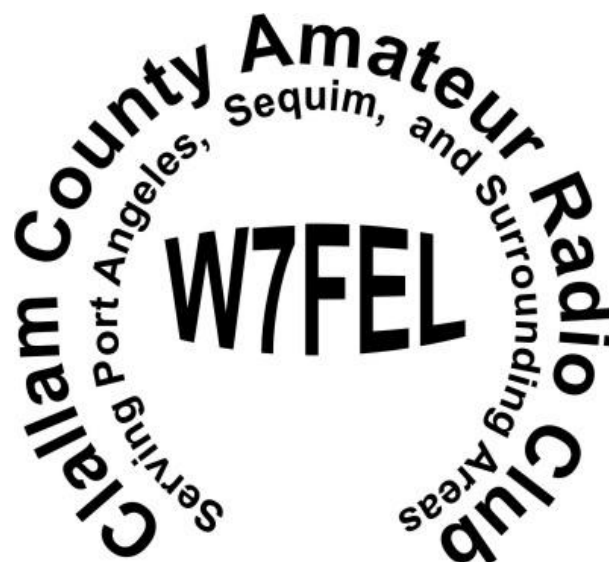


# By-laws of the



**A copy of these By-laws should be available at every Monthly Club meeting and Executive Board meeting.**

**All newly elected Officers should download a copy of these By-laws after their election at the December Monthly Club meeting. The new Officers should read and always be guided by these By-laws.**

**A copy of these By-laws should be made available to all new and current CCARC members through the club's web site. Members without web access may request the Club Secretary to send them a copy through the US Mail.**

**BY-LAWS  
OF THE  
CLALLAM COUNTY AMATEUR RADIO CLUB, INC.**

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## **ARTICLE I Name**

The name of this organization shall be the Clallam County Amateur Radio Club, Inc. Hereinafter referred to as the CCARC or the Club.

## **ARTICLE II Purpose**

The purpose of the CCARC shall be to promote and encourage Amateur Radio within the scope of the Federal Communication Commission Rules and Regulations (Part 97). Also to establish for those interested, a social and technical exchange of information, and to operate and maintain an amateur radio repeater system for the primary use of the CCARC membership

## **ARTICLE III Membership**

**SECTION 1.** Membership shall be open to all persons interested in Amateur Radio.

**SECTION 2. TERMINATION OF MEMBERSHIP.** Membership in this Club may be terminated by:

- A.** Non-payment of Dues. When a Member's dues expire he/she is no longer considered a Member. Payment of dues within sixty (60) days of membership dues expiration month will maintain continuous membership. As a courtesy, the individual will receive two (2) editions of the Newsletter before being dropped from the membership list.
- B.** Written request by the member to terminate their membership.
- C.** Unanimous recommendation of the Executive Board by:
  - a. Any activity detrimental to Amateur Radio or to the Club or
  - b. Violation of the Amateur Code as defined by the American Radio Relay League.
- D.** Terminated and expired members will not be tracked in the Club roster.

Members considered for termination have the right of appeal to the Executive Board and/or General membership. Terminated members will be notified in writing. A terminated member may not participate in Club business.

## **ARTICLE IV Officers and Trustee**

**SECTION 1.** Elected officers of the CCARC shall be:

- 1. President,
- 2. Vice President,
- 3. Secretary
- 4. Treasurer

The normal term of all elected officers shall be (1) one year. CCARC officers shall not hold the same office for more than (2) two consecutive full terms, with the exception of the Secretary and Treasurer. All CCARC Officers shall hold a valid FCC Amateur Radio license.

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

The position of the Repeater Technician and Repeater Control Operators are held by one or more volunteers, subject to the approval of the Executive Board. The Repeater Trustee, Repeater Technician and Repeater Control Operators are not elected, and therefore will not have Executive Board voting rights.

**CLUB STATION LICENSE TRUSTEE SHALL:**

- Serve as Legal Representative with respect to the CCARC's Amateur Radio license W7FEL.
- Serve as the Senior Control Operator of the CCARC Repeater System(s) and shall appoint other control operators each of whom is contingent upon confirmation by the Executive Board.
- Serve as Chair of the Technical Committee and appoint other members of that committee.
- Sign all documents pertaining to the W7FEL repeater(s).
- Be responsible for frequency management and coordination for the Club repeater(s).
- Maintain active membership in the WWARA (the frequency coordination organization.)
- Coordinate activities of the Repeater Technicians and Repeater Control Operators.
- Chair the Repeater Technical Committee.
- Attend Executive Board meetings.

