

**BY-LAWS**  
**San Benito County Amateur Radio Emergency Service**  
**April 14, 2011**  
**Amended March 12, 2014**  
**Amended April 9, 2014**  
**Amended June 11, 2014**

**ARTICLE I – Name**

This organization shall be known as the SAN BENITO COUNTY AMATEUR RADIO EMERGENCY SERVICE (SBC ARES)

The San Benito County Auxiliary Communication Service / Radio Amateur Civil Emergency Service (SBC ACS/RACES) shall be a component of this organization. The principle use of this name is to identify the Level One members of this group when acting in the capacity of ACS/RACES.

**ARTICLE II – Purpose of the Organization**

1. To secure for ourselves the pleasures and benefits of the association of persons interested in amateur radio.
2. To work with local, state and federal government agencies to provide normal and emergency communications.
3. To promote higher standards within the ranks of amateur radio.
4. To create a mutual understanding and cooperation between amateur radio and the community.

**ARTICLE III – Membership**

1. Membership in this organization shall be available to anyone interested in amateur radio and who has approval of the membership.

**Classes of Membership**

1. Level Two members: All interested licensed amateur radio operators shall be considered Level Two members.
2. Level One members: Licensed amateur radio operators that have reached a level of knowledge, training and experience to act as a lead operator in events, emergencies or when the SBC ARES is asked to assist the community by a government official. These members shall constitute the RACES component of our organization. A Level One member shall have passed the appropriate background checks and will maintain the level of training required for this position as determined by the executive committee and the San Benito County Office of Emergency Services (OES).

3. Associate membership can be granted to any person who shows an interest in amateur radio. Associate members cannot vote or hold office and shall be restricted in the use of organization equipment.
4. The SBC ARES reserves the right to revoke the membership of anyone for any action(s) detrimental to the SBC ARES and/or its assets. This action can be taken by a majority vote of voting members present at a regularly scheduled meeting upon recommendation of the executive committee.

#### **ARTICLE IV – Dues**

1. The annual dues shall be \$20 per year per person. Family membership is available at the rate of \$10 per family member.
2. Annual dues shall be paid by January 31 of each year, and the organization Treasurer shall notify any member in arrears 30 days.
3. Dues are voluntary and are not required for any function other than to vote or to hold office.

#### **ARTICLE V – Meetings**

1. Regular meetings shall be held monthly at a place and time as specified by the executive committee and notice given at least 15 days in advance. Special meetings may be called by the President or by any two elected officers.

#### **ARTICLE VI – Officers, Appointed Advisors and Management**

##### **Officers:**

1. The officers of this organization shall be President, Secretary, Treasurer, Quartermaster and Advisor Chair. One officer may hold two of these positions if deemed necessary but if holding two positions will only have one vote on the Executive Committee.
2. Anyone nominated for office shall be a voting member in good standing for at least one year. Officers shall be elected for one year. Election shall be at the November meeting and elected officers shall take office at the January meeting of the following year.
3. The membership at any business or called meeting may replace any officer due to death, incapacitation, non-participation, resignation, or bad conduct, by at least two-thirds (2/3) of the voting membership present. The procedure outlined in Article X shall be followed in this instance.
4. Election of officers shall be by secret ballot by all members present at the November meeting. Voting by individual absentee ballot is allowed, if an individual voting member requests the absentee ballot.

Appointed Advisors:

1. Appointed Advisors shall be as follows: ARRL District Emergency Coordinator (ARRL DEC), Auxiliary Communication Service Officer (ACS Officer), Contact Volunteer Examiner (CVE), Government Liaison and a Public Information Officer (PIO). This group as a whole shall be represented on the Executive Committee by the Advisory Chair.

Management:

1. The SBC ARES shall establish a bank account and make deposits of all dues or other amounts received by the SBC ARES into that account including Volunteer Examiner (VE) activity. Those authorized signers of this bank account shall be the President, Secretary, Treasurer and Advisor Chair.

**Duties of the Officers**

President

1. It shall be the duty of the President to conduct all meetings. Including the Executive Meeting with order and according to parliamentary procedures.
2. The President with the Secretary and Treasurer are authorized to obtain a TIN number from the IRS and open and maintain a bank account for the sole use of the organization.
3. The President shall have authority to organize committees as needed to advance the work of the organization, appoint Chairs to these committees and appoint temporary replacement chairpersons when so warranted.
4. The President shall be an authorized signer of the SBC ARES bank accounts.

Secretary

1. The Secretary shall retain and keep records of all minutes, transactions and events of the organization and be responsible for all incoming and outgoing correspondence. The Secretary shall preside at any meeting in the absence of the President, provided provisions of Article IX are met.
2. The Secretary with the President and Treasurer are authorized to obtain a TIN number from the IRS and open and maintain a bank account for the sole use of the organization.
3. The Secretary shall be an authorized signer of the SBC ARES bank accounts.

Treasurer

1. The Treasurer shall keep deposits and all organization funds in the bank under SBC ARES. The Treasurer shall collect dues and disburse all money and keep an accurate record of each. A current written Treasurer's Report will be available at each monthly meeting showing the previous month's balance,

the present balance and all money spent and collected. One category of this Treasurer's Report will be the Volunteer Examiner's (VE) Activity as defined by the W5YI-VEC requirements. The Treasurer shall not dispense money by cash and shall show bills or receipts for all money dispensed for approved events. All books shall be audited at least once a year or at the organization's discretion.

2. The Treasurer with the President and Secretary are authorized to obtain a TIN number from the IRS and open and maintain a bank account for the sole use of the organization.
3. The Treasurer shall be an authorized signer of the SBC ARES bank accounts.

