

CONSTITUTION AND BY-LAWS

of the

STEEL CITY

AMATEUR RADIO CLUB, INC.

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ARTICLE I – NAME

This amateur radio club shall be called the Steel City Amateur Radio Club, Incorporated. Its official abbreviation shall be S.C.A.R.C. and its official organ will be the Steel City ARC website aka W3KWH.COM

[Amendment 2024] [Reference By-Law committee]

ARTICLE II – PURPOSE

Section 1 – Defined

The Steel City Amateur Radio Club, Incorporated as a non-profit organization in the State of Pennsylvania, County of Allegheny, shall be organized exclusively for educational, scientific and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code and shall:

- a. Promote the interests of Amateur Radio by encouraging its membership to assist in Public Service and other activities in the public interest.
- b. Cooperate with other amateur radio clubs in any manner that will react to the common good of Amateur Radio.
- c. Participate in amateur radio contests such as "Field Day", DX contests, VHF contests, etc.
- d. Provide a club house and operating facilities so that members shall have an adequate meeting place and equipment for the pursuit of their hobby.
- e. Teach and assist non-amateurs who are interested in amateur radio in the art and skills necessary to pass the FCC license tests.
- f. Conduct such other activities as will enhance and improve the hobby of Amateur Radio.

Section 2 – Limitations

No substantial part of the activities of S.C.A.R.C. shall be the carrying on of political activity, or otherwise attempting to influence legislation, and S.C.A.R.C. shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including the publishing or distribution of statements). Notwithstanding any other provision of these articles, S.C.A.R.C. shall not carry on any other activities not permitted to be carried on

- a. by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or
- b. by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

[ARTICLE II REVISED] [Reference: Minutes of January 16,1990]

ARTICLE III – MEMBERSHIP

Section 1 – Define

The membership of the S.C.A.R.C. must have and maintain a valid amateur radio license. The membership term shall be considered to run from January 1st to December 31st. The member has a grace period until the April Business meeting to pay their dues in full. If not paid by the April Business Meeting their membership is considered expired. They can be reinstated if they pay their dues in full before December 31st. After December 31st they will have to resubmit a new application for membership and go through the reading process again.

Section 2 – Class

The membership shall comprise four classes as follows :

- a. **Full Membership** - These members must be over 18 years of age and hold a valid amateur radio operator's license. "Full Membership" gives the member 24 hour access to the club house and full use of all the remotes. Additionally, spouses and children living at the same residence that are also licensed can get a full membership at a reduced rate.
- b. **Junior Members** – These members are under the age of 18 but do hold a valid radio amateur radio operators license. Junior members are able to participate in all club activities. Junior members will also receive a reduced membership dues. Junior members do not get individual building access until they reach the age of 18 years old. On their 18th birthday they are automatically transferred to a full membership.
- c. **DX Members** – Those are full members that have moved outside the 50 miles radius from the clubhouse, and/or are physically unable to attend the meeting but wish to continue their membership. DX members do get remote access to all of the S.C.A.R.C remote stations, repeaters, and website. DX members do not have key card access to the club house. DX members do receive a reduced membership rate. Their request must be submitted for a vote at a monthly business meeting.
- d. **Lifetime Membership** – Are for members that have provided a **lifetime** of service to the Steel City Amateur Radio Club, and are still current active members of the club. These club members must be nominated by another member who will explain this member's lifetime of service to the membership during our business meeting. The member then must be approved by the membership by vote. "Lifetime Members" are exempt from all dues for their remaining lifetime.

[Amendment 2024] [Reference By-Law committee]

Section 3 – Voting Rights

All classes of members shall have voting rights.

Section 4 – Application for Membership

Prospective members must be sponsored by a member and receive unanimous approval of the membership committee before he or she can be presented as a candidate for membership in S.C.A.R.C. at a business meeting. The prospective members will be presented to the membership at three monthly business meetings which they must attend during a six month period. A majority vote of the members present at a meeting will assure election as a member. If dues from the applicant are not paid by the next business meeting following their election, their membership shall be considered void but the applicant may reapply for membership.

A former member of the S.C.A.R.C who wishes to rejoin the club may rejoin under the following conditions. They must have been a member for at least one year in good standing and they need to fill out a new membership application. Then they will have a single reading and vote at a business meeting.

