

1 **POLICIES AND PROCEDURES OF THE**
2 **AMATEUR RADIO CLUB OF THE**
3 **WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**

4
5 **November 1997**
6 **(Revised June 1999, Updated January 2002, Revised February 2017)**

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8
9 **INTRODUCTION**

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11 This document describes the duties and responsibilities of officers, directors and
12 chairs of the Amateur Radio Club of the Wally Byam Caravan Club International,
13 Inc. It also details some important operational details about the Club and the RV
14 Service Nets, which the Club sponsors.

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16 These Policies and Procedures of the Club were created in accordance with the
17 Club's Constitution and Bylaws and require approval only from the Club's
18 Executive Board and not the voting membership. The WBCCI Constitution and
19 Bylaws Committee is not required to review this Policies and Procedures
20 document.

21
22 One of the guiding philosophies behind the 2017 revision to these Policies and
23 Procedures was to provide some essential guidelines for the Amateur Radio Club
24 of the WBCCI's officers and directors and RV Service Net's leaders while
25 recognizing that underneath all these procedures and policies is an expectation of
26 fun and enjoyment of the amateur radio service while performing public service
27 for the RV community.

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30 **SECTION ONE**
31 **GENERAL POLICIES AND PROCEDURES**

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33 1. Club Documents
- 34 a. Electronic versions of the Club's Constitution, Bylaws and Policies and
35 Procedures documents are available to the Executive Board through the
36 Club's official Web site. These documents may be protected by a
37 password.
 - 38 b. The Club's electronic membership database will be stored online in an
39 account owned by the WBCCI's Electronic Communication Committee
40 (ECC). Both the Club's Treasurer and Corresponding Secretary have

41 read and write access to that file so that they can properly maintain its
42 accuracy. The other Club officers and directors have read-only access to
43 the Club's digital membership database.
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45 2. Limitations:

- 46 a. The Executive Board can set limits on door prizes for the Annual Business
47 Meeting at the International Rally and at Net Rallies.
- 48 b. The Executive Board can set a limit amount for documented
49 reimbursements the Club's president may submit to help defray the
50 expenses of telephone calls, paperwork, correspondence, etc.

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52 3. Membership Dues

- 53 a. Membership dues are \$7.00 annually (effective July 1, 1998)
- 54 b. New Members pay \$9.00; \$2.00 Initiation Fee plus \$7.00 annual dues.
- 55 c. Club Decals are \$2.00. New members receive a club decal as part of
56 their Initiation Fees.

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58 4. Standing Committee Reports

- 59 a. All Standing Committees Chairs shall be prepared to report at all Board
60 Meetings, if requested. These reports may be in person, in writing, or by
61 a designated representative.

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64 **SECTION TWO**
65 **FUNCTIONAL GUIDELINES**
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67 The functional guidelines below include the detailed operations that the various
68 officers and chairpersons need to follow to meet the requirements of their office.
69 These guidelines are in addition to the duties described in the Constitution and
70 Bylaws. They may be changed any time due to changes in WBCCI organization
71 or the Amateur Radio Club. They were developed as a result of past experiences
72 in the Club's operations. This should help future officers to be prepared to
73 address various duties and/or requests. The order of the described guidelines are
74 by importance and not necessarily chronological.
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76
77 **1. Guidelines for President:**

- 78 a. The duties for the President are detailed in Article IV, Section 1 of the
79 Club's Bylaws. This section contains guidelines and suggestions for the
80 Club's President.

