

**SANDY AMATEUR RADIO CLUB
(SARC)
CONSTITUTION and BY-LAWS**

PREAMBLE:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the Club of persons commonly interested in Amateur Radio, Public Service Communications and Emergency Service constitute ourselves the Sandy Amateur Radio Club hereinafter referred to as SARC or The Club and enact this Constitution and set of By-laws as our governing document. It shall be our purpose to provide communications support in cooperation with authorized agencies in emergencies on the local, state, or national level; to promote, sponsor, and operate emergency communications facilities in Sandy, Utah; to attract and train new Amateur Radio licensees; to further the exchange of information and co-operation 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 in the community.

ARTICLE I: Membership

All persons interested in Amateur Radio communication (i.e. radio communications between Amateur stations for personal aim and without pecuniary interest) shall be eligible for membership.

ARTICLE II: Officers

SECTION 1: The officers of the Club shall be President, Vice President, Secretary, Treasurer and Trustee. Additional officers may be elected or appointed from time to time, as needed. All officers shall be currently licensed by the FCC in the Amateur Service.

SECTION 2: Any member who is nominated to become an officer, shall be present at the time of the nomination, and shall give his/her consent to such nomination. Or if unable to be present, shall give his/her consent in writing, signed and dated prior to his/her nomination. This document will be present at time of nomination to have his/her name placed in nomination for such office. Any member may nominate any other member for any office, but may make only one nomination per office per election. Whenever possible, nominations will occur at the September monthly meeting (which occurs the month prior to the elections.)

SECTION 3: The officers of this Club shall be elected for a term of two years by ballot of members eligible to vote and present at the regular October meeting. The office of President shall be opposite years of the Vice President so as to create administrative continuity of the Club; in the event that both the President and Vice President elections come due on the same year the Vice President's term shall be one year.

SECTION 4: Vacancies occurring between elections may be filled by appointment, and must be approved by a majority vote of the eligible members present at the first monthly meeting following withdrawal or resignation.

SECTION 5: Officers may be removed by a two thirds vote of the members eligible to vote and present at the monthly in-person meeting when the vote is taken. Any member who wishes to cause the removal of an officer must make a motion in person at a regular monthly in-person meeting. The motion must be seconded, and then the vote for removal will occur at the next regularly scheduled in-person meeting.

SECTION 6: Officers may be re-elected for numerous terms, however, since this is a volunteer organization, rotation of officers is encouraged. No other member of the Treasurer's household or family may hold any other Club office. If deemed appropriate, it is permissible that the Secretary and the Treasurer may be the same person. The Trustee position has certain FCC requirements, which must be met.

SECTION 7: No person shall be nominated to an office, nor hold an elected office, unless he/she is in good standing. A member in good standing is defined as a member current in his/her dues for a period of one year and who has attended six or more regular monthly Club meetings during the current year and checked in to the club's weekly net at least three times in the past three calendar months.

ARTICLE III: Duties of Officers

SECTION 1: The President shall preside at all meetings of this Club and conduct the same according to the rules adopted. He/she shall enforce the observance of the constitution and these by-laws, decide all questions of order, sign all official documents that are adopted by the Club, and none other, and perform all customary duties pertaining to the office of President.

SECTION 2: The Vice President shall serve as activities manager and shall assume the duties of the President in his/her absence. The Vice President shall ensure that membership applications are received and processed, and that a roster of the club membership is maintained.

SECTION 3: The Secretary shall keep a record of all proceedings of all meetings including the attendance of members, carry on all correspondence, read communications at each meeting, and mail or email meeting notices when appropriate.

SECTION 4: The Treasurer shall promptly pay all bills after proper authorization by the Club President. For any expenditure over \$50, or to adjust the \$50 expenditure limit, a majority vote must be obtained of the members eligible to vote and present at whichever normal monthly meeting the vote is taken. At the end of each year the Club President shall present or submit an itemized statement of disbursements and receipts.

SECTION 5: The Trustee shall maintain the Club license and call signs, and monitor all Club activities to insure the Club performs all operations and actions in accordance with current FCC rules and regulations. The Trustee shall serve as Legal Representative with respect to the SARC's Amateur Radio License.

All officers shall do their best to attend the periodic Board/Officer Meetings, as well as the monthly Club in-person meetings.

ARTICLE IV: Meetings, Elections, and Voting

The by-laws shall provide for regular and special meetings. The club shall hold an in-person meeting once each month whenever possible. To begin, the Club shall meet at the Sandy City library (10101 South 1300 East, Sandy UT) at 7:00 PM each 4th Thursday of each month (except the 4th Thursday of November, which is the national holiday of Thanksgiving.) This meeting shall constitute the regular meeting of the Club unless prior notice is given at least one week in advance by email to the members of the Club. Special meetings may be called from time to time by the officers of the club provided at least one week's notice is given to the membership via email.