[Amendment 2024] [Reference By-Law committee]

Section 5 – Revoking Membership

Any member can have his membership revoked for cause. The procedure for dismissal is as follows :

- a. The membership committee by unanimous vote shall submit to the members at a regular meeting the reasons for dismissal and certify that they are in accord with the dismissal.
- b. A majority vote of the members present at the above mentioned regular meeting can dismiss the member from S.C.A.R.C.
- c. A member who is subject to dismissal will be notified of the membership committee action concerning himself 14 days prior to the regular meeting wherein action on his case will ensue and he will be permitted to present his defense.

Section 6 – Cause for Dismissal

Any one of the following shall be considered sufficient grounds for dismissal :

- a. Theft or misappropriation of club property.
- b. Any violation of FCC rules and regulations while operating club equipment, remote stations, or on the repeaters.
- c. Creating a disorder on club property that might reflect on the good name of S.C.A.R.C.
- d. Failure to maintain active amateur radio license.

[Amendment passed 1982] [Reference: Minutes of November 1982]

[Amendment 2024] [Reference By-Law committee]

ARTICLE IV – OFFICERS

Section 1 – Defined

The officers for S.C.A.R.C. shall be composed of a President, Vice-president, Treasurer, Recording Secretary, and a Corresponding Secretary and shall assume the chair in this order in the event of death, incapacitation, or absence of the President.

Section 2 – President

The President shall preside at all meetings, appoint all standing committee chairpersons, appoint all special committee chairpersons, and shall see to it the affairs of S.C.A.R.C. are properly administered.

Section 3 – Vice-President

The Vice-president shall act with full authority of the President in their absence.

Section 4 – Recording Secretary

The Recording Secretary will take all minutes of meetings, which shall be an accurate and official record of all business transacted, and be the custodian of all previous minutes and actions of S.C.A.R.C. In the absence of the Corresponding Secretary the Recording Secretary will assume the Duties of the Corresponding Secretary

Section 5 – Corresponding Secretary

The Corresponding Secretary and his appointee will handle correspondence between S.C.A.R.C. and others. In the absence of the Recording Secretary the Corresponding Secretary will assume the Duties of the Recording Secretary

Section 6 – Treasurer

The Treasurer will handle all monies of S.C.A.R.C. keeping proper accounts and records making them available to the membership at any time. They may select a bank of their choosing for keeping S.C.A.R.C. funds. The Treasurer is authorized to release funds up to and including \$100.00 an item with approval of the President. Individual expenditures over this figure shall require majority approval at a business meeting or a special meeting.

Section 7 – Term Of Office

The officers shall hold office for one year January 1st to the end of the year December 31st.

[Amendment 2024] [Reference By-Law committee]

ARTICLE V – ELECTION OF OFFICERS

Section 1 – Official Nominees

Official nominees shall be those selected by the members as requested by the Nominating Committee and the list of such nominees will be presented to the members in the minutes and on the website before the election.

Section 2 – Qualifications

All officer nominees must be a Full or a Lifetime member in good standing.

Section 3 – Election

The election of officers shall be held at the regular October meeting. New officers are to take office in January following the election.

Section 4 – Nominations From The Floor

Nominees for office can be made from the floor by a member at the September or October business meeting.

Section 5 – Plurality Vote

A plurality vote of members that are present at the business meeting shall be sufficient to assure election.

Section 6 – Quorum

The members attending the October business meeting shall comprise quorum and shall elect the officers for the ensuing year.

[Amendment 2024] [Reference By-Law committee]

ARTICLE VI – COMMITTEES

Section 1 – Appointment

The President shall appoint all standing and special committee chairpersons.

Section 2 – Standing Committees

The standing committees shall comprise the following:

- a. **Club House** - This committee shall be responsible for the care and upkeep of the buildings and grounds.
- b. **Technical** - This committee shall be responsible for the care and upkeep of the equipment and shall make recommendations concerning the acquisition and/or modification of new or existing equipment.
- c. **Membership** - This committee shall be responsible for the investigation and approval of all prospective members and shall be the judicial authority to hear and act on requests for dismissal of members as called for under ARTICLE III – Section 6 and 7.
- d. **Ways and Means** - This committee shall consist of a Recording Secretary and the Treasurer and at least one other at large member selected by the President. The committee shall be responsible for the establishment of initiation fees and dues and shall be in charge of any fund raising activities.
- e. **Contest** - This committee shall organize, properly supervise, and duly report any contest activity not delegated to a special committee.
- f. **Education** - This committee is in charge of Training Sessions and Special Events gear towards the purpose of educating them in Ham Radio and STEM. {Science, Technology, Engineering, Math}
- g. **Audit Team** - This committee will do an internal audit once a year of the accounting books and records with the coordination of the club Treasurer.

