

CONSTITUTION
of the
SOMERSET COUNTY
AMATEUR RADIO CLUB

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ARTICLE I – NAME

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the **Somerset County Amateur Radio Club** and do enact this constitution as our governing law. The official abbreviation shall be S.C.A.R.C.

ARTICLE II – PURPOSE

Section 1 – Defined

The Somerset County Amateur Radio Club, Incorporated as a non-profit organization in the State of Pennsylvania, County of Somerset, shall be organized exclusively for educational, scientific and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code and shall :

1. Promote education, experimentation and high operating standards by S.C.A.R.C. members
2. Provide inter-agency and intra-agency emergency radio communications, when requested, to local Public Safety Agencies
3. Facilitate the education, exchange of information and cooperation between S.C.A.R.C. members and the general public
4. Conduct programs and activities so as to advance the awareness of the Amateur Radio Service in the general community
5. Enact appropriate Policies and Procedures to minimize Radio Frequency Interference between stations of S.C.A.R.C. members and their neighbors
6. Form adequate plans for disposition of any cases of Radio Frequency Interference to other communications services when and where reported as caused by any Amateur Radio station operating within Somerset County
7. Provide technical advice to S.C.A.R.C. members
8. Maintain programs to enhance public relations favorable to Amateur Radio
9. Conduct such other activities as will enhance and improve the Amateur Radio Service

Section 2 – Limitations

No substantial part of the activities of S.C.A.R.C. shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and S.C.A.R.C. shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including the publishing or distribution of statements). Notwithstanding any other provision of these articles, S.C.A.R.C. shall not carry on any other activities not permitted to be carried on:

1. by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or
2. by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III – MEMBERSHIP

Section 1 – Eligibility

All persons interested in Amateur Radio shall be eligible for membership.

Section 2 – Member in Good Standing

A Member in Good Standing has paid the dues and assessments for the current year.

Section 3 – Classifications

1. **Voting Member** – a Member in Good Standing holding an Amateur Radio license
2. **Associate Member** -a Member in Good Standing not holding an Amateur Radio license

Section 4 – Application

Applications for membership must be submitted in writing, by the Secretary, at a regular monthly meeting and each applicant must express a willingness to abide by the Constitution and such Policies and Procedures as shall from time to time be adopted by S.C.A.R.C. Two-thirds of those Voting Members present at the regular meeting must approve an applicant before the applicant shall be considered elected to the membership.

Section 5 – Suspension

1. Causes

Causes for Suspension shall include conviction of a criminal act or misappropriation of S.C.A.R.C. assets or the consistent failure to abide by the Constitution and such Policies and Procedures as shall from time to time be adopted by S.C.A.R.C.

2. Process

A Request for Suspension must be submitted in writing, by the Secretary, at a regular monthly meeting. Two-thirds of the Voting Members present at the regular meeting must approve the suspension before the applicant shall be considered suspended from the membership. The Suspension will remain in effect until the next regular monthly meeting.

Section 6 – Removal

1. Voted

A Suspended Member may be removed from membership at the next regular meeting following suspension. The removal must be approved by two-thirds of the Voting Members present before the applicant shall be considered removed from the membership. The removed member must be notified in writing within ten days of the meeting. Dues and Assessments paid for the current year are not refundable.

2. Automatic

Dues and or assessments for the prior year remaining unpaid on or after February 1 shall constitute automatic removal from the membership.

ARTICLE IV – OFFICERS

Section 1 – Titles

The Officers of S.C.A.R.C. shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section 2 – Term

The Officers of S.C.A.R.C. shall be elected for a term of two (2) years by nomination of the Voting Members at the regular November meeting held in odd-numbered years. The term of office will begin at the regular January meeting in even-numbered years.

Section 3 – Requirements

An Officer must be a Voting Member and be at least 18 years of age at the time nominated for office.

