



Articles of Association and Bylaws of Contra Costa Repeater Association

- I. **Name.** The name of this association is the Contra Costa Repeater Association.

- II. **Purpose.** The purpose of this association is to provide a state-of-the-art repeater system for the Amateur Radio community in Contra Costa County and the surrounding areas, facilitate recreational, public service, and emergency radio communications.

- III. **Governing Body.** The powers of the Association shall be exercised, its property controlled, and its affairs conducted by an Executive Board which shall consist of the Repeater Trustee(s), Chairperson, Vice-chairperson, the Technical Committee Lead, and a Secretary/Treasurer. Members of the Governing Body may step down from the position if they are physically or mentally unable to fulfill their duties, through a voluntary resignation, or by loss of their FCC license. There are three classes of membership which consists of Full, Family, and Memorial or Sponsorship. Full and Family memberships have voting privileges. During Association meetings those voting members present will be involved in the discussion of adding or removing communications technologies and help decide additional funding for new/replacement equipment. A vote of the majority of voting members of the Association is required to fund projects above the annual base level Association dues.

- IV. **Duties and Responsibilities of the Executive Board.** Any Full or Family member in good standing of this Association is qualified to be an officer of the Executive Board. With the exception of Repeater Trustee, Officers shall be elected by a vote of members present in person at the regular meeting of members held in November. Officers shall serve a term of two years beginning January 1 of odd numbered years and shall be eligible for reelection without limitation on the number of terms they may serve. Executive Board members may be required to attend additional executive committee meetings over and above the regular monthly membership meetings. If an executive board member has an unexcused absence for full membership meetings for 3 months in a row, or does not make themselves available for the majority of additional executive board meetings as requested, the Executive Board can declare the position open and bring the open position before the Association for a replacement vote. The replacement Executive Board member will serve the remainder of the term. An excused meeting absence can include illness or vacation time. The Executive Board shall make decisions using consensus or when necessary will vote on decisions by reaching a majority of those Executive members present. The Executive Board is authorized to use group dues to repair and maintain current and future communications systems and technologies, including the purchase of supplies as required, without voting member consent.



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- a. **Repeater Trustee(s).** The repeater trustee of the CCRA association is a lifetime appointment and must maintain full member status. His/Her will plan and preside over all technical committee meetings or may designate this to the Technical Lead in his/her absence. His/Her will also have co-signature responsibilities for the CCRA bank account.

New trustees will also be a lifetime appointment, voted on by the executive board and ratified by the association with a two third's vote. There may be more than one repeater trustee due to several licensees being required to operate different radio band radio systems. In the event of multiple repeater trustees, the individual trustee is responsible for his/her appointed repeater system. The Association communications equipment is operated under the auspices of the repeater trustee who must hold a valid FCC license under part 97 of the Rules and Regulations. The repeater trustee has the ultimate authority to exercise judgment concerning how individuals and groups use the Association's repeater system. In the event of multiple repeater trustees, the trustee who has been a member of the CCRA for the longest period of time will be the primary point of contact with regional amateur frequency coordination bodies.

- b. **Chairperson.** The Chairperson must be able to coordinate, and plan the Association meetings and activities. The Chairperson must have a clear understanding of the CCRA Goals and Objectives as stated in the Mission and Vision Statements. The Chairperson must be able to work closely with the Repeater Trustee(s) and those on the Executive Board. The duties of the Chairperson will be to plan and preside at all meetings of both the Executive Board and the regularly scheduled CCRA meetings or may designate this to the Vice Chairperson in his/her absence. They will also have co-signature responsibilities for the CCRA bank account.
- c. **Vice-Chairperson.** The Vice-Chairperson will handle the duties of the Chairperson in his/her absence. The Vice-Chairperson must have a clear understanding of the CCRA Goals and Objectives as stated in the Mission and Vision Statements. The Vice-Chairperson must be able to work closely with the Repeater Trustee(s) and those on the Executive Board. The Vice-chairperson will be called upon to work with the Secretary/Treasurer to perform annual audits of the Associations financial and miscellaneous records.
- d. **Technical Committee Lead.** The Technical Committee Lead takes direction from the Repeater Trustee and will coordinate the repair and maintenance of the Associations communications systems and technologies. The Technical Committee Lead provides guidance, leadership and mentorship to the



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technical committee. The Technical Committee Lead must be able to work closely with the Repeater Trustee (s) and those on the Executive Board and plan and coordinate any technical meetings as directed by the Repeater Trustee.

