

CULVER CITY AMATEUR RADIO EMERGENCY SERVICE

CCARES

By-Laws

Effective March 8, 2012

ARTICLE I. ORGANIZATION

Section 1. This organization shall be known as the CULVER CITY AMATEUR RADIO EMERGENCY SERVICE, and known by the acronym CCARES.

Section 2. The specific and primary purpose of this organization shall be to train and organize amateur radio operators to provide emergency communications.

ARTICLE II. MEMBERSHIP

Section 1. There shall be two classes of membership: Active and Inactive.

Section 2. Any person holding an amateur radio license who wishes to be of service in Culver City during designated emergencies may become a member of CCARES. No member under the age of 16 shall be deployed in emergency situations.

Section 3. **Active Members** are those amateur radio operators who, during the preceding 12 months, have participated *as a radio operator* in at least one (1) of the following activities of CCARES:

- A. Passing the Technician test, or upgrading to a General or an Extra class amateur radio license
- B. Checking into any CCARES Sunday night net
- C. Participating as a radio operator at either a CERT class Search & Rescue module or a CERT class Final Drill
- D. Participating as a radio operator at a CCARES training exercise, including
 - i. Great California Shake-out (2 opportunities per year – the CCARES net and the CERT City-Wide Drill)
 - ii. The LA Marathon
 - iii. ARRL Field Day
 - iv. Any other designated training activity (*ie*, Car Show, Friends of the Library, etc.)

Section 4. Only Active Members shall be entitled to vote in any CCARES election.

Section 5. Active Members who obtain a working amateur radio transceiver and who live or work in Culver City are entitled to be provided with a white CCARES hardhat and an orange CCARES vest.

Section 6. **Inactive Members** are those licensed amateur radio operators who live or work in Culver City but who no longer meet the qualifications for Active Membership (described in Section 3 above).

Section 7. Membership may not be denied to otherwise qualified candidates because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status or any other reason that would be biased or prejudicial.

Section 8. CCARES equipment, insignia and I.D. shall only be used at designated events, official business of CCARES, emergency and/or disaster events, and training.

Section 9. Any member of CCARES found to be misrepresenting the organization and/or the city of Culver City shall be brought before the Board of directors for discipline, which may include suspension or expulsion from CCARES.

ARTICLE III. MEETINGS & ACTIVITIES

Section 1. General Membership Meetings shall be held at least quarterly or as otherwise designated by the President. Members shall also meet on the Sunday night radio net. Activities may be a training class or a field exercise.

Section 2. Board meetings shall be held on the first Sunday of each month prior to the Sunday net, unless rescheduled. Any member may attend any meeting of the Board of Directors.

Section 3. Notices shall be sent by email to all members prior to each meeting or activity. Adequate notice shall be at least seven (7) calendar days prior to the event. No notice is necessary for the meetings at the regularly scheduled Sunday net.

Section 4. A minimum of twenty Active members, or one-third of the Active membership, whichever is less, at a General Membership Meeting shall constitute a quorum for the transaction of business. A quorum of the Board of Directors shall consist of a simple majority of Board Members.

Section 5. Actions by the organization shall be passed by a simple majority vote of Active members present, unless otherwise stated in these By-Laws. Actions by the Board of Directors shall be passed by a simple majority vote of board members present, unless otherwise stated in these By-Laws.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. The Board of Directors of CCARES shall consist of a President, Vice President, Treasurer, Secretary and a Member-at-Large.

Section 2. **Eligibility:** In order to hold an office an individual must be an Active member for at least one (1) year and hold a valid Amateur Radio license.

Section 3. **Resignation:** Any officer may resign his/her position, which resignation shall be in writing and signed by such officer, at which time any records and assets of CCARES in his/her possession will be turned over to the President or Vice-President.

Section 4. **Removal of Officers:** Officers may be removed from office for cause, upon written petition of six (6) or more Active members presented to the President or Vice President. After investigation, the petition will be presented to the membership at the next regularly or specially scheduled meeting of the general membership and voted upon by the membership. Removal of an officer requires a three-fourths vote of the full Active membership.

Section 5. **The President:** Subject to the supervisory powers of the Board of Directors, the President supervises, directs, and controls the business affairs of CCARES and the activities of the officers of CCARES:

- A. The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of these By-Laws; decide all questions of order; sign all official documents adopted by CCARES; and perform all other duties pertaining to the office of President.
- B. The President serves as the Communications Manager on the Culver City CERT Board of Directors.
- C. Emergency duties during declared disaster:
 - i. along with other officers of CCARES, open and operate a radio command center in Fire Station 1 and/or in the Command Vehicle
 - ii. Set up and run a resource net to ascertain number and availability of radio operators for the incident
 - iii. Provide communications as required by the CERT Incident Commander and/or the Fire Department
- D. Recruit and train amateur radio operators
- E. Maintain / repair / procure amateur radio equipment, including equipment located at:
 - i. Radio room in Fire Station 1
 - ii. Command Vehicle (communications equipment only)
 - iii. Rehab Vehicle (communications equipment only)
 - iv. Remote base stations and handheld transceivers

- v. K6CCR Repeater
 - vi. Equipment used during Field Day
- F. Act as Liaison with Southern California Repeater and Remote Base Association (SCRRBA), Great California Shake-Out, LA Marathon, Sony, Brotman Hospital and other outside agencies
 - G. Maintain and create as needed rosters of Active and Inactive members, records of attendance at meetings and activities and email lists for CCARES communications.
 - H. For each CERT class:
 - i. Present the module on Emergency Radio Communications
 - ii. Secure radio operators for the Search & Rescue Module
 - iii. Secure radio operators for the Final Drill
 - I. One month following the graduation of each CERT class, arrange for and put on a Volunteer Examiner amateur radio test session at the Drill Yard
 - J. At CERT drills, coordinate amateur radio communications as directed by the CERT Incident Commander and/or the Fire Department.
 - K. Assist the Fire Department and CERT when and where requested in planning communications components of disaster responses.
 - L. Serve as Incident Commander for ARRL Field Day, including all planning and preparation.
 - M. To delegate any or all of the above duties to such individuals, *ad hoc* committees or standing committees as the President, with the approval of the remainder of the Board of Directors, deems necessary or convenient.
 - N. Such other and further duties as the Board of Directors may direct.

