Suggested edits by Wayne Beckman. 10/15/2021 and by Tom Saunders 8/10/2022

Red text would be deleted, and blue text would be added.

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**Santa Barbara Amateur Radio Club**

**BY-LAWS**

**ARTICLE I. NAME**

As stated in the Articles of Incorporation, the name of this organization shall be SANTA BARBARA

AMATEUR RADIO CLUB, hereinafter referred to as the “Club” or “SBARC.”

**ARTICLE II. MEMBERSHIP**

**Section 1:** Membership in the Club shall be open to all persons interested in promoting Amateur Radio

for the purposes stated in the Articles of Incorporation.

(a) There shall be no restrictions as to race, creed, color or gender.

(b) Membership shall be by an application and payment of dues.

**Section 2:** Dues Schedule:

(a) The amount of dues shall be set by the Board of Directors and shall take effect when confirmed by a

majority of voting members present at a regular meeting. Prior to said meeting, the Board shall cause a

notice of such dues vote to be sent to each member of record at least one week in advance of said

meeting.

(b) Dues shall be due and payable with application for membership. Said dues shall be for membership

for one year plus the remainder of the current month. Renewal dues are due and payable by the first day

of the calendar month following the month of expiration. Example: A member’s application and dues are

received on April 7, 2014. His or her membership is considered to be in good standing through April 30,

2015 and renewal dues are due and payable on May 1, 2015.

**Section 3:** A “member in good standing” is one whose dues are paid and who abides by the by-laws of

the Club. A member whose dues are in arrears three (3) months or more, will be considered inactive and

dropped from the membership roll.

**Section 4**: A “voting member” is any member in good standing who holds a valid amateur radio

operator’s license and whose dues have been paid for at least twenty-eight days.

**Section 5**: Any membership may be canceled for good cause by unanimous action of the Board.

**ARTICLE III. MEETINGS**

**Section 1**: Meetings. Regular meetings shall normally be held each calendar month at such place as the

Board shall determine. Special meetings may be called at the discretion of the Board.

**Section 2:** Meeting Dates. The regular meeting of the Club shall be held on the third Friday of each

month.

**Section 3:** Quorum. At any meeting, as defined in Section 1 above, ten percent (10%) of the voting

members shall constitute a quorum.

**ARTICLE IV. BOARD OF DIRECTORS**

**Section 1:** As provided in the Articles of Incorporation, all business and affairs of the Club shall be under

the direction and control of the Board of Directors, herein referred to as the “Board.” Duties of the

individual directors shall include responsibility for serving as committee chairpersons and performing

such other administrative and/or technical functions as may be agreed between them and the President.

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**Section 2**: All members of the Board shall be members of the Club in good standing and shall hold a

valid Amateur Radio operator’s license issued by the Federal Communications Commission.

**Section 3**: The Board shall consist of seven (7) members, of whom three (3) shall be the Officers

specified in Article V and four (4) Directors-at-large. One of the Directors-at-large shall be, with his

concurrence, the immediate past president of the Club, unless he or she shall be a current Officer.

**Section 4**: Term of Office. Each Officer and Director-at-large shall hold office for a period of one year,

and until resigned, re-elected or replaced by a successor.

**Section 5**: Quorum. Four (4) members of the Board shall constitute a quorum.

**Section 6**: Vacancies. A vacancy on the Board shall be filled by appointment by the Board of a qualified

individual for the unexpired term involved.

**Section 7**: Action Taken Between Board Meetings. In case an action is required to be taken by the Board

between meetings, such action shall be by consent of all of the Board Members, individually or

collectively, in writing, to such action. Such written consent or consents shall be filed in the minute book

of the Board.

**Section 8**: Standing Rules Adopted by Board. The Board may prescribe by adoption of standing rules, not

in conflict with the law or these By-laws, any procedures necessary for carrying out the Board’s

responsibilities.

