

March 17, 2010

# **VENTURE OUT ELECTRONICS CLUB**

## **PART ONE: BYLAWS**

### **ARTICLE 1: DECLARATION**

We, the residents of Venture Out, wishing to secure for ourselves the pleasure and benefits of an association of persons who enjoy and have an interest in electronics activities, hereby establish The Venture Out Electronics Club.

The purpose of the Electronics Club is to provide adequate and up to date equipment and facilities for the enjoyment and use of our members, and knowledge and insight of electronics activities through instruction and seminars.

### **Article 2: Authority**

All activities of the Venture Out Electronics Club are subject to the authority of the parent body, which is the Social Board of Venture Out.

### **Article 3: General Provisions**

- A. **Membership:** Any person who resides in Venture out as an owner or renter may apply for a seasonal or guest membership in the Electronics Club.
- B. **Oversight:** An Executive Committee shall be elected and have the authority to establish policies, rules or regulations to control the operation of the Venture Out Electronics Club.
- C. **Officers:** The officers of The Executive committee shall consist of a president, vice-president, secretary and treasurer, who are elected by the membership at the annual meeting.
- D. **Directors:** The Executive Committee is authorized to appoint the necessary number of Directors to help operate sections of The Club. The Directors are also voting members of the Executive Committee.
- E. **Ex-Officio members:** A representative of the Social Board is an ex-officio member, and the past-president of the Electronics Club is an ex-officio member.
- F. **Fees:** The Electronics Club is hereby authorized to collect membership fees and assessments.
- G. **Amendments:** These By-laws may be amended at a properly called general membership meeting provided two-thirds (2/3) of the members present at the meeting vote in the affirmative.
- H. **Elections:** Annual elections shall be held each March

- I. **Conference Room:** This area will be available to any organized group of Venture Out with priority given to the Electronics Club and in accordance with the policies of the Electronics Club.
- J. **Policies:** To cover the general operation of the club provided, the Executive Committee shall provide operating policies which do not conflict with the By-laws. Policies do not need the approval of the general membership
- K. **Officers and volunteers:** Are not to be remunerated for services.

## **ARTICLE 4. THE EXECUTIVE COMMITTEE**

### **A. Officers:**

1. The President shall preside at all meetings of this club and conduct them according to the rules adopted. The President shall enforce due observance of the By-laws, and Policies, maintain close liaison with the Social Club, decide all questions of order, sign all official documents adopted by the club and perform all other duties pertaining to the office
2. The Vice-President shall preside in the absence of the President and shall assist the President as requested by the President
3. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members in good standing as provided by the Treasurer prepare and issue all correspondence, read communications as appropriate at each meeting and originate meeting notices to the membership and other interested parties. It shall be the duty of the Secretary to keep the By-laws of the Club and have copies of same available for reference at all General Membership Meetings. The Secretary shall preserve all past records of the Club to the extent determined by the Executive Committee.
4. The Treasurer shall use accepted accounting procedures, receive and issue receipts for all monies paid to the club, keep an account of receipts and expenditures, pay authorized bills, and establish the procedure for collecting fees and dues. The Treasurer shall also establish the procedure to provide members with access to the building, coordinate the development of the budget, and provide the Secretary with a current membership list.

### **B. Directors:**

1. Directors are to be available for the following sections;
  - a. Amateur Radio Operations
  - b. Director of Education
  - c. Technical Operations
  - d. Monitors
2. Each spring, Directors for all sections are to be recommended to the Officers of the Executive Committee for their approval. This should be done prior to the annual meeting
3. Directors shall begin their term immediately after appointment.
4. Directors are voting members of the Executive Committee and are counted toward a quorum.

5. Directors serve for one year only but may serve longer. Directors shall provide supervision and monitor the operation of whatever portion of the directions the Executive Committee may require.
6. A qualified person responsible for monitoring and establishing the safe and proper use of area and equipment must supervise the Amateur Radio Section. Use of amateur radio equipment must comply with FCC regulations. The United States or Canadian governments, or any other country recognized by the United States, may license qualified amateur radio operators. Members of the amateur radio section are not required to hold an FCC license. Members may use the equipment before being licensed, as long as there is a qualified licensed amateur radio operator (Ham) present and in control.
7. To serve the best interests of the Club, The Executive Committee is authorized to establish or decommission any section deem necessary.

### **C. Ex-officio Members**

1. The two ex-officio members of the Executive Committee should be available to attend all meetings of the Executive Committee.
2. They provide advice and counsel on issues before the Committee.
3. Ex-officio members are not eligible to vote nor are they counted towards a quorum.

### **D. Elections of Executive Committee Members.**

1. Persons who hold a seasonal or annual membership in Electronics Club are eligible to vote and hold any elected position
2. Election of officers of the Electronics Club shall be held annually at the Annual Meeting of the general membership.
3. Nominations from the nominating committee and from the floor are in order.
4. Candidates who receive a majority of the vote cast shall be elected. If a candidate does not have a majority, the two candidate who receive the most votes shall have a run-off election
5. Elected officers shall take the oath of office and begin their term immediately.

