

# Lewisville Amateur Radio Association Standard Operating Procedures

## Preamble

This Standard Operating Procedures (SOP) manual, in accordance with the Bylaws of the Lewisville Amateur Radio Association, Inc., will govern the Lewisville Amateur Radio Association (LARA).

## Membership Application

Applications for membership may be submitted in writing to the Treasurer or using the online process on the Association's web site.

## Life Membership

From time to time certain members may be elected as Life Members of the LARA. These members are selected by other members for their outstanding service and contributions to the club over the years. These members are nominated by a member or members by submitting a recommendation to the Executive Committee.

The Executive Committee will review each case and if a majority of the Executive Committee agrees with the recommendation the President will present the recommendation to the membership. A member will be made a Life Member of the club with approval of two-thirds (2/3) of the members voting. If a recommendation for Life Membership is not approved the individual may be recommended again after a two year period from the original recommendation. These new Life members will be considered Full members with full privileges, but will be exempt from paying any dues or assessments for their lifetime.

## Complimentary Membership

Persons who successfully complete a club-sponsored license class for their initial FCC license upon receipt of their amateur radio license and completion of a membership application will receive one (1) full year of complimentary membership as a Non-voting Member.

## Election Procedures

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

A Nominating/Election Committee chair shall be determined by volunteer or appointment by the President no later than the February meeting. No sitting officer or candidate for office may serve on the nominating committee.

The association's officers shall determine the method for polling the membership (show of hands, mail ballot, or electronic ballot).

## **Surplus Disposal Procedure**

The Technical Director will act as the Surplus Coordinator. The Surplus Coordinator will be responsible for the disposition of all surplus equipment. As soon as practical after LARA receives a donation of equipment or of other items of value, the Surplus Coordinator will inventory all donated equipment, generate and maintain a list of the equipment and its condition, and provide that list to the Executive Committee and to the LARA Treasurer.

Usage of all equipment donated to the LARA will be determined by the Executive Committee. The Executive Committee will advise the Surplus Coordinator which equipment is to be kept for LARA approved uses and which is to be sold.

The Surplus coordinator will then determine the estimated value of each piece of equipment using good practices and reasonable judgment, and then generate a surplus inventory report of equipment to be sold.

The surplus inventory report will be published on the club web site, social media and in the newsletter. Upon publication in the LARA newsletter, LARA membership will be allowed to purchase the equipment at the estimated value less 10% on a first-come, first-served basis by advising the Surplus Coordinator of that LARA member's interest in acquiring the equipment, making payment for the equipment within 48 hours, and then picking up the equipment within a reasonable time thereafter.

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

If equipment does not sell as set forth above, such LARA equipment will be offered for sale to the general public, or non-member Hams locally, or via the Internet, or to the highest bidder.

Any remaining equipment not disposed of in the manner identified in the previous paragraphs will be recycled, placed into LARA inventory, or otherwise properly disposed of.

## **SOP Revisions**

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

The Standard Operating Procedures may be modified by majority vote of the Association's Officers at any regularly scheduled Officer's Meeting or by a two thirds majority of the members in good standing present and voting at a regularly scheduled Association meeting with approved revisions taking effect immediately. A record of all revisions to the SOP and the results of the vote on such revisions shall be maintained in the minutes of that meeting.

Once approved the revised SOP will be published to the LARA web site.

## **Meetings**

Regular meetings of the Association shall take place on the third Saturday of each month at 8:00 AM. Meetings will normally be held at the Lewisville Central Fire Station, 188 N. Valley Pkwy, Lewisville, TX. Meeting dates and locations may be changed at the discretion of the presiding officer. Notification to the membership of date, time, and/or location changes will be made in the newsletter, email, and/or social media.

Meetings may be held in person, via telephone conference, videoconference, e-mail or other means as directed by the Executive Committee.

Executive Committee meetings shall take place on a monthly basis prior to the monthly membership meeting. Time, date, and location will be announced to the committee and membership by the presiding officer.

## **Notices**

Meeting notices shall be posted in the newsletter, the Association's web site calendar and through the Association's online management system. Meeting reminders and general notices to the membership may also be posted to social media sites.

Approved by the Executive Committee at its regular meeting on July 18, 2018