



Santa Barbara Amateur Radio Club Standing Rules

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Standing Rules

Revised and updated July 2019

1. CLUB AND BOARD OF DIRECTORS

The SBARC Post Office Box number will be used for all official Club purposes.

SBARC is currently an ARRL Special Service Club; as such, it will, barring factors beyond its control, uphold its Special Service Club status and apply for renewal as required to maintain it.

Each new member of the Board of Directors shall have available to them a copy of the current Articles of Incorporation, By- laws, and Standing Rules.

The approved minutes of all regular and special Board meetings shall be recorded and available for Club members once they are approved. Minutes may be summarized but must include all motions brought before the Board.

The Secretary shall cause a copy of the Standing Rules to be posted on the Club website at www.sbarc.org. All Board Members will be responsible for obtaining a copy of the rules. Standing Rules may be amended, added, or removed in accordance with the by-laws upon approval of the Board of Directors.

The Board may conduct business meetings by conference communications equipment, as long as an attempt is made to notify all Board members of the meeting, a quorum (as defined in the by-laws) participates and all members can hear one another. Participation in such a meeting, pursuant to all other by-laws requirements for Board meetings, shall constitute presence in person at such meeting.

Each month, a copy of the monthly financial reports shall be archived by the CFO. The approved minutes of the meetings, and Key-Klix (if applicable) will be archived by the Secretary in the club's archive system and posted online at www.sbarc.org. The yearly budget and property inventory will also be stored on the archive system.

The President shall appoint two members of the Board of Directors to hold keys and be responsible for picking up the mail at the SBARC Post Office box. Mail will be retrieved at least once a week. If the Chief Financial Officer (CFO) is not one of the people retrieving the mail, all checks, bills, and other matters of financial interest will be delivered to the Chief Financial Officer within two days. Others with mail will be notified of that fact and arrangements will be made to retrieve it.

E-mail addresses of members shall be used only for official SBARC related communications. The use of any bulk mailing list compiled from collected addresses or the member roster must be approved by the board. This shall not apply to club sanctioned list servers where the member has given his consent to receive email.

The Board of Directors shall meet on the second Wednesday of every month.

2. COMMITTEES & SPECIAL INTEREST GROUPS (SIG)

Listed below is a sampling of the Committees that are offered by SBARC. These committees and groups are not mandated (except the nominating committee), but will be created as needed to best serve SBARC's mission. At the discretion of the Board of Directors, the committee's (except the nominating committee) can be altered, terminated or restructured by a majority vote of the Board of Directors.

Executive Committee - Includes the President/CEO, Chief Financial Officer/CFO, and Secretary. It shall provide guidance to the Board of Directors with respect to the formulation of Club activities and programs.

Interference Committee - Directly responsible to the Board and is concerned with the detection, identification, and elimination of radio frequency interference in the Santa Barbara area, especially as related to Amateur Radio activities.

Antenna Ordinance Committee - By direction of the Board, works with and advises city and county government on developing ordinances and regulations regarding and favorable to amateur radio. Keeps members informed of all pending and adopted federal, state, and local legislation relating to this subject.

Equipment Sales Committee - Works with the Property Management Committee and/or Property Manager to accept donations of equipment and supplies and to disburse such property for use by the Club and its members or for sales, including Red Tag sales for the donor. Responsible for collecting, storage, transportation, and selling items at the annual Bazaar.

Property Committee - Works with the Equipment Sales Committee to track and account for property and donations that belong to the Club.

By-laws and Standing Rules Committee - Meets at the direction of the Board to recommend changes to the Club's By-Laws and Standing Rules when necessary.

Club Station Committee - Works with the Property Management Committee to receive and maintain equipment, supplies, etc., at the Club Station. Opens station as required and requested and oversees operation of equipment. Welcomes members and mentors them as required to use the equipment and participate in events.

Communications Fair & Hamfest Committee - Responsible for annual Communications Fair & Hamfest. Responsibilities include lining up exhibitors and vendors, soliciting prizes and donations, publicity, and staffing the event, barbecue, ticket sales, etc.

PR Committee - Responsible for outside public relations and media publicity.

Education Committee - Helps teach license classes, puts on workshops, demonstrations, etc., for Club members and area hams. Outreaches to general public by scheduling exhibits and demonstrations for schools, special events, etc. Teaches the community how Amateur Radio operators and citizens can communicate effectively during emergencies.

Field Day- Events & Contesting Committee - Organizes and implements the Club's participation in Field Day and contests. In cooperation with the Property Management Committee, maintains Field

Day and contest equipment, selects sites, trains and schedules operators, sets up and tears down sites. Ensures safety of personnel and equipment, submits contest records, etc. Organizes and implements social events and special operating events for fun, to encourage member participation and to publicize the club.

