



BY-LAWS

of the

SUMNER COUNTY AMATEUR RADIO ASSOCIATION, INCORPORATED

By-Laws

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Article 1: Membership

1. All persons interested in Amateur radio shall be eligible for membership
2. Membership shall be by written or by website application.
3. There shall be two (2) classifications of members.
 - 3.1. Standard Member (voting paid member)
 - 3.2. Honorary Lifetime Member, see requirements below (non-voting free member)
 - 3.2.1. Can be nominated by the membership
 - 3.2.2. Must be approved by the Executive Committee.
 - 3.2.3. Must have shown dedication and commitment to ham radio and SCARA.
 - 3.2.4. Must have been a member a minimum of 15 years.
4. Dues for membership will be set yearly at the November meeting for the next year.
5. Membership may be revoked by a two-thirds vote of those responding to a mail out, email, ballot, which must be returned within ten (10) days.

Article 2: Officers

1. The office of the Association will be President, Vice-President, Secretary-Treasurer, and Trustee.
2. The officers of this Association shall be elected for a term of one year.
3. The President cannot hold the office for more than 3 years in a row.
4. The election of officers shall be at the November meeting with the nominations being taken from the floor.
5. Vacancies occurring between elections shall be filled at the first regular meeting after the vacancy occurs.
6. Officers may be removed on a motion by two-thirds of those responding to a mail-out ballot which must be returned within fifteen (15) days.

Article 3: Duties of Officers

1. The **President** shall preside at all meetings of this Association and conduct the same according to the rules adopted. He or she will be responsible for the following:
 - 1.1. Shall enforce due observance of the Charter and these By-Laws.
 - 1.2. Decide questions of order.
 - 1.3. Sign all official documents adopted by the Association and perform all customary duties pertaining to the office of President.
 - 1.4. He or she or their delegate shall be Program Activities Director at Association meetings and functions.
2. The **Vice-President** shall assume all duties of the President in his or her absence and will also do the following:
 - 2.1. Shall be a member of all committees in some capacity.
 - 2.2. He or she will also head up the Social Media and Membership committee.

3. The **Secretary-Treasurer**, or their delegate, shall keep all records of the proceedings of all meetings and the following:
 - 3.1. Keep a roll of members.
 - 3.2. Submit applications for membership.
 - 3.3. Notify all members of special meetings of this Association.
 - 3.4. Receive all monies paid to the Association and keep an accurate account of all monies received and expended. Will pay no bill without proper authorization. At each meeting, shall submit an itemized statement of receipts and expenditures.
 - 3.5. At the expiration of their term, turn over all records, money and property of the Association in their possession to their successor.
 - 3.6. Prior to this transfer of records, the Secretary-Treasurer shall make available their records to a member, or members, of the Association (to be named by the membership) for examination and reconciliation.
 - 3.7. Keep and maintain with the help of the Trustee a current list of all Association property. This list will include the following detail and be reconciled at minimum annually.
 - 3.7.1. Name of item
 - 3.7.2. Manufacturer
 - 3.7.3. Date acquired

4. The **Trustee**, along with the Trustee Committee, shall control, and maintain the Association's radio system, including, but not limited to:
 - 4.1. Repeaters, Control Stations, Control Points, H.F. equipment, Towers and antennas.
 - 4.2. The Trustee shall see that operation is in accordance with the FCC rules and regulations.
 - 4.3. They shall have full operational control of the Associations radio equipment.
 - 4.4. Major electronic changes shall have membership approval.
 - 4.5. The Trustee or one of the Trustee Committee shall give a report of repeater status at each meeting.
 - 4.6. The Trustee shall maintain access to the repeater sites.
 - 4.7. Assist in the upkeep of the Association property list as stated in Article 3.7 above.
 - 4.8. The Trustee shall maintain equipment located at the Emergency Operations Center.
 - 4.9. The Trustee shall maintain the Club License W4LKZ and the use of this license on the repeaters, and at the Emergency Operations Center.

Article 4: Meetings

1. Regular club meetings shall be held each month on a night to be decided by the membership.
2. Roberts Rules of Order shall govern all proceedings.
3. Special meetings for conducting Association business may be called by the President.
4. All members of the Association shall be notified of a special meeting ten (10) days in advance of the meeting. Notification may be in the form of an email with "return receipt".
5. Members present at the meetings shall constitute a quorum for the transaction of business.
6. All matters requiring a mail out, or email, ballot, a minimum of 10% of the membership must respond to validate the ballot.

Article 5: Dues

Yearly Dues shall be due January 1st of each year. No member whose dues are not current shall have voting rights. The membership year is from January 1 to December 31, of each year and membership ceases with lapse of dues after March 1st. Funds remaining in the treasury shall be carried forward into the next year.

