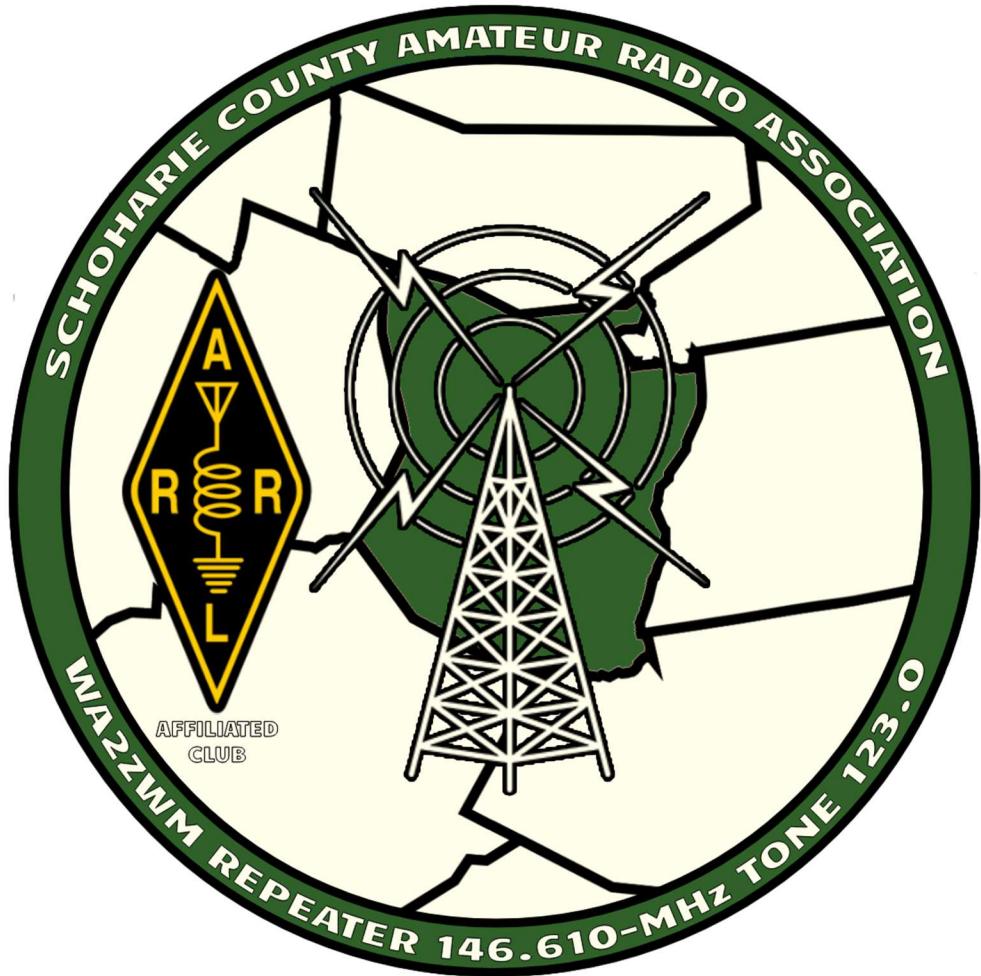


# CLUB BYLAWS



**SCHOHARIE COUNTY AMATEUR  
RADIO ASSOCIATION, INC.**

*Initial Adoption June 13, 2024*

# By-Laws of the Schoharie County Amateur Radio Association, Inc.

---

## Article I – Name, Purpose, and Affiliations

### Section I - Name

This organization shall be known as the Schoharie County Amateur Radio Association, Inc. ("the Association"), otherwise known as "SCARA."

### Section II - Abstract

SCARA exists as a resource for volunteer amateur radio operators and those interested in the hobby located primarily within Schoharie County, New York. The association will at all times operate in conformity with any requirements imposed by the American Radio Relay League (ARRL) and Federal Communications Commission (FCC).