### **E. Duties. The Executive Committee shall:**

1. Effectively deal with any circumstances not identified in these By-laws or Policies.
2. Annually, appoint an adequate number of Directors to help oversee the operation of the Club, and record such appointments in the minutes.
3. Monitor and control expenditures to assure operations are within the approved budget.
4. Hold timely budget meetings in order to provide a detailed budget and rationale to support the operation of The Club
5. Monitor, supervise, and facilitate an adequate number of appropriate classes, the necessary maintenance, repair and replacement of parts, hardware and

- software, the proper use of equipment, and the safety and legality of the operation within the Club.
6. Provide written policies as necessary that cover topics not dealt with in the By-laws, and which will assure the effective operation of the Electronics Club.
  7. Perform the business of the Electronics Club in a timely manner.
  8. Establish and publicly announce the time and place of all general membership and Executive Committee meetings.
  9. Establish and recommend for approval the annual dues structure to the general membership at the Annual Business Meeting.
  10. Properly archive all records, correspondence and minutes.
  11. Provide for the annual inspection of the financial records of the Club, and report the findings to the general membership
  12. Appoint appropriate committees as needed
  13. Appoint a Nominating Committee , who:
    - a. Consists of three members of the Electronics Club and should include a past president if at all possible.
    - b. Nominate candidates for the officers of the Executive Committee, in the event of early vacancies, and for normal end-of-term vacancies.
    - c. Present their nominations during the Annual Meeting immediately after the regular agenda.
    - d.

## **ARTICLE 5. MEMBERSHIP:**

### **A. Membership Options:**

1. Seasonal: For those who wish to join The Club for the season, a seasonal membership is granted, which allows access to the facilities until the end of the season
2. Guest: For those who wish to join for any time less than through the end of the season, a temporary membership is available
3. Annual: Because of benefits available from the American Radio Relay League, only members of the Amateur Ration Section shall have an annual membership.
4. Special: Depending on unusual or special circumstances, The Executive Committee may provide special memberships, and shall identify the duration of the membership, and the privileges extended.

### **B. Conditions of Membership:**

1. Membership is acquired by completing the application and paying the fees.
2. Evidence of membership shall be presented when entering the facilities
3. Venture Out badges are to be worn in order to enter the building.
4. Seasonal and Guest memberships in the Electronics Club ends June 30 of each year.
5. All users must be 16 years of age or older
6. After a \$10.00 deposit with the treasurer, each member will be issued a Secura-Key, which must not be lent, given or sold to anyone, including family members.

7. If a member loses a Secura-Key, notify the Treasurer, or one of the other Club Officers, so that the card can be deactivated to prevent improper use.
8. A replacement card may be obtained for another deposit.
9. A member may return the Secura-Key card at any time for a full refund of the deposit.
10. The Executive Committee may establish additional conditions of membership
11. Membership may be revoked for being disruptive or violating Club By-laws or Policies

## **ARTICLE 6. MEMBER WITHDRAWAL:**

### **A. Executive Committee:**

1. Resignations:
  - a. Officers who resign from the Executive Committee, or who can no longer serve, or who have been removed by the Executive Committee or the general membership shall be replaced by the Executive Committee for the duration of the remaining term and until the next regularly scheduled election.
  - b. Any member of the Executive Committee who resigns should provide a written notice of such action to the Secretary.
2. Involuntary Removal:
  - a. A member of the Executive Committee who is absent excessively or conducts activities, which are regularly so disruptive, that the Electronics Club is unable to properly conduct its normal affairs, shall be removed from the Executive Committee.
  - b. After a hearing where the person in question has the opportunity to provide his or her side of the issue, The Executive Committee shall vote to retain or remove. This action shall require an affirmative vote of at least 66.67% of the members of the Executive Committee to remove. Removal shall be effective immediately.
  - c. Should the person who have been remove wish to appeal, the individual shall be given a hearing before the general membership, where the general membership shall vote as explained in Section B., below.

### **B. General Membership.**

1. The Executive Committee may initiate the removal from the club, any member for cause. This includes repeated activities that disrupt the operation of any part of the Electronics Club, regular and willful use of hardware and/or software in an illegal way, use of club facilities that prevents others from appropriately using the equipment, or regular and willful activity that violates Club Policies or By-laws
2. Individuals who hold seasonal or annual membership may initiate the Request for removal of any other member for cause, by submitting to the Executive Committee a petition signed by at least twenty-five (25)

members or 15% if the membership is less than 166 who hold a seasonal or annual membership.

