

By-Laws of the Southwest Ohio DX Association

Article 1 Duties of Officers

Section 1.1 President

The President shall preside at all meetings and conduct them according to the rules adopted. The President shall

- A. enforce due observance of this Constitution and By-Laws.
- B. decide all questions of order.
- C. sign all official documents adopted by the club.
- D. perform all other duties pertaining to the office of President

Section 1.2 Vice-President

The Vice-President shall assume all the duties of the President in the President's absence. In addition, the Vice-President shall

- A. provide scientific and educational programs at the SWODXA's business meetings.
- B. plan and recommend contests to further radio science and operating skills.
- C. advance the SWODXA's interest and activity as approved by the club.

Section 1.3 Secretary

The Secretary shall

- A. keep a record of the proceedings of all business meetings.
- B. keep a roll of members.
- C. carry on all correspondence at the direction of the President.
- D. maintain the Constitution and the By-Laws of the club.
- E. maintain the club's Post Office Box and collect the club's mail.
- F. file the Annual Report of affiliation with the American Radio Relay League.
- G. at the expiration or termination of the Secretary's term turn over everything pertaining to this office to the successor Secretary.

Section 1.4 Treasurer

The Treasurer shall

- A. receive and receipt for all monies paid to the club.
- B. keep a roll of paid-up members and provide the secretary with a copy.
- C. keep an accurate account of all monies received and expended.
- D. pay no bills without proper authorization by the club.
- E. be prepared to give an itemized statement of disbursements and receipts and a financial statement (balance sheet) at every business meeting.
- F. annually in consultation with the Board of Directors maintain liability insurance to protect club officers and members.
- G. at the expiration or termination of the Treasurer's term turn over everything pertaining to this office to the successor Treasurer.
- H. assist the successor Treasurer in the acquisition and execution of documents required by the club's banking institution/s.

Article 2 Membership and Voting

The SWODXA shall have three classes of membership.

Section 2.1 Full Membership

Full membership shall be granted to anyone holding a valid amateur radio license and after paying a full year's dues and after attending two business meetings. A Full Member may vote and hold office.

Section 2.2 Associate Membership

Associate membership is granted to anyone not holding a valid amateur radio license and after paying the initiation fee and after attending two business meetings. An Associate Member may not vote or hold office but may serve on committees.

Section 2.3 Honorary Membership

Honorary membership may be granted to anyone as deemed appropriate by the club. Honorary members may not vote or hold office or serve on committees. An Honorary Member need not pay dues or other financial assessments.

Section 2.4 Eligible Voting Member

An eligible voting member as used in these By-Laws is a Full Member who has attended at least three business meetings during the immediate past eight months.

Article 3 Officers Election and Term

Section 3.1 Election and Term

The officers of SWODXA shall be elected for a term of one year beginning June 1 and ending May 31. Officers will be nominated at the April meeting by those present provided there is a quorum. Those eligible voting members present shall vote and the ballots – uncounted – shall be kept in a sealed container by the Secretary. The sealed container will be opened at the May meeting. Numbered ballots of nominees will be mailed by regular mail to eligible voting members not in attendance at the April meeting no later than fourteen (14) calendar days prior to the May meeting. Executed absentee ballots must be in the hands of the Secretary not later than 6:00 p.m. on the day of the May meeting. Absentee ballots and ballots cast at the April meeting will be tabulated and accounted for at the May meeting by the Secretary and two club members appointed by the President. Those elected will be announced by the President at the May meeting. In the event balloting fails to elect one or more officers (for any reason) then the vacant office/s will be voted on by those eligible voting members present at the May meeting provided there is a quorum.

Section 3.2 Term Limits

An individual may not hold more than one office simultaneously during the same term.

Section 3.3 Vacancies

A vacancy occurring between elections must be filled by election by a majority of eligible voting members in attendance provided there is a quorum at the first regular business meeting following the vacancy.

Section 3.4 Eligibility

In order to hold an office an individual must be a Full Member in good standing for at least one year.

Section 3.5 Resignation

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

Section 3.6 Removal of Officers

- A. Officers may be removed from office for cause upon written petition of six (6) or more Full Members presented to the President or Vice-President.
- B. The Board of Directors less the officer that is the subject of the removal shall investigate the allegations.
- C. After investigation, the petition will be presented to the membership at the next business meeting of the club which is no less than 30 days or more than 60 days following the initial submission of the written petition. If the investigators believe there is cause for removal, notice of such removal and the cause or causes shall be sent electronically to the membership using the World Wide Web no later than fourteen (14) calendar days prior to the next business meeting at which the eligible voting members shall vote on the removal.
- D. Removal of an officer requires a three-fourths majority vote of eligible voting members present provided there is a quorum.

Article 4 Dues

Section 4.1 When Payable

Dues are payable beginning on the date of the January business meeting.

Section 4.2 Non-payment

Dues not paid by the day after the February business meeting is deemed non-payment and membership will be terminated.

Section 4.3 When Determined

Annual dues shall be determined at the September business meeting by majority vote of those present provided there is a quorum.

Section 4.4 Family Dues

Where more than one club member lives in the same domicile and they have a legal familial relationship, dues shall be the full dues for one member and 10% of full dues for each additional family-club member.

Article 5 Meetings

Section 5.1 Business Meetings

Business meetings shall be held on the second Thursday of each calendar month January through May and September through December. If there is a conflict with the Dayton Hamvention® date in May, then the May meeting will be held on the Thursday in the week before the Dayton Hamvention®.