Article 6: Amendments

These By-Laws may be amended by majority vote at two (2) consecutive regularly scheduled meetings. At any one of these consecutive regularly scheduled meetings when a bylaw amendment is being voted on any member may request a mail out ballot mailed to the general membership. Upon this request Ballots must be mailed (or emailed) to all members of the Association with "return receipt". Two – thirds of the returned ballots returned for or against shall determine if the amendment passes or fails. Ballots of mail outs must be returned within fifteen (15) days.

Article 7: Repeater Sites

Members shall not visit the repeater operational site, or enter the fence compound, except as invited by the Trustee or a member of the Trustee committee. In any event, only the Trustee or a member of the Trustee Committee shall make adjustments to the repeater equipment. Only the Trustee or a member of the Trustee Committee shall have personal access to the repeater site (KEYS). No person shall climb the tower unless instructed to do so by the trustee and then a Hold-Harmless agreement **MUST** be on file with a club officer. Agreements shall be held by the club Secretary-Treasurer.

Article 8: Association Property

1. Members who are in possession of Association property may not loan or otherwise transfer possession of any property to any member without prior written permission of at least one (1) of the elected officers. The Secretary-Treasurer shall keep a written record of Association assets.
2. Equipment owned by the Association may not be removed or borrowed without permission of at least one (1) of the elected officers. The Trustee Committee will maintain Association property located at the EOC and will do one test a year of this equipment. The Trustee will report on the operation of the equipment to the Association once a year at a regular meeting.
3. Equipment may be deemed surplus at the discretion of the Trustee Committee. Surplus equipment may be disposed of by the Trustee or a member of the Trustee Committee after an approval vote of the membership at a regular club meeting. Any funds from a disposal of equipment must be turned over to the Secretary-Treasurer.

Article 9: Committees

The Following shall be standing committees of the Association each year.

1. **The Executive Committee** shall be the previous President, Vice-President, Secretary-Treasurer and the Trustee. The current President shall be the Chairman. This Committee shall meet to conduct business and shall be the Board of Directors.
 - 1.1. If a past president is no longer qualified or may not wish to serve on the board, the membership may nominate someone as a Member at Large to replace them on the Board
2. **The By-Laws Committee** This Committee shall meet to keep the By-Laws current.
3. **The Trustee Committee** shall be selected by the Trustee and approved by the general membership. The Trustee shall be the Chairman and have no more than four (4) additional members. This Committee shall meet to deal with the following:
 - 3.1. Equipment needs, and updates to the repeater system. This includes all links, remote bases, or tie-ins to the repeaters.
 - 3.2. Be responsible for ham equipment located at the Emergency Operations Center. This includes keeping it in operating "ready to go" order.
 - 3.3. Responsible for all Club property.
 - 3.4. This Committee is responsible for the club call sign W4LKZ and its compliance with FCC rules.
 - 3.5. The Trustee Committee is responsible for coordination and operation of the repeaters and the yearly update to the Southeastern Repeater Association.
4. **The Social Media and Membership Committee** This Committee has no more than six members and is chosen and directed by the Vice President and is responsible for the following:
 - 4.1. Club Webpage.
 - 4.2. Any social media presence.
 - 4.3. Any servers, and email addresses the club has.
 - 4.4. Welcoming prospective and new members to the club.
 - 4.5. Developing ways to attract new members.
5. Any other Committee the President deems necessary for the operation of the association shall be appointed by the President.

Article 10: Club Call Sign - W4LKZ

1. The call sign for all the club equipment including the Association Owned Repeater system will be W4LKZ, which was the call sign of the first Club President, Jim Jones S.K.
 - 1.1. The club call sign may be used at special events in which two or more club members are present, but shall be approved prior to its use by the Executive Committee.
 - 1.2. The Club Call Sign shall be used on the club repeater system. In remote service, it shall be transmitted in CW or voice. It may be transmitted with, or without, PL tone.
 - 1.3. The Club Call Sign may be used by any club member from the Emergency Operations Center at any time. (Remember when using this call, your class of license is in effect).
 - 1.4. The Club Call Sign will be used from the Sumner County Emergency Operations Center for emergency operations, which will also include weather nets, and training nets.
 - 1.5. The Club Call will NEVER be used by a non-member, unless acting under Section 1.4 above.
 - 1.6. When using the Club Call at the Emergency Operations Center, you must log the time, date, and frequency, along with your name. (No other information is required. Log is provided).
 - 1.7. The Club Call may be used by a club member in support of the Sumner County Emergency Medical Service for emergency operations.
 - 1.8. The Club Call may be used by a club member in support of the Sumner County Regional Medical Center for emergency operations, or when checking into a Hospital Net.
 - 1.9. When the Emergency Operation Center is ACTIVE, No other location shall use the Club Call. Should the ham station at the EOC become active, while the club call is in use from another location, the EOC shall always take precedence in respect to the call signs use.

