

CULVER CITY AMATEUR RADIO EMERGENCY SERVICE

C-CARES

Bylaws

Procedures

Membership Roster

January 1, 2002

C-CARES BYLAWS

ARTICLE I. ORGANIZATION

Section 1. This organization shall be known as **CULVER CITY AMATEUR RADIO EMERGENCY SERVICE**, and known by the acronym **C-CARES**. C-CARES shall be under the direction of the city of Culver City.

Section 2. The specific and primary purpose of this organization shall be to train and prepare amateur radio operators to serve the city of Culver City by providing communication during Culver City designated emergency situations.

Section 3. This organization shall consist of C-CARES members and an elected Board of Directors.

ARTICLE II. MEMBERSHIP

Section 1. There shall be two classes of membership: regular and pending.

Section 2. Any person holding an amateur radio license who wishes to be of service during designated emergencies, may, after completing the necessary requirements, become a member of C-CARES.

Section 3. Those radio amateurs who join C-CARES as pending members must, during a period of three months, participate in three meetings or field exercises and a minimum of three weekly radio nets before becoming a regular member in good standing.

Section 4. Those radio amateurs who participate in the monthly meetings and field training exercises as well as the weekly radio net shall be considered regular members in good standing.

Section 5. After the second unexcused absence, the member shall be sent a letter stating that ARTICLE II, Section 5 of the Bylaws specifically states that a third unexcused absence shall be construed as a resignation. No further notice shall be forthcoming.

ARTICLE III. MEETINGS

Section 1. Meetings shall be held monthly. A meeting may be a formal meeting, a training class, or a field exercise. Members shall also meet on the Sunday night radio net.

Section 2. Written notices, when possible, shall be sent to all members prior to each meeting or field exercise.

Section 3. A minimum of twenty members shall constitute a quorum.

Section 4. Actions by the organization shall be passed by a simple majority vote unless otherwise stated in these Bylaws.

ARTICLE IV. NOMINATIONS AND ELECTIONS

Section 1. A Board of Directors consisting of a Director, a Deputy Director, two Assistant Directors and a Secretary shall be nominated by a nominating committee of three persons. No nominating committee member may serve a consecutive nominating committee term. The nominating committee shall present its proposed slate at a November meeting. At the following December meeting, nominations may be made from the floor and voting will take place.

The nominated candidates will serve a 2 year term after election by the membership at the December meeting.

Section 2. If there is but one nominee for any position, election for that position may be held by voice vote.

Section 3. Upon election, the Board of Directors shall assume their new responsibilities as of January 1st.

Section 4. Vacancies on the Board of Directors shall be filled by the C-CARES Director with the approval of the Deputy Director and the Assistant Directors.

ARTICLE V. BOARD OF DIRECTORS AND THEIR DUTIES

Section 1. The Board of Directors of C-CARES shall consist of a Director, a Deputy Director, two Assistant Directors and a Secretary.

Section 2. The Director shall preside at all meetings and shall act as liaison between C-CARES and the City of Culver City. The Director may assign duties to the members or appoint committees as deemed necessary.

Section 3. The Deputy Director shall preside in the absence of the Director and shall assist the Director in planning meetings, activities, and in carrying out his responsibilities.

Section 4. The immediate past C-CARES Director shall be, ex-officio, a member of the Board of Directors.

Section 5. The Secretary shall note activities and decisions made at meetings and keep a history of the minutes for future reference. The Secretary shall maintain a list of members, their call signs, addresses and telephone numbers. The Secretary shall, at the request of the Director, be responsible for correspondence.

ARTICLE VI. FUNDS, MEMBERSHIP CARDS, AND EQUIPMENT

Section 1. C-CARES shall not collect dues nor raise money for any cause. C-CARES shall not have a treasurer nor a bank account.

Section 2. Members in good standing shall be issued C-CARES identification cards and City issued equipment. It shall be the responsibility of each member to maintain the equipment in proper order.

Section 3. Upon termination of membership, the terminating member's identification card and the equipment must be returned to the Director of C-CARES or the member must pay a fine equal to the value of the equipment.

ARTICLE VII. REGULATIONS

Section 1. No C-CARES member shall use organization equipment or insignia for personal or private reasons.

Section 2. Use of C-CARES I.D. and/or equipment to access City or private functions, buildings, or facilities when not on official C-CARES business is prohibited.

Section 3. C-CARES equipment, insignia and I.D. shall only be used at designated events, official business of C-CARES, emergency and/or disaster events, and training.

Section 4. Any member of C-CARES found to be misrepresenting the organization and/or the city of Culver City shall be brought before the Board of directors for disposition.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. ROBERTS RULES OF ORDER NEWLY REVISED, latest edition, shall govern this organization in all cases in which they are applicable and not in conflict with these Bylaws.

ARTICLE IX. AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended at any regular meeting, or any special meeting called for that purpose, by a two-thirds affirmative vote of those members present provided the C-CARES membership was notified in writing of all proposed amendments at least fifteen days prior to the meeting.

Adopted September 27, 1997