

# **FORT LEWIS AMATEUR RADIO ACTIVITY BY-LAWS**

## **1. PURPOSE AND NAME**

A. Fort Lewis Amateur Radio Activity (W2USA) exists as a non-profit organization to enrich its members knowledge of Amateur Radio activities and applications. Its primary objectives are:

1. Provide recreation and education for soldiers and others interested in amateur radio as a hobby by maintaining contact in a social atmosphere for the exchange of knowledge and ideas, and to have fun.

2. Provide information to soldiers interested in "HAM" radio by participating in Fort Lewis events.

3. Provide amateur radio equipment for use in the W2USA building area or other areas as designated by the Executive Board. (Note: All W2USA's transmissions will be monitored by licensed amateurs. See articles IX and X for use of property.)

4. Provide a place to hold classes and test, so that individuals may obtain a new or higher class of amateur license.

5. Provide emergency communication support during the times of conflict or disaster.

6. Provide backup communication support to the Fort Lewis Western Gateway MARS Station.

B. Outside community projects related to Amateur Radio, education, assistance, and social functions for members or related activities may also be undertaken as deemed appropriate by the Executive Board. Activities will be in compliance with Army Regulations AR 215-1 through AR 215-5 and local installations guidelines.

C. W2USA will not engage in activities which are in conflict with authorized activities as described by the Commander, I Corps and Fort Lewis. The Installation Commander has the authority to enforce compliance by the activity and to withdraw his/her consent for its existence on the installation if deemed necessary in the interest of the Government.

## **II. MEMBERSHIP**

A. Membership is open to active duty military, active duty military family members, retirees and their families, federal employees or anyone interested in amateur radio who wishes to volunteer his/her time and efforts for the betterment of the organization. Membership is voluntary. Persons may remain a member of the activity as long as they meet regulatory guidelines, even if they leave the Fort Lewis area. Non FCC licensed individuals are welcome to participate in activities as guests. Membership discrimination based on race, color, sex, or national origin will not be permitted. All new members will receive a copy of these by-laws upon membership. Existing members may obtain a copy of the by-laws from the Secretary. All members must abide by these by-laws and amendments.

### **B. New Member requirements.**

1. Complete activity registration and information form(s).  
2. Payment of \$20.00 per year fee or \$5.00 per quarter to maintain membership.

**C. Membership privileges.**

1. Access to library of amateur radio publications.
2. Short term loan privileges of certain W2USA's property.
3. Right to attend tutorials sponsored by the activity.
4. Right to vote on activity's officers and all activity's matters.
5. Right to hold elected offices.
6. Adults related to a member and residing within his/her immediate household are granted associate membership status with all privileges listed above except #2, #4, and #5.

**D. Sustaining membership.**

1. Active membership is maintained by payment of annual dues of \$20.00 or \$5.00 per quarter.
2. Dues are non-refundable and non-transferable to other individuals.

**E. Termination of membership**

1. Membership may be terminated by a member at any time by notifying the Secretary or Treasurer.
2. The activity will administratively terminate any membership if dues remain unpaid for a quarter.
3. Unruly, disruptive, or destructive persons may have their membership terminated by the Garrison commander and can be banned from the activity or Fort Lewis. The activity may terminate a membership for repeated violation of the by-laws or behavior detrimental to the activity carrying out its objectives. Violation shall be determined to have taken place by unanimous decision of the Executive Board. The member will be provided written notice by the Secretary. A repeat infraction shall be grounds for dismissal. The member may request the question of whether an infraction has occurred by referring to the membership as a whole and will be decided by a quorum vote at the next scheduled business meeting with results binding on all parties.
4. A member whose membership has lapsed for any reason other than termination for reasons under Section II, E, 3, may reinstate his membership without need to fulfill new member requirements.
5. Reinstatement of a member who has been terminated under Section II, E, 3 requires the sponsorship of a member and a 2/3 vote of the membership attending the business meeting.

**III. Meetings**

A. The activity's monthly business meeting will be the 3rd Thursday of each month except holidays.

B. If a schedule change is made, it will be the responsibility of the Secretary to make a reasonable effort to ensure members have been advised of the change.

C. Inability to hold a meeting or an event due to an emergency.

1. An emergency is defined as a circumstance arising when there is not a regular meeting scheduled between the time circumstances become known and the scheduled activity. Normally, this would be due to inclement weather or non-availability of the meeting place.

