

# HIGHLINE AMATEUR RADIO CLUB BY-LAWS

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OUTLINE

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This Appendix (only) is included for convenience purposes, and may be updated on an ongoing and as-needed basis by the Board, without seeking membership approval.

# HIGHLINE AMATEUR RADIO CLUB BY-LAWS

## 1. MISSION

The Highline Amateur Radio Club (HARC) is organized to operate within the rules and regulations of the Amateur Radio Service exclusively for charitable, educational, and scientific purposes. HARC shall:

- further the exchange of information and cooperation between members to promote radio knowledge, camaraderie, and individual operating efficiency,
- support local emergency and disaster relief organizations, and
- conduct HARC programs and activities to advance the general interest and welfare of Amateur Radio in the community.

## 2. NON-DISCRIMINATION

HARC shall not discriminate against any person as defined in the Revised Code of Washington 49.60. Every member is entitled to all rights, privileges, programs, and activities generally accorded or made available to members of HARC.

## 3. HARC SERVICES and ACTIVITIES

In support of its mission, HARC provides various services and conducts educational, technical, and social activities as detailed in **Attachment 1**.

## 4. MEMBERSHIP and DUES

HARC membership is available in five types with attendant dues. These types, a membership review, and dues are defined in **Attachment 2**.

## 5. OFFICERS AND BOARD OF TRUSTEES

The elected officers of HARC shall be President, Vice-President, Secretary and Treasurer. The Board of Trustees (Board) shall consist of the current officers, the immediate past president, and two Trustees elected at large. If the immediate past president is re-elected or unable to serve as a Trustee, the membership shall elect a third member at large to serve as Trustee. Details on elected position effectivity, terms, succession, and attendance are found in **Attachment 3**. Election procedures are contained in **Attachment 4**. Minimum lists of Officer and Board duties are contained in **Attachments 5 and 6**, respectively.

## 6. IMPLEMENTING POLICIES

The HARC Board shall maintain and distribute via email and/or web page updates a Policy Book containing details about specific topics not warranting inclusion in these Bylaws but requiring management of processes. Current examples include an email policy and a property policy.

## 7. FISCAL ISSUES

The HARC Fiscal year shall be April 1st through March 31st of the following calendar year. All current financial assets shall be kept in a place of safekeeping as approved by the Board of Trustees.

a. **RECORD KEEPING.** The Treasurer will maintain an accurate record of all HARC fiscal activities and retain documents for audit purposes.

b. **AUDIT AND FILINGS.** Financial records for the current fiscal year are to be submitted by treasurer in office as of March 31 of each year for an audit to be completed by April 30th. The financial audit committee shall consist of at least two non-officer members appointed by the President. The Treasurer shall facilitate the filing of all appropriate financial records and required reports to the State of Washington and Internal Revenue Service on or before the respective filing deadlines.

c. **BOND.** The Treasurer may be required to be bonded in an amount sufficient to reimburse HARC for any loss of revenues or financial assets due to acts of errors or omissions or theft. The Board of Trustees at its February meeting shall determine the amount and term of the required bond, if any. Payment of the Treasurer's bond shall come from the HARC's general fund.

d. **APPROVAL of EXPENSES.** Obligation of funds for line items in the approved annual budget require no further approval. Out-of-budget items require documentation of the following approvals:

(1) Up to \$500 – by at least 2 Board members for time-critical issues when a quorum of Board members cannot be reached in time. When this occurs, the attempts to reach members must be documented.

(2) \$501-\$2000– by a quorum of Board members, and notification to the general membership is required prior to or during the next monthly meeting.

(3) Over \$2000 – by the general membership.

e. **CREDIT and DEBIT CARDS.** Bank accounts may require issuance of either or both of these cards. They may be used by the Treasurer for routine or ongoing expenses contained in the approved budget, or for out-of-budget expenses with the approval levels defined for all expenses.

## **8. MEETINGS**

HARC Meeting types, quorum requirements, and conduct are detailed in **Attachment 7**.

## **9. COMMITTEES AND APPOINTEES**

HARC will operate many of its activities via standing and ad hoc committees. Standing committees are established for ongoing activities with defined leadership and goals. Ad hoc committees are established as needed for a specific event or purpose, and are automatically dissolved upon the completion of the event or purpose. See **Attachment 8**.

## **10. TANGIBLE ASSETS (Property)**

Assets obtained by HARC as gifts, purchases, or consignment are collectively referred to as "property". Property does NOT include assets accumulated by HARC in the normal course of conducting club business (e.g., accepting dues, purchasing office products, conducting meeting or club-related activities), unless the Board directs such items to be added to property inventory. A Property Policy (in the Property Book) defines how property will be inventoried, tracked, and managed.

## **11. COMMUNICATIONS WITH MEMBERS**

a. HARC will maintain a web site for members and others.

b. HARC will use an email list system to distribute short-term information (e.g., announcements of meetings, weekly nets) in a timely way to members and others who request to be placed on the list.

## **12. CALENDAR**

Major events and activities on HARC's annual calendar are provided in Appendix D.

