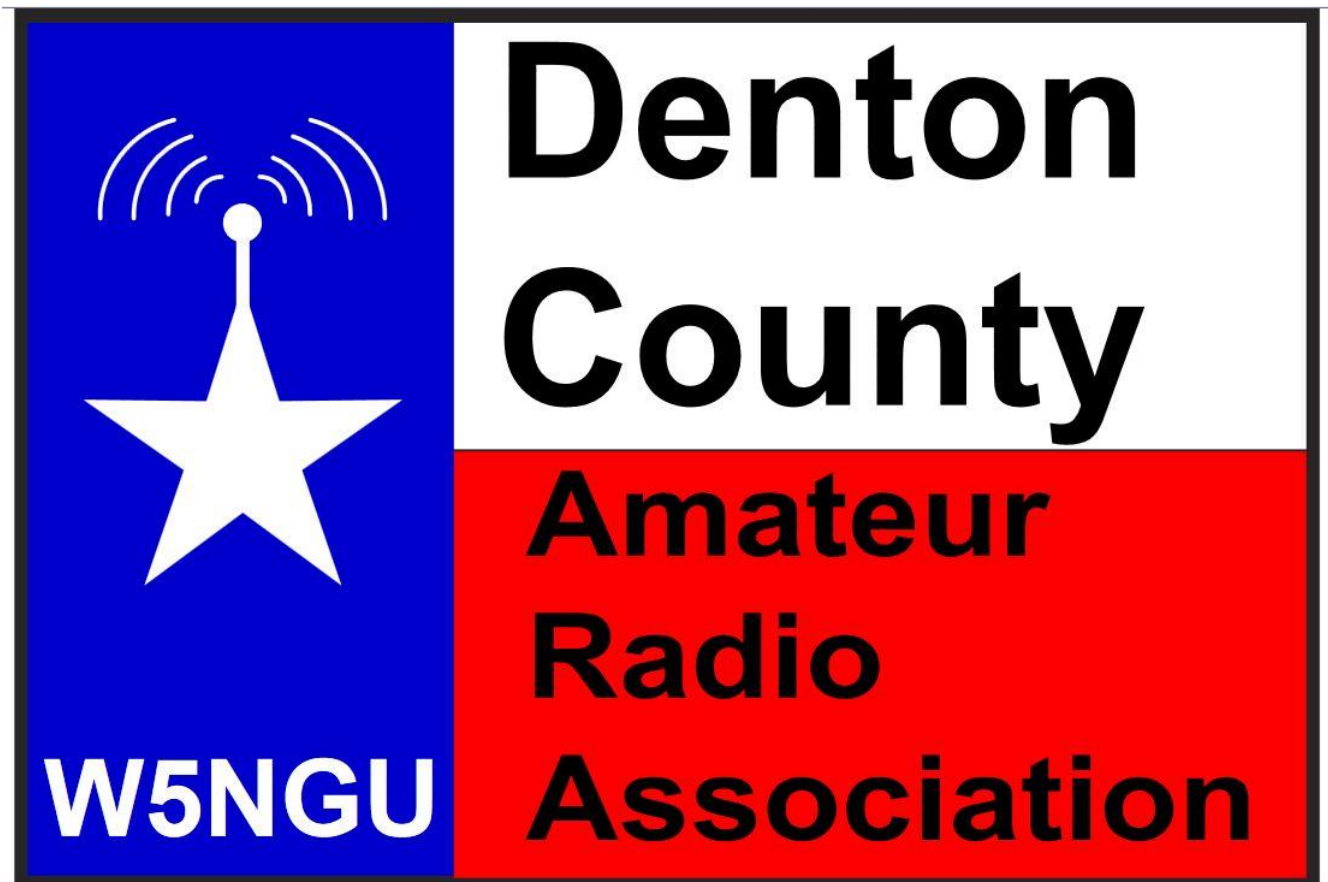


Denton County Amateur Radio Association

Standard Operating Procedures



Revision History:

April 13, 2016	Surplus Disposal Procedures	AK
January 9, 2019	Election Procedures	LN
February 14, 2019	Election - Candidate Qualifications	LN
February 26, 2020	Complimentary Membership, Re-formatted, Current Logo	RS
October 13, 2021	Surplus Disposal Procedures (revised pg. 5-par.4)	GM
September 26, 2022	Major revisions to align with By-Laws Revision	EMG
January 06, 2022	Revision to new meeting locations.	EMG

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Preamble

This Standard Operating Procedures (SOP) manual, in accordance with the Bylaws of the Denton County Amateur Radio Club, Inc, will govern the Denton County Amateur Radio Association (DCARA).

Membership Application

Applications for membership may be submitted in writing at any regular meeting or using the online process from the DCARA website, dcara.net.

Life Membership

From time-to-time certain members have been elected as Life Members of the DCARA. These members are selected by other members for their outstanding service and contributions to the club over the years. These members are nominated by a member or members by submitting a recommendation to the Officers Committee.

The Officers Committee will review each case and if a majority of the Officers Committee agrees with the recommendation the President will present the recommendation to the membership. A member will be made a Life Member of the club with approval of two-thirds (2/3) of the members voting. These new Life members will be considered Full members with full privileges and will be exempt from paying any dues or assessments for their lifetime.

Complimentary Membership

Persons who successfully pass a club sponsored VE license test session for their initial or upgrade to their existing FCC license will be offered to receive a one (1) full year of complimentary membership, or extension of their existing membership as a Full Member upon receipt of their amateur radio license.

Individuals or groups that provide a presentation to the general membership at a regularly scheduled meeting may be granted a Complimentary Membership for a term of one (1) full year including an extension of membership on any general member. Club Offices are exempt from the Complimentary Membership.