### Section III - Purpose

It shall be the Association's purpose to:

1. Promote amateur radio knowledge, fraternalism, and individual operating efficiency,
2. Aid in providing an entry path to the hobby, including license testing and license classes,
3. Foster community and governmental support for amateur radio through emergency communications and public service assistance,
4. Conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community,
5. Provide other services from time to time as determined by the SCARA membership.

SCARA is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### Section IV – ARRL Affiliation

The Association shall be affiliated with the Northern New York (NNY) Section and Atlantic Division of the ARRL, to be represented by the NNY Section Manager at any ARRL business meeting. The Section Manager shall receive all member communications of SCARA by virtue of their elective position. SCARA members are encouraged, but not required, to maintain membership with the ARRL.

### Section V – Emergency Communications

The Association shall maintain affiliation and working relationships with the Schoharie County Office of Emergency Services and the County Emergency Manager as it pertains to assisting in emergency communications and public service as may be requested. The ARES® and RACES programs serve as the foundations for any emergency communication activation, through their respective responsible individual, the County ARES® Emergency Coordinator or RACES Radio Officer.

## Article II – Compliance

### Section I – Bylaws

It shall be the duty of the Secretary to keep the by-laws of the association and have the same readily available at every meeting. The Secretary shall note all amendments, changes, and additions of the by-laws and shall permit them to be consulted by members upon request.

### Section II – ARRL

This association shall abide by the *Rules and Regulations of the ARRL's Field Organization* as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications. This includes compliance with Affiliated Club status and ARES®, the Amateur Radio Emergency Service, a program of the ARRL.

### Section III – Insurance

In an effort to minimize exposure of its Officers or Members, the Association shall maintain a general liability insurance policy. In addition, to protect the Association against loss of its own equipment, or equipment on loan to its Members, the Association shall maintain an equipment protection policy. Such policies may be obtained through the general market or through arrangements available by virtue of the organization's affiliations.

## Article III – Restrictions & Non-Discrimination

### Section I - Endorsements

The Association shall not endorse any products, equipment, or services of a "for-profit" company or organization.

### Section II – Personal Gain

The Association, nor any member thereof, shall use the association as means of furthering any personal or company business, nor endorse political candidates or religious beliefs.

### Section III – Amateur's Code

Members of the Association are expected to adhere to the principles of the Amateur's Code, as developed by Hiram Percy Maxim (1AW) and Paul M. Segal (W9EEA). The radio amateur is:

1. Considerate: never knowingly operate in such a way as to lessen the pleasure of others,
2. Loyal: offers loyalty, encouragement and support to other amateurs, local clubs, and the American Radio Relay League, through which amateur radio in the United States is represented nationally and internationally,
3. Progressive: with knowledge abreast of science, a well built and efficient station above reproach,
4. Friendly: slow and patient operating when requested; friendly advice and counsel to the beginner; kindly assistance, cooperation and consideration for the interest of others. These are the hallmarks of the amateur spirit.
5. Balanced: amateur radio is an avocation, never interfering with duties owed to family, job, school or community;
6. Patriotic: station and skill always ready for service to the country and community.

Members are expected to conduct themselves without bias or prejudice towards race, creed, color, religion, gender, sexual orientation, political affiliation, marital status, or any other reason protected under law or common sense, including amateur radio license or hobby-specific items.

## **Article IV – Membership**

### **Section I - Confidentiality**

Membership information, including payment history and contact information is deemed personal and confidential and shall not be shared with any third parties. The information may be shared with association members for the purpose of conducting association business. Members may request, in writing to the Secretary, that their information not be shared for this or any purposes.

### **Section II – Full Membership**

Individuals shall be deemed members of the Association upon the submission of a completed membership application and payment of applicable membership dues. Changes of residence or other contact information shall be communicated to the association Secretary as soon as practical.

### **Section III – Student Membership**

Individuals under the age of sixteen and/or who can show proof of high school, vocational, technical, or college enrollment shall be considered “student members” and receive benefits of the association at the cost of one-half the association’s established dues for Full Membership.