### **13. AMENDMENTS to BYLAWS**

a. PROCEDURE. Proposed amendments to these By-laws shall be submitted in writing to the Board of Trustees for evaluation.

b. VOTING. These by-laws may be amended at any annual, regular or special meeting of HARC by two-thirds (2/3) of the voting members present at that meeting.

c. NOTIFICATION. The Secretary shall notify membership of proposed by-law changes by mail or email at least 30 days prior to the meeting at which the vote on the amendment(s) is to be taken. A voting member may request an absentee ballot from the Secretary, which shall be returned to the Secretary prior to the commencement of the meeting at which the vote is to be taken.

d. TIME OF EFFECT. Unless otherwise noted, any amendments to these by-laws shall be effective immediately upon passage.

### **14. DISSOLUTION**

a. QUALIFICATION FOR DISSOLUTION. HARC may be dissolved at any time by a unanimous vote of The Board of Trustees followed by a 2/3 vote of the regular members in good standing present at a General Membership meeting called for this purpose. The Board shall provide notice to the General Membership in the form of a unanimous Board-approved resolution defining the dissolution not less than 45 days prior to the General Membership meeting called for this purpose.

b. DISPOSAL OF POSSESSIONS. After dissolution has been approved in the preceding action, the disposal of HARC's assets shall be as follows:

1. All equipment on loan from members shall be returned within fifteen (15) days after the adoption of the dissolution resolution.

2. The Board of Trustees shall pay all outstanding bills within fifteen (15) days after the adoption of the dissolution resolution.

3. HARC shall conduct an open auction of all HARC property at a place and time designated by the Board.

4. The Secretary shall notify the State of Washington, the Internal Revenue Service, and any other agency required to be notified of the club's dissolution.

5. Dues payments shall be reimbursed on a pro rata (monthly) basis. All remaining funds and other assets shall be donated to one or more Internal Revenue Code section 501(c)(3) tax exempt organizations selected by the Board.

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## **ATTACHMENT 1 - SERVICES and ACTIVITIES**

HARC may provide the following services in support of its charitable, educational, and scientific purposes.

### **1. EDUCATION**

a. HARC PUBLICATION. HARC may sponsor an official monthly newsletter and/or publish information on the Internet to inform the membership of scheduled activities as well as technical and regulatory news. Such publication or webpage should also contain official minutes for all meetings, which have occurred since publication of the previous edition.

b. TRAINING CLASSES. HARC may conduct, sponsor, and promote classes in preparation for amateur radio examinations, electronics theory, communications law, current operating practices and techniques and any other subjects which may advance the amateur radio service. Each student successfully completing a HARC-sponsored class may be presented a certificate of completion. The Board of Trustees may appoint an Education Coordinator to provide structure to any such effort,

c. EXAMINATIONS. HARC may conduct, sponsor, and promote voluntary examination sessions for prospective amateur radio operators, under the auspices and guidance of the American Radio Relay League accredited examiner program. Any sessions shall be publicized and shall be available to the general public. The club may develop and maintain a cadre of accredited Volunteer Examiners to conduct amateur radio license examinations.

### **2. COMMUNICATIONS FACILITIES**

a. LICENSED OPERATING STATIONS. HARC shall maintain a current, valid amateur radio license as issued by the Federal Communications Commission.

b. REPEATERS and OTHER FACILITIES. The club may operate repeater systems and various functions (e.g., Winlink nodes) to support local emergency and general communications.

### **3. RECOGNITION PROGRAM**

HARC will maintain an active awards program to recognize selected members. Specific awards and criteria will be detailed in the standing rules. See Attachment 8, paragraph 2e.

### **4. PUBLIC SERVICE ACTIVITIES**

a. AMATEUR RADIO EMERGENCY SERVICES (ARES). HARC will actively support governmental agencies and cities of Highline communications mission with the use of HARC radio and meeting facilities in support of the King County Department of Emergency Services. An endorsement and recommendation shall be given members to join ARES.

b. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES). In the time of a governmental declaration of emergency, HARC will support RACES with the use of HARC facilities and member support.

c. CONVENTIONS. HARC may sponsor conventions, trade shows, educational seminars and other gatherings to provide a means of demonstrating and discussing advances in amateur radio communications techniques and computer technology, and to provide a focal point for technical training. The public may be invited to attend and participate in these activities.

d. PUBLIC SERVICE PROJECTS. Upon request, HARC may support local public service events as requested by charities, governmental agencies and other public agencies.

## **ATTACHMENT 2 - MEMBERSHIP, MEMBERSHIP REVIEW, and DUES**

### **1. TYPES OF MEMBERSHIP**

a. **REGULAR MEMBERSHIP:** Regular membership in HARC shall be made available to all FCC-licensed persons having an interest in the Amateur Radio Service. Once admitted, regular members shall be those members who remain in good standing, which is defined as remaining current on all membership fees.

b. **ASSOCIATE MEMBERSHIP:** Associate membership is available to unlicensed persons and provides all benefits of regular membership except for voting and holding office. The voting and office rights take effect when the associate member becomes licensed. Once admitted, associate members shall be those who remain in good standing, which is defined as remaining current on all membership fees.

c. **SPONSORED FAMILY MEMBERSHIP:** Family Memberships will be available to spouses and dependents under the age of eighteen living under the same roof as that of the sponsoring Regular Member. Family Memberships shall expire on the same date as the sponsoring Regular Member's membership. Family Memberships will not have voting rights, and these members may not assume an office within HARC. If elected, a person with a family membership will be required to upgrade to Regular Membership status by paying the full dues prior to assuming office.

d. **LIFE MEMBERSHIP:** Paid up life membership is available to regular members.

e. **YOUTH MEMBERSHIP:** Free memberships are available to persons under 18 years of age. Voting rights are included for licensed youth.