2. It shall be the responsibility of the activity's President to make the final determination if an emergency does exist and if the event should be cancelled or the location or date changed.

3. The Secretary shall make a reasonable effort to notify the membership as the situation dictates.

**D. Quorum**

1. A quorum is necessary only to conduct business as outlined in Sections II, E.3; IV, B; VII, D; and X.

2. A quorum is defined as those members present at a business meeting with a minimum of 7 members required.

3. In the event a quorum cannot be attained, the issue will be announced at the business meeting and a vote will be conducted at the next business meeting with the majority of members present deciding the issue.

**V. SPECIAL CLASSES OR TUTORIALS TO BE SANCTIONED BY THE ACTIVITY**

A. Must be sponsored by a member(s).

B. Should not be scheduled to conflict with other previously announced activity meetings or activities.

C. Procedures outlined in section IV, B & C shall become the responsibility of the sponsoring member(s) holding the tutorial.

**VI. EXECUTIVE BOARD MEMBERS**

A. The activity will be administered by an executive board. FCC licensed military and/or civilian radio amateurs club members will make up the board. The board will consist of a President, Vice-President, Station Custodian, Secretary, Treasurer, and the Property Hand Receipt Holder.

1. Elections shall be held in December and terms shall run for one year commencing January 1 (except the Station Custodian, who will be elected as the need arises).

2. No individual shall be elected to the same office for more than two consecutive terms (except for the Station Custodian and the Property Hand Receipt Holder).

3. Additional offices may be created by a majority vote of the members present at the business meeting and will run to the next scheduled election.

**B. Duties.**

1. The President shall: Preside over meetings and other events; act as official spokesperson of the activity; finalize meeting agendas; enforce by-laws.

2. The Vice-President shall: Assume the duties of the President in the President's absence; arrange educational or tutorial portions of regular meeting agenda; ensure necessary hardware for meeting program has been arranged.

3. The Station Custodian shall: Ensure the activity remains compliant with all FCC rules and regulations. Since the Station Custodian has the honor of their name on the Actual FCC Permit, all debates regarding radio transmissions and receptions will be settled by the Station's Custodian.

4. The Treasurer (must be active duty military shall: Maintain and account for all funds and submit roster updates as necessary to the Secretary; interface with funds contact at DPCA.

5. The Secretary shall: Publish a membership roster for distribution to the membership at least annually; maintain guest book, handle official activity correspondence, record and present the minutes of business meetings.

**C. Chairmanships.**

1. 1. Positions requiring chairmanships may be approved by the executive board. While committee chairmen may form bodies of interested members to assist in their functions, they are ultimately responsible as directed in the by-laws.

2. Chairmanships shall be filled annually within 30 days following the election of officers. Any member (including an Executive Board Member) may volunteer and where multiple volunteers exist, selection will be determined by a vote of the membership attending that business meeting. If no volunteers exist, duties shall be assumed by members of the executive board until such time as volunteers can be found.

**D. Executive Board.**

1. The Executive Board shall have charge of the various business transactions and authorize the expenditures of funds by and for the membership; it shall have the power to make contracts in the name of the activity when so needed in the promotion of the purpose set forth herein; see that the treasurer's books are audited annually or upon change of Treasurer.

2. A majority of the Executive Board shall constitute a quorum for the Executive Board.

**VII. ELECTIONS**

A. Shall be held as prescribed in Section VI.

B. Nominations may be made in writing to the Secretary in advance of the election or from the floor the night of the election. Nominations will be made in writing with the consent of the nominee to the Secretary.

C. Voting shall be by secret written ballot of the active membership, unless the election is by acclamation. Absentee ballots must be written and filed with the Secretary within 30 days prior to an election.

D. A special election shall be held when an office is vacated due to member resignation or leaving the area. The individual(s) elected shall serve until the next regular election.

E. All regular elections must be announced at the business meeting preceding the election.

F. An election may be rescheduled by a 2/3 vote of the attending members.

**VIII. EQUIPMENT AND DONATIONS**

A. Members will not solicit equipment or funding from off post commercial enterprises or private source as individual members. Any and all commercial donation/offers will be referred to the Chief Community Recreation Division, DPCA.

B. Equipment may be purchased for the activity through the DPCA in the name of the activity. Any equipment donation from individuals will be handled by the Executive Board in conjunction with the Chief, Community Recreation Division, DPCA. Members will not actively solicit equipment donations in the name of the activity unless they have approval from DPCA and the Executive Board.

