

# Pikes Peak Radio Amateur Association, Inc.



## Club Manual

Pikes Peak Radio Amateur Association, Inc.  
P.O. Box 16521  
Colorado Springs, CO 80935-6521  
<http://www.qsl.net/ppraa/>

# Club Manual of the Pikes Peak Radio Amateur Association, Inc.

October 10, 2002

*(This version may not contain the most recent changes. Check the PPRAA web site for the most current version.)*

This club manual is an evolving document. It's intended to provide continuity from Board to Board, as well as provide a reference document which can be used by all Board members and by all club members. The following sections each address one particular aspect of the operation of the PPRAA, from describing the duties of each Director to providing detailed guidance in the conduct of a specific event, such as Field Day or the Annual Library Exhibit.

The attachments are documents which have originated from other sources, and are copied and included in this manual for easy reference. The electronic version of the club manual won't contain these attachments because they are paper copies only of documents, such as the club's insurance policy.

Send any corrections to one of the PPRAA board members.

*Rob Roller N7LV, Club Manual Editor*

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Attachments

**Section A: Officers and Directors, and the Election Process**

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## ?? Elected Officers and Directors for October 2002 to October 2003

|                 |  |                       |
|-----------------|--|-----------------------|
| President:      | Ben Cruise NØLNW<br>15220 Leather Chaps Dr, Colorado Springs CO 80921<br>(719)<br>n0lnw@arrl.net     | Term Expires Oct 2004 |
| Vice President: | Tom McDaniel NØNTX<br>4255 Shining Way, Colorado Springs CO 80916<br>(719)<br>n0ntx@amsat.org        | Term Expires Oct 2004 |
| Secretary:      | Joanie VerDuft KCØGMI<br>4614 Woodbury Dr, Colorado Springs CO 80915<br>(719)<br>ad0a@arrl.net       | Term Expires Oct 2004 |
| Treasurer:      | Bob Wogaman KBØB<br>1933 Timber Line Dr, Colorado Springs CO 80920<br>(719)<br>kb0b@worldnet.att.net | Term Expires Oct 2003 |
| Director:       | Rick Brown KØSU<br>3249 Squaw Valley Drive, Colorado Springs CO 80918<br>(719)<br>kd0su@aol.com      | Term Expires Oct 2003 |
| Director:       | Kate Muniz KCØEGJ<br>4737 Spendid Cr N, Colorado Springs CO 80917<br>(719)<br>kc0egj@aol.com         | Term Expires Oct 2003 |
| Director:       | Aaron Pelouze KD6LFM<br>3050 Hamal Cr, Monument CO 80132<br>(719)<br>kd6flm@aol.com                  | Term Expires Oct 2003 |
| Director:       | Jerry VerDuft ADØA<br>4614 Woodbury Dr, Colorado Springs CO 80915<br>(719)<br>ad0a@arrl.net          | Term Expires Oct 2004 |

## ?? Appointed Directors

|                 |  |  |
|-----------------|--|--|
| Ø Beat Editor:  | Rob Roller N7LV<br>4680 Falls Church Road, Colorado Springs, CO 80920-7136<br>(719) 282-0204<br>n7lv@amsat.org | Term: Serving at the pleasure of the Board             |
| Past President: | Rick Brown KØSU<br>3249 Squaw Valley Drive, Colorado Springs CO 80918<br>(719)<br>kd0su@aol.com                | Term Served in Conjunction with Existing Director Term |

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## Past Elected Officers and Directors

*(First year of term; \*Second year of term)*

| Term  | President              | Vice President  | Secretary   | Treasurer  | Directors at Large   |
|-------|------------------------|---|---|--|--|
| 02-03 | Ben Cruise NØLNW       | Tom McDaniel NØNTX  | Joanie VerDuft KCØGMI   | *Bob Wogaman KBØB  | *Rick Brown KØSU<br>*Kate Muniz KCØEGJ<br>*Aaron Pelouze KD6FLM<br>Jerry VerDuft ADØA  |
| 01-02 | Rick Brown KØSU        | Mike Anderson WV7T<br>(resigned 12/01)<br>*Kate Ellis KCØEGJ assumes                        | Mike Allen NØMIK  | Ron Deutsch NKØP   | Aaron Pelouze KD6FLM<br>Bob Wogaman KBØB<br>*Jerry VerDuft ADØA<br>*Tom McDaniel NØNTX   |
| 00-01 | *Sid White K4ARM       | *Rick Brown KØSU  | Mike Allen NØMIK  | Ron Deutsch NKØP   | Tom McDaniel NØNTX<br>Jerry VerDuft ADØA<br>*Rhoda Anderson KB2BZY<br>*Rob Roller N7LV   |
| 99-00 | *Mike Anderson WV7T    | Sid White K4ARM   | Rhoda Anderson KB2BZY   | Rob Roller N7LV  | *Roger French KBØRLF<br>*Paula Gainer KCØAGG<br>Rick Brown KØSU<br>*Moe Pierce WBØRTF  |
| 98-99 | Moe Pierce WBØRTF      | Mike Anderson WV7T  | Paula Gainer KCØAGG   | *Rob Roller N7LV   | *Les Borst KCØNC<br>*Greg Tarcza WA2OOD<br>*Bill Petty NØNJX<br>Roger French KBØRLF  |
| 97-98 | Greg Tarcza WA2OOD     | Les Borst KCØNC   | Al Vrooman NØCMW<br>(resigned 6/97)<br>*Paula Gainer KCØAGG assumes                               | Rob Roller N7LV  | Bill Petty NØNJX<br>*Ron Deutsch NKØP<br>*Aaron Pelouze KD6FLM<br>*Jeff Boyes NØJLH  |
| 96-97 | Jeff Boyes NØJLH       | Aaron Pelouze KD6FLM  | Bob Antion WL7RV<br>(resigned)<br>Ron Deutsch NKØP assumes  | *Rob Roller WB7WHT   | *Les Borst KCØNC<br>*Dennis Major KBØSXC<br>(completes WØYNE term)<br>Mark Richardson NØEPF<br>(resigned 9/97)<br>NØCMW assumes<br>*Greg Tarcza WA2OOD   |
| 95-96 | Rob Roller WB7WHT      | Doug Moloney WBØMHP<br>(resigns 7/96)<br>Les Borst KCØNC assumes                            | Warren Hickey WØYNE   | Gerald Nieman KBØSHM<br>(resigns 12/96)<br>Mary Salus KBØSHP assumes | *Ron Deutsch NKØP<br>*Gloria Ryan NØZFX<br>(completes AAØTH term)<br>*Jeff Ryan NØWPA<br>*Harry Russell NØSFP  |
| 94-95 | *Steve Westby WB7VHR   | *John Martin NØURR<br>(completes NØCMW term)<br>(resigns 7/95)<br>*Rick Brown KDØSU assumes | *Luci Stansberry NØOUD<br>(completes KE9S term)<br>(resigns 2/95)<br>*Warren Hickey WØYNE assumes | Ron Deutsch NKØP   | *Ora Rose NØQJX<br>Harry Russell NØSFP<br>Jeff Ryan NØWPA<br>Jill Kamienski AAØTH  |
| 93-94 | Steve Westby WB7VHR    | Al Vrooman NØCMW  | *Ken Phillips NØNKP   | *Tom McDaniel NØNTX  | Ora Rose NØQJX<br>Malcolm Benton KE9S<br>*Liz Deutsch NØTUK<br>*Steve Schaarschmidt KØCI   |
| 92-93 | *Luci Stansberry NØOUD | *Al Vrooman NØCMW<br>(resigns 6/93)<br>*Mallory Jefferis NØIKF assumes                      | Liz Deutsch NØTUK   | Tom McDaniel NØNTX   | Ken Phillips NØNKP<br>*Rosie Calaway WAØMNL<br>*Steve Westby WB7VHR<br>Steve Schaarschmidt KØCI  |
| 91-92 | *Harv Sims WB6YXD      | Luci Stansberry NØOUD   | Al Vrooman NØCMW  | Rosie Calaway WAØMNL   | *Jeff Boyes NØJLH<br>(resigns 5/92)<br>*Ken Phillips NØNKP<br>(completes NØJLH term)<br>*Mark Richardson NØEPF<br>(resigns 12/91)<br>*Matt Warnock KC5KGS<br>(completes NØEPF term)<br>*Russ Calaway KBØFNM<br>Steve Westby WB7VHR |
| 90-91 | *Dave Banks NØION      | Harv Sims WB6YXD  | Mark Richardson NØEPF   | *Rosie Calaway WAØMNL  | *Lauren Libby KXØØ<br>*Al Vrooman NØCMW<br>Jeff Boyes NØJLH<br>Russ Calaway KBØFNM   |



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| Term  | President  | Vice President   | Secretary               | Treasurer             | Directors at Large  |
|-------|--|--|-------------------------|-----------------------|---|
| 89-90 | *Rick Kile WB7THT  | Dave Banks NØION   | Al Vrooman NØCMW        | Rosie Calaway WAØMNL  | *Ron Deutsch NKØP<br>*Max Stafford KDØEL<br>Lauren Libby KXØO<br>*Floyd Bryant KB5FCN   |
| 88-89 | *Keith Goobie NYØT   | Rick Kile WB7THT   | *Al Vrooman NØCMW       | Ron Deutsch NKØP      | *Bud Libbengood NØDDF<br>*Bdale Garbee N3EUA<br>Doug Bower NØHJT<br>Max Stafford KDØEL  |
| 87-88 | *Ron Deutsch NKØP  | Keith Goobie NYØT  | Al Vrooman NØCMW        | Bud Libbengood NØDDF  | *Ron Morris KAØZHO<br>Bdale Garbee N3EUA<br>*Nick Hulbert KG5N<br>*Chris Smith NXØE   |
| 86-87 | *Don Hohisel KEØGJ   | Don Ross NL7CO<br>(resigns 12/86)<br>Ron Deutsch NKØP assumes          | *Al Vrooman NØCMW       | *Bud Libbengood NØDDF | *Jim Sorrells WA9ABB<br>Phil Somers VE1ARC<br>Ron Deutsch NKØP<br>(moves to VP)<br>Nick Hulbert KG5N assumes<br>Chris Smith WBØDHU  |
| 85-86 | *Les Borst KCØNC   | Don Hohisel WDØHWS   | Al Vrooman NØCMW        | Bud Libbengood NØDDF  | Frank Drake KL7IPV<br>(resigns 4/86)<br>Jim Sorrells WA9ABB assumes<br>*Oak Stockton KØROL<br>*Tom Weatherly ADØO<br>*Ken Wyatt WA6TTY  |
| 84-85 | *Mike Stansberry KØTER   | *Frank Drake KL7IPV  | *Mark Richardson NØEPF  | Les Borst KCØNC       | Oak Stockton KØROL<br>Mark Strong WB9NFE<br>(resigns 5/85)<br>Jim Sorrells WA9ABB assumes<br>*Al Vrooman NØCMW<br>Bob Poirier KØDJ<br>(resigns 5/85)<br>Ken Wyatt WA6TTY assumes        |
| 83-84 | Joe Quintana NØENM<br>(resigns 2/84)<br>Al Vrooman NØCMW         | Al Vrooman NØCMW<br>(supercedes as president)<br>Mike Stansberry KØTER | Mark Richardson NØEPF   | *Les Borst KCØNC      | *Charlie Biggs KCØTI<br>(resigns 12/83)<br>*Bill Martin KØQH assumes<br>Frank Drake KL7IPV<br>*Jake Jacobs NØCYR<br>*Dave Vierling NØDV<br>(resigns 3/84)<br>*Doc Cornell WØMCT assumes |
| 82-83 | Dave Vierling NØDV   | Charlie Biggs KCØTI  | *Mark Richardson KAØJXW | Les Borst KCØNC       | *Bud Libbengood NØDDF<br>*Tom Weatherly ADØO<br>*Karl White K4DQ<br>Jake Jacobs NØCYR   |
| 81-82 | Leroy Smith WBØLTV<br>(resigns 12/81)<br>*Al Bailey ADØZ assumes | *Al Bailey ADØZ<br>(supercedes Leroy 12/81)<br>Karl White K4DQ assumes | Greg Utterback KAØFOZ   | *Doug Moloney WBØMHP  | *Les Borst WDØGTA<br>Bud Libbengood NØDDF<br>Tom Weatherly ADØO<br>Karl White K4DQ<br>(becomes VP 2/82)<br>Mark Richardson KAØJXW<br>(replaces K4DQ on board 2/82)                      |
| 80-81 | *Dave Vierling NØDV  | Les Borst WDØGTA   | Bill Allen KFØW         | Doug Moloney WBØMHP   | *Ray Uberecken AAØL<br>*Don Lohse KBØKQ<br>*Charleen Colvin WBØYOB<br>Al Bailey ADØZ  |
| 79-80 | Don Lohse KAØCHA<br>(new call KBØKQ)                             | Dave Vierling NØDV   | *Lorna Schleuter WDØBTF | *David Riese WBØSDW   | *Frank Frieler WBØPAJ<br>*Art Mayer WAØAEH<br>Ray Uberecken AAØL<br>Charleen Colvin WBØYOB  |
| 78-79 | *Doug Moloney WBØMHP   | Art Mayer WAØAEH   | Lorna Schleuter WDØBTF  | David Riese WBØSDW    | *Gordon Denno WBØTIC<br>*Mike Stansberry KØTER<br>*Oak Stockton KØROL<br>Frank Freiler WBØPAJ   |

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| Term  | President              | Vice President           | Secretary            | Treasurer              | Directors at Large   |
|-------|------------------------|--------------------------|----------------------|------------------------|--|
| 77-78 | *Ray Uberecken W0WYZ   | Doug Moloney WB0MHP      | Gordon Denno WB0TIC  | *Dick Schlueter WB0PNX | *Dick Cohen K6DBR<br>*Dave Allen WB0TAQ<br>Mike Stansberry K0TER<br>Oak Stockton K0ROL                     |
| 76-77 | *Mike Stansberry K0TER | *Lyle Rockefeller WB0MDI | Dave Allen WB0TAQ    | Dick Schlueter WB0PNX  | *Bart Bartol W0PT<br>Dick Cohen K6DBR<br>*Dean Jaynes WA0PJH<br>Ray Uberecken W0WYZ                        |
| 75-76 | Bill Croghan WB0KSW    | Chuck Myers WA0ZCS       | Bart Hayhurst WA0YOH | Dean Jaynes WA0PJH     | Ken Hull WB0NOS<br>Pete Demario K0UDG<br>Mike Stansberry WB0HCK<br>Bob Tate WB0JTZ                         |
| 74-75 | Mike Stansberry WB0HCK | Chuck Myers WA0ZCS       | Bart Hayhurst WA0YOH | Dean Jaynes WA0PJH     | Pete Demario K0UDG<br>James Carlos W0ITU<br>Russ Ruggieri WB0GKF<br>Bob Tate WB0JTZ                        |
| 73-74 | Russ Ruggieri WB0GKF   | Mike Stansberry WB0HCK   | Bob Tate WB0JTZ      | Dean Jaynes WA0PJH     | Fred Palmblad W0CYN<br>Pete Demario K0UDG<br>Ed Pompea K0ZPG<br>Charles Smith WA0ZZS<br>James Carlos W0ITU |
| 72-73 | Wayne Brown W2TPV      | Dale Green W0LDV         | Irvin Ebel W0KWW     | Chuck Myers WA0ZCS     | Pete Demario K0UDG<br>Ed Pompea K0ZPG<br>Charles Smith WA0ZZS<br>Doc Cornell W0MCT                         |
| 71-72 | George Kowalski W0GCH  | Chuck Myers WA0ZCS       | Irvin Ebel W0KWW     | Wayne Brown W2TPV      | Pete Demario K0UDG<br>Ed Pompea K0ZPG<br>Bill King W0KLD<br>Doc Cornell W0MCT                              |
| 70-71 | Rosie Lewis WA0MNL     | George Kowalski W0GCH    | Oak Stockton K0ROL   | John Kester WA0LVL     | Pete Demario K0UDG<br>Ed Pompea K0ZPG<br>Bill King W0KLD   |
| 69-70 | Rosie Lewis WA0MNL     | George Kowalski W0GCH    | Oak Stockton K0ROL   | John Kester WA0LVL     | Pete Demario K0UDG<br>Ed Pompea K0ZPG<br>Eldon Lewis WA0ERA<br>Oak Stockton K0ROL                          |
| 68-69 | Bill King W0LKD        | Dean Jaynes WA0PJH       | Frank Craw W0HWH     | John Kester WA0LVL     |  |
| 67-68 | Pete Demario K0UDG     | George Kowalski W0GCH    | Rosie Lewis WA0MNL   | Rudy Wroblewski WA0PJG |  |
| 66-67 | John Summers Sr WA0HHN | George Kowalski W0GCH    | Rosie Lewis WA0MNL   | Rudy Wroblewski WA0PJG |  |
| 65-66 | Max Main W0BDH         | Pete Demario K0UDG       | Bill Kraft K7CMU     | Ed Pompea K0ZPG        | Bill Haskin K0CEN<br>Wallace Rowland<br>Ed Pompea K0ZPG<br>Harlan Talley                                   |
| 64-65 | Bill Hasken K0CEN      | Art Mayer WA0AEH         | Bryon Lord WA0JUX    | Max Main W0BDH         |  |
| 63-64 | Phil Kraushaar K0JXQ   | Ed Pompea K0ZPG          | Larry Lewis WA0DGL   | Chuck Madison WA0EQD   |  |
| 62-63 | Sonny Sanders K0YGH    |                          | Howard Dump WA0BOD   | Chuck Madison WA0EQD   |  |
| 61-62 | Sonny Sanders K0YGH    |                          | Howard Dump WA0BOD   | Chuck Madison WA0EQD   |  |
| 60-61 | Sonny Sanders K0YGH    |                          | Gil Hernandez K0REO  | Fred Stickel K0LZF     |  |
| 59-60 | Sonny Sanders K0YGH    | Will Jensen W0MQG        | Earl Leonard W0SMW   | Poney Saponas W0YJO    |  |
| 58-59 | Fred Stickel K0LZF     |                          | Earl Leonard W0SMW   | William Harris W0DSI   |  |
| 57-58 | Bill Hasken K0CEN      |                          | Fred Stickel K0LZF   | Rolan Cobbs W0HLS      |  |
| 56-57 | Jim Reynolds W0JMB     |                          | Bill Hasken K0CEN    | Bill Hasken K0CEN      |  |
| 55-56 | Jim Reynolds W0JMB     |                          | Bill Hasken K0CEN    | Bill Hasken K0CEN      |  |
| 54-55 | Dave Ragan W0MEY       |                          | Bill Clarkson W0ZDI  | Bill Clarkson W0ZDI    |  |
| 53-54 | E. Nip Neppel W0CVG    |                          | Dave Ragan W0MEY     | Dave Ragan W0MEY       |  |
| 52-53 | Jim Merrill W0ANX      |                          | Art Gaynor W0RCU     | Art Gaynor W0RCU       |  |
| 51-52 | Jim Merrill W0ANX      |                          | Carol Schisler W0EVT | Carol Schisler W0EVT   |  |
| 50-51 | Jim Reynolds W0JMB     |                          | Elmer Hamilton W0LZY | Elmer Hamilton W0LZY   |  |

*List researched and produced by Club Historian Jody Borst KA0ROZ.*

## ?? The Election Process

The purpose of this section is to document the understood process for electing the Directors and Officers, and to answer the questions of who is in office for what period of time.

Each year in October at our Annual club meeting we hold our annual elections. At these elections, we elect the four Officers: president, vice president, secretary and treasurer. In addition, for the Directors that have completed their two-year term, we also elect new Directors to begin their two-year terms.

It's clear from past experience that there has been a misunderstanding about the election process. There are almost always questions about who is in their first or second year, who is completing someone else's term in office, and how many people actually need to be elected in order to complete the board for another year. The Articles and By-Laws state that there are elected Directors and Officers, but there is no clear process identified in the By-Laws which could somehow eliminate the misunderstandings. The Articles and By-Laws are certainly not the place to spell out how we elect our Directors. In addition, Directors and other club members have their own interpretation of how elections should take place. Therefore, this section on the election process has been prepared.

To skip over the history of the annual elections and get right to the election process, skip to "Specifying Election Procedures" on page A-16.

## ?? History of the Annual Elections

Before procedures are specified, a brief history of the Board is presented below.

### 1965

The very first board of Directors documented in the 1965 Articles of Incorporation looked like this:

|  | 1965 Term          | 1966 Term | 1967 Term |
|--|--------------------|-----------|-----------|
|  | Oct 1965           | Oct 1966  | Oct 1967  |
|  | Art Mayer          |           |           |
|  | Pete Demario       |           |           |
|  | Max Main           |           |           |
|  | Bryan Lord         |           |           |
|  | William Haskin(1)  | ≈ (2)     |           |
|  | Wallace Rowland(1) | ≈ (2)     |           |
|  | Ed Pompea(1)       | ≈ (2)     |           |
|  | Harlan Talley(1)   | ≈ (2)     |           |

The top four Directors (in yellow) served an initial one-year term; the bottom four Directors (in blue) served an initial two-year term. Successors to all eight elected Directors served a two-year term. This started a process where four Directors are elected to a two-year term in even numbered years, and the other four Directors are elected to a two-year term in odd numbered years. Shading is used to help visually identify which Directors are in which year of their term. For example, William Haskin, in blue, served a two-year term beginning in October 1965, and ending in October 1967.

Each color spans across two years, so you can see where the year begins and ends for a specific term. Note that in later years, you'll see the colors seem to stretch across more than just two columns. That'll happen when a Director resigns and another Director completes the remainder of the two-year term. Take note of the top two rows, which identify the year of the term in the top row, and the actual month of the year in which a change occurs. For example, below in 1991, there were enough changes so 1991 took up three columns, and the entire two year term of the top four rows took four columns.

(Note: A solid vertical line is used to separate the end of a two-year term with the next two-year term. No vertical line is used to separate the first and second years of a single two-year term, to include a change in the person occupying that director position, as when a director resigns.)

## Club Manual of the Pikes Peak Radio Amateur Association, Inc.

Note that the original Articles of Incorporation did not identify which Directors served in an Officer capacity. This supports the clause of the By-Laws (Article IV, Section 1) which states that all Officers shall be Directors.

The most logical reason for the offset terms (four elected in even years, four elected in odd years) is for four Directors to provide continuity, and for the remaining four Directors to provide fresh, new ideas.

### 1966

|  | 1965 Term       | 1966 Term  | 1967 Term |
|--|-----------------|------------|-----------|
|  | Oct 1965        | Oct 1966   | Oct 1967  |
|  | Art Mayer       | (unknown)  |           |
|  | Pete Demario    | ≈ (1)      |           |
|  | Max Main        | ≈ (1)      |           |
|  | Bryan Lord      | Bill Kraft |           |
|  | William Haskin  | ≈ (2)      |           |
|  | Wallace Rowland | ≈ (2)      |           |
|  | Ed Pompea       | ≈ (2)      |           |
|  | Harlan Talley   | ≈ (2)      |           |

In 1966, there were four new board members elected to the board to provide fresh ideas. Haskin, Rowland, Pompea and Talley will be the four Directors providing continuity. Based on records on the PPRAA web page indicating past Officers, the president was Max Main who had finished his initial 1-year term, and would now be starting a new two-year term. Vice president was Pete Demario, who also had just finished his initial 1-year term and was beginning a new two-year term. Secretary was Bill Kraft, a new name to the Board, and was likely beginning a new two-year term. Finally, Ed Pompea was treasurer. Ed began a two-year term in 1965, so is now in the second year of his two-year term. The name of the other unknown Director can't be determined from the records on the PPRAA web page.

### 1967

By 1967, the four Directors elected in 1965 for a two-year term (Haskin, Rowland, Pompea and Talley) will have completed their two-year terms. And the four Directors newly elected in 1966 will be entering their second year of their two-year term.

### 1991

Now move forward in time to 1991, twenty four years later. There have been plenty of Directors coming and going in those 24 years. 1991 is chosen since the year is fairly recent and the documentation is fairly clear.

In 1991, the *Ø Beat* documented the eight Directors, and identified which Director was an Officer, and also indicated which Director was serving the first year of their two-year term. This was done by adding an asterisk (\*) next to their name. In 1991, the Board is depicted in the table below, based on records from the September 1991 *Ø Beat*:

|  | 1989 Term        | 1990 Term | 1991 Term |           |          | 1992 Term |
|--|------------------|-----------|-----------|-----------|----------|-----------|
|  | (as of Jul 1990) | Oct 1990  | Oct 1991  | Dec 1991  | May 1992 | Oct 1992  |
|  | WB7THT(2)        | WB6YXD(1) | ≈ (2)     | ≈ (2)     | ≈ (2)    | NØTUK(1)  |
|  | NKØP(2)          | NØEPF(1)  | ≈ (2)     | KC4KGS(2) | ≈ (2)    | KØCI(1)   |
|  | KDØEL(2)         | NØJLH(1)  | ≈ (2)     | ≈ (2)     | NØNKP(2) | NØNKP(1)  |
|  | KB5ECN(2)        | KBØFNM(1) | ≈ (2)     | ≈ (2)     | ≈ (2)    | NØNTX(1)  |
|  | NØION(1)         | ≈ (2)     | NØOUD(1)  | ≈ (1)     | ≈ (1)    | ≈ (2)     |
|  | NØCMW(1)         | ≈ (2)     | ≈ (1)     | ≈ (1)     | ≈ (1)    | ≈ (2)     |
|  | WAØMNL(1)        | ≈ (2)     | ≈ (1)     | ≈ (1)     | ≈ (1)    | ≈ (2)     |
|  | KXØO(1)          | ≈ (2)     | WB7VHR(1) | ≈ (1)     | ≈ (1)    | ≈ (2)     |

Note that in the Dec 1991 column, in the second year of NØEPF's term, Mark resigned and KC4KGS fulfilled the remainder of Mark's term. (The "1" and "2" in parentheses indicate which year the Director

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is currently serving.) Also, in May 1992, in the second year of NØJLH's term, Jeff resigned, and NØNKP fulfilled the remainder of Jeff's term.

