

*Lewisville Amateur Radio Association  
Standard Operating Procedures  
April 5, 2015*

## **Preamble**

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

## **Membership Application**

Applications for membership may be submitted in writing at any regular meeting or using the online process from the LARA web site, TBD.

## **Life Membership**

From time to time certain members have been 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. 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 will receive one (1) full year of complimentary membership as a Full Member upon receipt of their amateur radio license.

## **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 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.

## **Surplus Disposal Procedure**

The current LARA President will appoint a LARA member as the Surplus Coordinator. The Surplus Coordinator will be responsible for the disposition of all surplus equipment. Such person must be current in LARA dues. Shortly 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 Secretary/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 or otherwise properly disposed of.

## **SOP Modifications**

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

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.

## **Meetings**

Regular meetings of the Association shall take place TBD.

Officer's meetings shall take place TBD.

## **Notices**

Meeting notices shall be posted in the newsletter and on the Association's home page at TBD. Meeting reminders and general notices to the membership may also be posted to social media sites.