

# CARA Operating Policies and Procedures

## 10.27.24v1

## Purpose

This document has been created to define details related to all CARA Policies and Procedures not specifically outlined in the CARA Constitution and By-Laws. These policies and procedures govern CARA events and officially sanctioned activities and forums, physical or electronic, referred to in this document as "CARA activities"

## Authority

The CARA Constitution and By-laws are the highest authority of CARA, and all items specified therein cannot be superseded through any policy or procedure outlined in this document.

The policies and procedures outlined in this document govern aspects of operations as well as all members and meeting attendees of the CARA.

All actions and decisions assigned to any elected officer and described within this document also apply to the acting officer if the elected officer is unavailable.

## Membership- Defined in By-Laws

### Privileges

Membership privileges are based upon current standing with dues (where applicable) and proper conduct as a club member. The current list of membership privileges includes:

- Participation in All CARA activities, free of charge unless otherwise noted. This privilege is extended to any member of the public participating in any CARA public activity.
- Authorization to borrow CARA equipment for limited home use and owning responsibility for its return undamaged or paying for damages.
  - See Lend policy for HF equipment.
- Access to the CARA Distribution List (aka. "Reflector") for receiving and transmitting e-mail messages and announcements with other CARA members and receiving any monthly newsletter issued.
- Encourage to officially join and then participate in 2 of the standing Committees and operating activities.

### Rules of Conduct

CARA activities frequently involve young people and/or the public. Because of this, all CARA members (active or otherwise) are expected to act responsibly and conduct themselves in a civil, polite and legal manner always when attending any CARA activity or forum.

Unauthorized conduct includes any of the following in any format in any CARA activity or forum:

- *The use of profanity, vulgar language, actions or images*
- *The use of illegal drugs or alcohol*
- *Loud or abrasive behavior or tone*
- *Verbal or physical threats*
- *Actions of physical violence*
- *Malicious damage or careless regard for property*
- *Speaking or acting on behalf of CARA (whether direct or implied) unless authorized to do so by a sanctioned activity rule or a member of the Executive Committee, Board of Directors or Committee Chairman within the scope of the appointed role of the authorizing party.*
- *Any other action or event not listed here is deemed inappropriate or harmful in any way to CARA by any member of the Executive Committee or Board of Directors.*
- *CARA will not publish pictures of minors under 18 years of age on either Website, Brochures, Capers and any other official documents, unless a release is obtained from the parent.*

Any member violating these rules of conduct may be warned first or can be asked to immediately leave any CARA activity by any member of the Executive Committee or Board of Directors.

Further actions can be taken against a member who violates the rules of conduct. These actions will be discussed and decided upon by the majority of the Executive Committee and Board of Directors and can include:

- Official censure of the member before the CARA membership
- Temporary or permanent revocation of any or all membership privileges
- Temporary or permanent expulsion from any or all CARA activities
- Temporary or permanent expulsion from CARA club membership

## Dues- Rates and policy in By-Laws

### Collection Process – Existing Members-Annual Process

Dues must be paid in full during the dues collection period. An **Annual Membership/Survey form** will be issued via the reflector – it is the responsibility of every member to pay their dues on time. No installment program is available. Dues can be paid by check (please write your call sign on your check), in cash or electronically if available.

All dues and member information must be recorded in the Membership listing by the Treasurer as soon as possible and all money deposited to the CARA bank account in a timely manner.

Existing members who failed to pay their dues during the dues collection period are still required to pay dues in full to renew their membership. All membership privileges are revoked for members who fail to pay their dues.

### Collection Process - New Members

New members should fill out a CARA Membership application form available on the club website ([www.CARARadioClub.org](http://www.CARARadioClub.org)) and include it with their dues payment. New members joining after the month of June receive a pro-rated dues amount based upon the quarter of the year that they join, i.e. Q3 (July – September) 50%, Q4 (October – December) 25%.

## Meetings- See By-Laws

### Purpose

Regular Program/Activities meetings are a forum for any activity that is chosen by the CARA President or a Program Committee assigned to this task by the President or at the request of a CARA member.

Routine Business meetings are conducted in the format designated by Robert's Rules of Order. The agenda shall be set by the Secretary. All official business, such as the Treasurer's report, Meeting Minute acceptance, voting and a call for brief announcements are generally held at the beginning of the meeting. Members may request a block of time to give a presentation at a meeting or provide detailed information about committee activities by contacting the President and receiving authorization in advance, or if the President authorizes time use for this activity at a meeting.

**Schedule-** Per the By-laws there is now an Activity/Program meeting and a separate Business meeting. The By-laws allow flexibility in timing and dates for both meetings.

