

VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

# VCARA CORPORATE HANDBOOK

VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

VCARA CORPORATE HANDBOOK

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# VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

## VCARA CORPORATE HANDBOOK

### ARTICLE 1 – NAME

The name of this organization shall be the Valencia County Amateur Radio Association, Inc. Within this document, the name may be referred to as: Association; VCARA; or Corporation;

### ARTICLE 2 – PURPOSE

#### SECTION 1. Purpose

1. To promote and encourage member and public interest in amateur radio communications.
2. To foster experimentation, technical skills, and operating proficiency.
3. To provide public service and safety through emergency communications and for communications support for public service events.
4. To assist Valencia County and other local, state, and federal governmental emergency agencies when requested.
5. To provide fellowship and mentoring among amateur radio operators and to increase the knowledge and enjoyment of VCARA members.
6. To operate exclusively for charitable, educational, and scientific purposes.
7. To manage the Corporations funds and equipment for the benefit of the Association.
8. To provide an FCC licensed and compliant “radio shack” for membership use and maintain, enhance, and/or expand communications infrastructure, including repeaters and related systems.

#### SECTION 2. Authority

1. The Valencia County Amateur Radio Association is authorized as a Nonprofit Corporation via the New Mexico Certificate of Incorporation #2849032, dated March 8, 2007.
2. VCARA is authorized to operate an amateur radio station via FCC licenses for call signs KC5OUR and K5OUR.
3. Notwithstanding any other provisions of the Bylaws, the Corporation shall not conduct or carry on any activity not permitted to be conducted or carried on by an organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder as they now exist or as they may hereafter be amended, including, but not limited to, carrying on propaganda, or otherwise attempting to influence legislation,

participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. However, the Association may recommend policies or procedures related to amateur radio operations.

4. VCARA is an ARRL affiliated club and is compliant with that organization's affiliate requirements.
5. The Association may also affiliate with other organizations such as: ARES or RACES and may partnership with other like-minded organizations, such as Rocky Mountain Ham, Inc., Upper Rio FM Society, etc. with amateur radio communications projects.
6. VCARA resides in a "Club House" adjacent to and owned by Christ the King Church via an **informal** agreement. As such, the membership shall display respect for both the facility and the Church's wishes regarding our occupancy. An example would be that no janitorial service is provided, so all members need to pitch-in and perform these duties.

## ARTICLE III – MEMBERSHIP

### SECTION 1. Eligibility

Membership in VCARA is open to any person with a bona fide interest in amateur radio.

Voting membership requires: a). a valid Amateur Radio License (Novice, Technician, General, Advanced, or Extra); b). An FCC CSCE pending license issuance.

### SECTION 2. Classes of Members

1. Regular (Voting Member) – FCC licensed radio amateurs
2. Family (Voting Member) - licensed radio amateurs holding a valid amateur radio license issued by the Federal Communications Commission who (1) are members of the immediate family of a regular member and (2) reside in the same household as the regular member or are full-time students who maintain their primary residence in the household of the regular member while attending an educational institution.
3. Student (Voting Member) - - licensed radio amateurs holding a valid amateur radio license issued by the Federal Communications Commission who 1) are students at a Valencia County (or nearby) school (elementary, middle, high), and 2) have tested and passed the FCC license test administered by the working group responsible for W5YI licensing testing. This would be a dues free and voting membership and would be valid until the student graduates or otherwise is no longer a student.
4. Associate (Non-Voting Member) - individuals with an interest in amateur radio communications who desire to support the activities of the Association.
5. Honorary – a special designation of member, as determined by the Board of Directors

### SECTION 3. Rights of Members

1. Regular Members in good standing may vote in any election and/or situation determined by the Board as requiring a vote of approval and may hold office as an Officer or member of the Board of Directors.
2. All members may attend and participate in meetings, participate in any Association activity, and use Association facilities/equipment (as may be authorized).

#### SECTION 4. Dues

1. Members of each class shall pay annual dues in amounts as established from time to time by the Board and approved by a vote of the membership. Dues are payable not later than the first day of July or, for new members, upon initial membership. New members of the Association who join on or after the first day of January shall pay one-half the annual dues amount applicable to the member's class of membership.
2. Those who test with the Association (including students) and are granted an FCC amateur radio license will receive a complementary no-cost membership, as a Regular Member, for the remaining of the fiscal year. Thereafter, they are subject to regular dues payment as are all members.
3. The following dues assessments are current as of fiscal year period July 30, 2025 thru June 1, 2026:  
Regular Membership: \$30  
Family Membership: \$40  
Associate Membership: \$20
4. Members with delinquent dues three months after expiration will be removed from the Association Membership Roster.

