

CULVER CITY AMATEUR RADIO EMERGENCY SERVICE

~~CCARES~~

~~By-Laws~~

Effective; ~~_____~~, ~~_____~~, ~~2022~~

Deleted: ¶

¶

Deleted: ¶

Deleted: March 8, 2012¶

¶

Amended

Deleted: September 21, 2013

Deleted: _____

Deleted: _____

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 public service and emergency communications.

ARTICLE II. MEMBERSHIP

Section 1. Any person holding an amateur radio license valid to operate on FCC licensed-frequencies in the United States who wishes to be of service in or to the citizens of City of Culver City and surrounding areas during emergencies or participate in public service events is welcome to become a member of CCARES.

Section 2. There shall be two classes of membership: Active and Inactive.

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 of any amateur radio license examination;
- B. Checking into any CCARES on-air net or participating in any in-person CCARES meeting;
- C. Participating as a radio operator at either a Culver City Community Emergency Response Team ("CERT") meeting, or training or refresher class;
- D. Participating as a radio operator at a CCARES training exercise, including without limitation to:
 - i. Great California Shake-out
 - ii. The Los Angeles Marathon or similar regional marathons
 - iii. ARRL Field Day; and
 - iv. Any other designated training activity as determined by the CCARES Board of Directors.
- E. Only Active Members shall be entitled to vote in any CCARES election.

Deleted:

Deleted:

Deleted: designated

Deleted: may

Deleted:

Deleted: 1

Deleted: 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.¶

Deleted: the Technician test, or upgrading to a General or an Extra class amateur

Deleted:

Deleted: Sunday night

Deleted: ¶

Deleted: Search & Rescue module or a CERT class Final Drill

Deleted: (2 opportunities per year – the CCARES net and the CERT City-Wide Drill)

Deleted: (ie, Car Show, Friends of the Library, etc.)

Deleted: acknowledged

Deleted: Section 4. Only

F. Only Active Members shall be eligible to obtain CCARES identification credentials as may be issued at the direction and discretion of the CCARES Board of Directors.

Deleted: Section 5.

Deleted: who obtain a working amateur radio transceiver and who live or work in Culver City are

Deleted: entitled to be provided with a white CCARES hardhat and an orange CCARES vest

Section 4. Inactive Members formerly Active Members of CCARES, are those licensed amateur radio operators who live or work in, or wish to contribute to the betterment of the citizens of, the City of Culver City but who no longer meet the qualifications for Active Membership.

Deleted: Section Break (Next Page)

Deleted: 6

Deleted:

Deleted:

Deleted: (described in Section 3 above)

Deleted: 7

Deleted: Membership

Deleted: may not

Deleted: candidates

Deleted:

Deleted: biased or prejudicial

Deleted: 8

Deleted: official business

Deleted: 9

Deleted: of other

Deleted: found

Deleted: the organization

Deleted: ¶

Deleted: brought before the

Deleted:

Deleted: directors

Deleted: for discipline

Deleted: may include suspension or expulsion

Deleted: quarterly

Deleted: Sunday night radio

Deleted: A

Deleted: be a

Deleted: a

Deleted: prior to the Sunday net, unless rescheduled

Deleted: member

Deleted: attend

Deleted: members

Deleted: . Adequate notice shall be at least seven (7)

Deleted: Sunday

Deleted: A minimum of twenty Active members, or one

Deleted: m

Section 5. Membership in CCARES shall not be denied to otherwise qualified amateur radio operator because of race, creed, color, religion, gender, sexual orientation, political affiliation, or views, marital status, or any other reason that would be unlawful.

Section 6. CCARES equipment, insignia and I.D. shall only be used at CCARES designated events, official business of CCARES, emergency and/or disaster events, and training.

Section 7. Membership in CCARES is a privilege, not a right. CCARES members shall at all times be respectful and civil to CCARES members and the community. Any member of CCARES alleged to be in breach of respect, or misrepresenting CCARES, and/or the City of Culver City shall be subject to inquiry and potential action by the Board of Directors, which has the sole power to educate, reprimand, or expel any member from CCARES for violation of the core principles set out herein. An expulsion of a CCARES member shall require an affirmative vote of four fifths (4/5) of the full Board of Directors.