- 81 b. The President should keep the First Vice President informed of all Club
82 activities. If that is done well, the next President will be prepared to step
83 into the Club's primary leadership position.
- 84 c. The newly elected President is responsible to send the WBCCI
85 Headquarters staff a list of all Club officers elected at the Annual
86 Business Meeting. The list should include the newly elected officers'
87 names, addresses and WBCCI numbers. This should be sent to WBCCI
88 HQ no later than one month after the WBCCI International Rally.
- 89 i. It is important that the WBCCI knows the new President's name
90 and address since he/she will be sent a **Committee Job**
91 **Description** for the next year's International Rally. The Job
92 Description includes: Club Responsibilities; Coordination; Space,
93 Equipment and Supplies Needed.
- 94 d. If required by WBCCI HQ, the incoming President shall file an
95 International Rally Final Report with the WBCCI within a month after
96 the Rally. This report should also be posted on the Club's Web page in
97 the Executive Board Documents area.
- 98 e. Before the end of the International Rally, it is advisable for the new
99 President to contact the Chairpersons of the various Committees for the
100 next International Rally to make sure they are aware of the Amateur
101 Radio Club's space requirements, space security needed for the Club's
102 transmitters, equipment needs, etc. It is good policy to meet these
103 people in person, make your request, and follow up by letter.
- 104 f. The President shall contact the Parking Chairman before the
105 International Rally and request that Amateur Radio Club early workers
106 be parked close to the Radio Station. While this is rarely possible, the
107 Parking Chairman needs to be aware of this request since station
108 operators may start operations as early as 5 a.m., depending on the time
109 zone in which the Rally is held.
- 110 g. While at the International Rally, the President shall request the Rally's
111 Daily Publication and its Web site publish the times and frequencies
112 used for the Club's daily Rally nets.
- 113 h. The President shall send the Blue Beret a list of Club Officers and, if
114 requested, shall write articles for the Blue Beret about the Club and the
115 Club's activities.
- 116 i. The President shall recruit an appropriate person to present an
117 "Introduction to Amateur Radio" forum at the International Rally. Since
118 the purpose of this forum is to encourage people to become amateur
119 radio operators, this must be someone who is an engaging public
120 speaker and can motivate the audience to study for their licenses.

- 121 j. Contact the Editor of the **International Rally Program** early in the
122 year, normally March, to ensure that the Amateur Radio Club is
123 included in the Rally's Program with locations and times for the FCC
124 exams, Introduction to Amateur Radio, and ARC luncheon/installation
125 meeting. Make sure that the Editor understands that this is not just a
126 luncheon, it is the Club's Annual Business Meeting and its election of
127 officers. "Luncheons" are not usually included in the Program book.
- 128 k. Prior to the International Rally, the President shall receive information
129 about the Rally and a request to identify anyone needing "Early
130 Worker" authorization from WBCCI HQ. The President shall survey the
131 Club's Executive Board to see if they need "Early Worker" status to
132 help with the Club's setup at the Rally. Officers approved for "Early
133 Worker" status will be notified by WBCCI HQ. In any case, no one will
134 be admitted to the WBCCI International Rally until the date specified
135 on his or her Rally registration.
- 136 l. After arrival at the International Rally, the President shall meet with the
137 Rally's Coordinator and find out where the Station will be, where to get
138 the Station keys, the location of the boxes (in Cargo) containing Radio
139 Station equipment, and when they will be delivered to the Station.
140 Before the equipment is delivered, the Station location need to be
141 checked for size, suitability, electricity, security, number of tables and
142 chairs needed. Any problems should be immediately presented to the
143 Rally Chairman so that they may be resolved.
- 144 i. The Amateur Radio Club's signs should be in a wooden crate
145 along with the Club's equipment. The Sign Shop can create any
146 needed new signs.
- 147 m. The President shall check out rooms where meetings will be held during
148 the International Rally and verify that the Space Coordinator has
149 scheduled the Club for those rooms.
- 150 i. The President shall determine how many tables and chairs are
151 needed in the meeting rooms and ask the Table and Chairs'
152 Chairman to provide them by the scheduled meeting dates and
153 times.
- 154 ii. The President shall check to see if a PA system or any other
155 audio/visual system is required in any of these meeting rooms at
156 the International Rally.
- 157 n. The President shall request Ribbons for Committee Members and their
158 spouses from the Credentials Office.
- 159 o. The President shall check with the First Vice President to ensure that he
160 or she has checked out the luncheon room used for the Club's Annual