### **2. MEMBERSHIP REVIEW**

a. **Member Applications:** New member applications shall be received by the Secretary and brought to the attention the Board of Trustees for review prior to being accepted for membership in HARC. Normally a review may be omitted if the applicant is licensed and pays dues upon application. An example application form is included as Appendix A to these Bylaws.

b. **Existing Memberships:** All memberships shall be subject to review by the Board of Trustees and the membership at large at any time. A member may be suspended for due cause by a unanimous vote of the Board of Trustees, however, a member so suspended shall have the right to request a review of the suspension by the membership at any regular or special meeting. Two-thirds (2/3) of the voting members at any regular or special meeting shall be necessary to overturn the decision of the Board of Trustees on this matter.

### **3. DUES**

The Board of Trustees shall, no later than their November Board meeting, determine the membership fees for the upcoming year and shall publish same on the Internet web site, by email distribution list, and/or in the next available issue of HARC newsletter.

a. **DUE DATE:** Membership shall commence with the tender of a properly completed application and appropriate membership fee to HARC. Annual membership shall be for the period beginning April 1st and ending March 31st of the following year. First year membership fees for new members shall be prorated on a monthly basis for the number of full months remaining until April first.

b. **GRACE PERIOD.** Membership renewals received in the month of April shall be considered to have been paid on time. Renewal fees received after the grace month are deemed delinquent; this condition is removed upon receipt of a full year's dues.

c. FAMILY MEMBERSHIP: Dues for each sponsored Family Membership are zero. This value may be changed by a vote of the Board and can take effect without changing the ByLaws, as long as the ByLaws are changed to correspond during the year in which the change takes effect.

d. LIFE MEMBERSHIP: Life membership fees are twenty (20) times the annual membership fee in effect at the time of the application and may be paid in four semi-annual installments. A member paying installments, who is unable to complete full payment, shall be considered paid for the number of year's membership already paid. Partial life membership payments shall be non-refundable.

#### **4. SPECIAL ASSESSMENTS**

The Board of Trustees shall be empowered to recommend special assessments to the membership as necessary. A majority of the voting members present at any regular or special meeting shall be required to confirm the Trustee's assessment recommendation. Assessments shall be due and payable in full within thirty days of notice to the membership. Failure to pay the assessment shall be handled in the same manner as failure to pay membership fees.

## **ATTACHMENT 3 - ELECTED POSITION EFFECTIVITY, TERMS, VACANCIES, and ATTENDANCE**

### **1. EFFECTIVITY**

Officers and Trustees with undisputed elections shall assume their duties on April 1 following their election. Officers and Trustees with disputed elections shall assume their duties after April 1 upon dispute resolution. All elected positions terminate upon the completion of a new election for the corresponding positions.

### **2. TERMS.**

Officers and trustees shall hold offices for a term of two years, or until their successors are elected. The term of President, Secretary, first and third trustee shall expire in odd years (e.g., 2015, 2017, and the term of Vice President, Treasurer and second Trustee shall expire in even years.

### **3. VACANCIES**

Officer or Trustee vacancies occurring between annual elections shall be filled by an appointment by the President. The person filling the vacancy shall serve to the end of the term of the officer or Trustee member replaced. The Vice President, Secretary, and Treasurer shall assume a vacancy in the office of President in order.

### **4. ATTENDANCE**

A vacancy in office may occur if any officer or trustee is absent for three consecutive Board or regular HARC meetings without giving sufficient reason to the Board of Trustees. It shall be the duty of the officers to bring such absences to the attention of the membership who may, after a due process hearing from the absent member, declare the office in question vacant by simple majority vote of those members present at a special or regular meeting. Officers and trustees may be removed from office for other due cause by two-thirds (2/3) of the voting members present at any regular or special meeting. Notification of any pending removal of an officer or trustee must be given each member at least 30 days prior to the meeting where that removal is to be considered.



## **ATTACHMENT 4 - PROCEDURES for ELECTIONS**

### **1. NOMINATING COMMITTEE**

On or before the regular January meeting of each year, the President shall appoint a nominating committee consisting of a chairperson and up to two other regular members who are then not eligible to be candidates in the upcoming election. The committee shall nominate at least one candidate for each open officer position and Trustee position(s), considering that an outgoing President will be stepping into a Trustee role. All nominees shall be regular or licensed Youth members. The committee shall present their nominees to HARC membership at the February regular meeting. Additional nominations will be accepted from the floor at the February regular meeting. No member may be nominated from the floor without giving his or her prior permission.

