



# **Bylaws Of The Cowlitz County Auxiliary Communications Service (N7DEM)**

**February 2, 2022**

## **Article I**

### **Title**

The legal title of this organization is  
**“Cowlitz County Auxiliary Communications Service”**  
Hereafter referred to as the ACS.

## **Article II**

### **Officers and Executive Committee**

Section I - The Officers of the ACS shall be President, Vice-President, Secretary, Treasurer and Trustee.

Section II – An Executive Committee of the Officers shall consist of at least any three (3) of the above. All members of the Executive Committee shall be reasonably notified before any meeting(s) or actions taking place.

## **Article III**

### **Duties of the ACS’s Officers and Executive Committee**

Section I – President: It shall be the duty of the ACS President to preside over designated meetings of the ACS and its Executive Committee.

Section II - Vice-President: It shall be the duty of the ACS Vice-President to act as President in the absence of the President.

Section III – Secretary: It shall be the duty of the ACS Secretary to record the official minutes of all business meetings and to post said minutes on the ACS website within fourteen (14) calendar days. It shall be the responsibility of each ACS member to read the minutes before the next ACS business meeting. The minutes will be brought up as an item of old business, whereupon the question will be asked if there are any corrections or additions to the minutes. After any corrections or additions are made, a motion to accept the minutes will be made. Reading of the entire minutes will be done only upon request, or if the minutes were not posted on the ACS website within the fourteen (14) day period after the current month’s business meeting. The Secretary shall handle the

club correspondence and may distribute a news bulletin that is concerned with the activities of the Association and its members.

Section IV – Treasurer: It shall be the duty of the ACS Treasurer to file the annual federal income tax return for a non-profit organization when required and conduct all ACS monetary matters. The Treasurer shall provide monthly funds reports.

Section V – Trustee: It shall be a requirement of the Trustee to hold a valid Extra Class Amateur Radio License. The Trustee shall assume responsibility for: (a) the lawful operation of the ACS’s equipment operated under callsign N7DEM. (b) Maintain all the repeater coordination(s) using the callsign N7DEM. (c) Address any interference issues affecting the operation of the ACS repeaters.

Section VI – Executive Committee: The Executive Committee shall meet to conduct business of an emergency nature that cannot be postponed until a regularly scheduled meeting. They shall also meet at least quarterly to discuss the best interests and well-being of the ACS.

## **Article IV**

### **Terms of Office**

Section I - The term of office for all Officers, except Trustee, shall be for two (2) calendar years, commencing with the first regular ACS meeting held in January, and ending with the last meeting in December of the second (2<sup>nd</sup>) year.

Section II - The term of office for the Trustee shall be four (4) calendar years commencing with the first regular ACS business meeting in January, and ending with the last meeting in December of the fourth (4<sup>th</sup>) year.

Section III – Eligibility for Officer positions, (1) must possess a valid HAM license and (2) pass a background check.

## **Article V**

### **Election of Officers**

Section I - The President, Vice-President, Secretary and Treasurer shall be elected every two (2) years and the Trustee every four (4) years. These are ACS members who are elected at the October business meeting whose offices begin on January 1<sup>st</sup> of the next year. Elections must be attended by a quorum of the membership. The current President, may, at their discretion, appoint a nominating committee. Nominations for Officers for the election year will be opened at the August business meeting and closed prior to elections at the October business meeting.

Section II - In the event an Officer is in violation of Article VI, Section IV, they may be removed from office by a quorum of at least sixty-six and two-thirds percent (66 2/3%) of the total voting members present at a regular Association business meeting. If an Officer resigns or is removed from their position, replacement(s) for the vacant position(s) shall be appointed by the Association

President, or Vice-President in event the President is unavailable, with the advice and consent of the Executive Committee, to complete the current term.

## **Article VI**

### **Eligibility for Membership**

Section I - Any person(s) capable of passing a background check are eligible for membership in the ACS.

Section II - It shall be each member's responsibility to become familiar with and/or be trained by a knowledgeable club member before operating any ACS equipment. Members shall operate within their individual license privilege or within the privilege of a higher licensed class amateur radio operator acting as a control operator and operate within compliance with Part 97 of the FCC Rules and Regulations.