Election Procedures

Elections for officers shall be held annually through mail ballot, or electronic ballot, or by the membership at the April meeting of the association.

A nominating committee chair shall be determined by volunteer or appointment by the President no later than the February meeting. Additional committee members may be selected, if desired. Elections will be fair and impartial. No sitting officer or candidate for office may serve on the nominating committee. Election Committee will not express preference for one candidate over another.

The association's officers shall determine the method for polling the membership.

Election Process:

Nominations for candidates will be solicited between February and March meetings. Nominations and/or volunteers will be requested by email prior to the Sunday before the March membership meeting. Verbal nominations may be accepted at the March meeting, where a slate of candidates will be presented to the membership.

All candidates must be Active Members of DCARA for minimum of One Year. Additionally, candidates for Secretary/Treasurer must have served in another elected Officer position for a minimum of one year.

The Election Committee will verify qualifications, contact each nominee to seek their acceptance, and confirm their willingness to serve if elected.

Candidate names will be open and available upon request as nominations and volunteers are received.

Voting will be performed electronically using the HamClubOnline.com (HCOL) process. Voting is by secret ballot with write-in capability. Active members (dues current) as of April 1st are eligible to vote.

Ballots will be emailed via HCOL in early April. Electronic voting will end Monday at 5:00 PM, the day of our April membership meeting. Election results will be announced at the end of the April meeting.

New officers begin their term of office immediately upon the election result announcement.

Finance/Expenditures

The DCARA may extend purchasing authority to those appointed by the Executive Committee when necessary for club expenditures. Expenditures may take place through multiple means including reimbursement of expenses, use of a club debit/credit card, online services through electronic payment methods, or by petty cash when available. Expenditures shall follow the following rules:

1. All expenditures must be authorized by the Treasurer, and
2. Any expenditure greater than or equal to ten thousand dollars (\$10,000.00), must be approved by a quorum of general members present at a regular or special meeting,

- and
3. Any expenditure less than ten thousand dollars (\$10,000.00) but greater than or equal to one thousand dollars (\$1,000.00) must meet the approval of four elected officers or by consensus of general membership at a regular or specially called meeting, and
 4. Expenditures less than or equal to one thousand dollars (\$1000.00) but greater than five hundred dollars (\$500.00) must meet the approval of at least two elected officers, and
 5. Expenditures less than or equal to five hundred dollars (\$500.00) must have the approval of the Treasurer.

The DCARA Executive Committee shall be authorized to enter into agreements, contracts, and other services for the club through a consensus of the Executive Officers. Contracts and services shall not contain an “Evergreen Clause” that would prevent termination of contract should it be necessary.

The DCARA shall maintain a reserve account balance equal to or greater than one year term of the general membership dues.

Surplus Disposal Procedure

(1) The current DCARA President will appoint a DCARA member as the Surplus Coordinator. The Surplus Coordinator will be responsible for the disposition of all surplus equipment. Such person must be current in DCARA dues. Shortly after DCARA receives a donation of equipment or of other items of value, the Surplus Coordinator will inventory all donated equipment, generate and maintain a list of the equipment and its condition, and provide that list to the Officers Committee and to the DCARA Secretary/Treasurer.

(2) Usage of all equipment donated to the DCARA will be determined by the Officers Committee. The Officers Committee will advise the Surplus Coordinator which equipment is to be kept for DCARA approved uses and which is to be sold.

(3) The Surplus coordinator will determine the estimated value of each piece of equipment using good practices and reasonable judgment, and then generate a surplus inventory report of equipment to be sold. The surplus inventory report will be published on the club web site, social media and/or in the newsletter. The estimated value shall be used to set a minimum bid price on items, minimum bid shall be no less than 50% of the estimated value.

(4) The equipment to be sold shall *first* be offered to club members in the form of an *auction*. The details of the auction shall be determined by the Surplus Coordinator with the Officers Committee approval.

(5) The Surplus Coordinator will update and provide the surplus inventory report to the Officers Committee and to the DCARA Secretary/Treasurer monthly until all surplus equipment is sold or disposed of. The Surplus Coordinator will transfer all records of requests for each item, its estimated value, the amount received when sold, and if purchased by a DCARA member, the name of the member, to the DCARA Secretary/Treasurer. The report will also show the total amount received and transferred into the DCARA general fund. All reports will be available to DCARA members for inspection. All funds received from sales of equipment will be provided to the DCARA Secretary/Treasurer within 48 hours.

(6) If equipment does not sell as set forth above, such DCARA equipment will be offered for sale to the public, or non-member Hams, or via the Internet, or to the highest bidder. Any remaining equipment not disposed of in the manner identified in the previous paragraphs will be recycled or otherwise properly disposed of.

SOP Modifications

Modifications to the SOP may be requested by any member of the Association by presenting the request to any Officer.

A record of all modifications to the SOP and the results of the vote on such modifications shall be maintained in the minutes of that meeting.

Meetings

Regular meetings of the Association shall take place at 7:00 PM local on the fourth Monday of each month (except December) at the Denton County Administrative Courthouse, 3rd Floor 2020 Room (1 Courthouse Drive, 2020 Room, Denton TX 76208)

Officer's meetings should take place at 7:00 PM local on the first Monday of each month at the Denton County – County Administrators Office (611 Kimberly Drive, Suite 151, Denton, TX 76208). Meetings may be adjusted as needed due to conflicts with officer schedules.

Notices

Member Meeting notices shall be posted in the newsletter and on the Association's home page at dcara.net. Meeting reminders and general notices to the membership may also be posted to social media sites.

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