

Shreveport Amateur Radio Association (SARA)

By-Laws

We, the members of Shreveport Amateur Radio Association, being desirous to secure for ourselves the pleasures and benefits, without pecuniary gain, of the association of persons commonly interested in amateur radio, to provide communication in the public interest, develop individual proficiency and, in general, promote all aspects of amateur radio, do hereby adopt these By-Laws in conjunction with our Articles of Incorporation as a nonprofit corporation in the State of Louisiana.

Article I – Membership

Section 1

Membership shall be composed of one class: Full Membership, which shall consist of three types:

1. Individual membership
2. Family membership which shall be available as follows:
 - a. One adult paying full annual dues and
 - b. Persons under 18 years of age residing at the same address.
 - c. Other adult persons residing at the same address.
3. Student membership, which shall consist of students under 21 years of age.

Section 2

Rights and privileges for membership shall be:

Full individual and Family memberships shall be entitled to:

One vote for each licensed individual member and one vote for each licensed family member included in a family membership.

Section 3

Each membership shall be granted as follows: Full membership shall be extended to any licensed amateur radio operator upon:

1. payment of annual dues in the amount(s) required by Article VI, Section 1;
2. Written expression of willingness to abide by the Articles of Incorporation, By-Laws, and Federal Communications Rules and Regulations pertaining to the Amateur Radio Service;
3. Submission of a photocopy of the prospective member's Amateur Radio License;
4. Acceptance by membership committee appointed by the Board of Directors and approved by membership.

Section 4

Termination of membership in SARA shall be accomplished by either of the following:

1. Termination of a membership will be by majority vote of members present and voting a regular membership meeting.
2. Membership shall automatically terminate at the end of a grace period of 60 days following the dues expiration date of December 31.

Section 5

A quorum shall be defined as:

1. Membership meetings: fifteen percent (15%) of the total membership.
2. Board of Directors: two thirds of the Board of Directors

Article II – Officers

Section 1

The officers of this Association shall be: President, Vice-President, Secretary, and Treasurer; each must be a member of the Association.

Section 2

The officers of this Association shall be elected for a term of one year by a ballot of members present and absentee ballot. Absentee ballots will be accepted if a member requests a ballot from a club officer prior to the election meeting. A slate of proposed officers shall be presented at the annual nominating meeting in October by a nominating committee appointed by the President of the Association. Nominations may be presented to the nominating committee or from the floor (with prior consent of the nominees) at the October meeting. Transfer of officers shall take place effective the first meeting in January of each year provided they meet the criteria specified in the By-Laws.

Section 3

Officer vacancies occurring between elections shall be filled by appointment by the Board of Directors until a special ballot at the first formal meeting following the withdrawal or resignation.

Section 4

Officers may be removed by a two-thirds vote of members present at a membership meeting, provided a quorum is present.

Article III – Duties of the Officers

Section 1

Pursuant to the representation of the membership of the Association, the duties of the president shall be:

1. Preside at all membership meetings of this Association and conduct the same according to the rules adopted.
2. Enforce due observance of the Articles of Incorporation, By-Laws, and motions duly adopted by the membership.
3. Decide all questions of order.
4. Sign all official documents adopted by the membership.
5. Appoint permanent or ad hoc committees, as required to accomplish the directives and goals of the membership.

Section 2

The duties of the Vice-President shall be:

1. Assume all duties of the President in the absence of the President.
2. Chair a standing committee or committees responsible for:
 - a. Public relations and publicity for the Association and amateur radio in general;
 - b. Amateur radio public service activities;
 - c. Membership meeting program chairman.

Section 3

The duties of the Secretary shall be:

1. Keep minutes of all membership meetings;
2. Keep a roll of members;
3. Provide all records belonging to the Association to their successor upon expiration the term of office.

Section 4

The duties of the Treasurer shall be:

1. Receive all monies for the Association;
2. Keep an accurate account of all monies received and disbursed;
3. Issue all checks for the Association only upon proper authorization;
4. Prepare quarterly itemized statements of receipts and disbursements and make such statements available for inspection by members;
5. Properly prepare and timely file the annual Return of Organization Exempt from Income Tax, Form 990, and any other federal, state, or local tax forms as may be required by the Association or by the taxing authorities;
6. Conduct all correspondence with taxing authorities related to applications for exempt status of the Association, inquiries by taxing authorities and replies thereto, extensions of time for filing returns, and any other related correspondence, provided the Secretary is provided with a copy of all such correspondence;
7. Provide all records belonging to the Association to their successor upon expiration the term of office.