- 161 Business Meeting, menu, tables, chairs, head table, podium, public
162 address system, etc. The facility should be asked to make sure that
163 everyone attending the Annual Business Meeting and Luncheon is
164 served within 25 minutes.
- 165 p. The President shall request a full table and four chairs in the main
166 hallway or Registration Area. This table will be used by the Club's
167 officers and Treasurer to collect dues and to sell luncheon tickets.
 - 168 q. There are two official Club meetings during the International Rally:
 - 169 i. The Annual Business Meeting with election and installation of
170 officers immediately following the luncheon.
 - 171 ii. The Executive Board Meeting is usually held before the Annual
172 Meeting. Advise Board Members/Committees of time and place.
 - 173 r. The President shall prepare an agenda should be prepared for both the
174 Annual Business and Executive Board meetings. A list of the nominated
175 officers should be displayed at the Radio Station for all to see and/or
176 announced on the Club's morning International Rally Net prior to the
177 elections.
 - 178 i. The agenda for the Annual Business Meeting/Luncheon should
179 include Silent Key Chairman with the SK Report and a request
180 for donations to the SK Program.
 - 181 s. During the International Rally, the President and his or her spouse will
182 receive an invitation from the WBCCI Appreciation Committee to
183 attend a luncheon for all Committee Chairmen
 - 184 t. The President may attend, at his or her expense, any of the RV Service
185 Net Rallies for Net Members. The President has no official
186 responsibilities at these Net Rallies except for extending the official
187 "greetings and welcome" from the Club.
 - 188 u. The President shall write articles for The Bulletin, the Club's
189 newsletter, and submit them to the Bulletin editor by the appropriate
190 deadlines.
 - 191 v. The President shall inform the Club Advisor of all changes and request
192 for changes in the Policy and Procedures.

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195 **2. Guidelines for the First Vice President:**

- 196 a. The duties for the First Vice President are detailed in Article IV, Section
197 2 of the Club's Bylaws. This section contains guidelines and
198 suggestions for the Club's First Vice President.
- 199 b. The First Vice President should shadow and communicate with the
200 President as much as he or she will allow. This will help the First Vice

- 201 President learn about the administrative roles of the Club and avoid
202 some avoidable mistakes the following year when the First Vice
203 President ascends to become the Club's President.
- 204 c. The First Vice President is in charge of setting up the Club's Luncheon
205 at the International Rally. The Club's Annual Business Meeting is held
206 at this luncheon.
- 207 i. As soon as the First Vice President is elected, he or she should go
208 to the Convention Bureau that will be on site for the next
209 International Rally and find out where you can obtain a meeting
210 place for our Annual Business Meeting/Luncheon. The Club need
211 a room to accommodate approximately 100 people and be served
212 in 25 minutes, a podium, microphone with sound system, and
213 tables at the entrance to collect tickets.
- 214 ii. If representatives of some hotels and/or restaurants are present
215 and you find a suitable one, make your arrangements with them
216 right away and later follow up by telephone or letters. If not,
217 locate as many hotels and/or restaurants as possible and
218 communicate with them as soon as possible preferably by
219 telephone. Remember that everyone else is trying to get the best
220 spots. If next year's International Rally is on your way home,
221 stop by and get acquainted with the hotel/restaurant personnel.
222 While you are there, you might find better accommodations
223 and/or a better location.
- 224 d. When the First Vice President arrives at the International Rally, he or
225 she should go to the luncheon location and make sure that all of the
226 Club's requests for accommodations have been met and that the room is
227 adequate. Verify the menu and prices. Check the table setup and find
228 out if the President wants a head table. Head tables are not a
229 requirement. Some feel that officers should sit among the members.
- 230 e. The First Vice President should have generic luncheon tickets printed or
231 inquire of the President if there are any tickets left from the preceding
232 year. It is more economical to print generic tickets because they can be
233 used from year to year.
- 234 f. The First Vice President should help sell tickets for Amateur Radio
235 luncheon. Ask for help from other **officers** and spouses.
- 236 i. There will be a table set up in the Convention Center for the
237 Treasurer to be collecting dues. This table may also be used to
238 sell Luncheon/Meeting tickets. Ask the President to request a **full**
239 table for these purposes. Some years we were only allowed half a