### **2. ELECTION COMMITTEE**

At the conclusion of nominations from the floor during the February regular meeting the President shall appoint an election committee consisting of a chairperson and up to two other Regular or licensed Youth members, none of whom may be candidates for election. This committee shall be responsible for verification of elector contact information, and composition, distribution by March 5, and collection of all ballots.

### **3. VOTING**

The election shall be held by ballot in an electronic format determined annually by the Board, or by paper ballot via mail or in-person submissions if requested by an eligible voter, such that each person votes only once and is allowed to vote as anonymously as possible. Candidates for each office shall be listed in alphabetical order on the ballot by last name. Ballots will be provided to all voting members in good standing as of the day after the February General meeting. Ballots must be returned by electronic (scanned image) e-mail, USPS mail, or in person such that they reach the Secretary one week prior to the March regular meeting, or are personally delivered to the Secretary prior to the start of the March regular meeting. The ballot as issued by the election committee shall be the official document used for conducting the election. No other form, facsimile or copy shall be accepted or counted. Voting by proxy shall not be permitted.

### **4. RESULTS OF ELECTION**

The election committee shall, at the start of the March regular meeting, receive (unopened if by USPS) ballots from the Secretary, tally all ballots, and announce the results of voting. A majority of all votes cast shall be necessary to elect an officer. If multiple Trustee positions are open, each shall be elected by a plurality (i.e. the two or three candidates receiving the most votes shall be elected). If there is a tie vote which prevents determination of the winning candidate, or if there is no candidate for an office who receives a majority of the votes cast, a written run-off election shall be held at that same March regular meeting until a final determination is made. All ballots shall be retained by the Secretary for a period of thirty days after the election or until all disputes involving the election have been resolved. Upon completion of the retention period the ballots shall be destroyed.

### **5. DISPUTES**

Disputes of any kind about the election must be submitted in writing and signed by a general member in good standing, within one day of the March general meeting. The judge of the election shall be the Election Committee, which shall make and announce as soon as feasible but before the April meeting the final determination resolving any disputes pertaining to the election. The Election Committee's decision may be appealed by a vote of two-thirds (2/3) of the voting members present at that meeting.

## ATTACHMENT 5 - DUTIES of OFFICERS

The duties of the elected officers include but are not limited to those listed below.

### **1. President** - It is the duty of the President to:

#### Meetings

- a. call to order and preside at all Board of Trustees, annual, regular, and special meetings of HARC, conduct any business before the body, preserve decorum and order at these meetings, and enforce due observance of the Articles of Incorporation and these bylaws.
- b. call Special meetings as needed or on written request of at least five full members, at least ten days in advance of the requested time.

#### Elections

- c. appoint on or before the regular January meeting of each year a Nominating committee consisting of a chairperson and up to two other regular members who are then not eligible to be candidates in the upcoming election.
- d. appoint at the conclusion of nominations from the floor during the February regular meeting an Election committee consisting of a chairperson and up to two other regular members, none of whom may be candidates for election.

#### Committees and Positions

- e. appoint annual fiscal audit team members.
- f. fill by appointment Officer or Trustee vacancies occurring between annual elections.
- g. decide and/or refer to the Board of Trustees, where appropriate, any matter of question or interpretation that arises relating to the Conflict-of-Interest policy.
- h. name all committee chairpersons and appointees and set forth duties as required or requested, except where otherwise defined.
- i. appoint a HARC Station Trustee upon application for an FCC license renewal, for repeater coordination renewals, and related technical responsibilities, or upon the death or resignation of the present HARC Station Trustee.

### **2. Vice-President** - It is the duty of the Vice-President to:

- a. **organize**, coordinate, and chair the membership committee, and keep the Board of Trustees and the membership apprised of activities and progress at least once every three months.
- b. preside at all official functions in the absence of the President.
- c. assume a vacancy in the office of President.

### **3. Secretary** - It is the duty of the Secretary to:

#### General

- a. perform such duties as are inherent in the office – e.g., maintain, transmit, and receive all correspondence, maintain HARC records, retain originals or copies of all significant club written correspondence and documents such as a Policy Book,
- b. receive new member applications and bring them to the attention of the Board of Trustees for any appropriate review prior to acceptance of the new member for membership in HARC.
- c. assume a vacancy in the office of President after the vice-president.

### Meetings

- d. keep accurate minutes of all meetings
- e. maintain a listing of all members present at each annual, regular, or special meeting and conduct a roll call of the Board of Trustees at each of its meetings.
- f. verify and announce the required quorum prior to commencement of any business discussions.
- g. maintain a copy of Robert's Rules of Order, current edition, for reference and clarification.
- h. notify membership of proposed by-law changes by mail or email at least 30 days prior to the meeting at which the vote on the amendment(s) is to be taken. A voting member may request an absentee ballot from the Secretary, which shall be returned to the Secretary prior to the commencement of the meeting at which the vote is to be taken.

### Committees and By Laws

- i. maintain a roster of committees and ensure changes are incorporated at the next routine Bylaws revision.

