

West Desert Amateur Radio Club

By-Laws

PURPOSE OF THE WEST DESERT AMATEUR RADIO CLUB

Consistent with the purposes of Amateur Radio stated in the FCC rules for the Amateur Radio Service and as cited in the Articles of Incorporation and the Constitution of the West Desert Amateur Radio Club, Inc. (hereafter known as 'Club'), some specific purposes not enumerated in the aforementioned documents include:

1. Promote activities that help members practice and develop both communication and technical skills. These activities include regular meetings, training sessions, exercises, and drills.
2. Be prepared to provide emergency communication and support to Club sponsor (TCEM) and to Tooele Responds as need arises.
3. Maintain an active affiliation with the ARRL as an Amateur Radio Emergency Services (ARES) organization.

MEMBERSHIP

1. Membership is open to all that have an interest in amateur radio communications.
2. Each prospective member shall submit an application for membership to the Club Treasurer using the Club application form accompanied by the appropriate dues.
3. Full Membership is granted to paid-up members. Where 'member' is used in the By-laws, either Full Members or Affiliated Members are meant.
4. Full Membership in the Club may also be granted to amateur radio operators who take the license exam and pass Element 2, Element 3, or Element 4 of the Amateur Radio License Examination. This membership shall be effective through the remainder of the year in which the license grant was issued by the FCC.

OFFICERS

1. There shall be four Club Officers: President, Vice-President(s), Secretary, and Treasurer. These also constitute the Board of Trustees set forth in the Articles of Incorporation and shall be members of the Executive Board. Additional Executive Board positions shall be established as needed by a majority vote of the Club Officers.
2. Club officers shall be elected from among the membership of the Club according to the procedures set forth below under ELECTIONS.
3. The principal responsibilities of the President are the following:
 - a. Preside at all meetings of the Club or designate a substitute if the President or Vice President cannot attend the meeting.
 - b. Determine needed committees and appoint committee chairs.
 - c. Organize and conduct Club meetings.
 - d. Hold a monthly meeting with Club officers and Executive Board members to plan Club meetings and activities.

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- e. Act, or select a Club member to act, as liaison to Club sponsor (TCEM).
 - f. Notify members of Club Activities.
4. The principal responsibilities of the Vice-President are the following:
 - a. Conduct Club meetings in the absence of the President.
 - b. Assist the President in determining needed committees, select committee chairs, and formulating meeting agendas.
 - c. Assist the President as assigned.
 - d. Coordinate public service activities.
 - e. Arrange and conduct license examinations.
 5. The principal responsibilities of the Secretary are the following:
 - a. Record meeting minutes and maintain them in files with other documents for historical reference.
 - b. Maintain records of all services and activities of the Club and its members.
 - c. Maintain a file of membership records reflecting currently expressed interest in the Club and provide lists of same as required.
 - d. Handle Club correspondence and keep complete records.
 - e. Prepare, distribute, collect, and count ballots when required for voting.
 - f. Maintain an accurate inventory of all TCEM equipment provided to the Club.
 - g. Schedule the required facilities for Club meetings and Club activities.
 6. The principal responsibilities of the Treasurer are the following:
 - a. Collect, record, and account for any funds received by the Club.
 - b. Disburse funds from the Club treasury as decided jointly by the Club members.
 - c. Reconcile the bank statement every month and report at the regular monthly meeting.
 - d. Pass out membership forms and record. Then give forms and record to the Secretary for their record.

ELECTIONS

1. Election of officers shall be held at the regular meeting in December of each year.
2. Candidates for the offices of President, Vice-President, Secretary, and Treasurer in this club shall each hold a current amateur radio license. Anyone desiring to serve the Club as an officer shall be a Full Member in good standing.
3. The President shall appoint a nominating Committee at the October's Club meeting, consisting of at least two Club members. At the regular November meeting, the nominating committee shall submit the names of members qualified and willing to serve for each of the four Club offices. Nominations shall then be accepted from the floor. Nominations shall be closed at this time. Ballots will be printed for the December meeting and voted on by a quorum of members.
4. Officers serve for one year after their election, or if elected mid-term, until the next regular election. Officers will not serve more than two terms in succession unless special circumstance arises. Then an officer may serve additional terms with TCEM approval.
5. Any officer may be removed from office at the discretion of TCEM.
6. Election will be by majority vote of all current members present at the election meeting.