*Currently, Regular CARA Activities/Program meetings occur on the second Friday of every month with the doors to open at 7:00 PM and the meeting to start at 7:30PM at our regular public forum or meeting place.*

*Visitors are encouraged to attend meetings and members are encouraged to bring guests who are interested in the club or in Amateur Radio. There is no requirement for membership to attend a CARA Activities/Program meeting.*

*The monthly business meeting is scheduled for the fourth Friday of every month and begins at 7:30pm on Teams. **Beginning in January 2025, the business meeting will be held on the 4<sup>th</sup> Thursday of the month at 7:30 on TEAMS.** This meeting is for officers and directors and interested full members to discuss standing committee reports, make and vote on spending motions, vote on dues rates for the calendar year and any other business/operations items affecting the club. All votes will be held at this meeting provided there is a quorum as defined in the By-laws.*

### Venue

If Activity/program meeting cannot be held due to unavailability of the regular public venue, they may be scheduled or relocated to another public venue of sufficient size, by order of the President after consulting with other Executive Committee and Board of Director members.

If there is a change to a regular meeting schedule or location, it should be announced via the CARA Distribution List (Reflector) prior to the meeting with sufficient time as possible to avoid impacting members.

## **Special Meetings- Defined in By-Laws**

## **Sanctioned Club Activities**

Under no circumstances are any gatherings or activities of club members conducted outside of the framework discussed here to be considered sanctioned CARA club meetings or activities. Only activities that have been voted on by the membership at an official business meeting agenda and appear in the minutes or website are deemed sanctioned.

The CARA logo, banners with the CARA name or identification of members participating in these activities as members representing the CARA club are only authorized for use at sanctioned activities. While individual members may identify themselves as CARA members in a public forum or event, they may not state or imply that their participation equates to the participation of the CARA club or that they speak for the CARA club.

Members who wish to represent CARA at any public/private forum must first receive authorization by the President or Vice President, indicating their intentions in advance.

Members authorized to represent CARA at any public or private forum must not exceed their delegated authority, i.e. speak on behalf of the Officers, Directors or the club. Their authority is limited to identifying themselves as an active member of CARA (potentially display the CARA logo or banner) and that they are participating in the event to promote the club. Officers and Directors of the club are official representatives of the club during their elected term only.

## **Officers- Duties outlined in By-laws.**

### **Positions and Requirements**

All positions listed may only be filled by Full Members, in good standing. Other requirements for each position, if any, are noted below.

#### **President**

The President shall preside at all meetings of this Association and conduct the same according to Robert's Rules of Order. The President shall enforce due observance of this Constitution and Bylaws, decide all questions of order, sign all official documents that are adopted by the Association and perform all other customary duties pertaining to the office of President. The President shall retain the right to vote.

#### **Vice President**

The Vice President shall preside at meetings in the absence of the President and shall assist the President whenever necessary in the interest of the Association.

#### **Secretary**

The Secretary shall keep a record of the proceedings of all meetings of the Association. The Secretary shall keep a current membership roll.

The Secretary shall submit applications for membership, carry on all Association correspondence, read communications at each business meeting, and email written notices to members. The Secretary shall maintain copies of all outgoing correspondence to be kept in the Minutes book of the Association.

#### **Treasurer**

The Treasurer shall receive and disburse all money paid to and by the Association. The Treasurer shall keep an accurate written ledger on all money received and paid. The Treasurer will be authorized to pay, at his/her discretion, all reasonable and proper recurring annual expenses, and for meeting hall rental, and refreshments for the monthly meeting. The Treasurer shall pay no other bills unless authorized in the By-Laws. The Treasurer shall report on the financial status of the association to the membership at all regular business meetings. At the end of each month, the Treasurer shall submit an itemized financial statement. The Treasurer shall, at the expiration of office, provide a full and final accounting of all Association funds, property and records to his/her successor.

#### **Directors**

A Director must have held a minimum of five (4) years of CARA membership as a Full Member

Directors provide guidance to the Executive Committee and perform those functions required to ensure compliance with the Statutes of the State of Connecticut. Members elected to the Board of Directors may not serve concurrently as a member of the Executive Committee.

## W1QI Club License and Trustee Responsibilities:

Maintain and renew the W1QI FCC license

Maintain electronic logs when W1QI is used (Field Day, Special Event Stations, or activations by members)

Members should advise the W1QI Trustee prior to use of the CARA W1QI club callsign on the air and submit electronic documentation (ADI and Cabrillo files) to the W1QI Trustee.

Establish and maintain the W1QI www.QRZ.com account and biography page on a routine basis

Maintain the W1QI TQSL key and upload logs to ARRL's LoTW – Logbook of the World W1QI account on a regular basis

Maintain a suitable supply of paper W1QI QSL's and return W1QI paper QSL's that are requested and accompanied with an SASE

## Elections- Defined in By-Laws

### *Nominations*

Nominations are made annually at the May and June business meetings for new Officers and Directors. The Board of Directors is charged with coordinating and overseeing the nomination and election process. The Board of Directors shall propose a slate of Officers/Directors at the May business Meeting. Floor nominations may be made at either meeting; only Full Members may make nominations, and all nominations must be seconded by another Full Member.

