

**CONSTITUTION AND BYLAWS
OF THE
NAVY AMATEUR RADIO CLUB
(2017)**

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**CONSTITUTION AND BYLAWS
OF THE
NAVY AMATEUR RADIO CLUB**

I. PURPOSE

The purpose of the Navy Amateur Radio Club is to promote and unite the fellowship of all Amateur Radio Operators who hold a valid Amateur Radio License and are serving or have been separated under honorable conditions from the United States or Canadian Navy, Coast Guard, Marine Corps, and any Reserve Components of those services.

II. MEMBERSHIP

Persons desiring to become a member of the Navy Amateur Radio Club shall submit a completed application form which is provided by the Secretary/Treasurer. Applicants shall be required to provide, along with the application, a copy of an official document (DD214, ID card, discharge certificate, etc.) to show proof of eligibility, and fees/dues as set forth in Article IV. Upon approval of the application, the Secretary/Treasurer shall issue a membership number and certificate to the applicant. New members shall not be recruited by means of club news letters, computer or packet bulletin boards, or any other similar information media. No applicant shall be denied membership on the basis of race, color, creed or sex.

If necessary, a membership can be terminated in accordance with (IAW) Appendix XI.

III. OFFICERS

Officers shall consist of a Commander, Vice-Commander, and a Secretary/Treasurer. These three (3) Officers shall be elected for a period of two (2) consecutive years. The newly elected Commander shall appoint a Chaplain, a Master at Arms, Net Control Coordinator (OOD Coordinator), a Club Historian, a Public Information Officer, an Executive Committee and other committees as deemed necessary for the coming year.

IV. DUES

Dues collected by the Club shall be used for administrative purposes and for Donations to "Fisher House", an international not-for-profit organization established to improve the quality of life for members of the military, retirees, Veterans and their families. Such donations will be made according to Article X. Appendix 3 of the Constitution and By-Laws.

Dues for new and reinstated members shall be prorated for the current year and expire on 31 December of the year following application or reinstatement: an administrative fee of two dollars (\$2.00) shall also be applied. The following chart indicates the dues breakdown for new and reinstated members:

<u>Month of Application or Reinstatement</u>	<u>Current Year Dues</u>	<u>Next Years Dues</u>	<u>Admin. Fee</u>	<u>Total Amt. Due</u>
January - February - March	5.00	5.00	2.00	12.00
April - May - June	3.75	5.00	2.00	10.75
July - August - September	2.50	5.00	2.00	9.50
October - November - December	1.25	5.00	2.00	8.25

Subsequent dues are five dollars (\$5.00) per year, payable on or before 31 December of the year shown on the member's dues card as posted by the Secretary/Treasurer. Members who have not paid dues by 31 January of the year following the expiration date shall be declared inactive and dropped from the membership roster.

V. CHANGES TO BYLAWS

Suggestions for changes to the bylaws should be submitted in writing to the committee for the Commander prior to the annual meeting; however suggested changes from the floor may also be honored. In order for the bylaw change to be enacted, it shall require approval of at least two-thirds (2/3) of the members present at the business meeting.

If the Navy Amateur Radio Club and its membership move away from its intended purpose, as stated in the Navy Amateur Radio Club "Preamble", such changes cannot be made by "Executive Order", but must be voted on by at least two thirds (2/3) membership present at the business meeting.

In the event that such changes are voted upon and passed by at least two thirds (2/3) membership present at the business meeting, it will be considered that the Navy Amateur Radio Club is, for all intended purposes, "dissolved", and ANY and ALL funds in the former Navy Amateur Radio Club Treasury will be fully donated to the organization known as "Fisher House" in the name of the former "Navy Amateur Radio Club".

The new "Club", having been voted in by the former membership of the N.A.R.C. can then begin operation using their new "Club Name, Preamble, Constitution, Bylaws, and Treasury".

BYLAWS UPDATE RECORD

It is the intent of this action to keep the NARC Bylaws fully updated from administration to administration. A formal copy will be passed on to the incoming administration

Beginning with the outgoing administration in 2015:

The Bylaws shall be updated and signed by an official of the Outgoing Administration, and provided to the 'Incoming Commander' within 30 days of the date of the Business Meeting.

