

By-Laws

The Society of Broadcast Engineers, Inc., Wilkes-Barre/Scranton PA

Chapter 2

ARTICLE I. Name and Purposes

Section 1. Name. The name of this organization shall be The Society of Broadcast Engineers, Inc., Chapter 2, hereinafter called the Chapter.

Section 2. Purposes. The Chapter is affiliated with a national non-profit professional society (the Society of Broadcast Engineers, Inc., a District of Columbia corporation, hereinafter the Society) designed to serve the professional needs of those persons engaged in Broadcast Engineering. Its purpose is to further the aims of the Society.

ARTICLE II. Membership

Section 1. Qualifications. Each member of this Chapter shall be a member of the Society in good standing.

Section 2. Term. Memberships are annual and terminate on April 1. New and renewal applications shall be filed with the National SBE Office on the forms provided by the National Office.

ARTICLE III. OFFICERS AND DUTIES

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

Section 2. The terms of all officers shall be one year, beginning after the December election.

Section 3. No officer shall receive any compensation for services performed in his official capacity, but officers shall be reimbursed for reasonable expenses incurred in the performance of official duties.

Section 4. 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 start of the next term.

Section 5. The Chairman shall preside at all meetings of the Chapter, and shall perform all other duties normally associated with the office.

Section 6. The Vice Chairman shall perform all duties normally associated with the office or assigned by the Chairman, and shall assume the duties of the Chairman in the Chairman's absence.

Section 7. 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 National Office and shall keep any other Chapter records as may become necessary.

Section 8. The Treasurer shall be responsible for all records and books of account of the Chapter. All records shall be open to inspection by members in good standing 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 any other Chapter financial records as may become necessary.

Section 9. The Chapter shall maintain a checking account.

ARTICLE IV. COMMITTEES AND APPOINTED POSITIONS

Section 1. The Chairman shall newly appoint chairmen of all standing committees immediately after taking office. The Chairman may also appoint temporary committees as necessary, but with tenure not to exceed the Chairman's term of office.

Section 2. Standing committees shall consist of the following: (a) Certification Committee, which shall consist of at least

one member.

(b) Frequency Coordination Committee, which shall consist at least one member.

(c) Webmaster, which will consist of at least one member.

ARTICLE V. ELECTIONS

Section 1. Annual elections shall be held at the December meeting. Any member in good standing may vote. Vote is by voice vote at the December meeting. Election shall be by a simple majority of votes cast. In the case of a tie, the election will be decided by a coin toss.

Section 2. Candidates shall be nominated at large from the floor.

Section 3. Three members who are not elected officers shall serve as election tellers and sign the Annual Election Summary to be submitted to the SBE National Office. The Webmaster shall post the results of the election to the Chapter website.

ARTICLE VI. CHAPTER MEETINGS

Section 1. The Chapter shall meet at least five times a year, at a time and location determined by the Chairman; advance notice shall be given to all members via the chapter web site and email list.

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

Opening

Report of the Secretary

Report of the Treasurer

Report of the Committee

Unfinished Business

New Business

Section 3. Roberts Rules of Order, to establish procedure and ensure decorum, shall govern all meetings of the Chapter.

Section 4. A Quorum shall consist of at least three officers.

ARTICLE VII. DISCIPLINE

Section 1. The Chapter reserves the right to refer disciplinary actions to the National SBE organization.

ARTICLE VIII. AMENDMENTS

Section 1. The By-Laws may be amended upon resolution proposed by the Chapter Officers, or by a petition by not less than ten percent of the registered Chapter members. Copies of the proposed amendment shall be submitted to the Chapter membership by mail or e-mail.

Section 2. Absentee ballots on the proposed amendments shall be returned to the Secretary within thirty days of the mailing.

Section 3. Discussion and voting on the proposed amendment shall take place at the next scheduled monthly meeting.

Section 4. The amendment is adopted if affirmatively accepted by two-thirds of those voting. The amendment shall become effective 30 days after its adoption.

Section 5. The Secretary shall notify all members of newly- adopted amendments in the next monthly notice, and shall provide to each member a copy of the amended By-Laws as soon as is practicable.

ARTICLE IX. DISSOLUTION

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