

# CATALINA AMATEUR REPEATER ASSOCIATION BY LAWS

Revised February, 2007

## ARTICLE I NAME

A. The name of this organization shall be the "Catalina Amateur Repeater Association," hereinafter called the "Association" or CARA.

B. Principle place of business is Orange County, California.

## ARTICLE II PURPOSE

The purpose of this organization is to provide financial support for the continuing operation and maintenance of the CATALINA AMATEUR REPEATERS.

## ARTICLE III ORGANIZATION

A. The governing organization of this Association will consist of a Board of Directors (hereinafter called the Board).

B. The Board shall consist of seven (7) elected members of the Association.

C. Elections of officers to the Board are covered by Article IX. The duties of the members of the Board are as follows:

1. PRESIDENT - The President shall preside at all meetings of the Board of Directors. The President shall not vote on any issue except to break a tie vote.

2. VICE-PRESIDENT - The Vice President shall preside at all meetings not attended by the President. The Vice President shall succeed to the Presidency if the President's office becomes vacant for any reason. The Vice President shall have one (1) vote at any Association meeting, except when presiding.

3. SECRETARY - The Secretary shall keep a record of the proceeding at all meetings. The Secretary shall notify all members of impending Association functions.

4. TREASURER - The Treasurer shall pay and receive all moneys of the Association and record all transactions in a suitable ledger. The Treasurer shall conduct all business with the bank account and shall report the financial condition of the Association at each regular meeting.

5. DIRECTOR OF PUBLICITY - The Director of Publicity shall be responsible for publicity to the general public and to other Amateurs for planned Association functions where general membership, other Amateurs and the general public are invited to attend.

6. TECHNICAL ADVISOR - The Technical Advisor shall be responsible for the operation and maintenance of the Repeaters and all related equipment. In that regard, he/she shall be empowered to appoint a technical committee to assist him/her in this endeavor, subject to the approval of the Board of Directors.

7. MEMBER AT LARGE - Member at Large is to act as ombudsmen for Members of the Association, and shall perform such other duties as may be assigned by the Board of Directors.

## ARTICLE IV MEMBERSHIP

A. Membership in the Association shall be open to any Amateur Radio Operator holding a valid Amateur Radio Operators license, and who adheres to good Amateur Radio Operating procedures and practices.

B. Associate participation in the Association shall be open to any person with an interest in Amateur Radio, emergency communications, or the radio arts; and shall not have a vote in the Association.

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C. There shall be no discrimination as to race, color, creed, national origin, sex, or any other unspecified belief/other.

D. Members of the Association shall have the right to one (1) vote at any regular or special meeting of the membership. Absentee ballots will be valid for general elections, Bylaws, and budget changes. Associates and non-members do not have a vote at any Association meeting.

E. Any member may attend a Board meeting by making prior arrangements with a Board member, but will not have a vote on any matters which come before the Board. Any member may express his/her opinion at any Board meeting, provided the member follows the rules of the meeting.

F. A candidate for office must be a paid up member for at least one year (12 months) prior to running for any elected office.

## ARTICLE V      *TERMINATION OF MEMBERSHIP*

Membership may be terminated for:

1. Non-payment of dues and/or assessments when due.
2. Violation of FCC rules or CARA Rules and Procedures.
3. Use of foul or offensive language on the repeaters.
4. Violation of CARA Bylaws, rules, operating procedures or policies.

a. A complaint, specifying the cause for termination shall be sent by registered mail to the member proposed to be terminated. A hearing before the Board of Directors shall be had at the next regularly scheduled meeting of the Board. The member proposed to be terminated, shall be afforded an opportunity to respond to the complaint and may offer any and all evidence and testimony in his defense as he may have.

b. If the Board of Directors by a 2/3rd's majority vote of the Board shall determine that termination of membership is proper, the member shall be so notified by registered mail.

c. If, within thirty (30) days of the mailing of the notice of termination, the member so requests in writing a review board consisting of five (5) members selected by lot of those wishing to serve on the review board who volunteer at the next regular meeting, shall be constituted. The review board shall elect a Chairperson to preside over it's deliberations. The Board of Directors shall prepare a specification setting out the violation or violations of which the member has been charged and the names of all witnesses and the evidence to be presented to the review board, copies of which must be furnished to the charged member at least 20 (twenty) days prior to the review board hearing. The charged member must submit his list of witnesses and evidence to the review board at least 10 (ten) days prior to the hearing.

d. If the review board, by a majority vote, sustains the charges against the member, the member is terminated as of the date of the notice of termination by the Board of Directors. If the termination is not sustained, the same charges may not be brought against the member again on the same incident or incidents.