Section 5

The offices of Secretary and Treasurer may be held by one or two persons, (one person per office).

Section 6

President, Vice-President, Secretary, and Treasurer shall be authorized to sign Association checks with two signatures required to make checks valid if issued for more than two hundred dollars (\$200.00).

Article IV – Board of Directors

Section 1

The Board of Directors shall consist of no less than five (5) and no more than then (10) elected members, plus the elected officers of the club and the Technical Coordinator. The Ex-President shall be on the Board of Directors the year following their Presidency.

Section 2

The Board of Directors shall be responsible to oversee operations of the Association and shall establish general policies and guidelines for the Association.

Section 3

Removal of a member of the Board of Directors:

1. Shall be by a vote of three-fourths of the Board members, with or without cause;
2. May be by two (2) unexcused absences. An excused absence shall be defined as an absence that relates to employment, illness, or other causes at the discretion of the Board.

Section 4

Vacancies on the Board of Directors may be filled by a ballot of the remaining directors for the balance or the term.

Section 5

The Chairman of the Board shall be elected annually by a ballot of the Board members. In case of tie votes on matters before the Board of Directors, the Chairman shall decide the tie by casting the deciding vote. The Chairman of the Board may appoint special, permanent, or ad hoc committees.

Article V – Meetings

Section 1

No Association business may be conducted at any meeting unless a quorum is present. All meetings shall be open to all members.

Section 2

Provisions applicable to membership meetings shall be: There shall be no less than one (1) membership meeting per calendar quarter.

Section 3

Provisions applicable to meetings of the Board of Directors shall be:

1. Board of Directors' meetings shall be held at the discretion of the Board members;
2. Ten percent (10%) or more of the membership may petition to the Chairman of the Board stating a grievance. The Chairman of the Board must call a Board meeting within fourteen (14) days to consider the member's grievance.

Article VI – Dues

Section 1

Dues shall be set by the Board of Directors and approved by the membership. Initiation fee shall be set by the Board of Directors subject to membership approval.

Section 2

1. Dues shall apply to each calendar year. Dues are due beginning January 1st of each year.
2. Initial dues for the first time member shall be prorated quarterly to December 31 of the calendar year in which the member joins.
3. Failure to pay dues by March 1st of the calendar year causes termination of membership
4. Upon termination re-application must be made for membership.

Section 3

There will be no membership dues credit for the donation of materials and /or equipment unless specifically approved by the Board of Directors.

Article VII – Amendments

Section 1

The By-Laws may be amended. Amendments shall require enactment by a majority of the members present (providing a quorum exists).

Section 2

Proposals for amendments shall be submitted in writing to the officers of the Association prior to a membership meeting. The proposed amendment shall be announced at the next regular meeting to be voted on at the following regular meeting of the membership. All members must be notified. This can be accomplished by any method that is feasible. This shall be done at least five (5) days prior to said meeting. By-Laws may be amended by the majority of members present at said meeting.

Article VIII – Financial

Section 1

All monies will be maintained in bank account(s) by the Board of Directors.

Section 2

All checks issued by the Association must be signed by any two (2) of the following if in the amount of more than two hundred dollars (\$200.00):

- President
- Vice-President
- Secretary
- Treasurer

Section 3

The Association's accounting year will be a calendar year beginning on January 1st and ending on December 31st each year.

Section 4

The Association's accounting records will be maintained on the cash basis of accounting. The Board of Directors must present a proposed budget at the February meeting.

Section 5

The Association's accounting records will be audited at the end of each calendar year by a committee appointed by the Board of Directors and a report shall be made to the Board and Association membership.

Section 6

The expenditure of Association funds may be authorized by:

1. Majority vote of the membership present;
2. The board of Directors in conformity with Article VIII, Section 7

Section 7

The Board of Directors shall meet from time to time, as necessary to conduct the Association's routine business, to approve payment of routine financial obligations not to exceed the sum of two hundred fifty dollars (\$250.00) without prior vote of approval of the membership, and to plan for meetings and activities of the Association, consistent with the goals and objectives of the Association.