Section 4 – Election

Election of Officers will be conducted by ballot mailed to all Voting Members. Ballots must be returned on or before the regular December meeting following nomination. Returned ballots shall remain unopened until the regular December meeting. The President shall select a Committee of three (3) Members in Good Standing that are not on the ballot to open and count the ballots and report the results of the election during the same meeting. A majority vote of all responding Voting Members shall be necessary for election.

Section 5 – Vacancies

Vacancies occurring between elections must be filled by nomination during the meeting at which the withdrawal, resignation or removal is announced. An election will be conducted, for the remainder of the current term, by special ballot mailed to all Voting Members and returned on or before the next regular meeting. A majority vote of all responding Voting Members shall be necessary for election.

ARTICLE V – DUTIES OF OFFICERS

Section 1 – President

The President shall:

1. Preside at all meetings of S.C.A.R.C.
2. Enforce observance of the S.C.A.R.C. Constitution
3. Establish Committees to conduct the daily operations and activities of S.C.A.R.C.
4. Appoint Committee Chairman for each Committee
5. Decide all questions of order
6. Sign all official S.C.A.R.C. documents.
7. At the expiration of his term, turn over everything in his possession belonging to S.C.A.R.C. to his successor.

Section 2 – Vice-President

The Vice-President shall:

1. Assume all duties of the President in the absence of the President.
2. If the President dies, resigns or is removed from membership, the Vice-President shall assume the office of President for the remainder of the current term.
3. At the expiration of his term, turn over everything in his possession belonging to S.C.A.R.C. to his successor.

Section 3 – Secretary

The Secretary shall:

1. Keep a permanent record of the proceedings of all meetings
2. Submit applications for membership
3. Write all official correspondence of S.C.A.R.C.
4. Read communications at each meeting
5. Mail written notices of special meetings
6. Mail election ballots to all Voting Members.
7. Maintain the official copy of the S.C.A.R.C. Constitution and have the same with him at every regular and special meeting and record all amendments, changes, and additions.
8. Provide a copy of the S.C.A.R.C. Constitution to any Member in Good Standing upon request.
9. At the expiration of his term, turn over everything in his possession belonging to S.C.A.R.C. to his successor.

Section 4 – Treasurer

The Treasurer shall:

1. Maintain, in the name of S.C.A.R.C., checking, savings and additional financial accounts at the Financial Institution or Institutions of his choosing.
2. Pay bills only with the proper authorization by majority vote of the Voting Members at a regular or special meeting.
3. Provide a summarized statement of monthly and year-to-date receipts and disbursements at each regular meeting.
4. Maintain an itemized statement of receipts and disbursements for inspection and audit.
5. Maintain the official list of all S.C.A.R.C. members.
6. Maintain an accurate inventory of all S.C.A.R.C. property and equipment and keep a record of its disposition.
7. At the expiration of his term, turn over everything in his possession belonging to S.C.A.R.C. to his successor.

ARTICLE VI – TRUSTEE

Section 1 – Election

Three (3) Trustees shall be elected by a majority of the Voting Members and shall serve for a term of two years. Nomination and election shall coincide with the election of S.C.A.R.C. Officers.

Section 2 – Requirements

A Trustee must be a Voting Member with at least five continuous years of membership in S.C.A.R.C.

Section 3 – Vacancies

Vacancies occurring between elections must be filled by nomination during the meeting at which the withdrawal, resignation or removal is announced. An election will be conducted, for the remainder of the current term, by special ballot mailed to all Voting Members and returned on or before the next regular meeting. A majority vote of all responding Voting Members shall be necessary for election.

