

1. NAME & PURPOSE

- a. Name: The name of this organization shall be the Hampton Roads Chapter 54 (hereinafter referred to as the “Chapter”) an affiliate of the national Society of Broadcast Engineers, Incorporated (hereinafter referred to as the “SBE”).
- b. The Chapter: The Chapter is a part of a non-profit professional society designed to serve the professional needs of those persons engaged in broadcast engineering. This includes radio, television, cable and related fields in the broadcast industry.
- c. Other Purposes: To promote education and recruitment of persons interested in pursuit of a career in radio, television, cable and related fields in the broadcast industry.

2. MEMBERSHIP

- a. Active Member: A person who currently holds membership in the SBE and supports the Chapter efforts. An active member has full voting privileges. Only active members can hold office.
- b. Sustaining Member: A firm that has paid the current yearly dues of seventy five (\$75). Due each first (1st) of July. A sustaining Member does not have voting privileges. Each sustaining member will be listed in Chapter meeting announcements.
- c. Lifetime Member: An active member who has retired . A Lifetime Member retains full voting privileges.
- d. Associate Member: Any person who desires to become a member of the Chapter but is not a member of the SBE. An Associate Member does not have voting privileges.
- e. Student Member: Any person actively attending an educational institution who desires to become a member of the Chapter. A Student member does not have voting privileges but must have a student membership with the SBE.

3. OFFICERS & DUTIES

- a. Election of Officers: The active membership shall elect officers which shall consist of Chairman, Vice-Chairman, Secretary, Treasurer and members of the Board of Directors.
- b. Term: The term of all officers and Board of Directors shall be one year commencing on November 1st.
- c. Term Restriction: The Chairman shall not serve more than three (3) consecutive terms.
- d. Compensation: No officer shall receive any compensation for services performed in their official capacity. However, said officers shall be reimbursed for reasonable expenses incurred in the performance of official duties as approved by the active membership.
- e. Vacancy of Chairman: A vacancy in the office of the Chairman shall be filled by the Vice-Chairman. Vacancies in other offices shall be filled by appointment by the Chairman until the next upcoming election.
- f. Vice Chairman: The Vice Chairman shall assist the Chairman and shall perform all other duties normally associated with the office. The Vice Chairman shall assume the duties of the Chairman in the absence of that person.
- g. Secretary: The Secretary shall
 - (1) Record the minutes of all meetings of the Chapter
 - (2) Be responsible for the circulation of meeting notices
 - (3) Send meeting reports and attendance records to the SBE Executive Secretary
 - (4) Keep any other Chapter records as may become necessary
- h. Treasurer: The Treasurer shall be responsible for:

- (1) All records and books of accounts for the Chapter. All records shall be open for inspection by the active members, in good standing at reasonable times and shall be audited quarterly by the Chairman.
 - (2) The Treasurer shall generally supervise all accounts and monies of the Chapter and keep any other Chapter financial records as may become necessary.
 - (3) Furnish an annual financial report to the succeeding Treasurer on November 1st or at the November membership meeting. Such reports shall be furnished to any active member upon request.
- i. Checking Account: The Chapter shall maintain a checking account requiring that the checks be signed by two (2) of the four elected officers. Only officers shall be authorized to sign checks.
 - j. Audit: The Treasurer shall present all books and documents required for an audit of the books by the Audit Committee in September of each year. Results shall be presented to the Chapter members during the October membership meeting of each year, preceding each election.

4. COMMITTEES

- a. Appointment: The Chairman shall appoint committees as required and for a term not to exceed the Chairman's term of office. A committee shall consist of the number of persons required to perform the duties of said committee.
- b. Examples: The following committees are an example to be appointed:
 - (1) Audit: Ninety (90) days prior to election
 - (2) Certification
 - (3) Frequency Coordination
 - (4) Membership
 - (5) Nominations: Ninety (90) days prior to an election
 - (6) Programs
 - (7) Sustaining Membership
 - (8) Ways & Means
 - (9) Any other committees necessary for the good of the Chapter

5. NOMINATIONS & ELECTIONS

- a. Nominating Committee: A Nominating Committee shall be appointed by the Chairman at least ninety (90) days prior to the date fixed for the election of officers. It shall consist of three (3) or more active members. They shall nominate a slate of officers and notify each active member no later than the September membership meeting. Members of the Nominating Committee cannot be candidates for office for that election unless nominated, at large, from the floor.
- b. Annual Election: The annual election shall be held at the October membership meeting.

6. CHAPTER BOARD OF DIRECTORS

- a. Composition: The Chapter Board of Directors (hereinafter referred to as the "Board") shall consist of five (5) active members including the Chairman, who will be Chairman of the Board. The Chairman shall not have the power to vote excepting cases of a tie by the Board.
- b. Term: The term of the Board shall be for one (1) year. A member of the Board can serve three (3) consecutive terms.

- c. Past-Chairman: The immediate Past-Chairman shall automatically become a member of the Board for a period not to exceed three (3) years.
- d. Chapter Functions: The Board shall guide the Chapter in all Chapter functions, make recommendations and present them to the membership through the Chairman.
- e. Binding Decisions: No decision by the Board is binding unless approved by the active membership.

7. CHAPTER MEETINGS

- a. Scheduled Meetings: The Chapter shall normally meet once a month on the second Thursday of each month at a time and place to be announced in the Meeting Announcement. Special occasions may change the date, time and place for that month. Advance notice to the membership shall be given.
- b. Order of Business: The general order of business at the normal meetings shall be as follows:
 - (1) Opening
 - (2) Introduction of those present
 - (3) Secretary's minutes/report
 - (4) Treasurer's report
 - (5) Committee report
 - (6) Old business
 - (7) New business
 - (8) Program
 - (9) Anything for the good of the organization
 - (10) Close
- c. Robert's Rules: To establish procedure and insure decorum, Robert's Rules of Order shall be the guide for all meetings of the Chapter.
- d. Quorum: A quorum shall consist of at least ten percent (10%) of the active membership, not including the Chairman.

8. DISCIPLINE

- a. The Chapter reserves the right to discipline its active membership in accordance with the code of ethics.

9. AMENDMENTS

- a. By-Laws: The by-laws may be amended as follows:
 - (1) By resolution proposed by the Board or by a petition signed by not less than ten percent (10%) of the Chapter's active membership.
 - (2) Copies of the proposed amendments shall be submitted to the Chapter membership by means of electronic distribution for approval not less than thirty (30) days prior to a vote.
- b. Amendment Approval: If two-thirds or more of the of the votes cast are in favor of the amendment(s), the amendment shall become part of the by-laws and shall take effect thirty (30) days after its adoption.
- c. Notice: When an amendment(s) is adopted, the Secretary shall notify all the Chapter's active members of such, by means of electronic distribution and shall provide all the Chapter's active members with a copy of the amended by-laws as soon as possible.

10. DISSOLVENT

- a. 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 National Board of Directors of the Society of Broadcast Engineers.