### **Section IV – Honorary Life Membership**

Individuals may be nominated to Honorary Life membership in the association by virtue of exemplary service to the association or the amateur radio hobby. Nomination must be in writing and signed by three active members, followed by approval by two-thirds of the members at the next association meeting. Honorary Life members are exempt from annual dues.

### **Section IV – Dues; Establishment of**

Annual dues shall cover an individual’s full membership for the calendar year and may be prorated by month for members joining within the calendar year. The amount of annual dues, levied January 1 to be paid by the end of February, shall be determined at the October club meeting and is nonrefundable in event of voluntary or involuntary termination of membership.

### **Section IV - Voting**

Each member shall receive one vote on any issue before the association. Absentee and/or proxy voting, unless restricted during motion, shall be available for members. Such ballot or proxy, in writing, must be received by the Secretary before the opening of meeting at which the vote is to be taken. In all cases, motions shall be approved with a simple majority of members present at the meeting, unless otherwise specified in association bylaws.

## **Article V – Officers**

### **Section I - President**

The President shall preside at all meetings and conduct them according to the rules adopted. He/she shall enforce due observance of these By-Laws; decide all questions of order; appoint all committee chairs for standing and ad-hoc committees; sign all official documents adopted by the association and perform all other duties pertaining to the office of Chief Executive.

### **Section II: Vice-President**

The Vice-President shall assume all the duties of the Chair in his/her absence. In addition, he/she shall organize activities, plan and recommend contests for operating benefits, and advance interest and activity in

amateur radio as approved by the association. He/she shall maintain close liaison with the local ARRL's local ARES® Emergency Coordinator to further participation in the Amateur Radio Emergency Service. ®

### **Section III - Secretary**

The Secretary shall keep a record of the proceedings of all meetings, maintain the contact information for active club members, submit membership applications for review to the club, read communications at each meeting, and meeting notices to each member by postal or electronic mail. At the expiration of his/her term he/she shall turn over all items belonging to the association to his/her successor.

### **Section IV - Treasurer**

The Treasurer shall receive and receipt for all monies paid to the association; maintain the official record of active and dues-paid members of the association; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the membership or its officers constituting a business committee). At the end of each quarter, he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the association to his/her successor.

### **Section V: Eligibility**

To hold an office, an individual must be a member in good standing for at least the six preceding months, hold a valid Amateur Radio license, and be at least 18 years of age at time of nomination.

### **Section VI: Vacancies**

Vacancies occurring between elections shall be filled pursuant to Article VIII, Section III.

### **Section VII: Resignation**

Any officer may resign their position in writing to the club through the Secretary, at which time all records and assets of their position or of the association shall be turned over to the Secretary. Should the Secretary resign, records and assets shall be turned over to the President or Vice-President.

### **Section IV – Club Call Sign**

The association may elect to apply for a club call sign as provided by FCC rules Part 97. The President shall designate an individual member of the association to serve as trustee of the club call sign, or may choose to serve as such trustee.

Such club call sign trustee shall:

1. Meet FCC requirements.
2. Hold an Amateur Extra Class amateur radio license.
3. Not had an amateur radio license revoked or sanctioned at any time.
4. Yield trusteeship, if necessary, to the newly-elected President.

### **Section VII – Presentations**

Presentations on amateur radio topics by members or guests of members have precedence over normal Association business and shall be introduced by the President or designee as an additional item in Article VI, Section VI (Order of Business) on the agenda for that meeting. The speaker should confer with the President before the meeting at which the presentation will be made.

## Article VI – Meetings

### Section I – Notification

Notifications of meetings shall be made to all members via email and by posting on any association-maintained website or online presence. Should a member not provide an email address or the association receive an “undeliverable” message, the Secretary shall send notice by US Mail.

