

Constitution and By-Laws Of The Lower Columbia Amateur Radio Association, Inc. (W7DG)

November 20, 2019

Preamble

We, the Radio Amateurs of the area from which members can attend meetings to further the interest of Amateur Radio, promote a spirit of enthusiasm in exploring the science of electronics, keep abreast of advanced radio theory, study the latest developments and equipment as it pertains to ham radio, maintain and operate a club radio station, and render communications services to the public under emergency conditions, do hereby declare ourselves to be LOWER COLUMBIA AMATEUR RADIO ASSOCIATION, INCORPORATED.

Article I

Title

The legal title of this organization is
“Lower Columbia Amateur Radio Association, Incorporated”
Hereafter referred to as the Association.

Article II

Officers/Directors, Executive Committee, and Finance Committee

Section I - The Officers of the Association shall be President, Vice-President, Secretary, Treasurer and Trustee. President, Vice-President, Secretary, Treasurer and Trustee, shall also fulfill the roll of Directors #1 - #5, in that same order. It shall be further recognized in all following text that an Officer/Director, means one (1) position duly elected by the Association for a term of two (2) years.

Section II – An Executive Committee of the Officers/Directors shall consist of at least any three (3) of the above.

Section III – The Finance Committee shall consist of the Treasurer/Director #4, Trustee/Director #5 and three (3) members at large.

Section IV – Officers/Directors must be members in good standing (current years dues paid) and continue to hold a valid amateur radio license. Any Officer/Director who is not a member in good standing or who is absent for three (3) consecutive months’ business meeting shall be subject to removal from office as outlined in Article V, Section II. Such absences for health, extended travel or work reasons may be allowed by permission of the Executive Committee.

Article III

Duties of the Association's Officers/Directors, Trustee/Director, Finance Committee and Member At-Large

Section I – President/Director #1: It shall be the duty of the Association President to preside over designated meetings of the Lower Columbia Amateur Radio Association and its Executive Committee.

Section II - Vice-President/Director #2: It shall be the duty of the Association Vice-President to act as President in the absence of the President.

Section III – Secretary/Director #3: It shall be the duty of the Association Secretary to record the official minutes of all business meetings and to post said minutes on the Association website within fourteen (14) calendar days. It shall be the responsibility of each association member to read the minutes before the next business meeting of the Association. The minutes will be brought up as an item of old business, whereupon the question will be asked if there are any corrections or additions to the minutes. After any corrections or additions are made, a motion to accept the minutes will be made. Reading of the entire minutes will be done only upon request, or if the minutes were not posted on the Association website within the fourteen (14) day period after the current month's business meeting. The Secretary shall handle the club correspondence and may distribute a news bulletin that is concerned with the activities of the Association and its members. The minutes and attendance record shall be on file at the clubhouse at the next month's meeting. The Secretary will attach a copy of the Treasure's Report to the minutes on file at the clubhouse but will not post the Treasure's Report on the Association website.

Section IV – Treasurer/Director #4: It shall be the duty of the Association Treasurer to collect and record membership dues, file the annual federal income tax return for a non-profit organization when required, and conduct all Association monetary matters. The Treasurer's Report shall be on file at the clubhouse, including a transaction and budget comparison report.

Section V – Trustee/Director #5: It shall be a requirement of the Trustee to hold a valid Extra Class Amateur Radio License. The Trustee shall assume responsibility for the lawful operation of the club station, W7DG. The trustee shall be elected by the membership and serve as per Article II, a member of the Executive Committee.

Section VI – The Officers/Directors shall meet to conduct business of an emergency nature that cannot be postponed until a regularly scheduled meeting. They shall also meet at least quarterly to discuss the best interests and well-being of the Association.

Section VII – The Finance Committee shall meet at least quarterly to discuss the investments of the Association and is authorized to recommend transactions. A minimum of three (3) Finance Committee members are required to approve a recommended transaction with the investment company. Recommended transactions are to be brought before the membership for an approval vote at the next regularly scheduled business meeting.

Section VIII - Member At-Large is a designation for any valid member(s) of the Association, including Association Officers/Directors, who are appointed by the President/Director #1 for a task of specific duration, to represent the association's membership on issues of interest or concern; conducts projects to further the goals of the Association and could serve as chair of any ad hoc committee formed to develop projects.