Section 8

The Board of Directors shall have the authority to adopt certain financial and accounting policies so long as policies do not conflict with the By-Laws, legal requirements of the State of Louisiana and the Internal Revenue Service applicable to nonprofit tax exempt corporations, the Articles of Incorporation, and the goals and objectives of the Association as stated therein.

Article IX – General Provisions

Section 1

Proceedings shall be governed by Robert's Rules of Order, latest revision.

Section 2

Membership in the Association is not prerequisite for use of the repeaters sponsored by the Association, as long as users are members in good standing of any other Shreveport-Bossier repeater organization.

Section 3

In conformity with the nonprofit corporation laws of the State of Louisiana, the Board of Directors shall have responsibility for all equipment and fixed assets owned by the Association. The Board of Directors must authorize any disposition of equipment owned by the Association that has been declared as surplus equipment. The Association's inventory of equipment and other fixed assets shall be reviewed annually as of April 30th by the Technical Coordinator and the Board of Directors for the purpose of designating which equipment and other assets are considered surplus and available for disposal. The Board of Directors shall first offer all such surplus equipment for sale to members of the Association. Any surplus

equipment not sold to the members may be disposed of in a manner determined by the Board of Directors.

Article X – Technical Committee

Section 1

The Technical Coordinator is responsible for operation and maintenance of all systems belonging to the Association. All actions taken by the Technical Coordinator must be approved by the Board of Directors.

Section 2

Each repeater, or other system owned by the Association, will have a trustee appointed by the Technical Coordinator to oversee its operation.

Section 3

The Technical Coordinator shall be appointed by the Board of Directors in order to manage the technical activities of the Association and be responsible for the following:

1. Planning and feasibility studies concerning addition of features, accessories, and/or services to existing stations(s); addition of amateur radio stations(s); and upgrading of existing station(s) and/or equipment.
2. Making the technical decisions necessary to accomplish the additions or upgrading of systems owned by the Association consistent with the goals and objectives of the Association and submitting proposals for same to the membership for a vote to authorize funds.
3. Design, construction and implementation of such additions and/or upgrading of systems owned by the Association for which the membership has voted to provide funds.
4. The Technical Coordinator may spend up to two hundred dollars (\$200.00) for the repair, maintenance, and upkeep of systems belonging to the club until the next Board meeting. Checks for this expenditure must be signed by two officers of the club.
5. The Technical Coordinator shall be assisted by a Technical Committee consisting of:
 - a. Technical Coordinator;
 - b. Trustee(s);
 - c. Maintenance Coordinator;
 - d. Other members as appointed by the Technical Coordinator.

Section 4

Trustee(s) shall be appointed by the Technical Coordinator to perform the following duties:

1. Acquire and maintain the license(s) for radio stations licensed by the Association;
2. Provide for and assure proper monitoring of the repeater stations(s) while in service, as required by existing Federal Communications Commission regulations applicable to the Amateur Radio Service;
3. Insure the general operation of the Association's radio station(s) are consistent with good amateur practice, provide a high level of quality to the membership, and is in accordance with applicable FCC rules and regulations.
4. Respond to any correspondence from the FCC regarding operation of the Association's radio station(s);
5. Provide a copy to the Board of Directors and specifically the Secretary of any such correspondence received and his reply to such correspondence;
6. Maintain responsibility for maintenance of the appropriate logs for the amateur radio station(s) licensed to the Association;
7. The Trustee shall be assisted in their duties by a Control Operator Committee the size and members of which are determined by the Trustee. The committee shall be charged with the responsibility of monitoring the repeater in accordance with FCC regulations

Section 5

The Maintenance Coordinator shall be appointed by the Technical Coordinator to perform the following duties:

1. Assure the technical and general operation of such station(s) is in accordance with FCC Regulations and the Federal Communications Act of 1934, as amended;
2. Repair, maintain, and modify the station(s) and equipment as necessary to assure legal and reliable operation consistent with good amateur radio techniques, good engineering practices, and current state-of-the-art methods.
3. Maintain an appropriate maintenance log which shall include the date and time of maintenance done to existing equipment, a brief description of the maintenance work performed, and by whom it was performed;
4. The Maintenance Coordinator shall be assisted in their duties by a maintenance committee, the membership and size of which shall be determined by the Coordinator. The responsibilities shall be limited to the station(s) and equipment in service at the station's operating location.