### Section II – Organizational Meeting

The first meeting in January shall be considered the Association's organizational meeting for the year. This meeting shall include the ~~election~~ installation of officers (pursuant to the nomination and election of officers in Article VIII), appointment of committee chairs, and any other business the organization deems appropriate to review and/or reaffirm. Notice of all decisions made at this meeting shall be sent to all members.

### Section III – Regular Meetings

Regular meetings of the Association shall take place on the second Thursday of each month at 7:00pm at the Schoharie Fire Department located at 114 Fort Road in Schoharie NY. If a regular meeting falls on a holiday, that meeting will be held on the same day of the week during the following week. Monthly meeting date, time, or location may be adjusted by the President upon conference with the Association Officers or by vote at the previous meeting, provided that notice is given no less than five days before the newly proposed date.

Meetings may be held in-person, via radio (i.e., a “net”), via videoconference, or any other means as may be acceptable by the membership or President.

### Section IV – Special Meetings

Special meetings may be called by the President upon the written request of any five association members. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated in the notice shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours prior to the special meeting.

### Section V – Quorum

A minimum of five members, of which two must be Officers, shall constitute a quorum for the transaction of the business of this association in a regular or special meeting. For any committee or board to legitimately transact its business, a quorum of a simple majority of that body's members of record must be present, unless provided otherwise by the ARRL or FCC.

### Section VI – Order of Business

Roberts Rules of Order, simplified version, shall govern all meetings. The agenda for regular meetings will follow the format as follows, but is subject to change by consensus of those present:

1. Opening; Pledge & Invocation
2. Secretary's Report
3. Treasurer's Report
4. President's Report
5. Vice-President's Reports
6. Committee Reports (standing & ad-hoc)
7. Old Business
8. New Business
9. Good of the Association & Announcements
10. Adjournment

## Article VII – Standing Committees

### Section I – Overview

The association, through designated operating committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from member-stations. The association shall also maintain a program to foster and guide public relations.

### Section II – Committees

1. **Examinations:** Responsible for scheduling and administering amateur radio licensing classes and examinations in accordance with all ARRL Volunteer Examiner rules, regulations, and procedures.
2. **Field Day:** Responsible for completing site evaluations and making a recommendation of Field Day location to the President and membership. In addition, committee is responsible for securing any necessary permits and/or approvals and coordinate all aspects related to event.
3. **Pumpkin Patrol:** Responsible for scheduling the annual Pumpkin Patrol event including notifying local and State Police and requesting volunteers to assist in meeting event objectives.
4. **Website & PR:** Responsible for developing and maintaining the association's website and other web presences (such as Facebook and social media) and the issuance of press releases for association events and business deemed newsworthy by Officers.
5. **Special Projects:** Responsible for any grant proposals and associated paperwork and documentation for which the association may apply, including coordination with Officers to meet targets and deadlines.

## Article VIII – Nomination and Election of Officers

### Section I - Nominations

The President shall, at the November meeting in even-numbered years, appoint a Nominating Committee to solicit nominations for the officers listed in Article V. Members planning to run for election and existing Officers are ineligible to serve on the Nominating Committee. If no nomination for a particular office shall have been made prior to the date of such election, or if all candidates previously nominated for a particular office shall have declined or withdrawn, nominations for that office may be made on the date of election. If a member has been nominated for more than one office, they must declare that they accept one nomination and withdraw from other nominations before the regular meeting at which the election is to be held, or they must accept only the first nomination. No member, unless nominated in accordance with this Section, shall be eligible to election at any such annual election.

### Section II – Date of Election

The annual election shall be held at the regular meeting held in December of each year.

### Section III - Procedure

No member who is in arrears for dues shall be entitled to vote. At all elections for Officers, the President or a Past President shall preside. When there is but one candidate in nomination for position(s), the membership may direct any Officer to cast the vote of the membership for such candidate.

