



# **Carroll County Amateur Radio Club Membership Guide**



An ARRL Affiliated Club

For Club Year 2005 - 2006



**Carroll County Amateur Radio Club  
mourns the passing of John Campbell W3BRS.**

**John Campbell W3BRS**

Remembered by  
Frank C. Rodski K3MTT

John Campbell, W3BRS, became a Silent Key on Thursday, May 19, 2005 at the age of 95. He was a member of an informal group of experimenter/HAM Radio Operators in the mid 1930's who were the roots of the current Carroll County Amateur Radio Club. That early group met regularly on the air and later on an informal net every Monday night net on 29.300 MHz at 9 PM. Most all local HAM activity centered around this "meeting" on 29.300 MHz. for many years and most likely was the basis for any Civil Defense activity in Carroll County.

John became a member of the formal CCARC in the late 70's after it was formed. The 29.300MHz Net continued in the 1970's and 80's and John remained active on the net for many years until the CCARC Repeater System and two meter simplex activity caught the attention of most HAMS. Although it is not known for sure, it is theorized that the K3PZN call was originally issued to the Civil Defense Station in Westminster with one of the Carroll County HAMS as its trustee. John remained active in the Amateur Radio Emergency Services and was a frequent CARET net check in.

John was the owner of Campbell's TV in Westminster until his retirement some years ago.

He participated in Field Day and other events even though he was in his mid 60's at the beginning of the formalized Club. Many Club members would seek him out when he was able to attend a meeting for his wisdom and the stories he could tell of the early years.

Although there was several early Carroll County radio experimenters and HAMS that eventually became members of the CCARC. John, Ennis Royer and Fernley Gartrell were thought to be the oldest of the practicing HAMS that later joined the modern CCARC. John and Ennis Royer were awarded Honorary Life Memberships in the CCARC in recognition of their life achievements in Amateur (HAM) Radio and bringing HAM Radio to Carroll County.

Revised June 3, 2005



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-  Request for Property Loan Form
-  ARES/RACES Registration Form
-  Membership Application/Renewal Form



# **Carroll County Amateur Radio Club, Inc.**

Welcome to the Carroll County Amateur Radio Club, Inc. We are a diverse group of radio and computer enthusiasts dedicated to promoting amateur radio and having fun. We invite anyone who has an interest in amateur radio to join our club. You do not need to be a licensed ham to join. All of our members are encouraged to participate in the many club committees and activities.

Our club provides a pool of resources, services and activities that might not be available to us as individuals. Among our members are experts in various aspects of amateur radio, computers and electronics. These members provide a vast resource of knowledge and talent and are willing to answer questions or lend a hand to a fellow club member.

The activities and interests of our club members include satellite operation, packet radio operation, including the operation and maintenance of a club Bulletin Board System (BBS). The club operates and maintains a repeater system operating on 6M, 2M and 73cm. We have members who operate EME, satellite ops, RTTY, AMTOR, and PacTor, amateur television (ATV), emergency communications with RACES/ARES, HF traffic nets, DX and contesting and general HF operation. Our club radio room is equipped to operate many of these modes. Our club is affiliated with the ARRL.

The radio club meets the second Monday of each month, 7:30 p.m. at the Fire Training Center (FTC) at 1345 Washington Rd. in Westminster. Our Board of Directors meets on third Wednesday of each month at the FTC. All are welcome to attend.

If you are a new member, welcome aboard! We look forward to seeing you at the next club meeting.

If you are still considering joining the CCARC, and need more information:

You may contact us by mail or email:

Mailing Information:  
Carroll County Amateur Radio Club, Inc.  
P.O. Box 2211  
Westminster, MD 21158

Email: [k3pzn@qis.net](mailto:k3pzn@qis.net)

Homepage: <http://www.qis.net/~k3pzn>

# **Carroll County Amateur Radio Club, Inc.**

## **History & Purpose**

### History

The CCARC traces its Carroll County, Maryland roots back to 1935 and the informal eyeball QSO's of several electronic and radio enthusiasts living in and near Westminster, MD. Eventually, some of them became licensed and the CCARC had its beginning. WWII caused a lapse in HAM activity. After the War, HAM Radio resumed in Carroll County and the CCARC continued on an informal basis. According to the old timers, an attempt to formalize the CCARC occurred in the 60's when the club was awarded the call letters K3PZN. Carroll County, being a rural county, did not see a large growth in licensed amateurs and so the club remained relatively informal with on-the-air meetings every Monday night at 9 p.m. on 29.300 MHz.