ARTICLE III. MEETINGS & ACTIVITIES

Section 1. General Membership Meetings shall be held in person and/or on-line at least once each three months or as otherwise designated by the President. Members shall also meet on the over-the-air CCARES net on a regular day and at a time as set by the President. CCARES activities may include training classes or field exercises.

Section 2. Board of Directors meetings shall be held in person and/or online on the first Sunday of each month or at other times as the Board may agree. The Board shall inform the Active Members of its meetings by posting the regular and any special meetings to the CCARES web site and additionally by any other means determined by the President. Any Active Member may observe any meeting of the Board of Directors.

Section 3. Notices shall be sent by email to all Members prior to each meeting or activity except prior to a regularly scheduled on-air net.

Section 4. Those Active Members attending any General Membership Meeting in person or on-line shall constitute a quorum for the transaction of CCARES business at that meeting. 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 at a General Membership Meeting, 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 that at a minimum constitute a quorum of the Board, unless otherwise stated in these By-Laws.

- Deleted: m
- Deleted: board
- Deleted: members

ARTICLE IV. OFFICERS AND THEIR DUTIES

Deleted: ¶

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 be a Board Member of CCARES, an individual must be an Active member of CCARES for at least one (1) year prior to election or appointment.

- Deleted: hold an
- Deleted: n
- Deleted: Officer
- Deleted: office
- Deleted: and hold a valid Amateur Radio license.

Section 3. Resignation: Any officer may resign his/her position by giving written notice to the Secretary, which resignation shall be effective on the date specified by the officer, or if no date is specified shall be effective upon receipt of the Secretary. Upon resignation, all records and assets of CCARES in that Officer's possession must be promptly returned to the President or Vice-President. If the Secretary resigns, the written notice of resignation shall be presented to the President and effective on the date specified by the Secretary, or if no date is specified shall be effective upon receipt of the President.

- Deleted: ¶
- Deleted:
- Deleted: in writing and signed by such officer, at
- Deleted: which time any
- Deleted: his/her
- Deleted: officer's possession
- Deleted: will
- Deleted: over
- Deleted: or more
- Deleted: or
- Deleted: membership
- Deleted: hip

Section 4. Removal of Officers: Officers may be removed from office for good cause, upon written petition of at least six (6) Active members presented to the President, or if the officer to be removed is the President, the petition shall be presented to the Vice President. After investigation, the petition will be presented to the Active membership at the next regularly or specially scheduled meeting of the general membership or a special membership meeting as determined by the President (or the Vice President if the petition is to remove the President), and voted upon by the Active members. Removal of an officer requires a three-fourths (3/4) vote of all of the full Active members.

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 principal liaison to

Deleted: the Communications Manager on

- i. the City of Culver City,
- ii. the Culver City CERT Board of Directors

Deleted: , and to

- iii. Southern California Repeater and Remote Base Association (SCRRBA)
- iv. Great California Shake-Out
- v. Los Angeles Marathon,
- vi. Sony,
- vii. Brotman Hospital, and
- viii. other outside agencies and organizations.

C. Emergency duties of the President during any government-declared emergency or 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 or supervise 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; and
- iv. To take those steps as may be necessary to protect and inform Members and public safety during any such emergency or disaster.

D. Recruit and train amateur radio operators

E. Maintain / repair / procure radio equipment and other CCARES assets:

F. Maintain and create as needed rosters of Active and Inactive members, records of attendance at meetings and activities and email lists for CCARES communications.

G. Oversee or appoint an overseer of Volunteer Examiners at amateur radio tests given by CCARES,

H. Serve as Incident Commander for ARRL Field Day, including planning and preparation,

I. 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,

Deleted: ¶

Deleted: amateur

Deleted: , including equipment located at

Deleted: ¶

Radio room in Fire Station 1¶

¶ Command Vehicle (communications equipment only)¶

¶ Rehab Vehicle (communications equipment only)¶

¶ Remote base stations and handheld transceivers¶

¶ K6CCR Repeater and related equipment¶

¶ Equipment used during Field Day¶

¶ 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 and organizations¶

Deleted: <#>For each CERT class:¶

<#>¶

<#>Present the module on Emergency Radio Communications¶

<#>¶

<#>Secure radio operators for the Search & Rescue Module¶

<#>¶

<#>Secure radio operators for the Final Drill¶

<#>¶

<#>One month following the graduation of each CERT class, arrange for and put on a

Deleted: <#>the

Deleted: <#> session at the Drill Yard¶

Deleted: <#>At CERT drills, coordinate amateur radio communications as directed by the CERT Incident Commander and/or the Fire Department.¶

<#>¶

<#>Assist the Fire Department and CERT when and where requested in planning communications components of disaster responses.¶

<#>¶

Deleted: <#>all

Deleted: <#>.