Also, note that up to this point, the Directors that also served as Officers haven't been identified in these tables. The office held is irrelevant when determining which Directors were in which years of their two-year terms. Without adequate documentation it would be difficult, if not impossible, to determine who served on the Board and in what Officer capacity, during this time period\*.

Also note that although the PPRAA web page on the history of the Directors indicates who was elected at the annual meetings in October, the web page doesn't indicate who resigned throughout the year and who fulfilled the remainder of the resigning Director per the By-Laws (Article III, Section 5). So the PPRAA web page is an excellent resource, but by itself it doesn't contain enough information to fully detail who was on the board because it doesn't take into account resignations that occur between annual elections.

For the next few years up until 1997, based on the names on Page 2 of the *Ø Beat*, the secretary's notes, and the asterisks indicating the first year of a Director's term, 1991 through 1997 looks like the following, including any resignations and elections for filling the remainder of the vacant terms:

|  | 1992 Term |          | 1993 Term | 1994 Term |          |          |
|--|-----------|----------|-----------|-----------|----------|----------|
|  | Oct 1992  | Jun 1993 | Oct 1993  | Oct 1994  | Feb 1995 | Jul 1995 |
|  | NØTUK(1)  | ≈ (1)    | ≈ (2)     | NØWPA(1)  | ≈ (1)    | ≈ (1)    |
|  | KØCI(1)   | ≈ (1)    | ≈ (2)     | NØSFP(1)  | ≈ (1)    | ≈ (1)    |
|  | NØNKP(1)  | ≈ (1)    | ≈ (2)     | AAØTH(1)  | ≈ (1)    | ≈ (1)    |
|  | NØNTX(1)  | ≈ (1)    | ≈ (2)     | NKØP(1)   | ≈ (1)    | ≈ (1)    |
|  | NØOUD(2)  | ≈ (2)    | KE9S(1)   | NØOUD(2)  | WØYNE(2) | ≈ (2)    |
|  | NØCMW(2)  | NØIKF(2) | NØQJX(1)  | ≈ (2)     | ≈ (2)    | ≈ (2)    |
|  | WAØMNL(2) | ≈ (2)    | NØCMW(1)  | NØURR(2)  | ≈ (2)    | KDØSU(2) |
|  | WB7VHR(2) | ≈ (2)    | ≈ (1)     | ≈ (2)     | ≈ (2)    | ≈ (2)    |

Refer to the above table. In 1992, note that Al Vrooman NØCMW, who began a two-year term in Oct 1991, resigned in Jun 1993, and Mallory NØIKF fulfilled the remainder of Al's term. Al later began another two-year term in Oct 1993. There were no resignations from the 1993 board. There were some resignations at the end of 1993, as is evidenced by KE9S not continuing and NØCMW not continuing, even though they had just started their two-year term in Oct 1993. Either KE9S or NØCMW was replaced by NØURR (replaced by KDØSU in Jul 1995), and the other was replaced by NØOUD. It's clear that these replacements had to be in their second year because the other new names (NØWPA, NØSFP, NKØP and AAØTH) clearly had just started their first year. NØWPA, NØSFP and NKØP went on to serve their second year of their two-year term in Oct 1995. AAØTH later resigned at the end of her first year.

Examination of the *Ø Beats* between 1991 and 1995 shows that the asterisk had been dropped from the listing of Directors, and it was unclear by looking at a specific issue of *Ø Beat* who was in their first or second year. Only by recreating a table such as this makes it possible to deduce who is in their first or second year. Asterisks resumed again in 1995; however the purpose has been switched: in 1991, the asterisk indicated the Directors in the first year of their term; in 1995 the asterisk now indicated the Directors in the second year of their term.

\* Club historian Jody Borst KAØROZ has researched and developed a list of past Officers and Directors, and that list is included on page A-8 as well as on the PPRAA web page at <http://www.qsl.net/ppraa/>. The list indicates who was elected in the year shown. The list does not include any changes of the board in between elections due to resignations.

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|  | 1995 Term |           |          | 1996 Term |          |          |
|--|-----------|-----------|----------|-----------|----------|----------|
|  | Oct 1995  | Dec 1996  | Jul 1996 | Oct 1996  | May 1997 | Sep 1997 |
|  | NØWPA(2)  | ≈ (2)     | ≈ (2)    | WL7RV(1)  | NKØP(1)  | ≈ (1)    |
|  | NØSFP(2)  | ≈ (2)     | ≈ (2)    | NØJLH(1)  | ≈ (1)    | ≈ (1)    |
|  | NØZFX(2)  | ≈ (2)     | ≈ (2)    | KD6FLM(1) | ≈ (1)    | ≈ (1)    |
|  | NKØP(2)   | ≈ (2)     | ≈ (2)    | NØEPF(1)  | ≈ (1)    | NØCMW(1) |
|  | WB7WHT(1) | ≈ (1)     | ≈ (1)    | ≈ (2)     | ≈ (2)    | ≈ (2)    |
|  | WBØMHP(1) | ≈ (1)     | KCØNC(1) | ≈ (2)     | ≈ (2)    | ≈ (2)    |
|  | WØYNE(1)  | ≈ (1)     | ≈ (1)    | KBØSXC(2) | ≈ (2)    | ≈ (2)    |
|  | KBØSHM(1) | KBØSHP(1) | ≈ (1)    | WA2OOD(2) | ≈ (2)    | ≈ (2)    |

Refer to the above table. During the 1995 term there were quite a few changes. Jill AAØTH had resigned at the end of her first year, and Gloria NØZFX filled her vacancy, completing the last year of Jill's term. In December, Gerald KBØSHM resigned after one month, and Mary Salus KBØSHP filled the remainder of his vacancy. Doug WBØMHP resigned after serving about 9 months, and Les KCØNC filled his vacancy.

For the 1996 term, Warren WØYNE resigned at the end of the first year of his term and Dennis KBØSXC filled the vacancy for the remaining year. In May, Bob Antion WL7RV had to resign, and Ron Deutsch NKØP was elected to fill the remaining 17 months of the term. Later, just prior to the end of the first year of Mark Richardson's NØEPF term, Mark resigned, and Al NØCMW was elected to fill the remainder of his term, which would mean 13 months remaining in the term.

### 1998

The final table below shows the board as elected in October 1998, and the fact that the top four Directors (in green, Oct 1997 column) end their two-year term in October 1998, and the bottom four Directors continue for another year, so their calls have been extended into the October 1998 term. Four new Directors were elected in Oct 1998 to serve until October 2000 (in yellow). Note that in June 1997, Paula KCØAGG was elected to fill the vacancy created when Al Vrooman NØCMW resigned as secretary. Since Al was completing the two-year term of NØEPF, due to terminate in Oct 1998, Paula's term ends in Oct 1998.

|  | 1997 Term |           | 1998 Term | 1999 Term | 2000 Term | 2001 Term |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
|  | Oct 1997  | Jun 1997  | Oct 1998  | Oct 1999  | Oct 2000  | Oct 2001  |
|  | NKØP(2)   | ≈ (2)     | WBØRTF(1) | ≈ (2)     |           |           |
|  | NØJLH(2)  | ≈ (2)     | WV7T(1)   | ≈ (2)     |           |           |
|  | KD6FLM(2) | ≈ (2)     | KBØRLF(1) | ≈ (2)     |           |           |
|  | NØCMW(2)  | KCØAGG(2) | KCØAGG(1) | ≈ (2)     |           |           |
|  | N7LV(1)   | ≈ (1)     | ≈ (2)     |           |           |           |
|  | KCØNC(1)  | ≈ (1)     | ≈ (2)     |           |           |           |
|  | NØNJX(1)  | ≈ (1)     | ≈ (2)     |           |           |           |
|  | WA2OOD(1) | ≈ (1)     | ≈ (2)     |           |           |           |

Note again that in all of these tables, the Officer positions have not been indicated, as the one-year term as an Officer term is served concurrent with the Director term. Had we indicated the Officer terms, the table would look like the table below:

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|  | 1997 Term    |              | 1998 Term    | 1999 Term | 2000 Term |
|--|--------------|--------------|--------------|-----------|-----------|
|  | Oct 1997     | Jun 1997     | Oct 1998     | Oct 1999  | Oct 2000  |
|  | NKØP(1)      | ≈ (2)        | WBØRTF(P)(1) | ≈ (2)     |           |
|  | NØJLH(1)     | ≈ (2)        | WV7T(V)(1)   | ≈ (2)     |           |
|  | KD6FLM(1)    | ≈ (2)        | KBØRLF(1)    | ≈ (2)     |           |
|  | NØCMW(S)(1)  | KCØAGG(S)(2) | KCØAGG(S)(1) | ≈ (2)     |           |
|  | N7LV(T)(1)   | ≈ (T)(1)     | ≈ (T)(2)     |           |           |
|  | KCØNC(V)(1)  | ≈ (V)(1)     | ≈ (2)        |           |           |
|  | NØNJX(1)     | ≈ (1)        | ≈ (2)        |           |           |
|  | WA2OOD(P)(1) | ≈ (P)(1)     | ≈ (2)        |           |           |

If you have been able to follow along the history of the Board, who was elected when, how long their terms were, and who replaced who after a resignation, then you should have a pretty clear picture of how and why the election process should work, and why we conduct the elections the way we conduct them.

## ?? Specifying the Election Procedures

Here are the paragraphs from the By-Laws that affect elections, and a summary of each.

**Article II Section 3. Annual meeting.** The annual meeting of the members shall be held on the second Wednesday of October of each year at a time and location specified by the board. At said meeting the members entitled to vote, shall elect by ballot by a plurality vote of such members present, four Directors for a term of two (2) years to serve with the four holdover Directors, for the ensuing year, or until their successors shall be duly elected and qualify, and shall transact such other business as may properly come before the meeting.

In summary, four new Directors are elected at each annual meeting to provide the fresh blood and new ideas as intended. The four Directors elected the previous year are still serving on the board for one more year, providing the continuity intended by the incorporating Directors.

**Article III Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation, with their term beginning at the end of the annual meeting in which they are elected. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*. In addition to the above members, the past president shall be a board member for one year following the expiration of his/her term.

In summary, again, elected Directors serve for two years, four Directors in alternating years. Also note that the *Ø Beat* editor and the past president are also board members. If the past president is still on the board by virtue of still serving the remainder of a two-year term, then essentially the past president slot is vacant. We can have anywhere from 8 to 10 Directors. We can have 8 if the editor is also an elected Director (board member or Officer).

**Article III Section 5. Vacancies.** Any vacancy on the Board of Directors for any reason other than by the resignation of the editor of *Ø Beat* shall be filled by ballot by plurality vote of the voting members present at the next monthly meeting of the members following the occurrence of such vacancy, and the Director so elected shall serve the unexpired term of the Director whose vacancy is being filled. A vacancy caused by the resignation of the editor of *Ø Beat* shall be automatically filled by the new editor of *Ø Beat*.

In summary, if an elected Director resigns, someone else is elected to fill the remainder of their (two-year) term. If a Director resigns after 6 months, the replacement will serve 18 months. If a Director resigns after 22 months their replacement will serve 2 months.

**Article IV Section 1. Number.** The principal Officers of the association shall be a President, a vice-president, a Secretary and a Treasurer. All such Officers shall be members of the Board of Directors.

Officers shall serve for a period of one year, with their term beginning at the end of the annual meeting in which they are elected.

In summary, all Officers are Directors, meaning they are all serving, in total, a two-year term. Although not specified, only implied, the Officer serves the one-year term concurrently with the two-year Director's term. So if a person is elected to an Officer position during the first year of their term, they serve one year as an Officer and the second year as a Director. If a person is elected to an Officer position during the second year of their term, they serve the first year as a Director and the second year as an Officer. In the event that a person is serving the first year as an Officer, and is reelected to that Officer position, or



elected to another Officer position, that second year of their two-year term is served also as an Officer. They do not restart their two-year Director term.

**Article IV Section 4. Election.** The Officers of the association shall be elected at the regular annual meeting of the members by ballot by plurality vote of the voting members present at the meeting.

In summary, the club members elect the Officers. The Directors do not elect, among themselves, the Officers.

**Article IV Section 6. Vacancies.** A vacancy in the office of the President for any reason shall be automatically filled by the Vice-President. A vacancy in any other office for any reason shall be filled for the unexpired portion of the term by ballot by plurality vote of the voting members at the next regular monthly meeting following the occurrence of such vacancy.

In summary, a vacancy of an Officer means that the replacement serves the rest of the 1-year Officer term, and because any Officer is also a Director in a two-year term, will also fill the remainder of the two-year term of the Director. Example: if an Officer/Director serves only 6 months of a two-year term, the replacement will complete the first year as the Officer/Director, and continue on the board for another year, serving as either a Director, or a Director and Officer if elected again. If an Officer resigns after serving 12 months on the board, followed by 6 months as an Officer and Director, then the replacement will serve only 6 months.

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## The Election

With those paragraphs reviewed, the election process proceeds as follows:

- a. Create a table on the whiteboard or overhead transparency with rows and columns indicating the current Board members, who's in what year of their term, who holds which office, and columns to indicate before and after elections. A sample table would look like this (which actually recreates the election in Oct 1998):

|  | 1997 Term    | 1998 Term | 1999 Term |
|--|--------------|-----------|-----------|
|  | Oct 1997     | Oct 1998  | Oct 1999  |
|  | NKØP(2)      |           |           |
|  | NØJLH(2)     |           |           |
|  | KD6FLM(2)    |           |           |
|  | KCØAGG(S)(2) |           |           |
|  | N7LV(T)(1)   |           |           |
|  | KCØNC(V)(1)  |           |           |
|  | NØNJX(1)     |           |           |
|  | WA2OOD(P)(1) |           |           |

- b. Elect a president. If the president elected is a brand new Director, that name is added to the first available row that indicates the Director is in their first year of their two-year term. Add a (P) after their name or call. If the president elected is a continuing Director, simply add a (P) after the name or callsign of the continuing Director in the existing row.

|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     |              |           |
|  | KD6FLM(2)    |              |           |
|  | KCØAGG(S)(2) |              |           |
|  | N7LV(T)(1)   |              |           |
|  | KCØNC(V)(1)  |              |           |
|  | NØNJX(1)     |              |           |
|  | WA2OOD(P)(1) |              |           |

- c. Do the same for a vice president. If the vice president elected is a brand new Director, that name is added to the next available row that indicated the Director is in their first year of their two-year term. Add a (V) after their name or call. If the vice president elected is a continuing Director, simply add a (V) after the name or callsign of the continuing Director as it appears in the existing row.

|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     | WV7T(V)(1)   |           |
|  | KD6FLM(2)    |              |           |
|  | KCØAGG(S)(2) |              |           |
|  | N7LV(T)(1)   |              |           |
|  | KCØNC(V)(1)  |              |           |
|  | NØNJX(1)     |              |           |
|  | WA2OOD(P)(1) |              |           |

- d. Do the same for a secretary. If the secretary elected is a brand new Director (or in the case of KCØAGG, a re-elected officer), that name is added to the row that indicated the Director is in their first year of their two-year term. Add an (S) after their name or call. If the secretary elected is a continuing Director, simply add an (S) after the name or callsign of the continuing Director.

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|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     | WV7T(V)(1)   |           |
|  | KD6FLM(2)    |              |           |
|  | KCØAGG(S)(2) | KCØAGG(S)(1) |           |
|  | N7LV(T)(1)   |              |           |
|  | KCØNC(V)(1)  |              |           |
|  | NØNJX(1)     |              |           |
|  | WA2OOD(P)(1) |              |           |

- e. Do the same for a treasurer. If the treasurer elected is a brand new Director, that name is added to the row that indicated the Director is in their first year of their two-year term. Add a (T) after their name or call. If the treasurer elected is a continuing Director, simply add a (T) after the name or callsign of the continuing Director.

|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     | WV7T(V)(1)   |           |
|  | KD6FLM(2)    |              |           |
|  | KCØAGG(S)(2) | KCØAGG(S)(1) |           |
|  | N7LV(T)(1)   | ≠ (T)(2)     |           |
|  | KCØNC(V)(1)  |              |           |
|  | NØNJX(1)     |              |           |
|  | WA2OOD(P)(1) |              |           |

- f. Are there any resigning Directors that have only completed one year of their two-year term? If so, elect replacement to fill the vacancy left by these members. These Directors will be Directors that are now entering the second year of a two-year term. Otherwise, carry over the continuing Directors into the new column.

|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     | WV7T(V)(1)   |           |
|  | KD6FLM(2)    |              |           |
|  | KCØAGG(S)(2) | KCØAGG(S)(1) |           |
|  | N7LV(T)(1)   | ≠ (T)(2)     |           |
|  | KCØNC(V)(1)  | ≠ (2)        |           |
|  | NØNJX(1)     | ≠ (2)        |           |
|  | WA2OOD(P)(1) | ≠ (2)        |           |

- g. Elect any remaining Directors needed to complete the eight rows of Directors. These Directors should be new Directors entering the first year of their two-year term. These are the Directors with the new, fresh ideas. In the sample above, only one new Director needs to be elected to replace KD6FLM. All the other positions have either been filled with new Directors or are continuing Directors.

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|  | 1997 Term    | 1998 Term    | 1999 Term |
|--|--------------|--------------|-----------|
|  | Oct 1997     | Oct 1998     | Oct 1999  |
|  | NKØP(2)      | WBØRTF(P)(1) |           |
|  | NØJLH(2)     | WV7T(V)(1)   |           |
|  | KD6FLM(2)    | KBØRLF(1)    |           |
|  | KCØAGG(S)(2) | KCØAGG(S)(1) |           |
|  | N7LV(T)(1)   | ≈ (T)(2)     |           |
|  | KCØNC(V)(1)  | ≈ (2)        |           |
|  | NØNJX(1)     | ≈ (2)        |           |
|  | WA2OOD(P)(1) | ≈ (2)        |           |

With this process completed, there should now be four Directors (WBØRTF, WV7T, KBØRLF and KCØAGG) in the first year of their term, and four Directors (N7LV, KCØNC, NØNJX and WA2OOD) in the second year of their term. There should be a president, vice president, secretary and treasurer. These Officers are also Directors, and any Officer can be in either the first or the second year of their two-year term. Their term as Officer ends in one year, whether or not their Director term is in its first or second year.

Beyond the Directors that are elected, the *Ø Beat* editor is also a Director, but does not need to be elected. In addition, if the last year's president is not a continuing Director, that person remains on the Board as a Director for one more year.

### *Format for Documenting the Results of an Election*

To avoid any and all possibility of confusion in subsequent years, it is recommend that the results of an election be published in the *Ø Beat*. The mere addition of an asterisk is useful to a limited degree. If there is a resignation or change of status of a Director, the asterisk by itself doesn't convey enough information, and unless the Secretary keeps excellent notes (which has not always been the case in the past) the information is lost and forgotten over time, or we think we remember how it was and can be wrong. The following statement or diagram is suggested. The statement and diagram should indicate the outgoing Directors and clearly indicate the incoming Directors and their relationship to others on the board, as well as indicate who are the Officers. A table such as the one below will do the trick, with text below filling in any necessary information:

|  | 1996 Term        | 1997 Term         | 1998 Term    |
|--|------------------|-------------------|--------------|
|  | Oct 1996         | Oct 1997          | Oct 1998     |
|  | WA2OOD(2)        | WA2OOD(1)         | WA2OOD(2)    |
|  | WB7WHT(2)        | N7LV(1)           | N7LV(T)(2)   |
|  | KCØNC(2)         | KCØNC(1)          | KCØNC(2)     |
|  | KBØSXC(2)        | NØNJX(1)          | NØNJX(2)     |
|  | NKØP(1)          | NKØP(2)           | WBØRTF(P)(1) |
|  | NØEPF / NØCMW(1) | NØCMW / KCØAGG(2) | KCØAGG(S)(1) |
|  | KD6FLM(1)        | KD6FLM(2)         | WV7T(V)(1)   |
|  | NØJLH(1)         | NØJLH(2)          | KBØRLF(1)    |

*“Welcome to our new Officers and Directors for 1998. As you can see from the Oct 1998 column in the table, our new president is Moe Pierce (in her first year), vice president is Mike Anderson (in his first year), secretary is Paula Gainer (in her first year), and treasurer is Rob Roller (in his second year). Note that last year Paula was completing Al Vrooman's term and that term expired in Oct 1998. Bill, Rob, Greg and Les are starting their second year and their terms also expire in Oct 1999. New members to the board are Moe, Mike, and Roger, and Paula who is starting a new term but is not new to the board. Their terms will all expire in Oct 2000.”*

**Section B: Articles of Incorporation, By-Laws, and Other Official Documentation**

# Articles of Incorporation, By-Laws, and Other Official Documentation

## ARTICLES OF INCORPORATION

December 14, 1965

KNOW ALL MEN BY THESE PRESENTS:

That we, Arthur J. Mayer, Pete S. Demario, and William R. Haskin, all residents of the State of Colorado, in pursuance of the general laws of the State of Colorado, particularly Article 19, Chapter 31, Colorado Revised statutes 1963, and in accordance with the provisions of such laws, do hereby make, execute and acknowledge this certificate in writing of our intention to become a non-profit membership corporation and do certify as follows:

FIRST. The corporate name of our said Corporation shall be The Pikes Peak Radio Amateur Association Inc.

SECOND. This corporation shall have perpetual existence.

THIRD. The object for which our said Corporation is formed and incorporated is for the purpose of:

1. To conduct a social and technical membership organization for the purpose of furthering the knowledge of its members in the art of radio communication, and in furtherance of such purpose to hold meetings social gatherings, outings and other similar activities.
2. To have it's members participate in and to encourage others to participate in civil defense, public assistance, charitable fund drives and other similar activities, for which amateur radio is particularly adapted.
3. To take, hold, purchase, lease, exchange, improve, operate, develop, trade, deal in and otherwise acquire real and personal property and interests therein for the education, enlightenment, amusement, recreation, physical culture and social enjoyment of all persons who may at anytime become members thereof, and to promote, improve, develop, operate, use and enjoy any properties which may be so acquired to further it's technical and social activities.
4. To take, hold, purchase and otherwise acquire, and to use, operate, improve and develop, and to sell, transfer, mortgage, lease or otherwise dispose of money and property, real and personal and mixed, and any interest therein without limit as to amount or value, and to enjoy all the rights of ownership therein.
5. To make, enter into and perform contracts of every kind and description necessary, convenient, advantageous, advisable or expedient in carrying out the objects and purposes of this corporation with any person, firm, association, partnership, corporation, municipality, body politic, county, state, or federal government.
6. To draw, make, accept, endorse, execute and issue checks, promissory notes, bills of exchange, evidence of indebtedness, obligations, and negotiable or transferable instruments from time to time for any of the objects or purposes of the corporation and to secure the same by mortgage, deed of trust, pledge or lien on any or all of the property rights, privileges and franchises of the corporation wherever situated, acquired and to be acquired, and to sell or otherwise dispose of any or all of the same.
7. In general, to carry on any activities not contrary to the laws of the State of Colorado relating to corporations not for profit, and to have and exercise all the powers now, or hereafter conferred upon or permitted to such corporations, and to do any or all of the things hereinbefore specified to the same extent as natural persons could do as principal, trustee, agent or otherwise, and either alone or in association with others, provided always that no business shall be carried on and no

## Articles of Incorporation, By-Laws, and Other Official Documentation

powers shall be conferred upon or exercised by the corporation unless the same shall be such as shall in law be deemed non-profit, charitable, or educational.

8. The objects, powers and purposes hereinbefore specified in these Articles of Incorporation shall be in no wise limited or restricted by reference to, or inference from, the terms of any other clause of this or any other Article in these Articles, but shall be regarded as independent objects and purposes and shall be construed as powers, as well as objects and purposes.

FOURTH. The business and affairs of the corporation shall be under the control and management of a Board of Directors consisting of eight members, each of whom shall be a member of the corporation, and Arthur J. Mayer, Pete S. Memario, Max Main, and Bryan Lord are hereby selected to act as Directors until the regular annual meeting of the corporation to be held in October 1966, or until their successors shall be duly elected and qualify; and William R. Haskin, Wallace G. Rowland, Edward T. Pompea, and Harlan Talley, are hereby selected to act as Directors until the regular annual meeting of the club to be held in October 1967, or until their successors shall be duly elected and qualify. Successors to these Directors shall be elected for a term of two years by the members of the Club as provided in the By-Laws.

FIFTH. This corporation shall have no capital stock nor shall the Board of Directors or the members at any time or in any event by dissolution or otherwise, be considered the owners of or entitled to any of the assets, funds or properties of said corporation, all of which assets and properties shall be exclusively and forever devoted to the technical, educational and charitable purposes expressed in these articles of Incorporation.

