

# **Constitution and Bylaws of the Lower Columbia Amateur Radio Association, Inc. (W7DG)**

**March 17, 2021**

## **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, Executive Committee, Investment Committee, Technical Committee and Member At-Large**

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

Section II – An Executive Committee of the Officers shall consist of at least any three (3) of the above. All members of the Executive Committee shall be reasonably notified before any meeting(s) or actions taking place.

Section III – The Investment Committee shall consist of the Treasurer, Trustee and three (3) members at large.

Section IV – The Technical Committee shall consist of the Trustee and four (4) members at large.

Section V – Member At-Large: Member At-Large is a designation for any valid member(s) of the Association, including Association Officers, who are appointed by the President 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.

Section VI – Officers must be members of legal age in good standing with current years dues paid and continue to hold a valid amateur radio license. Any Officer who is not a member in good standing or who is absent for three (3) consecutive monthly business meetings without just cause, may be subject to removal from office as outlined in Article V, Section II.

### **Article III**

#### **Duties of the Association’s Officers, Executive Committee, Investment Committee and Technical Committee**

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 function 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 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 manage 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: 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 shall provide monthly budget activity reports and a yearly budget at the appropriate business meetings and to the Executive Board members. These reports shall be available for review at the club house upon request by the membership.

Section V – Trustee: It shall be a requirement of the Trustee to hold a valid Extra Class Amateur Radio License. The Trustee shall assume responsibility for: (a) the lawful operation of the Association’s equipment operated under callsign W7DG. (b) Maintain all of the repeater coordination(s) using the callsign W7DG. (c) Address any interference issues affecting the operation of the Associations repeaters.

Section VI – Executive Committee: The Executive Committee 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 – Investment Committee: The Investment Committee members shall meet at least quarterly to discuss, and potentially change, the investments of the Association. The Investment Committee members shall only be authorized to change investments when approved by at least three (3) of the Investment Committee members. Withdrawal of funds from the investment account shall only be transferred to the Associations’ checking account. The Investment Committee members shall only be authorized to transfer funds between the investment account and the Associations’ checking account when approved by at least three (3) of the Executive Committee members. Investment Committee shall submit quarterly reports to the membership at the first meeting of each quarter.

Section VIII – Technical Committee: The Technical Committee members shall meet at least quarterly to discuss, and potentially change, the Association’s Station equipment and infrastructure. The Technical Committee members shall be the only persons authorized to perform changes. Changes to Club infrastructure and equipment must be approved by the Technical Committee.

## **Article IV**

### **Terms of Office**

Section I - The term of office for all Officers, except Trustee, 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 (2<sup>nd</sup>) year.

Section II - The term of office for the Trustee shall be four (4) calendar years beginning with the first Associations’ business meeting in 2022.

## **Article V**

### **Election of Officers**

Section I - The President, Vice-President, Secretary and Treasurer shall be elected every two (2) years and the Trustee every four (4) years. These are association members who are elected at the November business meeting during odd years whose offices begin on January 1<sup>st</sup> of the next year. Elections must be attended by a quorum of the membership. The current President, may, at their discretion, appoint a nominating committee. Nominations for Officers for the election year will be opened at the September meeting and closed prior to elections at the November business meeting.

Section II - In the event an Officer is in violation of Article II, Section VI, 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 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 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/or be trained 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) 911 Radios, Emergency Management Radios, or any other Served 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 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 one twelfth (1/12) 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 31<sup>st</sup> dues deadline, cannot be considered "brand new members" to the Association, thereby taking advantage of the one twelfth (1/12) 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 a regular scheduled business 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(s) living in the same household, who possesses a valid Amateur Radio License of any class, as a Family Member. Family Membership dues are fifty percent (50%) of the current Association Membership dues. Family members who are under the age of eighteen (18) years would qualify for a Junior Membership(s). – See Section VI of this Article.

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. Members who qualify to be a Senior Member carry all of the rights and privileges of an Association Membership with a dues rate of ten dollars (\$10) per year.

Section VI – Junior Membership. Defined as a member of the Association who is under the age of eighteen (18) years. (a) The “Only” Association Member in the household or (b) a Family Member as outlined in Section III of this Article. The Junior Membership in the Association carries all of the rights and privileges of an Association Membership. The Junior Membership dues are ten dollars (\$10) per year.

## **Article VIII**

### **Meetings and Business**

Section I – Business meetings of the Association shall normally be held on the third (3<sup>rd</sup>) 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 (3<sup>rd</sup>) 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 conduct 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 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, 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 (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 and two (2) Association members-at-large.

## **Article XI**

### **Constitution and Bylaws Changes**

Section I – The Association’s Constitution and Bylaws may be opened for amendment by majority vote, fifty percent (50%) plus one (1) of the membership at any regular business meeting. The Bylaws may be opened and closed for amendment no more than one (1) time in one calendar year beginning on 01/01 of said year to 12/31 of same year.

Section II – The Bylaws shall be changed in a 3-step process over a three (3) month period.

Step 1. At the first (1<sup>st</sup>) month’s regular scheduled business meeting: Open the Association Bylaws for amendments. Request the membership to submit amendments. Notify Association members who were not present, the Bylaws have been opened for amendments. Amendments received will be given to a Bylaws Committee who will begin processing them into the Associations’ Bylaws structure.

Step 2. At the second (2<sup>nd</sup>) months regular scheduled business meeting: The Bylaws Committee will report proposed amendments for Discussion, Rejection, Adoption, or further Amendments to the Associations members attending the meeting.

Step 3. At the third (3<sup>rd</sup>) regular scheduled business meeting: The final amendments processed by the Bylaws Committee will be presented by the Associations President, to Association members attending the meeting, asking for a majority vote for each approved amendment.

## **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 or any Members of the Association.

This amended Constitution and Bylaws were approved under the provision of Article XI on March 17, 2021.

Validated by:

President: *Ralph Roggenback* N2RJR

Treasurer: *Glen Kristensen* N7UIG

Vice-President: *Jim Peters* WE7JIM

Trustee: *Kevin Moore* KC6FLG

Secretary: *Carl Gray* K7ECW