Membership Committee - Responsible for maintaining membership records. Recruits new members at various SBARC meetings and events. Sends out renewal notices and membership cards. Notifies members of upcoming events. Acts as host/hostess to welcome attendees and encourages participation of members, especially new ones, at meetings and events.

Nominating Committee - Selects a slate of officers and directors to serve on the Board of Directors for the upcoming year. Assists the President to suggest candidates to fill vacancies that may occur on the Board, Committees, and Special Interest Groups. The President must not be a member of the nominating committee.

Program Committee - Seeks out interesting and informative presentations for SBARC meetings and events. Surveys member interest and committee desires to entertain and educate members consistent with SBARC's mission.

Rover Committee - Equip and maintain the Rover van. Train members and coordinate with other committees to utilize the van and its resources regularly to best advantage in SBARC.

Community Outreach Committee - Provides information and participates in outreach opportunities to explain, demonstrate and create interest in amateur radio and electronics.

Telecommunications Services Committee - Under the guidance of the K6TZ License Trustee, the Telecommunications Services Committee is responsible for all aspects of operating SBARC's own telecommunications infrastructure including voice repeaters, data collection and digital systems as well as any third-party telecommunications infrastructure supported by SBARC.

Telecommunications Outreach Committee – Identifies potential SBARC Telecommunications and Data Services partners in local, educational, scientific, government, and amateur radio communities. Develop and promote public service partnerships and enhance SBARC's relevance as a public service organization.

Mesh Networking Committee - Manages engineering, installation, operation, maintenance and promotion of SBARC's growing mesh network system. Works closely with the Telecommunications Services Committee to identify areas of mutual interest.

Emergency Communications (EmComm) Committee - Organizes and implements communications and practices to serve the community in emergencies. Trains SBARC members, other hams and non-hams to communicate effectively during an emergency situation. Cooperates with CERT, American Red Cross, ARES, and other emergency resources as needed to best serve the community.

Digital Communications Special Interest Group - Focuses on existing, new, and emerging technologies for digital based communications and data systems in all areas of amateur radio. Also explores the use of microcontrollers and microcomputers in amateur radio. Operates a weekly

Digital Communications Net on Tuesday nights at 2000 hours covering a wide variety of digital communications and special modes formats.

Other Special Interest Groups (SIGs). SBARC members have a great variety of interests. SBARC encourages members to form special interest groups to promote their interests collectively and teach others to participate. Any member wishing to create a SIG needs to present their request to the Board of Directors for approval. Requests that are determined to be consistent with SBARC's mission will be approved and the name and purpose of the new SIG will be included in the Standing Rules.

3. FINANCES

All money received by SBARC will be placed in the club's bank accounts. The funds will be credited to the account designated by the donor by proper bookkeeping practices. Money obtained by grants provided by other organizations will be permanently restricted and must be used according to the grant requirements.

The board shall approve all renewals, additions, or withdrawals for each certificate of deposit (CD).

The board shall approve opening new accounts, closing old accounts, and changing banking institutions.

At least two members of the Executive Committee shall approve all regular expenditures in accordance with the Board's policy.

Board members may be reimbursed for reasonable and actual expenses, up to \$100, incurred in the conduct of Club business *with copies of receipts*. Anything over the \$100 must be approved by the Board, either by email or at the next Board Meeting.

The expenditure of restricted funds allocated to and managed by specific committees shall be allowed upon agreement of a majority of the applicable committee members. Expenditures shall not require board approval unless otherwise required by grant or other agreement.

SBARC will offer to pay dinner expenses for up to two guest speakers and their spouses or escorts, up to a total of four, at a reasonably priced restaurant. The club may also present each guest speaker with a suitable memento.

SBARC may use automatic payment such as Pay Pal or Club Credit Card for debts incurred. Debts over \$100 shall be approved by the President.

SBARC has a State Board of Equalization Resale Certificate. The CFO will be responsible for the proper collection of State Sales Tax on taxable items at the proper rate and for the filing of the periodic State Board of Equalization State, Local and District Sales and use Tax Return

4. EQUIPMENT AND ASSETS

Club-owned or controlled vehicles or trailers will be driven or towed only by Club members. These members must have a valid California driver's license for the vehicle class, must be insured in

accordance with State law, must be listed on the Club's insurance policy where required, and must have a familiarization with the equipment.

All high-value capital property donated to, purchased by, or otherwise acquired by SBARC will be identified, accounted for, and/or controlled to minimize loss or damage. The Property Manager or acting Property Manager will be notified by the Club CFO about equipment bought and by any responsible Club member about equipment sold or scrapped. Expendable (expense) items like coffee and paper, capital items with a value under \$50, and equipment held only for sale or auction need not be formally controlled.