Deleted: .

J. To designate advisors to the Board of Directors, each of whom must be an Active member of CCARES and be appointed subject to the majority approval of the Board of Directors. Any advisor so appointed may participate in the discussions of the Board of Directors on matters as permitted by the President, but shall not participate in any vote of the Board of Directors. Such advisors serve at the pleasure of the majority of the Board of Directors.

Deleted:

Deleted: a

Deleted: d

K. Such other and further duties as the Board of Directors may direct.

L. At the expiration of the term of the President, the President shall promptly turn over all items and records belonging to CCARES to the successor President, or if no successor, to the Vice President.

Deleted: .

Section 6. Vice President: In case of the death, 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 some or all presidential powers to the Vice President, and terminate such delegations.

Deleted: The

Deleted: any or all of his or her

Section 7. Secretary: The duties of Secretary include:

Deleted: ¶

Deleted: The

Deleted: shall attend to the following

Deleted: as amended or otherwise altered to date

A. Bylaws. The Secretary shall certify and keep a current copy of these Bylaws.

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 make available for examination all such CCARES Records so maintained at a mutually agreed upon date and time to any Active Member of CCARES, subject to any security or safety conditions imposed upon CCARES by the City of Culver City.

Deleted: exhibit

Deleted: m

Deleted: ,

Deleted: or to his or her agent, the Bylaws and book of minutes.

E. At the expiration of the term of the Secretary, the Secretary shall promptly turn over all items and records belonging to CCARES to the successor Secretary, or if no successor, to the President.

Deleted: At the expiration of his/her term he/she will turn over all items belonging to CCARES to his/her successor.

Section 8. Treasurer: The duties of the Treasurer include:

Deleted: The

Deleted: 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 CCARES assets, liabilities, receipts, disbursements, capital, and other matters customarily included in financial statements. The books of account shall be open to inspection by any CCARES Director at all reasonable times within five (5) business days after written request is received by the Treasurer.

Deleted: its

Deleted: director

Deleted: one

Deleted: 1

Deleted: made to

B. Financial Reports. The Treasurer shall prepare, or cause to be prepared, the financial statements to be included in any required reports. Generally Accepted Accounting Principles ("GAAP") accounting is not a requirement of the Treasurer in the day-to-day performance of the Secretary's duties.

C. Deposit and Disbursement of Money and Valuables. The Treasurer shall cause to be deposited or otherwise be held, all money and other valuables of CCARES.

Deleted: in the name and to the credit

F. At the expiration of the term of the Treasurer, the Treasurer shall promptly turn over all items and records belonging to CCARES to the successor Treasurer, or if no successor, to the President.

Section 9. Member-at-Large. The Member-at-Large shall perform such duties as the President and the Board shall designate.

Deleted: <#>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 10. The Director Emeritus: The immediate past CCARES Director shall be, ex-officio, non-voting member of the Board of Directors.

Deleted: -----Section Break (Next Page)-----

Deleted:

Deleted: or

Deleted: The main purpose of this position is to remove the possibility of tie votes during full meetings of the Board.

Section 11. Where these Bylaws require Board Members to keep written records, electronic records shall be considered to be the equivalent of such written records.

Deleted: a

ARTICLE V. TERM, NOMINATIONS, AND ELECTIONS

Deleted: ¶

Section 1. The regular Term of office for any Board Member shall be two (2) years from the date of assumption of office. The Term of Any Board Member appointed to office to fill an unexpired Term of a former Board Member shall be the remainder of the unexpired Term of the former Board Member.

Section 2. An ad hoc nominating committee appointed by the President shall consist of at least two (2) Active Members who shall recruit candidates for all open Board positions. No nominating committee member may be a candidate for office during the appointment period. The nominating committee shall present its proposed slate at a Regular or Special Meeting of the Board as determined by the Board. Upon conformation of the candidate's willingness to serve, the proposed candidate(s) shall be promptly presented to the Active Members, who shall vote on the proposed candidate(s) at a general membership meeting to take place in the month following the . At that meeting, nominations may be made from the floor and voting on all candidates will take place. Where there is more than one candidate for a particular Board office, the candidate receiving the greatest number of votes shall be declared the winner of the contested Board office.