- e. **Secretary/Treasurer.** This dual position can be separated by direction of the Executive Committee.
 - i. **Secretary.** The Secretary maintains the minutes of the meetings and works with the Newsletter and Webmaster to post Association information to these information outlets. The Secretary provides documentation support to the Executive Board and will send out membership dues notices yearly. His/Her will maintain a current membership roster and as designated by the Executive Board produce an Association Newsletter or handle other forms of communication, such as create a Monday night Net Control assignment sheet.
 - ii. **Treasurer.** The Treasurer collects and disperses monies of the Association. The Treasurer maintains the Association financial records and tracks membership dues. The Treasurer provides monthly financial reports at meetings and annual Association financial reports. This Association’s fiscal year is designated from October 1 through September 30. They will have co-signature responsibilities for the CCRA bank account.

V. **Membership.** There shall be three classes of members:

- a. **Full Member.** Any licensed Amateur Radio Operator who maintains payment of dues as required by the Association will be considered a voting member. Base dues for Full Members shall be \$30 annually, or as recommended by the Executive Board and approved by the voting members. A voting member may bring up items of consideration to the Executive Board for review and approval. The Executive Board will make the determination if the item has merit and will either approve the item or will bring forward the item to the full membership for consideration. This Class of membership will be provided necessary repeater control codes.
- b. **Family Membership.** Any licensed Amateur Radio Operators residing in the same household. This membership pays the base dues of a full annual membership plus \$5.00 for additional licensed Amateurs residing in the household up to a maximum of \$40.00. This type of membership is allowed one Association vote on items considered for voting. This Class of



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membership will be provided necessary repeater control codes.

- c. **Memorial or Sponsorship Member.** A membership in the name of a deceased individual or an individual honored by the Association or one of its members. If a Memorial or Sponsorship Member is sponsored by one of the members of the Association, a contribution of \$10 annually shall be paid to the Association by the sponsoring member. This type of member has a non-voting status and receives no repeater control codes.

- VI. **Assessments.** Membership in the Association is subject to assessments, which may be levied and collected upon the vote of two thirds of the voting members of the Association. Waiver requests will be kept confidential and will be granted for those who petition the executive board with a financial hardship request.

Termination of Membership. The membership of any member of the Association shall automatically terminate on their written request for such termination delivered to an officer of the Association. Upon a member's death his/her membership will be converted to a memorial membership for the remainder of the fiscal year. The membership of any member who fails to pay their dues or assessments when they become due or within 30 days after the due date, provided that he or she was given written notice that such dues were due and payable, shall automatically terminate. All rights and interests of a member of the Association shall cease upon termination of membership. Membership may be revoked against a member after a review and a recommendation by the Executive Board and a majority of the voting membership present for any of the following:

- Violations of the Radio Laws, Regulations and Treaties of the United States of America, including intentional and/or malicious radio interference.
- Failure to abide by these By-Laws.
- Member misconduct.

A member whose membership has been revoked may apply for reinstatement of membership no sooner than one year from the date of the revocation. The reinstatement request will be considered and approved or denied by the Executive Board.

MEMBER MISCONDUCT

Member misconduct shall include, but shall not be limited to:

- a) Financial misconduct, fraud, embezzlement and theft of Association's assets.
- b) Intentional conduct creating legal liability for the Association.



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- c) Violent, threatening, and/or disorderly conduct.
 - d) Bringing disrepute to the Association including but not limited to threats, harassment and insults to members and to the public at large.
 - e) Violation of criminal laws.
 - f) Attempts to disrupt orderly procedure and failure to abide by rulings from the presiding officer or chairperson at Membership, Board and committee meetings, including refusal to comply when called out of order.
- VIII. **Meetings.** Meetings of the members of the Association shall be held monthly or held in intervals determined by the Executive Board and at a time and place selected by the Executive Board. Members will be notified through the Monday night Contra Costa Repeater Association net meetings at 7:35PM or through an electronic communication. Votes of the members may be taken by any means which assures the identity and validity of the votes cast, including by mail signed by the member or electronic mail digitally signed. No quorum shall be required at any meeting in order for the membership to transact business.
- IX. **Standing Committees.** There shall be one standing committee which shall be the Technical Committee, charged with the operation and maintenance of the Association's repeater systems. All other committees will be formed or dissolved by the Executive Board and members will serve at the Executive Board's pleasure. The Technical Committee Lead shall be the manager of the Technical Committee, and work with the Trustee(s) to (1) designate members who may without supervision maintain and repair the elements of the repeater system, (2) designate repeater system control operators, and (3) designate members who may participate in the maintenance and repair of elements of the repeater system under the supervision of a member who is designated to do such work without supervision.
- X. **Termination of the Association.** Upon the vote of a majority of the elected Executive Board and then voting members of the Association, the Association shall cease its activities. Following the agreement of the Association membership the senior trustee shall be the final arbitrator for the disposition of assets.