SIXTH. The principle office of said Corporation shall be located in Colorado Springs, County of Elpaso and State of Colorado

Seventh. The members of this corporation shall have power from time to time to make, alter or amend such by-laws as they shall deem proper for the management of the affairs of this corporation, and such adoption, change, amendment or repeal shall be done as provided in said by-laws. The Officers of the corporation shall be elected as provided in the by-laws provided that all such Officers shall be members of the Board of Directors.

EIGHTH. The corporation reserves the right to alter, amend, change or repeal any provisions contained in these Articles of Incorporation in the manner now or hereafter prescribed by law, provided these Articles cannot be so amended so that the purpose for which this corporation is formed shall be other than non-profit, charitable or educational.

IN TESTIMONY WHEREOF, we have hereunto set our hands and seal at Colorado Springs, Colorado on {Dec 14} 1965.

[SIGNED]  
Arthur J. Mayer  
Pete S. Demario  
William R. Haskin

## Articles of Incorporation, By-Laws, and Other Official Documentation

STATE OF COLORADO

Colorado Springs, County of El Paso

I, SHIRLEY VINSON, in and for said County in the state aforesaid, do hereby certify that Arthur J. Mayer, Pete S. Demario and William R. Haskin whose names are subscribed to the foregoing certificate of incorporation, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument of writing as their free and voluntary act, for the uses and purposed therein set forth.

Given under my hand and notarial seal, this {14th} day of {December} A.D. 1965.

[SEAL]

My commision expires July 24, 1966

[SIGNED] Shirley Vinson

Notary Public



# Articles of Incorporation, By-Laws, and Other Official Documentation

## ARTICLES OF INCORPORATION

Restated Articles (Includes Amendments) Dated November 12, 1997

KNOW ALL MEN BY THESE PRESENTS:

That we, Arthur J. Mayer, Pete S. Demario, and William R. Haskin, all residents of the State of Colorado, in pursuance of the general laws of the State of Colorado, particularly Article 19, Chapter 31, Colorado Revised statutes 1963, and in accordance with the provisions of such laws, do hereby make, execute and acknowledge this certificate in writing of our intention to become a non-profit membership corporation and do certify as follows:

FIRST. The corporate name of our said Corporation shall be The Pikes Peak Radio Amateur Association Inc.

SECOND. This corporation shall have perpetual existence.

THIRD. The object for which our said Corporation is formed and incorporated is for the purpose of:

1. Furthering the exchange of information and cooperation between members, to promote radio knowledge, operating efficiency, and to so conduct programs and activities exclusively for charitable and educational purposes relating to amateur radio, radio communications, public service and emergency communications, all within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
2. In general, to carry on any activities not contrary to the laws of the State of Colorado relating to corporations not for profit, and not contrary to the laws of the State of Colorado relating to corporations not for profit, and not contrary to the United States Internal Revenue Code Section 501(c)(3) or such other provisions as may be applicable to such activity.

FOURTH. The business and affairs of the Corporation shall be under the control and management of a Board of Directors consisting of eight members, each of whom shall be a member of the Corporation, and Arthur J. Mayer, Pete S. Demario, Max Main, and Bryan Lord are hereby selected to act as Directors until the regular annual meeting of the Corporation to be held in October 1966, or until their successors shall be duly elected and qualify; and William R. Haskin, Wallace G. Rowland, Edward T. Pompea, and Harlan Talley, are hereby selected to act as Directors until the regular annual meeting of the club to be held in October 1967, or until their successors shall be duly elected and qualify. Successors to these Directors shall be elected for a term of two years by the members of the Club as provided in the By-Laws.

FIFTH. This corporation shall have no capital stock. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax codes. Distribution shall be to an organization with similar purposes relating to amateur radio. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

SIXTH. The principle office of said Corporation shall be located in Colorado Springs, County of El Paso and State of Colorado.

SEVENTH. The members of this corporation shall have power from time to time to make, alter or amend such by-laws as they shall deem proper for the management of the affairs of this corporation, and such adoption, change, amendment or repeal shall be done as provided in the by-laws. The Officers of the Corporation shall be elected as provided in the by-laws provided that all such Officers shall be members of the Board of Directors.

## Articles of Incorporation, By-Laws, and Other Official Documentation

EIGHTH. The Corporation reserves the right to alter, amend, change or repeal any provisions contained in these Articles of Incorporation in the manner now or hereafter prescribed by law, provided these Articles cannot be so amended so that the purpose for which this corporation is formed shall be other than non-profit, charitable or educational.

NINTH. No part of the net earnings of The Corporation shall inure to the benefit of, or be distributable to its members, trustees, Officers, or other private persons, except that The Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of The Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and The Corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, The Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

# Articles of Incorporation, By-Laws, and Other Official Documentation

## ?? General Considerations For The By-Laws

There are only two laws in the Colorado Revised Statutes that describe the By-Laws:

Title 7, Article 122-106 states:

*1) The board of directors or, if no directors have been named or elected, the incorporators may adopt initial bylaws. If neither the incorporators nor the board of directors have adopted initial bylaws, the members may do so.*

*(2) The bylaws of a nonprofit corporation may contain any provision for managing and regulating the affairs of the nonprofit corporation that is not inconsistent with law or with the articles of incorporation.*

Roberts Rules of Order further describe the purpose of the By-Laws:

*By-laws should include all the rules that are of such importance that they cannot be changed in any way without previous notice, except those placed in the constitution and the rules of order. Few societies adopt any special rules of order of their own under that name, contenting themselves with putting a few such rules in their by-laws and then adopting some standard work on parliamentary law as their authority. When a society is incorporated the charter may take the place of the constitution, and in such a case the by-laws would contain all the rules of the society, except those in the charter that cannot be changed without previous notice. The by-laws should always provide for their amendment, and also for a quorum. If it is desired to permit the suspension of any by-law it should be specifically provided for. By-laws, except those relating to business procedure, cannot be suspended, unless they expressly provide for their suspension. By-laws in the nature of rules of order may be suspended by a two-thirds vote.*

Essentially this is saying that we should not include any item in the By-Laws unless it is of such importance that the general membership must be made aware of it, and it cannot be changed without the membership agreeing with the change.

Some things that probably do not belong in By-Laws in general might be dollar amounts that can change with time, due to inflation or a change of a business supplier. Basically, if something is generally voted on at each meeting, such as where to hold the next meeting, then that item should not be in the By-Laws.

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*Note that an understanding of Robert Rules of Order is a must if the organization finds itself in a state of conflict on how things should be done. The PPRAA owns a copy of Roberts Rules of Order, which is held by the sitting president.*

*For example, the terms “two-thirds vote” means “two thirds of the votes cast”, which is different than “two thirds of the members present”, or “two thirds of the members”. If in doubt as to the meaning of terms, the copy of Roberts Rules of Order should be consulted.*

**Pikes Peak Radio Amateur Association, Inc.  
By-Laws  
As of September 12, 2001**

**ARTICLE I OFFICE**

**Section 1. Principal office.** The principal office of the association shall be in the City of Colorado Springs, County of El Paso, State of Colorado.

The association may also have offices in such places as the Board of Directors may from time to time appoint or as the business of the association may require.

**ARTICLE II MEMBERSHIP AND MEMBER MEETINGS**

**Section 1. Membership.** The following persons shall be eligible for membership in the association, in the class of membership indicated.

- a. Full members: Any person who is the holder of a valid, renewable amateur radio operator license issued by the appropriate governmental entity shall be eligible to be a full member of the association. Full members shall be entitled to vote on all matters at all meetings of the association and shall be entitled to hold any office in the association.
- b. Associate members: Any person interested in amateur radio shall be eligible to be an associate member of the association. Such members shall not be entitled to vote in any meeting of the association nor hold office therein.
- c. Family membership: Any person who is the husband or wife, brother or sister, son or daughter, father or mother of a Full or Senior member shall be eligible to become a Family member upon payment in advance of the dues specified for such person in Article IX, hereof. A Family member shall have the rights and privileges of a Full member, but without the right to receive the association's publication "*Ø Beat*".
- d. Senior membership: Any person who otherwise qualifies as a Full member and has attained the age of 65 is eligible for Senior membership at the dues rate specified in Article IX hereof. A Senior member shall have the rights and privileges of a Full member.

**Section 2. Meetings.** Regular monthly meetings of the association shall be held each month at a time and location specified by the board. One association picnic meeting each year shall be held during one of the summer months at a time and location specified by the board. Said picnic may be in addition to or in lieu of a regular association meeting as directed by the board. Additional meetings may be held for such special occasions as the association may desire providing at least 96 hours notice is given to all members of record.

**Section 3. Annual meeting.** The annual meeting of the members shall be held on the second Wednesday of October of each year at a time and location specified by the board. At said meeting the members entitled to vote, shall elect by ballot by a plurality vote of such members present, four Directors for a term of two (2) years to serve with the four holdover Directors, for the ensuing year, or until their successors shall be duly elected and qualify, and shall transact such other business as may properly come before the meeting.

**Section 4. Notice of meetings.** Notice of meeting of the members shall be given in and concurrent with the mailing of the association publication *Ø Beat*.

**Section 5. Quorum.** Fifteen percent of the voting members of the association shall constitute a quorum at each meeting, provided however, that if less than fifteen percent of the voting members shall be present

## Articles of Incorporation, By-Laws, and Other Official Documentation

in person at each meeting those members present shall have the power to adjourn such meeting from time to time until a quorum shall be present. No notice of any adjourned meeting shall be required.

**Section 6. Resignation.** Any members of the association may resign at any time by delivering to the secretary a notice in writing to that effect. In the event of resignation no refund of dues shall be made.

**Section 7. Cancellation of membership.**

If any member shall fail to pay his or her annual dues by the end of the month in which such annual dues shall fall due his or her membership shall be deemed canceled.

Unacceptable behavior. Any member whose conduct is not true to the spirit of amateur radio in that he violates the rules established by the Federal Communications Commission in a knowing and willful manner whether the FCC is involved in the matter or not and who makes no obvious effort to change their behavior may have their membership canceled by a majority vote of the board of Directors. The individual; will be informed of the action that the board of Directors is going to take, and if they desire they may request that their expulsion be voted on by those present at the next regular monthly meeting of the membership. A simple majority of those present at that meeting will decide the matter. In the event that they are expelled, the remaining portion of their membership dues shall be returned except where the membership was given at no charge.

### ARTICLE III BOARD OF DIRECTORS

**Section 1. General powers.** The control and management of the affairs and funds of the association shall be under a Board of Directors, consisting of eight elected members and the editor of *Ø Beat*. In addition to the powers conferred by these by-laws, the Board may exercise such other powers as are not by statute, by the Articles of Incorporation or by these by-laws required to be exercised by the members.

**Section 2. Election and term of office of Directors.** Elected directors shall serve for a period of two years, except as provided in the Articles of Incorporation, with their term beginning at the end of the annual meeting in which they are elected. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*. In addition to the above members, the past president shall be a board member for one year following the expiration of his/her term.

**Section 3. Removal from Office.** Any Director of the association who misses two board meetings in succession without notifying the President or Vice-President at least 24 hours prior to the meeting will be considered to have resigned his or her position. However, a Director who cannot attend a board meeting and has notified the President or Vice-President to that effect and has, in addition, appointed a member in good standing to act for him or her in which case the Director will not be considered to have resigned even if he or she misses a number of consecutive meetings.

A member in good standing, for the purpose of this section, is a voting member who is not currently a Director in their own right.

**Section 4. Resignation.** Any Director of the association may resign at any time by giving written notice to the Board of Directors or the Secretary of the Association. The editor of *Ø Beat* shall be deemed to have resigned from the board when said person resigns from being the editor of *Ø Beat*.

**Section 5. Vacancies.** Any vacancy on the Board of Directors for any reason other than by the resignation of the editor of *Ø Beat* shall be filled by ballot by plurality vote of the voting members present at the next monthly meeting of the members following the occurrence of such vacancy, and the Director so elected shall serve the unexpired term of the Director whose vacancy is being filled. A vacancy caused by the resignation of the editor of *Ø Beat* shall be automatically filled by the new editor of *Ø Beat*.

## Articles of Incorporation, By-Laws, and Other Official Documentation

**Section 6. Notice of Directors' meeting.** Notice of meetings of the Directors shall be made by mail, telephone or radio at least eight hours prior to such meeting.

**Section 7. Quorum.** A simple majority of the Directors shall constitute a quorum at any Directors' meeting. In the absence of a quorum, the Directors present may adjourn such meeting until a quorum shall be present. No notice of any adjourned meeting need be given.

**Section 8. Limitations on board authorized expenditures.** The Board of Directors shall be empowered to authorize any single expenditure which does not exceed \$500.00. Expenditures over \$500.00 will require approval of two thirds of the membership in good standing present at the next regular monthly meeting or at a special meeting held in accordance with the requirements of the by-laws.

### ARTICLE IV OFFICERS

**Section 1. Number.** The principal Officers of the association shall be a President, a vice-president, a Secretary and a Treasurer. All such Officers shall be members of the Board of Directors.

Officers shall serve for a period of one year, with their term beginning at the end of the annual meeting in which they are elected.

**Section 2. Duties.** The duties of the Officers shall be as follows:

- a. The President shall preside at all meetings of the association, and shall conduct them according to the rules adopted. He/she shall enforce due observance of the Constitution and by-laws, decide all questions of order, sign all official documents adopted by the association, and conduct all other duties pertaining to the office of President.
- b. The Vice-President shall assume the duties of the President in his/her absence.
- c. The Secretary shall keep a record of the proceedings of all meetings, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the association to his/her successor.
- d. The Treasurer shall receive and account for all moneys paid to the association, pay all authorized bills, and render such accountings to the board and membership as required by the board. At each meeting he/she shall submit an accounting of all income and expenses for the approval of the membership. At the end of his/her term, he/she shall turn over all items belonging to the association to his/her successor.

**Section 3. Removal from office.** Any Officer may be removed from office by a three-fourths vote of the membership.

**Section 4. Election.** The Officers of the association shall be elected at the regular annual meeting of the members by ballot by plurality vote of the voting members present at the meeting.

**Section 5. Resignations.** Any Officer may resign at any time by giving written note to the Board of Directors or the Secretary of the association.

**Section 6. Vacancies.** A vacancy in the office of the President for any reason shall be automatically filled by the Vice-President. A vacancy in any other office for any reason shall be filled for the unexpired portion of the term by ballot by plurality vote of the voting members at the next regular monthly meeting following the occurrence of such vacancy.

### ARTICLE V INDEMNIFICATION

The association shall indemnify, by means of Bond and/or other suitable insurance coverage each Director and Officer now or hereafter a Director or Officer, his or her heirs, executors and administrators,

## Articles of Incorporation, By-Laws, and Other Official Documentation

against all cost, expenses and liabilities including settlements approved by the Board of Directors reasonably insured or imposed upon him or her in connection with or resulting from any action, suit or proceedings or the settlement or compromise thereof prior to final adjudication to which he or she is or may be made a party by reason of his or her being or having been a Director or an Officer, except in relation to matters as to which he or she is finally adjudged in such action, suit or proceedings to have been derelict in the performance of his or her duty as such Director or Officer. The provisions for insuring the above indemnity shall be reviewed at each annual meeting of the association.

### ARTICLE VI SEAL

The association shall have a seal which shall be in the form of the association emblem and shall bear the name of the association.

### ARTICLE VII COMMITTEES

**Section 1. General.** The committees designated in the Sections below shall be standing committees, the chairman and membership of which shall be designated by the Board of Directors at its first meeting following the annual meeting of the membership of the association.

**Section 2. Nominating committee.** The nominating committee shall consist of the Officers and board of Directors. The committee shall nominate a list of eligible members as needed for Officers and Directors at the board meeting occurring the month prior to the annual association meeting. In addition to nominations made by this committee, the President shall receive nominations of eligible members from the floor at the annual meeting. Such nominations shall be made by and seconded by voting members in good standing.

**Section 3. Program and Entertainment committee.** The program and entertainment committee shall be responsible for the programs at monthly meetings as well as association party planning.

**Section 4. Interference committee.** The interference committee shall be responsible for investigating and making recommendations in cases of reported interference and shall work in conjunction with the Federal Communications Commission.

**Section 5. Activity committee.** The activity committee shall be responsible for all activities of the association outside the regular monthly meetings not otherwise delegated.

**Section 6. Publicity committee.** The publicity committee shall be responsible for the dissemination of information to the mass media concerning the activities of the association and amateur radio in general.

**Section 7. Membership committee.** The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* twice a year. In addition, changes to the roster will be provided to the *Ø Beat* editor for publication as soon as practical after they are received by the membership committee. The chairperson or a committee member must have access to a computer and printer.

**Section 8. Auditing committee.** The auditing committee shall be responsible for the financial report of the treasurer and for the proper audit of the same.

**Section 9. Technical Instruction committee.** The technical instruction committee shall be responsible for scheduling and conducting classes of technical instruction for interested persons.

**Section 10. *Ø Beat* committee.** The *Ø Beat* committee shall be responsible for the production and mailing of the monthly association publication *Ø Beat*.

## Articles of Incorporation, By-Laws, and Other Official Documentation

**Section 11. Special committees.** The Board of Directors shall be empowered to appoint special committees from time to time to carry out the duties set forth in appropriate instructions promulgated by the board.

**Section 12. Asset committee.** The Board of Directors shall appoint an asset custodian, who shall be the Asset Committee Chair, and who is responsible for, but not limited to, accounting for, warehousing of, issuing of, returning of, all tangible assets of the association.

The Asset Committee and the custodian shall prepare for and coordinate an annual physical inventory to be performed within 45 days following each annual meeting at which the general election is held. Not less than one outgoing or one incoming Officer shall be signatory witnesses of the physical inventory.

The Asset Committee shall report any losses of non-functional conditions of any asset immediately to the Directors, who shall evaluate the circumstances of such loss, and be empowered to take appropriate actions.

### ARTICLE VIII RULES OF ORDER

All meetings shall be conducted in accordance with Robert's' Rules of Order.

### ARTICLE IX MEMBERSHIP DUES

The board of Directors shall set the amount of dues subject to the approval of the membership.

### ARTICLE X AMENDMENTS

**Section 1. Procedures.** These by-laws may be amended, altered or repealed in whole or in part, and new by-laws may be instituted by the affirmative vote of a majority of the voting members present at the annual or any regularly constituted meeting of the association; provided that the text of the proposed changes be available to the membership in sufficient copies and in sufficient time at or prior to such meeting. All such changes may be proposed in a petition signed by ten voting members of the association or by a majority of the Board of Directors.

**Section 2. Annual review of By-Laws.** The Constitution and by-laws shall be reviewed annually at the board meeting held the month prior to the annual association meeting. The board shall either approve these documents as presently constituted or take action as outlined in Article X, Section 1 above.

### ARTICLE XI AUTHORITY TO ENCUMBER OR CONVEY PROPERTY

Encumbrance or conveyance of all or any part of the corporate property either real, personal, or mixed must be approved by a two-third majority vote of the board of Directors or by a two-third vote of the membership in attendance at a regularly or annual scheduled meeting. Such encumbrance or conveyance shall be documented in the records of proceedings of such meeting as well as affected financial records.

### ARTICLE XII DISSOLUTION

The Pikes Peak Radio Amateur Association may cease to exist as an organization for a number of reasons, three of which are:

- a. The organization decreases in size to the point where it's continued existence is without merit.
- b. An external event such as a war may cause the suspension of amateur radio which could activate reason (a).
- c. The PPRAA may be absorbed into another organization.

For the PPRAA to be officially dissolved, for any reason, an affirmative vote by two thirds of the members of record in good standing who can be located shall be required. All assets of the PPRAA shall be distributed as specified in the Articles of Incorporation.



## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the September 12, 2001 Meeting:

### Change this section from:

**Article II. Membership and Member Meetings. Section 2. Meetings.** Regular monthly meetings of the association shall be held on the second Wednesday of each month at a time and location specified by the board. One association picnic meeting each year shall be held during one of the summer months at a time and location specified by the board. Said picnic may be in addition to or in lieu of a regular association meeting as directed by the board. Additional meetings may be held for such special occasions as the association may desire providing at least 96 hours notice is given to all members of record.

### To: (underlined words are added; lined through words were deleted)

**Article II. Membership and Member Meetings. Section 2. Meetings.** Regular monthly meetings of the association shall be held on the second Wednesday of each month at a time and location specified by the board. One association picnic meeting each year shall be held during one of the summer months at a time and location specified by the board. Said picnic may be in addition to or in lieu of a regular association meeting as directed by the board. Additional meetings may be held for such special occasions as the association may desire providing at least 96 hours notice is given to all members of record.

### Comments on this change:

This change was proposed at a time when the club was considering moving its meeting location to the Springs City Church at 1250 Vondel Park Drive. The reason we were considering a change in nights is because the church had other activities scheduled on Wednesday evenings, but Tuesdays were open. In addition, the church also had another room which could have been made available to use as a club station. As it turned out, the general membership did not really want to change the night of the club meetings from Wednesday, nor move its location to the Springs City Church because of the change in meeting night. No one had a good enough reason, and the meetings had been on Wednesdays as long as anyone could remember. So the switch to the church was dropped.

However, the board proposed the amendment anyway for another reason. It has been determined that from time to time, albeit not very often, it may become necessary to hold a club meeting on a different night, due to inclement weather, or because of some other uncommon reason in which the 2nd Wednesday night of a month becomes unavailable. Rather than having to completely cancel a monthly meeting, it would be better if we could just move it a day or so. Remember that these would have to be unusual circumstances, as the board had no intention of making a permanent change in meeting nights. So the decision was made to drop the words "on the second Wednesday of" so that IF the board had to, it now has the authority to switch temporarily to a Tuesday, Thursday or other night.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 11, 2000 Annual Meeting:

### Change this section from:

#### Article II. Membership and Member Meetings. Section 1. Membership.

c. Family Membership: Any person who is the husband or wife, brother or sister, son or daughter, father or mother of a member and living at the same address of such member who is paying the regular dues for membership may, at such person's request, also become a member upon payment in advance of the dues specified for such person in Article IX hereof, but without the right to receive the association's publication *Ø-Beat*.

### To: (underlined words are added; lined through words were deleted)

#### Article II. Membership and Member Meetings. Section 1. Membership.

c. Family Membership: Any person who is the husband or wife, brother or sister, son or daughter, father or mother of a Full or Senior member ~~and living at the same address of such member who is paying the regular dues for membership may,~~ at such person's request, also become a member shall be eligible to become a Family member upon payment in advance of the dues specified for such person in Article IX hereof. A Family member shall have the rights and privileges of a Full member, but without the right to receive the association's publication *Ø-Beat*.

d. Senior Membership: Any person who otherwise qualifies as a Full member and has attained the age of 65 is eligible for Senior membership at the dues rate specified in Article IX hereof. A Senior member shall have the rights and privileges of a Full member.

### Comments on this change:

This change was made to further clarify the rights and privileges of a family member, and to add into the bylaws a definition of a senior member. For example, it wasn't clear that a family member has the right to vote on club issues. However, this item still needs further clarification to define the requirement to become a family member. As currently written, a family member doesn't have to be licensed. This should be further changed to include a requirement that the member be licensed, although it's highly unlikely that a family member that isn't licensed would either (a) be interested in being a board member, or (b) stand a chance in an election against a licensed nominee. So although we have proposed a change to further clarify that a family must also be licensed, this rewording has not been approved.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 13, 1999 Annual Meeting:

### Change this section from:

**Article III, Section 8. Limitations on board authorized expenditures.** The Board of Directors shall not be empowered to authorize any single expenditure which exceeds \$500.00. Such an expenditure will require approval of two thirds of the membership in good standing present at the next regular monthly meeting or at a special meeting held in accordance with the requirements of the by-laws.

### To: (underlined words are added; lined through words were deleted)

**Article III, Section 8. Limitations on board authorized expenditures.** The Board of Directors shall be not empowered to authorize any single expenditure which does not exceed ~~exceeds~~ \$500.00. ~~Such an expenditure~~ Expenditures over \$500.00 will require approval of two thirds of the membership in good standing present at the next regular monthly meeting or at a special meeting held in accordance with the requirements of the by-laws.

### Change this section from:

**Article VII, Section 12. Asset committee.** The Asset Committee and the custodian shall prepare for and coordinate an annual physical inventory to be performed within 45 days following each annual meeting at which the general election is held. Not less than one outgoing and one incoming Officer shall be signatory witnesses of the physical inventory.

### To: (underlined words are added; lined through words were deleted)

**Article VII, Section 12. Asset committee.** The Asset Committee and the custodian shall prepare for and coordinate an annual physical inventory to be performed within 45 days following each annual meeting at which the general election is held. Not less than one outgoing and or one incoming Officer shall be signatory witnesses of the physical inventory.

### Comments on these changes:

The change to Article III Section 8 was made to remove the negative from the statement. Merely stating that the board does not have the power to authorize a single expenditure which doesn't exceed \$500 doesn't really give the board any new authorization. It still doesn't say the board CAN authorize an expenditure of \$500. So rather than stating what the board can't do, the words were changed to what the board CAN do.

