



# **Operating Policy and Procedures**

**of the**

**Clallam County Amateur Radio Club, Inc.**

**Revised June 9, 2021**

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**Adopted by the Members at the Club's Monthly Meeting June 9, 2021**

## ARTICLE I - Duties of Officers

### I.1 President shall

- a) Preside at all Club meetings, except Executive Board meetings.
- b) Prepare an agenda for each Club meeting, based on the Standing Agenda Items in Appendix A, and publish it in the QTC or email to membership prior to the meeting.
- c) Be guided by these By-laws when running all Club meetings.
- d) At Club Meetings, vote only in the event of a tie.
- e) Sign all official documents adopted by, or required of, the CCARC, except documents regarding W7FEL licensing, which will be signed by the Club Station License trustee.
- f) Be responsible for all CCARC functions (except Field Day) such as the December Social Meeting, etc.
- g) Activate and terminate Ad-Hoc committees as needed and oversee their activities.

### I.2 Vice-president shall

- a) Assume duties of the President in the President's absence.
- b) Perform other duties as assigned by the President.

### I.3 Secretary shall

- a) Record the minutes of all Executive Board, Club and special meetings. All Board and special minutes shall include a list of attendees. The Club meeting minutes should include the number of members present.
- b) Conduct correspondence at the direction of the President or Executive Board.
- c) Bring in-coming CCARC communications to the attention of the Executive Board.
- d) Be the custodian of the current version of CCARC's By-laws.

- e) Have a copy of the current version of CCARC's By-laws at every Club meeting.
- f) Provide a copy of the current version of CCARC's By-laws to all newly- elected Officers that do not have internet access to download a copy from the web site.
- g) Be the custodian of the CCARC's correspondence.
- h) Pass all CCARC documents and other appurtenances of the office to the successor, by January 1, each year.

#### **I.4 Treasurer shall**

- a) Receive and give receipts for all funds collected by the CCARC.
- b) Maintain accurate records of all CCARC monetary transactions.
  - Summarize activity for receipts, expenses, members and balances at each Club Meeting.
  - Transmit the same summary to the Membership Message Board (e.g., Groups.IO.)
- c) Upon being given adequate documentation by or on behalf of the payee, pay those bills authorized by the yearly budget or as directed by the Executive Board.
- d) Maintain the official CCARC roster. This information shall be distributed as the Executive Board directs. Including maintaining CCARC website database and current W7FEL Membership Message Board (e.g., Groups.IO) membership database up to date.
- e) Be the custodian of the CCARC financial records.
- f) Pass all CCARC financial records and other appurtenances of the office to the successor, by January 1, each year.

## ARTICLE II – Duties of the Executive Board

- a) Approve or reject all non-budgetary expenditures.
- b) Prepare a yearly budget for the CCARC, including repeater system and Web site expenses for presentation at the last CCARC Monthly Club meeting of each year.
- c) Complete annual audit of all CCARC funds and assets at the end of each calendar year, by 31 March.
- d) Provide aid and advice to officers and members.
- e) Provide a forum for a member's grievances.
- f) Conduct CCARC business at Executive Board meetings; this removes prolonged discussions from the Monthly Club meetings. The Board will then present its decisions and recommendations to the membership for approval.
- g) Select candidates for Special Club Awards.
  - 1) Various “Annual Service Awards” may be presented each year to a deserving candidate or candidates who have shown outstanding initiative on behalf of the CCARC throughout the year.
  - 2) The “Meritorious Service Award” may be presented to any member who has demonstrated outstanding service to the club over a number of years, at the discretion of the Executive Board. A lifetime membership is granted to the recipient of the Meritorious Service Award.
  - 3) When candidates have been selected, these awards will be presented at the annual Christmas/Holiday social meeting or the December General Membership meeting.
  - 4) *It is a requirement of the Board to address these awards during at least one of their Board meetings each year.*
- h) The Executive Board shall conduct at least (4) four Executive Board meetings per year, more if needed. If there is no business before the Executive Board, this would present an opportunity for brainstorming for the improvement of the CCARC. All Executive Board meetings shall be open to all members.
- i) The Executive Board Chair is responsible to assure that all items on the list of Annual Recurring Obligations are addressed in a timely manner.

