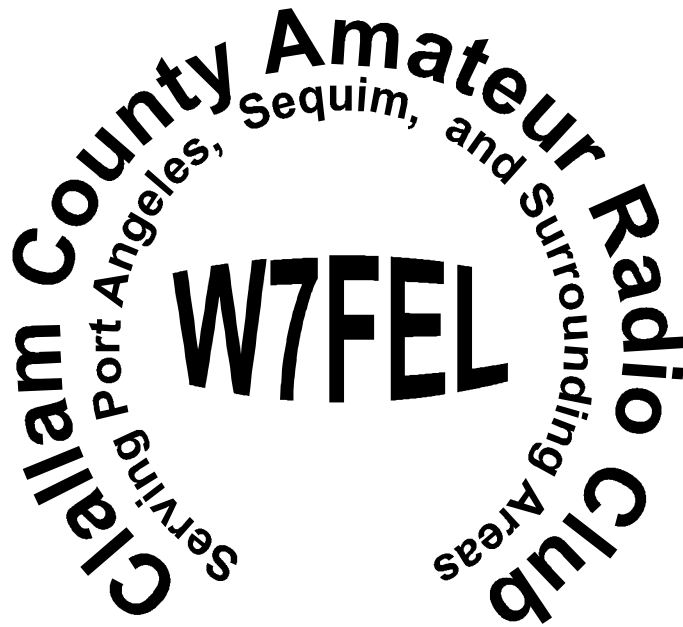


By-laws of the



A copy of these By-laws should be available at every general business meeting and Board meeting.

All newly elected Officers should be provided a copy of these By-laws at the December meeting, the new Officers should read, and always be guided by these By-laws.

A copy of these By-laws should be given to all new members, and a copy shall be made available to any CCARC member upon request.

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

ARTICLE I

NAME

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

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.

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

ARTICLE IV

OFFICERS

SECTION 1. Officers of the CCARC shall be: a President, a Vice President, a Secretary, and a 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 position of Trustee is voluntary with the approval of the Executive Board. The Trustee is required to hold an appropriate class FCC amateur radio license that assures the trustee is qualified to perform all CCARC repeater operating requirements. (This is an appointed, not an elected position, therefore the Trustee will not have Officer standing.)

TRUSTEE DUTIES:

- Shall** serve as Legal Representative with respect to the CCARC's Amateur Radio license W7FEL.
- Shall** serve as the Senior Control Operator of the CCARC Repeater System and shall appoint other control operators each of whom is contingent upon confirmation by the Executive Board.
- Shall** serve as Chair of the Technical Committee and appoint other members of that committee.
- Shall** sign all documents pertaining to the W7FEL repeater.

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

ARTICLE IV – SECTION 2. (continued)

The election takes place at the December business meeting, which barring weather conditions shall not be canceled. (Note: The Christmas social dinner is not a business 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 members. The new Officers and Executive Board members assume office on January 1st.

SECTION 3. 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.
All CCARC Officers are elected by the membership; therefore any appointment to an elected office shall have membership approval.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1. PRESIDENT

Shall preside at all meetings, except Executive Board meetings, which shall be presided over by the senior elected Executive Board member.

Shall be guided by these By-laws when running all business meetings.

Shall vote only in the event of a tie.

Shall sign all official documents adopted by, or required of, the CCARC, except documents for W7FEL, which will be signed by the trustee.

Shall perform other customary duties pertaining to the office of President.

SECTION 2. VICE-PRESIDENT

Shall assume duties of the President in that officer's absence.

Shall perform other duties as assigned by the President.

SECTION 3. SECRETARY

Shall record minutes of all business and special meetings.

Shall conduct correspondence at the direction of the President or Executive Board.

Shall bring in-coming CCARC communications to the attention of the Executive Board.

Shall be the custodian of the current version of CCARC's By-laws.

Shall be the custodian of the CCARC's correspondence.

Shall 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.

Shall maintain accurate records of all CCARC funds, including those received or expended.

Shall, 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.

Shall 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.

Shall be the custodian of the CCARC financial records.

Shall 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 elected Executive Board Member shall serve a (3) three-year term; All Executive Board meetings shall be presided over by the most senior elected Executive Board member in attendance.