All income generated by the sale of donated equipment goes to the Club Treasury, where it becomes part of the annual budget.

The Club projector is to be used only by SBARC, ARES or for occasional use by affiliated non-profit organizations with an SBARC representative present at all times. The projector is not for personal use.

5. REPEATERS, COMMUNICATIONS SYSTEMS, CLUB STATION

SBARC's communications systems support the Club's commitment to public and emergency service. The Board reaffirms the SBARC's dedication to commit personnel and resources to public and emergency services per these guidelines. Equipment and personnel availability is subject to needs for emergency service. Public service event sponsors must agree that equipment and personnel may be removed in the event of emergency service needs.

The Club maintains a radio station in a room at the American Red Cross. The station is open on Saturday from 0900 to 1200 hours and at other times arranged by the Club Station Manager.

The Club radio station shall be operated only by a licensed Radio Amateur or under the direct supervision of a licensed Radio Amateur as control operator and in accordance with all FCC Regulations and Club Rules.

All persons operating the K6TZ Club Station at the Red Cross will so indicate on the station log(s). Control operators must also sign the log. The station will be identified as K6TZ. QSL card generation and response is the responsibility of the operator who makes the contact. Violation of FCC Rules will result in denial of station privileges.

SBARC has sanctioned the following nets to be operated on its repeaters:

ARES Net: Monday nights at 1930 hours to be operated by and for the Santa Barbara South County Amateur Radio Emergency Service group.

Swap Net: Tuesday nights at 1930 hours. The net is open to all Radio Amateurs to buy, sell, or swap ham-related items. The actual completion of any sale must be done off the air.

Digital Communications Net: Tuesday nights at 2000 hours to support the Digital Communications Special Interest Group.

Technical Mentoring and Elmering Net: Thursday nights at 2000 hours. A question based net focusing on anything of learning value related to amateur radio. Special emphasis on new hams and others needing help or advice.

Club Net: Wednesday nights at 1930 hours is open to all SBARC members and guests. *Amateur Radio Newslines* and *ARRL News* will be transmitted immediately prior to the net, at approximately 1900 hours.

Access to and use of the Club radio station K6TZ in the Red Cross Building is under the direction of the Red Cross Chapter Executive or his/her designee. The SBARC station manager or Club designee is to be contacted for access to the station at times other than those. Ordinarily, the Club-owned amateur radio equipment in the radio station facility may be operated only in the appropriate modes and on the appropriate frequencies by an SBARC club member holding a valid FCC amateur radio license and according to Part 97 of the FCC Amateur Radio Regulations. Third parties may use the transmitting equipment only under the direction and control of such a duly licensed amateur who is the control operator.

The K6TZ Trustee shall be notified within 24 hours of any known violations of FCC regulations or other laws.

6. KEY-KLIX AND PUBLICATIONS

Key-Klix is the official publication of the Santa Barbara Amateur Radio Club. Key-Klix is normally published monthly or quarterly. It is available to each full member electronically on the website and can be available in print at additional cost.

SBARC logos and the Key-Klix name are trademarks of the Santa Barbara Amateur Radio Club.

Key-Klix is not currently being published, however may resume in electronic form in the future.

7. SBARC-SPONSORED ACTIVITIES

SBARC may hold an annual fund-raising/social called Hamfest. The event may occur in August or at the time approved by the Board of Directors vote.

There will be no alcohol permitted at any Club activity except when authorized for special events.

Smoking will not be permitted at any Club activity held on property or grounds where it is prohibited.

SBARC sponsors a Volunteer Examiner Program. This sponsorship includes publishing the testing schedule and related information on its web site, and assisting in locating facilities.

SBARC will offer entry-level amateur radio classes at least once a year. Other levels of advancement shall be available for testing as requested.

SBARC sponsors the South County Amateur Radio Emergency Service group. This sponsorship includes handling funds, acquiring property, and maintaining facilities for ARES use.

Persons under 18 years of age, members or not, participating in any SBARC activity, including special event and/or emergency communications, must be under the supervision of two Adult Full Members of SBARC and have a completed consent form which can be found at the Club website.

SBARC will sponsor Special Interest Groups (SIGs) and offers Club facilities, equipment, and resources to further their activities. The Board will approve sponsorship of each SIG.

8. SUPPORT OF COMMUNITY ACTIVITIES

SBARC may provide communicators for non-profit organizations, fund-raising events and community service events.

ATTACHMENTS

[ARRL Special Service Club Online Primer](#)