## ARTICLE IV – MEETINGS

#### SECTION 1. Regular Meetings

Regular meetings shall be held on the fourth Tuesday of each month, except in the month of December.

Time or location changes must be announced at the prior meeting and be included in the monthly Newsletter. If this is not possible, at least 80% of members must be contacted before the change occurs.

#### SECTION 2. Annual Meeting

The Annual Meeting for election of officers and conduct of other Association business shall occur during the regular May meeting

#### SECTION 3. Special Meetings

Special meetings of the members shall be called at any time: a) by the President; b) no less than 15 percent of the members; c) or upon resolution of the Board of Directors.

#### SECTION 4. Notification

Notice of every annual meeting and of every special meeting of the members shall be given to each member not more than 30 nor less than 10 days before the meeting.

### ARTICLE V – OFFICERS

#### SECTION 1. Officers

The Officers of the Association shall be:

President  
Vice President  
Secretary  
Treasurer

All officers must be members in good standing and hold a valid Amateur Radio License.

#### SECTION 2. Term of office

Elected officers shall serve a one-year term. Elected officers shall not retain the same office for more than two consecutive terms. However, an officer may serve an additional term beyond the allowed two terms if two-thirds of the voting membership present at the Annual meeting approves.

All officers will serve until a successor has been duly elected and qualified or until they resign or are removed from office.

#### SECTION 3. Duties

President

The President shall preside at all meetings of the Board of Directors and the members.

The President may execute, in the name of the Corporation, deeds, mortgages, bonds, contracts, or other instruments authorized by the Board of Directors, except where otherwise provided by statute or by the Bylaws.

The President shall perform all such other duties as from time to time may be assigned to the President by the Board of Directors.

The President may from time-to-time delegate such of the President's powers to the Vice President as the President may deem appropriate.

The President shall appoint such committees/working groups as he/she considers expedient or necessary.

The President shall serve as an ex-officio member of all committees/working groups.

The President shall serve as the chief executive officer of the Association and will endeavor to carry out the mandates of the general membership.

The President shall preserve order and enforce the direction provided by the Corporation's governing documents.

The President shall strive to involve all members of the Association in activities, responsibilities and assignments.

## Vice President

The Vice President shall perform the duties of the President in the absence or incapacity of the President.

The Vice President shall and maintain an accurate record of all physical assets of the Corporation.

The Vice President shall assume such other duties and responsibilities as may be assigned to the Vice President by the President or Board of Directors

The Vice President shall keep a history of the Association.

## Secretary

The Secretary shall maintain all Association records, both paper and electronic.

The Secretary shall record minutes of all meetings, including attendance, and file appropriately.

The Secretary shall maintain all Association correspondence.

The Secretary shall maintain all governing documents and any official changes to these documents.

The Secretary shall provide for the archival of annual records.

The Secretary shall assume such other duties and responsibilities as may be assigned to the Secretary by the President or Board of Directors

## Treasurer

The Treasurer shall have general supervisory powers over the assets and liabilities of the Corporation and over its financial officers. The Treasurer shall see that true and suitable cash, check, and bank books are kept, and shall keep account of all assets and liabilities.

The Treasurer shall perform all other duties incident to this office and such other duties as may be assigned to the Treasurer by the Board of Directors or the President.

The Treasurer shall maintain the Association Membership Roster, including status of dues payment. The names, addresses, phone numbers, and email addresses will be provided to the President (or working group/person responsible) for the maintenance of the official Association email lists.

The Treasurer shall prepare and present the "Treasurer's Report" at all meetings.

The Treasurer shall maintain a spreadsheet displaying all current debits and credits for each expense/income category as determined by the Board of Directors.

The Treasurer shall develop an annual budget with anticipated income and expenses for review/approval by the Board of Directors.

The Treasurer shall facilitate the annual audit of all financial records for review and certification by either the Board of Directors or an appointed committee/working group.

## SECTION 4. Vacancies and Removal

Any officer may resign his/her position at any time with written notice to the President or Secretary.

Any officer can be removed from his/her office by a two-thirds vote of the members present at any annual or regular meeting provided that written notice has been made to all members at least five days prior to the meeting where the vote is to be taken. That vote will be by secret ballot.

A vacancy in any office by any cause shall be filled by an appointment by the Board of Directors for the remainder of the term until the next regular election.

