

By-Laws

The Society of Broadcast Engineers, New York City Chapter 15

ARTICLE I. Name and Purposes

Section 1. Name. The name of this organization shall be The Society of Broadcast Engineers, New York City Chapter 15, 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 secretary, and shall include the applicant's name, Society number, mailing address, e-mail address and employment affiliation.

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 November 1.

Section 3. No officer shall serve more than two consecutive terms in the same office, unless there are no interested candidates to fill the Officer's positions. In this case, the previously elected officials shall have the option to remain in office. A nominations committee will be appointed by the Chairman each May to solicit for interested parties to run for officer positions. That committee will present a potential slate of candidates for office at the September meeting and voting will occur during September and October. The new officers will be announced at the October meeting. See article V for further clarification.

Section 4. 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 5. 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 6. The Chairman shall preside at all meetings of the Chapter, and shall perform all other duties normally associated with the office.

Section 7. The Vice Chairman shall perform all duties normally associated with the office, and shall assume the duties of the Chairman in the Chairman's absence.

Section 8. 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 9. 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 10. The Chapter shall maintain a checking account requiring that the checks be signed by the Treasurer OR the Chairman.

Section 11. Given the uniqueness of the New York Broadcasting market, it may be possible that none of the Officers will be available for a regularly scheduled meeting due to last minute scheduling conflicts with their respective companies, illness, or family obligations. In such instance, the Chairman shall have the power to temporarily appoint a member in good standing with Chapter 15 to preside at the meeting, rather

than have to cancel a regularly scheduled meeting last minute.

ARTICLE IV. COMMITTEES

Section 1. The Chairman shall newly appoint members of all standing committees within a month 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) Nominations Committee, which shall consist of at least three members in good standing.
- (b) Elections Committee, which shall consist of three members.

ARTICLE V. ELECTIONS

Section 1. Annual elections shall be held at the October meeting, or via email or the SBE15.com website as directed by the Officers. Any member in good standing may vote. Vote is by secret ballot.

Section 2. Ballots shall be e-mailed to each member at least thirty days prior to the election.

Section 3. Ballots may be cast at the election meeting, or on the SBE15.com website, or submitted absentee. Absentee ballots must be submitted at least 10 days prior to the election.

Section 4. At least sixty days prior to the election, the Nominations Committee shall prepare and disseminate to all members a slate of proposed officers. The Committee, when possible, shall nominate at least two members for each office. Members of the Committee may not be candidates unless nominated at large from the floor.

Section 5. The Elections Committee shall supervise the election, tally to the votes, and notify all candidates and the Secretary of the results. The Secretary shall notify the members of the results in the next monthly mailing. The Election Committee shall arbitrate any election dispute. Its decisions are final.

Section 6. If there are no members willing to run for Office, the existing Officers of Chapter 15 shall remain in office, unless they specifically resign and step down.

ARTICLE VI. CHAPTER MEETINGS

Section 1. The Chapter shall meet at least once a month, with the exception of the months of June, July and August, at a time and location determined by the Chairman; advance notice shall be given to all members via the SBE 15 list server and on the sbe15.com website.

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 Committees
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 ten percent of the registered membership of the Chapter, including one officer.

ARTICLE VII. DISCIPLINE

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

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 Chapter members. Copies of the proposed amendment shall be submitted to the Chapter membership by e-mail, and posted on the sbe15.com website.

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