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7. The new officers shall assume their responsibilities at the January meeting.
8. The Club secretary shall prepare, distribute, collect, and count ballots for an election. Ballot counting shall be witnessed and verified by another Club member who is not a candidate.

VOTING PROCEDURES

1. Changes of the Club Officers and any action requiring the disbursement of Club funds as provided under EXPENDITURES in this document, are subject to approval in a Business Meeting by Full Members.
2. Election voting shall be done by secret ballot. When the election is concluded, the ballots shall be destroyed.
3. Changes in Club Officers and approved of actions requiring disbursement of Club funds shall be determined by a simple majority vote of the Full Members in attendance, one vote per Full Member, at the regularly scheduled Club meeting.
4. In the event of a tie, the vote will be taken again. If the tie remains, it shall be broken by an open appeal to chance (coin flip, blind draw, etc.).

MEETINGS

1. Regular meeting shall be held on the first Wednesday of each month starting at 7:00 pm at the TCEM's Emergency Operations Center (EOC) in the conference room or such other place as assigned by the President or EOC Staff member unless the first Wednesday is a holiday and Club Officers determine to either cancel the meeting or hold it on a different date.
2. Emergency meetings may be called at the discretion of Club Officers according to the urgency of the need or called for by TCEM staff member.
3. Regular Elmer Night meeting will be held on the third Wednesday of each month except July, August, and December (which are optional), starting at 7:00 pm at the TCEM's EOC or as designated by Club Officers.

FUNDS

1. Possible sources of Club funds include but are not limited to Club Store, Dues, Donations, Grants, ARRL Membership Applications, and Examination Fees.
2. Dues assessment must be voted on by the membership. A simple majority of the Club membership present at the meeting is required to enact a change in dues assessment.
3. Club funds shall be acknowledged and accounted for by the Treasurer, and funds deposited in a financial institution of good reputation (bank, credit union, etc.).

EXPENDITURES

1. Disbursement shall be controlled by the Club Officers with the signature of two officers required on any disbursement instrument (check or withdrawal slip).

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2. All expenditures shall be authorized by a vote of the Full Members in attendance at a regular Club Business Meeting and the minutes of that meeting shall record the purpose and discussion of the expenditure.

COMMITTEES

1. Committees may be organized or disbanded by the President to meet specific Club needs. A committee shall consist of a chair selected by the President and others selected by the chair.
2. The committee chairs may be called by the President to meet and function as an advisory board to the Club Officers.

TRAINING

1. As the Club will provide services to the community, Tooele Responds, or TCEM, the Club Officers may determine the training requirements for Club members and other volunteers to participate in emergency service functions.
2. Copies of training certifications and completion documents shall be provided to TCEM for entry into their training and qualifications system.
3. TCEM will provide identification information in the form of notations on ID badges or accessible links from TCEM-issued ID badges.
4. The Club may maintain a lending library of books as well as tools, meters, and related equipment for loan to current Club members. There will be no charge for the loan of a book for a two-week period, however if the book is lost or seriously damaged, the borrowing member shall repay the cost of the book. Tools, meters, and related equipment may have a deposit required, or a fee charged to cover wear and tear and eventual replacement.

AMENDMENT OF THE BY-LAWS

1. The Club By-Laws may be amended at a regular meeting of the Club under the following requirements.
 - a. Amendments shall be proposed by the Club Officers and must be accepted by a two-thirds majority of those present at the announced meeting.
 - b. The Club Officers shall provide the membership copies of the document containing proposed changes. The copies can be provided either printed or electronically.
 - c. The Secretary shall file a printout of the revised By-Laws with the Officers dated signatures and give a copy to TCEM.