**SECTION 2.** Nominations for Officers and Executive Board members for the coming year are held at the November Club meeting. (All nominees must be paid up or life members). The membership will receive announcement of the slate of candidates by e-mail and in the next Newsletter.

**SECTION 3.** The election takes place at the December Club meeting, which barring inclement weather conditions shall not be canceled. (Note: The Annual December Holiday Meeting is not considered a Monthly Club meeting). Before the election takes place, the floor is opened for additional write-in nominations. The voting is by written ballot and by paid up and life members. The new Officers and Executive Board members assume office on January 1<sup>st</sup>.

**SECTION 4.** No elected officer shall hold more than one office at any time, with the exception of Secretary and Treasurer, who shall also serve on the Executive Board.

**SECTION 5.** All CCARC Officers are elected by the membership; therefore if an officer position becomes vacant, the Executive Board will appoint a replacement. That appointment shall be subject to membership approval at the next scheduled Club meeting. Additional considerations for the filling a vacancy of the Club President position is addressed in ARTICLE VI, below.

**ARTICLE V**  
**Duties of Officers**

**SECTION 1. PRESIDENT SHALL**

- Preside at all Club meetings, except Executive Board meetings, which shall be presided over by the senior elected Executive Board member.
- Prepare an agenda for each Club meeting, published in the QTC or emailed 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 for W7FEL, which will be signed by the Club Station License trustee.
- Perform oversight of the committees, and to whom the committee chairs will report.

**SECTION 2. VICE-PRESIDENT SHALL**

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

### **SECTION 3. SECRETARY SHALL**

Record the minutes of all Executive Board, Club and special meetings.  
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.  
Maintain the list of Annual Recurring Obligations and distribute updates to the Executive Board.  
Be the custodian of the CCARC's correspondence.  
Pass on all CCARC documents and other appurtenances of the office to the successor, by the First of January each year.

### **SECTION 4. TREASURER SHALL**

Receive and give receipts for all funds due the CCARC.  
Maintain accurate records of all CCARC funds, including those received or expended.  
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 shall be considered the only official roster of the CCARC. This information shall be shared with any CCARC committee to use as needed.  
Be the custodian of the CCARC financial records.  
Pass on all CCARC financial records and other appurtenances of the office to the successor, by the First of January each year.

## **ARTICLE VI Executive Board**

**SECTION 1.** The Executive Board shall consist of (5) five members; (3) three elected Executive Board members, plus the Treasurer and Secretary. Each Executive Board Member shall serve a (3) three-year term. All Executive Board meetings shall be chaired by the Board Chair, who is the most senior-tenured Executive Board member (senior-tenured is defined as the Board member serving his or her third year on the Executive Board.) If the Board Chair is not in attendance, the next most senior-tenured Board member shall perform the chair functions.

**SECTION 2.** It is the goal that only one new member be elected to the Executive Board each year, because the most Senior-tenured member ending their third term retires from the Executive Board.

If the Executive Board must appoint a Club President, the existing senior-tenured Executive Board member shall serve as Club President. An interim Executive Board member will be appointed by the board, from the paid up and life membership, and ratified by membership vote, to serve for the remainder of the senior-tenured member's term, but that appointee will not preside over Executive Board meetings. The second most senior-tenured Executive Board member will preside over Executive Board meetings for the remainder of the year and continue on to serve their third year as Board Chair. A newly elected Executive Board member will replace the appointee at the next election.

**SECTION 3.** The Club President shall attend all Executive Board meetings to present CCARC business for the Executive Board's consideration. All those in attendance may offer ideas and suggestions, but only the (5) five Executive Board members are permitted to vote. The CCARC President shall only vote at Executive Board meetings to resolve a tie vote.

**SECTION 4.** Board members may not abstain at Executive Board Meetings, as everything before the

Executive Board needs to be resolved, which should be the ultimate goal.

## **SECTION 5. DUTIES OF THE BOARD**

- A. To 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. To 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. To select candidate/s for Special Club Awards: The "Annual Service Award" and the special "Lifetime Membership Award". These 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. If candidates are selected, these awards will be presented at the annual Christmas/Holiday social meeting. 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, and also justify having an Executive Board. All Executive Board meetings shall be open to all the membership.
- 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.
- J. Prepare a slate of officers and any open Board position, to be presented for nomination at the November meeting along with others from the floor.

