

Cochise Amateur Radio Association

Standard Operating Procedures



January 2, 2020

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Forward

The purpose of this document is to capture standard operating procedures for the Cochise Amateur Radio Association. Modifications to the SOP may be requested by any member of the Association by presenting the request to any Officer. The SOP will be kept updated by the CARA Secretary with input from club officers, committee chairs, and club members.

A record of all modifications to the SOP and the results of the vote on such modifications shall be maintained in the minutes of that meeting.

Cochise Amateur Radio Association (CARA) Standing Rules

Adopted 2 June 2008

Amended 2 June 2015, 6 March 2017 and 1 April 2019

1. Dues Structure: The following dues structure was adopted at the 2 June 2008 General Membership meeting. Life Membership, may be paid in four (4) equal payments, to be tracked by the Treasurer, rather than in one payment.

Full Membership \$25.00 annually (\$20.00 full time students under age 25 and active duty military)

Life Membership	Up to 30 years of age	\$480.00
	31 to 40	\$450.00
	41 to 50	\$410.00
	51 to 60	\$360.00
	61 to 70	\$290.00
	71 to 80	\$210.00
	81+	\$120.00

Family Membership: \$35.00 Annually

Family Life Membership: 100% of age-appropriate life membership fee for first individual, plus 40% of first individual's fee for each additional family member.

Associate Membership: \$15.00 annually (\$10.00 for full time students under age 25 and active duty military) or \$1 daily with waiver of initiation fee. A one-year associate membership will be granted to any ham who takes a CARA license class and passes a license exam at CARA VE testing session.

Initiation Fee: \$15.00 a one-time initiation fee of fifteen (15) dollars will be charged to any new member, regardless of membership category. This initiation fee will be used to cover the expense of providing the new member with an official CARA identification badge and new member information package.

2. Repeater Fund: A separate fund is established to maintain the multiple CARA repeaters (including former South Eastern Arizona Radio Society (SEARS) repeaters). Additions to the fund will include anything that persons or organizations wish to donate to the fund. The treasurer will track all donations and income to this fund separately from the general fund. The tech director will make recommendations to the board regarding required upgrades that will require disbursement of repeater funds. No action will be taken to expend repeater funds without prior board approval.

3. Emergency Communications (EMCOM) Fund: A separate fund is established to provide upgrades to the Mobile Communications Unit (MCU) and additional EMCOM needs. Additions to this fund will include all proceeds from sales of surplus government equipment donated for EMCOM use. The treasurer will track all donations and income to this fund separately from the general fund. The Cochise County Radio Amateur Communications Emergency Service (RACES) officer will make recommendations to the

board regarding disbursement of EMCOM funds for required upgrades. No action will be taken to expend EMCOM funds without prior board approval.

4. High Frequency (HF) Antenna Improvement Fund: A separate fund is established to improve and upgrade the HF antennas at Green Acres. Additions to the fund will include the existing funds, a \$500 annual disbursement from the general fund, all of the 50/50 drawing income and any additional contributions that persons or organizations wish to donate to the fund. The treasurer will track all donations this fund separately from the general fund. No action will be taken to procure new equipment until this fund contains sufficient money to satisfy the membership that purchase of the new equipment may be made without risk of depleting the general fund.

5. Meetings:

General Membership Meetings: General membership meetings will normally be held on the first Monday of each month at 7:00 P.M. at the CARA facility, Green Acres, 2756 Moson Road, Sierra Vista, AZ. The exception will be in September when the meeting will be held on the second Monday to accommodate the Paradise Expedition over the Labor Day weekend; and the December meeting, which will be held in conjunction with the CARA Christmas Party.

6. Overnight Camping at Green Acres: Per the terms of the BLM lease, overnight camping is only permitted in conjunction with an actual emergency or an approved training exercises. (Note: Overnight campers must be CARA members).

7. Use of CARA facilities by others: The Cochise County Director of Emergency Services has determined that the CARA facilities at Green Acres may be used for meetings by others, only if they are related to radio communications or emergency services. This does not preclude the use of the meeting facility by the 4H Club or scouting activities, provided their activities are related to amateur radio.

8. Open Repeaters: It is the CARA policy to keep all repeaters open for use by any licensed amateur radio operator. There may be a Private Line (PL) tone employed to keep the repeaters from unnecessary keying; it is not intended to limit the use by amateurs.

