

# SUN CITY CENTER AMATEUR RADIO CLUB

## BY-LAWS

**1. CLUB NAME:** The full name of this club is the **SUN CITY CENTER AMATEUR RADIO CLUB.**

**2. CLUB ADDRESS:** Sun City Center Amateur Radio Club  
1009 North Pebble Beach Blvd.  
Sun City Center, FL 33573

**3. CLUB PURPOSES:**

3.1. The purpose of the Sun City Center Amateur Radio Club is to promote the hobby of amateur radio communications.

3.2. The club shall provide license training and present topics of interest to fellow amateurs.

3.3. The club shall provide emergency communications to the Sun City Center community in times of crisis.

3.4. The club shall offer support to other organizations in Sun City Center that require communications for their projects.

**4. CLUB FACILITIES:**

4.1. Currently a club station, capable of HF, VHF, and other operating modes, is available for use by licensed members.

4.2. Currently two club repeaters are maintained for the use of the amateur radio community.

**5. CRITERIA FOR MEMBERSHIP:**

5.1. Membership in the Sun City Center Amateur Radio Club is guided by the instructions and the by-laws of the Community Association (CA) of Sun City Center, and therefore is restricted, with the exception of 5.1.2, to only those residents of Sun City Center, Kings Point, and Sun Towers who are "Members in Good Standing" of their respective CA/COA.

5.1.1. TYPES OF MEMBERSHIPS:

5.1.1.1. Full Member (Resident of Sun City Center or Kings Point – pays dues – full privileges.)

5.1.1.2. Participation Member (Non-resident – pays full dues)  
– limited privileges – Non Voting– note Section 5.1.3 below.)

5.1.2. License Requirements-The Federal Communications Commission requires that anyone operating amateur radio equipment must hold a valid operators license for such use. Only members who can demonstrate that they have such a license, issued by the FCC or a foreign government with whom there is a reciprocal licensing agreement, have been trained and checked out on club equipment, will be permitted to operate Sun City Center Amateur Radio Club station equipment.

5.1.3. The Sun City Center Amateur Radio Club has been recognized as a part of homeland security for the south Hillsborough county area. Since the club is asked to be available

in emergency situations, as in hurricanes, the club may grant, with CA approval, participation rights to licensed amateur radio operators not residing in Sun City Center who are deemed necessary in providing such emergency communications. The Board of Directors must submit to the CA a request in writing stating the reasons for requesting participation rights for a non-resident. The CA will respond in writing either approving or disapproving the request.

## **6. MEMBERSHIP DUES:**

6.1. The amount of monies members will pay as dues for the following club year will be established by the Board of Directors prior to the annual meeting in December of each year. Said amount will not cause hardship on any member, and further, dues changes must be approved by a majority vote of the membership then present at the annual meeting.

6.2. Membership dues are to be paid annually with an effective date of January 1<sup>st</sup> of each year. Dues for new members joining during the year will be  $\frac{1}{2}$  (0.5) the annual rate when joining after June 30<sup>th</sup>. Dues for family membership (Both must be licensed) consisting of two or more members in the same family will be 1  $\frac{1}{2}$  (1.5) times the annual rate.

6.3. The Board of Directors may, with the approval of the membership, impose fees equal to the membership dues for non-residents having participation rights.

## **7. REMOVAL OF MEMBERS FOR CAUSE:**

7.1. Any member may be removed from membership in the club for a cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

7.1.1 The club member who recommends the removal of another member must submit the request in writing to the Board of Directors.

7.1.2. The letter must clearly state the reason(s) for the proposed action.

7.1.3. The letter must be signed by the member bringing the action.

7.1.4. The letter must be endorsed and signed by at least two (2) other members of the club.

7.2. A member of the club may be removed from membership, for cause, by majority vote of the members present at a duly constituted meeting of the club. The member under consideration for removal must be notified of the time, place, and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the club may, within 30 days of removal, request an appeal hearing to the Board of Directors for reinstatement of membership.

7.3. After one year from the date of removal, the removed member may apply, by letter, to the Board of Directors for reinstatement. If approved by a majority vote of the Board of Directors, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the club. Any reinstatement of this nature shall be as new members.

## **8. ELIGIBILITY TO HOLD OFFICE OR POSITION:**

8.1. The offices of President and Vice President must hold a valid Amateur Radio License, General Class or above, and must be members of the CA.

8.2 The offices of Secretary, Treasurer, Director of Club Station Equipment, Director of Club Station Operations, and the Program Chairman are available to any member holding a valid Amateur Radio License.

8.3. The Station Trustee, holder of the station license, shall be an Extra Class License holder, a member of the SCCARC, and a member of the CA who resides in Sun City Center throughout the year. This is an ongoing position, held until such a time as the current Station Trustee desires to be replaced, is unable to continue in this position, or the Board of Directors appoints a new Station Trustee.

8.4. The positions of Committee Chair or Committee Member are available to any member holding a valid Amateur Radio License.

8.5. Members are encouraged to hold a plurality of positions within the club's organizational structure which will bring cross over benefits to each post they hold.

#### **9.0. BOARD OF DIRECTORS:**

9.1. This club shall be governed by a Board of Directors which consists of the President, Vice President, Secretary, Treasurer, Program Chairman, and the Station Trustee, who is a non-voting member.

