensed with and the proposed slate shall be elected by acclamation. The President will not vote in this election except in the case of a tie vote for which the President will cast the tie breaking vote. In the case of positions not being filled, the newly elected President has the right to appoint Members to the unfilled positions subject to the approval of the newly elected Board and the Member.

**Section F - Meetings and Voting Procedures.** The Board shall meet quarterly at such time and place as designated by the President. A majority of the Board Members must be present in order to meet and the approval of a majority of those present shall be required to undertake any action. The President will also call such meetings as he/she deems necessary or when directed to do so by a majority of Board Members.

**Section G - Vacancies and Recall of Officers.** Should the office of the President become vacant, the Vice President will succeed to that position. Should any other office become vacant, the President will fill the vacancy by appointment of a Member, subject to approval by a majority of the remaining Board Members and the consent of the Member. Any officer may be recalled by at a regular or special meeting for which at least five (5) days notice of the proposed recall has been given to the Members by email. Voting will be done by secret ballot.

**Section H – Records.** Club records may be maintained electronically. All members shall have access to all club records. Records shall be maintained for three (3) years or the period required by Policy, whichever is greater.

## **ARTICLE IV - MEMBERS MEETINGS**

**Section A - Types and Frequency of Meetings.** A regularly scheduled meeting of the Members will be held monthly unless canceled by the President. Club business and club related programs can and may be conducted at these meetings. An annual business meeting of the Members shall be held for the purpose of electing the Board, receiving and approving the year to-date report of the Treasurer, and conducting other such business as may properly come before it. The regularly scheduled meeting of the Members will be held monthly at the time and place determined by the Board. The annual business meeting of the Members shall be held in November of each year at the regularly scheduled meeting.

A special Members meeting may be called for a specific purpose or purposes as deemed necessary by the President or directed by a majority of the Board. Notice of any such called meeting will be sent to the Members by email at least five (5) days prior to the meeting date and the notice will state the purpose of the meeting.

**Section B - Conduct of Meetings, Majority Vote, Quorum.** The Club has the option to use Roberts Rules of Order or its own written guidelines to ensure orderly meetings. All matters shall be decided by a majority vote of the Members at a meeting at which a quorum is present or by a vote of the Members by electronic voting. Except as otherwise provided in these By-Laws, a quorum for annual and regularly scheduled meetings of Members shall consist of those Members present. A quorum for a special meeting of Members or a vote to amend these By-Laws or to remove an officer is twenty (20) percent of the Members.

**Section C – Ballots.** All matters voted upon by the Members under these By-Laws may be done by paper ballot, electronic ballot, or a combination thereof, as determined by the Board, provided, however, paper ballots shall be made available to those Members who cannot or were not able to vote electronically. Those Members who submit an electronic ballot shall be counted as present when determining the presence of a quorum. In all cases in which electronic ballots are utilized, said electronic ballots shall be distributed not less than five (5) days prior to meeting date at which the vote is to be taken.

## **ARTICLE V – FINANCIAL CONTROLS and PROCEDURES**

**General Financial Procedures.** Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.

## **ARTICLE VI - COMMITTEES**

The President or the Board may establish one or more committees as they deem appropriate. The composition, structure and duties of the committee shall be determined at the time of its establishment which may be subsequently modified by the establishing authority. Any committee established by the President is subject to review and modification at any time by the Board.

## **ARTICLE VII – GRIEVANCE**

A Member who has a grievance against the Club's policies, procedures or actions should consult Section 5.2.4 in the Policy for procedures and forms to use when filing the grievance.

## **ARTICLE VIII - AMENDMENTS**

**Section A – Amendments.** By-Law amendments require vote of the Members at a meeting duly called for such purpose. Members shall be sent a copy of each proposed amendment to the By-Laws by email at least fifteen (15) days before such meeting.

**Section B - Proposed Amendments By Members.** Any Member, with the written endorsements of at least four other Members, may propose an amendment to these By-Laws.

## ARTICLE IX - DISSOLUTION

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

FOR THE CLUB

          s/            
Name: Robert Frost  
Title: President  
Date: September 4, 2019