## ARTICLE III - Club Dues

- a) Club dues will be assessed in January of each year and are payable by January 31.
- b) New members joining after March 31 will pay dues on a pro-rated basis. They will pay only the amount owing for the number of quarters remaining in the current year.
- c) Existing Members must pay full dues, no matter when they make their dues payment. For purposes of this section, existing members will not be considered as new members unless they have not been a member in the previous 5 years.
  - I. In order to maintain continuous years of service, in counting for lifetime membership any interruption in dues payment will restart the time frame, unless back dues are paid in full.
- d) Members in arrears shall be kept on the CCARC rolls for two months, and shall have no voting rights, nor receive the newsletter after March 31. Upon payment of dues, all CCARC privileges will be reinstated.
- e) Club dues are non-refundable.
- f) If an elected Officer, Club Station License Trustee, Repeater Technician or a Repeater Control Operator fails to pay dues by January 31, their position will automatically become vacant.

## ARTICLE IV – Club Station License Trustee

The Club Station License Trustee position is held by a volunteer, subject to the approval of the Executive Board. The Club Station License Trustee is required to hold an Extra class FCC amateur radio license. If this position becomes vacant, the Executive Board shall immediately find a replacement. The Club Station License Trustee shall:

- a. Serve as Legal Representative with respect to the CCARC's Amateur Radio license W7FEL and sign all documents pertaining to W7FEL licensing. (This does not apply to leases for repeater sites, which are executed by the Club President or other qualified Club Officer.)
- b. Serve as the Senior Control Operator of the CCARC Repeater System(s) and exercise control of the keys to access the Club Repeater(s).
- c. Appoint a minimum of two Alternate Repeater Control Operators (subject to Executive Board approval) and conduct regular training with control operator(s) to ensure adequate knowledge of the control codes needed to manage the Club's repeater system.
- d. Maintain active membership in the Western Washington Amateur Relay Association (WWARA), a frequency coordination organization.
- e. Be responsible for frequency management and coordination for the Club repeater(s).
- f. The Trustee shall attend Executive Board meetings as a non-voting member.
- g. Be a member of and attend Repeater Technical Committee Meetings.

## ARTICLE V - Repeater Operations

Requests for the use of the CCARC repeater by another organization for the purpose of running an on-going, regularly scheduled net on the CCARC repeater should be made in writing and authorized by the Executive Board. The Executive Board is authorized to provide the organization with interim approval. The Executive Board should provide the organization with instructions for use that defines the terms of use of the CCARC repeater, addressing the following items:

- a) All non-CCARC nets run on the CCARC repeater shall include a preamble and afterword. All nets must be run as an open net, welcoming all those who wish to check in, whether members of the organization or not.
- b) The Club reserves the right to change or rescind the authorization for use of the repeater by any non-CCARC net or any individual at any time with or without cause.

## ARTICLE VI - Equipment Inventory

An annual equipment inventory shall be performed by the most Junior Board Member. The Inventory list will be filed with the Club Secretary for filing in the safety deposit box, on the Club's Membership Message Board (e.g., Groups.IO.)

Additionally, a copy of the trailer inventory shall be kept in the Club's Trailer for reference during Field Day and other deployments.

The list shall include description, make, model, and serial number if applicable, and location, whether in permanent installation or in storage for temporary deployment.

## ARTICLE VII – Committees and Volunteer Positions

The club may have both standing and ad-hoc committees. The President shall appoint committees on an ad-hoc basis and confirm volunteer positions as needed. In the event that a needed committee has no volunteer chairperson, the President shall appoint someone to fill that position.

Committee chairs are encouraged to attend Executive Board meetings to present a status report. If they cannot attend, a written report should be submitted to the Executive Board members through email.