VI. REUNION/BUSINESS MEETING

The location for the next reunion/business meeting shall be determined by a majority of those present at the annual business meeting.

VII. PROCEDURES FOR NET OPERATION

Scheduled net time is daily on 7245 kHz beginning with a **Pre-Net** from 0700-0800 ELT, and a **Directed Net** from 0800-0900 ELT. The net will operate as stated in the “**Daily Net Format**” adhering to the “**S.O.P. for N.A.R.C. Net Controllers**”. Priority should be given to mobile and short time check-ins. Priority members (85 years of age) will be brought aboard before regular-time check-ins. The following preamble will be read at the beginning of the “**Directed Net**”.

PREAMBLE

The Navy Amateur Radio Club was formed on 3 March 1979 to promote the fellowship of all Amateur Radio Operators who are serving or have served honorably in the United States or Canadian Navy, Marine Corps, Coast Guard or any components of those services. The Navy Amateur Radio Club meets on 7245 kHz, 365 days a year. The pre-net operates from 0700-0800 ELT, and a directed portion operates from 0800-0900 ELT, and on **Mondays only**, the **Anchor Net** meets at 1600 ELT



STANDARD OPERATING PROCEDURES FOR N.A.R.C. NET CONTROLLERS (SUPERSEDES ALL PREVIOUS VERSIONS)

It is the responsibility of the **Duty Net Controller** to oversee the smooth operation of the net, and to Open and Close the net each duty day in a Timely Manner. **Therefore these “standards” are set forth:**

1. (A) When calling the Net, the Net Control*, Alternate Net Control**, or Assisting Net Control*** will comply with FCC regulations, and call the member by his/her CALL-SIGN. (B) When necessary, Controllers should “remind” stations to check in with their “club number only” to expedite net operations.
2. (A) Controllers should take four stations at a time, repeat the list of stations and then ask for “relays”. Work those stations, then either make another call or return control of the net to the Duty Net Controller. (B) The controller should first attempt to work the relayed station(s). Failing that, the relay should work the station(s). (C) With the exception of emergency traffic, Mobile and Short Time Stations are always worked first, then Priority Stations, Members and/or Visitors in their check-in order. (D) Periodically, the Controller should make a “specific call” for mobile and short time stations to check-in. (E) Controllers should **NOT** pass control of the net to any other Controller (except to check-in relays) unless directed to do so by the Duty Net Controller.
3. (A) Check-in content should be limited to the information given by the member, with the exception of additional Health and Welfare requests of said

member or their family. (B) If members request or offer information not directly concerning net operations or N.A.R.C. business, then Controllers should have the member move off to another frequency or make contact after the net secures.

4. (A) Visiting stations that have not checked into the NARC before should be directed to the club website or QRZ. If the station meets membership criteria, advise them of membership info and the application on the website. (B) If the visiting station is a regular-time-visitor, or has the club information already, then take the check-in as normal and continue.
5. (A) **ALL** Controllers will be responsible for maintaining their respective list or file used when calling the net. (B) A newly created “Members List” will be posted and available for download on the NARC website quarterly. This list will contain all necessary information on Active and Inactive members needed to call the net.
6. (A) A “Watch Bill” will be posted to the website each month. (B) If a Net Controller cannot fulfill his/her duty assignment, it shall be the responsibility of the Net Controller to contact another “Net Controller”, or “Alternate Net Controller” for “Duty Swaps” to provide coverage. (C) If no other Controller can be found, the net reverts to “TEAM EFFORT” by those Controllers on the net that day. (D) If in the absence of a Duty Net Controller, the “Pre-Net Controller, or Alternate Net Controller will open the net on their behalf. Net “closures” will be made by any Net Controller or Alternate Net Controller available.

*** Net Controller:**

A member that performs the duties of Net Controller, complies with the **S.O.P.**, and has accepted a scheduled duty.

**** Alternate Net Controller:**

A member that **can** perform the duties of Net Controller, complies with the **S.O.P.**, has **not** accepted a scheduled duty, but **can** participate in “Duty Swaps”.