The change to Article VII Section 12 were changed to reduce the number of people required to conduct an inventory. Changing the AND to an OR means that only two people are required, rather than three people. This was done because it had been difficult to find three people with the same schedule that could perform the inventory. Note that it was not desired to remove the requirement for an annual inventory, only to simplify the process.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 8, 1997 Annual Meeting:

### Change this section from:

**Article III, Section 3. Removal from Office.** Any Director of the association who misses two board meetings in succession without notifying the President or Vice-President at least 24 hours prior to the meeting will be considered to have resigned his or her position. However, a Director who cannot attend a board meeting and has notified the President or Vice-President to that effect and has, in addition, appointed a member in good standing to act for him or her in which case the Director will not be considered to have resigned even if he or she misses a number of concurrent meetings.

### To: (underlined words are added; lined through words were deleted)

**Article III, Section 3. Removal from Office.** Any Director of the association who misses two board meetings in succession without notifying the President or Vice-President at least 24 hours prior to the meeting will be considered to have resigned his or her position. However, a Director who cannot attend a board meeting and has notified the President or Vice-President to that effect and has, in addition, appointed a member in good standing to act for him or her in which case the Director will not be considered to have resigned even if he or she misses a number of ~~concurrent~~ consecutive meetings.

### Comments on these changes:

This was basically a typographical error. Concurrent means that the meetings would be running simultaneously, which isn't how we hold our meetings. The intent was that a director be allowed to miss more than two meetings in succession, as long as the president or vice president was notified properly. So the correct word is "consecutive", not "concurrent."

## Articles of Incorporation, By-Laws, and Other Official Documentation

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 8, 1997 Annual Meeting:

### Change this section from:

**Article X, Section 1. Procedures.** These by-laws may be amended, altered or repealed in whole or in part, and new by-laws may be instituted by the affirmative vote of a majority of the voting members present at the annual or any regularly constituted meeting of the association; provided that the text of the proposed changes be available to the membership in sufficient copies and in sufficient time at or prior to such meeting. All such changes may be proposed in a petition signed by ten full members of the association or by a majority of the Board of Directors.

### To: (underlined words are added; lined through words were deleted)

**Article X, Section 1. Procedures.** These by-laws may be amended, altered or repealed in whole or in part, and new by-laws may be instituted by the affirmative vote of a majority of the voting members present at the annual or any regularly constituted meeting of the association; provided that the text of the proposed changes be available to the membership in sufficient copies and in sufficient time at or prior to such meeting. All such changes may be proposed in a petition signed by ten ~~full~~ voting members of the association or by a majority of the Board of Directors.

### Comments on these changes:

By definition, if we had left in the word "full" member, then we technically would be excluding family members from voting on changes to bylaws. That was not the intent. The intent was to have all eligible members be allowed to vote on changes to bylaws. So this means, full, family, and senior members should be allowed to vote. The word "full" is changed to "voting" to reflect this intention. Section 1 "Membership" defines which category of membership has the privilege to vote or not.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 8, 1997 Annual Meeting:

### Change this section from:

**Article XII. Dissolution.** For the PPRAA to be officially dissolved, for any reason, an affirmative vote by two thirds of the members of record in good standing who can be located shall be required. In cases (a) and (b) all assets of the PPRAA shall be converted to cash, any and all debts shall be satisfied, and the remaining cash balance divided among all members of record in good standing who can be located. In case (c) all assets will be transferred to the new organization.

### To: (underlined words are added; lined through words were deleted)

**Article XII. Dissolution.** For the PPRAA to be officially dissolved, for any reason, an affirmative vote by two thirds of the members of record in good standing who can be located shall be required. ~~In cases (a) and (b) all assets of the PPRAA shall be converted to cash, any and all debts shall be satisfied, and the remaining cash balance divided among all members of record in good standing who can be located. In case (c) all assets will be transferred to the new organization.~~ All assets of the PPRAA shall be distributed as specified in the Articles of Incorporation.

### Comments on these changes:

The change to Article XII was made because now that the club is a federal nonprofit 501(c)(3) club, the club is not allowed to convey property back to its members. The Articles of Incorporation, as amended for the nonprofit status, now dictate that the club property and assets be conveyed only to another nonprofit organization.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 9, 1996 Annual Meeting:

### Change this section from:

**Article III, Section 3. Removal from Office.** Any Director of the association who misses two board meetings in succession without notifying the President or Vice-President at least 24 hours prior to the meeting will be considered to have resigned his or her position. However, a Director who cannot attend a board meeting and has notified the President or Vice-President to that effect and has, in addition, appointed a member in good standing to act for him or her in which case the Director will not be considered to have resigned even if he or she misses a number of concurrent meetings.

### To: (underlined words are added; lined through words were deleted)

**Article III, Section 3. Removal from Office.** Any Director of the association who misses two board meetings in succession without notifying the President or Vice-President at least 24 hours prior to the meeting will be considered to have resigned his or her position. However, a Director who cannot attend a board meeting and has notified the President or Vice-President to that effect and has, in addition, appointed a member in good standing to act for him or her in which case the Director will not be considered to have resigned even if he or she misses a number of concurrent meetings.

A member in good standing, for the purpose of this section, is a voting member who is not currently a Director in their own right.

### Change this section from:

**Article III, Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*. In addition to the above members, the past president shall be a board member for one year following the expiration of his/her term.

### To: (underlined words are added; lined through words were deleted)

**Article III, Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation, with their term beginning at the end of the annual meeting in which they are elected. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*. In addition to the above members, the past president shall be a board member for one year following the expiration of his/her term.



## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the October 9, 1996 Annual Meeting:

### Change this section from:

**Article IV, Section 1. Number.** The principal Officers of the association shall be a President, a vice-president, a Secretary and a Treasurer. All such Officers shall be members of the Board of Directors.

### To: (underlined words are added; lined through words were deleted)

**Article IV, Section 1. Number.** The principal Officers of the association shall be a President, a vice-president, a Secretary and a Treasurer. All such Officers shall be members of the Board of Directors.

Officers shall serve for a period of one year, with their term beginning at the end of the annual meeting in which they are elected.

### Add this section:

**Article VII, Section 12. Asset committee.** The Board of Directors shall appoint an asset custodian, who shall be the Asset Committee Chair, and who is responsible for, but not limited to, accounting for, warehousing of, issuing of, returning of, all tangible assets of the association.

The Asset Committee and the custodian shall prepare for and coordinate an annual physical inventory to be performed within 45 days following each annual meeting at which the general election is held. Not less than one outgoing and one incoming Officer shall be signatory witnesses of the physical inventory.

The Asset Committee shall report any losses of non-functional conditions of any asset immediately to the Directors, who shall evaluate the circumstances of such loss, and be empowered to take appropriate actions.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the General Meeting on February 8, 1995:

**Change this section from:**

**Section 5. Quorum.** Thirty percent of the voting members of the Association shall constitute a quorum at each meeting, provided however, that if less than thirty percent of the voting members shall be present in person at each meeting those members present shall have the power to adjourn such meeting from time to time until a quorum shall be present. No notice of any adjourned meeting shall be required.

**To: (underlined words are added; lined through words were deleted)**

**Section 5. Quorum.** Fifteen ~~Thirty~~ percent of the voting members of the Association shall constitute a quorum at each meeting, provided however, that if less than fifteen ~~thirty~~ percent of the voting members shall be present in person at each meeting those members present shall have the power to adjourn such meeting from time to time until a quorum shall be present. No notice of any adjourned meeting shall be required.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made sometime between July 14, 1993 and February 8, 1995:

### Change this section from:

**Section 7. Membership committee.** The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* twice a year. The chairperson or a committee member must have access to a computer and printer.

### To: (underlined words are added; lined through words were deleted)

**Section 7. Membership committee.** The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* twice a year. In addition, changes to the roster will be provided to the *Ø Beat* editor for publication as soon as practical after they are received by the membership committee. The chairperson or a committee member must have access to a computer and printer.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made at the General Meeting on July 14, 1993:

**Change this section from:**

**Section 7. Membership committee.** The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* every four months. The chairperson or a committee member must have access to a computer and printer.

**To: (underlined words are added; lined through words were deleted)**

**Section 7. Membership committee.** The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* ~~every four months~~ twice a year. The chairperson or a committee member must have access to a computer and printer.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 24, 1992 version of the By-Laws:

| Change this section from:   |
|---|
| <p><b>Section 2. Meetings.</b> Regular monthly meetings of the Association shall be held on the second Wednesday of each month at a time and location specified by the Board. One Association picnic meeting each year shall be held during one of the summer months at a time and location specified by the Board. Said picnic may be in addition to or in lieu of a regular Association meeting as directed by the Board. Additional meetings may be held for such special occasions as the Association may desire.</p>   |
| To: (underlined words are added; lined through words were deleted)  |
| <p><b>Section 2. Meetings.</b> Regular monthly meetings of the Association shall be held on the second Wednesday of each month at a time and location specified by the Board. One Association picnic meeting each year shall be held during one of the summer months at a time and location specified by the Board. Said picnic may be in addition to or in lieu of a regular Association meeting as directed by the Board. Additional meetings may be held for such special occasions as the Association may desire <u>providing at least 96 hours notice is given to all members of record.</u></p> |

| Change this section from:  |
|--|
| <p><b>Section 7. Cancellation of membership.</b> If any member shall fail to pay his or her annual dues by the end of the month in which such annual dues shall fall due his or her membership shall be deemed canceled.</p>   |
| To: (underlined words are added; lined through words were deleted)   |
| <p><b>Section 7. Cancellation of membership.</b> If any member shall fail to pay his or her annual dues by the end of the month in which such annual dues shall fall due his or her membership shall be deemed canceled.</p> <p><u>Unacceptable Behavior. Any member whose conduct is not true to the spirit of amateur radio in that he violates the rules established by the Federal Communications Commission in a knowing and willful manner “whether the FCC is involved in the matter or not” and who makes to obvious effort to change his behavior may have his membership canceled by a majority vote of the Board of Directors. The individual will be informed of the action that the Board of Directors is going to take, and if he desires he can request that his expulsion be voted on by those present at the next regular monthly meeting of the membership. A simple majority of those present at that meeting will decide the matter. In the event that he is expelled, the remaining portion of his membership dues shall be returned to him except where his membership was given at no charge.</u></p> |

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 24, 1992 version of the By-Laws:

### Change this section from:

**Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*.

### To: (underlined words are added; lined through words were deleted)

**Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*. In addition to the above members, the past president shall be a Board member for one year following the expiration of his/her term.

### Add the following section to Article III:

**Section 3. Removal from Office.** Any Director of the Association who misses two Board meetings in succession without notifying the President or vice-president at least 24 hours prior of the meeting will be considered to have resigned his/her position. However, a Director who cannot attend a Board meeting and has notified the President or vice-president to that effect and has, in addition, appointed a member in good standing to act for him/her in which case the Director will not be considered to have resigned even in he/she misses a number of concurrent meetings.

**Note that Resignation is now renumber to Section 4, Vacancies to Section 5, Notice of Director's Meetings to Section 6, Quorum to Section 7.**

### Add the following section to Article III:

**Section 8. Limitation on Board Authorized Expenditures.** The Board of Directors shall not be empowered to authorize any single expenditure which exceeds \$500.00. Such an expenditure will require approval of two thirds of the membership in good standing present at the next regular monthly meeting or at a special meeting held in accordance with the requirements of the by-laws.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 24, 1992 version of the By-Laws:

### Change this section from:

c. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the Association to his/her successor.

### To: (underlined words are added; lined through words were deleted)

c. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the Association to his/her successor.

### Change this section from:

**Section 6. Publicity committee.** The publicity committee shall be responsible for the dissemination of information to the mass media concerning the activities of the Association and amateur radio in general. In addition, the publicity committee shall be responsible for the monthly Association publication, *Ø Beat*.

### To: (underlined words are added; lined through words were deleted)

**Section 6. Publicity committee.** The publicity committee shall be responsible for the dissemination of information to the mass media concerning the activities of the Association and amateur radio in general. In addition, the publicity committee shall be responsible for the monthly Association publication, *Ø Beat*.

### Change this section from:

**Section 7. Membership committee.** The membership committee shall be responsible for an increasing membership in the Association.

### To: (underlined words are added; lined through words were deleted)

**Section 7. Membership committee.** The membership committee shall be responsible for an increasing membership in the Association keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for *Ø Beat* monthly as well as a complete membership roster for publication in *Ø Beat* every four months. The chairperson or a committee member must have access to a computer and printer.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 24, 1992 version of the By-Laws:

**Renumber Section 10 Special Committees to Section 11, and add the following as Section 10 to Article VII:**

**Section 10. *Ø Beat* committee.** The *Ø Beat* committee shall be responsible for the production and mailing of the monthly Association publication *Ø Beat*.

**Add the following as Article XII: Dissolution**

The Pikes Peak Radio Amateur Association may cease to exist as an organization for a number of reasons, three of which are:

- a. The organization decreases in size to the point where it's continued existence is without merit.
- b. An external event such as a war may cause the suspension of amateur radio which could activate reason (a).
- c. The PPRAA may be absorbed into another organization.

For the PPRAA to be officially dissolved, for any reason, an affirmative vote by two thirds of the members of record in good standing who can be located shall be required. In cases (a) and (b) all assets of the PPRAA shall be converted to cash, any and all debts shall be satisfied, and the remaining cash balance divided among all members of record in good standing who can be located. In case (c) all assets will be transferred to the new organization.



## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 10, 1990 version of the By-Laws:

| Change this section from:  |
|--|
| <b>Section 1. Principal office.</b> The Association may also have offices in such other places as the Board of Directors may from time to time appoint or as the business of the Association may require.        |
| <b>To: (underlined words are added; lined through words were deleted)</b>  |
| <b>Section 1. Principal office.</b> The Association may also have offices in such <u>other</u> places as the Board of Directors may from time to time appoint or as the business of the Association may require. |

| Change this section from:  |
|--|
| c. <u>Family membership:</u> Provided that a person eligible for membership who is the husband or wife, brother or sister, son or daughter, father or mother of a member and living at the same address of such member, paying the regular dues for such membership, may, at such person's request become a member upon payment in advance of the dues specified for such person in Article IX, hereof, but without the right to receive the Association's publication " <u>Ø Beat</u> ".  |
| <b>To: (underlined words are added; lined through words were deleted)</b>  |
| c. <u>Family membership:</u> <del>Provided that a person eligible for membership</del> <u>Any person</u> who is the husband or wife, brother or sister, son or daughter, father or mother of a member and living at the same address of such member <u>who is</u> paying the regular dues for <del>such</del> membership may, at such person's request, <u>also</u> become a member upon payment in advance of the dues specified for such person in Article IX, hereof, but without the right to receive the Association's publication " <u>Ø Beat</u> ". |

| Change this section from:   |
|---|
| <b>Section 1. General powers.</b> The control and management of the affairs and funds of the Association shall be under a Board of Directors, consisting of eight members. In addition to the powers conferred by these By-Laws, the Board may exercise such other powers as are not by statute, by the Articles of Incorporation or by these By-Laws required to be exercised by the members.  |
| <b>To: (underlined words are added; lined through words were deleted)</b>   |
| <b>Section 1. General powers.</b> The control and management of the affairs and funds of the Association shall be under a Board of Directors, consisting of eight elected members <u>and the editor of Ø Beat</u> . In addition to the powers conferred by these By-Laws, the Board may exercise such other powers as are not by statute, by the Articles of Incorporation or by these By-Laws required to be exercised by the members. |

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made prior to and included in the October 10, 1990 version of the By-Laws:

### Change this section from:

**Section 2. Election and term of office of Directors.** Directors shall serve for a period of two years, except as provided in the Articles of Incorporation. Four Directors shall be elected in alternate years to serve for a two year period.

**To: (underlined words are added; lined through words were deleted)**

**Section 2. Election and term of office of Directors.** Elected Directors shall serve for a period of two years, except as provided in the Articles of Incorporation. Four Directors shall be elected in alternate years to serve for a two year period. The editor of *Ø Beat* shall serve for as long as that person remains the editor of *Ø Beat*.

### Change this section from:

**Section 3. Resignation.** Any Director of the Association may resign at any time by giving written notice to the Board of Directors or the Secretary of the Association.

**To: (underlined words are added; lined through words were deleted)**

**Section 3. Resignation.** Any Director of the Association may resign at any time by giving written notice to the Board of Directors or the Secretary of the Association. The editor of *Ø Beat* shall be deemed to have resigned from the Board when said person resigns from being the editor of *Ø Beat*.

### Change this section from:

**Section 4. Vacancies.** Any vacancy on the Board of Directors for any reason shall be filled by ballot by plurality vote of the voting members present at the next monthly meeting of the members following the occurrence of such vacancy, and the Director so elected shall serve the unexpired term of the Director whose vacancy is being filled.

**To: (underlined words are added; lined through words were deleted)**

**Section 4. Vacancies.** Any vacancy on the Board of Directors for any reason other than by the resignation of the editor of *Ø Beat* shall be filled by ballot by plurality vote of the voting members present at the next monthly meeting of the members following the occurrence of such vacancy, and the Director so elected shall serve the unexpired term of the Director whose vacancy is being filled. A vacancy caused by the resignation of the editor of *Ø Beat* shall be automatically filled by the new editor of *Ø Beat*.

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made sometime prior to and included in the undated version of the By-Laws estimated to be amended sometime in the late 1980's:

| Change this section from:   |
|---|
| <b>Section 4. Notice of meetings.</b> Notice of meeting of the members shall be given by mail at least two days prior to such meeting. Notice may be given in and concurrent with the mailing of the Association publication <i>Ø Beat</i> .                  |
| <b>To: (underlined words are added; lined through words were deleted)</b>   |
| <b>Section 4. Notice of meetings.</b> Notice of meeting of the members shall be given <u>by mail</u> at least two days prior to such meeting. <del>Notice may be given in and concurrent with the mailing of the Association publication <i>Ø Beat</i>.</del> |

| Change this section from:   |
|---|
| <b>Section 5. Notice of Directors' meeting.</b> Notice of meetings of the Directors shall be made by mail, telephone, telegraph or radio at least eight hours prior to such meeting.        |
| <b>To: (underlined words are added; lined through words were deleted)</b>   |
| <b>Section 5. Notice of Directors' meeting.</b> Notice of meetings of the Directors shall be made by mail, telephone, <u>telegraph</u> or radio at least eight hours prior to such meeting. |

| Change this section from:   |
|---|
| <b>Section 2. Duties.</b> The duties of the Officers shall be as follows:   |
| c. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the club to his/her successor.                    |
| <b>To: (underlined words are added; lined through words were deleted)</b>   |
| <b>Section 2. Duties.</b> The duties of the Officers shall be as follows:   |
| c. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the <u>Association club</u> to his/her successor. |

## Articles of Incorporation, By-Laws, and Other Official Documentation

Record of changes made sometime prior to and included in the undated version of the By-Laws estimated to be amended sometime in the late 1980's:

| Change this section from:  |  |
|--|--|
| <b>Section 2. Duties.</b> The duties of the Officers shall be as follows:  |  |
| d. The Treasurer shall receive and account for all monies paid to the Association, pay all authorized bills, and render such accountings to the Board and membership as required by the Board. At each meeting he/she shall submit an accounting of all income and expenses for the approval of the membership. At the end of his/her term, he/she shall turn over all items belonging to the club to his/her successor.                               |  |
| <b>To: (underlined words are added; lined through words were deleted)</b>  |  |
| <b>Section 2. Duties.</b> The duties of the Officers shall be as follows:  |  |
| d. The Treasurer shall receive and account for all monies paid to the Association, pay all authorized bills, and render such accountings to the Board and membership as required by the Board. At each meeting he/she shall submit an accounting of all income and expenses for the approval of the membership. At the end of his/her term, he/she shall turn over all items belonging to the <u>Association</u> <del>club</del> to his/her successor. |  |

| Change this section from:  |  |
|--|--|
| <b>ARTICLE VI SEAL.</b> The Association shall have a seal which shall be in the form of the Association emblem enclosed in a circle and shall bear the name of the Association.  |  |
| <b>To: (underlined words are added; lined through words were deleted)</b>  |  |
| <b>ARTICLE VI SEAL.</b> The Association shall have a seal which shall be in the form of the Association emblem <u>enclosed in a circle</u> <del>enclosed in a circle</del> and shall bear the name of the Association. |  |

# Articles of Incorporation, By-Laws, and Other Official Documentation

## ?? Colorado Revised Statutes and Their Effect On Club Operations

There are state laws which are a part of the Colorado Revised Statutes which govern the operation of nonprofit organizations or corporations in Colorado. Title 7 (Corporations and Associations), Articles 121 through 137, govern the operation of nonprofit corporations in the state of Colorado. The PPRAA is a Colorado nonprofit corporation.

It is especially important to note that the Articles of Incorporation, the By-Laws and the Colorado Revised Statutes all play a role in how the club can operate. The CRS defines what is required to be addressed in the Articles of Incorporation, and the By-Laws.

The CRS also defines what can be done or not done when something is not mentioned explicitly in the By-Laws or Articles. In many cases, the CRS will begin by stating, “Unless otherwise provided in the By-Laws, ...” This means that in many cases, organizations will address the important matters in their By-Laws. However, not all situations are necessarily addressed, and if something is not addressed, then the board must refer to the CRS to determine the correct course of action.

If there is a conflict between either the By-Laws or Articles, or between either of these two documents and the state law, the Colorado Revised Statutes will overrule either of these two documents.

One example that recently arose with another ham radio club in Colorado was the matter of removing a director from the board. The bylaws of this organization did not state either way that a director could or could not be removed. However, after reviewing the CRS, Title 7, Article 128, it can be found that:

***1) Directors elected by voting members or directors may be removed as follows:***

***(a) The voting members may remove one or more directors elected by them with or without cause unless the bylaws provide that directors may be removed only for cause.***

This states that even if not explicitly stated in the By-Laws, state law allows for removal of officers, and the only clarification that can be made in the By-Laws is whether or not a director can be removed with or without cause. If it's not in the By-Laws, a director can be removed without cause. The previously mentioned club incorrectly assumed that because it wasn't addressed in the By-Laws, they had no recourse to remove a director.

The key point here is that the PPRAA directors must absolutely be familiar with the CRS. Not so much that they have memorized all of the laws, but at least to the point where the directors know where to go in order to get further clarification on the laws.

As of September 2002, the CRS can be found on the internet at:

<http://64.78.178.12/stat01/index.htm>

## **Section C: The Committees**

The committee chairs are part of the leadership staff of the club. These are the people that will make things happen. Realize that the chairpersons aren't expected to do all of the work themselves; rather they are expected to recruit committee members in order to get a particular job done. For example, it will take more than one person to handle all of the classes taught by the PPRAA. Therefore, the Technical Instruction chair should perform the duty of organizing a committee to ensure the classes are properly announced and taught and that VE testing is available.

Committee chairs are appointed by the President. For the most part, committee chairs are people that have enough interest in the activities of the PPRAA to volunteer for a particular leadership position. Committee chairs must report their monthly activity to the Board of Directors. Preferably, the committee chairs will attend the Board meetings.

### **?? The Activity Committee**

According to the By-Laws,

*“The activity committee shall be responsible for all activities of the association outside the regular monthly meetings not otherwise delegated.”*

The monthly meetings are a big part of the club, but so are the other activities which are other means where club members can interact, learn more about Amateur Radio or other related things, or simply learn more about the other club members. Because of the importance of other activities, the Activity Committee has been formed to ensure the club has plenty of external activities and there is someone who has volunteered to make sure each activity goes off without a hitch.

The regular activities that are large enough to be a major planning effort also have their own sections in this Club Manual. For example, the Christmas party is a fairly large activity that has the potential to bring together a hundred or so Amateurs so the planning for that activity is detailed in Section G.

In general, though, for the smaller activities, such as picnics or guided tours, the Activity Committee will need to do some basic functions in order to have successful activities.

- a. Find out what the members want. This is not always easy, as most of the time the members don't know what they want to do. So this actually turns into finding out what you can do that the members might be interested in doing. This involved doing some research to find out what kinds of programs are out there. The Activity Committee can use resources such as the library or the chamber of commerce to find out what organizations might put on interesting activities. A guided tour of Cheyenne Mountain AFB is an example of an activity, outside of regular club meetings, in which members might be interested. The Activity Committee should learn about these activities (dates, times, locations, content) and determine if the club member will be interested.

- b. Once a list of activities is developed, the Activity Committee should present these activities to the members to see which of them will have enough interested members to pursue lining up the activity.

Basically, the Activity Committee should have outgoing people on the committee, and should be always scouting around for ideas of things going on around town.

The activities don't have to be activities that are conducted by other groups. The activities instead can be something as simple as organizing a picnic at a time when a reasonable number of members would be expected to attend. It would not be practical to organize an activity if it was clear that no one would attend, and it should be part of the Activity Committee's commitment to only organize activities in which people have shown an interest.

### ?? The Asset Committee

According to the By-Laws,

*“The Board of Directors shall appoint an asset custodian, who shall be the Asset Committee Chair, and who is responsible for, but not limited to, accounting for, warehousing of, issuing of, returning of, all tangible assets of the association.*

*“The Asset Committee and the custodian shall prepare for and coordinate an annual physical inventory to be performed within 45 days following each annual meeting at which the general election is held. Not less than one outgoing and one incoming Officer shall be signatory witnesses of the physical inventory.*

*“The Asset Committee shall report any losses of non-functional conditions of any asset immediately to the Directors, who shall evaluate the circumstances of such loss, and be empowered to take appropriate actions.”*

The Asset Committee is a relatively new committee, formed in 1996. The reason for the formation of this Committee was to insure that a complete inventory was performed annually.