Section 4 – Duties

Duties of the Trustees are to include:

1. Perform, or have performed by an independent auditor, an annual audit of the financial records, including the property and equipment inventory, of S.C.A.R.C. prior to the regular November meeting and certify the accuracy of same by written report to the membership at the regular November meeting.
2. Maintain written Policies and Procedures for the daily operations of S.C.A.R.C. not covered by the S.C.A.R.C. Constitution. These Policies and Procedures are to be proposed by Committee Chairmen and adopted by majority vote of the Voting Members present at any regular meeting. The Policies and Procedures are to include, but are not limited to, on-the-air operating standards, fund raising activities and authorized use of S.C.A.R.C. property and equipment.
3. Review proposals for S.C.A.R.C. activities for compliance with the stated purposes of S.C.A.R.C. If necessary, recommend modifications or termination of such activities that do not enhance or satisfy the stated purposes of S.C.A.R.C.
4. Submit written requests for Special Meetings to the President.
5. At the expiration of his term, turn over everything in his possession belonging to S.C.A.R.C. to his successor.

ARTICLE VII – MEETINGS

Section 1 – Regular Meetings

Regular meetings shall be held monthly at such place as the President shall order. Regular meetings shall be conducted on the third Thursday of each month. Written notice of any change of the regular meeting schedule must be mailed to all members at least five (5) days in advance of the change in the schedule. The President or Vice-President and at least one additional Officer and at least one Trustee and five Members in Good Standing shall constitute a Quorum for the purpose of conducting the business of S.C.A.R.C.

Section 2 – Special Meetings

The President is required to call a special meeting requested by the three (3) Trustees. Notices to all Members in Good Standing shall be mailed informing them of the special meeting and the business to be transacted. Such notices shall be mailed at least five (5) days in advance of the time therein set for the special meeting. The President or Vice-President, Secretary, Treasurer, the three (3) Trustees and at least five Members in Good Standing must be present to constitute a Quorum to conduct a special meeting. Only such business as is designated in the said notice shall be transacted at the special meeting.

Section 3 – Robert’s Rules

Robert’s Rules of Order shall be used as a reference for conducting all regular and special meetings.

Section 4 – Committee Meetings

Committee meetings are informal gatherings of Members in Good Standing and invited guests called by the President or Committee Chairman to plan, document and implement the Policies and Procedures of the committee.

ARTICLE VIII – DUES AND ASSESSMENTS

Section 1 – Payment

Annual Membership dues are payable to the Treasurer on or before January 1 of each year. Dues must be paid on or before January 31 for the member to retain Member in Good Standing status. Payments received between January 1 and January 31 of the current year must also include any unpaid dues and assessments for the prior year. After January 31, a Member in Good Standing as of December 31 of the prior year with unpaid dues or assessments for the current year shall be returned to Member in Good Standing status upon payment of all current year unpaid dues and assessments.

Section 2 – Dues Changes

The Treasurer may propose changes of the annual dues at the regular November meeting. Adoption of the change must be approved by a majority vote of the Voting Members present at the meeting. If adopted, payment by each member is required to retain Member in Good Standing status.

Section 3 – Assessments

Proposals for the assessment of additional funds must be submitted in writing by the Treasurer and the three (3) Trustees at any regular meeting. Adoption of the assessment will be conducted by special ballot mailed to all Members in Good Standing and returned on or before the next regular meeting. A majority vote of all responding Members in Good Standing shall be necessary for adoption. If adopted, payment by each member is required to retain Member in Good Standing status.

ARTICLE IX – AMENDMENTS

Section 1 – Proposal

Amendment proposals must be submitted in writing and read at a regular meeting and may not be voted on until after a second reading at the next regular meeting.

Section 2 – Adoption

Adoption of the proposal will be conducted by special ballot mailed to all Voting Members and returned on or before the next regular meeting following the second reading. A two-thirds vote of all responding Voting Members shall be necessary for adoption of the amendment.

ARTICLE X – DISSOLUTION

No part of the assets or income of S.C.A.R.C. shall inure to the benefit of or be distributable to the members, the officers, or any of them, or to other private persons except that S.C.A.R.C. shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth herein. Upon the dissolution of S.C.A.R.C., the officers shall, after paying or making provision for the payment of all liabilities of S.C.A.R.C., dispose of all the assets of S.C.A.R.C. in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the officers shall determine.