In the event no nominations are received for a position, or in the event of a contested election for a position, the election will continue as a secret ballot. The presiding Officer shall appoint two members to act as tellers to receive, sort and count paper ballots. Ballots shall contain, beneath the title of each office to be filled, the names of the candidates for such offices, including a blank line for a member's write-in choice. When printed ballots are used, each member voting shall indicate their choice per position by a checkmark placed opposite

the name of their vote. Ballots shall be completed in secret, with assistance given only to those with physical disability. No vote shall be cast or counted other than on a ballot provided by the Secretary.

After all who are entitled to do so have voted, the ballot shall be declared closed; one of the tellers shall then examine each ballot singly and pass the same to his associate, who shall read the name or names written thereon, and the Secretary shall tally the same, from which tally list the presiding Officer shall announce the result to the membership, and shall declare the candidates receiving a majority of the votes cast duly elected.

Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast.

## **Section IV – Effective Date**

Officers shall take their elective positions after the conclusion of the current calendar year. Should any elective Officer fail, without good cause, to present themselves at the next meeting of the association, the President may declare the office vacant pursuant to Section V.

## **Section V - Vacancies**

Whenever an elective office shall become vacant, or no person is nominated for or elected to an elective office in accordance with the provisions of Section I, or a member being elected dies, resigns or is otherwise incapable of serving, the President shall, no later than the second regular meeting thereafter, order an election to fill such office. The President may, at any time he deems expedient or necessary, appoint any member in good standing of the association to fill the vacancy so created, until such office is filled by election as provided herein, such appointee to have full power and authority to do all acts necessary and required of the office to which appointed.

Elections to fill vacancies arising in the preceding paragraph shall take place at the next regular meeting after said order. Nominations for office may be made at the meeting when the President orders the election and again at the meeting when the election is held. The vacancy caused by the election of another elective Officer to fill such vacancy may be filled at the same meeting. The voting procedure to fill a vacancy shall be governed by Section III.

# **Article IX – Removal of Members; Officers**

## **Section I – Petition**

Officers or members may be removed from office, for cause, upon written petition of five (5) or more members. Removal of an officer requires a three-fourths vote of the full membership.

## **Section II – Action Required**

Petitions must be presented to the President or Vice-President, through the Secretary. The petition will be presented to the membership at the next regular meeting after review by the President, and voted on by the membership.

## **Section III – No Refund or Recourse**

The decision of the vote as defined by Section II is final and binding. An individual removed from membership under this provision shall be entitled to no refund of dues paid.

## **Article X – Dissolution of Association**

### **Section 1 - Termination of Operations**

Should the association officers recommend the association be dissolved, notice to the membership must be given for a vote to occur at the next regular meeting. Such motion for dissolution must receive at least a three-fourths majority of the entire membership at the time of the vote to pass.

### **Section 2 - Disposition of Assets**

On the occasion of a successful dissolution vote,

1. The Board of Directors shall handle the disbursement of all assets of the association.
2. No member or group of members shall receive benefit from the assets.
3. All equipment will be sold and net proceeds donated to organization(s), non-profit in nature, to advance the amateur radio hobby.
4. All remaining cash will be donated to organization(s), non-profit in nature, to advance the amateur radio hobby.

Assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article XI – Amendments**

### **Section I – Developing Amendment**

All amendments and revisions to the By-Laws of the Association shall be proposed in writing, read at a regular meeting, and laid over for a vote thereon at a regular meeting to be held not less than two weeks nor more than ten weeks thereafter.

Notice, setting forth in full any proposed amendment or revision, shall be sent by the Secretary to all members at least ten days before the regular meeting at which said proposed amendment or revision is to be voted upon.

A majority vote of all members present at the regular meeting designated for consideration of such amendment or revision shall be required for its adoption.

### **Section II – Effective Date and Notation**

All amendments to these By-Laws shall become effective at the close of the business meeting at which they are approved and made a part of the By-Laws document. Appropriate revision numbering, including effective date of such revisions, shall also be recorded with this document in a format to be determined by the Secretary.