The primary duties of the Asset Committee is to keep track of the club's assets. The Asset Committee keeps a list or data base of the club's assets which includes: the item's manufacturer, model number, description, and where or with whom the asset is stored. This list should be made available to all club members so they know what assets are at their disposal if the need arises. The Asset Committee is the point of contact for all questions about the assets.

Club members should contact the Asset Committee before attempting to locate or borrow equipment, and this committee will be able to locate any asset rapidly. Under no circumstances should any club member purchase equipment or supplies prior to approval by the Board. If it's found that the club already owns the items purchased, it's likely that the member will not be reimbursed for the cost.

Club members are reminded that if they discover they are holding club property that they didn't realize they had, they should immediately contact the Asset Committee so the property can be properly added to the inventory list.

### **Annual Inventory**

All PPRAA owned items, with the exception of items that have little value, shall have an inventory tag affixed to the item. These property tags identify the property as owned by the PPRAA, and assigns a number to the item for tracking in the data base. Within 45 days of the annual meeting, the Asset Committee is expected to perform a full visual inventory, physically ensuring that all property is still in the custody of the person assigned, and in good operating condition.

Each year, after the annual inventory, a copy of the asset list should be sent to the PPRAA Board so that a copy can be inserted into this Club Manual. Any discrepancies in the expected inventory should be reported to the PPRAA Board.

### ?? **The Auditing Committee**

According to the By-Laws,

*“The auditing committee shall be responsible for the financial report of the treasurer and for the proper audit of the same.”*

The Auditing Committee is the checks and balances committee of the club. This is the committee that is responsible for annually reviewing the ledgers and bank statements and ensuring that the accounting methods in use by the Treasurer are adequate, and the Treasurer is accurately and completely recording all transactions, recording income and expenses, and properly reporting the financial status of the club to its members.

During the audit, the Audit Committee should have full and complete access to the records of the Treasurer, and should compare balances as reported on the bank statements with the balances as reported in the ledgers of the Treasurer. As much as possible, the audit should include a review of the checking and savings register to compare with statements, should examine the transactions to ensure they are “proper”. Although not likely, the auditor should ensure there are no accidental or intentional errors in the ledgers.

As an example of what should be accomplished during an audit, the following generic checklist can be used:

This checklist should be used to provide accuracy and give credibility to the financial records of the club. If, after using this checklist, there is question as to the authenticity of the financial records, the Board can decide whether or not to enlist the use of an auditing firm.

? ? Collect all accounting materials.

- Receipts
- Deposit slips
- Invoices
- Cancelled Checks
- Bank Statements
- Check Registers
- Note lost or illegible material
- Last Annual Financial Report
- Monthly Financial Reports

? ? Review Accounts Used.

- Income Accounts (Should have separate account for each income type)
- Are all deposits recorded as to income type?
- Are all deposits reconciled to bank statements?
- Expense Accounts (Should have separate account for each expense type)
- Are all expenditures recorded as to expense type?
- Are all checks reconciled to bank statements?

? ? Verify the following:

- Starting Balance
- Receipt for every expenditure



- The Officers of the chapter approved all expenditures
- An approved budget exists for each expense type
- All expenditures are within approved budget
- All individual account's starting and ending balances match the chapter's ledger
- The annual ending balance matches the chapter's ledger

? ? Final Audit Report should identify the following:

- Outstanding difference between chapter reports and bank statements
- Outstanding checks and deposits
- Annual Income by category
- Annual Expense by category
- Amount and percentage difference from budget

The Auditing Committee should report its finding to the club members at the club meetings and via the *Ø Beat*.

### ?? **The Interference Committee**

According to the By-Laws,

*“The interference committee shall be responsible for investigating and making recommendations in cases of reported interference and shall work in conjunction with the Federal Communications Commission.”*

Most of the activities of the Interference Committee are initiated when a call is received by a club member to help resolve an interference problem. The interference can be either interference that an Amateur Radio operator is experiencing in the amateur bands, or it can be interference that someone suspects is being caused by an Amateur Radio operator. The PPRAA has received calls from people who get interference from CB operators, from power line noise, or paging systems. We’ve also received calls from repeater operators who are getting intermodulation interference from commercial two-way radio systems.

The Interference Committee will contact the person with the interference, whether it be an Amateur Radio operator or a resident of the community who is getting TVI or other interference. The committee will then use different means of tracking down the interference, including DF techniques, spectrum analyzer results, and other means.

Each circumstance will require different techniques, so there is no real solution to specific kinds of interference that can be described in this club manual. The necessary things to resolve the problem, though, is a thorough understanding of the kind of interference being received, the possible culprits to the problem, and a systematic method for tracking down the interference.

The Interference Committee should report status of interference problems to the club members at the club meetings and via the *Ø Beat*.

### ?? **The Membership Committee**

According to the By-Laws,

*“The membership committee shall be responsible for keeping the membership list current, including both new membership applications and renewals. This committee shall print out the labels for Ø Beat monthly as well as a complete membership roster for publication in Ø Beat twice a year. In addition, changes to the roster will be provided to the Ø Beat editor for publication as soon as practical after they are received by the membership committee. The chairperson or a committee member must have access to a computer and printer.”*

The Membership Committee duties have changed over the years. Prior to 1992 the Secretary was responsible for tracking the club membership, and the Membership Committee was really a recruitment committee. The exact words were to be responsible “for an increasing membership”. For unknown reasons, this clause was struck from the By-Laws, and it was replaced with basically the duties as we see them today: to keep a current list, and to print out labels for the *Ø Beat*. Essentially the club has no recruiting committee, and does not actively pursue increasing membership. Membership increases by word of mouth among members and non-members.

In 1993, the Membership Committee changed the frequency of printing the membership roster in *Ø Beat* from every four months to twice a year. Typically the roster is printed in *Ø Beat* in January and in July. Some time between 1993 and 1995, the Membership Committee was also charged with printing in the *Ø Beat* changes to the membership roster as soon as practical.

The information for the roster comes from the membership applications, which are received at the club meetings or the club post office box by the Treasurer. After recording payment, the Treasurer submits the applications to the Membership Committee and the information is transferred to the data base.

The Membership Committee is responsible for sending the current e-mail information to the web page editor so the e-mail reflector contains e-mail addresses for all PPRAA members with e-mail. All members who submit an e-mail address on their application should automatically be added to the reflector. It will be up to the member to decide if they want to unsubscribe from the reflector.

The Membership Committee prints out a complete set of mailing labels each month and delivers them to the *Ø Beat* editor prior to sending out the *Ø Beat*. The Membership Committee will also mark on the mailing label the expiration date of the PPRAA members. If a member is receiving the last *Ø Beat* in the membership subscription, the Membership Committee will indicate this by highlighting the expiration date on the mailing label.

### ?? The Nominating Committee

According to the By-Laws,

*“The nominating committee shall consist of the Officers and Board of Directors. The committee shall nominate a list of eligible members as needed for Officers and Directors at the board meeting occurring the month prior to the annual association meeting. In addition to nominations made by this committee, the President shall receive nominations of eligible members from the floor at the annual meeting. Such nominations shall be made by and seconded by voting members in good standing.”*

The Nominating Committee shall be chaired by the club President, and shall meet as part of the September board meeting (prior to the Annual meeting). The Nominating Committee shall consist of all of the Board members. Each member shall review the election process as defined in Section A of this Club Manual.

The Nominating Committee shall identify one person for each of the Officer positions, and for any other board positions expected to be vacant at the elections during the Annual meeting. During the nomination process, the Nominating Committee will make every attempt to call on the telephone the persons nominated to ensure they are interested in holding the office or position to which they are being nominated.

The list of nominees should be posted in the October *Ø Beat*, as well as sent via e-mail to all club members with e-mail.

At the Annual meeting, the President shall be responsible for conducting the election process, which is to announce the current list of nominees, accept other nominations from the floor, and tallying the results of each election. The election process is outlined in Section A.

### ?? **The Programs and Entertainment Committee**

According to the By-Laws,

*“The program and entertainment committee shall be responsible for the programs at monthly meetings as well as association party planning.”*

This position has traditionally been handled by the Vice President, but the President has the option of delegating this position to someone else if someone else wants to take on the work.

The chair of this committee is responsible for developing monthly programs for the club meetings which are of interest to club members, and for organizing any parties or other activities external to the club meetings.

For the monthly programs, the Programs and Entertainment Committee must seek out speakers in advance to present an interesting topics related to amateur radio, electronics or electricity, or any other topic that may be of interest to the members. Examples of past programs include: a demonstration by a power company representative on safety around live wires; how to QSL, a demonstration of typical test equipment used in a ham shack, how to build a kit, introduction to repeaters, DXing, or Skywarn. Speakers are usually recruited from among the club membership, but other speakers from outside organizations can also provide very interesting information. Generally the chair will poll the membership occasionally to determine what kinds of topics would be of interest, and then try to develop a speaker list for these topics.

Parties are generally planned by this committee as well. The PPRAA usually holds only two parties each year: the picnic in the summer (typically in August) and the Christmas party. However, the committee can organize any other party in which the membership might be interested. The committee can delegate the planning of any party to any club member who then becomes part of the Programs and Entertainment Committee.

### ?? **The Publicity Committee**

According to the By-Laws,

*“The publicity committee shall be responsible for the dissemination of information to the mass media concerning the activities of the association and amateur radio in general.”*

The chair of this committee is responsible for getting the word out to the public when the PPRAA is conducting activities for the public's benefits. Some of these activities include Field Day, monthly club meetings, classes, VE test sessions, support of public service activities, such as Jamboree On The Air, our club picnic, our library exhibit, and any other activity at which the public is invited.

There are no special requirements for the position of publicity chair except that the person must have a strong desire to make the PPRAA known to the community. The person should not be afraid to make phone calls, write letters, send FAXes, or write and answer e-mail, and seek out as many ways as possible to get the word out about our activities. Some of the ways that can be further explored are listed below.

The ARRL has a Media Relations department which maintains a web site at <http://www.arrl.org/pio/>. On this web site are numerous examples of what other PIOs for other ham clubs have done in the area of publicity.

One key trait of the Publicity Committee's members is perseverance. While the press may not respond to each and every FAX or e-mail sent in, just keeping the flow of information going to these media people will keep them aware that we are out here doing great things for the community. Eventually the media will want to come out, shoot some video, and see what we're doing. It doesn't take long to get their interest if they see that we're regularly participating.

The publicity committee maintains an amateur radio fact sheet, a single sheet, double sided informational handout which contains information about not just the PPRAA activities, but as many other Colorado Springs amateur radio activities that we can get on that sheet of paper. This handout should be handed out at all club functions, such as Field Day, the hamfest, club meetings, and many other places.

Here are some of the ways that the Publicity Committee can disseminate information:

**Activity Calendar at PPRAA Club Meetings.** At each club meeting the publicity committee should prepare a list of upcoming activities for the future, beginning with the date of the current club meeting. A single sheet of paper should be enough to list all activities out for at least a month, and maybe more. The list should identify the following: the event name, its date, time and location, and a point of contact, listing the POC's name, callsign, e-mail and phone numbers if available.

**Activity Calendar E-mailed to PPRAANET@mailman.qth.net.** Near the end of each month, the publicity committee should assemble a list of upcoming activities in the following month and send out to all the club members via e-mail. The list should identify the event, identify its date, time and location, and identify a point of contact for the event.

**Gazette Telegraph Bulletin Board.** This Bulletin Board is a section in the daily newspaper where organizations can list their activities. Submit an e-mail to [cdolin@gazette.com](mailto:cdolin@gazette.com), or send a FAX to 636-0202. Provide this information to them at least 5 days in advance, preferably more.

**Community Calendar on the Adelpia / Century Cable Television.** This Community Calendar is available to all cable TV subscribers through Century Cable. To submit an item for this calendar contact Steve Condit at 719-457-4648. Steve usually isn't available to answer calls, but he does take messages on his answering machine. Steve has sent to us via FAX a copy of the form that is used to submit items to the community calendar. That form can be found in Attachment I. Basically it's a form that lets you submit a timely message of up to 256 characters which is displayed on cable TV channel 2, or the current community calendar channel. The announcements run for 7 to 10 days prior to the event, and must be submitted at least 4 working days in advance of the first day we want the message publicized. The message form can be FAX'ed back to Steve's office at 719-457-4502.

**East Library Information Center Club Data Base.** The library provides several ways for our club to get the word out. One is the online data base of clubs in Colorado Springs. This data base is also known as "Maggie's Place". Internet access to Maggie's Place is via the Pikes Peak Library District page at <http://library.ppld.org/>, clicking the "Community Connections" link, then choose the Local Clubs Database. It's also accessible via telnet and dial-in bulletin board system. This page must be kept current. It reflects the place, date and time of our meetings, and points of contact with phone numbers, etc. Typically the library sends out a reminder annually asking us to update the information, which usually needs to be updated when officers change.

**East Library Information Center Events Calendar.** The library also is experimenting with a community calendar, and the PPRAA can use that calendar to list upcoming events. As with the PPLD data base, enter the calendar from their home web page at <http://library.ppld.org/>, click the "Community Connections" link, then choose the Community Events Calendar. We can submit items right from the web page. The way the web site is organized anyone can submit an event, but it is viewed and approved by library personnel before it's actually posted on the calendar. (Note that this

calendar is now available only for activities at the library. But there is a link to a community calendar off of the library's web page.

All items should be coordinated with the publicity committee prior to submittal so there is no duplication and so the correct information is provided.

**American Radio Relay League.** The ARRL maintains a listing of ARRL affiliated clubs. Since the PPRAA is affiliated with the ARRL, we obviously have a listing. That listing can be found on the internet at

[http://www.arrl.org/field/club/detail.html?master\\_id=0007016539](http://www.arrl.org/field/club/detail.html?master_id=0007016539)

This listing shows our name and address, identifies our special interests, our contact persons, our president, our newsletter editor, and our meeting location. The PPRAA secretary updates this information annually via an online form.

### ?? **The Technical Instruction Committee**

According to the By-Laws,

*“The technical instruction committee shall be responsible for scheduling and conducting classes of technical instruction for interested persons.”*

This committee is responsible for ensuring the ham radio classes are coordinated between the club and the instructors. Typically the instructors set the actual time, date and location of the classes. Most recently the instructor Frank McNally KFØWF has been teaching classes about once per year. The classes are scheduled by Frank according to his schedule. The Technical Instruction Committee will spread the word at club meetings, club nets, and through other means. The Technical Instruction Committee must coordinate with the Publicity Committee to make sure the Publicity Committee has the correct information and spreads the word via its media outlets.

### ?? **The Ø Beat Committee**

According to the By-Laws,

*“The Ø Beat committee shall be responsible for the production and mailing of the monthly association publication Ø Beat.”*

The *Ø Beat* is the most powerful tool the PPRAA has for recruiting and keeping members in the PPRAA. For some members, the *Ø Beat* is the only reason they remain a member of the PPRAA. Therefore, the *Ø Beat* should always look its best and contain plenty of current, relevant information about the PPRAA.

The *Ø Beat* editor is tasked with producing a quality newsletter and ensuring information printed is complete and accurate.

The following are the duties expected of the *Ø Beat* Committee. The *Ø Beat* Committee will ...

- ? ? ... announce the deadline for article submission to the *Ø Beat* to all club members, so anyone planning to submit an article knows when the articles are due.
- ? ? ... ensure the accuracy and completeness of all routine items: club meeting time and location; names, e-mails and phone numbers of all Directors; VE testing information; the membership application, and other routine information printed in the *Ø Beat*.
- ? ? ... be aware of all upcoming activities to ensure they are announced in the *Ø Beat* with adequate time (such as the picnic, Field Day, Christmas party, exhibits, next month's program, etc.); in the event an announcement has not been received before the *Ø Beat* is ready for printing, the *Ø Beat* Committee should contact the appropriate person or add the announcement. The *Ø Beat* should not be produced

without adequate information inside the newsletter. (“News” is part of the word newsletter; the *Ø Beat* should contain news.)

- ? ? ... be aware of past recent activities and either recruit articles on these activities or create an article to ensure the club members are kept aware of activities.
- ? ? ...actively recruit authors for articles. In the event not enough articles are submitted, the *Ø Beat* Committee should provide additional articles relevant to Amateur Radio.
- ? ? ... compile articles and other items into the *Ø Beat*. For best results, the *Ø Beat* should be produced using a word processor or desktop publishing software, and printed on a laser printer. Alternatively, the articles can be cut and pasted onto boards so that they are in the proper format for submission to the printer.
- ? ? ... proofread the entire *Ø Beat* to ensure all words, names and callsigns are spelled correctly, all sentences are complete, all grammar is correct, and all formatting is consistent throughout the *Ø Beat* (font style, paragraph formatting, etc).
- ? ? ... ensure that all articles submitted are appropriately related to Amateur Radio and to the club members.
- ? ? ... ensure a stamp and a mailing label are present on all *Ø Beats* prior to mailing.
- ? ? ... ensure that the *Ø Beat* is mailed in a timely manner, to arrive at the home of all the club members prior to the monthly meeting.
- ? ? ... ensure an electronic copy of the *Ø Beat* is converted into a portable document format (PDF) file and posted on the web page.
- ? ? ... work towards building an archive of past *Ø Beats* on the web page.
- ? ? ... ensure the PPRAA is getting the best value for its money by periodically reviewing the costs associated with the publication of the *Ø Beat*. Periodically calling various printers around the city will ensure we are paying a fair and reasonable price for printing.

## **Section D: The Director's Duties**

### **?? By-Laws Definition of Duties**

According to the most current copy of the By-Laws (see Section B for the complete By-Laws), the duties of the Directors are defined as:

*The control and management of the affairs and funds of the association shall be under a Board of Directors, consisting of eight elected members and the editor of Ø Beat. In addition to the powers conferred by these by-laws, the Board may exercise such other powers as are not by statute, by the Articles of Incorporation or by these by-laws required to be exercised by the members.*

### **?? Definition of a Director**

Keep in mind that the Directors are not only the four Directors that don't hold an office, but the Directors also include the four Officers, the Ø Beat editor, and the Past President if not already in one of these positions. So this section applies to ALL Board members.

### **?? General Duties**

It's clear that the By-Laws don't specify any particular duties for the Directors who do not hold an Officer position. So here is a general description of what is expected of Directors. This material has been extracted from various sources.

Directors are trustees acting on behalf of our members. Directors have the principal responsibility for fulfilling our mission and the legal accountability for its operations. This means that as a group Directors are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, ensuring financial solvency of the organization, and instituting a fair system of policies and procedures for human resource management.

Directors accomplish their duties through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the board. Ideally, board members arrive at meetings prepared and ready to engage in thoughtful dialogue, and there is a group process which generates and uses the best thinking of its members.

Each Director should take it upon himself or herself to find a special interest in the club and make that his or her personal agenda. If a Director can find a weakness in the club's organization and proceed to change the organization in order to eliminate that weakness, then the Director will be doing the club a great service. This could be as simple as volunteering to organize and document a specific activity so that others organizing it in the future can follow your lead. Or it could be as complicated as following the

progrss on a local ordinance or zoning law that is about to have an effect on tower installations in the city. In other words, develop a specific purpose or goal on which you can focus your activity.

### ?? **Loyalty to the Organization**

Directors have a duty of loyalty to the organization, its staff and other Directors. While differences of opinion are sure to arise, Directors should seek to keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, board unity and confidence will be promoted.

### ?? **Familiarity with Robert's Rules of Order**

All Directors and Officers, especially the President, have a responsibility to become familiar with the Robert's Rules of Order. Robert's Rules of Order define a parliamentary procedure for conducting a fair meeting.

Robert's Rules, first published in 1876, was written for several purposes, of which the main purpose is to make it easier for people to work together effectively and to accomplish their purposes. The rules are designed to help the meeting proceed, not hinder it. Since a meeting can deal with only one issue at a time, there are motions to help assign an order to the issues according to some precedence.

When an issue is brought up to a vote, Robert's Rules specify that a majority vote decides the issue. In other words, the members have all agreed to be governed by the vote of the majority of those at the meeting.

The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members--majority and minority--should be the concern of every member, for a person may be in a majority on one question, but in minority the on the next.

In addition to handling the issues, the chairperson uses the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.

Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith.

The PPRAA owns one copy of Robert's Rules of Order which is usually held in the possession of the president. You may be able to find a copy of Robert's Rules of Order in the library. See the Recommended Reading section below for the library card catalog number.

### ?? **By-Laws Review**

Each year, at the Board meeting prior to the annual meeting of the PPRAA the Board is required to do an annual review of the By-Laws. Each item in the By-Laws must be reviewed and a decision made by the Board to change the item if necessary, or accept it as it is. In most cases, there will be no By-Law changes unless some issue has arisen in the recent past which causes the Board to review the process of some activity of the club. If it's determined that something needs to be changed, the By-Laws can be amended by a specific process.

First, a proposed amendment must be drafted. A simple majority of the Board is required to approve the proposed amendment. Alternatively, members of the organization can draft a proposed amendment to the By-Laws and ten voting members are required to sign a petition in favor of the proposed amendment.



In both cases, the proposed amendment must then be brought before the quorum at the Annual Meeting, or at any general meeting. It's preferred that the text of the proposed amendment be published in the *Ø Beat* which will give ample time for the members to make their decision and show up at the club meeting to cast their vote.

However, the By-Laws do allow for an amendment to take place at any club meeting provided that the text of the proposed changes be available to the membership in sufficient copies and in sufficient time at or prior to such meeting. What determines sufficient time is open for interpretation, and if enough members deem that enough time has not been given, the vote can be delayed until the next regular meeting.

### ?? Recommended Reading

The following books should be available through the public library.

- ? ? *The Board Members' Book*, Brian O'Connell, The Foundation Center, 361.7068 018B, 1985.
- ? ? *Chairing a Meeting with Confidence*, Kevin Paul, 658.4563 P324C.
- ? ? *Committees & Boards: How to Be an Effective Participant*, Alice N. Pohl, National Textbook Company, 060.42 P748c.
- ? ? *Formal Meetings: How to Preside and Participate*, Alice N. Pohl, National Textbook Company, 060.42 P748f.
- ? ? *How to Organize Effective Conferences and Meetings*, David Seekings, Kogan Page Limited, London, ISBN 0-7494-0748-4, 060.68 S451h 1992.
- ? ? *Point of Order*, Marjorie Mitchell Cann, Ph.D., Perigee Books, Putnam Publishing Group, 060.42 C224c, 1991b, ISBN 0-399-51815-0.
- ? ? *Robert's Rules of Order*, 1990 Edition, Scott Foresman Company, ISBN 0-673-38735.6, 060.42 R64s 1990.
- ? ? *301 Great Management Ideas*, 658.002 T531.

### ?? Transition of Directors and Officers

Each October at the Annual Meeting the PPRAA elects new Officers. In most cases there will be people on the board that have never served on the board, and there will be things that need to take place each year based on the change of Directors.

- ? ? Record changes with the ARRL.
- ? ? Verify post office box is current, and verify who is holding the TWO keys for the PO box.
- ? ? Verify club insurance is current.
- ? ? Take a group photograph of both the outgoing directors and the incoming directors. This is good for historical purposes, and the photo can be posted to the web page and the *Ø Beat*.
- ? ? Update the *Ø Beat* and the web page to reflect the new Directors, correctly indicating the year of the term for each Director.
- ? ? Update the information on file with the Secretary of State. Typically comes around annually, and may not necessarily coincide with the annual election of officers.

- ? ? Update the Clubs Data Base listing with the Pikes Peak Library District (PPLD). To do this, visit the library's web site ([www.ppld.org](http://www.ppld.org)) and click on Community Information, then Clubs. (Note that this navigation path may have changed if the web page has been redesigned.)

## **Section F: Preparation for Field Day**

This section describes all of the activities necessary to organize the annual Field Day event. It's currently under construction by Mike Stansberry, who has organized Field Days now for quite some time. If you have any suggestions for this section, please contact Mike Stansberry KØTER, or the current Field Day Coordinator.

### **?? ARRL Field Day Purpose and Rules**

Field Day is an exercise in emergency planning, a way to introduce the public to amateur radio, and an event to bring amateurs together to learn more about operating. Created and coordinated by the ARRL, Field Day is always the fourth full weekend of June. The object is Field Day (FD) is to work as many stations as possible under stressed conditions. Stations earn points based on the number of other stations worked, the mode of operation (CW, SSB, etc), power output levels, the type of emergency power used, and can earn bonus points for public relations and other things.

The rules change from year to year, so they won't be repeated here in this club manual. The most current rules are usually found in the May issue of QST, and can be found at the ARRL web site at <http://www.arrl.org/contests/announcements/rules-fd.html>.

The PPRAA has been conducting FD for many years. In recent years the PPRAA has teamed up with the Mountain Amateur Radio Club (MARC) to put on a larger FD, get more people involved, and bring in publicity from two communities rather than one. The PPRAA and MARC also encourage amateurs that are involved in emergency communications groups such as ARES and RACES to participate in FD. After all, FD is all about emergency communications, and the opportunity to set up a full-fledged emergency station with multiple transmitters, generators, and overnight operations is quite a learning opportunity.

### **?? Preplanning**

#### ***Coordination with MARC or Other Clubs***

Field Day is a large-scale event that will draw 50 or more die-hard operators, and maybe several dozen more other amateurs that want to see what amateur radio is all about. There will also be people that aren't hams, the general public in other words, and potentially media representatives that will want to visit and report on FD. As you can see, FD is a major event. Because of its size, potential for publicity, and an event that requires much coordination, the opportunity exists for other clubs to help out. Starting in about 1996 the PPRAA and the MARC have conducted a joint FD, and because of this, the population at the FD site has about doubled.