**SECTION 6.** Minutes of the Executive Board meetings will be read at the next Monthly Club meeting, and also printed in the Club Newsletter in order to keep all CCARC members informed of CCARC business, and any possible changes that might occur.

## **ARTICLE VII Meetings**

**SECTION 1.** All meetings will be conducted according to the Roberts Rules of Order Revised, with the exception of social meetings. Examples of social meetings are the Saturday social breakfasts, the YL luncheons, and the annual Christmas/Holiday meeting. Club business shall not be undertaken at these meetings.

Any change in place or time of the Monthly Club meeting or social meetings, shall be determined by a majority vote of the members present at a Club meeting. The change/s shall go into effect at the next Monthly Club meeting or social meeting. The resulting change/s should also be printed in the Newsletter so all members are aware of the change(s).

**SECTION 2.** The President, or a majority of the Executive Board, may request a special Club meeting whenever deemed necessary. The purpose of said meeting must be specified at the time the meeting is called, and only that business may be acted upon. When practicable, a minimum of two week's notice should be given for special meetings scheduled under this section.

**SECTION 3.** Meetings of Officers will be held whenever requested by the President.

**SECTION 4.** The President or a majority of the Executive Board may request Executive Board meetings when deemed necessary.

## **ARTICLE VIII Quorum**

**SECTION 1.** Two-thirds of the membership in attendance at the previous Monthly Club meeting, plus one elected Officer shall constitute a quorum.

**SECTION 2.** When special Club meetings are called, the entire Club membership must be notified, (preferably prior to two weeks in advance) and 25% of those notified constitute a quorum for the special Club meeting. Notification consists of e-mail, or US Mail when the member does not use e-mail, or phone calls by duly authorized persons (generally an Officer or Executive Board member) making those calls.

**SECTION 3.** A quorum for an Executive Board meeting consists of (3) three, or a majority of the Board members.

## **ARTICLE IX Club Dues**

**SECTION 1.** The CCARC, upon recommendation of the Executive Board, and ratification by the membership, may levy upon the general membership such dues or assessments as shall be deemed necessary to conduct the business of the CCARC and the operation of the repeater.

### **SECTION 2.**

- A.** Club dues will be assessed in January of each year and are payable by the end of the month.
- 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.** 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.
- D.** All Club dues are non-refundable.
- E.** If an elected Officer, Club Station License Trustee, Repeater Technician or a Repeater Control Operator fails to pay dues by the end of January, their position will automatically become vacant.

**SECTION 3.** All licensed amateurs who are full-time students, enrolled in a learning institution, and all those on active duty with the armed forces, may become honorary CCARC members without payment of dues. They will receive the official CCARC newsletter through email, but will not have voting rights on Club business.

**SECTION 4.** One paid up membership shall include all family members living under one roof. Additional family members who wish to become a voting member or to hold office may do so upon payment of 50% of the regular Club dues, each year.

**SECTION 5.** Life Member: Any member who has paid dues for a total of twenty five (25) consecutive years is excused from further payment of dues and retains all other rights of membership.

## **ARTICLE X Committees**

**SECTION 1.** The President shall appoint all committee chairpersons on or before the Monthly Club meeting in January. In the event that a committee has no volunteer chairperson, the President shall appoint someone to fill that position.

### **SECTION 2. COMMITTEES AND THEIR DUTIES.**

- A. ACTIVITIES:** Responsible for: all CCARC functions such as, but not limited to, International picnic, December social meeting, etc., except Field Day.
- B. PUBLIC RELATIONS:** Responsible for: news releases to local media on CCARC functions and events.
- C. PUBLICATIONS:** Responsible for: Publication of CCARC newsletter and the CCARC directory.
- D. MEMBERSHIP:** Responsible for: the recruitment of new members, and assisting them with integration into the CCARC activities.
- E. HEALTH & WELFARE:** Responsible for reporting on health and welfare of all CCARC Members.
- F. TECHNICAL:** The Club Station License Trustee reports to the Executive Board, is responsible for the Technical Committee, and serves as the Chair for that committee. The committee is responsible for:
  - 1. Repeater repair, control, operation, and maintenance.
  - 2. State of the art expansion of existing and future repeater and control networks.
  - 3. Advising on individual engineering problems related to the art of amateur radio.
  - 4. CCARC projects of technical nature.
- G. FIELD DAY:** Responsible for all activities pertaining to Field day.
- H. CCARC 2-METER NET:** Responsible for: The CCARC Thursday night 2-meter net.
  - 1. Shall 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).
  - 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.
  - 4. Plan an annual recognition of Net Control operators.
- I. EDUCATION AND TRAINING:** 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).
- J. WEB SITE 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.