**ARTICLE V. OFFICERS**

**Section 1**: Officers

**President and CEO**

The President shall preside at all meetings of the Club, shall be chairman of the Board, and shall be an exofficio member of all of the committees, except the nominating committee(s).

**Secretary**

The Secretary shall keep a record of the proceedings of all board meetings, maintain a roster of members, and carry on all necessary Club correspondence and mail written notices to members announcing special meetings of the Club. He or she shall be responsible for the safekeeping of the official copies of the Articles of Incorporation and By-laws, which shall be available for inspection by members, upon request, at reasonable times. He or she shall compile, update yearly and publish a list of standing rules which shall

have been adopted by the Board.

**Chief Financial Officer (CFO)**

The Chief Financial Officer shall be specifically responsible for all monies of the Club. He or she shall

pay all bills approved by the President, or Secretary in the President’s absence, and in accordance with the

Board’s policy for reimbursement of expenses reasonably incurred in the course of Club business, collect

all monies, handle banking, and keep adequate financial records of all such transactions and of other types

of records which reflect the net worth and financial position of the Club. He or she shall retain a copy of

the inventory of Club property, and retain a current estimate of the value of such property, prepare

budgets for the Board’s approval, and keep the Board currently informed concerning expenditures in

relation to budgeted items. The Chief Financial Officer shall be responsible for the correct and timely

performance of any accounting services secured by the Club pursuant to Board action. The CFO shall file the necessary forms required to maintain the 501c3 status of the club.

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**ARTICLE VI. ELECTIONS**

**Section 1**: Officers and Directors shall be elected by a majority of votes duly cast by the voting members

at the annual meeting of the Club, held in November of each year or, if a quorum is not present, then at

the next regular or special meeting called for the purpose, notice of any such meeting having been mailed

to each voting member in advance of the meeting.

**Section 2:** Right to Vote. Each voting member (as defined in Article II) shall be eligible to vote and to

cast one ballot in person or by written proxy.

**Section 3:** Voting Procedure. Voting shall be by printed ballot unless otherwise determined by the

President or presiding officer at the meeting. Printed ballots shall be distributed to voting members after

validation of their membership by the membership chairperson.

**Section 4:** A nominating committee appointed by the President with concurrence of the Board, shall meet

prior to the election to consider and submit the names of qualified candidates for nomination as officers

and directors, at the October Club meeting next preceding the election and to all voting members in

writing in advance of the election. Additional nominations may be made from the floor prior to the

election.

**Section 5**: A newly elected Officer or Director shall take office on January first of the term for which

elected, unless appointed to fill a vacancy, in which case he or she shall take office immediately upon his

or her appointment.

**Section 6**: Removal or Resignation. Any Officer or Director may be removed from office by an

affirmative vote of two-thirds of the voting members present at a regular meeting. Any Officer or Director

may resign by written notice to the Board mailed to the usual address of the Club. Such resignation is

effective upon receipt by the Club at its usual address. Acceptance of such notice is not necessary to make

it effective.

**ARTICLE VII. APPOINTMENTS**

Except as to Officers who are members of an Executive Committee, the President may, with the

concurrence of the Board, appoint committee chairpersons, committee members, and such other

appointive officers as may be deemed advisable, with such responsibilities and terms as may be

determined. Such appointments may, but need not be, limited to members of the Board unless otherwise

specified by these By-laws.

**ARTICLE VIII. TRUSTEES**

**Section 1**: The Board shall appoint such a Trustee or Trustees as shall be necessary to conduct

negotiations with the Federal Communications Commission (F.C.C.) on any and all matters pertaining to

the issuance and maintenance of Amateur Radio Station licenses issued to the Club. The Trustee(s) shall

be responsible for the Club’s compliance with the rules and regulations prescribed by the Federal

Communications Commission relative to the operation of the Club’s radio station(s) and equipment, and

shall have sole authority over the use of said equipment where F.C.C. regulations pertain. He or she shall

act as the Club’s liaison with the A.R.R.L. and coordinating councils concerning Amateur Radio

frequency spectrum allocation and use. All actions of the Trustee(s) shall be under the direction and

control of the Board.