In the event of a position becoming vacant during the year, the need for a replacement will be announced via the club Distribution List and at the next business meeting. If the position vacancy was announced at least two (2) weeks before the regular club meeting via distribution list, an election can be held at the next meeting without any further notification. Members elected for vacant positions will serve the remainder of the term until the next election cycle.

### *Schedule and Voting*

The normal election for both Officers and Directors is conducted in June every other year either at the monthly business meeting provided there is a quorum or by email if there is no quorum or at the request of the Directors. All elected officials serve from July 1<sup>st</sup> to June 30<sup>th</sup> the Second following year.

## CARA CAPERS Newsletter:

The monthly input deadline is the Friday preceding the second Friday of the month (business meeting). Input expectations: President's and Vice-President's messages, meeting minutes, monthly financial report, Standing Committee reports or updates from Standing Committee Chairmen. Description (and photos) of upcoming guest speakers or programs and events.

Capers will not publish pictures of minors under the age of 18, unless a CARA Photo Release Form is submitted to the CARA Secretary in advance.

## **Specific Operating Event Guidelines:**

### **CARA HF Equipment Lending Program**

Policy: CARA through generous donations of HF transceivers from members past and present, has several HF transceivers to lend to qualifying club members in good standing.

Procedure: The lend program shall be adjudicated by the CARA Officers. Interested members please email your request to: [Treasurer@w1qi.org](mailto:Treasurer@w1qi.org).

1. Qualifying members may apply for an initial loan of 6 months.
  - a. Qualifying member definition
    - i. Current in Dues Payment
    - ii. Members have ability and adequate real estate to install an HF antenna and proper ground and lightning system as determined by the CARA Officers or designee
  - b. Members may apply for a second and final 3-month term.
    - i. No member shall have use of the transceiver for more than 9 consecutive months.

2. Prioritization Criteria for selection should we have multiple interested members:
  - a. First come first serve basis **or**
  - b. Member employed in Middle or High School Teaching setting.
    - i. Encouraged to start or help with an existing school club.
3. CARA will supply:
  - a. HF Transceiver
  - b. Power cord
  - c. PDF instruction Manual
4. Member will supply:
  - a. Power Supply- minimum 30amp
  - b. Microphone/Headset
  - c. Key/Keyer paddles.
  - d. Necessary cables to interface with member's computerized logbook/computer.
5. Members agree to send an ADIF log file or copy of paper log to **the CARA** Secretary on the first day of each month for the previous month to prove the rig is being used. CARA **S**ecretary will confirm receipt of and report on the activity of the transceivers in lend/lease program.
  - a. **CARA may ask for the return of the transceiver should it be determined that it's not being used on a frequent basis.**
6. Members will return the transceiver and power cable one week prior to June Field Day and Winter Field Day for club use. Members shall take possession of the transceiver immediately after FD for the remainder of their **loan** term.
7. Members shall return the transceiver and power cable in good working conditions at the end of the **loan** term.
8. CARA can cancel the **loan** at any time with 30-day notice.

### **CARA POTA Guidelines**

Purpose: To set forth operating guidelines for CARA sanctioned POTA events.

Procedure:

- Those members who plan on bringing their stations shall sign up so the POTA coordinator can set up the operating schedule
- Those members who plan on participating w/o equipment will sign up as an operator
- Multiple stations will coordinate operating conditions and band plan
  - Each station will use the CARA filters for the band assigned
  - Each station shall determine their respective operating mode
  - Stations shall change operating bands each hour, example:
  - First hour of operation: station 1 on 40m; station 2 on 20m; station 3 on 15m; etc.
  - Second hour of operation: station 1 on 15m; station 2 on 40m; station 3 on 20m; etc.
  - Third hour of operation: station 1 on 20m; station 2 on 15m; station 3 on 40m; etc.
  - Repeat
  - Use this activation as a means for new or inexperienced hams to get on the air!

## **Club Stations on the Air**

Purpose: Experienced club members host a two-hour block of time for other club members to tour and operate from their shack using the W1QI or their call sign. During that time, they could:

- hunt POTA parks
- special event stations
- chase dx
- participate in State QSO Parties or other contests depending upon host station capabilities
- operate SSB, CW or FT8/4 if available

Procedure:

- Secure experienced hams willing to host and welcome no more than 2 members to their shack to operate.
  - The host operator may be the control operator to the extent of their license privileges.
- Sign up genius used for scheduling
- Use HAMRS or other similar logging program that will create ADI files
  - Should the W1QI Call sign is used, ADI output will be required for club or individual records The ADI file shall be submitted to the W1QI Trustee
- Host Stations log into TEAMS so all stations are linked by video

## **Field Day and Winter Field Day Guidelines**

The purpose of this document is to provide details of tasks and responsibilities involved with the ARRL Field Day and Winter FD activity, sponsored by the Winter Field Day Association, which is scheduled for the 4th weekend of June and January respectively.