## ARTICLE VI – NOMINATIONS AND ELECTIONS

### SECTION 1: Nominations:

A nominating committee/working group to select eligible candidates for the offices of President, Vice President, Secretary and a Treasurer shall be appointed by the President no later than the regularity scheduled March meeting. Nominations made by the committee shall be announced no later than at the April regular meeting. Additional nominations may be made from the floor just prior to the election.

### SECTION 2: Election:

Officers shall be elected by a majority vote at the Annual Meeting held in May.

## ARTICLE VII – COMMITTEES/WORKING GROUPS

### Standing committees/working groups

Appointment of: The President shall make appointments to the standing committees/working groups at the first regular meeting after being elected. He/she may appoint other committees/working groups as deemed necessary.

Reports: A committee/working group member shall report the status of that group at all regular meetings and to the Board of Directors as requested.

### Standing Committees/Working Groups:

Nominating: (see ARTICLE VI, SECTION 1 above)

Program: This group will sense the membership to see what types of topics the members are interested in and any specific suggestions they may have. The group will search for a source for a desired topic and arrange for that program to be scheduled and presented, including any special video, audio, or physical needs to be made available. The newsletter group should be informed of the program so notice can be included prior to the monthly meeting. A “backup program” should be maintained “just in case” the planned program goes south.

Special Projects: The special projects group will be responsible for the planning and coordination of the following activities:

Winter Field Day – New Mexico QSO Party – Field Day – September Pot Luck – Christmas Party – Bethlehem Special Event Station – any member work day required

Audit: This group will conduct the annual financial review of the Association financial state. A report will be provided to the board of Directors. This activity will be scheduled and conducted with Treasurer coordination.

Technical and Repeater: This group will be responsible for management of the Association's repeaters and associated equipment. They will also provide technical advice to the membership for any operating issues. They will also provide advice and/or assistance for general Association communications activities and equipment. Close coordination with the IT group will probably be required.

IT: This group will be responsible for management of all Association computer and network equipment. Development and maintenance of an electronic filing system for use by the Board of Directors, Committee/Working Groups, and the general membership is a desirable activity for the group. Included should be training for all of these customers.

Public Information/Social Media: This group would focus on new member recruitment, public visibility for the Association, assistance with special projects, relations with local governmental individuals, and a general "Good Host" atmosphere for the Association's members and guests. Maintenance of the Association Web Site and the "Information for New Members" handout will be the responsibility of this group. This group would also maintain the Association ARRL info and other amateur radio sites where station info is posted, i.e. QRZ, etc.

School/Educational/Testing: This group would coordinate management of relations with local schools with financial and advisory roles, and mentorship of students. They would also be responsible for FCC license (W5YI) testing for both students and the general public who wish to test at the Club House.

ARES: This group would train and educate members for the potential activation by a local, state, or federal agency for communications assistance. A close working relationship with Los Lunas, Belen, and especially Valencia County is required. This group would coordinate with the Board of Directors for use of equipment, and facilities needed for emergency services.

Facilities: This group would coordinate the light maintenance of the Church-owned "Club House" and grounds. Keeping the building and grounds clean, neat, and presentable to display a positive impression to the general public, the Church, and VCARA members.

Builders Club: This group consists of members and guests that are interested in getting “in the weeds” with electronics. This group would coordinate with the Board of Directors for use of equipment, and facilities needed for their projects.

FCC License Education: This group would design and administer an education program for members of the general public seeking to become licensed amateur radio operators. This would most likely be at the Technician level and would culminate with testing and hopefully, licensing of the participants. The frequency of this activity would depend on the sensing and interest of the public.

The President may appoint other committees/working groups as needed and or desired by the membership.

## ARTICLE VIII – FINANCIAL CONTROLS

The Treasurer shall maintain accurate financial records, available on a monthly basis for both the Board of Directors and members

Bank signatures shall be updated annually.

The Audit Committee/Working Group shall conduct a financial review of the Associations finances prior to a new Treasurer assuming duties

Authority for Association expenditures are as follows:

≤\$100 Board member

\$100 - \$500 Board Majority

≥\$500 Membership

Expenditures shall promote the Mission of the Association. Board member expenditures (≤\$100) should be for high priority or emergency needs.

The Board of Directors shall present a full and clear statement of the business and condition of the Association at the Annual Meeting of the members.

## ARTICLE IX – PROPERTY AND ASSETS

The Vice President maintains the inventory of Association property/equipment, including control of the various Association keys.

Equipment borrowed by a member must be documented.

The Association FCC License Trustee must maintain, update, or renew the licenses (KC5OUR and K5OUR). The license trustee will coordinate with the Board of Directors when license action is needed.

