



MEMORANDUM

TO: Club Members
FROM: Elections Chairman—Lorenzo, AE5LH
RE: November Elections 2022

Greetings!

I am excited to conduct the elections for our new officers at our meeting in November. Elections will be conducted via in-person balloting with provision for electronic ballot from our members who cannot vote in-person at the November Meeting.

In order to declare a winner at the November meeting, electronic balloting will have to be received before the start of the meeting in November and will be tabulated with the in-person ballots.

Please discern amongst our eligible members (see attachment) who could serve in these positions, reach out and seek their permission to be nominated and nominate accordingly.

Nominations will be begin at the August Meeting and will last until November 3rd, providing 84 days to discern and nominate.

These are the elected positions and a brief description of each:

1. The President shall:

- a. Preside at all meetings of the SAARC and Executive Team and conduct meetings according to the rules adopted;
- b. Enforce observance of this Constitution and Bylaws and decide all questions of order except where a conflict of interest reasonably exists;
- c. Sign all official documents adopted by the SAARC;
- d. Perform customary duties of the office; and

e. Nominate members-at-large to the Club officers for approval as he or she deems necessary to accomplish the goals of the SAARC as set forth in this Constitution and Bylaws.

2. The Vice-President shall:

- a. Act as President for all Club business in all absences of the President;
- b. Arrange regular meeting programs of the SAARC.;
- c. Serve as backup and assistant to Members-at-Large; and
- d. Assist other elected officers with their duties when reasonably requested.

3. Secretary & Treasurer: Whenever Club officer election results have been certified in accordance with Article 3, the positions of Secretary and Treasurer are automatically split or combined based on the election results. If no qualified candidate exists for one of the two offices, the sole remaining candidate shall assume the duties of both offices and the position shall be combined.

a. The Secretary shall:

- i. Keep a record of the proceedings of all business meetings and make them available for inspection by the SAARC membership;
- ii. Ensure emails or other communications exchanged between Executive Team members for Club business become a part of the Club's permanent record;
- iii. Maintain a membership roll and accept membership applications;
- iv. Prepare Club correspondence, read communications at each meeting, and notify members of regular and special called meetings;
- v. Ensure publication of SAARC newsletter, The eKilo-What; and
- vi. Maintain physical inventory of Club property.

b. The Treasurer shall:

- i. Receive all funds payable to SAARC;
- ii. Keep an accurate account of all funds received and expended, including maintenance of a chart of accounts. ;
- iii. Maintain bank accounts for the Club;
- iv. Pay regular bills and special bills when properly authorized by the SAARC or its officers;
- v. Submit an itemized statement of receipts and disbursements at each Executive Team meeting and on request of any Club member; and
- vi. Publish a schedule of Club dues.