

Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio and Emergency Communications, constitute ourselves the **Richland Communications Emergency Radio Team (CERT) Club** of Richland, South Carolina and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

Article I Membership

All members of the **Richland Communications Emergency** Membership shall be by application to Richland County CERT as described in club By-law #2. Membership. **Members of the Richland Communications Emergency Radio Team (CERT) are by default members of the Amateur Radio club licensed as KC4ERT and are subject to the Constitution and By-laws of the club.**

Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status, or any other reason that would be biased or prejudicial.

Article II Officers

Section 1. Officers

The officers of this club shall be President, Vice-President, and Secretary Treasurer

Section 2. Election

The officers of this club shall be elected for a term of one year by a quorum of members present at an annual meeting.

Section 3. Term Limits

The officers of the club serve as elected by the membership with no term limitation. An individual may not hold more than one office during the same term.

Section 4. Vacancies

Vacancies occurring between annual elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

Section 5. Eligibility

Following the initial election, in order to hold an office an individual must be a member in good standing for at least one year and hold a valid Amateur Radio License.

Section 6. Resignation

Any officer may resign their position in writing at which time all records and assets of the club will be turned over to the President or Vice-President.

Section 7. Removal of Officers

Officers may be removed from office for cause, upon written petition of a quorum of the membership presented to the President or Vice-President. After investigation, the petition will be presented to the membership at the next regular meeting of the club and voted on by the membership. Removal of an officer requires a three-fourths vote of the full membership.

Article III Duties of Officers

Section 1. President The President shall preside at all meetings, and conduct them according to the rules adopted. The President shall enforce due observance of this constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

Section 2. Vice-President

The Vice-President shall assume all the duties of the President during that Officer's absence. In addition, the Vice President shall organize club activities, plan and organize training activities, and advance club interest and activity as approved by the club. The Vice-President shall maintain close liaison with the county ARRL Emergency Coordinator® to further club participation in the Amateur Radio Emergency Service®.

Section 3. Secretary Treasurer

The Secretary Treasurer shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and communicate meeting notices to each member. The Secretary Treasurer shall receive and receipt all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the club or its Officers). At the end of each quarter, the Secretary Treasurer shall submit an itemized statement of disbursements and receipts. At the end of the Secretary Treasurer's term, all of the records and assets belonging to the club to the Secretary Treasurers successor.

Article IV Meetings

The By-Laws shall provide for regular and special meetings. At meetings, a simple majority of those present shall constitute a quorum for the transaction of business Robert's Rules of Order shall govern proceedings.

Article V Dues

The club, by a majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business or the organization. It is within the discretion of the membership when dealing with non-payment of such dues or assessments and may include expulsion from the club.

Article VI Club Call Sign

The club will apply for a club call sign and may apply for a vanity call sign as provided by FCC rules Part 97. The President shall assign trusteeship of the club call sign.

The Trustee shall: Be a member of the club in good standing. Meet FCC Requirements. Not have had their Radio Amateur License revoked or sanctioned at any time.

Article VII Dissolution of the Club

Section 1. Termination of Operations

In the event the Officers of the club vote that the club should be dissolved, the motion for dissolution must receive more than three-fourths vote of the full membership to pass.

Section 2. Disposition of Assets

The Officers of the club shall handle the disbursement of all club assets at their discretion. No member or group of members shall receive benefit from the assets. All equipment will be sold and net proceeds donated to a non-profit organization. All remaining cash will be donated to a non-profit organization.

Article VIII Amendments

This Constitution or By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing and shared with the membership in advance of the next regular meeting, provided all members have had written notice of the intent to amend the constitution and/or By-Laws at the next meeting. In cases where members are not physically present for the meeting, a neutral volunteer present at the meeting will be authorized to receive and record text messages and/or phone calls from off-site members to include in the vote.

By-Laws

1. Secretary Treasurer

- a. It shall be the duty of the Secretary Treasurer to keep the constitution and By-Laws of the club and have them present at each meeting of the club.

The secretary Treasurer shall note all amendments, changes, additions and deletions on the constitution and shall permit it to be consulted by members upon request.

2. Membership

- a. **Members of the Richland Communications Emergency Radio Team (CERT) are by default members of the Amateur Radio club licensed as KC4ERT and are subject to the Constitution and By-laws of the club.**

- b. Anyone interested in joining the **Richland Communications Emergency Radio Team** may contact Richland County Emergency Services Department and/or the Richland County ARES Emergency Coordinator for information.

- c. Membership includes all club privileges as well as rights to hold a club office and vote to elect club officers.

- d. **A key role of the Richland CERT group is to provide EOC radio room coverage when activated by our primary "served agency," Richland County Emergency Services. We cannot predict when the next significant event will occur. To be prepared and competent to work in the EOC, CERT members are expected to participate in activities that continually develop and practice their emergency communications skills. That would include participating in Richland EOC familiarization, participating in nets conducted with ARES, and participating in training and exercises and other activities coordinated by CERT, ARES, and SCEMD as available. We have a limited number of positions in CERT. We appreciate your willingness to join this group and your active engagement. Those who are consistently unwilling to participate will be asked to relinquish their position in CERT.**

3. Meetings

- a. Regular meetings will be held on the 4th Thursday of each calendar month. Meetings may be accomplished concurrently with local ARES nets, and/or virtually by way of on-line meeting applications, or in person.
- b. Special meetings may be called by the President upon written request.
- c. The Secretary Treasurer will send written communication (email, text, letter, etc.) concerning special meetings and the business to be transacted.

Only designated business will be conducted at a special meeting. Such notices shall be sent so that they arrive not less than 24 hours prior to the special meeting.

4. Dues, Fees and Assessments.

- a. Annual dues in the amount of \$00.00 are hereby assessed in accordance with the provisions of Article V of the Constitution.
- b. When assessed, dues are payable March 1 of each calendar year.
- c. Assessments levied in accordance with Article V of the Constitution shall be payable as assessed.
- d. Discretion of the membership is to be considered when dealing with those members who have unpaid dues, fee or assessments.
- e. Members with unpaid dues, fees or assessments shall have no voting privileges while payment is outstanding.
- f. Termination of membership by resignation or expulsion will not be considered as grounds for a refund of dues, fees or assessment. Neither will there be a consideration for an asset distribution in such a case.

5. Elections

- a. Officer elections will be held during the November meeting each year.

- b. Officers will assume their elected positions on January 1 of the following year.
- c. Voting will be accomplished using paper ballots prepared by the Secretary Treasurer.
- d. Ballots will be tallied in the presence of all club members present. In cases where members are not physically present for the meeting, a neutral volunteer present at the meeting will be authorized to receive and record text messages and/or phone calls from off-site members to include in the vote.
- e. Any candidate may request a recount of the ballots.