## ARTICLE VI      *DUES*

Dues shall be set by the Board and ratified by the members of the Association.

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*ARTICLE VII MEETINGS*

A. Board meetings (time and place) shall be held at the discretion of the Board. Any two (2) members of the Board may request a meeting and the President shall coordinate a time and place between Board members.

B. General meetings of the membership shall be held periodically at places and times set by the Board.

C. Special meetings of the Board and the general membership shall be set forth in accordance with Article VII, A and B, above.

D. QUORUM:

1. A quorum of the Board members for a Board meeting is a majority of the members of the Board. The President or Vice President must be present.

2. There is a quorum requirement of 10% of the paid-up members for a general meeting. The meeting must have been announced on the Repeater once during the morning hours, once during the noon hours, and once during the evening hours, at least one (1) week in advance. The President or the Vice President must be in attendance. There shall be no unannounced general meetings.

*ARTICLE VIII VACANCIES IN OFFICE*

A. RESIGNATIONS

1. Any member may resign from the Association at any time with written notice.

2. Any Board member may resign from the Board by conveying his intentions to resign to the Board in writing.

B. CONSTRUCTIVE RESIGNATIONS

Vacancies occurring between elections shall be filled by appointment by majority vote of the Board of Directors at the first meeting of the Board following a vacancy. The person so selected shall serve for the unfinished term of the vacated office.

C. HONORARY BOARD MEMBERS

1. The station licensee, and other Amateurs who have served the Association with distinction for a number of years, may be nominated by the Board and elected by the general membership as honorary members of the Board of Directors.

2. Unless he or she is also elected to the Board as a regular Board member, an honorary Board member does not have a vote.

*ARTICLE IX TERMS OF OFFICE*

The term of office for each member of the Board shall be for one (1) year or until a successor is elected and the election shall be held at the June regular meeting.

*ARTICLE X POLICIES AND PROCEDURES*

These Bylaws shall be further implemented by operating procedures, policies and rules which shall not be in conflict with these Bylaws. Said operating procedures, policies and rules shall be adopted by the Board of Directors and ratified by a majority vote of members present at any meeting at which a quorum of members is present providing a notice of such action is given to all members in advance.

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## ARTICLE XI      *RULES OF ORDER*

A. Meetings shall be generally conducted in accordance with Robert's Rules of Order except as modified as follows:

B. The normal order of business for the Board and general meetings shall be:

1. President calls the meeting to order.
2. Members present shall introduce themselves by name, call sign and home QTH.
3. The Secretary presents minutes of previous meeting.
4. Treasurer presents a report of receipts and expenditures as well as the current balance in the treasury.
5. President reports on items of general interest.
6. Vice President reports on items of general interest.
7. Director of Publicity reports on items of general interest.
8. Secretary reports on items of general interest.
9. Treasurer reports on items of general interest.
10. Remaining Board members report on items of general interest.
11. President calls for resumption of any old business.
12. President calls for new business.
13. President calls on members to report items of general interest.
14. Adjournment

## ARTICLE XII      *LICENSEE*

A. It shall be the responsibility of the Board of Directors to appoint or assign a licensee of the Catalina Amateur Repeaters.

B. Methods of selection

1. The Board may select any member of the Association who is in good standing, to serve as licensee. That call sign will be used as ID, on our Repeaters.
2. A group of Amateurs may submit a call sign for consideration by the Board.
3. The licensee will be made an honorary member of the Board, but will not have a vote (unless he or she is also elected as a regular Board member), but may make recommendations to the Board in relation to the functions of the Repeaters.
4. The licensee may withdraw his or her call sign as the call sign of the Repeaters at any time, but shall notify the Board of his or her intent to do so in writing and allow the Board ample time to make another selection.

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*ARTICLE XIII CONTROL OF THE REPEATERS & RELATED EQUIPMENT*

A. It shall be the responsibility of the Board to make certain that a method of control is established and maintained, consistent with existing FCC regulations.

B. Each Board member, along with the licensee, will have access to the established control system. The licensee may delegate control access to designated members of the technical committee as deemed necessary with the approval of the Board of Directors.

C. All equipment is owned solely by the Catalina Amateur Repeater Association. Equipment is defined as, but not limited to:

Repeaters	Cabinets	Amplifiers
Antennas	Controllers	Duplexers
Feed-lines, Etc.	Test Equipment	

Disposal of any of the above equipment, as recommended by the Board of Directors, requires majority approval of the general membership at any regular or special meeting of the general membership.