Non-discretionary liabilities, such as P.O. Box rental, bank accounts, insurance, Church obligations, State corporation fees, etc.) must be kept current. Treasurer will keep the Board of Directors informed of the status of all of these accounts.

## ARTICLE X – REPEATER OPERATIONS

The Technical and Repeater Committee/Working Group shall maintain frequency coordination with the State Frequency Coordinating Committee.

This group will also maintain maintenance records of all repeaters and associated equipment.

This group shall maintain all repeater site agreements.

All Association repeaters will operate within FCC regulations.

## ARTICLE XI – CLUB NET OPERATIONS

The Association will host a weekly net on Association repeaters on Wednesday evenings at 2000 local time. Members will act as Net Control on a rotating basis. The weekly active repeater used for the net will be rotated per a schedule published on the VCARA web site. The designated Net Control Operator will also be published on this web site. The job of Net Control shall be flexible so as interested new members who would like to try this job can have an opportunity

The Wednesday evening “Club Net” script is located on the VCARA web site.

The VCARA ARES group conducts a morning check in/chat net designed for training, equipment testing, and general information exchange at 0830 local time. The base repeater is the Meadow Lake Repeater (145.430 [-] 100 Hz PL), however all repeaters, both analog and digital are exercised on an intermittent basis. This net is conducted M-F.

While not an Association activity, many VCARA members check in on the Tri-County ARES Net held on each Thursday at 1930 local time. The net utilizes the Upper Rio linked system. The last Thursday of the month also includes a simplex exercise.

Also, not an Association activity, many members check in to the New Mexico Amateur Radio Preparedness Net held every Friday Morning at 0900 local time utilizing the New Mexico Mega Link system.

All Association nets are required to submit use statistics to the ARRL New Mexico Section Manager on a monthly basis.

## ARTICLE XII - ASSOCIATION NEWSLETTER

An Association Newsletter shall be published and distributed monthly, preferably so the membership has an opportunity to read it a week prior to the monthly meeting.

The Design and content of the Newsletter is a personal thing and will reflect the person/group that is responsible.

All members should be on the lookout for interesting activities going on with the Association and submit articles/photos of such.

Distribution of the newsletter should be, at a minimum, via the Association official mailing list. Historically, the newsletter has been distributed by various means and these should be maintained as appropriate.

There should be an attempt to avoid duplication between the web site info and newsletter articles.

In general, articles should be about and from Association members rather than general amateur radio stuff not directly related to the Association, members, and activities.

## APPENDIX 1 – CALENDAR

Month	Activity	Notes
<b>JAN</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> <li>• Winter Field Day - Last full weekend</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>FEB</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>MAR</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• License exams - Second Saturday</li> <li>• Builders Club - First and Third Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> <li>• Tome Hill Walk - Good Friday - can be in March or April</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>APR</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> <li>• NM QSO Party - Second Saturday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> <li>• Officer elections at meeting</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>JUN</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• ARRL Field Day - Fourth full weekend</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

Month	Activity	Notes
<b>JUL</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>AUG</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>SEP</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>OCT</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>NOV</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Club meetng - Fourth Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>DEC</b>	<ul style="list-style-type: none"> <li>• Club net - Every Wednesday</li> <li>• Saturday Morning at the Shack - Every Sat</li> <li>• Builders Club - First and Third Saturday</li> <li>• License exams - Second Saturday</li> <li>• ARES Group Meeting – Fourth Saturday</li> <li>• Christmas Party - TBD</li> <li>• Greetings from Bethlehem, NM - for week +/- before Christmas <ul style="list-style-type: none"> <li>○ Waffle breakfast - First Saturday of Bethlehem special event staton</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• Usually 5-7 PM at Clubhouse</li> </ul>

APPENDIX 2 – MEETING SIGN-IN SHEET

VCARA MEETING SIGN-IN

DATE: \_\_\_\_\_

	NAME	CALL SIGN	VCARA MEMBER (VOTING)	VCARA MEMBER (NON-VOTING)	VISITOR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

APPENDIX 3 – OFFICER ACKNOWLEDGEMENT OF RECEIPT

VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

VCARA CORPORATE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

PRESIDENT COPY

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

VCARA CORPORATE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

VICE PRESIDENT COPY

NAME: _____	DATE: _____
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VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

VCARA CORPORATE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

SECRETARY COPY

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VALENCIA COUNTY AMATEUR RADIO ASSOCIATION, INC.

VCARA CORPORATE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

TREASURER COPY

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTIFICATION OF ADOPTION

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026

President: \_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

Secretary: \_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE