

Bylaws of the Silvercreek Amateur Radio Association

Revision of November 2024

Article I Elected Officers

Section 1 – Elected Officers

- (A) The Elected Officers of the Silvercreek Amateur Radio Association (“Association”) are the President, Vice President, Secretary-Treasurer, and Vice Secretary-Treasurer.
- (B) The Elected Officers of the Association are one and the same as the Officers of the Corporation.
- (C) All Officers shall be elected by ballot at the March Regular Meeting and shall take office on April 1 for a term lasting through March 31 of the following year.
- (D) Any nominee for Officer must be (i) a licensed radio amateur and (ii) a member of good standing of the Association for at least six months.
- (E) Should an Officer resign during the term in office, the President may appoint a member of the Association to assume the office on a temporary basis and shall send notice of a special election at the next Regular Meeting. Should the office of President become vacant, the Vice President shall assume the office and duties of the President until a special election can be held.

Section 2 – Removal of Officers

- (A) To remove an Officer, a written motion must be presented and approved by majority vote at a Regular or Special Meeting. The President or Secretary-Treasurer will send postal and electronic mail notices explaining the motion along with a ballot or other voting instructions to all members. Three fourths of all members must vote in favor of the motion for the removal of an Officer. The results of the vote will be published on the Association website and announced at the next Regular Meeting. The President will proceed under §1.E to replace the removed Officer(s).

- (B) If the motion to remove an Officer is a motion to remove the President, the Vice President shall assume the duties of the President with respect to all matters pertaining to the vote on the motion to remove. If the motion to remove affects all active Officers, the most senior Trustee shall assume the duties of the President with respect to all matters pertaining to the vote on the motion to remove. If all Officers are removed from office, the most senior Trustee will assume the office of President temporarily and proceed according to §1.E to replace the removed Officer(s).

Article II Trustees

Section 1 – Trustees

- (A) The Association shall have five Trustees who meet with the Executive Committee to provide advice to the Officers and to represent the membership in the Executive Committee.
- (B) Trustees are appointed to their position by a majority vote of the Executive Committee.
- (C) Trustee appointments are perpetual until the Trustee resigns from office or is removed.
- (D) Any nominee for Trustee must be (i) a licensed radio amateur and (ii) a member of good standing of the Association for at least one year.
- (E) Each Trustee shall serve as the head of one of the five committees of the Association: Technical, Operations, Member Support, Learning & VEC, or Social.

Section 2 – Removal of Trustees

- (A) Trustees may be removed from their office by an approving vote of a super-majority (66%) of the Executive Committee.

Article III

Executive Committee

Section 1 – Executive Committee Structure

- (A) The Executive Committee shall consist of:
 - a. all Elected Officers
 - b. all Trustees

- (B) The Executive Committee shall meet at the request of the President, Vice President, or at the request of a majority of the Executive Committee, to conduct Association business. The Trustees must meet at least semi-annually but are encouraged to meet bi-monthly.

- (C) Five members shall constitute a quorum of the Executive Committee and the vote of at least four is required for passage of any proposal.

Section 2 – Executive Committee Responsibilities and Authority

- (A) The Executive Committee is empowered to execute all business on behalf of the Association except for:
 - a. The election and removal of Officers as per Article I
 - b. Expenditure of Association money that exceeds 50% of the current cash balance of the treasury for a single purchase. This rule may be waived if 75% of the Officers and a majority of the Trustees, in a meeting of the Executive Committee, vote that an emergency exists and the expenditure is necessary before the next regular meeting
 - c. All other requirements in the Constitution or the Bylaws requiring a vote of the membership

- (B) The Executive Committee must report on any significant non-financial action taken by the Executive Committee at the next regular meeting. The Treasury Report will cover all expenditures by the Association.

- (C) It shall be the duty of the Executive Committee to monitor the operation with the Articles of Incorporation and the Constitution, and to preserve the registered status of the corporation with the state of Ohio. The Executive Committee shall appoint one of the Officers or Trustees to be the statutory agent for the corporation registered with the state of Ohio to receive all official notices and shall transmit all such communication to the Executive Committee for action.

- (D) Prior to February meeting, the Executive Committee must prepare for election of Officers at the March meeting and for the membership to nominate candidates at the February meeting. If the Executive Committee knows of a pending Officer vacancy, the Executive Committee should discuss and recommend potential members in good standing for the elected offices of President Vice President, Secretary-Treasurer and Vice Secretary-Treasurer. Members of the Executive Committee, with consensus of the Executive Committee, should discuss potential nomination with the member. No member may be nominated without his or her prior knowledge and acceptance of the nomination.

Article IV Membership

Section 1 – Membership Qualifications and Application

- (A) Regular Membership is open to all licensed radio amateurs and shall be granted upon application and payment of proper dues to the Secretary-Treasurer. The Executive Committee reserves the right to refuse or revoke membership to any person for good cause and must inform the applicant as to why their membership is denied and refund any dues paid during the fiscal year. No person may be denied membership or given preferential treatment because of race, sex, religion, or national origin.
- (B) All licensed radio amateurs within the same household paying dues as per the dues structure are, upon application and payment, Regular Members.
- (C) Application for membership shall be submitted to the association along with proper payment of dues. Unless the Executive Committee rejects an applicant, the application is automatically approved. The association shall deposit the dues and add the new member, or update existing member, to the official roster in consultation with the Secretary-Treasurer.
- (D) Each Regular Member has one vote at all business meetings.

Section 2 – Membership Renewal and Maintenance

- (A) Any member who has not paid their dues by July 1 for the current fiscal year shall be dropped from the membership roll. The Executive Committee may extend membership without payment on a case-by-case basis due to hardship or other extenuating circumstances. Any member not previously holding membership in the Association who pays in the 4th quarter of the year (January through March) shall be credited with membership through the end of the following fiscal year. No other proration of dues shall be accepted.

- (B) Members may be removed from the Association by the Executive Committee with an approving vote of 75% of the Officers and a majority of the Trustees. The vote to remove a member must be a formal, roll-call vote on a motion captured and recorded in official minutes or a memorandum that states the justification(s) for removal of the member. Any such removal of member will be announced at the next Regular Meeting including the reasoning behind such removal. The decision of the Executive Committee to remove a member is final.
- (C) Any member removed by the Executive Committee may reapply for membership 24 months after the removal and must be approved for membership by the Executive Committee.
- (D) As of October 1, 2020, all members designated as Life Members on the roster shall be converted to Regular Members with a listed membership expiration date. These members must continue to assert their intention to remain as a member on a yearly basis and, upon such assertion, the Secretary-Treasurer shall note them as members through the end of the next fiscal year. The members so listed shall be documented in the roster and have all regular dues waived on a yearly basis by the Executive Committee.

Article V Concerning the Bylaws

Section 1 – Amendment Process

- (A) The Executive Committee shall propose all amendments to the bylaws. The Executive Committee shall honor a majority vote at a meeting of the membership to consider changes to the bylaws and must report back to the membership as to why a proposed change was or was not accepted.
- (B) Publication of the proposed amendments will be e-mailed to all members prior to the meeting at which they will be voted upon.
- (C) Revised Bylaws will be adopted by a simple majority vote of the membership present at the meeting.

Section 2 – All Other Situations Not Covered

- (A) Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the Constitution and Bylaws of the Silvercreek Amateur Radio Association.

Article VI

Finances, Dues, and Property

Section 1 – Finances and Dues

- (A) The Secretary-Treasurer or Vice Secretary-Treasurer will provide a Treasury Report for each regular meeting on the status of the Association's finances.
- (B) The Association, by a majority vote of a quorum at any regular meeting, may levy upon the general membership such dues as are deemed necessary for the business of the organization within its objectives as set forth in the preamble.
- (C) Non-payment of such dues shall be cause for removal from the membership roster [see IV(2)(A)].

Section 2 – Property

- (A) The Association may, as it sees fit, acquire property (goods) or services, for the benefit of the Association. The Association is limited to the acquisition of property and services regarding the following criteria:
 - i. The items must benefit the entire Association; or
 - ii. The items must benefit an activity or service provided or promoted by the Association; or
 - iii. The items must benefit the amateur radio community at large
- (B) All property acquired by the Association must be owned in whole by the Association unless a binding memorandum of understanding is entered into with other parties as to ownership and disposal of the property.
- (C) If it is deemed necessary to dispose of property, a member of the Executive Committee shall oversee the sale with the express purpose of obtaining best sale price unless the Executive Committee approves to donate the item or otherwise dispose of the item without financial compensation.

Article VII

Technical Committee

Section 1 – Technical Committee Member Qualifications

- (A) The Technical Trustee, in consultation with the Executive Committee, shall appoint such members as deemed necessary to fulfill the mission of the Technical Committee.

Section 2 – Duties of the Technical Trustee

- (A) The Technical Trustee is responsible to maintain the Association callsign W8WKY and any additional callsigns acquired by the Association for permanent use.
- (B) The Technical Trustee will provide guidance, as necessary, for the acquisition and use of any 1x1 Special Event Callsigns used by the Association.
- (C) The Technical Trustee is responsible to maintain the repeater information files with OARC for all repeaters operated by the Association.