### Elections

- j. receive election ballots by electronic or United States Postal Service (USPS) mail prior to the March regular meeting, and/or accept ballots personally delivered to the Secretary prior to the start of the March regular meeting.
- k. provide unopened ballots to the election committee at the start of the March regular meeting.
- l. Retain all ballots for a period of thirty days after the election or until all disputes involving an election have been resolved.

## **4. Treasurer** - It is the duty of the Treasurer to:

### General

- a. assume a vacancy in the office of President after the Vice President and Secretary.
- b. assist the incoming Treasurer by providing a smooth transition in financial record keeping.
- c. facilitate the filing of all appropriate financial records and required reports to the State of Washington and Internal Revenue Service on or before the respective filing deadlines

### Routine Fiscal Operations

- d. keep an accurate accounting of all HARC fiscal assets, including a detail of all income and expenditures in a form approved by the Board of Trustees.
- e. receive all moneys due to HARC, giving a receipt therefore.
- f. pay all routine or recurring bills approved in the annual budget
- g. pay all out-of-budget expenses that have the approval level appropriate for the amount.
- h. provide a monthly summary report in a format approved by the Board of Trustees, to the Board of Trustees and the membership

### Annual

- i. propose an initial annual budget to the Board of Trustees at the January meeting; solicit and incorporate member input and propose final draft budget at March Board of Trustees meeting.
- j. submit financial records for the current fiscal year for an audit to be completed by April 30th.
- k. report HARC's complete financial condition to the membership during the month of April.

## ATTACHMENT 6 - DUTIES of BOARD of TRUSTEES

1. **OPERATIONS**. The Board of Trustees shall be responsible for the day-to-day operations of HARC.
  - a. The Board shall define time and place for regular meetings.
  - b. The Board shall call for Special meetings on an as-needed basis.
  - c. The Board shall deal with excessive lack of attendance of officers or trustees as defined in Attachment A.
  
2. **BUDGET and FISCAL MATTERS**. The Treasurer will submit preliminary and final annual budgets for the Board of Trustees consideration and approval. The Board of Trustees shall manage expenditures in compliance with that budget. The budget shall be published to the membership on the Internet web site and/or HARC newsletter. Revisions to the annual budget shall receive approval from the majority of voting members at a meeting. The budget shall also contain a "Long Range Plan" tabulating future anticipated expenses within the next 3 years and reserve funds shall be set aside for the anticipated needs.
  - a. Insurance. The Board of Trustees shall determine insurance requirements and obtain the necessary insurance coverage.
  - b. Treasurer's Bond. The Board of Trustees, at its February meeting shall determine the amount and term of the required bond, if any. Payment of the Treasurer's bond shall come from the HARC's general fund. A bond is usually not required if the annual budget is less than \$10,000,
  - c. Trust Funds. The Board of Trustees is authorized to establish various trust funds for such purposes as may be deemed necessary by the membership. The entire Board of Trustees shall be the trustees for the respective funds.
  - d. Assessments. The Board of Trustees shall be empowered to recommend special assessments to the membership as necessary.
  - e. Dues. The Board of Trustees shall, no later than their November Board meeting, determine the membership dues for the upcoming year and shall publish same on the Internet web site and/or in the next available issue of HARC newsletter.
  - f. Budget. The Board of Trustees shall review the preliminary budget at the January meeting, encourage member input, and adopt the final draft at the March meeting for adoption by the incoming Board.
  
3. **RULES AND REGULATIONS**.
  - a. Operations. The Board of Trustees shall adopt, amend, and repeal if necessary, administrative rules and regulations for the efficient operation of HARC. The membership may amend or repeal such rules and regulations by a majority vote of members present at a regular meeting.
  - b. Policy Book. The Board of Trustees will maintain a Policy Book containing implementing procedures for topics not included in the Bylaws. The book will be revision controlled by date and the original document held with the club Secretary.
  
4. **PUBLIC SERVICE PLANS**. The Board of Trustees will develop a program covering public services and fundraising activities necessary to support the purposes of HARC.
  
5. **AMENDMENT to BYLAWS**. The Board of Trustees shall evaluate written proposed amendments to these By-laws.

**6. COMMITTEES and POSITIONS. The Board of Trustees:**

- a. may establish ad hoc committees for any necessary purpose in the management of HARC.
- b. may establish additional standing committees with a suitable scope defined and published in the HARC newsletter or website.
- c. may appoint an Education Coordinator.
- d. appoint Assistant Secretary(s) and Assistant Treasurer(s) as non-voting Trustee members if necessary. These positions will end with the term of the corresponding outgoing elected Secretary or Treasurer.
- e. shall review and approve a list of items to be distributed to new members and request action for development of information and brochures needed for recruiting and public service announcements.
- f. shall consider for approval any projects and programs advanced by the Public Relations committee.

**7. MEMBERSHIP REVIEW.**

The Board may review for any reason existing memberships and any applications for membership brought before.