There are other clubs in the area that may be interested in participating, and the PPRAA should consider contacting a representative from other clubs to solicit participation, especially the emergency

communications groups in the area. All it takes is a phone call and volunteers and assistance with things like setup and cooking can be a reality.

### *Finding a Suitable Location*

### *Station Captains*

The station captain is responsible for the coordination, setup, operation and teardown for that particular station. Coordination is all the work done prior to FD. This involves signing up volunteers to work at that station, arranging for equipment and shelter, and making sure all the little pieces that are needed will be ready and available on FD.

Volunteers can be signed up from just about anywhere. Club meetings, on the air nets, or face to face meetings are all places where the station captain can recruit operators. License class shouldn't be an issue if there is a control operator available when the volunteer operator doesn't have sufficient privileges for the band of operation. A general class operator can act as a control operator if a novice or non-ham wants to operate in the general portion of a band. A technician plus doesn't need a control operator if he or she wants to operate voice on ten meters. Sign the volunteers up on a log form, letting the operators choose their own time to operate. This guarantees a time slot for an operator and helps to avoid conflicts between operators.

The equipment has to come from the general membership. Currently the PPRAA doesn't own enough equipment to supply radio equipment for all stations at FD. So anyone that is willing to loan a transceiver or antenna, or other peripheral piece of equipment is welcome to do so.

Station captains are also responsible for providing a fire extinguisher or bucket of water.

A tentative checklist for a station follows. Don't forget to consult with the club's asset coordinator to find out what the club owns and what is available for FD use.

- ? ? Transceiver
- ? ? Microphone
- ? ? Headphones
- ? ? External speaker
- ? ? CW keyer
- ? ? Cables and adapters for keyer
- ? ? Antenna
- ? ? Antenna support (mast, tower)
- ? ? Means to install antenna if necessary (e.g., bow & arrow)
- ? ? Guy wires and stakes
- ? ? Transmission line
- ? ? Electrical tape and other tools
- ? ? Transmatch, if necessary
- ? ? SWR meter or antenna analyzer
- ? ? Power supply

- ? ? Extension cords if necessary
- ? ? Shelter (tent, camper trailer, etc)
- ? ? Folding tables
- ? ? Chairs
- ? ? Pencil, pen, paper for logging
- ? ? Computer for logging
- ? ? Light or lamp for night operations
- ? ? Clock
- ? ? Additional transceiver (HT) for intra-FD communications, optional

### ***Planning the Stations***

Typically our FD will have up to six stations: an HF station operating CW, an HF station operating voice (SSB), a Novice/Tech station operating either CW or voice, a satellite station operating voice and packet radio, a VHF/UHF station operating CW and voice, either SSB or FM, and a packet radio station. Once the location is identified and the station captains have been identified, the planners will lay out a diagram showing which station will operate where, and list the requirements for each station.

### ***Local Frequency for Intrasite Coordination***

It's recommended that the FD planners determine a simplex frequency on two meters for intrasite coordination and also for talk-in. If all FD participants leave a radio on this frequency this becomes very useful with trying to find someone, or have someone pick up a tool or piece of equipment and bring it to another part of the FD site. Suggested frequencies are 147.48, 147.42, 146.58, or any other two meter frequency with little traffic.

### ***Food***

The PPRAA will pay the costs of all the food for the dinner and the breakfast during Field Day. Individuals are required to bring their own food and drink for all other meals. If the PPRAA conducts a joint Field Day with another club, the two clubs will usually split the cost and the work of cooking. Prior to the FD, the PPRAA board will need to approve the expenditure of funds for purchasing food. Once the approval is made, the person that has volunteered to purchase the food should contact the Treasurer to work out payment or reimbursement for the food.

The PPRAA owns a coffee pot which should be used during FD. Contact the club asset custodian to find out who is the current holder of the coffee pot.

### ***Publicity***

The publicity coordinator for the PPRAA should be responsible for getting the word out to the general public. There are a number of ways to this, and most of them are addressed in their part of Section C which describes the publicity committee. In general, the newspaper, the cable TV teleprompter, the newspaper all have ways for us to make these announcements at no cost to the club.

During the FD itself, it's nice if the club can get some additional publicity by inviting a TV reporter to come and take video of the event for playback on the local news. There are members of both PPRAA and MARC that have some connections to the media. KAØWUC, for example, can probably get a TV crew out there.

## *Logging and the Logging Software*

### ?? **Setup Day**

### ?? **Safety**

### ?? **Field Day Operations**

#### *Callsign*

The callsign used for all stations must be the same, with the exception of the Novice/Tech station. The main callsign used is the club call, WAØVTU. The call sign of the Mountain Amateur Radio Club (NXØG) has been used on occasion. The two clubs will have to decide which callsign will be used each year. The Novice/Tech station (also known as the Get On The Air station) callsign must be a Novice or Tech callsign, and it's usually the callsign of the station captain for this station.

#### *Scoring and Submitting the Results*

Each year the scoring may change, with possibly different categories or new options for bonus points. Refer to the ARRL web page or the May QST for the official rules. Also refer to these two sources for instructions on submitting the results. The results must be submitted in a timely manner, so attention to detail is important in order to get proper credit for FD.

The following is a summary that has been prepared by club members to help members understand the scoring process and the rules. This summary applied to the 1999 Field Day, and may not necessarily apply to other years, but are likely similar.

- a. Operating class is 2A: club/nonclub portable, two (2) transmitters operating on emergency power (e.g. other than commercial mains) and set up in a place other than "regular station locations" and using no facilities installed for permanent station use. For the PPRAA/MARC operations, only the HF/CW and HF/SSB stations count as transmitters. The Novice/Tech+, Satellite, VHF/UHF are "free" transmitters. This encourages the use of these bands/modes without changing the classification of the Field Day group. In addition, bonus points are awarded for:
  - b. 1 Satellite QSO: 100 points  
5 Natural Power QSOs: 100 points
  - c. For all stations, contact points are:  
CW: 2  
DIGITAL: 2  
VOICE: 1
  - d. A DIGITAL mode (non CW) is defined as AMTOR, GTOR, PACKET, PACTOR or RTTY. On HF, we must not operate a DIGITAL mode station unless it's done IN PLACE OF the HF/CW or HF/SSB station. Doing so would change our classification to 3A. It is O.K. for the VHF/UHF station to operate PACKET, instead of CW or SSB and count it as a DIGITAL contact.
  - e. On-the-air exchange is: 2A, CO. ("Two Alpha, Colorado")
  - f. Set-up CAN NOT BEGIN until Noon on Friday, June 25. We will not begin setting up until 1:00 PM on Friday, June 25.

- g. All amateur bands except 10, 17 and 24 MHz (30, 17 and 12 Meters) can be used for contacts; repeater contacts do not count. Maximum transmitter power is not to exceed 150 watts. Only one (1) transmitter per band may be on the air at a time (see #10 below for definition of "band" as it applies to Field Day) except that the Novice/Tech+ station is excluded from this rule and may be on the air simultaneously with another HF/CW, HF/SSB or HF/DIGITAL station.
- h. On-the-air operations begin precisely at Noon on Saturday, June 26 and cease precisely at Noon on Sunday, June 27.
- i. Once a transmitter has made a contact on a band, it must remain on that band for a minimum of 15 minutes before changing to another band.
- j. A station can be contacted once per band. For Field Day scoring, Voice, CW, and DIGITAL (non-CW) are counted as separate bands. For example, a station can be contacted on 20 meter voice, again on 20 meter CW, and again on 20 meters using a DIGITAL mode and all three contacts count. For the Nov/Tech+ station, operators may contact the same station once using CW on 80, 40, 15 and 10 meters, and on both CW and voice on 10 meters. On the VHF/UHF frequencies, the VHF/UHF station operators may contact the same station once using CW, once using voice AND once using DIGITAL, on each band. The VHF/UHF station may operate on only one band at a time (only 1 transmitter on the air). Please note that at the present time, we have no plans to operate a separate DIGITAL mode station.
- k. All stations will use CT Logging software and the software will automatically identify duplicate contacts. Should we desire to operate one of the DIGITAL modes, contact Mike Stansberry to determine how to handle the logging.
- l. All on-air operating is restricted to the privileges of the Control Operator present at the time. The HF/SSB and VHF/UHF stations will be collocated and one individual may serve as Control Operator for both stations simultaneously. While General class and above licensees may provide "guidance", the Novice/Tech+ station shall be set-up and operated by Novice/Tech+ licensees or unlicensed visitors. Only a Novice or Tech Plus licensee will be the Control Operator of the Novice/Tech+ station. Also, our Novice/Tech+ station will operate ONLY on the HF bands, NOT on VHF/UHF. If at any time a Control Operator is not present at a specific station, (HF/CW, HF/SSB, Nov/Tech+, VHF/UHF, Satellite) that station will not transmit any signals.
- m. Only the stations listed above may be on the air as PPRAA/MARC Field Day transmitters for the purposes of participating in contacts and scoring. Individuals may wish to operate their own transmitters from the Field Day site when not operating a "Field Day Transmitter", however, if such operations interfere with a Field Day Transmitter, the individual may be requested to curtail or cease operation.
- n. Individuals who participate (or plan on participating) at the Field Day site may not contact WAØVTU or NØZPX for credit from a home station. Also, soliciting contacts in any manner is not consistent with the spirit of Field Day.

These "rules" are a summary of the Field Day Rules published by theARRL for individuals and groups who wish to submit their logs and participate in the Field Day competition. PPRAA/MARC intends to submit the group's score and expects to be competitive. The Field Day Rules are not intended to restrict enjoyment or make it difficult to operate, but only to provide a common set of practices so all competitors are judged against the same standard. Even though Field Day is a "competition", PPRAA/MARC intends the focus of its Field Day to be a setting for amateurs and visitors to enjoy the camaraderie and the scenery. If there are any questions or concerns, please don't hesitate to ask! Local (on-site) coordination is on 147.42 MHz simplex.

There will be a sign-in sheet for people attending Field Day at the community tent. Please enter your CALLSIGN, NAME, if registered with ARES (YES/NO), if ARRL member (YES/NO) and time of arrival on the sheet. The above information is required for bonus points.

Safety Coordinator: Les Borst, KCØNC

- Tower Safety
- Electrical Safety
- Fire Prevention

Site Coordinator: Mike Stansberry, KØTER

- Station Location
- Timekeeper
- Frequency Coordination
- Campsite assignments

Individual Station Coordinators: (See above)

- Provide equipment (radios/computer)
- Provide a bucket of water AND fire extinguisher at their generator site.
- Coordinate station set-up
- Coordinate Control Operators
- Sign up station operators/loggers

Field Day Coordinator: Mike Stansberry, KØTER

- Field Day Rules Arbiter
- Overall Field Day Operations
- Collect/Compile Log Sheets (disks!)
- Submit logs/forms to ARRL

### ?? **Teardown**

### ?? **What You Should Bring as an Individual Operator**

Even though we have station captains coordinating stations, cooks managing the big meals, and an overall FD coordinator, it's up to you to keep yourself sane and safe during the FD event. As with any other public service event or emergency communications operation, you need to prepare yourself to be aware from civilization for about two days, especially if you plan to camp.

You may have already developed a special checklist for FD or for camping in general. If that's the case, please send in a copy of your checklist so the list here can grow. This draft list below is just the beginning of what you may find yourself needing if your out in the wilderness for a couple of days. Granted there will be other hams around to help out, but you should come to rely on yourself for many of these items. At least you can learn from experience, and what you find yourself short in will be something you'll add to your list for next year.

- ? ? Food, water, drinks, ice
- ? ? Ice chest for the food
- ? ? Matches, lighter, ways to start a campfire
- ? ? Stove with fuel for cooking



- ? ? Money to run and buy more ice if you need it
- ? ? Personal medications, aspirin, first aid kit
- ? ? Broom, shovel, rake to clear campsite
- ? ? Tent, poles, stakes, rope if you're camping
- ? ? Camera, film
- ? ? Cellular phone if you have one
- ? ? Power inverter
- ? ? Clothing (warm and cold weather)
- ? ? Sleeping bag, blankets
- ? ? Gasoline can
- ? ? Tape (electrical, duct, Scotch)

## **Section G: General Information About the PPRAA**

This section provides information about many of the smaller activities in which the PPRAA participates, conducts, or otherwise supports. If you have any suggestions for other activities to be added to this section, please contact the Club Manual editor.

### **?? Membership**

When a group of people have the same common interests, there is a natural tendency to form a club or organization. Conversely, when a person shares the same common interest as that of a group that has already been formed, it's natural for that person to seek membership in that organization.

Therefore, the purpose for any club or organization must be centered around the common interests of its members.

When a new club is formed, it's natural to expect a high degree of participation of its members, especially if the number of members is initially small. As the club size grows, a smaller percentage of the membership typically stays active in the affairs of the club, and a larger percentage of the membership grows more complacent about the club. Over time, the old saying that 80% of the work is done by 20% of the membership becomes more and more true.

What exactly is the role and responsibilities of the members of the club? Of course, the club is formed for the members, but it's also the members that keep the club continuing and advancing in its activities. Therefore there is some degree of responsibility of the membership to do what is necessary to keep the club alive.

A small percentage of the membership will do just that. Another small number of members will want to participate more, but can't due to other obligations. A larger percentage will attend meetings, and help support the people that are active in the club. Others will simply be satisfied to pay dues, receive the monthly newsletter, and not participate in the normal club activities. Nevertheless, these people are all club members, and all play a part in the roles and responsibilities of being a member.

When you join the club as a new member, you may discover that the group has goals which are similar to your personal goals, and the club and its members will help you to achieve your personal goals. You'll also develop new relationships and friendships, and gain a sense of team spirit, giving you more confidence in yourself and your abilities. You'll also increase your knowledge and skills in ham radio. Finally, you'll acquire valuable experience for future involvement in the club's chartered activities, such as education and public service.

When you join, you'll also discover you have certain rights in the club: a right to vote, to make motions, and a right to serve as an elected member of the board, for example. You'll also need to know your responsibilities as a member. You need to be familiar with the club's Articles of Incorporation and the

## General Information About the PPRAA

Bylaws so you have a better understanding of the club itself and how things work. You're expected to support the club and to help the club achieve its goals, as much as you possibly can. You should be ready to promote the purposes of the club to other hams, the community and the general public.

Members who gradually become unhappy with the actions of the club have several options.

1. Remain an unhappy member. Unhappy members, unfortunately, while remaining a member, may have a tendency to talk in a negative manner about the club. This tends to cause dissention among the club, members stop coming to club meetings, and the club can take a nosedive in its ability to function. If you are an unhappy club member and want to stay a member, you should consider the next two options.
2. If the member is truly unhappy but is willing to make an attempt to make things better, he or she can become more proactive in the board; run for an office and make a difference.
3. Resign as a member of the club. Sometimes, it seems that no matter what you do as a member, things just don't go your way. In some extreme cases, it may be best to resign from the club. After all, if you discovered a ham radio club that didn't share any of your common interests, would you have joined in the first place?

### ?? Club Meetings

Club meetings are held monthly at the location shown below. The meetings are always held on the 2<sup>nd</sup> Wednesday of each month at 7 pm.

Occasionally, it happens that the church has other activities scheduled for that day that take priority over our club meetings, and we are forced to find an alternate location for one month only. When this happens the PPRAA will disseminate the information via as many nets as we can, via the ppraanet@qth.net e-mail reflector, and in the *Ø Beat*.

Some of the alternate locations that we have used recently are:

☞☞Deerfield Hills Community Center, 4290 Deerfield Hills Road, 719-578-6807.

Some of locations that the club has met in the past are:

☞☞Leon Young Service Center, 1521 Hancock Pkwy (current meeting location, eff. Sep 2002)

☞☞Mount Calvary Lutheran Church, 1318 N. Circle Dr.

☞☞Disabled American Veterans, corner of Peterson and Palmer Park Roads

☞☞Elks Lodge, Nevada Avenue

☞☞Sabin Junior High School on N. Carefree Drive.

### ?? Transmitter Hunts

Probably the most active transmitter hunters are Dave Kurth NØUVR, Doug Moloney WBØMHP, Les Borst KCØNC, Bill Petty NØNJX and Greg Tarcza WA2OOD.

### ?? Amateur Radio Classes

### ?? VE Testing

Currently the PPRAA conducts VE testing six times each year, on the 2<sup>nd</sup> Saturday of the even numbered months (February, April, June, August, October and December). The testing is listed at the ARRL web

## General Information About the PPRAA

page, and the information is also available via the Mile High VE Team information phone line at 303-. The fee is set by the ARRL since the PPRAA VE team is an ARRL VE team. All testing materials are obtained from the ARRL by the team liaison. The current points of contact within the club are Bill Stanfill K4YCD and Erik Mugele KGØXE.

The PPRAA has, for many years, held a VE test session in conjunction with the swapfest. The PPRAA will procure two rooms separate from the main swapfest floor where both written and CW tests can be administered. The VE team liaison will obtain the test material as with any other test session. The swapfest committee will publicize the VE testing on its flyer and in all announcements made. At the end of the VE test session, the VE team has typically offered to pay a small amount to the PPRAA to help defray the cost of the swapfest. It is up to the discretion of the VE team liaison to determine if they have received enough funds from the people testing to contribute towards the cost of the rooms.

### ?? Educational Activities

### ?? Public Service Activities

#### *Pikes Peak International Hill Climb (formerly the Pikes Peak Auto Hill Climb)*

? ? Contact the race official in charge of communications to find out their amateur radio requirements. Contact should be made as early in the new year as possible, like in February or March. The race official in past years has been Tom Frazer, WAØQQT. He can be reached via e-mail at tom.frazer@digital.com, or by phone at 719-598-9496.

? ? Attend all PPIHC planning meetings which require amateur radio participation. If the event organizer can't make the meeting someone needs to be assigned in his or her place. Contact the Pikes Peak Museum for times and dates of the meetings, if you haven't already received the information from Tom Frazer or the current communications official.

? ? Repeaters:

⚡⚡ The primary repeater for the Hill Climb is the Pikes Peak ARES (PPARES) portable repeater, operating on a frequency of 146.865 MHz. The repeater is maintained and stored by Derek Toeppen, WAØZTI. Contact Derek in April to inform him that the Hill Climb would like to use the repeater, and to make arrangements to pick up the repeater prior to the race day. Derek can be reached via e-mail at derekt@col.hp.com.

⚡⚡ At the same time, contact the Mountain Amateur Radio Club president to get permission to use the 146.82 repeater in Woodland Park as the primary backup in case of failure of the portable repeater. Alternatively contact Wes Wilson KØHBZ of the MARC via e-mail at wlw@prodigy.net.

⚡⚡ At the same time, contact the Pikes Peak FM Association operations Officer to reserve the use of the 146.97 repeater as a second backup repeater. The request forms are available on the web at the Pikes Peak District 14 ARES web page, <http://www.qsl.net/n7lv/dist14.htm>, under the PPARES menu for use of PPFMA resources. The operations officer in the past has been Mike Proctor KBØIAP, who can be reached via e-mail at mproctor1@juno.com.

? ? Getting volunteers

? ? Safety briefing

? ? Volunteer packet

? ? Siting the volunteers

? ? **Special Event Stations**

? ? **The Hammy Award**

## **Section H: Preparation for the Hamfest**

Each year for many years now, the PPRAA has conducted a hamfest and held a raffle at the hamfest. The PPRAA ranks up there in size as one of the largest hamfests in the Front Range area. Typically the hamfest draws just under a thousand attendees and has vendors occupying about one hundred tables. There is considerable planning required, and planning usually begins as early as the end of the previous year's hamfest.

See the most current *Ø-Beat* for a list of the current points of contact for the hamfest.

### **?? Sequence of Events**

Before describing in great detail the various aspects of the hamfest planning, there is a specific sequence for certain aspects because of the raffle. The raffle license requirements demand that we have a specified location, date and time, and that we fully own and possess all of the prizes offered.

- a. Secure the facility: location, date, time. Choose and purchase all raffle prizes.
- b. Obtain raffle license. On the application we must state the location, date and time of the drawing. The purchase of the prizes is not necessary in order to purchase the raffle license. The raffle license should not be ordered until a contract is in place with the facility, since the facility name and location, and drawing date, must be submitted on the license application.
- c. Order raffle tickets. The raffle tickets must show the location, date and time of the drawing and the raffle license number, and identify all of the prizes. We do not have to possess the prizes in order to order the tickets.
- d. Send a voided ticket to the Secretary of State.
- e. Begin selling raffle tickets only after the prizes are fully paid for and in the possession of the PPRAA.

### **?? Finding a Location**

The ideal location for the hamfest would be a location with plenty of parking, a very large auditorium or gymnasium that can hold as many people as we want, have additional rooms for VE testing and forums, would cost as little as possible, and would be available to us always on the date we want, year after year. We have not found the ideal location yet.

There are several locations that have served us well though. Middle schools or high schools have been fairly good locations. The problem with using a school, though, is that the club is at the mercy of the school schedule. In order to plan for a May 1998 hamfest at Doherty High School, we had to wait until September 1997 before the school officials knew the school year schedule.

When first attempting to find a location for the upcoming hamfest, the planner should start with the location of the last hamfest if it was acceptable. Just after a hamfest is finished, the hamfest committee needs to let the contact person at the facility know of our desire to use their facility next year. If arrangements can be made as early as one year in advance, we should secure the facility then.

If arrangements cannot be made that early, there is still plenty of time to find a new location, but we can't wait too long. The hamfest committee should begin to examine other potential locations immediately. Potential locations are all the other school districts, city buildings or auditoriums, county parks or fairgrounds, airport hangars, or other large meeting locations.

The hamfest committee needs to keep in mind the fact that the PPRAA is a nonprofit organization with 501(c)(3) status, and that can have great benefits to the PPRAA. However, we must go out and find these locations; they will not easily present themselves to us. One possibility that has not been researched yet is the El Pomar Foundation to see what kind of meeting facilities they have. The El Pomar Foundation works only with federally recognized 501(c)(3) organizations.

Here is a list of some of the more recent locations at which we have held our hamfests:

Doherty High School, 4515 Barnes Road, Colorado Springs, CO  
Point of Contact for District 11: Debbie Sebben, c/o Community Education, Sabin Middle School,  
3605 N. Carefree Circle, Colorado Springs, CO 80917 719-520-2475 FAX: 719-520-2477  
Checks payable to "School District Eleven".

Lewis-Palmer High School, 1300 Higby Road, Monument, CO 80132  
Point of Contact for District 38: Ken Emry for Lewis-Palmer H.S., 1300 Higby Road, Monument,  
CO 80132 719-588-4732 FAX 719-488-4723

Liberty High School, Scarborough Drive, Colorado Springs, CO 80920  
District 20.

### ?? **ARRL Sanctioning**

As an ARRL affiliated club (see Section W for club affiliation), we are afforded special consideration when planning a hamfest.

### ?? **Ordering the Raffle License**

For the details on the raffle license, see the raffle section in the Section T: Treasurer's Duties.

### ?? **Buying the Prizes**

The hamfest planning committee should decide on prizes that are popular with the current population of hams. The committee should try to balance the prizes so they will draw people from all walks of ham radio life. Popular prizes in the past have been dual-band mobile radios, HF transceivers, power supplies, mobile antennas, GPS receivers, gift certificates and cash. Direct contact with manufacturers is the way to get the lowest price for new equipment. Contact Icom America, Yaesu, Kenwood or Alinco directly. Note that these are not the only places to go for prizes.

Prizes must be fully paid for and in the possession of the PPRAA prior to selling the first raffle ticket.

### ?? **Food Vendors**

The hamfest planning committee should always try to get a food vendor for the hamfest. This will benefit the vendors, the attendees, and the club staff working the hamfest. The vendor should be able to provide breakfast type food (coffee, donuts at a minimum) for the morning hours, and lunch items for later in the morning and at noon.

We have used Mike's BBQ for several hamfests from about 1995 to 1998, and have had good success with him. He doesn't charge us anything, nor do we ask for a take of his profits.

? ? Bar-B-Q by Mike, 719-634-1890

If this vendor is unavailable, the committee should try to find a reputable vendor that can set up a portable kitchen near the main entrance to the hamfest.

Usually the only requirement for the food vendor is power, so the hamfest committee will need to arrange that power is available from the hamfest facility.

### ? ? **Renting the Tables**

Each year we order tables mostly for the convenience of our vendors. We don't expect the vendors to bring their own tables. That would make it very difficult for them, plus it'd make it real hard for us to plan a layout of the gym. It's also not intended to be one of the big money makers as we usually rent the tables out for a nice even figure which is just slightly higher than our cost. So we contract with a rental company that can provide us with the tables that we need.

We've rented tables from two rental places in the recent past. For the 1998 hamfest and some earlier ones we've rented tables from All Rental Center, 4780 Austin Bluffs Parkway, 719-599-5118. All Rental Center sold their tables to Brady's Rent All, 3807 Palmer Park Blvd, 719-596-6406. For the 1999 hamfest we rented tables from Brady's.

