

**SOCIETY OF BROADCAST ENGINEERS CHAPTER 67, INC
BY-LAWS**

ARTICLE I. NAME AND PURPOSES

Section 1. Name. The name of this organization shall be Society of Broadcast Engineers Chapter 67 Inc, herein after referred to as the Chapter.

Section 2. The Chapter. The Chapter is a non-profit professional society designed to serve the professional needs of those persons engaged in Broadcast Engineering. This includes Radio, Television and the Industry

ARTICLE II. MEMBERSHIP

Section 1. Each member of the Chapter shall register with the secretary of the Chapter when they join the Chapter, and April of each year, shall renew his National Society Membership. Chapter membership automatically terminates on April 1st of each year. Each member shall provide the secretary with their name, Society number, mailing address and employment affiliation.

Section 2. Each member of this Chapter shall be a member of the Society in good standing.

ARTICLE III. OFFICERS AND DUTIES

Section 1. The membership of the Chapter shall elect the officers; which shall consist of Chairman, Vice-Chairman, Secretary and Treasurer.

Section 2. The terms of all officers shall be one (1) year.

Section 3. No officer shall serve more than two (2) consecutive terms in the same office.

Section 4. The terms of office shall run from April 1st of one year to March 31st of the next year.

Section 5. No officer shall receive any compensation for services performed in his official capacity, but officers may be reimbursed for reasonable expenses incurred in the performance of official duties.

Section 6. A vacancy in the office of Chairman shall be filled by the Vice-Chairman. The Chairman shall fill vacancies in the other offices by appointment until the time of the next upcoming election.

Section 7. The Chairman shall preside at all meetings of the Chapter, and shall perform all other duties normally associated with the office.

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Section 8. The Vice-Chairman shall assume the duties of the Chairman in his absence, and shall assist the Chairman and shall perform all other duties normally associated with the office.

Section 9. The Secretary shall record the minutes of all meetings of the Chapter. The Secretary shall be responsible for the circulation of meeting notices, and shall send meeting reports and attendance records to the Society Executive Secretary, and shall keep any other Chapter records as may become necessary.

Section 10. The Treasurer shall be responsible for all records and books of account of the Chapter. All of his records shall be open to inspection by officers at reasonable times. The treasurer shall generally supervise all accounts and monies of the Chapter. The treasurer shall furnish an annual financial report to the Society Treasurer and keep other financial records as may become necessary. The Treasurer shall publish an annual financial report in the April newsletter.

Section 11. The Chapter shall maintain a checking account requiring that the checks be signed by either the Chairman or the Treasurer.

ARTICLE IV. COMMITTEES

Section 1. The Chairman shall appoint committees as required and for the length of time required, but not to exceed the Chairman's term of office. Standing committees shall be appointed after each election by the new Chairman.

Section 2. Standing Committees:

- a) Nominations Committee which shall consist of at least three (3) members whose duties are outlined in ARTICLE VI.
- b) Election Committee which shall consist of at least three members (two tellers and one judge) whose duties are outlined in ARTICLE VI.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. A nominating Committee shall be appointed and shall consist of at least three (3) members. At least sixty (60) days prior to the date fixed for the election of officers, they shall nominate a slate of officers and notify each Chapter member by mail of the slate and the meeting when the elections will be held. The committee, when possible, shall nominate at least two (2) members for each office. Members of the Nominations and Elections committees cannot be candidates for office for that election, unless nominated at large from the floor.

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Section 2. Any member of the Chapter in good standing may vote. Members will vote by secret ballot. The ballots shall be mailed prior to the election to each member of the Chapter. If member cannot be present at the election, then he may mail his ballot to reach the Secretary prior to the election.

Section 3. The Election Committee shall supervise the election, tally the votes and notify all candidates and the Secretary of the results. The Secretary shall notify the members of the results in the next mailing. The Election Committee shall act as arbiter in any election dispute.

Section 4. The annual election shall be held at the March meeting.

ARTICLE VII. CHAPTER MEETINGS

Section 1. The Chapter shall meet normally once a month, with the meeting dates, times and location to be determined by the Chairman, with advance notice to the Chapter membership.

Section 2. The general order of business at the meetings shall be as follows:

- a) Opening
- b) Report of the Secretary
- c) Report of the Treasurer
- d) Report of the Committees
- e) Unfinished Business
- f) New Business
- g) Anything for the good of the Organization
- h) Close

Section 3. Roberts Rules of Order, to establish procedure and insure decorum, shall be the guide for all meetings of the chapter.

Section 4. A Quorum shall consist of at least ten percent (10%) of the registered membership of the Chapter, including one officer of the Chapter.

ARTICLE VIII. DISCIPLINE

Section 1. The Chapter reserves the right to discipline its members.

ARTICLE IX. AMENDMENTS

Section 1. The By-Laws may be amended as follows:

On either a resolution proposed by the Chapter Officers or by a petition by not less than ten percent (10%) of the Chapter members in good standing. Copies of the proposed amendment shall be published in the newsletter prior to being submitted to the Chapter membership for approval by ballot.

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Section 2. Absentee ballots on the proposed amendments shall be returned to the Secretary within thirty (30) days of publishing. Any further discussion and voting shall take place at the next meeting.

Section 3. If two-thirds (2/3) or more of the votes cast are in favor of the amendment, the amendment shall become part of the By-Laws and shall take effect thirty (30) days after its adoption.

Section 4. When an amendment is adopted, the Secretary shall so notify all Chapter members of such in his next mailing, and shall provide all members with a copy of the amended By-Laws as soon as possible.

ARTICLE X. DISSOLVEMENT

Section 1. Should it become necessary to dissolve the Chapter, the assets shall be distributed as directed by the Chapter in accordance with the guidelines prescribed by the Board of Directors of the Society of Broadcast Engineers Chapter 67, Inc.