**8. CONFLICT OF INTEREST (COI):**

- a. Each Board member must disclose to the Board any business or personal relationship, or that of any member of their immediate family, in which contracts for goods or services by HARC could result in their financial gain. This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.
- b. Each board member shall sign a "Conflict of Interest Statement for HARC Board Members" acknowledging their awareness of this policy and their responsibility for adhering to it prior to taking office.
- c. When a potential conflict of interest is identified, the Board will document their consideration in the Board minutes. The affected Board member(s) must recuse themselves from the vote and not be part of the execution of such contracts. Any matter of question or interpretation that arises relating to COI will be referred to the President for decision and/or referral to the board of directors, where appropriate.

## **ATTACHMENT 7 - MEETINGS**

### **1. MEETING TYPES**

HARC may conduct in-person meetings or use electronic means as a substitute, as appropriate.

a. **REGULAR MEETINGS.** Regular membership meetings of HARC normally are held at least once per month at a time and place designated by the Board of Trustees. The Board may decide to cancel a meeting due to a significant conflict or unusual circumstances.

b. **SPECIAL MEETINGS.** Special meetings may be called by the President, Board of Trustees or on written request of at least five full members at least ten days in advance of the requested time. The Board of Trustees or those persons calling for the special meeting shall make every effort to advise the membership of the special meeting.

c. **BOARD MEETING.** The Board of Trustees shall hold a monthly regular meeting. Necessary special meetings may be called by the President or by a request of three trustees. Trustee meetings are open to the general membership to attend in a non-voting capacity.

### **2. QUORUM REQUIREMENTS**

a. **REGULAR AND SPECIAL MEETINGS -** For all regular and special meetings, ten percent (10%) of the voting membership or seven (7) members, whichever is greater, shall constitute a quorum for the transaction of business pertaining to HARC. The Secretary shall verify and announce the required quorum prior to commencement of any business discussions. All matters requiring a vote shall be based upon the majority or fractional total of voting members present at that meeting.

b. **BOARD MEETINGS -** For all Board of Trustees meetings, four trustees shall constitute a quorum for the transaction of business.

### **3. CONDUCT**

Robert's Rules of Order, current edition, or other procedures acceptable to the Board of Trustees, shall be used to govern all HARC Board and General meetings, which are not covered by these by-laws.

## ATTACHMENT 8 - COMMITTEES and APPOINTMENTS

### 1. GENERAL

a. The president shall name all committee chairpersons and appointees and shall set forth duties as required or requested, Committees shall remain in existence and their chairperson in that position unless otherwise determined by the committee, the President, or the Board of Trustees.

b. The chairperson shall be responsible to the President. Committee members may determine among themselves the quorum requirements for their respective committees.

c. The following table summarizes committees and positions with a few key characteristics.

<b>Committee/Position</b>	<b>Tasking</b>	<b>Creation</b>	<b>Comments</b>
Membership (standing)	Promotion, Outreach, Badging, Dues	Chair = VP Organized by VP	
Emergency Operations Support (standing)	Planning, Training, & Implementation,	Appointed by President	Provides HARC AUXCOMM
Public Relations (standing)	Promoting and advertising HARC activities	Appointed by Board	
Property (standing)	Tracking and/or disposal of property	Appointed by Board	By Policy doc, Rev 8/26/17
Recognition and Awards Program (standing)	Recognition Program in by-Laws	Appointed by Board	
Nominating (annual)	Nominate candidates	Appointed by President	Short-term each year
Election (annual)	Compose, distribute, collect ballots	Appointed by President	Short-term each year
Fiscal Audit	Annual financial audit	Appointed by President	Short-term each year
Education Coordinator (optional); standing if appointed)	Supports EOS and training functions	Appointed by Board	
Program Coordinator (standing)	Arrange for meeting programs	Appointed by Board	Arranges for meeting programs
HARC Station Trustee (standing)	Manages HARC Station Licensing & Coordinations	Appointed by President	Amateur Extra Licensee

### 2. STANDING COMMITTEES

The following permanent standing committees are established. The Board of Trustees may establish additional standing committees with a suitable scope defined and published in the HARC newsletter or website. These committees shall be tabulated in the roster of committees maintained by the Secretary, and changes shall be incorporated at the next routine Bylaws revision.

a. **MEMBERSHIP.** This committee is chaired by the Vice-President and shall be responsible for all membership accounting tasks required for the classes of members defined in Section One. This includes the development of the Membership Application Form, Issuing Membership Cards and Certificates, maintaining a database record of skills and interests as reported on applications, and maintenance of the membership roster. This committee shall recommend to the Board of Trustees for approval, a list of items to be distributed to new members and request action for development of information and brochures needed for recruiting and public service announcements.

b. **EMERGENCY OPERATIONS SUPPORT.** This committee is responsible for organizing and maintaining an Emergency Response Team for the purposes of providing Auxiliary Communications

(AUXCOMM) support to relevant entities. Its chairman is appointed the President. The team will function by operating HARC and personal station(s) on any frequency band required and under emergency power when requested in an emergency. This plan shall include a roster of qualified operators, a call out procedure, operator scheduling, traffic handling procedures, and reporting requirements. The Team shall define training requirements to the Education Coordinator who shall establish classes as necessary and define operator certification and qualification criteria.