### VII.1 Standing Committees

- a) **Repeater Technical Committee:** The Repeater Technical Committee shall be responsible for the maintenance, operation, repair, and installation of any CCARC owned and operated unattended radio apparatus and associated equipment as follows:
  - 1) Repeater Technical Committee chairman shall be appointed by the Club President, subject to Executive Board Approval.
  - 2) The committee must include at least one of the appointed control operators, either the Senior Control Operator or one of the Alternate Control Operators.
  - 3) Remaining committee members may be volunteers with the appropriate technical skills, or qualified club members appointed by the chairperson.
  - 4) The Repeater Technical committee is responsible for repeater system repair, operation and maintenance.
- b) **CCARC 2-meter net:** Responsible for the CCARC Thursday night 2-meter net as follows:
  - 1) Run the 2-meter net as a directed net, welcoming all those wishing to check in, CCARC member or not, As this may be an amateur's first exposure to our organization, we should make it a positive one.



- 2) Find volunteers to act as net control operators.
  - 3) Make all decisions as to the protocol and script used, guided by the Board and President as necessary. Ensure that the protocol and/or script is published on the CCARC Website and kept up-to-date.
- c) **Publication Committee:** Responsible for timely creation and dissemination of the CCARC Monthly Newsletter as follows:
- 1) Poll the membership for items to include in the newsletter.
  - 2) Create the newsletter and disseminate it to the membership via email.
  - 3) Submit a copy to the Website Administrator for inclusion on the club's website.

**VII.2** Produce and disseminate publications such as banners, flyers, business cards, and others as directed by the Executive Board

### **VII.3 Ad-Hoc Committees**

- a) **Field Day Committee:** Responsible for all activities pertaining to Field day.
- b) **By-Laws Review Committee:** Responsible for review of the CCARC Club By-Laws.
- c) Any other committee as deemed necessary (e.g., Fireworks, Public Relations)

### **VII.4 Volunteer Positions And Duties**

- a) **Education and Training Coordinator (VE-Liaison):** Responsible for scheduling and conducting periodic training and testing sessions to promote Amateur Radio involvement in our community. Coordinate activities of the Volunteer Examiners. This position shall be held by an ARRL accredited VE Team Liaison (Leader).
- b) **Website Administrator:** Responsible for administering and maintaining the Club web site and ensuring that the domain name is paid for and does not expire. Responsible for coordinating web updates from Committees and Club members. This position is ultimately responsible for ensuring that the Web site addresses the needs of the Club and Amateur Radio operators in Clallam County.

## ARTICLE VIII – Revisions to Policy and Procedures

Proposed changes to these Policy and Procedures shall be submitted to the Board for review and comments. The Board shall review them at their next meeting. The proposed changes will then be presented to the general membership, with the board's recommendations, for approval or rejection, by vote of a quorum of CCARC club members.

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## APPENDICES

## **Appendix A CCARC Standing Agenda Items**

### **Call to Order**

### **Pledge of Allegiance**

#### **Officer reports:**

Secretary – reading and/or approval of minutes

President

Vice President

Treasurer's report

Chairman of the Board

**Items to be addressed as necessary** - (Secretary will keep a list of repeating events for reference)

**Recent Activities** – Brief report on recent activities that have HAM radio significance (Old Business)

**Upcoming Activities** - Program/build ideas, conferences, contests/events, sales/swap meets, breakfasts and luncheons, Executive Board meetings (New Business)

**Political** - ARRL petitions, DNR issues, local radio issues/restrictions for consideration

**Public Relations/Membership** – QTC, anything pertaining to publicity for club/ARES/HAM in general - Membership issues or ideas - Field Day - Website administration and maintenance

**Education and Training** - Upcoming trainings/classes including training on Club equipment - changes to licensing - net control and operator training

**Health/Welfare/Social** - Announcements

**Repeaters** – Repeater(s) status - future plans/maintenance - other technical discussions

**ARES** – Communication from any ARES member on ARES activities

**Two Meter Net** – any pertinent news or discussion items

**Presentation** - with option to run presentation before business if pressed for Time

**Adjournment**

Meeting Attendance Record

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