As the county began to grow, and HAMs moved to the suburbs where open space was conducive to large towers and antenna arrays, a small group in 1976 reorganized and formalized the Carroll County Amateur Radio Club. Thus, the modern day CCARC was born and has been in continuous existence since then.

### Purpose

The main purpose and goal of the CCARC is to help you, the member, enjoy Amateur Radio operating to its fullest, in a positive, future-oriented way limited only by your own creativity, imagination and initiative. The primary reason for one to obtain an Amateur Radio license is to be enabled to legally operate a shortwave radio, get on the air, communicate and make friends with others having similar interests. This is the core of Amateur Radio. Successful operating must be approached with enthusiasm and a genuine desire to conduct oneself efficiently and intelligently.

There are many aspects of Amateur Radio offering you a wide variety of bands, modes, and privileges depending upon your license class. Exploring as many aspects as you can along with participation in the public service aspect of amateur radio will reap the many benefits associated with self-fulfillment.

The Carroll County Amateur Radio Club has been involved in many activities over the years. With its members working together, the club provides activities, resources and services that would not be available to us as individuals. When CCARC members work together, the results are assured.

# **Carroll County Amateur Radio Club, Inc.**

## **Club Officers & Board of Directors (2005-2006)**

President:

Steve Beckman N3SB

Vice-President:

John Hart K3KWO

Secretary:

Bill Neeriemer W3STG

Treasurer:

Bill Mellema N3WM (Club Trustee)

Directors at Large:

Chuck Cunningham N3TOT

Doug Kearney N5LBJ

Keith Krichinsky W3MDC

Frank Rodski K3MTT

Jerry Suvall N3GQK

## **Life Members of Carroll County Amateur Radio Club**

Bill Mellema N3WM

Frank Rodski K3MTT

## **Club Meeting Information**

The club meeting is on the 2nd Monday of each month at 7:30 PM at the:

Fire Training Center (FTC)

1345 Washington Rd

Westminster, MD

The Board of Directors meeting is on the 3rd Wednesday of each month at 7:30PM at the FTC.

Guests are always welcome.

# Carroll County Amateur Radio Club, Inc.

<b>Meeting Presentations Schedule (2005-2006)</b>	
April 12	How to Use a Volt/Ohm Meter
May 9	Old Electronics
June 13	Dayton Review/Budget Review
July 11	Antenna Analyzer
August 8	Digital Communications
September 12	Club Bios
October 10	Contesting
November 14	Vintage Radio
December	No Presentation - Holiday Party
January 9	Soldering
February 13	Satellites
March 13	No Presentation - Election Night

<b>K3PZN Contesting/Operating Schedule</b>			
Date	Contest/Event	Location	Contact/Leader
May 14-15	Mid-Atlantic QSO party	FTC	K3KWO/W3STG
Jun 24-25	ARRL Field Day	Mt. Airy	N3VOP
Aug 13-14	MD/DC QSO Party	Tailgate Fest	
Oct 29-30	CQ Worldwide SSB Contest	Ham Fest	

<b>CCARC Repeater Information</b>			
Description	In	Out	PL
6 Meter FM Repeater	52.090 MHz	53.090 MHz	
2 Meter FM Repeater	144.810 MHz	145.410 MHz	114.7 Hz
2 Meter Packet Digipeater		145.030 MHz	
2 Meter Packet Bulletin Board		145.030 MHz	
70 cm. Repeater	444.875 MHz	449.875 MHz	127.3 Hz
CCARC Simplex Frequency		146.475 MHz	
CCARC Simplex Frequency (Alternate)		147.480 MHz	