Section 5.2 Social Meetings

Social meetings may be called at the discretion of the membership by majority vote of those present at any business meeting.

Section 5.3 Special Meetings

Special meetings may be called by the Board of Directors or by the President upon written request of five Full Members. Notice of the special meeting including the reason for the special meeting shall be sent to all Full and Associate members. Such notice shall be sent electronically using the World Wide Web no later than fourteen (14) calendar days prior to the special meeting.

Article 6

Club Call Sign Trustee

Section 6.1 Assignment and Term

The President, after consultation with the Board of Directors, shall assign trusteeship of the club's amateur radio call for a term of ten years.

Section 6.2 The Trustee

The trustee shall:

- A. be a member of the club in good standing.
- B. hold a valid Amateur Extra Class license.
- C. not have had their Radio Amateur license revoked or sanctioned at any time.
- D. comply with all applicable Federal Communication Commission rules and regulations.

Article 7

Web Master

Section 7.1 Assignment

The President, after consultation with the Board of Directors, shall appoint a Web Master.

Section 7.2 The Web Master shall:

- A. maintain the club's website.
- B. upon completion of term will turn over everything pertaining to this position including all passwords to the successor Web Master.

Article 8

Custodian

Section 8.1 Assignment

The President, after consultation with the Board of Directors, shall appoint a custodian of the club's property.

Section 8.2 The Custodian shall:

- A. conduct a physical inventory of club property in September (and at any other time at the direction of the Board of Directors) and report to the membership at the October business meeting (or at any other time directed by the Board of Directors).
- B. maintain a list of club property which includes the location of club property.

Article 9

Audit Committee

The Audit Committee shall be composed of three club members including a chairperson appointed by the President. The chairperson may select the other two committee members. The committee will audit the financial records of the SWODXA in June (or at any other time by direction of the Board of Directors) and report to the membership at the October business meeting (or at any other time directed by the Board of Directors).

Article 10 Standing Committees

Section 10.1 DXpedition Grant Committee. The DXpedition Grant Committee shall be composed of three club members including a chairperson appointed by the President. The chairperson may select the other two committee members.

- A. The DXpedition Grant Committee shall review DX grant applications and make recommendations to the club during the club's business meetings whether to award a monetary grant and the dollar amount of the grant. The membership shall vote whether or not to award a monetary grant.
- B. Grants will be awarded to radio operator groups that are organized and operated exclusively for scientific and educational purposes in furtherance of SWODXA's stated purposes.
- C. No part of any grant shall inure to the benefit of any individual.
- D. The DXpedition Grant Committee shall maintain a record of grant requests and the disposition of each request.
- E. Grant Award guidelines will be determined by the membership.

Section 10.2 DXpedition of the Year Committee

- A. The DXpedition of the Year Committee shall be composed of three Club members including a chairperson appointed by the President. The chairperson may select the other two committee members.
- B. The DXpedition of the Year Committee shall monitor DXpeditions that occur or are occurring during the one year period from March 1 and that have ended not later than February 28/29.
- C. The DXpedition of the Year Committee shall present to the membership at the March business meeting at least five but not more than ten DXpeditions that they deem worthy of the DXpedition of the Year Award.
- D. The DXpedition of the Year Committee may also consider worthy solo DXpeditioners for the DXpeditioner of the Year Award and other DXpeditions that don't rise to the level of DXpedition of the Year (usually because they're smaller in size) for the Special Achievement Award and present their recommendations, if any, at the March business meeting.
- E. Any club member may also make nominations for the DXpedition of the Year award, the DXpeditioner of the Year award and the Special Achievement award.
- F. The club shall select the DXpedition of the Year by simple majority vote. Those eligible voting members present at the March meeting shall vote. Each eligible voting member shall be given ten votes per ballot to be voted in any manner, e.g. all ten votes for one DXpedition or splitting the ten votes among a number of DXpeditions. After voting the ballots – uncounted – shall be kept in a sealed container by the Secretary. The sealed container will be opened at the April meeting. Numbered ballots with the DXpedition of the Year Committee's nominations will be mailed by regular mail to eligible voting members not in attendance at the March meeting within seven calendar days following the March meeting. Executed absentee ballots must be in the hands of the Secretary not later than 6:00 p.m. on the day of the April meeting. Absentee ballots and ballots cast at the March meeting will be tabulated and accounted for at the April meeting by the Secretary and two club members appointed by the President. The President will announce the DXpedition of the Year at the April meeting and at the DX Dinner. In the event balloting fails to select a DXpedition of the Year (for any reason) then the DXpedition of the Year will be selected by the eligible voting members present at the April provided there is a quorum.
- G. Selection of the DXpeditioner of the Year (if any) and Special Achievement awardee (if any) shall be by simple majority vote at the April meeting. If multiple nominees, then the voting method will be the "ten vote" method used to vote for the DXpedition of the Year.
- H. The President will announce the DXpedition of the Year, DXpeditioner of the Year and Special Achievement awardee at the April meeting and at the DX Dinner.
- I. In the event of a tie vote multiple awards will be given.

Section 10.3 DX Dinner Committee

- A. The DX Dinner Committee shall be composed of a chairperson appointed by the president and any number of other members selected by the chairperson to assist.
- B. The DX Dinner Committee's function is to organize and facilitate the banquet dinner held annually during the Dayton Hamvention®.

Section 10.4 DX Forum Committee

- A. The DX Forum Committee shall be composed of a chairperson appointed by the president and any number of other members selected by the chairperson to assist.
- B. The DX Forum Committee's function is to organize and facilitate the DX Forum at the annual Dayton Hamvention®.

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