Transfer, loan, relocation, or otherwise movement of any CARA assets must be approved by the Board of Directors prior to such action. An exception is provided for the removal of equipment from the island to the mainland for the purpose of replacement or repair when a technical inspection deems such action to be necessary. In such case, the Board of Directors must be notified within 48 (forty eight) hours of the action taken.

*ARTICLE XIV AMENDMENTS*

A. Changes to these Bylaws shall be approved by a two-thirds (2/3) vote of the total membership. Each member has one (1) vote. Proposals for amendments shall be submitted to the members in writing by mail at least 30 (thirty) days prior to the next meeting and shall be voted on at that meeting. Signed and dated absentee ballots will be permitted. In the event of multiple ballots from any member, the latest dated vote will be counted.

*ARTICLE XV CONFLICT WITH LAW*

A. Should any of these Bylaws be in conflict with local, state, or federal statutes, the conflicting Bylaw shall be modified in accordance with Article XIV.

*ARTICLE XVI DISSOLUTION*

A. The property of this Association is irrevocably dedicated to Charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director or officer or member of this Association or to the benefit of any private individual.

B. Upon the dissolution of this Association and after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to a non-profit fund, foundation, Association, or corporation, selected by majority vote of the Board of Directors, which is organized and operated exclusively for charitable purpose and which has established its tax exempt status under section [501 (c) 7] of the Internal Revenue code (or the corresponding provision of any future United States Internal Revenue law).

# **Catalina Amateur Repeater Association**

## **Organizational Operating Procedures**

(Established per CARA Bylaws, Article X, May 1999)

### **Procedure 1 Control Operators & Tech Committee**

The licensee shall approve the Control Operators designated by the Board of Directors.

### **Procedure 2 Election To Membership (ref. Article IV)**

Membership in CARA shall be by application. Membership in CARA will be granted only upon the fulfillment of the prospective member's dues/assessments obligation. The Application process is as follows:

- A) Anyone deemed eligible for membership (ref. Article IV) must complete the Board approved Application Form.
- B) The Application must be submitted to the club Treasurer via the CARA P.O. Box or by hand at any regular club meeting or special event and must include the following:
  1. A completed Application Form.
  2. One (1) copy of the applicant's valid FCC Amateur Radio License.
- C) Upon receipt, the application shall be submitted to the membership committee for review. Upon a minimum of two (2) weeks review period, the committee shall make a recommendation to the Board.
- D) Upon approval, the applicant will be offered membership in CARA. The applicant will have a period not to exceed thirty (30) days from the time of the approval to fulfill the dues and assessment obligations. Membership privileges and codes will be extended only after the applicant's financial obligation is met.

### **Procedure 3 Dues And Fees (ref. Article VI)**

Dues and fees for membership must be paid on or before July 1st by check, money order, or U.S. legal tender only. All dues and fees are non-refundable. Membership dues and fees are as follows.

Annual membership dues are \$30.00 per year per person for the primary adult family household member, and \$15.00 per year per additional family household member(s), and/or \$15 per year per person for minors under age 18, up to a maximum of \$60 per year per family household. (Dues may be prorated for new members).

### **Procedure 4 Member In Good Standing**

A member in Good Standing shall be defined as: Having all dues and fees paid in full, not currently under any investigation or sanction by the FCC for violations of FCC rules and regulations, holding a current FCC Amateur Radio License (except for associate members), and not under sanction by the CARA Board of Directors for violation of CARA Bylaws or Procedures. A Member in Good Standing shall further be defined as:

1. Responding to phone calls, emails, letters and even certified or registered mail, if necessary, from the CARA Board of Directors, relating to CARA business. The member's response must be received by the board in a timely manner not to exceed twenty (20) days from the date of issuance.
2. In the case of an outgoing board member, the member is assumed to know and be familiar with the CARA Bylaws and Procedures, and shall comply with them in full to relinquish and turnover control, possession of and/or knowledge pertaining to all CARA owned equipment and records, documents or booklets. Full cooperation is mandatory to complete the turnover process.

A member not in Good Standing shall have no privileges such as voting, hosting nets or running for office, and shall be returned to Good Standing status only upon full compliance with the obligations and requirements set forth by the CARA Board of Directors and in accordance with the CARA Bylaws and Procedures.