# Carroll County Amateur Radio Club, Inc.

## Standing Committees: (formed in the club by-laws)

Committee	Technical	Publications	Finance
Purpose	Coordinates all technical committees	Publishes NewsWaves	Prepares Budget
Chair	Vacant	Bill W3STG	Bill N3WM
Members		Mike N3VOP	

## Additional Committees (2005-2006): (formed by the club President)

Committee	Chair	Members
Digital	John K3KWO	
Field day	Mike N3VOP	Jim K3CGY
HamFest	Keith W3MDC	Joe N3YIM
Holiday party	Joe N3YIM	Bill W3STG Shirley KB3KYJ
Membership	Bill W3STG	Bill N3WM Frank K3MTT
Repeater	Larry WX3F	Bill N3WM (Trustee) John K3KWO
Station	John AK3Z	Bob W3RAR John K3KWO Jerry N3GQK Chuck N3TOT Fred K3MTT Doug N5LBJ Bill W3STG
TailgateFest	Joe N3YIM	Clint W3ARS
Training	Clint W3ARS	
Webpage	Frank K3MTT	

# Carroll County Amateur Radio Club, Inc.

## 26 Ways to Help Your Club

- ☞ Act as repeater control-op.
- ☞ Be Net Control for the Caret Net.
- ☞ Chair a committee.
- ☞ Donate a door prize.
- ☞ Elmer someone.
- ☞ Fundraise for the club.
- ☞ Give a talk at a club meeting in an area of your expertise.
- ☞ Help with BBS Sysop duties with K3PZN PBBS, 145.03 MHz.
- ☞ Invite someone new to ham radio.
- ☞ Join the ARES/RACES organization.
- ☞ Kindly take down & put up chairs at the meeting.
- ☞ Labor at the TailgateFest.
- ☞ Maintain the Club Station.
- ☞ Nominate yourself for a club office.
- ☞ Organize a contesting/operating event.
- ☞ Participate in ARES/RACES events.
- ☞ QSL card bureau.
- ☞ Recruit a new member.
- ☞ Send in an article for NewsWaves.
- ☞ Teach a training session.
- ☞ Use a different mode of communicating.
- ☞ Volunteer as station captain at Field Day.
- ☞ Work at the HamFest.
- ☞ eXpand your operating skills.
- ☞ You're willingness is what's needed.
- ☞ Zip your fingers across a PSK31 console.

# Carroll County Amateur Radio Club, Inc.

## AMATEUR RADIO EMERGENCY SERVICE (ARES)

The Amateur Radio Emergency Service (ARES) consists of amateurs radio operators who volunteer their time, talent and equipment for communications duty in the public service when disaster strikes. All amateur radio operators are eligible to participate in ARES regardless of membership affiliation in the ARRL or any other national or local organization. Other than possession of an Amateur Radio license, the only qualification for membership is a sincere desire to serve. Because ARES is an amateur service, only amateur radio operators are eligible for membership. Owning emergency-powered equipment is desirable, but is not required for membership.

The Carroll County Amateur Radio Emergency Team (CARET) is the Amateur Radio Emergency Service serving Carroll County with support from the Carroll County Amateur Radio Club. CARET membership is a dual membership in both ARES and, an official enrollment in the Radio Amateur Civil Emergency Service (RACES) of Carroll County. RACES is sponsored by the local emergency management agency with support from the Federal Emergency Management Agency (FEMA).

To be prepared for an emergency one needs training. CARET members receive emergency communications training not only at scheduled meetings but also through actual events such as various walk and bicycle support events, Field Day, and the ARRL Simulated Emergency Test (SET).

The Carroll County Amateur Radio Emergency Team (CARET) holds over-the-air meetings on the 145.410(-) repeater Tuesdays at 8:30 PM and semi-annual meetings at the Carroll County Fire Training Center (FTC) in Westminster. You are welcome to join us.