Section 3 – Responsibilities

Committee chairperson shall be responsible for the performance of their committee. In the event a chairperson cannot discharge their responsibilities, the President may relieve them and appoint another chairperson.

Section 4 – Special Committees

The President, at his discretion, can appoint any special committees that he feels are necessary to the proper handling of S.C.A.R.C. affairs. A non-inclusive list of such possible committees follows:

- a. Nominating Committee
- b. Constitution and By-Laws Committee
- c. Field Day Committee
- d. Kitchen Committee

[Amendment 2024] [Reference By-Law committee]

ARTICLE VII – DUES AND INITIATION FEES

Section 1 – Establish

Annual dues and initiation fees shall be established by the Ways and Means Committee and shall be presented at the November meeting each calendar year. Their report shall be subject to a majority approval of the members present at that meeting.

Section 2 – Payment

Dues for the current year must be paid by the regular April business meeting unless prior arrangements are made with the Treasurer and approved by the President.

Section 3 – Proration

New members joining in January will pay the full amount. Members joining in February through October will pay a prorated amount based on the number of months left in the year. Members joining in November or December will pay the full amount and receive credit for paying for the following year plus the remaining months of the joining year.

[Amendment 2024] [Reference By-Law committee]

ARTICLE VIII – MEETINGS

Section 1 – Business

The regular monthly business meetings shall be held at the club house on the third Wednesday of every month. The regular meeting can be omitted for special occasions such as Field Day, Christmas Party, etc., at the discretion of the President. If access to the club house is not possible or permitted the meeting at the discretion of the president can be held off site or online.

Section 2 – Special

A special meeting can be called by any five members with a signed petition to the President. The need for the special meeting must be explained in depth in the petition. The special meeting notification must be made to the membership and posted for 7 days before the meeting. It is then mandatory to call the special meeting with or without the approval of the President.

[Amendment 2024] [Reference By-Law committee]

ARTICLE IX – QUORUM

The members present at a business meeting, as described in ARTICLE VIII, shall constitute a quorum provided that at least two officers as defined in Article IV and three members as defined in Article III are present.

[Amendment 2024] [Reference By-Law committee]

ARTICLE X – AMENDMENTS TO CONSTITUTION AND BY-LAWS

Section 1 - CHANGES TO THE CONSTITUTION

Amendments to the Constitution and By-Laws must have two readings at consecutive business meetings. Notice must be sent out via email and posted on the S.C.A.R.C website prior to the second reading After the 2nd reading a vote will then take place that will require a simple majority to approve the amendment. If a member can not attend the meeting they will be able to vote via email to the Recording Secretary by 5:00 PM of the day of the vote.

Section 2 - CONSTITUTION REVIEWS

A committee will be formed every five years or more to review the constitution and By-Law to determine if they should be updated. If changes need to be made then the process in Section 1 will be followed. Quorum for this committee will require at least two officers as defined in Article IV and a minimum four members as defined in Article III are present. Any Member can volunteer for this committee.

[Amendment passed 1978.] [Reference: Minutes of August 1978]

[Amendment 2024] [Reference By-Law committee]

ARTICLE XI – DISSOLUTION

No part of the assets or income of S.C.A.R.C. shall benefit or be distributable to the members, the officers, or any of them, or to other private persons except that S.C.A.R.C. shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth herein. Upon the dissolution of S.C.A.R.C., the officers shall, afterpaying or making provision for the payment of all liabilities of S.C.A.R.C., dispose of all the assets of S.C.A.R.C. in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the officers shall determine.

[Amendment passed 1988.] [Reference : Minutes of April 1988]

ARTICLE XII – PARLIAMENTARY AUTHORITY

In all matters not covered by its rules and regulations S.C.A.R.C. shall be governed by the “Robert’s Rules”.

[Members of the 2024 By-Law Committee]

N3LRG, N3KAC, WA3BKD, WA3VXJ, K3PQ, WQ3T, KJ3D, KC3TWO, N3VEN, N1BZ,
N3GHO, KC3SZO, KA3YNO, KA3SZO