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(Established per CARA Bylaws, Article X, May 1999)

**Procedure 5**      **Extended Privileges Of Membership** (ref. Article IV)

Family member dues shall be half (1/2) of the regular dues and family member shall have one (1) vote.

**Procedure 6**      **Budget**

The Board of Directors shall create a fiscal-year budget to be presented to the membership for ratification by a majority vote of the membership present at any regular meeting. The budget will be maintained by the Treasurer. No CARA funds may be expended until a budget has been approved by the membership.

**Procedure 7**      **Election To Office** (ref. Article III)

In compliance with the CARA Bylaws, Article IIIC (elected Board of Directors) and Article IIIC7 (Member at Large), President, Vice President, Secretary, Treasurer, Director of Publicity, Technical Advisor, and Member at Large are to be elected by vote of the membership at the June general meeting each year. Term of office for each elected board member is from the meeting at which the board member is elected until the next yearly election meeting, or until a successor is elected.

An election committee will be formed for the election of officers, as follows:

1. A Chairman will be appointed by the President at or before the February general meeting.
2. The Chairman will appoint the remainder of the election committee within two (2) calendar weeks after the February meeting. There will be a minimum of three (3) Association members on the election Committee.

The duties of the Election Committee are as follows:

1. Choose a slate of candidates.
  - a. The Election Committee shall choose a slate of candidates with at least one (1) person recommended for each office and Member at Large. Minimum qualification for candidacy is CARA voting membership in good standing and a stated willingness to serve in the office for which he/she is nominated. A member may hold only one (1) office per term. All person running for any Board position must be a member in good standing for not less than one (1) year (12 months).
  - b. Nominations, including the Election Committee's recommendations, will be made by the membership at the April meeting. Order of nominations will be President, Vice President, Secretary, Treasurer, Director of Publicity, Technical Advisor, and Member at Large.
  - c. All nominees must indicate their willingness to accept the nomination prior to May 31st. Failure of a nominee to indicate acceptance of the nomination will be taken as a refusal of the nomination, and will be so indicated to the membership present at the election meeting prior to the vote.
  - d. No member may be a candidate for more than one (1) office per election year. If nominated for more than one (1) office, the member must indicate which nomination will be accepted, and all other nominations for that member will be automatically withdrawn. If an absent member is nominated, he/she will not be accepted as a nominee for any other office. Nomination and acceptance speeches totaling 5 (five) minutes maximum may be made on behalf of each nominee. Printed material prepared at the expense of the nominee or his/her supporters may be handed out.
  - e. Nominations are automatically closed at the conclusion of the April meeting.

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2. Prepare and mail election materials.

a. The Election Committee will prepare election materials and sample ballots. Sample ballots will include all nominees, with candidates for each office grouped together and arranged in alphabetical order of name. Sample ballots shall be identical in format to the ballots to be used in the election, except that they shall be clearly identified as sample ballots.

c. Candidates statements of qualifications will be mailed with the election materials if requested by the nominee. Statements must not exceed one-half (1/2) page in length, and must include a signed statement by the candidate requesting inclusion in the election material mailing. The material will be copied directly for the mailing; responsibility for format and legibility are the responsibility of the candidate.

d. It is the responsibility of each candidate to provide statements to the newsletter editor at least four (4) weeks prior to the election for inclusion in the June newsletter.

e. All materials will be mailed to the membership with the June newsletter a minimum of two (2) weeks prior to the election.

3. Conduct the election and present the results.

The Election Committee will conduct the election by issuing one (1) ballot to each member in attendance at the election, collecting and tallying the votes, and submitting the results to the president with voting totals clearly identified.

4. Vote count

a. A list of qualified voting members will be presented to the Election Committee by the Secretary on or prior to election day. The list shall be in a format which will allow each member to sign off when he/she receives the ballot.

b. The ballot will clearly indicate the vote cast for each elective position.

c. Absentee ballots shall be received at the CARA P.O. Box no later than four (4) days prior to the day of elections.

d. If a member makes an error on their ballot, completely line out the error and mark the desired vote. If there is any chance that the vote may be misinterpreted, ask for a substitute ballot. The substitute ballot will be issued when the old ballot is surrendered to the Election Committee. The decision of the Election Committee shall be final for interpretation of the votes on any ballot.

e. Votes will be totaled, with the winner being the person with a majority of the total votes cast for that office.

f. If no candidate receives a majority vote for President, Vice President, Secretary, Treasurer, Director of Publicity, Technical Advisor, or Member at Large, a run-off shall be held between the (2) two candidates having the highest vote totals for that office.