10. Repeater Control Operators: The following members have been designated control operators for the CARA repeaters and have been provided code to control the repeaters:

Vince Fero- AA7JB– Tech Director

Pete Lacount – W8UXD

Bob Hollister – N7INK

Mike Bucciarelli – N7CK

Mike McNeill – AD7HZ

11. The treasurer shall prepare an annual report to the Internal Revenue Service (IRS) and other reports as required.
12. The Association financial records and supporting documents shall be maintained by the treasurer for a minimum period of seven (7) years.
13. All checks will be signed by at least two current officers, unless a majority of the board has previously approved the expenditure or by the club general membership. The treasurer will keep an electronic record of any board agreement on the expenditure if only one signature is used.
14. Life Member Fund: All life membership dues received shall be placed in a special fund that will be tracked and invested separately from the general fund. The purpose of this fund is to foster long-term capital growth in the event that the club needs to make strategic financial decisions in the best interest of the long-term health of the club.
15. A special committee is formed to study the long-range needs of the Association and develop goals and objectives to be used to construct the annual budgets of the Association. The committee shall be named the PLANNING COMMITTEE and shall consist of up to five (5) members of the Association to be selected and appointed by the chair.
16. It is the policy of CARA that all donations that are of any value to either CARA or any of its members will be accepted. Items that cannot be used, sold, or converted to spare parts should not be accepted.
17. Donations normally fall into two categories, end items and spare parts. All end items can be classified as either usable or junkie. Spare parts are items that can be used in the maintenance shop for equipment repair or sold at the junkie sale.
 - A. End items classified as usable will be delivered to Larson Hall for review and determination of storage area. An inventory will be prepared with one copy for the Club President and one copy for the Material Director.
 - B. End items classified as junkie will be delivered to the pole barn. No inventory is necessary unless the donor requests a letter of donation for tax purposes.
 - C. Items classified as spare parts will be delivered to Larson Hall for review by the Material Director and determination of whether to keep or sell the parts.
 - D. Items that are of no value to the club and would result in the club having to haul them to the dump will be avoided. Questions concerning acceptability of donations should be referred to the Board of Directors or the Material Director.
18. Board of Directors. At the 1 March 2004 General Membership Meeting, a motion was made and carried to allow the Board of Directors to authorize expenditures of not more than five hundred (\$500) dollars in support of routine business without prior approval in a CARA General Membership Meeting.

CARA Property Accountability

The CARA President will appoint a CARA member as the Material Director. The material directors will be responsible for maintaining accountability of all CARA equipment and for disposition of all surplus equipment. The material director must be a full member in good standing. Shortly after CARA receives a donation of equipment or of other items of value, the Material Director 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 CARA Secretary/Treasurer.

Usage of all equipment donated to the CARA will be determined by the Executive Committee in conjunction with the Technical Director. The Executive Committee will advise the Material Director which equipment is to be kept for CARA approved uses and which is to be sold.

The Material Director 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 on the CARA website, CARA membership will be allowed to purchase the equipment at the estimated value less 10% on a first-come, first-served basis by advising the Material Director of that CARA 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 Material Director will update and provide the surplus inventory report to the Executive Committee, the web page manager, and to the CARA Treasurer monthly until all surplus equipment is sold or disposed of. The Material Director will transfer all records of requests for each item, its estimated value, the amount received when sold, and if purchased by a CARA member, the name of the member, to the CARA Treasurer. The report will also show the total amount received and transferred into the CARA general fund. All reports will be available to CARA members for inspection. All funds received from sales of equipment will be provided to the CARA Treasurer within 48 hours.

If equipment does not sell as set forth above, such CARA 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 or otherwise properly disposed of.

CARA Annual “To Do” List (Version 2.0)

January:

- CARA Annual Meeting and Elections
- Present Annual Budget
- Update Annual Report to ARRL
- Initial Hamfest Planning Meeting (Register w/ ARRL)
- Renew ARCA Membership and request Hamfest sponsorship
- Choose Hamfest Prizes

February:

- Continue Hamfest Planning
- Make Flyers
- Distribute Hamfest Flyers at Yuma Hamfest
- Sign up for place for Field Day in June.

March:

- Continue Hamfest Planning
- Distribute Hamfest Flyers at Scottsdale Hamfest
- Old Pueblo 50 Mile Endurance Run
- ARRL International DX Contest
- Start Technician License Classes

April:

- Spring Cleanup
- Complete Hamfest Preparation
- Mountain Site Maintenance
- Swamp Cooler Spring Maintenance at Green Acres.

May:

- Annual Hamfest
- Membership Renewal
- Mountain Site Maintenance,
- File IRS Form 990EZ <http://epostcard.form990.org/>
- File Annual Report with Arizona Corporation Commission.
- Begin Field Day Planning

June:

- Mountain Site Maintenance
- Participate in ARRL Field Day

July:

- Bisbee Coaster Races
- Begin Paradise Preparations

August:

- Renew Liability Insurance
- Cut Monsoon Grass at Green Acres
- Refill Generator Fuel Tank
- Continue Planning for Paradise

September:

- Paradise DXpedition
- September Meeting Moved to 2nd Monday
- Mountain Site Maintenance
- Begin Swapfest Planning
- Start General License Classes
- Cut Green Acres Grass
- Drain Swamp Coolers.