240 table due to space limitations. Ask that the ARC table space be
241 located near the busiest traffic aisle.

- 242 g. The First Vice President should help make announcements on the 2-
243 meter Net at the International Rally about the luncheon and ticket sales
244 (when and where).
- 245 h. Door prizes or individual mementos, although not necessarily required,
246 add a nice touch to the luncheon. The First Vice President shall work
247 with the President and Treasurer to seek donations from anyone you
248 know; e.g., Camping World, Ham Radio stores, local restaurants, etc. If
249 you have to spend any money, look at the expenditure limitations under
250 Policy and Procedures
- 251 i. Consider a 50/50 drawing to help the Club's finances. Currently, the
252 proceeds to the Club from the 50/50 drawing go toward radio equipment
253 needs for the Club station.

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256 **3. Guidelines for the Second Vice President:**

- 257 a. The duties for the Second Vice President are detailed in Article IV,
258 Section 3 of the Club's Bylaws. This section contains guidelines and
259 suggestions for the Club's Second Vice President.
- 260 b. The Second Vice President is the manager of the Amateur Radio Station
261 at the International Rally.
- 262 c. The Second Vice President is responsible for setting up the Radio
263 Station and providing HF and VHF communications at the International
264 Rally.
- 265 d. The Second Vice President will need to find local repeaters and
266 contacting their owners and ask permission to use their frequencies
267 starting with the arrival of the early workers until the end of the Rally.
268 Lately, many repeaters include PL. Ask the owners if the PL could be
269 removed for the duration.
- 270 e. The Second Vice President is responsible for scheduling the
271 International Rally's Station operators, preparing the sign-up sheets for
272 visitors, volunteers to operate the station, volunteers to support the
273 parade, volunteers to support Traffic Control, volunteers to tear down
274 the station, early workers for next year, etc.
- 275 f. The Second Vice President shall post the sign-up sheets to operate the
276 rigs in the Radio Station.
- 277 g. Some of the work may be delegated to the Third Vice President who
278 will be responsible for setting up the Station next year.

- 279 h. The Amateur Radio Station at the International Rally will operate under
280 the Club call sign **WB8RC**, using the club's equipment (or borrowed
281 equipment).
- 282 i. The Second Vice President shall post a couple of signs with the
283 station call on the walls of the Radio Station.
- 284 ii. The Second Vice President's goal is to have the Club's amateur
285 radio station open at least during all the **Net** times; including:
- 286 1. The International Rally's morning VHF Net
287 2. The Eastern/Central WBCCI RV Service Net on 40 meters
288 3. The Rocky Mountain 40 meter net
289 4. The Pacific Coast 40 meter net.
- 290 i. If possible, the Second Vice President will try to get enough volunteers
291 to keep the station open during the days. This will allow visitors, new
292 hams, prospective hams, and other interested persons to get acquainted
293 with our operations.
- 294 j. Once the Second Vice President arrives at the International Rally, he or
295 she check with the President to go over the Club's radio station the
296 inventory sheet.
- 297 i. The Second Vice President should inspect the Radio Room,
298 check the tables and chairs needed and electrical outlets.
- 299 ii. The Second Vice President should let the President know of any
300 problems with the room or the equipment and work with the
301 President to resolve any issues with the room or radio equipment.
- 302 k. The Second Vice President shall help install HF and VHF equipment,
303 amplifiers, and antennas at the Club's International Rally Amateur
304 Radio Station.
- 305 l. The Second Vice President will coordinate the take down and packing
306 of the Club's radio station equipment at an appropriate time towards the
307 end of the International Rally.
- 308 i. During the take down and packing of the equipment, the Second
309 Vice President will complete an inventory that will show the
310 contents of each box.
- 311 ii. The Second Vice President shall make several copies of the
312 inventory. One should be given to the incoming President, one to
313 the incoming Second Vice President, one goes in each box and
314 the Second Vice President should keep a copy for his or her
315 records.
- 316 iii. The Second Vice President should made sure he or she has
317 enough volunteers to setup and pack up the International Rally's
318 Amateur Radio Station.