Additional information about the Carroll County Amateur Radio Emergency Team, ARES, or RACES may be obtained at: [www.qsl.net/caret](http://www.qsl.net/caret). Membership application may be filled out on-line at the web site, or on the application located in the appendices and brought to the next meeting or mail to:

Phil Karras, KE3FL  
3305 Hampton Ct  
Mt Airy, MD 21771-7201

# Carroll County Amateur Radio Club, Inc.

## Standing Operating Procedure--Radio Club Library

1. Purpose: To maintain control of and provide access for the personal use of ARRL Publications, Software, Shareware and Video Tapes, that is Carroll County Amateur Radio Club, Inc. (CCARC) property.
1. The Membership Committee will administer the CCARC Library during Monday night club meetings. During meetings, members may borrow and return materials.
2. The loan of any library materials will be recorded on Optional Form 23. The item loaned, the name of the member making the loan and the date loaned will be recorded.
3. The normal loan period will be for one month
4. Renewals for a second month can be made if no other member has requested the item. If the item is available to be loaned for a second month, the member will present the item at the club meeting and the item will be charged out for the second month.
5. Members who are unable to return the item within the one month period must notify a Membership Committee member they are unable to attend the meeting.
6. These members may arrange for the return of an item by phone, E-mail or packet message via K3PZN BBS.

## Current Library Holdings

- ☞ The ARRL Antenna Book - 19th Edition
- ☞ Antenna Zoning for the Radio Amateur
- ☞ The ARRL Extra Class License Manual
- ☞ The ARRL General Class License Manual
- ☞ The ARRL Handbook for Radio Communications 2003
- ☞ HF Digital Handbook
- ☞ Morse Code - The Essential Language
- ☞ The ARRL Net Directory
- ☞ Night Signals
- ☞ Now You're Talking - 5th Edition
- ☞ The ARRL Operating Manual - 7th Edition
- ☞ N0AX's Radio Puzzler
- ☞ Transmitter Hunting - Radio Direction Finding Simplified
- ☞ Tune in the Universe!
- ☞ Understanding Basic Electronics
- ☞ Your Introduction to Morse Code

# Carroll County Amateur Radio Club, Inc.

## Standing Rule of Order: Property Loan

Purpose: To maintain control of and to provide a process for the personal use of Carroll County Amateur Radio Club, Inc. (CCARC) property.

1. The Secretary, a member of the Board of Directors, or their designee shall coordinate, approve, and record all requests by any member of the Club to borrow CCARC property.
  - a. The record of an approved loan request (Request for Property Loan) shall be provided to the Secretary in writing, or electronic copy, as soon as possible.
  - b. A Request for Property Loan shall be made in writing or by electronic copy no less than 2 days prior to the day the property is to be borrowed.
2. A Request for Property Loan shall be recorded as follows:
  - a. The Name and Callsign of the Club member.
  - b. The Description of the property (include serial and tag numbers if any).
  - c. The inclusive days that the property will be used.
3. Unless otherwise approved by the Board of Directors, CCARC property will normally be on loan for no longer than a weekend (48 hours).
4. CCARC property will not be taken out of the County without the approval of the Board of Directors or its designee.
5. A Request for Property Loan with intent to take CCARC property out of the county shall be made no less than 5 days prior to the day of the loan.
6. A Request for Property Loan with intent to take CCARC property out of the county shall be recorded as in paragraph 2, and shall include the location where the property will be used.
7. CCARC property shall not be loaned to any other club or organization without the approval of a majority vote by the Club membership.
8. The Secretary or his/her designee shall verify the borrowed property and annotate the record as soon as possible upon receiving notice of the return of the borrowed property.

(A copy of the Request for Property Loan form is located in the appendices.)

# **Carroll County Amateur Radio Club, Inc.**

## **BY-LAWS**

(REVISED May 2000)

### **ARTICLE I. MEMBERSHIP**

- A. Classes of members. The club shall consist of three classes of membership: regular, associate, and life.
  - 1. Regular members. Regular members are those holding valid amateur radio licenses.
  - 2. Associate members. Associate members are those members who do not hold a valid amateur radio license.
  - 3. Life members. Life members are those who have been regular members for at least 20 years and have made significant contributions to both the club and the amateur radio service. Life members must be nominated for such membership by The Executive Board, and confirmed by at least 2/3 of the voting members at a business meeting. The nomination shall be made at a regular club business meeting, announced in the next newsletter, and voted upon at the next club business meeting.
- B. Privileges. Regular and life members shall have full privileges of membership including the right to vote, and are eligible to hold office. Associate members are not eligible to hold office or chair a committee, but have the right to vote at club meetings and serve as a member of any club committee.
- C. Admission to membership. Any person who supports the goals and objectives of the club may become a member by submitting a completed application for membership and paying the membership dues.