Section 6. The **Vice President**: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the President. The President may delegate any or all of his or her powers to the Vice President.

Section 7. The **Secretary**: The Secretary shall attend to the following:

- A. Bylaws. The Secretary shall certify and keep a copy of these Bylaws as amended or otherwise altered to date.
- B. Book of Minutes. The Secretary shall keep or cause to be kept a book of minutes of all meetings, proceedings, and actions of the Directors, recording the time and place of holding such meeting, whether regular or special; the notice given; the names of those present at such meetings; the number of directors present or represented at directors' meetings; and the proceedings of such meetings. The book of minutes shall also contain any protests concerning lack of adequate notice or dissents from members of the Board, if the protesting or dissenting Board member(s) request in writing.
- C. Notices and Other Duties. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors in accordance with these Bylaws. He or she shall have such other powers and perform such other duties incident to the office of Secretary as may be prescribed by the Board of Directors or these Bylaws.
- D. CCARES Records. The original of all CCARES records described above shall be kept in a file drawer in the CCARES radio room at Fire Station 1. Upon written request, the Secretary shall exhibit at a mutually agreed upon time to any member of CCARES, or to his or her agent, the Bylaws and book of minutes.
- E. At the expiration of his/her term he/she will turn over all items belonging to CCARES to his/her successor.

Section 8. The **Treasurer**: The Treasurer shall attend to the following:

- A. Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and transactions of CCARES, including accounts of its assets, liabilities, receipts, disbursements, capital, and other matters customarily included in financial statements. The books of account shall be open to inspection by any director at all reasonable times within one (1) business day after written request.
- B. Financial Reports. The Treasurer shall prepare, or cause to be prepared the financial statements to be included in any required reports.
- C. Deposit and Disbursement of Money and Valuables. The Treasurer shall cause to be deposited, all money and other valuables in the name and to the credit of CCARES.
- D. At the expiration of his/her term he/she will turn over all items and funds belonging to CCARES to his/her successor, in the presence of at least one other officer.

Section 9. **Member-at-Large**. The Member-at-Large shall perform such duties as the President or the Board shall designate. The main purpose of this position is to remove the possibility of tie

votes during full meetings of the Board.

Section 10. The **Director** Emeritus: The immediate past CCARES Director shall be, *ex-officio*, a non-voting member of the Board of Directors

ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. An *ad hoc* nominating committee consisting of three Active members appointed by the President shall recruit candidates for all officer positions. No nominating committee member may serve a consecutive nominating committee term. The nominating committee shall present its proposed slate at a November meeting of the Board. The proposed slate shall be presented at a general membership meeting to take place in December. In addition, nominations may be made from the floor and voting will take place.

Section 2. The nominating committee may accept written proxy votes up to midnight of the day before the December meeting.

Section 3. If there is but one nominee for any position, election for that position may be held by voice vote.

Section 4. Upon election, the members of the Board of Directors shall assume their new responsibilities as of January 1 of the following year. The elected candidates will serve a 2 year term.

Section 5. Upon the death or resignation of any member of the Board of Directors, such vacancies shall be filled by appointment of the remaining members of the Board of Directors until the next regularly scheduled election.

ARTICLE VI. CCARES CALL SIGN & REPEATER

Section 1. CCARES has obtained the FCC call sign “K6CCR” (K6 Culver City Radio).

Section 2. The President shall assign trusteeship of the call sign to him or herself or to another:

- A. Active member of CCARES in good standing
- B. Who meets all applicable FCC requirements
- C. Who has not had his/her Radio Amateur License revoked or sanctioned at any time
- D. Who is not a trustee for any other Club call sign.

Section 3. CCARES has obtained coordination for the K6CCR repeater from the Southern California

Repeater and Remote Base Association. The President shall assign trusteeship of the coordination as stated in Article VI, Section 2. At the discretion of the President, with the advice of the remainder of the Board of Directors, the same or different trustees may be assigned to the call sign and the coordination.

ARTICLE VII. DISSOLUTION

Section 1. **Termination of Operations.** In the event that the Board of Directors votes that CCARES should be dissolved, the motion for dissolution must be voted on by the full membership and receive more than two-thirds vote of the full Active membership to pass.

Section 2. **Disposition of Assets.**

- A. The Board of Directors shall handle the disbursement of all assets of CCARES.
- B. No member or group of members shall receive benefit from the assets.
- C. All equipment will be donated to Culver City CERT. If the donation is rejected by Culver City CERT, then the equipment shall be donated to a non-profit amateur radio group or sold.
- D. All funds, including funds from any sale of equipment shall be donated to Culver City CERT or a non-profit organization.

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 CCARES membership was notified in writing of all proposed amendments at least fifteen days prior to the meeting.