**Section 2**: A Trustee shall hold office until the expiration date of the Club station license for which he or

she is responsible, or until he or she is no longer willing or able to serve, or until a successor is appointed

by the Board.

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**ARTICLE IX. DISBURSEMENT AUTHORIZATION**

Checks drawn on any checking account of the Club and any withdrawal orders on any savings account of

the Club, shall bear the signature of the Chief Financial Officer and of the President or Secretary. In the

absence of the Chief Financial Officer, the signatures of the President and the Secretary shall be required.

All expenditures shall be accounted for by check with the exception of petty cash, which shall be

accounted for by voucher for all expenditures.

Club expenditures of $100 or more shall be signed or authorized in writing by two of the following: CEO, CFO, or Secretary. Board approved repetitive expenditures are exempt from this signature rule.

**ARTICLE X. RULES OF ORDER**

Roberts Rules of Order shall be used as a guide for governing proceedings of the Club in all cases to

which they apply and in which they are not inconsistent with these By-laws.

**ARTICLE XI. AMENDMENTS**

Any member in good standing may propose amendments to these By-laws. . Notice of the proposed

amendment shall be submitted in writing at a previous regular meeting and/or mailed to each voting

member in advance of the meeting at which it is to be voted upon. Approval of such amendments shall be

by a two-thirds majority of the votes duly cast by voting members.

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History: The amended By-laws were adopted by Action of the Board of Directors on 6/10/98 and 9/9/98

and ratified by two-thirds majority of voting members at the regular meeting of October 16, 1998. They

were amended by a two-thirds majority of voting members at the regular meeting of September 15, 2000.

The amended By-laws were previously adopted by a vote of the General membership at the regular Club

meeting on 20 October 1995 and 17 November 1995. Approved changes to the document were previously

approved on 19 May 1989 and 15 October 1982. The original by- laws were amended on 15 April 1977.

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**SBARC Mission Statement**

March 1998

SBARC is a non-profit public benefit corporation organized and operated to promote education for

persons interested in telecommunications, to disseminate information about scientific discoveries and

progress in the field, and to train communicators for public service and emergency communications.

SBARC also encourages and sponsors experiments in electronics and promotes the highest standards

of practice and ethics in the conduct of communications.

Our success is shown by a progressive increase in involved membership, by public recognition and

support, by members’ advancement in the technology and by acquisition and utilization of assets.

SBARC assures success by having an organization with a focus on its goals, a system of leadership

development, prudent financial management and a vision toward and dedication to public service. It

supports an organized and comprehensive educational program and publicizes its activities and

services to the community.

Recommended deletion in red; addition in blue.

**Chief Financial Officer (CFO)**

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pay all bills approved by the President, or Secretary in the President’s absence, and in accordance with the

Board’s policy for reimbursement of expenses reasonably incurred in the course of Club business, collect

all monies, handle banking, and keep adequate financial records of all such transactions and of other types

of records which reflect the net worth and financial position of the Club. He or she shall retain a copy of

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budgets for the Board’s approval, and keep the Board currently informed concerning expenditures in

relation to budgeted items. The Chief Financial Officer shall be responsible for the correct and timely

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Old Version

**ARTICLE IX. DISBURSEMENT AUTHORIZATION**

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the Club, or credit or debit card expenditures, shall bear the signature of the Chief Financial Officer and of or the President or Secretary. In the

absence of the Chief Financial Officer, the signatures of the President and the Secretary shall be required.

All expenditures shall be accounted for by check with the exception of petty cash, which shall be

accounted for by voucher for all expenditures.

Proposed Version

**ARTICLE IX. DISBURSEMENT AUTHORIZATION**

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