CARA members are encouraged to sign-up for multiple items to ensure that all tasks are adequately covered.

***This Team will consult with the Executive Committee concerning decisions based on the membership commitments made and adjust the scope of our Field Day event as required.***

### **1. Coordination with Field Day Site officials:**

Establish contact with site officials. Ensure CARA compliance with site regulations concerning access, times on site, parking, clean-up, and other details.

### **2. FD Entry class & Radio Equipment:**

Determine FD entry class. Determine/arrange for station locations and shelter(s). Determine station equipment needs & arrange transportation. Arrange and perform set up/take down for stations. Create Excel checklist indicating items and sources. Confirm FD stations are operational before FD begins. Install ground rod(s) for station(s). Provide N1MM Logger + common operating hints (documentation) for both stations. Provide equipment manuals for operator reference.

Station #1:

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Station #2:

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### **3. Antennas:**

Propose and finalize antennas based on the number of stations and related factors. Create setup documentation (diagram of what will be used, and where it will be installed) Antenna selection and placement should allow optimum flexibility in band selection and performance, with minimal co-interference if multiple transmitters are used. Attach labels to each FD station antenna. Attach safety streamers to antenna supports, cables, feedlines and other antenna components to ensure safety compliance. Ensure that CARA bandpass filters are installed correctly and provide information related to their use at FD stations. Install/take down antennas. Arrange for transportation of CARA antenna assets including antennas, rope, and coaxial cable feedlines to/from storage at



the Bethel EOC.

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#### 4. Operator shifts and event coverage:

Create a **Sign-Up Genius** format using web application.

<https://www.signupgenius.com/go/20F054AA8A923A7F58-49094286-field/167048084#/> Ensure that the entire time we're committing is covered. Extent of FD operation based on Sign-Up Genius response by CARA membership. Answer questions and communicate information related to operator shifts. Distribute and update often via CARA Groups IO, providing timely updates and communications with CARA FD Leadership Team.

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#### 5. Logging Computers:

Ensure that CARA logging laptop computers are prepared and configured with N1MM+ Logger program for logging FD contacts during the operation. Establish a **wired Ethernet** network for FD use. Arrange/provide IT support during the event.

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#### 6. Supplies/Food/beverages:

All details regarding FD budget, requisition/transportation of supplies etc. Means for on-site cooking, refrigeration, etc. Set up/take down of field kitchen/food preparation.

Historically, several members have provided FD food, with a "donations basket" for member contributions to cover expenses. Food has not been included in FD financial planning.

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#### 7. Field Day Public Relations:

Plan and deploy Visitor/Greeter canopy/table during the event.

Set up a canopy outside (preferred & weather permitting) in front of the FD Site. Greet visitors, provide information, conduct station tours, answer questions, hand out CARA brochure, CARA Membership Application & ARRL information, etc.

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CARA member(s) registering the CARA FD site on the ARRL Website and creating a CARA FD Press Release.

#### 8. Safety Officer(s) & Security:

Mark all hazards on the FD site including coax cables, antenna supports, ground rod wires, etc. Attach (tape) cables to floor or tape to walls to eliminate trip hazard(s). Ensure that fire extinguisher locations are known by all. Ensure that a properly equipped First Aid Kit is available during the entire FD event.

**Perform all the requirements listed on the ARRL Safety Officer FD Checklist document.** (from ARRL Website) Provide appropriate security for CARA members, visitors/guests, equipment and assets. Provide signed ARRL FD Safety Officer Affidavit of Compliance to CARA FD Score Submission Team to claim Bonus Points.

Safety Officer(s): \_\_\_\_\_

Safety/Security Assistants : \_\_\_\_\_

#### 9. ARRL Field Day Bonus points:

Refer to the ARRL FD Rules & determine which bonus points to complete the requirements for. Provide the ways and means to execute tasks to earn these bonus points. Includes creating and sending the CARA FD

message to the ARRL CT Section Manager, creating and handling formal NTS (National Traffic System) traffic (maximum of 10 messages) via the FD station(s) during the event. Making satellite QSO. Writing and distributing the CARA FD Press Release – inviting the media to attend and cover the event. Setting up a CARA FD Social Media Facebook page, and uploading content (primarily photos) during the event.

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#### **10. FD Score and Bonus points submission**

Review the FD log. Compile the N1MM+ log from logging computers. Gather required evidence to support claimed bonus points. Submit score, plus claimed bonus points evidence to ARRL via ARRL Web application for summer FD. Prepare and submit Field Day Report to be published in Capers Monthly newsletter.

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