5. Run-off votes

a. Each member present at the June meeting will receive one (1) ballot based on the qualified voting membership list. Votes only for candidates in the run-off will be counted.

b. In the event of a tie vote, the decision shall be determined by coin toss. The outgoing President shall toss the coin. The candidates shall pull slips of paper on which HEADS is written on one and TAILS on the other.



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6. Results

- a. All results, with winners of each office clearly indicated, will be announced by the President, who will turn over all responsibility to the newly elected President.
- b. A joint meeting of the outgoing and newly elected Board of Directors shall be held immediately following the election meeting at which all association property and/or records pertaining to each office shall be turned over by each departing officer to his successor along with whatever information is needed to properly use that material.
- c. All ballots and results will be sealed in an envelope with a certification by the Election Committee that the election has been conducted according to the specifications in this document. Election results shall be retained by the Secretary for the term of the newly elected Board.
- d. Challenges of the election shall be registered and resolved prior to adjourning the election meeting. The Election Committee will evaluate all challenges and will order a re-vote if, in their opinion, the election did not conform to the election rules.

**Procedure 8      Committees**

The President, with approval of the Board, may appoint committees to perform specific functions as necessary.

A committee shall consist of a chairperson and as many members as deemed necessary.

**Procedure 9      Club Call Sign**

The club call sign may be used to identify a station transmitting from a board-recognized club function. Specific examples are: Field Day, club picnics, special events, and talk-in for meetings and other club events. The call sign trustee must be notified and agree to the use of the call sign.

Note: The club call sign does not carry any operating privileges on it's own but assumes the operating privileges of the operator.

## **Procedure 10 Repeater Usage Guidelines**

The following guidelines are to be followed by members and non-members who wish to use CARA repeaters. These guidelines are to be placed in the public domain, by posting them on the club's internet web page. They shall also be read over the repeaters twice annually, during regularly scheduled membership nets.

- 1) Operate within the guidelines prescribed in FCC part 97 of the CFR at all times.
- 2) Please yield for Emergency and priority traffic. The Hospital Disaster Support Communication System relies on the CARA repeaters as alternates for their use. Give ALL important traffic immediate "right of way".
- 3) Wait for the courtesy tone (beep) before transmitting. This allows other hams to squeeze in (someone may have an emergency) and resets the time-out timer.
- 4) We ask that you identify your station when initiating or joining a conversation, as well as at end and every 10 minutes during prolonged contacts.
- 5) To initiate a contact, simply indicate that you are on frequency. For example, "This is WC6ARA, listening."
- 6) Use "Break" if you have priority or emergency traffic. Simply announce your call sign if you wish to join an on-going conversation.
- 7) Don't break into a conversation unless you have something to add. Interrupting is no more polite on the air than it is in person.
- 8) Don't break into a conversation for a signal report. If a conversation is in progress, be courteous and wait until it concludes to ask for your report.
- 9) When you first turn your radio on, or change frequency, listen for a while (maybe 15 seconds) to make sure that there is not a conversation or call in progress on the frequency.
- 10) Use simplex whenever possible. If you can complete your conversation on a direct frequency, there is no need to tie up the repeater and prevent others from using it.
- 11) Keep transmissions short and thoughtful. Your "monologue" may prevent someone with an emergency from using the repeater.
- 12) Be considerate and limit conversations to 20 minutes or so. The repeater is a shared resource for many hams to use. Simply hesitating or asking if anyone else would like to use the repeater is not the same as clearing the frequency.
- 13) During the commuter rush hours, base stations should defer a priority to mobile stations wishing to use the repeater. Regardless of whether operating from a mobile or base station, transmissions should be kept brief so that mobile stations reaching their destinations are able to sign off without having to wait for an extra long winded transmission to end.
- 14) Be sure your radio is in good working order. Excessive microphone gain, distortion or high background noise make it difficult to hear and understand you.
- 15) If you are in a area of marginal repeater coverage or are using a hand-held with a rubber duck antenna, ask for a signal report to be sure your transmissions are legible.
- 16) Use plain English.
- 17) Please don't "kerchunk" the repeater (key up without identifying yourself) "just to see if it is working."
- 18) If you hear a "jammer", ignore him. Don't even acknowledge him in any way. If the jammer has no audience he won't have any fun and will soon go away.
- 19) CARA wishes to operate "Family" repeaters. Profane or indecent language is not welcome, day or night!
- 20) Repeaters are expensive to operate and maintain. Those who are regular (daily) users of a repeater should support the efforts of keeping that repeater on the air.