c. PUBLIC RELATIONS. A standing Public Relations Committee shall be responsible for publicity, promoting and advertising HARC activities to the public. and contacting governmental agencies to help determine areas of public needs within the scope of HARC's purpose. The chairman is appointed by the Board with two additional members as volunteers. The committee will recommend projects/programs for Board of Trustees consideration. The committee may appoint a newsletter editor.

d. PROPERTY. The HARC Policy Book defines property as equipment, material, parts, etc., that HARC obtains either as a gift or purchase or accepts for consignment. The Property Committee (PC) is responsible for the tracking and/or disposal of property. The PC chairman is appointed by the Board and comprises three members, including a chairperson or co-chairpersons and the balance as volunteers. Further details are found in the Policy Book.

e. RECOGNITION AND AWARDS PROGRAM. HARC will maintain a member Recognition and Awards program to acknowledge special achievements and services by members. The Chairman of the committee is appointed by the Board. Two additional members will be sought as volunteers.

### **3. AD HOC COMMITTEES**

Ad hoc committees may be established for any necessary purpose in the management of HARC. The Fiscal Audit, Nominating, and Election committees are appointed by the President. Additional ad hoc committees are established by the Board, which shall define the purpose and objective of each. Each ad hoc committee automatically-terminates upon achieving its objective.

### **4. APPOINTEES.**

a. EDUCATION COORDINATOR. This position/function is optional. If desired, the HARC Board appoints this person to support development of AUXCOMM personnel and the general membership.

b. PROGRAM COODINATOR. This position is appointed by the Board to organize HARC general meeting programs.

c. HARC STATION TRUSTEE. The President shall appoint one or more HARC Station Trustee(s) to manage applications for license renewal, repeater coordination, and relevant responsibilities. HARC Station Trustee shall maintain an Amateur Extra Class license.



**APPENDIX A**

Name: \_\_\_\_\_  
 (Please Print)  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 H Phone: \_\_\_\_\_ W. Phone \_\_\_\_\_  
 e-mail: \_\_\_\_\_

ARRL Member:    Yes            No  
 Application:        Initial            Renewal

**Highline  
 Amateur Radio Club**

<http://highlineARC.webs.com>  
 HighlineARC@hotmail.com

CALL: \_\_\_\_\_  
 Class: \_\_\_\_\_  
 Expires: \_\_\_\_\_

Membership Fee Due April 1, \$15 (12 months)  
 New members prorated For full months remaining before April

Interests	Training	Facilities	Club Activities
<input type="checkbox"/> HF CW/SSB	<input type="checkbox"/> Teach Classes	<input type="checkbox"/> HF	<input type="checkbox"/> Meeting Programs
<input type="checkbox"/> HF Digital	<input type="checkbox"/> Attend Class	<input type="checkbox"/> VHF/UHF	<input type="checkbox"/> Field Day (June)
<input type="checkbox"/> VHF/UHF FM	<input type="checkbox"/> Public Service	<input type="checkbox"/> Packet	<input type="checkbox"/> Attend/Operate
<input type="checkbox"/> Satellite	<input type="checkbox"/> Code	<input type="checkbox"/> APRS	<input type="checkbox"/> Setup/Cleanup
<input type="checkbox"/> SSTV/ATV	<input type="checkbox"/> VE	<input type="checkbox"/> Hand Held	<input type="checkbox"/> Contest/Events
<input type="checkbox"/> Public Service		<input type="checkbox"/> Repeaters	<input type="checkbox"/> Net Control
<input type="checkbox"/> Emerg. Resp.			<input type="checkbox"/> ECRT

**Release and Indemnity Agreement**

I state that I wish to participate in activities offered by the Highline Amateur Radio Club (CLUB). I RECOGNIZE THAT ANY CLUB ACTIVITIES MAY INVOLVE CERTAIN RISKS. I certify that I am aware of the risks involved in this activity, including but not limited to, the actions of any other club member, any participants or any other persons all of which may result in personal injury, death, property damage, and other losses.

IN CONSIDERATION FOR THE RIGHT TO PARTICIPATE IN CLUB ACTIVITIES, I HEREBY RELEASE THE CLUB AND ITS INSTRUCTORS AND MEMBERS FROM ANY AND ALL LIABILITY, CLAIMS AND CAUSE OF ACTION ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY PARTICIPATION IN ANY CLUB ACTIVITY. I PERSONALLY ASSUME ALL RISKS IN CONNECTION WITH THESE ACTIVITIES, AND FURTHER AGREE TO INDEMNIFY THE CLUB AND ITS MEMBERS AND INSTRUCTORS FROM ALL LIABILITY, CLAIMS, AND CAUSES OF ACTION WHICH I MAY HAVE ARISING FROM MY PARTICIPATION IN CLUB ACTIVITIES. THE ITEMS OF THIS AGREEMENT WILL SERVE AS A RELEASE AND INDEMNITY AGREEMENT FOR MY HEIRS, PERSONAL REPRESENTATIVE, AND FOR ALL MEMBERS OF MY FAMILY, INCLUDING MINORS.

I further state that I am eighteen (18) years of age or older and legally competent to sign this release, that I understand these terms are contractual and not a mere recital, and that I have signed this document of my own free act. Parents or legal guardians must sign for all persons under eighteen (18) years of age.

