

# Clallam County Amateur Radio Club Operating Policy and Procedures

## Table of Contents

<b>DUTIES OF OFFICERS .....</b>	<b>2</b>
<b>President shall .....</b>	<b>2</b>
<b>Vice-president shall .....</b>	<b>2</b>
<b>Secretary shall .....</b>	<b>2</b>
<b>Treasurer shall .....</b>	<b>3</b>
<b>CLUB DUES.....</b>	<b>3</b>
<b>CLUB STATION LICENSE TRUSTEE .....</b>	<b>3</b>
<b>Club station license trustee shall:.....</b>	<b>3</b>
<b>REPEATER OPERATIONS .....</b>	<b>4</b>
<b>EQUIPMENT INVENTORY .....</b>	<b>4</b>
<b>COMMITTEES AND VOLUNTEER POSITIONS .....</b>	<b>4</b>
<b>Repeater Technical Committee: .....</b>	<b>4</b>
<b>CCARC 2-meter net .....</b>	<b>5</b>
<b>Field Day Committee: .....</b>	<b>5</b>
<b>By-Laws Review Committee:.....</b>	<b>5</b>
<b>Public Relations: .....</b>	<b>5</b>
<b>Education and Training Coordinator: .....</b>	<b>5</b>
<b>Fundraising Coordinator: .....</b>	<b>5</b>
<b>Website Administrator: .....</b>	<b>6</b>
<b>CHANGES TO POLICY AND PROCEDURES .....</b>	<b>6</b>
<b>APPENDICES.....</b>	<b>7</b>
<b>Appendix A .....</b>	<b>7</b>
<b>CCARC Standing Agenda Items.....</b>	<b>7</b>

# Clallam County Amateur Radio Club Operating Policy and Procedures

## DUTIES OF OFFICERS

### President shall

- Preside at all Club meetings, except Executive Board meetings.
- 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.
- Be guided by these By-laws when running all Club meetings.
- Vote only in the event of a tie.
- 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.
- Be responsible for all CCARC functions (except Field Day) such as the International Picnic, December Social Meeting, etc.
- Activate and terminate Ad-Hoc committees as needed and oversee their activities.

### Vice-president shall

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

### Secretary shall

- 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.
- Conduct correspondence at the direction of the President or Executive Board.
- Bring in-coming CCARC communications to the attention of the Executive Board.
- Be the custodian of the current version of CCARC's By-laws.
- Have a copy of the current version of CCARC's By-laws at every Club meeting.
- 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.
- Be the custodian of the CCARC's correspondence.
- Be responsible for the publication of the CCARC's newsletter.
- Pass all CCARC documents and other appurtenances of the office to the successor, by January 1, each year.

## **Treasurer shall**

- Receive and give receipts for all funds collected by the CCARC.
- Maintain accurate records of all CCARC monetary transactions.
- 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.
- Maintain the official CCARC roster. This information shall be distributed as the Executive Board directs.
- Be the custodian of the CCARC financial records.
- Pass all CCARC financial records and other appurtenances of the office to the successor, by January 1, each year.

## **CLUB DUES**

- Club dues will be assessed in January of each year and are payable by January 31.
- 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.
- 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.
- Club dues are non-refundable.
- 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.

## **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.

### **Club station license trustee shall:**

- 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.)
- Serve as the Senior Control Operator of the CCARC Repeater System(s) and exercise control of the keys to access the Club Repeater(s).
- Appoint a minimum of two Alternate Repeater Control Operators (subject to Executive Board approval)
- Maintain active membership in the Western Washington Amateur Relay Association (WWARA), a frequency coordination organization.

- Be responsible for frequency management and coordination for the Club repeater(s).
- Attend Executive Board meetings.

## **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:

- 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.
- The Club reserves the right to change or rescind the use of the repeater by any non-CCARC net at any time with or without cause.

## **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, and a copy shall be kept in the Club's Tower Trailer for reference during Field Day and other deployments.

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

## **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.

### **Standing Committees**

**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:

- Repeater Technical Committee chairman shall be appointed by the Club President, subject to Executive Board Approval.
- The committee must include at least one of the appointed control operators, either the Senior Control Operator or one of the Alternate Control Operators.
- Remaining committee members may be volunteers with the appropriate technical skills, or qualified club members appointed by the chairperson.
- The Repeater Technical committee is responsible for repeater system repair, operation and maintenance.

**CCARC 2-meter net:** Responsible for the CCARC Thursday night 2-meter net as follows:

- Run the 2-meter net as an open 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)
- Find volunteers to act as net control operators.
- 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.

### Ad-Hoc Committees

**Field Day Committee:** Responsible for all activities pertaining to Field day.

**By-Laws Review Committee:** Responsible for bi-annual review of the CCARC Club By-Laws.

### **VOLUNTEER POSITIONS AND DUTIES**

**Public Relations:** Responsible for news releases to local media on CCARC functions and events.

**Education and Training Coordinator:** 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).

**Fundraising Coordinator:** Responsible for spearheading and coordinating fundraising efforts to augment the Club treasury.

**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.

#### **CHANGES 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.

# 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**