Section 3 – Duties of the Technical Committee

- (A) The Technical Committee shall build, maintain, and support the on-the-air operations of the Association's repeater(s).
- (B) The Technical Committee shall support the Association's official operating activities as planned by the Operations Committee
- (C) The Technical Committee should maintain relationships with the Ohio Section Technical Specialists.
- (D) Some portion of the membership of the Technical Committee shall be responsible for the maintenance of the Association website and other Internet services as directed by the Technical Trustee and the Executive Committee

Article VIII

Meetings

Section 1 – Regular Meetings

- (A) The Officers must schedule, plan, and execute regular meetings of the Association on a consistent, well-published cadence.
- (B) The Association shall hold a Regular Meeting every third Thursday of the calendar month at 7:00pm except for the month of December in which there shall be no Regular Meeting.
- (C) Regular Meetings must be held in person, held using video-teleconferencing technology, or a mixture of both methods. Use of a repeater to conduct the meeting is acceptable in emergency situations.
- (D) Regular Meetings should include Association business required in the Constitution and the Bylaws and include, when possible, a technical or other non-business topic of interest presented to the membership.
- (E) The President shall chair all meetings. If the President is unable to attend, the Vice President will act as chair. In the absence of both, the Executive Committee shall appoint a chair by consensus.
- (F) Each Regular Meeting must include a Treasury Report as to the state of the Association's finances, any significant actions taken by the Executive Committee when such cases exist, and any adverse condition of the association's property and services overseen by the Technical Committee when such conditions exist.
- (G) The Executive Committee may cancel a Regular Meeting when necessary, however the Association must meet at least four times in any Association fiscal year (April 1 – March 30) and must hold a Regular Meeting or a Special Meeting in March to elect Officers.

Section 2 – Special Meetings

- (A) The Executive Committee may call a Special Meeting of to transact business of the Association as needed. The Executive Committee must set an agenda for the meeting prior to announcing it to the membership.
- (B) A Special Meeting of the Association must be announced to all members at least 48 hours before such a meeting will occur. The announcement must include the formally approved agenda of the meeting.
- (C) Special Meetings must be held in person, held using video-teleconferencing technology, or a mixture of both methods. Use of a repeater to conduct the meeting is acceptable in emergency situations.

Article IX

Operations Committee

Section 1 – Operations Committee Member Qualifications

- (A) The Trustee acting as head of the Operations Committee, in consultation with the Executive Committee, shall appoint such members as deemed necessary to fulfill the mission of the Technical Committee.

Section 2 – Duties of the Operations Committee

- (A) The Operations Committee shall plan, organize, and execute operating events at regular intervals that have general interest to portions of the Association membership. These events should be, but are not limited to, events such as ARRL Field Day, Parks on the Air (POTA), fox hunts/transmitter-hunts, and other such events as appropriate.
- (B) The Operations Committee in conjunction with the Technical Committee shall ensure that operating events have appropriate, functional, and quality equipment with which to execute such events.
- (C) The Operations Committee shall support the events of the other committees as appropriate.

Article X

Member Support Committee

Section 1 – Member Support Committee Member Qualifications

- (A) The Trustee acting as head of the Member Support Committee, in consultation with the Executive Committee, shall appoint such members as deemed necessary to fulfill the mission of the Member Support Committee.

Section 2 – Duties of the Member Support Committee

- (A) The Member Support Committee should advise and assist Association members, when asked, concerning equipment design, selection, and operation.
- (B) The committee, in consultation with the Technical Committee, should assist the Association members in observing and complying with the rules and regulations set forth for the Amateur Radio Service by the Federal Communications Commission and adherence to generally accepted norms and protocols of amateur radio.

(C) The Member Support Committee should help coordinate Association members to assist each other in the construction and repair of stations and related infrastructure. The Member Support Committee is not required to support the construction or deployment of members' radio equipment, masts, antennas, towers, etc.

(D) The Member Support Committee shall support events of the other committees as appropriate.

Article XI

Learning and Volunteer Exam Committee

Section 1 – Learning and Volunteer Exam Committee Member Qualifications

(A) The Trustee acting as head of the Learning and Volunteer Exam Committee in consultation with the Executive Committee shall appoint such members as deemed necessary to fulfill the mission of the Member Support Committee.

(B) All members desiring to serve as a Volunteer Examiner on the Association's Volunteer Examiner team must be an accredited ARRL Volunteer Examiner.

Section 2 – Duties of the Learning and Volunteer Exam Committee

(A) The Learning and Volunteer Exam Committee shall organize the Association's ARRL-affiliated Volunteer Exam team. The Trustee acting as head of the Learning and Volunteer Exam Committee may, but is not required to be, the VE Coordinator for the Association.

(B) The VE Coordinator for the Association shall be an Extra class license holder.

(C) The Learning and Volunteer Exam Committee shall organize, in conjunction with Technical and Member Support Committees, events to educate the membership in skills related to amateur radio.

(D) The Learning and Volunteer Exam Committee shall support the events of the other committees as appropriate.

Article XII

Social Committee

Section 1 – Social Committee Member Qualifications

- (A) The Trustee acting as head of the Social Committee, in consultation with the Executive Committee, shall appoint such members as deemed necessary to fulfill the mission of the Social Committee.

Section 2 – Duties of the Social Committee

- (A) The Social Committee shall organize social events for the Association on a regular basis.

- (B) The Social Committee shall support the events of the other committees as appropriate.