SECTION 1: Annual Business Meeting. The Annual Business Meeting shall be held in Sandy, Utah, each year during the month of October – most likely the 4th Thursday of October. The President may change or alter the date, time and place. The Secretary shall notify all members via electronic mail or U. S. mail at least two weeks in advance as to a change of date, time or place.

_The purpose of the Annual Business Meeting will be to:

- (1) Conduct routine business,
- (2) Elect all the Officers of the club who will take office January 1 of the following calendar year,
- (3) To hear and accept committee reports,
- (4) To approve annual membership dues,
- (5) Take care of other SARC affairs that may be required.

SECTION 2: Elections. The election of Officers will be determined by a majority vote of the members eligible to vote and present at the Annual Business Meeting

SECTION 3: Voting. The method of voting shall be determined by the Officers prior to the election, and allow the use of written, voice, show of hands or electronic ballots, or combination of these methods. A simple majority of those present during the election will be sufficient, except those items listed that require a two thirds vote (e.g. adjusting dues, removing officers, or amending the constitution/by-laws.) If there are more than 2 nominees for a single office, and one nominee does not receive over 51% of the vote, then multiple votes will be taken, with the nominee receiving the least number of votes eliminated from the next round. This will continue until one nominee receives a majority (greater than 51%) of the vote of those members eligible to vote who are present at the meeting.

ARTICLE V: Dues

The Club, by a two thirds vote of those members eligible to vote who are present at the meeting, may adjust or levy upon the membership any dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in the preamble. Dues are payable by January 1st of each year. Special assessments can be set and due throughout the year. A Club member may have his/her dues or assessments waived by a vote of the Club's membership. An annual report must be submitted of activities or donations provided to the Club in exchange for waived dues. If dues are not paid timely, then the member's privileges and membership shall expire. As a convenience, members may have the option to pay membership dues in advance for a maximum of five (5) years, however, once dues are paid they are non-refundable. As of the date of organization, the Annual Dues for the Sandy Radio Amateur Club are as follows:

1. Full membership \$0.00
2. Family membership \$0.00
3. Associate membership \$0.00
4. Student (18 and under) \$0.00
5. Late or prorated current year's dues (dues paid after the month of June) will be 1/2 the current year's dues, plus the following year's dues, both to be paid at the same time.

ARTICLE VI: Amendments

This Amendment and Bylaws may be amended by a two thirds vote of those members eligible to vote who are present at the meeting where a vote is taken. Proposals for amendments shall be submitted in writing at a regular meeting, and shall be voted on at the following regular meeting, provided all members have been notified by mail, e-mail, telephone or radio of the intent to amend the Amendment and By-laws at said meeting.

ARTICLE VII: Governance

The current Roberts Rules of Order shall govern proceedings.

ARTICLE VIII: Membership Types

Full membership: Full membership is open to any licensed amateur.

Associate membership: Associate membership is open to anyone who is not a licensed amateur radio operator or who does not choose to be a full member. Associate membership includes all Club privileges except the rights to hold office and to vote on Club business and in Club elections.

Family Memberships: Each family member in the household, who has an Amateur license will be entitled to full voting privileges.

ARTICLE IX: Club Assets

SECTION 1: Club assets will include those items rented, leased and purchased by the Club or donated to the Club. Club assets will also include any club call signs, licenses, or memberships the Club may obtain. When these assets are of no further use or value to the Club they shall be sold, traded or stored, and the inventory adjusted to show the change in status of these items.

SECTION 2: Club assets shall be for the use and benefit of members only, and will remain the property of the Club. An officer who is responsible for any club asset shall transfer that asset to his/her replacement officer at the end of his/her term.

SECTION 3: Physical inventory; The Vice President will conduct an inventory of all Club assets every year. The inventory will be completed by December 1st of that year. The President will monitor and review the physical inventory. The inventory will be recorded by Club Secretary and placed into the Club records. This process will be completed by the end of that year. The current inventory listing of Club assets will be available at all times for review by Club members.

SECTION 4: Upon the dissolution of the Club, assets of the Club shall be distributed for one or more exempt purposes within the meaning of the applicable sections of the Internal Revenue Code, or corresponding sections of any future federal tax code, or shall be distributed to a government entity for the public purpose, or may be donated to another organization that has goals and objectives similar to those of the SARC.

ARTICLE X: Non-profit, tax exempt status

It is the intention of the Club to apply for non-profit tax exempt status under the Internal Revenue Code (for example, 501(c)(3)) when the officers of the Club deem such status necessary to accomplish the aims and goals of the Club.

ARTICLE XI: Insurance

The Board may choose to keep in effect a like or similar liability insurance plan as offered to affiliated clubs of the American Radio Relay League.

ARTICLE XII: – ARRL Affiliated Club

It is the intention of the Club to become an ARRL Affiliated club. Unless cancelled by a majority vote of those members eligible to vote who are present at an Annual or Special Business Meeting, SARC will continue to retain an affiliation in the American Radio Relay League as an Affiliated Club.