9.2. The Board of Directors will meet at a time and place to be determined by the President to discuss and establish the club's activities and direction. This meeting shall be open to all members of the club unless such meeting has been called to discuss a personnel problem.

9.3. The Board of Directors may authorize expenditures of Six hundred dollars (\$600.00) or less for equipment acquisition, maintenance or normal club business provided the expenditure does not bring the club's treasury balance below . One Thousand dollars (\$1000.00) Expenditures over the above amount must be approved by the membership at a regular or special meeting called for that purpose.

9.4. The Board of Directors shall have the power to act if it is of the opinion that immediate action is called for.

9.5. The Board of Directors may authorize the preparation of a Document Manual containing rules, operating procedures, guidelines and any other information necessary for the effective operation of the Club.

9.6. The Board of Directors shall have the right to establish appropriate special recognition and awards to recognize outstanding contributions of members. When such methods of recognition are established, the Board of Directors shall also establish the criteria by which such recognition is judged to assure fair and equitable treatment of all potential recipients.

#### **10. ELECTION OF THE BOARD OF DIRECTORS:**

10.1. Except for the Station Trustee, the Board of Directors shall be elected by a majority vote of the membership, then present, for a term of one (1) year, during elections held as part of the annual meeting.

10.2. The Station Trustee will be appointed by the Board of Directors.

10.3. Officers may succeed themselves by re-election.

10.4. If at sometime during the club year an elected officer is unable to continue serving, the Board of Directors is empowered to appoint a qualified member to fill the position until the next election.

## **11. DUTIES OF THE BOARD OF DIRECTORS:**

11.1. The President will conduct the meetings and has the overall responsibility for the functioning of the club.

11.2. The Vice President will act on behalf of the president as required, and perform those additional duties assigned by the President.

11.3. The Secretary will record the minutes of **(all)** general meetings of the membership and assist the Board of Directors in any other manner as may be required, also send correspondence to CA that does not deal with financial matters of club

11.4. The Treasurer, as the financial officer, will be the intermediary contact person between the club and the CA in matters pertaining to financial requirements of the CA, and will collect, account for, and disperse the clubs funds as required.

11.5 The Program Chairman will arrange to provide meaningful programs for the membership at its monthly meetings.

11.6 The Station Trustee is answerable to the FCC and the Florida Repeater Council for compliance of the club station to their rules and regulations. The only action the Station Trustee may take without prior approval of the Board of Directors is to terminate the SCCARC radio station transmissions if FCC rules and regulations are being violated.

## **12. STANDING COMMITTEES:**

12.1 The president or the Board of Directors may, as conditions require, alter, add to, or eliminate standing committees, sub-committees, or committee chairs. The following should only be considered a guide.

- 12.1.1. Club Station Equipment
- 12.1.2. Club Station Operations
- 12.1.3. Membership Committee
- 12.1.4. Social Committee
- 12.1.5. Publicity Committee
- 12.1.6. Nominating Committee
- 12.1.7. Training and Education Committee
- 12.1.8. Emergency Communications Committee

## **13. CLUB AND DUES YEAR:**

13.1 The clubs membership and fiscal year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>.

## **14. MEETINGS:**

14.1. Meetings of the club shall be held on the first Wednesday of the month during the months of January through November.

14.2. The annual meeting of the club will be held on the first Wednesday of December.

14.3. Special meetings and social events will be conducted from time to time to best suit the need of the membership.

14.4. A membership quorum to conduct the usual club business shall be 33% of the members.

## **15. AMENDMENTS TO THE BY-LAWS:**

15.1. These by-laws may be amended, by a majority vote, when a quorum of the voting membership is present in person, or by proxy, during a regular or special meeting called for that purpose. A copy of the proposed amendment, and a proxy form for absentee votes, will be publicized by email and posted in the radio room, no less than thirty (30) days before the meeting date at which the vote is to be taken. Email proxies are acceptable, and should be directed to the KE4ZIP website.

**16. OPERATION OF THE CLUB:**

16.1 The club will be operated in accordance with the rules and guidelines set forth by the Sun City Center Community Association as they may apply to affiliated clubs.

**CA Policy Manual Change 5.01(A)(7)**

**The President and the majority of the Club Officers and the majority of the Club's Board must be CA members in good standing of the CA.**

**(amended 5/9/18 to go into effect on January 1, 2019)**

**17. DISPOSITION OF FUNDS:**

17.1 All monies collected and originating from dues, fees, gifts, bequests, donations, and fund raising events etc. must remain for the exclusive use and benefit of the club. Donations may be made when consistent with CA rules and regulations when approved by the Board of Directors.

Approval of the Sun City Center Community Association:

\_\_\_\_\_ Date 12/18  
Helen Lewis, Director CA Club Liaison

Approved by the membership: \_\_\_\_\_ Date 12/18

\_\_\_\_\_ Date 12/18  
Richard Hillyer, President

\_\_\_\_\_ Date 12/18  
Richard Wiczalkowski, Vice President

\_\_\_\_\_ Date 12/18  
Judy Wozniak, Secretary

\_\_\_\_\_ Date 12/18  
Edward Blecher, Treasurer

**(original signed copy on file in Secretary's records)**