



SANTA BARBARA AMATEUR RADIO CLUB

Standing Rules

Contents

CLUB AND BOARD OF DIRECTORS	3
COMMITTEES	4
FINANCES	5
EQUIPMENT AND ASSETS	7
REPEATERS, COMMUNICATIONS SYSTEMS, CLUB STATION	7
KEY-KLIX AND PUBLICATIONS	9
SBARC-SPONSORED ACTIVITIES	9
SUPPORT OF COMMUNITY ACTIVITIES	10
ATTACHMENTS	10

Standing Rules

Revised and updated December 2001

CLUB AND BOARD OF DIRECTORS

The SBARC Post Office Box number will be used for all official Club purposes.

SBARC is currently an ARRL Special Service Club; as such, it will, barring factors beyond its control, uphold its Special Service Club status and apply for renewal as required to maintain it. A copy of the ARRL SSC requirements will be attached to this document.

Each new member of the Board of Directors shall receive a copy of the current Articles of Incorporation, By- laws, and Standing Rules.

The Immediate Past President of SBARC is defined as the person who served as President the previous year. In the event the President is re-elected, he or she also becomes the Immediate Past President for his or her prior term. Therefore, the Immediate Past President serves only one year as a non-elected Director-at-large to assist the new President with the transition of club business.

The approved minutes of all regular and special Board meetings will be published in Key-Klix. Minutes may be summarized but must include all motions brought before the Board.

The Secretary shall keep a copy of the Standing Rules. All new Board members will receive a copy of the Standing Rules at the January meeting, at which time the Standing Rules will be reviewed for accuracy and modified if required. Standing Rules may be amended, added, or removed in accordance with the by-laws.

The Board may conduct business by conference communications equipment, as long as an attempt is made to notify all Board members of the meeting, a quorum participates and all members can hear one another. Participation in such a meeting, pursuant to all other by-laws requirements for Board meetings, shall constitute presence in person at such meeting.

Each month, a copy of the monthly financial reports, the approved minutes of meetings, and monthly Key-Klix will be archived in a file at the Club Station as a permanent record of the Club's activities. This is in addition to any copies left at the Club Station for display and or use.

The President will select two members of the Board of Directors to hold keys and be responsible for picking up the mail at the SBARC Post Office box. Mail will be retrieved at least twice a week. If the Treasurer is not one of the people retrieving mail, all checks, bills, and other matters of financial interest will be delivered to the Treasurer within two days. Others with mail will be notified of that fact within two days and arrangements made to retrieve it.

The President will select one or more members of the Board of Directors to check the SBARC telephone answering messages at least three times a week. Messages will be forwarded to the proper Director or Club member within one day.

E-mail addresses of members can be used only for SBARC business and SBARC-sponsored events.

The Board of Directors shall meet on the second Wednesday of every month. *(Added May 2001.)*

The publication, "SBARC Election and Voting Procedures," will be made a part of these standing rules and become an attachment to them. *(Added May 2001.)*

COMMITTEES

The Interference Committee is directly responsible to the Board and is concerned with the detection, identification, and elimination of radio frequency interference in the Santa Barbara area, especially as related to Amateur Radio activities.

The Executive Committee consists of the President, Executive Vice President, Treasurer, Secretary, and one Director-at-large. It shall provide guidance to the Board in respect to the formulation of Club activities and programs. In order to assist the Board to focus its time on policy issues and important matters, the Executive Committee shall act on ordinary, day-to-day business as designated by the Board. In such cases, Committee members shall report their action at the next regular Board meeting.

Antenna Ordinance Committee. By direction of the Board, works with and advises city and county government on developing ordinances and regulations regarding and favorable to amateur radio. Keeps members informed of all pending and adopted federal, state, and local legislation relating to this subject. *(Added February 2001.)*

Bazaar Committee. Works with the Property Management Committee and/or Property Manager to accept donations of equipment and supplies and to disburse such property for use by the Club and its members or for sales, including Red Tag sales for the donor. Responsible for collecting, storage, transportation, and selling items at the annual Bazaar. *(Added February 2001.)*

By-laws Committee. Meets at the direction of the Board to amend the Club's By-laws when necessary. *(Added February 2001.)*

Club Station Committee. Works with the Property Management Committee to receive and maintain equipment, supplies, etc., at the Club Station. Opens station as required and requested and oversees operation of equipment. Encourages use of station for casual use and contesting and for workshops, demonstrations, visits, etc. *(Added February 2001.)*

Communications Fair & Hamfest Committee. Responsible for annual Communications Fair & Hamfest. Responsibilities include lining up exhibitors and vendors, soliciting prizes and donations, publicity, and staffing the event, barbecue, ticket sales, etc. *(Added February 2001.)*

