

CONSTITUTION and By-laws *Of The* *Sussex County EOC Station Support Team*

Preamble: We, the undersigned, persons commonly interested in Amateur Radio, emergency communications and public service, constitute ourselves as the **Sussex County EOC Station Support Team** and enact this constitution as our governing law. It shall be our purpose as a club that holds a FCC Amateur Radio Station License to support the development of Amateur Radio facilities, as they may be needed, for the Sussex County, Delaware, Department of Emergency Operations.

Article I. Membership: All licensed amateurs interested in the emergency, disaster, and public service aspects of Amateur Radio communications shall be eligible for membership. Membership shall be by recommendation and invitation upon such terms as the club shall provide in its By-Laws.

Article II. Officers:

Section. 1. The officers of this club shall be Chair, Vice Chair, Secretary, Treasurer, and Trustee.

Section. 2. Election. The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum of one half of the members, at the annual meeting. If there is no response to the request for nominations from the floor, the Secretary on a motion, made and seconded, shall cast a unanimous ballot for the current officers.

Section. 3. Vacancies occurring may be filled by Chair appointment for the duration of the current term.

Section 4. Resignation. Any officer may resign his/her position in writing at which time all records and assets of the club will be turned over to the Chair or Vice Chair.

Article III. Duties of Officers:

Section. 1. The Chair shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of Chair.

Section. 2. Vice Chair. The Vice-Chair shall assume all the duties of the Chair in his/her absence.

Section. 3. Secretary. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, and carry on all correspondence. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Section. 4. The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended and pay no bills without proper authorization. At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he shall turn over everything in his possession belonging to the club to his/her successor.

Section. 5. The Trustee shall maintain the Amateur Radio Station License in accordance with FCC regulations for facilities established in support of the Department of Emergency Operations.

Section 5. a. The Trustee shall assume all duties of the Chair in the absence of the Chair and Vice Chair.

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Article IV. Meetings:

Meetings shall be held as necessary to support and consult for the development of amateur radio facilities for the Sussex County (DE) Department of Emergency Operations. Meetings may be called by the Chair, or Trustee.

Robert's Rules shall govern proceedings.

Article V. Amendments:

This Constitution or its By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing, or at a meeting. The Chair shall call a meeting, with due notice, to discuss and act on as appropriate, the proposed amendments.

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By-Laws

- 1.** Chair and Vice Chair: Shall hold a General, Advanced or Extra Class Amateur Radio license. They may not be the same individual.
- 2.** Trustee: Shall hold a General, Advanced or Extra Class Amateur Radio License.
- 3.** The Chair and Trustee may be the same individual.
- 4.** The Secretary and the Treasurer may be the same individual.
- 5.** Full membership is open to licensed amateurs with an interest in public service communications. Membership is by recommendation and invitation. Recommendations may be submitted in writing to the Chair, or presented at a meeting. At a meeting, as soon as convenient, the sponsor of a recommendation shall present the recommendation. A majority vote of the members present shall effect an invitation for membership to the individual.
- 6.** The Management Team of the Sussex County AUXCOMM / RACES Group, by order of this By-Law, are members of this club.
 - 7a.** Meetings are called by the Chair or Trustee to address specific issues and requests that may arise in the operation or development of amateur radio facilities in support of the Sussex County (DE) Department of Emergency Operations. An attempt will be made to give as much notice of the meeting and agenda as possible, recognizing that the nature of the issues may require an immediate response.
 - 7b.** The Annual Meeting, as required by law, will be held in January, concurrent with the AUXCOMM / RACES Group Management Team Meeting.
 - 7c.** A “virtual meeting”, via email or other suitable electronic means, may be used to conduct the business of the club. A majority vote of the membership is needed to effect a decision.
 - 7d.** Matters of routine business are suitable agenda items for a “virtual meeting”. An officer may submit an item or question to the group by email. Members of the group shall use “reply all” in their response. At any point, a virtual meeting can be tabled by a simple majority of the management team members.
 - 7e.** Matters of the Constitution and its By-Laws, issues with club officers or members, and other matters deemed to be of a serious nature, shall not be acted on in a “virtual meeting”.