Article IV

Terms of Office

Section I - The term of office for all Officers/Directors, except Trustee/Director #5, shall be for two (2) calendar years, commencing with the first regular Association meeting held in January 2020, and ending with the last meeting in December of the second (2nd) year.

Section II - The term of office for the Trustee/Director #5 shall be three (3) calendar years.

Article V

Election of Officers and Directors

Section I - A President/Director #1, Vice-President/Director #2, Secretary/Director #3 and Treasurer/Director #4 shall be elected every other year at the November business meeting, attended by a quorum of the membership. The current President/Director #1, may, at their discretion, appoint a nominating committee. Nominations for Officers/Directors for the coming year will be made at the September and October business meeting.

Section II - In the event an Officer/Director or Trustee/Director is in violation of Article II, Section IV, they may be removed from office by a quorum of at least sixty-six and two-thirds percent (66 2/3%) of the total voting members present at a regular Association business meeting. If an Officer/Director or Officer/Trustee resigns or is removed from their position, replacement(s) for the vacant position(s) shall be appointed by the Association President, or Vice-President in event the President is unavailable, with the advice and consent of the Executive Committee, to complete the current term.

Article VI

Eligibility for Membership

Section I - Any person holding a valid Amateur Radio License and certain others as defined in Article VII are eligible for membership in the Association.

Section II - It shall be each member's responsibility to become familiar with and be checked out by a knowledgeable club member before operating any club radio equipment. Members shall operate

within their individual license privilege or within the privilege of a higher licensed class amateur radio operator acting as a control operator and operate within compliance with Part 97 of the FCC Rules and Regulations.

Section III – No person shall operate non-club owned equipment. 1) Agency equipment (911 Radios) or any other Agency equipment, without proper authorization. Proper authorization would consist of training by the Responsible Person for said equipment. Agency equipment shall be identified as such and segregated from other equipment. 2) Loaned amateur equipment. Permission shall be obtained from the equipment’s owner prior to use of the equipment. Loaned equipment shall be identified as such. 3) Office equipment. Help shall be obtained prior to the use of office equipment (copier, microwave, computers, etc) if the user is not familiar with the device. Anyone not following this Section may be subject to Section IV of this Article.

Section IV - Membership in the organization is dependent on a person's ability to conduct themselves in a morally and ethically acceptable manner, due to Association activities that include family members of all ages, and the responsibility for presenting a positive image of amateur operators and the LCARA to the community. Criminal acts, improper social behavior, intentional misrepresentation of facts, and operating practices contrary to FCC regulations can result in denial or discontinuation of membership in the organization, as determined by a majority decision of the Executive Board.

Article VII

Dues and Classes of Membership

Section I - Association Membership. The amount for Association membership dues may be changed by the Executive Committee, with the consent of a majority vote (fifty percent plus one) (50% + 1) of the membership, at or by the November business meeting of any year. A new member may, at the discretion of the club President, and after three (3) months of membership, be issued the combination to the Association’s building’s front door. Expired memberships for current members may be reinstated upon full payment of the current year’s dues.

Section IA - Memberships are considered expired January 31st. Previous members returning to the Association after a full year’s absence are treated like new members. New members may join at any time by paying one twelfth (1/12th) of the annual dues times the number of months left in the year, including the month of application. However, past long time Association members who are past the January 31st dues deadline, cannot be considered “brand new members” to the Association, thereby taking advantage of the one twelfth (1/12th) pro rate. As an encouragement for NEW Hams to join the Association, a non-member who passes a test given by the Association’s VE team may receive up to three (3) months discount to join the Association.

Section II - Honorary Lifetime Membership. Defined as an honor bestowed upon selected association members, an Honorary Lifetime Membership may be nominated from the floor at any time. Election of an Honorary Lifetime Membership must be by at least three-fourths (3/4) of the Association’s membership present at that meeting. An Honorary Lifetime Member shall have all the rights and privileges of a regular member and shall not be required to pay annual Association dues.

Section III – Family Membership. Any current member of the Association, paying full membership dues, may enroll any Immediate Family Member, who possesses a valid Amateur Radio License of any class, as a Family Member. Immediate Family Member is defined as the spouse and children under the age of eighteen (18) living in the same household as the Association Member. Family Membership in the Association carries all of the rights and privileges of Association Membership. If the full dues paying sponsor member of the family quits the Association, one of the remaining members shall become the sponsor member and shall pay full membership dues. Family Membership dues are fifty percent (50%) of the standard member dues per year.

