

# St. Clair Amateur Radio Club, Inc.

P.O. Box 94  
Belleville, Illinois 62222  
U.S.A.

Approved: \_\_\_\_\_  
Bylaws

## 1. Meetings:

The regular meetings shall be held monthly on the last Thursday of the month and shall convene promptly at 8:00 PM at the current designated meeting location. (Belleville Fire Department - Station 4, 1125 S Illinois St, Belleville, IL 62220). From time to time, by prior decision of members and announcement; meeting time and place may be changed. (example; when in November the meeting occurs on Thanksgiving, it will be moved to the week prior to Thanksgiving, and the December meeting will coincide with a social event, Christmas party or Dinner.)

The club reserves, as needed or requested, the right to meet at other times and at other locations. If a change to a regular meeting's place or time is to occur, then it shall be the responsibility of the **Executive Committee** to make this fact known to the membership, by inclusion on the club website, announcement in the club newsletter, and/or any other relevant means (the "on-the-air-meeting").

## 2. Selection and Term of Officers.

**A. Nomination** of officers shall take place during the first regular meeting in January. The Election of officers shall take place during the first regular meeting in March.

**B.** All officers of this club shall have been a member in continuous good standing for a period of six (6) months prior to elections.

**C.** All officers shall be elected by majority vote of a quorum as defined in Article II of the Constitution. In case of question or if two or more candidates for any officer position have been nominated for an office; secret written ballots will be used, otherwise a voice vote may be called.

**D.** If an office becomes vacant by reason of resignation or other specific cause, the vacant office may be filled by nomination and election at the next regular club meeting following the creation of the vacancy, except for the office of President. If the Presidency becomes vacant, the Vice-President shall succeed thereto and a new Vice President elected.

**E.** All officers may continue for succeeding terms if elected each year thereafter.

## 3. Committees:

**Executive Committee:** It shall be the duty of the Executive Committee to take care of any emergency which may arise between regular meetings of the club and any other matters which may be placed in their hands for resolution. They shall audit the accounts of the Treasurer prior to installation of a successor Treasurer. The Executive Committee shall meet at the beginning of the new term and at least once during the remainder of the year. The President will report Executive Committee meeting results at the next general membership meeting following the Executive Committee meeting.

**Standing Committees:** It shall be the duty of all appointed committees to act in the best interest of the club on any occasion which they may be called upon to do so. Said committees shall have broad powers except in the case of expenditures, which must be approved by a vote of the membership at regular meetings. Named Standing Committees are: Executive Committee; Repeater Committee; Emergency Communications (EMCOM) Committee; Publicity Committee.

All committees shall consist of at least a chairman and two (2) members. The President or Vice-President shall be the chairman of any committee unless a different appointment is made by the President. The **Activities Manager** will be the chairman of **activity events** involving the club, however a Project Manager may be appointed by the President to direct specific action designated by the Activities Manager. (example: project manager for a club picnic, or other social activity.)

#### **4. Plurality:**

In voting on elections before the club, a simple majority of the quorum of members shall determine the election.

#### **5. Nominations:**

Nominations of officers will be made from the floor.

#### **6. Voting:**

Unless more than one person is nominated for an office; voting may be done by voice. Voting on the general order of business and on applications for membership shall be by "Aye" or "Nay" unless demanded by one member; then the vote shall be by secret ballot. When a motion has been declared won or lost by an "Aye" or "Nay" vote, any voting member, before the organization proceeds to other business may demand a recount.

#### **7. Resignations:**

Any officer of the club may resign at any time. Resignation shall be made in writing and shall be read at the regular meeting by the Secretary and shall be acted upon. In the event an office is vacated within one (1) month of a regular election, a special election shall not be held.

#### **8. Payments and Petty Cash:**

All bills against the club shall be acted upon by the members present. The Treasurer shall pay such bills, when voted on by a simple majority of the quorum, taking the receipt of the party to whom payment is made, unless payment is by check, in which case the canceled check will be the receipt.

The petty cash fund established for the use of the **President or Treasurer** between meetings shall not exceed \$100.00. Any expense (or receipt for funds spent) must be presented to the club at the first meeting after the expenditure and voted on for acceptance. If an expense is denied, the person making the expenditure must reimburse the club.

## 9. Candidate Member Requirements:

### A. Application for Membership

Application for membership shall be completed by the prospective member and given to the Sgt. At Arms, who will oversee an investigation of the application. At the next general meeting the application will be voted on and if approved, provided to the Treasurer. Candidates for membership shall present prorated dues at the time the application is approved. If membership is denied, any dues paid will be returned to the applicant.

### B. Membership Annual Dues

1. Regular/Full Membership	\$25.00
2. Associate Membership	\$15.00
3. Family Membership	\$30.00
4. Reinstatement Fee	\$ 5.00

**10. Order of Business:** Business will be conducted using the Robert's Rules of Order as a guide. The following is to be used as a *guide* for the agenda of each meeting:

- a. Call to Order
- b. Pledge of Allegiance to the Flag
- c. Introductions:
- d. Reading and approval of Minutes
- e. Communications
- f. Report of Committees
- g. Reports of Officers
- h. Financial Business and approval of Treasurer report
- i. Unfinished Business
- j. New Business
- k. Elections/Installations (at the meetings where this is applicable)
- l. Adjournment of Business Meeting

## 11. Rules of Order:

a. It shall be the duty of the President or presiding officer to entertain or decline any motion, resolution or amendment that in his opinion is not in proper form or is not presented at the proper time, unless overruled by a simple majority of the quorum.

b. When a member speaks or offers a motion, he shall raise his hand or rise in his place and be recognized before respectfully addressing the chair and confine himself to the question under consideration. Complex motions, resolutions or amendments may be required in writing by the Secretary in case clarification or repeat reading of motion is required during discussion.

c. When two or more members simultaneously raise their hand or rise to speak the presiding officer shall decide who is entitled to the floor.

d. While a member is speaking, no one shall interrupt him except for the purpose of calling him to order or to ask the presiding officer to explain or to call the previous question.

e. If a member, while speaking, be called to order by the chair, he shall cease speaking until the question of order is determined and permission given him to proceed.

f. In any other question arising on rules of order, Robert's Rules of Order shall prevail. All questions of procedure will be adjudicated by the Sgt. at Arms.

**12. Sergeant-at-Arms Duties.** It shall be the duty of the Sergeant-At-Arms to maintain order at all meetings and to perform other duties as assigned by the Executive Committee including supervision of the clean-up crew. The Sergeant-at-Arms, in coordination with the Activities Manager, will see that coffee or (non-alcoholic) drinks are provided at each general membership meeting along with light snacks. The Sergeant-at-arms will assist in seeing that the parliamentary duties and procedures are followed for the conduct of the general membership meetings. (i.e., be the expert on Robert's Rules of Order). The Sergeant-at-arms performs State Police website search of potential new members, and will report any findings discretely to the President. The Sergeant-at-arms maintains the inventory of club owned equipment. (This is with coordination of the Treasurer, Chairman of the Repeater Committee and President.)

### **13. Authority:**

Should any conflict between these By-Laws and the Club Constitution be found, the authority will default to the Constitution of the Club.