SECTION 2. It is the goal that only one new member be added to the Executive Board each year, because the most Senior member ending their third term retires from the Executive Board. If the Executive Board must appoint a President, the now senior elected Executive Board member serving their third year, shall serve as President. A new Executive Board member will be appointed from the paid up membership for the remainder of the senior member's term, but will not preside over Executive Board meetings. The second most senior elected Executive Board member will preside over Executive Board meetings for the remainder of the year. A newly elected Executive Board member will replace the appointee at the next election.

SECTION 3. The President shall attend all Executive Board meetings in order 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 will have a vote. The CCARC President shall only vote at Executive Board meetings to resolve a tie vote.

SECTION 4. Abstentions shall not be allowed at Executive Board meetings, as everything before the Executive Board needs to be resolved, and should be the ultimate goal.

SECTION 5. DUTIES OF THE BOARD

- A. To approve or reject all non-budgetary expenditures.
- B. Prepare a budget for the CCARC, including repeater system for presentation at the last CCARC business 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 avoid prolonged discussions at the regular meetings, CCARC business will be conducted at Executive Board meetings. The Board will present its decisions and recommendations to the membership for approval.
- G. The "Annual Service Award" will be presented each year to a deserving candidate/s who have shown outstanding initiative on behalf of the CCARC throughout the year. This award will be presented at the annual Christmas social dinner.
- H. The Executive Board shall conduct at least (4) four meetings per year, more if needed. If there were 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.

SECTION 6. Minutes of the Executive Board meeting will be read at the next regular CCARC business meeting, and also printed in the 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.

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

The above rules also apply to any changes in the Saturday social breakfast or the YL luncheon.

SECTION 2. The President, or a majority of the Executive Board, may request a special 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.

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 general business meeting, plus one elected Officer shall constitute a quorum.

SECTION 2. When special meetings are called, the general membership must be notified, and 25% of those notified constitute a quorum for the special 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

DUES

SECTION 1. The CCARC, upon recommendation of the Executive Board, and approval of 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. Members in arrears shall be kept on the CCARC rolls for the remainder of the year, but shall have no voting rights, or receive the newsletter after March 31. Upon payment of dues, all CCARC privileges will be reinstated. If dues are not paid by years end, delinquent members will be moved to the inactive list.

ARTICLE IX - DUES (continued)

SECTION 2. 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.

SECTION 3 All licensed amateurs who are students, 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, but will not have a vote.

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

SECTION 5. The Lifetime Membership Award shall be presented by the Executive Board, when deemed appropriate, to deserving candidates who have shown outstanding service to the CCARC over a number of years.

ARTICLE X

COMMITTEES

SECTION 1. The President shall appoint all committee chairmen on or before the first business meeting in January.

SECTION 2. COMMITTEE'S AND THEIR DUTIES.

- A. ACTIVITIES:** Responsible for: all CCARC functions such as, but not limited to, International picnic, December social dinner, 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 trustee chairs the technical Committee.
The committee is responsible for:
 - 1. Repeater repair 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.

ARTICLE X – COMMITTEES (continued)

G. FIELD DAY: In charge of 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 preamble used.

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 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 Trustee, however, requires Board approval.

SECTION 4. The Technical Committee, under the direction of the 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) CCARC member must have Board approval.

ARTICLE XII

AMENDMENTS

SECTION 1. Any proposed amendment/s to these By-laws, shall be submitted in writing to the Executive Board for review. Such proposal/s must be signed by at least three (3) current (paid up) CCARC members. If, after review, the Executive Board finds no conflict/s with existing By-laws, the Executive Board shall at the next general business meeting present the proposed amendment/s to the membership for discussion, along with it's (the Executive Boards) recommendation/s.

ARTICLE XII – AMENDMENTS (continued)

A copy of the proposed amendment/s shall be sent by U.S. Mail to all (paid up) 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 membership in attendance, these By-laws shall be deemed amended.

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

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

These By-laws should not be taken lightly, or 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 shall decide situations not explicitly covered by these 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 st Reading	14 February and 14 March 2007
Discussion	11 April 2007
Adopted	09 May 2007