### **ARTICLE II. MEMBERSHIP DUES**

- A. Dues. Membership dues for regular and associate members shall be the same, and set by a majority vote of the members at the meeting at which the annual budget is submitted for approval, or at any business meeting for which at least 25 days prior notice of the proposal has been given to all club members. Dues are payable in full for one year in advance and are non refundable
- B. Special Rates.
  - 1. Student members. Regular members who are under the age of 22 years and are full time students shall pay 50 percent of the regular dues, rounded up to the nearest dollar.

# **Carroll County Amateur Radio Club, Inc.**

2. Family members. Any regular or associate club member's family, residing at the same address (including any/all students under 22 years of age) shall be included in the family rate. The family membership rate is one and one half times the regular member dues.

## **ARTICLE III. OFFICERS**

- A. The officers of the club, in order of seniority, are President, Vice-President, Secretary, and Treasurer. No member shall hold more than one office at any time.
- B. Duties of officers.
  1. President. The president presides at all regular business meetings and at all meetings of the executive board. The president is an ex-officio member of all club committees.
  2. Vice President. The Vice-President assumes all the duties of the President in his/her absence, and assists the President in all functions of the office.
  3. Secretary. The Secretary maintains accurate records of all club and executive board meetings, and maintains up-to-date copies of the club charter, articles of incorporation, by-laws, and the amateur radio license issued in the name of the club. These copies will be in the Secretary's possession at every club business meeting. The Secretary will keep an accurate list of all club equipment and its location.
  4. Treasurer. The Treasurer receives all club monies and keeps accurate and current records of income and expenses. The Treasurer disburses funds as authorized in Article VIII of these by-laws. At each business meeting, the Treasurer gives a summary report of the club's financial status and a detailed report of same when requested by the President, Executive Board, or a majority of the voting membership at any meeting.

## **ARTICLE IV. EXECUTIVE BOARD**

- A. The executive Board shall consist of the following nine members:
  1. The President, Vice-President, Secretary, and Treasurer.
  2. If not a current officer, the trustee of the club's station license shall be an Honorary member of the Executive Board.
  3. Additional numbers of at-large members to bring the number of Executive Board members to nine.
- B. The Executive Board shall be responsible for the conduct of all club business not delegated otherwise by the by-laws.

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- C. The Executive Board meeting shall be held regularly at a time and place announced to the membership and agreed to by the board membership. The President shall declare a special meeting if requested by at least three other members of the Executive Board. The President shall make all reasonable efforts to provide the board members with at least three days notice of a special meeting, specifying the time, place and reason for the meeting. At least five members of the Executive Board shall be required to be in attendance for the board to conduct any business at either routine or special Executive Board meeting.

## **ARTICLE V. NOMINATION, ELECTION, OR REMOVAL OF OFFICERS, TRUSTEE, AND AT LARGE EXECUTIVE BOARD MEMBERS**

### A. Nomination of Candidates

- 1. A nominating committee shall be appointed by the President four months prior to the election. This committee shall recommend a slate of at least one candidate for each office, including the members-at-large of the Executive Board.
- 2. Nominations will be presented by the nominating committee at the business meeting two months prior to the business meeting at which the election is to be held. The Secretary shall record nominations for each office, including members-at-large of the Executive Board. Additional nominations shall be accepted from the floor at any business meeting prior to the election. Each nomination shall be seconded, and each person being nominated shall verify their willingness to serve in said position if elected thereto. No one may be nominated to more than one of the four principal positions.

- B. Elections. Elections shall be conducted by the presiding officer at the last scheduled business meeting of the club's year. Election of the four principal officers shall be held first, followed by the election of the members-at-large. Elections shall be by secret written ballot, with a simple majority vote of the ballots cast needed to win any position, even if running unopposed. If no one receives a simple majority vote for a given position, the person(s) receiving the fewest number of votes shall be eliminated, and run off elections held between or among the remaining persons nominated for that position until a winner is determined. This procedure shall be repeated until each position is filled.