We typically plan for about 100 vendors, and usually rent 110 tables, along with two folding chairs per table. The most recent cost figures (1999) show that each table rents for \$7 and each chair rents for \$0.95. So basically each table costs us \$8.90. Some of the tables are used for hamfest administration, such as collecting money at the main entrance and at the vendor entrance. Our pricing should factor in the cost of unsold tables, much the same way that department stores factor in losses such as pilfering or damaged items. If we spend \$1,000 on tables, and we only can sell a predicted 95% of the tables, our pricing should be calculated by  $\$1,000 / (95\% \text{ of tables bought})$  not  $\$1,000 / (\text{number of tables bought})$ . Of course, since the pricing has to be done in advance, we face a small risk that the price levied on the vendors will be too low, and we won't recover all of our table costs from table rentals, or the price will be too high and we may potentially be turning away business. The final price should be in line with other hamfests in the region.

### ? ? **Printing and Selling the Tickets**

The tickets serve two purposes: admission and raffle. For the raffle, tickets can be sold only when the following criteria are met:

? ? A raffle license is obtained

? ? All raffle prices are in the possession of the PPRAA and fully paid for

? ? The PPRAA has contracted with a facility to host the hamfest.

Our ticket printer for the past several years has been:

? ? Leeper's Litho, 330 S. Wahsatch Ave, Colorado Springs, CO 80903 719-633-9948

The tickets must contain certain information to be in compliance with state raffle laws. See the rules as printed in Attachment A, Raffle Regulations.

Tickets can only be sold by club members. Club members cannot buy a large number of tickets and send them off to their Aunt Mary in New Jersey to try to sell for you. Purchasers of tickets must be 18 years old or older.



Prior to the hamfest, any tickets sold are raffle tickets, and are sold at the raffle ticket price. The usual individual ticket price is \$1 per ticket. Discounts may be offered for the purchase of multiple tickets at one time. For example, 6 tickets for \$5. These tickets are collected and held by the raffle manager until hamfest day, then are added to the barrel from which the drawing will take place.

Tickets sold as admission tickets include \$1 as part of the raffle. These tickets can be dropped in the barrel by the purchaser on hamfest day. For example, an admission price of \$4 includes \$3 for admission and \$1 for the raffle.

On hamfest day, attendees can purchase additional raffle tickets at the listed prices. These tickets are then deposited in the barrel by the purchaser.

The drawing is held at the specified time and location as printed on the ticket.

Tickets prices are determined annually by the Hamfest Planning Committee. The price will take into account the success of last year's hamfest and the current prices being charged at other hamfests in the area.

### ?? **Programs and Forums**

### ?? **Advertising**

### ?? **Finding Vendors**

### ?? **Hamfest Day!**

### ?? **Operating the PPRAA Tables**

Need to bring copies of membership applications.

### ?? **VE Testing**

Contact the PPRAA VE team liaison (Erik Mugele, KGØXE, 593-5345, erik@teuton.org) to arrange for a VE team to be available the morning of the hamfest. Suggested time for the VE testing should be around 9 or 10 am, to allow the people testing ample time to shop around before the testing begins.

Make arrangements with the person calling the door prizes to be aware that if a VE's name is called for a door prize, the prize will be held for the VE until after testing is over with.

Be sure to hand out the club's informational sheet to all the test takers.

### ?? **Conducting the Raffle**

The conduct of the raffle is governed by state regulations which are very specific about what we must and must not do. Refer to the raffle license rules for details. A copy of the rules can be found in an appendix to the hard copy of this handbook. The rules are also available for viewing via the internet at this URL:

### ?? **Depositing the Proceeds**

### ?? **Documenting the Hamfest**

The purpose of documenting the actions of the hamfest committee is so that we can learn from past mistakes and so that others can follow in our footsteps without having to reinvent the wheel. Each year the hamfest committee chair should collect comments from all hamfest participants and combine the lessons learned into a single document. That single document eventually needs to find its way into this club manual, since it is the official document where a person can find out about all activities in the club.

## **Section I: Planning the Picnic**

The PPRAA Bylaws require the club to host an annual picnic during the summer. The picnic can be in addition to, or in lieu of, a club meeting. Usually the picnic is in addition to the regular club meeting, and a board meeting is usually held at the picnic. It is also usually held in August, although it doesn't have to be.

Typically the club plans for about 100 people including members, their families and guest, and any visitors that come by. In order to more effectively spend club money and use material and/or food that may have been purchased for other club events, the person coordinating the picnic should contact the other coordinators of Field Day, last year's picnic, or the Christmas party to see if there are other supplies that can be used. For example if we just purchased supplies for Field Day including paper plates, plastic forks and knives, or cups and napkins, and they are left over from Field Day, the picnic coordinator should use these before planning to purchase additional supplies.

Food is a different story. Food can't be held too long without worry of spoiling. So the picnic coordinator shouldn't expect to get food left over from another event. However, it is possible that we will purchase more food than will be used at an event. In that case, every effort should be made not to waste the food. Either leftover food can be distributed to club members attending the event, or if there's another event (like a RACES picnic) coming up within a day or two, the food can be refrigerated and donated to that group.

It's also been customary to hold a tailgate, no-fee, mini-hamfest, where people can bring items for sale or trade and do the trading right from their vehicles.

### **?? Buying the Supplies**

Before buying supplies for the picnic, the picnic coordinator should first of all estimate the number of people expected to attend. The coordinator should also make every effort to locate any supplies left over from an earlier event before buying more of them (e.g., paper plates, napkins). Once it has been determined what needs to be purchased and how many people will be attending, use the list below to estimate what needs to be purchased. Remember that the list below assumes a party of 100 people. For a party of 50 people, reduce the number by one half.

One point to remember: Do not purchase any supplies without approval of the board. The board has a fiscal responsibility to the club to ensure that our money is spent properly. Please submit your request to the board, await approval and a ceiling amount to spend, then make the purchase and submit receipts. If the picnic coordinator makes the purchase for his or her own checking account, the coordinator will be reimbursed.

For a picnic of 100 people the following items make up the typical shopping list:

- ? ? 75 hamburgers (80% lean or better)
- ? ? 50 hot dogs
- ? ? Three 24-packs of cheese
- ? ? Seven dozen hot dog buns (Consider getting buns the day before picnic at Entemanns or other resale store - usually 2 for one pricing)
- ? ? 1 jar of mustard
- ? ? 2 jars of ketchup
- ? ? Miracle whip or Mayo (optional)
- ? ? One or two onions cut up or sliced
- ? ? 6 tomatoes sliced (optional)
- ? ? Large jar of hamburger dills
- ? ? One jar of pickle relish
- ? ? Salt and pepper
- ? ? Sugar/cream for coffee
- ? ? Can of drip coffee
- ? ? Tea hot or iced (optional)
- ? ? Paper plates/napkins/paper towels/hot cups
- ? ? Plastic knives/forks/spoons
- ? ? Heavy duty aluminum foil
- ? ? Roll of Saran wrap
- ? ? 2 bags of self lighting charcoal or can of lighter fluid matches or lighter
- ? ? 1 can of flying insect spray

### ? ? **Other Items to Bring**

- ? ? Coffee pot (need to start at least 2 hours prior to picnic)
- ? ? Several knives and big spoons
- ? ? 2 aluminum pans to put lettuce/tomato/onions on
- ? ? 2 sets of utensils for grilling
- ? ? Broom
- ? ? 2 pot holders
- ? ? Tablecloths (optional)
- ? ? Cardboard from old boxes to cover grill on the other side so folks can put the food they bring
- ? ? 1 pair of heavy gloves

### ?? **Scheduling the Activities**

#### ? ? **One month ahead:**

- a. Call McDonald's to reserve cooler/ice, lemonade syrup and cups
- b. Put article/map in August *Ø-Beat* with list of who will bring side dishes and desserts
- c. Announce at July and August meetings and simplex nets in August
- d. Recruit for set-up and clean-up help
- e. Plan talk-in frequency (146.58 MHz is preferred as it is the club net frequency)
- f. Coordinate with the publicity committee to submit an announcement to the Gazette and other publicity and media outlets. If no publicity committee, have someone on the picnic committee handle the publicity.

#### ? ? **One week ahead:**

- a. Confirm cooler/drink reservation with McDonalds

#### ? ? **Morning of picnic:**

- a. Pick up cooler/drinks/cups from McDonald's - bring receipt in case of conflict
- b. Arrive about 2 hours ahead and hose off picnic area and spray for insects

**Section J: Preparation for the Christmas Party**

?? **Choosing the Type of Party**

?? **Finding a Location**

?? **Pot Luck or Cater?**

?? **Getting the Word Out**

## **Section L: Planning the Library Exhibit**

Each year the PPRAA puts on an exhibit of amateur radio in general. The purpose of this public exhibit is to introduce amateur radio to the general public at a popular meeting place. Like the library! People can come to the library, check out their books, and on the way out, stop by the exhibit. In the past the PPRAA has invited clubs and organizations from all walks of amateur radio life: Edge of Space Sciences has launched a balloon from the library, remote-control airplanes have been demonstrated, public service and emergency communications, HF operating, we've even done a public service event net control station from the exhibit.

In order to more effectively spend club money and use material and/or food that may have been purchased for other club events, the person coordinating the library exhibit should contact the other coordinators of Field Day, last year's picnic, or the Christmas party to see if there are other supplies that can be used. For example if we just purchased supplies for Field Day including paper plates, plastic forks and knives, or cups and napkins, and they are left over from Field Day, the exhibit coordinator should use these before planning to purchase additional supplies.

One point to remember: Do not purchase any supplies without approval of the board. The board has a fiscal responsibility to the club to ensure that our money is spent properly. Please submit your request to the board, await approval and a ceiling amount to spend, then make the purchase and submit receipts. If the exhibit coordinator makes the purchase for his or her own checking account, the coordinator will be reimbursed.

### **?? Schedule (updated 14-Sep-1999)**

? ? 1 year to 6 months before exhibit:

- a. Organize library committee
- b. Set/review goals and schedule
- c. Make any changes to exhibit plan
- d. Set date
- e. Reserve date with library
- f. Reserve with library:
  - 1) Tables
  - 2) VCR/monitor
  - 3) Video projector

- 4) Projection screen
- 5) Discuss/arrange with library
- 6) Promotion plans
- 7) Snacks/drinks

? ? 4 months before exhibit:

- a. Compile list of potential exhibitors and activities
- b. Mail out invitations to potential exhibitors
- c. Solicit volunteers at club meeting
- d. Solicit coordinators for:
  - 1) HF station
  - 2) CW station
  - 3) Satellite station
  - 4) ATV
  - 5) DF exhibit
  - 6) Snacks
- e. Arrange for club funding (for snacks)

? ? 3 months before exhibit:

- a. Follow up invitations to exhibitors with phone call
- b. Solicit volunteers at club meeting

? ? 2 months before exhibit:

- a. Reconfirm accommodations at library
- b. Preliminary floor plans
- c. Ask coordinators if they need help/resources
- d. Solicit volunteers at club meeting
- e. Plan promotional material

? ? 1 month before exhibit:

- a. Arrange for news coverage/public announcements
- b. Arrange net announcements
- c. Arrange schedule for setup/teardown
- d. Get signs/banner in order
- e. Get "backup" exhibitors lined up
- f. Solicit volunteers at club meeting (specific jobs)
- g. Mail invitations to new hams
- h. Send e-mail to invite all area hams



### ? ? 2 weeks before exhibit

- a. Ask coordinators to see if they need help/resources (mainly HF)
- b. Reserve cooler/drinks/cups with McDonald's
- c. Schedule follow-up meeting (post mortem) for no later than 1 month after exhibit

### ? ? 3 days before exhibit

- a. Buy cookies
- b. Confirm cooler reservation with McDonald's

### ? ? Morning of exhibit:

- a. Set up tables, power
- b. Label tables for exhibitors

### ? ? Within one month after exhibit:

- a. Follow-up meeting
- b. Proposed initial organizational meeting agenda:
  - 1) Review last year's performance
  - 2) Set/review goals for the exhibit
  - 3) Review/update schedule for exhibit
  - 4) Identify and assign tasks to be done:
    - i. Library contact person
    - ii. Invitations
    - iii. Station coordination
    - iv. Refreshments
    - v. "Resource" coordinator
    - vi. Publicity
  - 5) Summarize and distribute results of this meeting or post to club web page
  - 6) Review last year's performance:
- c. Proposed review meeting agenda:
  - 1) Were exhibit goals met?
    - i. Which goals were met?
    - ii. Which goals were not?
    - iii. Were goals correctly set?
    - iv. Update goals for next year.
  - 2) Identify what went right
    - i. Figure out how to improve on these items:
      - ? ? What tables were popular? Make sure they are on the next year's invitation list

- ? ? New club members
  - ? ? Positive comments
  - 3) Identify what went wrong
    - i. Decide how to fix these complaints
    - ii. Negative comments
  - 4) Review specific items of display. Decide what to do about each, if anything.
    - i. Advertising
    - ii. Signs
    - iii. Traffic flow
    - iv. Attention grabbers
  - 5) Summarize and distribute results of this meeting and post to club web page
- ? ? Example of exhibit goals (use/modify/add/delete to or from this list as needed):
- a. At least 200 non-hams visitors
  - b. At least 20 hams, non-club-members visitors
  - c. At least 20 HF QSO's
  - d. News coverage by at least 2 media reporters (radio/TV/newspaper/magazine)
  - e. At least 12 display tables or exhibits
  - f. Ninety percent of visitors received attention by exhibit representatives or exhibitors.

## **Section P: The President's Duties**

### **?? By-Laws Definition**

According to the most current copy of the By-Laws (see Section B for the complete By-Laws), the duties of the President are defined as:

*The President shall preside at all meetings of the association, and shall conduct them according to the rules adopted. He/she shall enforce due observance of the Constitution and by-laws, decide all questions of order, sign all official documents adopted by the association, and conduct all other duties pertaining to the office of President.*

### **?? Familiarity with Robert's Rules of Order**

This paragraph is repeated in the Section D for Directors. All Officers, especially the President, have a responsibility to become familiar with the Robert's Rules of Order. Robert's Rules of Order define a parliamentary procedure for conducting a fair meeting.

Robert's Rules, first published in 1876, was written for several purposes, of which the main purpose is to make it easier for people to work together effectively and to accomplish their purposes. The rules are designed to help the meeting proceed, not hinder it. Since a meeting can deal with only one issue at a time, there are motions to help assign an order to the issues according to some precedence.

When an issue is brought up to a vote, Robert's Rules specify that a majority vote decides the issue. In other words, the members have all agreed to be governed by the vote of the majority of those at the meeting.

The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members--majority and minority--should be the concern of every member, for a person may be in a majority on one question, but in minority the on the next.

In addition to handling the issues, the chairperson uses the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.

Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith.

## ?? Voting Rights and Privileges

The President typically chairs most meetings, which puts him/her in the impartial position of running the show rather than being a part of the show. When a member wants to bring an item before the members at a meeting, the member gets the permission from the presiding Officer (usually the President) and “takes the floor”. When the member has the floor, he can discuss business or make a motion. The President or presiding Officer then calls for the second, asks for discussion, and finally takes a vote. The President is a member and has the right to vote on an issue, but for the most part, the President, when presiding over the members, should take the position of an impartial person, whose role is to make sure the process takes place properly. The President typically does not vote on an issue.

However, if the President wants to vote on an issue because he/she feels strongly about an issue, the proper thing to do is to turn over the chair to the Vice President, who then continues to run the discussion so that the President may participate. Now the President should be free to cast which the vote for or against the issue. When the vote is cast, the President can resume the conduct of the meeting when the Vice President turns over the meeting back to the President.

At a board meeting, the President is again in charge of running the show, but since the voting is done among the board members, it's not typically done that the President turns over the chair to the Vice President. At a board meeting, the President can either vote or not vote. The act of not voting is basically the same as casting a negative vote, as the net effect is that there is no vote for the positive on an issue.

For example, suppose the issue comes up to spend a certain amount of money for a certain purpose. The other Directors and Officers (eight in all, excluding the President) have voted four in favor and four against. With nine on the Board, a majority is required to pass a motion, which means 4 ½ votes in favor. Four votes in favor is not enough to pass a motion on a board of 8 or 9 members. A fifth vote in favor is necessary. If the President decides to vote, he/she can vote for, in which case the motion passes. If the President decides to vote against, the motion does not pass, as it only has 4 votes in favor. If the President decided not to vote, then there is still only 4 votes in favor, and the motion still doesn't pass, and the President does not reveal which way he/she wanted to vote.

## ?? Creating an Agenda

It's in the best interests of the President and of the members to have an agenda, which allows the chair to lead the meeting in an orderly manner without introducing confusion into the meeting. It's the President's duty to stick to the agenda as much as possible, and to get the members back on track if the members' discussion deviates too far from the agenda. Some organizations will vote on the agenda at the beginning of the meeting, such that the approved agenda is ALL that can be discussed, and to discuss other topics requires a vote to amend the agenda. The PPRAA has never adopted this practice as the PPRAA is a much more informal organization and this kind of rigid agenda is not appropriate.

The President should prepare a meeting agenda several days before the meeting, and it has been suggested that the President even ask for agenda input from other Board members. The agenda should include the following:

Call to Order, Introductions, Approval of the Previous Meeting's Minutes, Reading of the Treasurer's Report, Committee Reports, Old Business, New Business, Hammy Award, Intermission, Program.

Other clubs may do things differently, such as have the program first, followed by the business end of things. Each President may alter this order as he/she sees fit, or try new things if desired. The President should keep aware of the reaction of the club members, though, if something new is unacceptable to the members. Sometimes trying new things can backfire and produce unwanted results.

### ?? **Presiding Over the Meetings**

There are many books available in the library which describe how a corporate board is supposed to work. These books describe the process of presiding over a meeting, how to develop an agenda, how to handle motions, how to recruit volunteers, and how to do many things associated with being a President. It is suggested that , when convenient, the President pay a visit to the library and do a search for books relating to board of Directors, running a nonprofit corporation, public speaking, and so on.

Presiding over a meeting includes assembling people and calling the meeting to order, presenting your agenda items, handling old and new business, and opening the program after a 10-minute break. Of course, the President has the option to change the flow of things, but in general the agenda should be followed. The agenda can change from time to time in order to provide a variety to the meeting.

For the most part, the members of the Board, the committee chairs, and the membership in general should be providing the input to the meeting. But if something important is not mentioned by anyone, the President should realize this and should bring up the topic.

The main purpose for the President to preside over the meeting is to keep the meeting moving in an orderly fashion, and to keep the discussion under control. For example, if a motion is introduced, the normal procedure is to hear the motion, then get an second for the motion. Without a second, that means that a motion doesn't have the interest of enough people in the club to warrant a discussion. Once a second is obtained, the President should call for discussion. Each person may have their turn to provide discussion, as long as they are not simply repeating the concerns of someone else. The President should make sure that the discussion alternates from people for the issue, followed by people against the issue, to people for the issue, and so on. Finally when all discussion has been presented, the President should call for a vote. A majority rules, in most cases. See Robert's Rules of Order for more information on motions.

### ?? **Recommended Reading**

The books available contain information for a Board in general. See the list in Section D, Duties of the Directors.

## **Section S: The Secretary's Duties**

### **?? By-Laws Definition**

According to the most current copy of the By-Laws (see Section B for the complete By-Laws), the duties of the Secretary are defined as:

*The Secretary shall keep a record of the proceedings of all meetings, carry on all correspondence, read communications at all meetings and such other duties pertaining to the office. At the expiration of his/her term he/she shall turn over items belonging to the association to his/her successor.*

### **?? Club Correspondence**

The Secretary is responsible for all club correspondence, e.g., notifying members of meetings, writing sympathy or congratulatory messages, thank-you notes, and replying to all letters and inquiries. As a courtesy, the Secretary sends a copy of correspondence to persons mentioned in the letter and/or to the appropriate committee chair. The President should receive copies of all correspondence. Be prepared to read all correspondence at the business meeting. If possible copies should be made available for the entire Board, or at least a copy should be brought to the next Board meeting so all Board members can read the correspondence.

### **?? Update Club Information with ARRL**

After each annual meeting, the Secretary must file a club report with the American Radio Relay League. The report lists the current Officers of the club and how they can be reached, the current editor, the meeting location, dates and times, and other pertinent information regarding the operation of the club.

This information can be updated in several ways. The Secretary can write or phone the ARRL directly, or the information can be updated via a web page at the ARRL. To get to this web page, enter the URL:

[http://www.arrl.org/field/club/detail.html?master\\_id=0007016539](http://www.arrl.org/field/club/detail.html?master_id=0007016539)

and at the bottom of this page will be the link to update the information.

### **?? Updating Club Information at Other Sources**

There are several other places where information about the club is located. One is the Pikes Peak Library System. This library system, known as "Maggie", is an on-line reference system operated by the Colorado Alliance of Research Libraries, or CARL. CARL can be accessed in several ways, including dial-in modem, TELNET to the Public Access Catalog (pac.carl.org), or via the World Wide Web (<http://www.ppld.org/> then select the "Community Connections" link).

Periodically CARL will send out a form on which to update the current information. Typically this form is forwarded to the publicity committee chair to be filled in. It could be that the publicity chair is also keeping track of other references. Those will be documented in Section C, Publicity.

There are also numerous places on the Internet in which information about our club is referenced. As is typical of many amateur radio operators that have created web pages, many of them have created links from their page to the PPRAA web page. From time to time, it is prudent for the PPRAA to perform a web search for pages that may have links to our club, or other reference information. One in particular, the Colorado Amateur Radio web page at <http://www.rmsd.com/hamradio/hamradio.html>, contains many links to many sites in Colorado. If the Secretary has time, the Secretary can work together with the Publicity Chair to browse the web and locate references to the PPRAA page and correct them if necessary.

Obviously it isn't our responsibility to maintain someone else's web page, but if they have links to our page, it would behoove us to see to their accuracy. If time permits, of course.

### ?? Writing the Monthly General Meeting Minutes

The Secretary records accurately accounts of each meeting in the order the business and the programs are conducted. The minutes are more than just a "handy reference" if properly written. They become a written history of your organization. It may be helpful during the business meeting to take the minutes in note form without being overly concerned about neatness. This way you can keep your mind on what people are saying and doing. You can enter the minutes in the official record book when you get home, taking all the time you need to transcribe your notes.

An outline of the minutes might include:

- I. Opening of minutes
  - A. Notes the kind of meeting (whether regular or special).
  - B. States the name of the club.
  - C. States the date, time, and place of the meeting.
  - D. States the name of the presiding Officer.
  - E. Notes the fact that a quorum is present.
- II. Proceedings of the minutes
  - A. Notes whether the minutes of the previous meeting were read, corrected, and approved.
  - B. States the subject of each report, the name of the person who presented it, and the action taken on it. Sometimes minutes also contain summaries of important reports.
  - C. Notes all motions and their results. The minutes should not contain discussions of motions and need not contain the names of the persons making or seconding the motion.
  - D. Notes all points of order, appeal, and their outcome.
- III. Closing of the minutes
  - A. Notes the hour of adjournment.
  - B. Gives the Secretary's signature.

The minutes are records of what was done, not what was said. Minutes should not contain discussions, personal opinions, adjectives, or interpretations. The Secretary signs the minutes when they are written, and the President signs after they are approved.

Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above, or in the margin, and then initialing.

### ?? **Writing Monthly Board Meeting Minutes**

The same procedure applies to the writing of the Board meeting minutes as did apply to the writing of the general meeting minutes.

### ?? **Recording the Official Documentation**

The Secretary should maintain a copy of the original documents of the Articles of Incorporation and the By-Laws. The Secretary is responsible for recording any changes to these documents, and for updating the documents. The Secretary is the point of contact for members to come to when requesting a copy of these documents.

The actual Articles of Incorporation are on file with the Secretary of State's office and can be requested by sending a letter to:

Colorado Secretary of State  
1560 Broadway, Suite 200  
Denver, CO 80202  
E-mail: [sos.admin1@state.co.us](mailto:sos.admin1@state.co.us)  
Phone: (303) 894-2200 Admin  
Phone: (303) 894-2251 Corporations & Commercial Recordings  
Web Page: [http://www.state.co.us/gov\\_dir/sos/](http://www.state.co.us/gov_dir/sos/)

There is a fee for each page copied and sent by the Secretary of State.

### ?? **When the President and Vice President are Absent**

When the President and the Vice President are absent, the Secretary is the next person in line who is expected to preside over a general meeting or a Board meeting. As such, the Secretary should be familiar with the other appendices P and V so the Secretary can take over without apprehension or fear of doing something wrong.

### ?? **Other Duties of the Secretary**

The Secretary is actually the President's administrative assistant; therefore, always be prepared to explain what business is pending. As Secretary, you have all the rights of membership. You may introduce motions, discuss them, and vote on all measures. The Secretary or a representative must attend all meetings. If the Secretary is unable to attend, he/she should send the record book to the President.



## **Section T: The Treasurer's Duties**

### **?? By-Laws Definition**

According to the most current copy of the By-Laws (see Section B for the complete By-Laws), the duties of the Treasurer are defined as:

*The Treasurer shall receive and account for all moneys paid to the association, pay all authorized bills, and render such accountings to the board and membership as required by the board. At each meeting he/she shall submit an accounting of all income and expenses for the approval of the membership. At the end of his/her term, he/she shall turn over all items belonging to the association to his/her successor.*

This definition is a very general description of the duties. In reality, the Treasurer does many tasks which are not specifically mentioned in the By-Laws. All of these tasks, though, do fall into one or more of the general duties of the Treasurer.