3. Membership in the Electronics Club shall be revoked by an affirmative vote to remove by 66.67% of the voting members of the Executive Committee present and voting. Revocation shall be effective immediately thereafter and all rights and privileges of membership shall be revoked. Dues previously paid shall be refunded to the affected person.
4. Any member, who is removed, may appeal for a hearing at a General Membership Meeting. The Executive Committee shall submit a written or electronic notice to the membership at least ten days prior to an open meeting where both sides of the issue can be presented.
5. Any member of the Executive Committee who has been involuntarily removed, and who appeals, shall be granted a hearing before the general membership.
6. By action of the Executive Committee or by petition of the members of the Electronics Club, the Executive Committee shall serve written notice to the member. The notice shall contain the reason for the removal and must be delivered at least ten (10) days prior to a closed hearing with the Executive Committee where the members in question shall be invited to explain his or her side of the issue.
7. A motion to rescind the vote of the Executive Committee shall require an affirmative vote to rescind by two-thirds of the general membership in attendance and voting at that meeting. If a motion to rescind is in the affirmative, the member shall be immediately reinstated.

## **ARTICLE 7. MEETINGS:**

### **A. Executive Committee:**

1. Meetings of the executive Committee shall be open meetings, except where individual privacy issues are to be considered.
2. Regular meetings of the Executive Committee shall be held at least five times per season at a time and location convenient to the majority of members of the Executive Committee.
3. The President, or any three members of the Executive Committee may call special meetings of the Executive Committee. Three days advance notice shall be provided, except in case of emergency where less notice is acceptable.
4. A quorum shall consist of a majority of the Executive Committee, not including the ex-officio members.
5. Meetings are to be conducted according to Roberts Rules of Order, and shall allow for an orderly sequence of business which includes the secretary's report, treasurer's report, and other appropriate reports. Also old and new business and correspondence shall be addressed efficiently processed.
6. Unless otherwise specified, motions will require a simple majority for action.

7. Voting: All officers and directors of the Executive Committee are allowed one voted.

**B. General Membership:**

1. Meetings may be held between November 1 and April 1, at a publicly announced location and time
2. The members shall be given at least ten (10) days notice of any General membership meeting.
3. At least one general membership meeting shall be called the Annual Meeting. This meeting may include discussion of Club business-related topics and must include the annual election and installation of officers of the Electronics Club.
4. The Executive Committee shall call a general membership meeting, at the written request of twenty-five (25) members of the Electronics Club, or 15% of the membership if the membership is less than 166
5. All meetings of the General membership shall be open meetings
6. The General Membership Meetings shall be conducted in an orderly fashion, following Robert's Rules of Order.
7. To conduct official business, a quorum of at least twenty-five (25) seasonal and/or annual members shall be present. If the seasonal and annual membership is less than 166 a quorum shall consist of 15% of the seasonal and annual members.
8. Official business includes the election of officers of the Executive Committee approval of dues structure for the next fiscal year, changes in By-laws, membership issues, or other issues that the Executive Committee may wish the general membership to consider.
9. Proxy voting is not allowed.
10. With the exception of action to change the By-laws, other business will require a simple majority vote for action.

**ARTICLE 8. FINANCIAL OPERATIONS:**

- A. Any change in dues shall require approval by a majority vote of those present and voting at a general membership meeting.
- B. Dues will be reconsidered annually
- C. Dues and special assessments, if any, are payable to the Treasurer.
- D. Dues are typically not refundable, but may be allowed in cases of unusual circumstances.
- E. Electronic Club funds may be collected and disbursed only for activity directly connected with the stated purpose of the Club
- F. Routine changes for instruction, use of supplies, equipment, or facilities including the fax machine, shall be determined by the executive Committee and need not be approved by the general membership.
- G. Acceptable accounting procedures shall be followed.
- H. A monthly report from the treasurer shall be made to the Executive Committee.

**ARTICLE 9. AMENDMENTS:**

- A. Any proposed amendment to or revision of the By-laws shall be submitted in writing to the Secretary.
- B. The Executive Committee shall consider the proposal at their next regularly scheduled meeting and shall report its recommendation to all members at the next General Membership Meeting.
- C. A vote must be taken within 30 days from the date when the proposed amendment or revision is presented to the general membership.
- D. To be approved, two-thirds of the members who vote must vote in the affirmative
- E. The date of the adoption of any amendment shall be listed in the amendment or revision
- F. The president and the secretary shall sign and date any documents changing the By-laws.
- G. The secretary shall keep a written copy of the current documents.



These By-laws, dated March 17, 2010 have been approved by unanimous vote of the Electronics Club, on March 17, 2010, at a duly called and authorized meeting where a quorum was present. Our ignitions on each page of these By-laws, declares that page to be a legitimate page of the revised By-laws.

Ken Kamps, Secretary  
Signature on file

Date 3-30-2010

Jim Wallace, President  
Signature on file

Date 3-30- 2010