#### Quartermaster

1. The Quartermaster shall be responsible for the operation, maintenance, inventory of and the security the organizations equipment and for matters that pertain to radio use and operation including:
  - a. Repeaters
  - b. Emergency radios
  - c. Antennas
2. While acting as Chair can organize a committee to assist in these duties.

#### Advisory Chair

1. Shall bring to the meetings information from and the concerns of the Appointed Advisors.
2. Shall represent at the Executive Committee one vote for the entire group.
3. The Advisor Chair shall be an authorized signer of the SBC ARES bank accounts.
4. Those represented by this Chair are as follows:
  - a. ARRL District Emergency Coordinator (DEC): "is appointed by the Section Emergency Coordinator (SEC) to supervise the efforts of local Emergency Coordinators (EC) in the defined district." (Quoted from the ARRL)
  - b. Auxiliary Communication Service Officer (ACS Officer): shall help coordinate communication between the County of San Benito OES and the organization.
  - c. Contact Volunteer Examiner (CVE): Shall coordinator the Volunteer Examiners (VE) and provide license testing opportunities per the guidelines of W5YI-VEC guidelines.
  - d. Government Liaison: Will coordinate the needs of the organization and promote good will with the different agencies of the San Benito County government.
  - e. Public Information Officer (PIO): Will report and promote to the community, in a positive manner, the service and goals of the organization.

## **ARTICLE VII – Committees**

1. The President may appoint special committees, but their Chair will not serve on the executive committee unless the committee is a permanent committee. The committee Chair shall have full control over their committees, but may be removed by a majority vote of the members of the organization if warranted.

### Executive Committee

1. The Executive Committee shall consist of the following: the President, Secretary, Treasurer, Quarter Master, Advisory Chair and the past President. The duties of the Executive Committee shall be to discuss and take action when appropriate on such matters as directed by the members or when an action on a matter is immediately needed.

## **ARTICLE VIII – Voting**

1. Any issue concerning organization business shall be voted upon by a show of hands unless it is deemed a controversial subject by any full member present, then voting shall be done by secret ballot.

## **ARTICLE IX – Quorum**

1. A quorum shall consist of five (5) of the voting members on the roll plus any two elected officers.

## **ARTICLE X – Amendments**

These By-laws shall serve as the rules and guidelines of the SBC ARES and can be amended:

1. The amendment or amendments must be presented at a regularly scheduled meeting.
2. At the following regularly scheduled meeting, a vote will be taken on proposed amendment or amendments. The amendment or amendments must be approved by at least of two-thirds (2/3) of voting members present and by any absentee ballots received prior to the meeting.

This enabling document of the SAN BENITO COUNTY AMATEUR RADIO EMERGENCY SERVICE (SBC ARES) was accepted by the Organization through vote and confirmed by Quorum as defined in ARTICLE IX at the regular meeting held on April 14, 2011. This vote is recorded in the official minutes of that organizational meeting.

## San Benito County Amateur Radio Emergency Services

### By-Laws Amendment I: Distribution of Assets Upon Dissolution

1. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets shall be distributed to the benefit of any officer, advisor, member, company or to the personal benefit of any person.
2. In the event that the Executive Committee votes that the organization should be dissolved, the motion to dissolve will be presented to the membership at a regularly scheduled meeting. At the following regularly scheduled meeting, a vote will be taken on the proposed motion. The motion must be approved by at least 2/3 of the voting members present and by any absentee ballots received prior to the meeting.
3. The Executive Committee shall handle the disbursement of all assets of the organization. All net assets can only be donated to another non-profit organization dedicated to amateur radio, which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

Approved at the regularly scheduled meeting on March 15, 2012, by a two-thirds vote of the voting members present.

San Benito County Amateur Radio Emergency Services

By-Laws Amendment II: Finances

1. The organization's finances will be handled in accordance with the current **Financial Policies and Procedures**.
2. Unless specified in the current **Financial Policies and Procedures**, expenditures can only be approved by a majority vote (as per Article IX) of the voting members that are present at a regularly scheduled meeting as defined.

Introduced to the membership at the regularly scheduled meeting on February 12, 2014 and approved at the regularly scheduled meeting held on March 12, 2014, by a two-thirds vote of the voting members present.

San Benito County Amateur Radio Emergency Services

By-Laws Amendment III: Change Article V as follows:

ARTICLE V – Meetings

1. Regular meetings shall be held monthly at a place and time as specified by the executive committee and notice given at least 15 days in advance ~~on the second Thursday night of each month at 7:00PM monthly except in December when the meeting will be combined with the annual Christmas dinner.~~ Special meetings may be called by the President or by any two elected officers.

Introduced to the membership at the regularly scheduled meeting on March 12, 2014 and approved at the regularly scheduled meeting held on April 9, 2014, by a two-thirds vote of the voting members present.



San Benito County Amateur Radio Emergency Services

By-Laws Amendment IV: Name change of organization

Effective the date of this vote, the name of this organization is hereby changed to the **San Benito County Amateur Radio Association (SBCARA)**. All references to the San Benito County Amateur Radio Emergency Services (SBC ARES) in the organization's by-laws will now refer to San Benito County Amateur Radio Association (SBCARA). As soon as practical, the officers of this organization are authorized to change the name on all accounts, documents, agreements, contracts and official papers to the new name.

Introduced to the membership at the regularly scheduled meeting on May 14, 2014 and Approved at the regularly scheduled meeting held on June 11, 2014, by a two-thirds vote of the voting members present.