### C. Removal. Offices may become vacant due to resignation, impeachment, or death.

- 1. Resignation. An officer, trustee or member-at-large may resign their office by submitting a resignation to the Executive Board.
- 2. Impeachment. Petition to impeach shall state the reason(s) in support of impeachment, and must be signed by at least five members and submitted to the President or Secretary at least twenty days prior to the business meeting at which it is to be considered. The Officer receiving the petition shall attempt to verbally notify the other members of the Executive Board with 48 hours of the receipt of the petition. The Secretary shall give written notice of the petition, its contents, and the

# **Carroll County Amateur Radio Club, Inc.**

identity of the petitioners, to the Executive Board within ten days after the submittal. The petition shall be considered at the next business meeting after the twenty days has expired. Voting shall be by a secret ballot. The officer, trustee, or member-at-large shall be removed if at least two thirds of members voting at that meeting, vote to impeach him or her.

3. Filling Vacancies. If the Executive Board determines that the vacancy needs to be filled, a special election shall be held at the next business meeting.

## **ARTICLE VI. MEMBERSHIP MEETINGS**

- A. Regular business meetings shall be held at least once a month.
- B. The normal time and place for each meeting shall be determined by the Executive Board and approved by a simple majority of the members voting at that meeting. Any proposed changes to the regular business meeting schedule must be presented and tabled until the next business meeting.
- C. Two levels of quorum shall exist:
  1. In order to hold a business meeting, and carry out minor club business, (See Article VI section D. for definition of minor and major club business) a quorum of one third of the average number of members attending the six most recent business meetings must be present.
  2. In order to conduct major club business, a quorum of at least 75% of the average number of members attending the last six most recent business meetings must be present.
- D. Major club business shall be defined as club business dealing with monetary requests over \$150, changes to the bylaws, elections, special elections, impeachment, or any motion that requires tabling until the next meeting. Minor club business shall be defined as all other club business, not specified under Major club business.
- E. Business meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised. A motion may be made to suspend the formal use of Roberts Rules in order to conduct the remainder of the meeting in a more informal manner. This motion must have a unanimous vote of the members present. Upon any objection during the course of the meeting, Robert's Rules will be reinstated for the remainder of the meeting. The President can decide if he or she chooses to appoint an official Parliamentarian. If appointed the Parliamentarian must abide by the rules of order presented in Robert's Rules regarding his or her ability to make motions and vote on issues.

# **Carroll County Amateur Radio Club, Inc.**

## **ARTICLE VII. COMMITTEES**

### **A. Standing Committees**

1. **Technical Committee.** The Technical Committee shall be made up of a coordinator plus the chairpersons of all the technically oriented committees, such as the repeater, six-meter, club station and any other technically oriented committee.
  - a. The Technical Committee coordinator shall serve as the facilitator at the Technical Committee meetings. This position shall be appointed by the President.
  - b. The Technical Committee shall coordinate, evaluate, recommend and implement proposals from the various technically oriented committees.
  - c. All proposals from any of the technically oriented committees must be brought before the Technical Committee prior to presentation to the membership.
  - d. The recommendations of the Technical Committee shall represent the views of the majority of the committee members.
2. **Publication Committee.** The Publication Committee shall prepare, produce, and distribute the K3PZN NewsWaves. The Chair shall be the Editor.
3. **Finance Committee.** The Finance Committee shall assist the Treasurer in forecasting future income and expenses of the club, and coordinate fund raising with the Fund-raising Committee. The Chair shall be the Treasurer.

### **B. Additional Committees.**

1. The President shall appoint any other committees that are necessary for the proper functioning of the club.
2. The President has the ability to appoint and remove any committee chairs.

## **ARTICLE VIII. BUDGET**

- A. **Approval of the operating budget.** At the third business meeting of the club year, the Executive Board shall submit a proposed budget to the membership showing expected income and expenses for the subsequent club fiscal year. Subject to amendment by the membership, the budget shall be adopted. The budget, once adopted, will serve as the basis for all expenditures of the club.