### **?? Bank Accounts**

The PPRAA has accounts at two banks:

General Checking and Savings Accounts:

Ent Federal Credit Union  
805 N Murray Blvd.  
Colorado Springs, CO 80915  
Phone: (719) 574-1100  
Web page: <http://www.efcu.org/>

Raffle Account:

Norwest Bank  
Garden of the Gods Branch  
560 W Garden of the Gods Road  
Colorado Springs, CO 80907  
Phone: (719) 636-1361

### **?? Treasurer's Web Page**

The Treasurer has the option of creating a web page for financial matters. If one is created, it should be linked from the primary PPRAA web page at <http://www.qsl.net/ppraa/>.

## ?? Accounting

The Treasurer must have a method of accounting for all income and expenses, and be able to give a current financial report to the members. Other reporting requirements, such as the monthly Treasurer's Report for the *Ø Beat* and new requirements for the 501(c)(3) application for tax exempt status, demand that the Treasurer maintain appropriated ledgers and files for transactions, income and expenses, and a balance sheet. The Treasurer must also be knowledgeable of the value of the property owned by the organization.

Prior to 1997 recordkeeping was performed on paper in a ledger manual, with no separate ledgers kept for accounting of separate expense or income ledgers, or account balances. In other words, transactions were usually written down (but not always), but there was no specific format for those recordings. The membership renewals were recorded fairly completely and accurately, but other transactions, such as reimbursements for Field Day expenses, were recorded only by virtue of the check and receipt provided. As such, there was no way to quickly and accurately produce financial reports, or to produce a repeatable financial report. For example, if in January 1995 the Treasurer were to produce a report for entire year of 1994, there is no guarantee that the same Treasurer would be able to produce an identical report for 194 two years later in January 1997.

Beginning in 1997, the accounting records were transferred to a computer-based program, Quicken. In addition to current transactions being entered, the Treasurer also began to enter in past records so that there would be easy access to records from years prior to 1997. Records have been entered in for most of 1995, all of 1996 and later. As time permits, records will be entered in for the year prior to 1995.

The advantage of a computer-based program is that immediate reports can be produced and answers to questions such as, "How much was spent on the hamfest last year?" can be obtained quickly. Quicken allows for double entry transaction logs, which indicate when money was received or expended, from or to whom the funds were received or expended, and the purpose of the income or expense.

The accounts should be balanced against Quicken as soon as the statements arrive.

## ?? Monthly Reporting

Beginning in 1997 a Treasurer's Report has been submitted monthly to the *Ø Beat* editor for publication in the *Ø Beat*. Prior to 1997 no regular Treasurer's Report had been produced, except for any comments made and reported in the meeting minutes. This monthly Treasurer's Report is not a required report according to our Articles of Incorporation or By-Laws, but it has become a regular item to be found in the *Ø Beat*. The Board has decided that it is a good thing, and also that the information to be provided should include the income and expenses, but not a total balance amount. This decision was made because the *Ø Beat* is distributed to people who are not members of the PPRAA and that information is information that non-members don't require. Therefore, if any PPRAA member needs or wants to know our exact balances, that member should attend the monthly PPRAA meetings or contact the Treasurer directly.

At the monthly PPRAA meetings, the Treasurer regularly reports the following information: the balance in all accounts as of the end of the previous month, income and expenses for the previous month, and any other pertinent information regarding the Treasurer's duties. For example, at the October meeting, the Treasurer would make the report based on the period September 1 through September 30.

At the board meetings, the Treasurer should report on specific income and expenses, giving details of any and all income and expenses, and providing the balance sheet information again. At the end of the fiscal year the Treasurer should provide an annual summary to the Board of all accounts, and income and expense categories.

### ?? Accounting for Memberships

New members and renewing members typically renew in one of two ways: either by mailing in their dues to the PPRAA mailing address, or bringing their dues in to the monthly meeting, although these are not the only way the members can join or renew. In any case, the renewal paperwork (membership application form and payment) initially goes to the Treasurer for recording the payment. The payment is entered into the transaction log according to the type of membership (Full, Family, Associate, or Senior). The Treasurer must maintain records in such a way that it can be easily determined if a member is current or in arrears.

Once the transaction is recorded, the payment must be deposited in a timely manner into the Ent Federal Credit Union checking or savings account. The application form must be transferred to the Membership Chair for recording in the membership data base. The application form must be transferred in a timely manner such that the membership data base is updated prior to the next printing of the *Ø Beat*. This will ensure that the new members are recognized as soon as possible, and renewing members do not experience an interruption in their *Ø Beat* subscription.

### ?? Commission on ARRL Renewals

Since we are an ARRL affiliated club, it is a fact that 51% or more of our members are also ARRL members. (In other words, it's a requirement that 51% or more of our members be ARRL members in order for us to be an affiliated club.) The ARRL has a program by which ARRL affiliated clubs earn a commission if the ARRL members renew their ARRL memberships through the affiliated club. When ARRL members renew through the PPRAA, the PPRAA earns a \$2 commission for each member.

It's a simple process. The ARRL member sends their ARRL renewal form, along with the \$34 (or current amount) to the PPRAA. If payment is by check, the check must be made out to the PPRAA, not the ARRL. (The reason is that the check will be deposited in the PPRAA account and will not be forwarded on to the ARRL.) The Treasurer records the receipt of the renewal amount (minus \$2) in the ledger as a liability, and a \$2 amount as income for ARRL commission. The Treasurer writes out a check to the ARRL for the renewal amount minus \$2, crediting the liability account. The ARRL renewal form, the check from the PPRAA, and another form provided by the ARRL to document renewals through clubs, are all placed into an envelope addressed to the ARRL. Once the envelope is mailed out to the ARRL, the member continues the ARRL membership for the term indicated, and the PPRAA has earned \$2. The cost to the PPRAA for this process is a small amount of time on behalf of the Treasurer, and the cost of a postage stamp. If possible, try to get the ARRL envelope from the member to save the cost of an envelope.

If someone wants to join the ARRL through the PPRAA, the process is exactly the same, except the commission earned by the PPRAA is \$5.

### ?? Accounting for Income

Account for each check or payment of cash in the transaction log and indicate the purpose of the money received. When a profit and loss statement is generated, the information from these income transactions is summarized.

### ?? Accounting for Expenses

Account for each check or other payment made from the PPRAA accounts, and indicate the purpose for which this money is expended. When a profit and loss statement is generated, the information from these expense transactions is summarized.

## ?? Accounting for the Hamfest

The hamfest is actually two events held on the same day: a hamfest and a raffle. So while the money is usually collected from the attendees at the same time, it must be accounted for in a way so it can be determined how much money was received for the raffle, separate from the admission to the hamfest. Money is received for the hamfest is several ways:

**Table Sales:** Each table has its own price. The first table is usually sold at a different price than additional tables. For example, a person rents the first table for \$12, then each additional table is \$10. For each "first table" rented, that table includes one admission, which also includes one raffle ticket. So each "first table" then is \$11 for the table/admission, and \$1 for the raffle ticket.

**Raffle Ticket Sales:** Prior to hamfest day, and on hamfest day, many raffle tickets are sold. These tickets do not include admission. So each of these tickets sold must be accounted for as raffle sales.

**Early Admission Sales:** Prior to hamfest day the PPRAA will sell separate admission tickets. One dollar of the cost of these tickets sold must be accounted for as raffle sales. A \$4 ticket will be accounted for as \$3 for admission and \$1 for the raffle.

**Day of Hamfest Admission Sales:** On hamfest day each person attending the hamfest will pay for admission, which again includes \$1 for raffle. So if a person buys a \$4 admission ticket, \$1 will be accounted for as raffle sales.

At the end of the hamfest, money is counted and accounted for according to the category of income above. It's important that the money collected for the raffle be deposited in the separate Norwest bank account which has a special purpose of being the only account for any raffle money. The Treasurer should be able to determine the number of attendees at the hamfest by counting the number of tickets sold at the main admissions table and at the vendor's table.

Any net income from the raffle (gross receipts minus cost for prizes and licensing) must be spent within one year from the hamfest date and must be spent on the club's chartered nonprofit purposes. Examples of items purchased with this money includes books and supplies for the ham radio classes, supplies for Field Day, and equipment repairs for equipment used during public service events.

Also at the end of the hamfest, the Treasurer will account for all raffle tickets, noting the number purchased, the number put in the raffle barrel, the number of unsold tickets, and the number of tickets which are unaccounted for.

## ?? Paying the Landlord for Meeting Locations

Each quarter, the Treasurer makes a donation to the organization that is providing us with the meeting place. The typical amount we have paid is \$50 per quarter, but the actual amount agreed upon between the PPRAA and the landlord may vary from place to place, and may increase or decrease as time goes on.

## ?? Raffle License and Reporting

Prior to the PPRAA conducting a raffle at the annual hamfest, the PPRAA must meet the legal requirements for the raffle. These requirements are specified in a document prepared by the Colorado Secretary of State's office, and included in this club manual as Attachment A. Here is a summary of the requirements.

? ? The PPRAA must specify a date, time and location on the raffle license application. In order to do that, the PPRAA must have a contract with a facility in which to hold the hamfest/raffle prior to the raffle license application being filed.

- ? ? Obtain the raffle license from the Secretary of State. The raffle license fee is \$62.50. All quarterly reports must be current and on file with the Secretary of State before they will issue a raffle license. The Secretary of State's address is shown below in this section.
- ? ? Specific information must be printed on each raffle ticket: a sequential serial number, the raffle license number, the date, time and place for the raffle drawing, all raffle prizes, the cost of the raffle tickets, and a statement stating whether or not the person must be present to win.
- ? ? Tickets can be printed at any time, but cannot be sold until the prizes have been purchased and are in the possession of the PPRAA.
- ? ? The raffle license and the raffle regulations must be on hand at the facility where the raffle takes place on the date and time of the raffle. This information must be retained after the drawing for at least 30 minutes after the drawing.

Every quarter, the PPRAA is required to send a Raffle Report to the Secretary of State which summarized the raffle activity during the quarter. The quarters end on March 31, June 30, September 30, and December 31. The report must be filed within 15 days of the end of the quarter. The report must be notarized (Ent Federal Credit Union provides a free notary service for its members) and mailed to:

Colorado Secretary of State  
1560 Broadway, Suite 200  
Denver, CO 80202  
E-mail: sos.admin1@state.co.us  
Phone: (303) 894-2200 Admin  
Phone: (303) 894-2251 Corporations & Commercial Recordings  
Phone: (303) 894-2680 Raffle Licensing  
Web Page: [http://www.state.co.us/gov\\_dir/sos/](http://www.state.co.us/gov_dir/sos/)

For the periods where there was no raffle activity, the report will simply indicate that fact, and an attachment is also attached which lists any checks written from the raffle (Norwest) account. For the quarter during which the raffle was held, the report is slightly more complicated, but not much. The same attachment listing any checks written from the raffle account is included. Another attachment is included which lists the gross raffle income, the prizes and related expenses, and the winners of the prizes valued over \$300. The PPRAA pays a fee based on the gross raffle income. That fee is very small, typically on the order of \$5 to \$10. The fee is a percentage of the gross raffle income, and has been 0.3% to 0.5% in the past.

### ? ? **Maintaining the Post Office Box**

Box rental is paid periodically to the postmaster. Our physical box location is at the U.S. Postal Facility on Fountain Blvd, just one block west of Academy Boulevard. Our box number is 16521, making our complete address: *Pikes Peak Radio Amateur Association, Inc., P.O. Box 16521, Colorado Springs, CO 80935-6521*. The box fee is paid in 3, 6 or 12 month intervals. The rate is the same per month regardless how many months are paid in advance; i.e., there is no discount for paying a year in advance. The Post Office sends us a renewal notice by inserting a note in the P.O. box.

Additional keys may be purchased for \$1 from the Post Office. At the present time (November 1998) there are no spare keys in possession of the Post Office. Only two keys are in possession of PPRAA members. There have been other keys in possession of PPRAA members, but those keys have been lost or misplaced, and have not been found. There is no record of who has been issued a key in the past. If additional keys are required, since there are no spares, the lock will have to be changed and new keys issued. The cost will remain \$1 per key according to Post Office personnel.

The current keyholders, as of January 2002, are Les Borst KCØNC and Mike Allen NØMIK.

### ?? Club Liability Insurance

The PPRAA maintains a liability insurance policy obtained through the ARRL affiliated club program. The insurance underwriter is the Albert Wohlers Company, and our premium is due on the First of December of each year. The rate has been gradually rising and our current (1998) premium was about \$300. A copy of the current policy is held by the Treasurer, and a second copy should be made and passed to the Secretary who should store it with the other Secretary files.

A copy of the current policy is at Attachment B.

### ?? 501(c)(3) Tax Exempt Status

In 1997, after considerable discussion among members, it was decided to apply to the IRS for federal tax exempt status, or 501(c)(3). At the time of the club's approval of the motion, the cost for application was \$465, and there is a continuing fee of \$85 per year. When the application was completed and submitted, our application fee was \$150. (The normal fee is \$500, but since we can document the fact that our average gross receipts for the past four years was \$10,000 or less, we qualify for the lower fee.)

In order for the PPRAA to achieve this status, several things had to be changed. First, the Articles of Incorporation needed to be amended to include the necessary paragraphs which specified our tax exempt purposes, and some other changes regarding distribution of property. These changes can be seen in Section A, Club Documents. The By-Laws had to be amended slightly. The section that referred to dissolution also mentioned distribution of property.

A letter was received from the Internal Revenue Service dated April 9, 1999. This letter gives us our determination that we are now a tax-exempt organization. A replica of the determination letter is included in the last three pages of this Section T.

A copy of the Form 1023, Application for 501(c)(3) Tax Exemption, is included in the manual as Attachment G.

In order for an organization to apply for this exemption it must have an Employer Identification Number. The PPRAA EIN is 84-1476913. A copy of the SS-4, Employer Identification Number, is included in the manual as Attachment F.

Now that we have received our 501(c)(3) determination, the club must begin to explore all of the possible benefits that we are eligible for. Some of these benefits include:

? ? Sales Tax Exemption:

? ? Nonprofit Bulk Mail Rate: The Post Office may offer special postage rates to nonprofit corporations. It will be worth investigating when the 501(c)(3) is approved. At the last check with the Post Office, special permits are only issued if the mailings are over 200 pieces, or weigh more than 50 pounds. As of early 1999 the PPRAA does not meet either of these qualifications.

? ? Meeting Locations: The PPRAA may be able to find a place to hold its monthly meetings which does not charge a regular fee or require a regular donation.

? ? Hamfest Locations: The PPRAA may be able to find a place to hold its annual hamfest at reduced rental rates.

? ? Seeking Grants and Donations:

*(Note: This is a replica of the actual letter. If you need an exact photocopy of this letter please contact the Secretary or Treasurer.)*

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: Apr 09, 1999

Employer Identification Number:  
84-1476913

DLN:  
17053032010039

PIKES PEAK RADIO AMATEUR  
ASSOCIATION INC  
PO BOX 16521  
COLORADO SPRINGS, CO 80935-6521

Contact Person:  
LING YEE ID# 95201

Contact Telephone Number:  
(415) 522-6053

Accounting Period Ending:  
December 31

Form 990 Required:  
Yes

Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization describe in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

## The Treasurer's Duties

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payment in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15<sup>th</sup> day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter



## The Treasurer's Duties

we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

In accordance with section 508(a) of the Code, the effective date of this determination letter is Dec. 21, 1965.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

## **Section V: The Vice President's Duties**

### **?? By-Laws Definition**

According to the most current copy of the By-Laws (see Section B for the complete By-Laws), the duties of the Vice President are defined as:

*The Vice-President shall assume the duties of the President in his/her absence.*

Since the Vice President's duties are basically the President's duties, the President's duties are repeated here for convenience:

*The President shall preside at all meetings of the association, and shall conduct them according to the rules adopted. He/she shall enforce due observance of the Constitution and by-laws, decide all questions of order, sign all official documents adopted by the association, and conduct all other duties pertaining to the office of President.*

### **?? Familiarity with Robert's Rules of Order**

Read the paragraph under the President's Duties.

### **?? Other Duties**

The vice President should be familiar with Section P, The President's Duties.

As with any Director, the Vice President may want to get involved in one particular aspect of club operations, and take it upon himself to set a goal to accomplish a particular mission during his term. This is completely up to the Vice President.

## **Section W: ARRL Affiliation and the Special Services Club Status**

### **?? ARRL Affiliation**

#### ***Why Affiliate with the ARRL?***

ARRL encourages each Amateur Radio club to become an affiliated club for a number of reasons. First of all, the ARRL can stay aware of activities at the local level, and make available to Amateur Radio clubs information it learns about Amateur Radio activity in other areas. An excellent example of this is keeping tabs on tower ordinances in some areas to help clubs fight against tower ordinances in their area. Clubs are able to draw on the ARRL resources such as legal and technical assistance, hamfest planning, and membership activities.

#### ***Benefits of Affiliation***

- ? ? The ARRL sends to affiliated clubs a complimentary copy of the ARRL Club President's Workbook, which is filled with many ideas for the president and the Officers to make their club a better club. It's a planning guide for dozens of activities that each club can do yearly, plus it also incorporates significant activities, such as contests, into the calendar. The workbook helps, for example, with the annual transition of club Officers.
- ? ? Through affiliation, clubs are eligible for inexpensive liability insurance, which is discussed more thoroughly under the Treasurer's Duties, since the Treasurer sends the check each year. Also available is equipment insurance to protect the club's assets.
- ? ? The ARRL will refer new or prospective amateurs to our club if that person is looking for a club in our area. Also, each month the ARRL sends out a list of new hams, new ARRL members, and referrals of people that have inquired as to amateur radio clubs in our area.
- ? ? ARRL club stationery is available upon request to the ARRL. Contact Vicky Armentano at HQ.
- ? ? Affiliated clubs are eligible to participate in the renewal commission program, where new ARRL members can join through the club and the club receives \$5 commission. The club will receive \$2 commission for any ARRL renewals made through the club. Refer to the Treasurer's Duties to see how this is done. (Note: This program was terminated at the ARRL in 2001 for renewals. New members are still handled.)
- ? ? Mailing lists of Amateur Radio licensees are available from the ARRL for a nominal fee. The PPRAA hasn't taken advantage of this offer yet. Also available is an annual free labels or lists of ARRL members. The PPRAA hasn't taken advantage of this either, but should at the next possible convenience.

## ARRL Affiliation and the Special Services Club Status

? ? Ten percent commission on sale of ARRL publications on consignment. The PPRAA has taken advantage of this at our annual hamfest. See the Hamfest Planning section for more details.

? ? Fifty percent off of advertisements in QST.

More about the ARRL affiliation can be found at the ARRL web site at <http://www.arrl.org/field/club/>.

### **Requirements for Affiliation**

To become an affiliated club member the PPRAA had to meet certain requirements:

? ? At least 51% of our voting membership must be full or associate ARRL members.

? ? At least 51% of our voting members must be licensed amateurs.

? ? We must have a club constitution (or in our case, Articles of Incorporation).

? ? Our goals must not conflict in any way with the goals of the ARRL.

We also are required to complete an annual club report with the ARRL. The ARRL's Affiliated Club contact is Vicky Armentano, c/o ARRL, Club Program, 225 Main Street, Newington, CT 06111. Her phone number is 860-594-0264, or she can be reached via e-mail at [varmentano@arrl.org](mailto:varmentano@arrl.org). The club report can also be filled out electronically at <http://www.arrl.org/field/club/forms/fsd2/>. See the Secretary's Duties for more information on filing this report.

### **?? The ARRL Special Services Club**

The ARRL has a program called the Special Services Club to recognize those clubs that do more than the usual clubs do. These SSCs are considered clubs that take the lead in their community, as we feel the PPRAA does in Colorado Springs. There are six areas in which the ARRL feels that a well-rounded club will participate. Those areas are listed below, along with the requirements on which the ARRL bases its decision to award the club the SSC status.

#### **Requirements for SSC Status**

To be accepted as an SSC, we must be active in each of the following areas. The following paragraphs list the requirement as specified by the ARRL (in italics) followed by what we have done or are doing to maintain this status. The PPRAA, as a leader in the Amateur Radio community in this area, must maintain a high profile in each of these areas.

? ? New Ham Development

*Develop an effective, coordinated program of public relations, recruiting, training and ongoing assistance targeted to prospective and newly licensed hams in your community.*

The PPRAA assists in a number of ways to recruit people into the Amateur Radio ranks. Recruiting is a difficult job. For one reason, it takes time. Many of the PPRAA members work and don't have much spare time to do recruiting. Those that do help with recruiting find it a formidable task, especially recruiting young people. Although there are still many avenues that we haven't yet taken, the PPRAA does try to get new people into the hobby.

The PPRAA offers regular classes in Amateur Radio. Frank McNally KFØWF is our current primary instructor. Frank's been teaching classes since the early to mid 1990's. Before that, others have done the same thing, such as Al Bailey, ADØZ. Frank has been teaching classes using the Tesla Museum's facilities. However, in November 1998, the Tesla Museum folded up, and its facilities are no longer available. RACES and the El Paso County OEM has offered its facilities to train new amateurs. This is an excellent location as it comes with comfortable seating

## ARRL Affiliation and the Special Services Club Status

and tables, overhead projection facilities, and a complete Amateur Radio station for RACES which can be used for demonstrations.

The PPRAA offers its support to the independent Elmer Net, a net designed to introduce new Amateur Radio operators to many of the different facets of Amateur Radio. Although the net operates independent of the PPRAA, we help by announcing upcoming speakers on our Thursday night net, by hosting the Elmer Net web page at our PPRAA web site, and by using the PPRAA e-mail reflector to pass the word to our members. Also, many of the speakers on the Elmer Net are PPRAA members.

Jamboree-On-The-Air and the USAFA Freezoree are Boy Scout functions that introduce Scouts to Amateur Radio. PPRAA club members have set up Amateur Radio stations at both of these functions (JOTA in October and the Freezoree in January) to let the Scouts talk, try out Morse code, or see themselves on amateur TV.

The annual Amateur Radio Exhibit, usually held at the East Library and Information Center on Union Blvd is another way we are developing new Amateur Radio operators. This day-long event includes about a dozen Amateur Radio related exhibits, and the library patrons are invited to walk through and explore Amateur Radio while they visit the library to check out books.

### ? ? Public Relations

*Establish an effective Amateur Radio presence in your community, including contact with local media and coverage of your activities; Public Information Officer appointment.*

The duties of the Publicity Committee are defined in Section C, and that is the group responsible for the public relations planning for the club. For the purposes of the SSC requirements, though, public relations is an important part of a well-rounded club. How else can we expect our club to grow within the community with the community knowing of the club's existence? By having good public relations, the PPRAA can benefit in such areas as tower ordinance controversies, educational activities.

Refer to the duties of the Publicity Committee to find the specifics of what kinds of public relations activities are expected from the club.

### ? ? Emergency Communications

*Club members should become skilled in communicating effectively during communications emergencies and be prepared to assist when needed; Official Emergency Station appointment and participation in ARES.*

The PPRAA doesn't have the capability to provide emergency communications. However, it is one of the chartered activities that is fully supported by the PPRAA, and has been for decades. The PPRAA encourages its members to be active in emergency communications and to support public service events, regardless which agency, club or other group is responsible for organizing the event. The PPRAA supports these events by making announcements at club meetings, on the PPRAA simplex net, and in the *Ø Beat*. The PPRAA mentions the names and phone numbers of emergency coordinators in all of the flyers and other printed matter which is used to help recruit and inform hams in the area. Many PPRAA members are registered with the Amateur Radio Emergency Service (ARES) and/or the Radio Amateur Civil Emergency Service (RACES).

### ? ? Technical Advancement

*Continuing education in the technical aspects of Amateur Radio to ensure that your club members are technically competent, familiar and comfortable with modern radio-electronics technology; Technical Specialist appointment.*

## ARRL Affiliation and the Special Services Club Status

Programs, transmitter hunts, etc.

### ? ? Operating Activities

*Active participation as a club in one or more major operating or operating support activities to ensure that your club maintains a high level of operating skill.*

Each year the PPRAA operates a Field Day station, either alone or with another amateur radio club. Field Day is an opportunity for all of our club members to learn how to operate a transceiver, set up an antenna, and communicate with other stations. It's also an opportunity to learn what it's like to operate under less than ideal conditions: either from a tent or trailer, without the conveniences of commercial power and some of the other luxuries normally associated with operating at home (such as running water).

Special Event Stations – From time to time the PPRAA will organize a special event station to operate in conjunction with some other event, such as Armed Forces Communications Day or the Pikes Peak International Hill Climb.

### ? ? Miscellaneous Activities

*Every active club has its special interests and activities that make it unique, that give it special personality. List three of these activities. See the ARRL Special Service Club Manual for ideas.*

Swapfest

Club Picnic

Christmas Party

### ?? **Getting to Know the ARRL Affiliated Club Coordinator**

The ARRL Affiliated Club Coordinator in Colorado is one of our own club members, Ron Deutsch, NKØP. His duties are to ...

The club is responsible for ...

**Attachments**

- A. Raffle Regulations
- B. Insurance Policy
- C. Inventory
- D. Copy of Articles of Incorporation on File with Secretary of State
- E. 1995 Colorado Revised Statutes
- F. Copy of IRS Form SS-4, Employer Identification Number
- G. Copy of IRS Form 1023, Application for 501(c)(3) Tax Exempt Status
- H. Copy of 501(c)(3) Determination Letter
- I. Copy of Century Communications Community Calendar Message Request Form