C. Fund raising efforts for the activity will be coordinated through the Chief, Community Recreation Division, DPCA.

D. In no event shall the United States Government be held liable in fact or spirit for any indebtedness incurred by the members of this activity.

E. Volunteer Examiners (VE's) are volunteers who are authorized by the Volunteer Examination Coordinators (VEC's) to administer FCC amateur License exams. VE's are invited periodically to conduct amateur radio testing, however the conduct of the exam and any fees involved fall under FCC guidelines not U.S. Army Regulations. Test fees are not donations to the activity and will not be mixed with the DPCA/MWR account. VE's are personally responsible for the funds collected and not the U.S. Army.

## **IX. PROPERTY.**

A. The property of this activity shall consist of such articles as may properly come into its possession and property loaned to it by the government and its members. All activity property will be documented and properly accounted for IAW Department of the Army Regulations.

B. The facility and all non-private contents, including the equipment on hand receipt, is government property which will be managed in accordance with these by-laws. Members in good standing will be allowed building access and equipment use only if qualified IAW FCC regulations. Other members may have access provided a FCC Licensed member is present.

C. Upon dissolution of the activity, all government, organizational, and personal property will be returned to the owners. Personal property that cannot be immediately returned will be held by DPCA for up to one year. Any other equipment will be donated to the Army MARS or other activity as decided by the final vote of the membership present.

## **X. USE OF ACTIVITY'S PROPERTY.**

A. Borrowed items must be made available for the members use.

B. Serial number and operability shall be checked at the time item is borrowed and returned.

C. The borrowing member is responsible for the cost of replacing or repairing any item damaged or lost through negligence.

D. Loan period shall be a maximum of 30 days with exceptions decided by the Property Hand Receipt Holder. The Property Hand Receipt Holder will develop a list of equipment to be signed out and the time it can be signed out for.

## **XI. AMENDING THE BY-LAWS.**

A. A motion to amend or suspend a by-law may be made in writing to the Secretary prior to a business meeting for placement on the agenda or from the floor during the business portion of a meeting.

B. For a vote to be held a quorum of the membership must be present.

C. A 2/3 vote of members present is necessary to pass a motion.

D. If a quorum is not present or a motion fails to attain a 2/3 vote, it may be re-introduced at the next regular business meeting.

1. Motions scheduled to be re-introduced shall be made known to members not present through reasonable means.

2. Absentee ballots will be accepted in advance of the second vote.

3. A 2/3 majority vote of members present is required for passage on the second vote.

4. Proxy votes are not authorized.

## **XII. ADOPTION.**

A. All activities and functions of this activity shall be IAW applicable U.S. Army regulations and as approved by the Commanding General. All members agree to proceed in a safe and cautious manner recognizing the dangers of the activities they are participating in, including dangers of electrical shock, RF radio energy, and heights.

B. These by-laws shall become effective upon adoption in a duly constituted business meeting of the general membership and a majority vote of the voting members present and upon approval of the Commanding General or his representative. These by-laws shall supersede all previous constitutions and amendments except that it shall not affect officers elected nor specific agreements and contracts entered into under the terms of the previous constitutions until such terms of agreements or contracts shall have reached their expiration dates.

C. These by-laws were approved by the membership at a regular meeting held on 3 November 1994.

<b>Richard Raverty</b>	--	<b>ORIGINAL SIGNED</b>
<b>Alan G. Zuck</b>	--	<b>ORIGINAL SIGNED</b>
<b>Barbara K. Sherer</b>	--	<b>ORIGINAL SIGNED</b>
<b>Lawrence A. Smith, Jr.</b>	--	<b>ORIGINAL SIGNED</b>
<b>Howard Ashwood</b>	--	<b>ORIGINAL SIGNED</b>
<b>Chad Waguespack</b>	--	<b>ORIGINAL SIGNED</b>
<b>James F. Elliott</b>	--	<b>ORIGINAL SIGNED</b>
<b>Jeff Rennaker</b>	--	<b>ORIGINAL SIGNED</b>
<b>George D. Ftikas</b>	--	<b>ORIGINAL SIGNED</b>
<b>Rodney D. Pennington</b>	--	<b>ORIGINAL SIGNED</b>
<b>Richard Kear, Sr.</b>	--	<b>ORIGINAL SIGNED</b>