Education Committee. Works with SBARC Vice President Education & Training. Helps teach license classes, put on workshops, demonstrations, etc., for Club members and area hams. Outreach to general public by scheduling exhibits and demonstrations for schools, special events, etc. *(Added February 2001.)*

Contest Committee. Organizes and implements the Club's participation in Field Day and contests. In cooperation with the Property Management Committee, maintains Field Day and contest equipment, selects sites, trains and schedules operators, sets up and tears down sites. Insures safety of personnel and equipment, submits contest records, etc. (*Amended September 2002 to change name from Field Day to Contest.*)

Membership Committee. Works with SBARC Secretary to maintain membership records. Recruits new members at various SBARC meetings and events, maintains supply of public relations material. Sends out renewal notices and membership cards. Establishes a telephone tree to notify members of upcoming events. Act as hosts/hostesses at meetings and events. (*Added February 2001.*)

Nominating Committee. Selects a slate of officers and directors to serve on the Board of Directors for the upcoming year. May be tasked by the President to suggest candidates to fill vacancies that may occur on the Board. (*Added February 2001.*)

Repeater Systems Committee. Works with the Repeater Trustee in the maintenance and operation of the Club's repeater systems. Suggests special projects to the Trustee. (*Added February 2001.*)

FINANCES

All money received by the SBARC will be placed in a single checking account in the name of the Club. The funds will be credited to the account designated by the donor by proper bookkeeping practices. Money donated to a restricted fund, (ARES General Fund, Club Station Fund, Communications System Development Fund, Repeater Endowment Fund, Repeater Operations Fund, Van Fund, and any other special funds now in place or later formed), will remain in that account and will not become part of the general fund if it is not used within the year in which it was received.

Whenever the Club's checking account reaches an amount the Finance Committee feels excessive for the Club's day-to-day needs, the Board may approve the transfer of funds to an insured, interest-bearing account in a local bank or saving and loan institution. Whenever these funds are due for reinvestment, the Finance Committee will make recommendations to the Board.

As a check on the Treasurer, the President will approve all expenditures in accordance with the Board's policy.

All expenditures more than \$50.00 shall be approved by the Board through the budget or by specific vote and shall be accounted for by check. Expenditures of \$50.00 or less may be paid from petty cash. Actual expenses reasonably incurred in the course of Club business may be reimbursed by action of the President with concurrence of the Board or the Executive Committee, as provided in the Standing Rules.

Board members may be reimbursed for reasonable and actual expenses, up to \$50, incurred in the conduct of Club business.

SBARC will offer to pay dinner expenses for up to two out-of-town guest speakers and their spouses or escorts, up to a total of four, at a reasonably priced but nice restaurant. The club may also present each guest speaker with a suitable paper weight or similar memento.

All monies given to SBARC from any source, including government or charitable agencies, to reimburse SBARC or ARES individuals for expenses incurred during any public service performance shall be paid to the individual by SBARC check.

SBARC will have an independent accountant prepare its monthly and annual financial reports, prepare tax returns, and perform audits and other activities at the Board's direction. This person may be a licensed amateur radio operator and a member of the Club, but must not be a member of the Board. The current month's financial report(s) shall be presented to the Board of Directors and be posted in a conspicuous, easily accessible location at each Club meeting.

SBARC will use automatic payment for its phone bills. *(Section added February 1999.)*

The various classifications of membership in the Santa Barbara Amateur Radio Club are defined in the By-laws. Dues for the classes shall be as follows: *(Amended November 2002 by vote of the membership, to be effective 1 January 2003.)*

Full Member	\$24.00 per year
Junior Member	\$12.00 per year
Family Member	\$12.00 per year
Foreign Member	\$33.00 per year
Associate Member	\$24.00 per year

SBARC will make a donation of \$150 per year to the American Red Cross for the use of their facility for Board meetings, to be made in January of each year. *(Added 2000.)*

SBARC will make a donation of \$100 per year to Newslite, payable in September of each year. *(Added 2000.) (Removed August 2002.)*

The Treasurer will prepare new signature cards for all checking accounts, savings accounts, Certificates of Deposit, safe deposit box, Post Office Box, etc., for signing at the December SBARC Board meeting, said cards to be effective 1 January of the following year, when the new Board takes office. The President, Treasurer, Executive Vice President, and Secretary (in that order) will be named, as specified in Article X of the SBARC By-laws. The safe deposit box has two keys, kept by the President and Treasurer, and must be opened by two of the four named officers. *(Added December 2001.)*

SBARC has a State Board of Equalization Resale Certificate. The Treasurer will be responsible for the proper collection of State sales Tax on taxable items at the proper rate and for the filing of the periodic State Board of Equalization State, Local and District Sales and use Tax Return. *(Added December 2001.)*

SBARC will establish and maintain a "Postage Due" account amount of \$50 with the Postmaster at the San Roque Branch. *(Added January 2002.)*

EQUIPMENT AND ASSETS

Club-owned or controlled vehicles or trailers will be driven or towed only by Club members. These members must have a valid California driver's license for the vehicle class, must be insured in

accordance with State law, must be listed on the Club's insurance policy where required, and must have completed a Board-approved training or familiarization program on the equipment.