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- B. Operating budget. The adopted operating budget shall be for club operating expenses only. Project budgets and any other expenditures must be voted on by the membership on an individual basis.
- C. Establishment of budgets for projects and other expenditures (anything not included in the operating budget).
  - 1. Any project or other expenditure must have its own budget and must be voted on and approved by the club membership as described in Article VIII, Section D.
  - 2. The club member proposing the project or other expenditure, or the chairman of the committee proposing the expenditure, must submit a detailed report of the expenditures to the Treasurer at least quarterly, and provide final report of the expenditures to the club members at the project's completion.
- D. Procedure for establishing or modifying project budgets.
  - 1. Any club member may move to establish or modify a budget at any business meeting. After being seconded, the motion may be discussed and, except as provided herein, may be voted upon at that meeting. If a budget is to be increased or established by an amount of more than \$150, it will automatically be tabled until the next business meeting. Multiple requests for budget modifications for the same project, at the same business meeting, are not permitted.
  - 2. During the interval between business meetings, the Executive Board shall meet and consider the motion. It shall report its recommendation concerning the proposed modification at the next business meeting at which a quorum is present.
  - 3. After the Executive Board recommendation has been reported, and any further discussion is held, the budget may be modified by a majority vote.
- E. Emergency Expenditures. If the need for an emergency expenditure occurs, the President or Vice President will contact the Executive Board to approve the expenditure by a majority vote.
- F. Expenditures. All checks issued by the club shall be signed by the Treasurer or one other officer appointed by the Executive Board.

### **ARTICLE IX. CLUB/FISCAL YEAR**

- A. The club year shall run from April 1st through March 31st.
- B. The club fiscal year shall run from July 1st through June 30th to allow the newly elected officers to establish committees and the club budget.

# **Carroll County Amateur Radio Club, Inc.**

## **ARTICLE X. AMENDMENTS TO THE BY-LAWS**

- A. The by-laws of the club may be amended at any club business meeting. No amendment shall be voted upon unless the proposed change has been presented at the previous business meeting. Notice shall be mailed to all members setting forth the proposed changes and setting the date of the business meeting at which the vote is to be taken. This notice shall be mailed no less than 15 days prior to the meeting at which the vote is to be taken.
  
- B. Changes may be proposed by the Executive Board or by a petition signed by no fewer than ten regular or associate members. An affirmative vote of three fourths of the members present at the business meeting is required to change the by-laws.

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# **Appendices: Member Forms**



Request for Property Loan

Name of responsible club member	
Callsign of responsible club member	
Description of property to be loaned	
Serial/Tag numbers	
Date property to be taken	
Date property to be returned	
Location property will be used	
Outside entity to use property	
Requestor signature	
Approval signature	
Property returned acknowledgement signature	
Date property returned	
Condition of property taken	
Condition of property returned	









# K3PZN

Membership Application  
Renewal Form

Date:

Name:

Callsign:

License Class					
<input type="radio"/> Novice	<input type="radio"/> Technician	<input type="radio"/> Tech Plus	<input type="radio"/> General	<input type="radio"/> Advanced	<input type="radio"/> Amateur Extra

Mailing Address		
Street: <input style="width: 800px; height: 25px;" type="text"/>		
City: <input style="width: 450px; height: 25px;" type="text"/>	State: <input style="width: 100px; height: 25px;" type="text"/>	Zip: <input style="width: 150px; height: 25px;" type="text"/>

Telephone Numbers	Email: <input style="width: 550px; height: 25px;" type="text"/>
H: <input style="width: 250px; height: 25px;" type="text"/>	ARRL Member? <input type="radio"/> Yes <input type="radio"/> NO
W: <input style="width: 250px; height: 25px;" type="text"/>	ARRL VE? <input type="radio"/> Yes <input type="radio"/> NO

Annual Dues	Regular & Associate	\$16
	Student (under 22yrs)	\$8
	Family (same address)	\$24

Bring the completed form to any club meeting or mail to:  
**Carroll County Amateur Radio Club, Inc.**  
**P.O. Box 2211**  
**Westminister, MD 21158**