I HAVE READ THE ABOVE AND FULLY UNDERSTAND ITS MEANING BEFORE I SIGNED THIS CONTRACT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**

**CONFLICT OF INTEREST STATEMENT FOR  
HIGHLINE AMATEUR RADIO CLUB BOARD MEMBERS**

**POLICY:** Each Board member must disclose to the Board any business or personal relationship, or that of any member of their immediate family, in which contracts for goods or services by HARC could result in their financial gain. This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

**ACKNOWLEDGMENT:** Each board member shall sign a “Conflict of Interest Statement for HARC Board Members” acknowledging their awareness of this policy and their responsibility for adhering to it prior to taking office.

**PROCEDURE:** When a potential conflict of interest is identified, the Board will document their consideration in the Board minutes. The affected Board member(s) must recuse themselves from the vote and not be part of the execution of such contracts. Any matter of question or interpretation that arises relating to COI will be referred to the President for decision and/or referral to the board of directors, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

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**Signature**

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**Print Name**

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**Date**

## APPENDIX C

### SUBSTANTIVE CHANGES

This major rewrite of the HARC By-Laws implemented the following changes, which take effect April, 2021:

1. Revised document format into short body text and brief attachments each addressing a single topic.
2. Revised Para 2 language to conform with RCW 49.60.030.
3. Added Policy book concept, Paragraph 6.
4. Revised Para 7, Fiscal Issues, to replace extraordinary and emergency expenses with dollar levels.
5. Added Para 7e to address use of credit cards.
6. Added Para 9 re: Committees and Appointees.
7. Added Para 10 to define tangible assets.
8. Added Para 12 to reference calendar of events/activities in Appendix D
9. Amended Para 14 to adopt dissolution principles in PSRG By-Laws
10. Attachment 1 – made Education Coordinator an optional position.
11. Attachment 2 - revised to require licensing for regular membership; established associate membership for unlicensed persons; added youth membership; modified family membership to “sponsored”; made membership review optional by default; revised dues grace period and pro rata dues provisions.
12. Attachment 3 – added definition of termination of elected positions.
13. Attachment 4 – provided for voting by electronic means as a default method; changed judging of election issues from President to Election Committee
14. Attachment 5 – Officer duties edited as needed to conform with balance of document and address omissions
15. Attachment 6 – Board duties edited as needed to conform with balance of document and address omissions
16. Attachment 7 – edited to enable remote meetings; changed Board quorum from 3 to 4.
17. Attachment 8 – edited to elaborate on some committees, address omissions, define appointing entity and chairmanship; added summarizing table.
18. Appendix C – added list of substantive changes
19. Appendix D - added calendar of event/activities

**APPENDIX D**

**HARC ANNUAL CALENDAR of MAJOR EVENTS and ACTIVITIES**

This appendix (only) may be freely edited on an on-going and as-needed basis by the Board.

<b>DATE</b>	<b>EVENT OR ACTIVITY</b>	<b>COMMENTS</b>
Tuesday evenings	Weekly On-air nets	
4 <sup>th</sup> Saturday	Monthly Board Meeting	All welcome
4 <sup>th</sup> Saturday	Monthly General Meeting	All welcome
On/before January meeting	Nominating Committee appointed	
January Board meeting	Preliminary annual budget submitted	By Secretary
February Board meeting	Determine Treasurer's Bond if any	
February General Meeting	Nominations presented/received Election committee appointed Begin Field Day Planning	
March 5	Ballots mailed	By Election Committee
March Board Meeting	Final draft annual budget adopted	Member input Jan-March
March General Meeting	Election Finalized	
March 31	Financial Audit Records submitted	
April 1	Fiscal & Membership Years Start Elected Positions take effect	Years run through March 31
April Board Meeting	Board adopts final annual Budget	
April General Meeting	Resolution of Election Disputes Resolved Appeal Vote on Election Disputes, if any Annual Fiscal Status presented	
April 30	Fiscal Audit completed Annual Dues due	
4 <sup>th</sup> June weekend	ARRL Field Day	Replaces General Meeting
August General Meeting	Begin Christmas Banquet Planning	
November Board Meeting	Dues for following year determined	
Approximately mid-December	Christmas Banquet	Replaces General Meeting
<b>EXPIRATIONS/RENEWALS</b>		
Annually - Last: 4/18/20	PO Box Rental expires	
Annually - Last: 5/19/20	HARC Liability Insurance expires	
Annually - Last: 5/20/20	Web & Email Hosting expires	
Annually - Last: 4/10/22	Web Domain Name expires	
Annually - June, 20xx	HARC 501c3 filing (if certain criteria warrant)	Initial status received 8/7/10
Annually - Last: 8/18/20	HARC WA state incorporation expires	
01/05/24	NC7G WWARA Coordination expires	
10/17/25	WA7ST WWARA coordination expires	
10/20/25	W7BUR WWARA coordination expires	
11/15/28	WA7ST License Expires	
12/02/29	NC7G License Expires	
02/01/30	W7BUR License Expires	