319 m. Requests for International Rally Early Workers are sent the WBCCI HQ
320 by the President. The Second Vice President should advise the
321 President if he or she wants to be considered for early worker status.
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324 **4. Guidelines for the Third Vice President:**

- 325 a. The duties for the Third Vice President are detailed in Article IV,
326 Section 4 of the Club's Bylaws. This section contains guidelines and
327 suggestions for the Club's Third Vice President.
- 328 b. The Third Vice President should invest the time needed to get
329 acquainted with the operations of the Club and review the Constitution,
330 Bylaws, and Policy and Procedures.
- 331 c. Since the Third Vice President will be responsible for setting up the
332 Radio Station at the next International Rally, he or she should
333 participate as much as possible in the Station operations at the current
334 International Rally.
- 335 d. The Third Vice President should work closely with the President, First
336 and Second Vice Presidents to help at the International Rally at the
337 Club's table and to sell Luncheon/Annual Business Meeting tickets.
- 338 e. The Third Vice President should discuss any problems, questions, or
339 suggestions that he or she has about the Club and its operations with
340 Club Officers. This will help the Third Vice President transition into the
341 governance of the Club.
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344 **5. Guidelines for the Corresponding Secretary:**

- 345 a. The duties for the Corresponding Secretary are detailed in Article IV,
346 Section 5 of the Club's Bylaws. This section contains guidelines and
347 suggestions for the Club's Corresponding Secretary.
- 348 b. When notified by the Treasurer about a new member, the
349 Corresponding Secretary will send a "welcome" letter and a
350 membership card. The letter and membership card may be sent
351 electronically. New members are also send one Club decal. This is
352 normally sent via the mail system.
- 353 i. The Corresponding Secretary should inform new members on
354 how to read the electronic copies of the Club's Bulletin, which is
355 found on the Club's Web page.
- 356 c. When notified by the Treasurer about a membership renewal, the
357 Corresponding Secretary will mail or electronically send the renewing

358 member a new Club membership card that displays the members new
359 club membership expiration date.

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362 **6. Guidelines for the Recording Secretary:**

- 363 a. The duties for the Recording Secretary are detailed in Article IV,
364 Section 6 of the Club’s Bylaws. This section contains guidelines and
365 suggestions for the Club’s Recording Secretary.
- 366 b. The Recording Secretary shall work with the President to ensure that
367 **Minutes of Meetings** are sent to all officers and chairpersons. This
368 distribution may be electronic and/or they may be posted to the
369 “Executive Board Documents” area on the Club’s official WBCCI Web
370 site.

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373 **7. Guidelines for Treasurer**

- 374 a. The duties for the Treasurer are detailed in Article IV, Section 7 of the
375 Club’s Bylaws. This section contains guidelines and suggestions for the
376 Club’s Treasurer.
- 377 b. The Treasurer's job is a continuous, year-round job
- 378 c. The Treasurer is responsible for maintaining the Club Membership
379 Database. As per the Executive Board, the “official” Club Membership
380 Database is to be maintained in an online document storage service
381 controlled by the WBCCI’s Electronic Communications Committee
382 (ECC).
- 383 i. ECC ownership of where the Club’s Membership Database is
384 stored makes it easy for the ECC to change who has access to this
385 document in case the Treasurer can no longer fulfill his or her
386 duties.
- 387 ii. The ECC will configure the Club’s Online Membership Database
388 so that the following Club officials have both read and write
389 access to the Database:
- 390 1. Treasurer
391 2. Corresponding Secretary
- 392 iii. The ECC will configure the Club’s Online Membership Database
393 so that the following Club officials have read-only access to the
394 database:
- 395 1. President
396 2. First Vice President
397 3. Second Vice President

- 398 4. Third Vice President
399 5. Recording Secretary
400 6. First Year Director
401 7. Second Year Director
402 8. Bulletin Editor
403 9. Silent Key Manager
404 10. Director of Nets
405 11. ARRL Liaison
406 12. Webmaster
- 407 iv. The ECC will configure the Club's Online Membership Database
408 so that no one outside of those holding the Club positions
409 mentioned above have access to the Database.
- 410 d. The Club Membership Database is continuously updated due to:
411 i. Dues received. Our fiscal year is from July 1 to June 30.
412 ii. Membership changes (new members or deleted members)
413 iii. Address changes
414 iv. Status changes
415 v. Silent Key
- 416 e. In addition to the information needed by the Club about its members,
417 the Membership Database identify any current WBCCI International
418 Officers who are also members of the Club and spouses of Silent Key
419 members.
- 420 f. Up on notification of a Silent Key, the Treasurer will ascertain if the SK
421 was a voting or net member in good standing. Once the SK is verified
422 by the Club's Silent Key Manager, the Treasurer will update the
423 Membership Database deleting the SK and adding the spouse. If desired
424 by the spouse, the Treasurer will send a complementary Bulletin to the
425 spouse for one year following death of the SK member. The electronic
426 version of the Bulletin may be sent, if possible. No action by the
427 Treasurer is required beyond notifying the Silent Key Manager if the
428 SK was not a current voting or net member of the Club.
- 429 g. The Treasurer may prepare membership cards and/or certificate and
430 deliver or send them to Members and Life Members. Membership cards
431 and/or certificates may be digital documents and electronically
432 delivered to the members.
- 433 h. The Treasurer will add the name, call, and other pertinent information
434 about new members to the Club's Membership Database. The new
435 member's information will be shared with the Club's Corresponding
436 Secretary so that he or she can send Club membership documents to the
437 new member.

- 438 i. The Treasurer will update the Club's Membership Database when a
439 member renews then share the renewal information with the Club's
440 Corresponding Secretary so that he or she can send Club membership
441 documents to the renewing member.
- 442 j. If requested, the Treasurer will prepare an article to be published in the
443 Bulletin about the state of the Club's memberships and/or finances.
- 444 k. The Treasurer will work with the Bulletin Editor to prepare membership
445 mailing labels for the members wishing to receive printed and not
446 electronic versions of the Club's newsletter.
- 447 i. The newsletter printer normally sends the Treasurer two invoices.
448 One is for the cost of the printing of the Bulletins and one is for
449 the cost of mailing.
- 450 ii. The printer will obtain a receipt from the Post Office and will
451 forward it to the Treasurer along with the invoice printing the
452 newsletter. A separate check should be issued to pay the postage.
453 This is to facilitate record keeping.
- 454 iii. Prior to the Fall Bulletin, the Treasurer will send a list of dues
455 delinquent members to the printer for hand stamping in red on the
456 cover of the Bulletin, "ATTENTION Your Dues Have Expired
457 This is your last Newsletter." Note that the dues expired last
458 June 30 (five months earlier).
- 459 iv. At the beginning of January, the Treasurer may send a reminder
460 card (the second reminder) or email to those members who are
461 still delinquent. If no answer is received by the end of February,
462 the names of the former members failing to renew are deleted
463 from the Membership Roster.
- 464 l. The Treasurer will work with the Club's Webmaster to post a
465 streamlined version of the Club's database to the Club's Web site. This
466 version should contain the member's name and call. This membership
467 list should be updated several times during the year.
- 468 m. The Treasurer will work with the Bulletin Editor to include an updated
469 list of Club members and their call signs to be included in the Spring
470 edition of the Bulletin.
- 471 n. If necessary, the Treasurer will help the ARRL Liaison Chairman
472 calculate if 51 percent of the Club's members also are members of the
473 ARRL. This percentage is needed in order for the club to retain its
474 "Affiliated ARRL Club" status. Since the Club's ARRL Liaison person
475 should have read access to the Club Membership Database, he or she
476 should be able to calculate this without intervention from the Treasurer.

- 477 o. The Treasurer should help collect membership dues and enroll new
478 members at the Club's table at the International Rally. While collecting
479 dues, the Treasurer may also help sell tickets for the Amateur Radio
480 Club's Luncheon and Annual Business Meeting.
- 481 p. The Treasurer will order the badges of office for President, Past
482 President, etc. which will be attached to the officers' name badges.
- 483 q. The Treasurer will keep a list of any supplies, such as membership
484 cards, decals, labels, envelopes, stamps, etc., needed while performing
485 his or her duties. The Treasurer may be reimbursed for these
486 expenditures once payment is approved by two other members of the
487 Executive Board.
- 488 r. The Treasurer may receive important tax documents, including 1099-
489 INT forms at the end of the calendar year for the Club and the Silent
490 Key Fund. If the Treasurer is able to determine that the Club's taxable
491 income is below the threshold needed to file income tax documents with
492 the government, he or she may file the tax information in the Club's
493 files. The Treasurer may consult with WBCCI HQ, the WBCCI
494 International officers and any tax experts in the Club to help determine
495 if taxes must be paid.
- 496 i. In the unlikely event that taxes must be paid, the Treasurer is
497 responsible to file them after consulting with WBCCI HQ.
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500 **8. Guidelines for the Directors – First and Second Year Directors**

- 501 a. The duties for the Directors are detailed in Article IV, Section 8 of the
502 Club's Bylaws. This section contains guidelines and suggestions for the
503 Directors.
- 504 b. Both the first and second year Directors help mentor the Club's officers
505 and provide a historical perspective to any discussions the Club or the
506 Executive Board may have during his or her tenure.
- 507 c. Both the first and second year Directors participate in Club's
508 nomination process for officers. The Nominating Committee is chaired
509 by the First Year Director and the Second Year Director serves on that
510 committee.

511 512 513 **SECTION THREE** 514 **LIFE MEMBERSHIP**

515 516 1. Life Membership

- 517 a. Article VI in the Club's Bylaws defines Life Membership in the
518 Amateur Radio Club of the WBCCI.
- 519 b. Candidates for Life Membership who meet the criteria detailed in
520 Article VI of the Club's Bylaws, who are confirmed by the
521 Executive Board and are also members of the WBCCI are considered
522 to be Life Members with voting privileges in the Club.
- 523 i. Past Presidents of the Club are automatically granted Life
524 Membership in the Club without action from the Executive
525 Board.
- 526 ii. Life Members with voting privileges who fail to maintain their
527 membership in the WBCCI will be reclassified as Lifetime
528 Net Members without voting privileges in the Club.
- 529 c. Candidates for Life Membership who meet the criteria detailed in
530 Article VI of the Club's Bylaws, who are confirmed by the
531 Executive Board and who are not members of the WBCCI are
532 considered to be Life Net Members without voting privileges.
- 533 d. The President shall request from the Executive Board, the Club's
534 Directors and the Director of Nets prior to the Annual Meeting
535 nominations of Club Members and Net Members who have served
536 the Club and have met the required criteria for Life Membership.
- 537 i. Candidates for Life Membership in the Club other than past
538 presidents must be confirmed by a majority vote the Executive
539 Board members attending or participating in a Board Meeting
540 with a quorum. This may be any meeting of the board
541 including meetings held via electronic or digital methods.
- 542 e. Life Members and Past Presidents do not pay dues to the Club.
- 543 f. Club Membership Database Notations for Life Membership:
- 544 i. Past Presidents are noted in the Club Membership Database as
545 PP
- 546 ii. A Director of Net awarded Life Membership is noted in the
547 Club Membership Database as LM.
- 548 iii. A RV Service Net Controller with five or more consecutive
549 years as a controller, in good standing of the ARC/WBCCI
550 during the time he or she served as a Net Controller and
551 awarded Life Member status by the Executive Board and the
552 Director of Nets is noted as LM in the Club Membership
553 Database.
- 554 g. If someone is eligible for Life Membership by service to the club
555 (Net Controller or Director of Nets) and he or she also served as the

556 Club's President, either LM or PP will be recorded in the Club's
557 Membership Database for that person.

- 558 h. When the Executive Board confirms someone to Life Membership in
559 the Club, the President will designate one of the officers to create a
560 membership card or certificate to be presented to the honoree. If
561 possible, the card or certificate will be presented at one of the
562 ARC/WBCCI's rallies. Otherwise, the card or certificate will be
563 mailed or electronically delivered to the recipient.
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566 **SECTION FOUR**
567 **THE SILENT KEY PROGRAM**
568

569 1. Silent Key Program

- 570 a. The Silent Key Manager is responsible to verify any death notices
571 and then to pass that information on to the Club's membership, the
572 Bulletin Editor and the Webmaster.
- 573 b. The Silent Key Manager is responsible to verify through the Club
574 Treasurer the SK's membership status at the time of his or her death.
- 575 i. If the SK was a not a Club member but regularly participated
576 on one or more of the RV Service Nets, the Silent Key
577 Manager sends the SK information to the Webmaster and a
578 death announcement is added to the Club's Web page.
- 579 ii. If the SK was not a member and did not participate on any of
580 the RV Service Nets, no action is taken.
- 581 iii. If the SK was a member or net member in good standing at the
582 time of his or her death, the Silent Key Manager will consult
583 with the President, Director of Nets and the Treasurer to
584 determine the Club's response. If the Silent Key Funds allow,
585 the Club may send a donation in the SK's name to the ARRL
586 Spectrum Defense Fund.
- 587 1. Both the Bulletin Editor and the Webmaster are to be
588 notified when a member or a net member becomes a
589 silent key so that this information may be made know to
590 the Club's membership.
- 591 iv. If the SK was an active member in the past, net controller, or
592 regularly performed some other service to the Club and
593 dropped out due to illness or other extenuating circumstances,
594 the Silent Key Manager may review the situation and consult
595 with the President, Director of Nets and the Treasurer to

- 596 determine what action should be taken in terms of eligibility
597 for a Club SK Memorial.
- 598 c. The Silent Key Memorials must be totally funded through
599 contributions to the ARC/WBCCI Silent Key Fund and not from the
600 Club's general treasury.
- 601 i. The ARC/WBCCI Treasurer will maintain records of all
602 contributions to and expenditures from the Club's Silent Key
603 Fund.

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606 **SECTION FIVE**
607 **THE EXECUTIVE BOARD**
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- 609 1. The following officers of the Amateur Radio Club of the Wally Byam
610 Amateur Radio Club are members of the Club's Executive Board:
- 611 a. President
612 b. First Vice President
613 c. Second Vice President
614 d. Third Vice President
615 e. Treasurer/Corresponding Secretary
616 f. Recording Secretary (if ARC and WBCCI member)
617 g. Director – First Year/Immediate Past President
618 h. Director – Second Year/Former Immediate Past President

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620 The Executive Board is responsible for the governance of the Club.
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625 This Policy and Procedures document was updated by the Club's Executive
626 Board on February 15, 2017.
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