The Bazaar Information & Instructions, as attached to this document, are adopted as a Standing Rule.

All high-value capital property donated to, purchased by, or otherwise acquired by SBARC will be identified, accounted for, and/or controlled to minimize loss or damage. The Property Manager or acting Property Manager will be notified by the Club Treasurer about equipment bought and by any responsible Club member about equipment sold or scrapped. Expendable (expense) items like coffee and paper, capital items with a value under \$30, and equipment held only for sale or auction need not be formally controlled. *(Section added 9 June 1999 and amended February 2001.)*

All income generated by the sale of donated and Red Tag Commissions goes to the Club Treasury, where it becomes part of the annual budget.

Tube, crystal, and similar collections donated to the Club and kept by members are for the use of Club members only and are supplied to them at no charge.

All equipment and other tangible property donated to or otherwise acquired by SBARC for disposal for fund-raising belongs to the Club. That equipment earmarked for the Bazaar is the responsibility of the Bazaar Committee Chairman and he or she will determine the final disposition of the items. Any items donated to the Club and accepted by members not on the Bazaar Committee or Property Management Committee shall be delivered to the appropriate committee as soon as possible. Receipts for donated property are available from the Bazaar and Property Management Committees.

Access to equipment earmarked for sale will be controlled by the Bazaar Committee. *(Amended February 2001.)*

The Sanyo 5500 LCD projector is to be used only by SBARC or for occasional use by affiliated non-profit organizations with an SBARC representative present at all times. The projector is not for personal use. *(Section added in March 1999.)*

REPEATERS, COMMUNICATIONS SYSTEMS, CLUB STATION

SBARC's communications systems support the Club's commitment to public and emergency service. The Board reaffirms the SBARC's dedication to commit personnel and resources to public and emergency services per these guidelines. Equipment and personnel availability is subject to needs for emergency service. Public service event sponsors must agree that equipment and personnel may be removed in the event of emergency service needs. *(Amended April 1999.)*

The current edition of the Repeater Philosophy & Guidelines is attached and is adopted as a Standing Rule.

The Club maintains a radio station in a room at the American Red Cross. The station is open on Saturday from 0900 to 1200 hours and at other times arranged by the Club Station Manager. *(Amended 2000.)*

The Club radio station shall be operated only by a licensed Radio Amateur or under the direct supervision of a licensed Radio Amateur as control operator and in accordance with all FCC regulations and Club rules.

All persons operating the K6TZ Club Station at the Red Cross will so indicate on the station log(s). Control operators must also sign the log. All HF contacts will be logged. On VHF, transmitter time on and off will be logged. The station will be identified as K6TZ. QSL card generation and response is the responsibility of the operator who makes the contact. Violation of FCC Rules will result in denial of station privileges.

The mobile communications van is owned by SBARC. Priority for use shall be Amateur Radio Emergency Service operations. The van may be used for SBARC operations at other times. The van is known as the Robert N. Dyruff Mobile Communications Van.

SBARC has sanctioned the following nets to be operated on its repeaters:

ARES Net: Monday nights at 1930 hours to be operated by and for the Santa Barbara South County Amateur Radio Emergency Service group.

Swap Net: Monday nights at 2000 hours, or after the completion of the ARES net if it ends after 2000 hours. The net is open to all Radio Amateurs to buy, sell, or swap ham-related items. The actual completion of any sale must be done off the air.

QRP Net: Monday nights at 2030 hours to support QRP Special Interest Group. (Added 2001.)

Youth Net: Tuesday nights at 1900 hours, to be operated for and by radio amateurs under 18 years of age.

ATV Net: Tuesday nights at 1930 hours, to support ATVISSTV Special Interest Group. (Added 2000.)

Club Net: Wednesday nights at 1930 hours is open to all SBARC members and guests. Newline will be transmitted immediately prior to the net, at approximately 1900 hours.

YL Net: Thursday nights at 2000 hours, to be operated for and by female amateur radio operators. Male operators may participate only to announce they are control operators for a YL who wishes to participate in the net.