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.



## **ARTICLE XI**

### **Repeater**

**SECTION 1.** The CCARC repeater system W7FEL shall be totally supported by the CCARC by underwriting the rent and insurance of the repeater sites in addition to subsidizing the maintenance, repair and upgrading of the system, when required.

**SECTION 2.** All matters pertaining to the repeater system shall come under the cognizance of the CCARC. An amount to approximate \$1000.00 shall be set-aside in the CCARC bank account for the continued operation for the CCARC repeater system. This set-aside shall be used specifically to fund the operation of the CCARC repeater system and shall not be used to fund other CCARC activities. An amount of up to 35% of the previous years income shall be allocated to the CCARC repeater system fund (during the next years budget process) to replenish funds that may have been expended during the current budget year. (Depending on the current years expenditures this 35% is to bring the total CCARC repeater fund back to or near \$1000.00.

The Board may vote additional funds if needed.

**SECTION 3.** The Club Station License Trustee, being legally responsible for the CCARC's repeater (FCC Rules & Regs. Part 97.3)(6); 97. I 03 (a), 97.205(e)), will assume fiscal control of the annual budgeted funds necessary for operation of the repeater system. Use of the reserve fund by the Club Station License Trustee, however, requires Board approval.

**SECTION 4.** The Technical Committee, under the direction of the Club Station License Trustee, shall be responsible for the maintenance, operation, repair and installation of any CCARC owned and operated unattended radio apparatus and associated equipment.

**SECTION 5.** The use of the CCARC repeater for any organized event that is not sponsored by, or staged by the CCARC, or a paid up or Life CCARC member must have Board approval.

**SECTION 6.** 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 a Memorandum of Understanding that defines the terms of use of the CCARC repeater, which should address the following items:

1. Any organization wishing to conduct a regular net on the CCARC repeater shall have either five (5) paid up or Life CCARC members, or shall yearly contribute an amount equal to the amount of dues that five Club members would pay yearly. This requirement does not guarantee any rights, implied or explicit.
2. All nets run on the CCARC repeater shall include a preamble and afterward as defined by the 2-Meter Net Committee, guided by the Executive Board. All nets must be run as an open net, welcoming all those who wish to check in, member of the organization or not.
3. The Club reserves the right to rescind the approval of the net at any time with or without cause.

## **ARTICLE XII**

### **Amendments**

**SECTION 1.** Any proposed amendment to these By-laws, shall be submitted in writing to the Executive Board for review. Such proposal must be signed by at least three (3) current paid up or life CCARC

members. If, after review, the Executive Board finds no conflict with existing By-laws, the Executive Board shall at the next Monthly Club meeting present the proposed amendment to the membership for discussion, along with the Executive Board's recommendation.

A copy of the proposed amendment/s shall be sent either by email or U.S. Mail to all paid up and life CCARC members (30) thirty days prior to a vote. All notifications must include the time, date, and place of said vote. If approved by 2/3 of the paid up and life membership in attendance, these By-laws shall be deemed amended.

**SECTION 2.** The CCARC By-laws should be reviewed every two (2) years, to determine if revisions are necessary.

The President shall appoint a review committee chairperson, who will in turn choose four people from the paid up and life general membership to complete the review committee. If any revisions are needed, follow Article XII Section 1, under Amendments.

These By-laws should be taken seriously, and not changed easily, as they are the glue that holds the CCARC together!

### **ARTICLE XIII Dissolution**

The CCARC is an incorporated entity, and operates as a Not for Profit 501 (c) (3) organization. In the event of the CCARC's dissolution, the statutes established by the State of Washington shall be followed.

### **ARTICLE XIV Other**

Robert's Rules of Order Revised shall decide situations not explicitly covered by these By-laws.

### **By-Laws History**

Read	20 October 1983
Adopted	17 November 1983
Amended	19 July 1984
Amended	20 March 1986
Amended	September 1991
Amended	June 1993
Amended	July 1996
Amended	December 2000
1 <sup>st</sup> Reading	14 February and 14 March 2007
Discussion	11 April 2007
Adopted	09 May 2007
1st Reading	14 October 2009
Adopted	13 January 2010