October:

- Fire Extinguisher Inspection
- Fry Fire Inspection
- Mountain Site Maintenance,
- Continue Swapfest Planning
- Fall Cleanup
- Cochise County Cycling Classic Bike Race

November:

- Swapfest
- Appoint Hamfest Chair
- Place Hamfest Notice in QST
- ARRL November Sweepstakes
- Plan for Christmas Pot Luck
- Form Nominating Committee for January Elections

December:

- Annual Sierra Vista Christmas Parade
- Review Progress on Site Development Plan
- Prepare Annual Budget for the Following Year
- File list of Training Exercises with BLM
- Holiday Pot Luck Lunch (in lieu of December regular meeting)



COCHISE AMATEUR RADIO ASSOCIATION

P.O. Box 1855, Sierra Vista, AZ 85636

Standard CARA Club Meeting Agenda

Date

Call To Order:

Pledge of Allegiance:

Introductions:

President's report:

Vice-President's Report:

Secretary's Report

Treasurer Report

Member at Large Report:

Past President's Report:

Technical Report:

Public Service Report:

ARCA Report:

CARA NET Report:

Old Business:

New Business:

50/50 Raffle:

Next Club Meeting:

Adjourn:

CARA Meeting Minutes Format



1710Minutes.pdf

Roberts Rules of Order Extract



ROBERTS_RULES_C
HEAT_SHEET.pdf

2018 CARA Training Exercise Schedule



2018 Exercise
Schedule.pdf

CARA HAMFEST Checklist (NEEDS WORK)



HAMFEST
CHECKLIST.xlsx

IRS Annual Filing Requirement

CARA is required to file an annual statement with the Internal Revenue Service. The filing is normally conducted by electronically filing a form 990-N. The treasurer is responsible for filing this form each year and has the username and password required to file this form. More information is located on the IRS web page: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>



COCHISE AMATEUR RADIO ASSOCIATION

P.O. Box 1855, Sierra Vista, AZ 85636

CERTIFICATE OF DONATION

This is to certify that a donation of items as shown on attachment 1 was received from:

Name:

Address:

City, State, Zip Code

The following is information pertaining to the Internal Revenue Service authorized Federal Income Tax exemption for donations to the Cochise Amateur Radio Association (CARA):

Federal Identification Number: 94-2902622

Key District: Los Angeles

Accounting Period Ending December 31, 2007

Organization Status Classification: 509 (a) (2)

Authority: Letter Dated December 30, 2003 to CARA From IRS, Department
of the Treasury, P.O. Box 2508, Cincinnati, OH, 45201

Contact Information: Yvette Davis 31-07751

Signed By: John E. Ricketts, Director TE/GE, Customer Account Services

A copy of this letter will be maintained on file with CARA.

cf: File

William A. McNab

President

Cochise Amateur Radio Association

DATE: **December 20, 2016**

Arizona Corporation Commission Annual Report

CARA is also required to file an annual report with the Arizona Corporation Commission. Filing this report is the responsibility of the CARA Secretary. The link to the CARA Corporate listing is <http://ecorp.azcc.gov/Details/Corp?corpId=%2000947537> and the annual report form can be downloaded from that site.

A copy of the 2017 report is also attached for reference.



05953430.pdf

Amateur Radio Council of Arizona

CARA has been a member in good standing of the Amateur Radio Council of Arizona for many years. Annual renewals are due in the month of January. The renewal application can be found on the ARCA web page: <http://www.arca-az.org>

Green Acres Projects That Need Work on Saturdays

1. Treat termites and seal Larson Hall foundation
2. Get fire extinguishers inspected and serviced
3. Repair skirting on Morgan Manor NW corner
4. Trim weeds around latrine, pole barn, lock shed, and conex
5. Finish clean out of generator shed
6. Replace STEPP-IR rotor on Stan's Tower
7. Repair south tower and add rotatable beam antenna
8. Cut off loose steel tie-down cables from old site of Pete's Palace
9. Remove concrete pads from old side of Pete's Palace
10. Clean out crap from all buildings

Green Acres Lockup Procedure

(As of 2 JAN 2020)

1. Remove keys from lock box in Larson Hall
2. Shut off water pump (double-throw circuit breaker in generator shed)
3. Turn off light and lock generator shed
4. Wearing gloves to protect against insect bites, turn off water supply valve (under fiberglass cover on north side of shed)
5. Ensure lights are turned off in Morgan Manor
6. Lock Morgan Manor
7. Turn off both circuit breakers in Men's room
8. Lock Men's and Women's Rooms
9. Ensure wood storage shed is locked and air conditioner turned off
10. Ensure 40' CONEX is locked
11. Close Larson Hall back door, lock door and set cane bolt
12. Disconnect all antennas at patch panel
13. Turn off all radios and computers in Station A
14. Turn off power at Station A master power switch
15. Turn off all radios and computers in Station B
16. Turn off power at Station B master power switch
17. Replace keys in key box
18. Ensure all Larson Hall windows are closed and secure
19. Turn off swamp cooler
20. Ensure coffee pots are turned off and refrigerator door is closed
21. Turn off Larson Hall lights
22. Lock Larson Hall front door
23. Ensure front gate is daisy chain locked when you leave the facility