Access to and use of the Club radio station FK6TZ1 in the Red Cross Building is under the direction of the Red Cross Chapter Executive or his/her designee. The SBARC station manager or Club designee is to be contacted for access to the station at times other than those posted (see Key-Klix for this information). Ordinarily, the Club-owned amateur radio equipment in the radio station facility may be operated only in the appropriate modes and on the appropriate frequencies by an SBARC club member holding a valid FCC amateur radio license and according to Part 97 of the FCC Amateur radio Regulations. Third parties may use the transmitting equipment only under the direction and control of such a duly licensed amateur who is the control operator (\$97.7).

In the event of a local emergency, a duly licensed amateur radio operator other than a member of SBARC may be permitted to operate the radio station.

The K6TZ Trustee shall be notified within 24 hours of any known violations of FCC regulations or other laws. *(Added May 2001.)*

The current revisions of the following documents are attached and made a part of these Standing Rules: "K6TZ User Auto-Patch & Operational Procedures, 224.12 Repeater System," "2 Meter Repeater User Codes," and the confidential document "K6TZ 223.92 & 224.08 MHz Repeater Remote Base User Operational Procedures." *(Added December 2001.)*

KEY-KLIX AND PUBLICATIONS

Key-Klix is the official publication of the Santa Barbara Amateur Radio Club. The editor is appointed by the President with approval of the Board. Key-Klix is normally published monthly. It is provided as part of the membership dues to each full member and one family member.

The SBARC logo and the Key-Klix name are trademarks of the Santa Barbara Amateur Radio Club. The TM symbol should be used anytime either appears on an SBARC publication.

Advertising in Key-Klix must either pertain to amateur radio-related goods or services or for businesses owned and/or operated by amateur radio operators and must not exceed 25 percent of the total content of Key-Klix, to abide by US Postal Service Non-Profit mailing regulations.

Advertising rates for insertions in Key-Klix are as follows:

\$100 per insertion for 8-112x 11" (single or double side)ads supplied by advertiser.

\$125per insertion for 8-112x 11"single side ad (camera-ready copy supplied by advertiser).

\$135per insertion for 8-112x 11"double side ad (camera-ready copy supplied by advertiser).

\$25 per year for "business card" size ads. There can be no changes to ads until renewal time except to add or change advertiser's call sign. There are no refunds if an ad is pulled for any reason.

Full page (single or double sided, 8-111x 11" or Key-Klix page size) ads for SBARC activities (Ham fest, Bazaar, etc.), other Amateur Radio Clubs, or ARRL activities or other non-profit organizations with messages appropriate for SBARC membership may be included at no charge.

New ads must have Board approval prior to publication. Ads must be paid prior to insertion. All ads expire on December 31"of each year, including a new ad placed during the year. Advertisers in Key-Klix will receive a written bill from the Treasurer for the next year of the; ad in December. If advertisers do not pay by the next month, the Treasurer will notify the Key-Klix editor in January and their ad will be dropped with no further notice. *(Amended December 2001.)*

SBARC-SPONSORED ACTIVITIES

SBARC will hold an annual fund-raising/social Hamfest event in August.

There will be no alcohol permitted at any Club activity except the Hamfest and then only if properly licensed to sell it.

Smoking will not be permitted at any Club activity held on property or grounds where it is prohibited.

SBARC sponsors a Volunteer Examiner Program. This sponsorship includes publishing the testing schedule and related information in the Club's Key-Klix and on its web site, and assisting in locating facilities, financial assistance, etc. (*Amended February 2001.*)

SBARC will offer entry-level amateur radio classes at least once a year.

SBARC sponsors a monthly Beginners' T-Hunt on the afternoon of every second Saturday of the month.

SBARC sponsors the South County Amateur Radio Emergency Service group. This sponsorship includes handling funds, acquiring property, and maintaining facilities for ARES use.

Persons under 18 years of age, members or not, participating in any SBARC activity, including special event and/or emergency communications, must be under the supervision of a Full Member (adult) of SBARC.

SBARC will sponsor Special Interest Groups (SIGs) and offers Club facilities, equipment, and resources to further their activities. The Board will approve sponsorship of each SIG. (*Added 2000.*)

SBARC will hold an annual fund-raising Electronics Bazaar in July. (*Added December 2001.*)

SUPPORT OF COMMUNITY ACTIVITIES

SBARC may provide communicators for non-profit organizations fund-raising events and community service events. Prior to participation, SBARC will be named on the liability insurance policy of the sponsoring agency. Since these agreements are with the Club, only SBARC members will participate in these activities.

Agreements with agencies will specify the duties expected of SBARC members in support of the event.

ATTACHMENTS

ARRL Special Service Club Application

Bazaar Information and Instructions

REPEATER PHILOSOPHY AND GUIDELINES (*Revised February 22, 1995*)

SBARC ELECTION AND VOTING PROCEDURES