

**Constitution and By-Laws  
of the  
Lower Columbia Amateur Radio Association, Inc.  
(W7DG)**

**December 14, 2013**

**Preamble**

We, the Radio Amateurs of the area from which members can conveniently 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 the LOWER COLUMBIA AMATEUR RADIO ASSOCIATION, INCORPORATED.

**Article I  
Title**

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

**Article II  
Officers, Executive Committee, Directors, and Finance Committee**

Section I - The Officers of the Association shall be President, Vice-President, Secretary, Treasurer and Station Trustee.

Section II – An Executive Committee of the Officers, Immediate Past-President and Trustee shall consist of any three (3) of the above.

Section III – A Board of Directors composed of not less than three (3) active members of the Association shall govern the long term well-being of the Association and shall be elected at the same meeting at which Officers are elected. The Directors shall serve three (3) year terms. Each year one (1) Director’s term shall expire and a new Director shall be elected.

Section IV – The Investment Committee shall consist of the Treasurer, Trustee, and a member at large.

**Article III  
Duties of the Association’s Officers, Trustee, Directors, Investment Committee and Member  
At-Large**

Section I - President: 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: It shall be the duty of the Association Vice-President to act as President in the absence of the President.

Section III - Secretary: 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 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. 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 Treasurer's Report to the minutes on file at the clubhouse, but will not post the Treasurer's Report on the Association website.

Section IV - Treasurer: 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: It shall be the duty of the Trustee to hold a valid Extra Class Amateur Radio License, and to assume responsibility for the lawful operation of the club station, W7DG. The trustee shall be elected by the membership and serve as an Officer and member of the Executive Committee.

Section VI - Director: There shall be three Directors. The Directors shall be elected by and report to the membership. Directors shall meet on an ad hoc basis with various committees and members to formulate long term strategic plans for the Association, and shall collectively submit such plans to the Membership. Directors may invite other members to attend Directors' meetings but such members will not have a vote. Directors may make recommendations as they deem appropriate if two or three Directors vote accordingly. The Directors shall monitor the status of the By-Laws, the status of the Articles of Incorporation, the work of the Investment Committee, and the status of the Association's property lease, and other matters that in their judgment are of strategic interest to the well-being of the Association and its members. The Past President will serve as a substitute Director in an advisory capacity, unless one of the Directors is unavailable, in which case they will serve as a temporary Director.

Section VII - The Officers shall carry out the day-to-day operation of the Association's activities.

Section VIII – The Executive Committee shall meet from time to time to conduct business of an emergency nature that cannot be postponed until a regularly scheduled meeting.

Section IX – The Investment Committee shall meet from time to time to discuss the investments of the Association and is authorized to conduct transactions. A minimum of two (2) Investment Committee members are required to approve a transaction with the investment company.

Section X - Member At-Large is a designation for any valid member(s) of the Association, including Association Officers and Directors, who are voted 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, except Trustee, shall be for one calendar year, commencing with the first regular Association meeting held in January and ending with the last meeting in December of each year.

Section II - The term of office for the Trustee shall be three calendar years.

Section III - The term of office for Directors shall be three years. The initial group of Directors shall be elected at a time convenient for that purpose and shall serve unequal terms; specifically one Director shall serve a three-year term, one Director shall serve a two-year term, and one Director shall serve a one-year term. At the end of the term for the initial directors, his or her successor shall be elected to a term of three (3) years.

#### **Article V Election of Officers and Directors**

Section I - A President, Vice-President, Secretary, Treasurer and one Director shall be elected each year at the November business meeting, attended by a quorum of the membership. The current President may, at his discretion, appoint a nominating committee. Nominations for officers and a Director for the coming year will be made at the September and October business meetings.

Section II - In the event an Officer, Trustee, or Director resigns or is 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. A replacement 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 checked out by a knowledgeable club member before operating any club equipment. Members shall operate within their individual license privilege, and operate within compliance with Part 97 of the FCC Rules and Regulations.

Section III - No person shall operate non-amateur equipment, including club TVs and computers, without proper authorization.

Section IV - Membership in the organization is dependant 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) of the membership, at the first business meeting of any New Year. A new member may, at the discretion of the club President, and after three 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 31<sup>st</sup>. 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 1/12<sup>th</sup> of the annual dues times the number of month left in the year, including the month of application. 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 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 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 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 current Association Membership dues.

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 \$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 80 years or above. Amateurs who qualify to be a Senior Member are eligible for a dues rate of \$10 per year.

### **Article VIII Meetings and Business**

Section I – One business meeting of the Association shall normally be held on the third Wednesday of each month, except for the month of December. The December meeting shall be the Annual Christmas Dinner Meeting. No business except of an emergency in 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 Wednesday of December where usual business will be conducted.

Section II – In order to conduct Association business at any 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 \$200.00 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.

Section VI – Association meetings shall adjourn 60 minutes after the start of the meeting, unless continued by a sixty-six and two-thirds percent (66 2/3%) majority vote by the members present. In no case shall such continuation last beyond thirty (30) minutes unless by unanimous consent.

### **Article IX Payment of Bills**

Section I - Payment of Association operating expenses shall be by check. The Treasurer may pay recurring bills, such as PUD, telephone, mailbox, or propane, up to \$200.00, without a vote of the membership. These payments require two signatures on the checks.

Section II - The President, Vice-President, Secretary, Treasurer, and Trustee shall be authorized to sign checks in the name of the Association. All checks must be signed by at least two of the above in order to be valid.

### **Article X**

## **Audit**

The Association Treasury Records shall be audited annually in January by two Association members-at-large.

## **Article XI Constitution and By-Laws Changes**

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.

### **Notice of Amendment or Adoption**

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 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 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 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 all-mail ballot under procedures outlined by the President.

This amended Constitution and By-Laws were approved under the provision of Article XI on December 14, 2013.

Validated by:

President: \_\_\_\_\_  
V. Carl Gray, K7ECW

Treasurer: \_\_\_\_\_  
Robert A. Morehouse, KB7ADO

Vice-President: \_\_\_\_\_  
Randy Greeley, NU7D

Trustee: \_\_\_\_\_  
Judi Robbins, K7HRW

Secretary: \_\_\_\_\_  
Milton R. Ouzts, WA7NWN