Deleted: consisting of three

Deleted: members

Deleted: appointed by the President

Deleted: officer

Deleted: November m

Deleted: T

Deleted: slate

Deleted: December

Deleted: In addition

Section 3. If there is only one nominee for any Board office, election for that Board office may be held by voice vote. Where there is more than one nominee for a Board office, a written vote of the Active Members in attendance shall be required, and may be conducted in electronic format and by a show of hands.

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

Deleted: 4

Deleted: but

Deleted: position

Deleted: position

Deleted: The elected candidates will serve a 2 year term.

Section 4. Upon election, the members of the Board of Directors shall assume their new responsibilities as of January 1 of the following year.

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.

Deleted: ¶

ARTICLE VI. CCARES CALL SIGN & REPEATER

Deleted: ¶

Section 1. CCARES holds the FCC call sign "K6CCR" (which, in special phonetics, stands for "K6 Culver City Radio") (the "License").

Deleted: has obtained

Section 2. The President shall be the License trustee but shall be allowed to transfer such trusteeship of the License, to a substitute, who in all is:

Deleted: assign

Deleted: trusteeship

Deleted: of the call sign

Deleted: him or herself or to another

Deleted: in good standing

- A. An Active member of CCARES; and
- B. Who meets all applicable FCC requirements to be the Licensee trustee; and
- 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; and
- E. Who is a member of the CCARES Board of Directors.

Where the Trustee is no longer a member of the Board, the Board has the full power to, and shall, appoint a substitute Licensee Trustee and thereupon the Secretary shall have the power to timely cause the FCC Licensee to be transferred to the successor License Trustee.

Deleted: _____ Section Break (Next Page) _____

Section 3. CCARES has obtained coordination for the K6CCR repeater from the Southern California Repeater and Remote Base Association. The President shall keep or 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. The Board of Directors may initiate the termination of operations and thereafter to dissolve CCARES upon a four-fifths majority vote of the entire Board of Directors. Thereafter, at a regularly-scheduled or special meeting of the Membership upon no less than 30 days written notice and posting to the CCARES website, the Board shall present to the Active Membership a motion for dissolution supported by information supporting the Board's determination of the need to terminate operations and dissolve CCARES. Only upon receiving a two-thirds vote of the entire Active Members shall the Board be empowered to wind down and terminate the operations and dissolve CCARES.

Deleted: In the event that the Board of Directors votes that

Deleted: should be dissolved, the

Deleted: must be voted on by the full membership and receive more than

Deleted: full

Deleted: membership

Deleted: to pass

Section 2. Disposition of Assets. Upon the affirmative vote of two-thirds the entire Active Members as required in Article VII, Section 1:

- A. The Board of Directors shall cause the disbursement of all assets of CCARES.
- B. No member or group of members of CCARES shall receive benefit from the disbursement of CCARES assets.
- C. All of CCARES amateur radio and related 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 as determined by the Board of Directors.
- D. All funds held by CCARES, including funds from any sale of equipment, shall be donated to Culver City CERT or a non-profit organization that benefits the City of Culver City as determined by the majority of the CCARES Board of Directors.

Deleted: handle

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. The most current version of ROBERT'S RULES OF ORDER shall govern CCARES in all cases in which they are applicable and not in conflict with these Bylaws.

Deleted: NEWLY REVISED, latest edition,
Deleted: this organization

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 Active Members have been notified in writing and on the CCARES website of all proposed amendments at least fifteen (15) days prior to the meeting.

Deleted: m
Deleted: hip
Deleted: was

The Secretary shall be allowed to correct scrivener errors in these Bylaws without a further vote of the Active Members where the corrections do not alter the meaning or intent of the corrected section.

CERTIFICATION

Deleted: _____Section Break (Next Page)_____

The preceding amendment to the CCARES By-Laws were presented to the Active Members of CCARES in attendance and passed by majority vote of the Active Members of CCARES, at a duly noticed meeting, with a quorum of Active Members present to vote, on July 11, 2022.

Deleted: general membership
Deleted:
Deleted: of at least 20 active members
Deleted: September 21, 20 3

_____, President

_____, Vice President

_____, Secretary

_____, Treasurer

_____, Member at Large