***** Assisting Net Controller:**

A member or non-member that assists Net Controllers and Alternate Net Controllers, by calling the net or providing relays under the direction of the Duty Net Control and cannot be subject to “Duty Swaps” with Net Controllers. Assisting Net Controllers must also comply with the **S.O.P.**

NAVY AMATEUR RADIO CLUB – K4NAR

Pre-Net Format

All Net Controllers will adhere to the Guidelines as set forth in the S.O.P.

1. **0700** – The Pre-Net Controllers open the NARC Pre-Net.
2. Call for Mobile and Short-time Check-ins
3. Call for General Check-ins
4. **0750** – The Chaplain or Alt. Chaplain will give the Morning Prayer. The H&W will only be given on Mon/Wed/Fri unless otherwise warranted.

After the Morning Prayer is complete, a Pre-Net Controller will “Hand-Off” to the Duty “Directed Net Controller”

Directed-Net Format

All Net Controllers will adhere to the Guidelines as set forth in the S.O.P.

1. **0800** – Open the Directed Net with your Station ID and read the preamble.

This is the Directed portion Navy Amateur Radio Club Net and I am the Net Control Operator for this session.

My Call is:

My Name is:

I am located in: (City, State and County)

PREAMBLE

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2. Call for **Emergency, Mobile** and **Short-time** Check-ins.
3. Call for **General** Check-ins.
4. **0900** Close Net and return the frequency to General Amateur Use.

[Wednesdays, turn the frequency over to the Tin Can Sailors](#)

VIII. APPENDIX 1

A. All records and funds will be held by the Secretary/Treasurer and will be subject to audit by a Committee appointed by the Commander, as deemed necessary.

- 1. The Secretary/Treasurer is authorized to spend club funds as required for normal day to day activities such as required mailings, routine maintenance of club equipment (printer cartridges, copier toner etc.) and purchase of required expendables such as paper, stamps, etc.**
- 2. The Commander, or in his absence, the Vice-Commander must approve the expenditures for replacement or additional club equipment, and/or one time unusual or non-typical needs.**
- 3. The Secretary/Treasurer shall prepare a monthly financial report that includes a complete report of transactions and showing all activities and the ending balance for that period. Subject report shall include the club bank account total, petty cash and savings accounts (CD). Copies of this report are to be mailed to the Commander and Vice-Commander. A copy of the financial report will be provided to any member, upon written request to the Secretary/Treasurer.**
- 4. When conditions warrant changes to the club Constitution and Bylaws, procedures, format, frequency, hours of operation, net control duties, etc) the Commander may appoint a committee to investigate and report on subject issues.**

The Commander will appoint a committee consisting of an odd number of members. The Vice-Commander shall act as chairman for that committee. The Vice-Commander will present findings/proposals to the Commander.

The Commander may take action to put such changes into effect until the next business meeting, at which time such changes will be considered for further action. If the Commander is not available the next senior officer present shall act on behalf of the Commander.

IX. APPENDIX 2

A Public Information Officer (PIO) shall be appointed by the Commander. The PIO shall establish and maintain a website for the Navy Amateur Radio Club. The Commander shall have final responsibility for all information appearing on the web site.

**INTERNET DOMAIN NAME OWNERSHIP: (Expenditure of club funds)
The Navy Amateur Radio Club shall maintain ownership of Internet Domain Names.**

Current Domain Names are:

- 1. NAVYAMATEURRADIOCLUB.ORG**
- 2. WWW.K4NAR.ORG**

X. APPENDIX 3

ANCHOR NET:

The Anchor Net has been established as an Official NARC Net. Scheduled net time is 1600 ELT each Monday, on 7245 KHz. The Commander will appoint an Anchor Net coordinator and assistant coordinator. The purpose of the net is to provide NARC members and visitors, an opportunity to check into a Navy Amateur Radio Club net.

FISHER HOUSE DONATION PROGRAM:

The NARC participates in donations to the Fisher House. The dollar amount of this donation will be decided by the available funds within the Club Treasury, while allowing for sufficient funds necessary for normal operations of the Club and maintain the minimum balance in the account to avoid penalties. The Commander will direct the Secretary/Treasurer when, and what amounts should be donated. The amount of the donation will be contained in the Secretary's notes.

CLUB MEMBERSHIP CERTIFICATE:

The Navy Amateur Radio Club will issue a certificate to "Priority Members" (Priority Status is awarded to members 85 years of age or more) and as such will also be considered a "Dues Exempt Life Member" Effective October 1, 2015. Priority Members prior to 1 October 2015 will be Dues Exempt Life Members" only, no certificate will be awarded.

XI. Appendix 4

MEMBERSHIP TERMINATION:

In the event the Navy Amateur Radio Club (NARC) should find it necessary to terminate a membership it should be done with coordinated actions. Following are basic procedures for termination of a membership.

Procedural Guidelines:

1. Filing a complaint:

The 'Best Interest of the NARC' should be given primary consideration before taking such action. Filing a complaint against a club member with the intent of membership termination is a serious action. Such actions should be taken only under the most extreme circumstances, and only after all other avenues of resolution have been exhausted.

1.0 Before a termination can be considered, a complaint must be filed.

1.1 The complaint must be made in writing and sent directly to the NARC Commanding Officer.

1.2 The complaint must clearly identify the individual by (name, call sign and membership #) and must include all details necessary to explain why the complaint is being filed.

1.3 The complaint must be supported by at least three members who are in good standing, and will include their name, call sign, and membership #.

2. Actions to be taken by the Commanding Officer:

2.0 Upon receipt of a complaint, the Commanding Officer has the following options.

- A. Take no action – send a written response to all complainants.**
- B. Contact the member-in-question and attempt to find a resolution.**
- C. Appoint a Termination Review Committee (TRC) to investigate the complaint.**

3. Termination Review Committee (TRC):

3.0 A TRC will consist of the following:

- 1) The club MAA – (or a member acting in that capacity).**
- 2) At least one elected officer.**
- 3) Three (3) additional members in good standing.**
- 4) The commander will designate a ‘committee chairman’.**
- 5) None of those members filing the complaint can serve on the committee.**
- 6) The commander will make pertinent information available to the TRC.**

3.1 The TRC will submit a written report-of-findings to the commander.

The report will include a recommendation for action(s).

Additional Procedures:

1.0 The commander shall follow the recommendation of the TRC as presented.

If a modification/change to the TRC recommendation becomes necessary the Commander and a majority of the TRC members must be in agreement with all changes.

2.0 Before a member can be terminated he must be given notice in writing from the commander. Notice must state pending action(s) and give the member the opportunity to discuss and resolve problem areas. The termination procedure can be halted at this point if the commander is satisfied that the complaint can be corrected. If problems cannot be resolved, the termination may go forward.

3.0 A membership termination must be presented in a written statement, from the commander to the offending party and shall include a termination date.

4.0 If a member is terminated that member may not rejoin the NARC.

5.0 Upon termination, the member will be refunded a proportional amount of dues paid for that year, and any other monies owed, as applicable.

6.0 If a terminated member has any assets of the NARC in their possession such assets must be returned to the secretary/treasurers immediately. If assets are not returned, or are found to be damaged and/or unusable, the member shall be held financially accountable, or may be required to replace the asset with a same/suitable make/model/item.

XII. APPENDIX 5

Administrative Oversight

This Administrative Oversight section has been added to the Navy Amateur Radio Club (NARC) Bylaws to provide a means by which a current administration, consisting of elected officers, can maintain the document.

Traditionally, the NARC Bylaws have been updated during a scheduled club meeting and necessary changes have been made at that time. Recently, the club elected to have a combined reunion and business meeting every two years. That creates a two year time span in order to change the Bylaws.

Circumstances may require a change be made during that two year period.

In the event a change becomes necessary and cannot be voted on in a reasonable time frame – there needs to be a means by which the Commander can make a temporary procedural change to the clubs operations:

The Administrative Oversight section of the Bylaws allows the Commander to document and implement a change, under his signature, to become a part of the NARC Bylaws, until formally voted on at the next business meeting.

Any change, when implemented by the Commander and placed in the Administrative Oversight section of the Bylaws, is only temporary. Each temporary issue will be voted on by the members present at the next business meeting. A formal determination to retain or reject will be made at that time.

Upon completion of the vote, proper action should be taken to formally add or delete the issue from the Bylaws.

XIII. APPENDIX 6

Navy Amateur Radio Club Call Sign – K4NAR

Call sign K4NAR was renewed and the trustee changed by the FCC for the Navy Amateur Radio Club (NARC) on 26 MAY 2017, as a Club Call Sign.

The Commander, Larry Duke K4GWW, designated N9CVA to be the NARC call sign Trustee. K4NAR has been assigned by the FCC to David L. Moyers - Floyds Knobs, IN, to function as the NARC club call sign Trustee.

The call sign is good for 10 years and should be renewed in 2027. It will be a standard renewal process for an Amateur License, unless the Trustee designee changes. As per FCC requirements, a Trustee must be designated by a person-in-charge of the club/group/organization. If a new Trustee is designated, that ‘Change Information’ would have to appear on the renewal application. A Trustee must hold a valid/current Amateur License.

When using call sign K4NAR – remember that the Trustee is responsible for the use of this call sign. Misuse of call sign K4NAR could cause the FCC to contact N9CVA for explanations, penalties, possible revocation of club call sign and his personal call sign as well.

A club call sign is not generally used on an everyday basis. More often it is reserved for club Identification, use during Special Event Station operation, Field Day, or representation at formal meetings. To date, the NARC has followed this format. We do not use K4NAR for daily club Net Operations.



**UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION**



AMATEUR RADIO LICENSE

K4NAR

ATTN: DAVID L MOYERS
NAVY AMATEUR RADIO CLUB
5925 FERTIG CREEK RD
FLOYDS KNOBS, IN 47119

FCC Registration Number (FRN): 0016714032

Special Conditions / Endorsements

NONE

Cut Along This

Grant Date	Effective Date	Print Date	Expiration Date
05-25-2017	05-26-2017	05-27-2017	08-10-2027
File Number	Operator Privileges		Station Privileges
0007789149			CLUB

THIS LICENSE IS NOT TRANSFERABLE

(Licensee's Signature)

FCC 660 - May 2007

XIV. APPENDIX 7

Replacement of NARC Elected Officer(s) if unable to serve:

In the case of an elected officer is unable to serve – due to Illness, Resignation, Accident or Silent Key – the following actions apply:

The Commander has ‘Position Appointment Authority – i.e. Net Coordinator, MAA, PIO, News Letter editor, Historian, Greybeard;

If the Commander can no longer serve – the Vice Commander would assume the duties as acting-Commander of the NARC until the next business meeting and membership vote.

The acting-Commander would inherit ‘position appointment authority’ and would appoint a member to serve as acting Vice Commander until the next business meeting and membership vote.

If the Vice Commander or Secretary-Treasurer is unable to serve the Commander shall appoint a member to serve as acting Vice Commander or acting Secretary-Treasurer until the next business meeting and membership vote.

XV. APPENDIX 8

Navy Amateur Radio Club (NARC) Membership Roster Update

The membership roster has been updated to what is believed to be a full, true and complete list. It shall now become the ‘Master Roster’. All other rosters are for information only. NARC will operate from the Master Roster.

The full updated roster indicates:

Total membership = 1086 - 3 Dupe #'s and – 1 skipped number (666)

Total Silent Keys = 458

Total Active/Inactive members = 624

During the update it was discovered that three members held two (2) each NARC membership numbers. (Uncertain how this happened)

Each of those members has been sent a letter canceling the higher number.

The member now uses the lower (first) number issued.

(#134 KC8DV #604) – SK-10-10-2010 (#302 WB4ZUM #775) (#597 NC4KY #862) #604 & #775 & #862 have been removed from the list and will not be reissued.

Approved by members-present during annual business meeting: David L. Moyers

Date: 21 Sept 2017