Section III – No person shall operate non-club owned equipment. 1) 911 Radios, Emergency Management Radios, or any other Served ACS equipment, without proper authorization. Proper authorization would consist of training by the Responsible Person for said equipment. ACS equipment shall be identified as such and segregated from other equipment. 2) Loaned amateur equipment. Permission shall be obtained from the equipment's owner prior to use of the equipment. Loaned equipment shall be identified as such. 3) Office equipment. Help shall be obtained prior to the use of office equipment (copier, microwave, computers, etc.) if the user is not familiar with the device. Anyone not following this Section may be subject to Section IV of this Article.

Section IV - Membership in the organization is dependent not only on a person's ability to conduct themselves in a morally and ethically acceptable manner, but also due to ACS activities that include family members of all ages, the possible exposure to sensitive information of a restrictive nature, the responsibility for presenting a positive image of amateur volunteers, and the ACS to the community. Criminal acts, improper social behavior, intentional misrepresentation of facts, operating practices contrary to FCC regulations and/or accepted moral standards, can result in denial or discontinuation of membership in the organization, as determined by a majority decision of the Executive Board.

## **Article VII**

### **Classes of Membership**

Section I - ACS Membership. ACS membership consists of two (2) tiers.

Tier One (1). Full membership. These are members having a valid HAM license and an issued County ID card. These members may hold Officer positions and vote.

Tier Two (2). Associate membership. These members are non-HAMS, but have been issued a County ID card. These members are not eligible to hold any Officer positions, nor vote.

## **Article VIII**

### **Meetings and Business**

Section I – Business meetings of the ACS shall normally be held on the first (1st) Wednesday of each month. Meetings may be held in-person at the LCARA Clubhouse, via Teleconference, or a combination of both.

Section II – In order to conduct ACS business at the monthly business meeting, a quorum of not less than ten (10) members must be present. Motions must pass with fifty percent plus one (50% + 1) majority.

Section III - An Executive Committee, as defined above in Article II, Section II, may carry out ACS business of an emergency nature that it deems necessary, and be reported to the membership at the next regular ACS meeting.

Section IV – The ACS, while indoors, is a tobacco/marijuana free environment, adhering to all Washington State Non-smoking Laws. This includes e-smoking and tobacco chewing in any form.

## **Article IX**

### **Payment of Bills**

Section I - Payment of ACS expenses shall be by check or Debit card.

Section II - The President, Vice-President, Secretary, Treasurer, and Trustee, shall be authorized to sign checks in the name of the ACS. All checks must be signed by at least two (2) of the above to be valid.

## **Article X**

### **Audit**

The ACS Treasury Records shall be audited annually in January by the Treasurer and two (2) Association members-at-large.

## **Article XI**

### **Bylaws Changes**

Section I – The ACS Bylaws may be opened for amendment by majority vote, fifty percent (50%) plus one (1) of the membership at any regular business meeting. The Bylaws may be opened and closed for amendment no more than two (2) times in one calendar year beginning on 01/01 of said year to 12/31 of same year.

Section II – The Bylaws shall be changed in a 3-step process over a three (3) month period.

Step 1. At the first (1<sup>st</sup>) month's regular scheduled business meeting: Open the ACS Bylaws for amendments. Request the membership to submit amendments. Notify ACS members via email, the Bylaws have been opened for amendments. Amendments received will be given to a Bylaws Committee who will begin processing them into the ACS' Bylaws structure.

Step 2. At the second (2<sup>nd</sup>) month's regular scheduled business meeting: The Bylaws Committee will report proposed amendments for Discussion, Rejection, Adoption, or further Amendments to the ACS members attending the meeting.

Step 3. At the third (3<sup>rd</sup>) regular scheduled business meeting: The final amendments processed by the Bylaws Committee will be presented by the ACS President, to ACS members attending the meeting, asking for a majority vote for each approved amendment.

## **Article XII**

### **Distributions upon Dissolution**

Upon any dissolution of the ACS, all its assets remaining after payment of creditors, shall be distributed to one or more organizations selected by the Executive Committee, which are qualified as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as hereafter amended. In no event shall any of the ACS' assets be distributed to the Officers or any Members of the ACS.

These Bylaws were approved under the provision of Article XI on February 2, 2022.

Validated by:

President: *Duaine Lytle* AE7KJ

Treasurer: *Ralph Roggenback* N2RJR

Vice-President: *Rick Ouzts* WA7NWN

Trustee: *Duaine Lytle* AE7KJ

Secretary: *Jeff Hillendahl* KJ6ETR