Section IV - Associate Family Membership. Any non-amateur fulfilling the requirements as an Immediate Family Member, as defined in Section III of this Article, may become an Associate Family Member. Associate Family membership dues are ten dollars (\$10.00) per year. Associate Members will not be eligible to vote on Association business, shall not be eligible to be elected to an Association office, and shall not be considered in determining a quorum.

Section V – Senior Membership. Defined as a member of the Association with an age of eighty (80) years or above. Amateurs who qualify to be a Senior Member are eligible for a dues rate of ten dollars (\$10) per year.

Article VIII

Meetings and Business

Section I – Business meetings of the Association shall normally be held on the third (3rd) Wednesday of each month, except for the month of December. The December meeting shall be the Annual Christmas Dinner Meeting. No business except paying of Dues or of an emergency nature will be conducted at the dinner. If such dinner meeting is not scheduled, then the official meeting for the month of December shall be held on the third (3rd) Wednesday of December where usual business will be conducted.

Section II – In order to conduct Association business at the monthly business meeting of the Association, a quorum of not less than ten (10) members must be present. Motions must pass with fifty percent plus one (50% + 1) majority.

Section III - An Executive Committee, as defined above in Article II, Section II, may carry out Association business of an emergency nature that it deems necessary, and be reported to the membership at the next regular Association meeting.

Section IV - The Executive Committee, by majority vote, is authorized to spend up to five hundred dollars (\$500.00) without first obtaining membership approval.

Section V – The Association is a smoke-free environment, adhering to all Washington State Non-smoking Laws. This includes e-smoking in any form.

Article IX

Payment of Bills

Section I - Payment of Association expenses shall be by check. Recurring bills, such as PUD, telephone, mailbox, or propane, shall be allowed to be paid by electronic transfer. The Treasurer/Director #4 may pay recurring bills and expenses authorized in a member approved yearly budget, up to five hundred dollars (\$500.00), without a vote of the membership.

Section II - The President/Director #1, Vice-President/Director #2, Secretary/Director #3, Treasurer/Director #4, and Trustee/Director #5, shall be authorized to sign checks in the name of the Association. All checks must be signed by at least two (2) of the above in order to be valid.

Article X

Audit

The Association Treasury Records shall be audited annually in January by the Treasurer/Director #4 and two (2) Association members-at-large.

Article XI

Constitution and By-Laws Changes

Section I - Association By-Laws may be opened for amendment only by majority action of the Association at the regular meeting; provided, however, that By-Laws may be opened for amendment no more than once in any twelve (12) month period from the stamped date of approval by the membership.

Section II - The membership shall be notified that the By-Laws will be amended or adopted at the next three (3) regular meetings. The By-Laws at the first (1st) regular meeting shall request the membership for suggested amendments, and such amendments as are suggested will be considered by the By-Laws Committee, such amendments to be presented to the Secretary who will turn them over to the By-Laws Committee. At the second (2nd) regular meeting, the By-Laws Committee shall report proposed amendments for discussion, adoption, rejection, or amendment. The Committee on By-Laws shall then perfect the language the amendments or By-Laws adopted at the second regular meeting and report same back in their entirety to the third (3rd) regular meeting for final action without further amendment, or, upon the direction of the President, submit the amendments or By-Laws in written form to the membership for an approval by majority vote at the third (3rd) regular meeting.

Article XII

Distributions upon Dissolution

Upon any dissolution of the Association, all of its assets remaining after payment of creditors, shall be distributed to one or more organizations selected by the Executive Committee, which are qualified as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as hereafter amended. In no event shall any of the Association's assets be distributed to the Officers/Directors, Trustee/Director or any Members of the Association.

This amended Constitution and By-Laws were approved under the provision of Article XI on November 20, 2019.

Validated by:

President: _____
Ralph Roggenback N2RJR

Treasurer: _____
John (JJ) Burke, W7BO

Vice-President: _____
Jeff Hillendahl KJ6ETR

Trustee: _____
Kevin Moore KC6FLG

Secretary: _____
Elizabeth Hazelwood KI7RSA