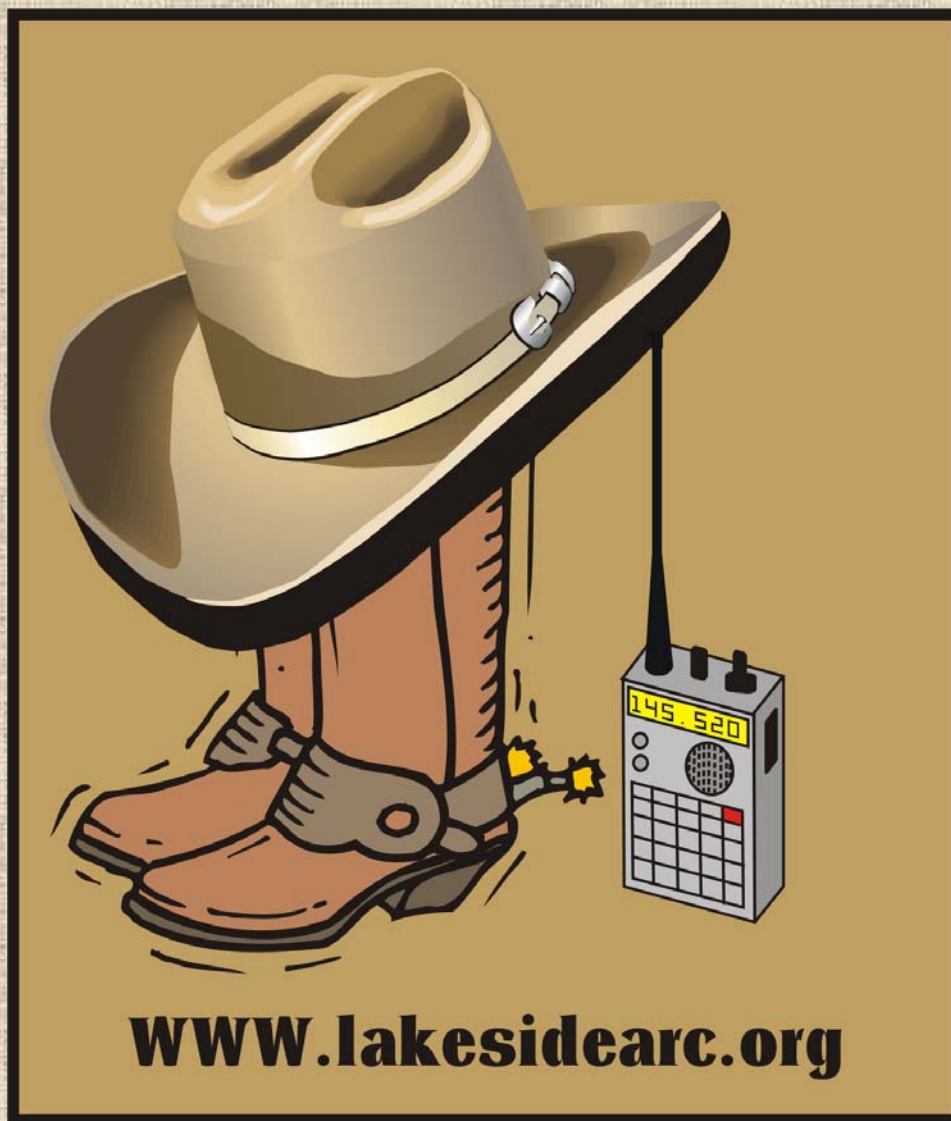


LAKESIDE AMATEUR RADIO CLUB (LARC) Policy Manual



Rev. 12/7/2010

LAKESIDE AMATEUR RADIO CLUB

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LARC ASSETS

LARC POLICY MANUAL

(a) Pursuant to Article XIII of the LAKESIDE AMATEUR RADIO CLUB (LARC) Bylaws, the Policy Manual for the LAKESIDE AMATEUR RADIO CLUB (LARC) shall be referred to as the "LARC Policy Manual" and shall be a separate Policy Manual working in conjunction with the LAKESIDE AMATEUR RADIO CLUB (LARC) Bylaws, which are incorporated herein by reference, and shall contain the Policies and Procedures of The Club.

(b) The LARC Policy Manual shall be modified only by the Board of Directors with a two-thirds (2/3) quorum present at a Board of Directors Meeting and with a two-thirds (2/3) vote of the Board of Directors.

(c) The process to modify the LARC Policy Manual shall be to insert the corrected page with the current date on top of the original page in the actual Policy Manual. On the website, the modified pages will be so noted in the lower right hand corner. The contents of the LARC Policy Manual shall include, but not be limited to, the following:

ARTICLE XIII LARC BYLAWS: LARC POLICY MANUAL

Each of the following Articles from the LAKESIDE AMATEUR RADIO CLUB (LARC) Bylaws are incorporated herein by reference as though fully stated herein, and the additional information outlined below for each of the Articles in the LARC Bylaws shall be part of the LARC Policy Manual.

I. Article I: Principal Office

(a) LARC Bylaws Article I: Principal Office is incorporated herein by reference;

(b) The Club's Official Address is **P.O. Box 1173, Lakeside, CA 92040**;

(c) The Post Office Box was set up on September 3, 2010 at the Lakeside Post Office for a fee of \$50.00 for six months. The **Post Office Box Fee is due Annually** with the next Post Office Box Fee due on **2-28-11**. The Post Office Box Fee due date shall be calendared by the Treasurer; the Post Office Box Fee shall be paid annually by the Treasurer; and the Post Office Box Fee shall be included in the Annual Budget as a normal LARC expense.

(d) All Membership Applications and bank statements shall be mailed to **P.O. Box 1173, Lakeside, CA 92040**. Failure to follow this procedure may be considered a breach of the Membership Agreement and the individual's resignation may be requested at the discretion of the Board of Directors pursuant to other sections of the LARC Bylaws and Article VIII (a), (b), (c), (d) of the LARC Bylaws.

(e) Appointed Committee Chairs may have mail pertaining to their respective committee mailed to their home address if, and only if, said mail does not involve payment to

the LARC. Any mail which would include payment of any type to the LARC shall only be mailed to the Official Club address at **P.O. Box 1173, Lakeside, CA 92040.**

II. Article II: Name and Objectives

(a) LARC Bylaws Article II: Name and Objectives is incorporated herein by reference;

III. Article III: Membership

(a) LARC Bylaws Article III: Membership is incorporated herein by reference;

(b) There shall be an Annual Membership Drive conducted by the LARC Membership Chair from September 1st to December 1st for the purpose of collecting new LARC Memberships and LARC Renewals for the following year in order to plan the next year's Budget. The Treasurer shall hold all funds collected during this Annual Membership Drive in a separate fund clearly marked and allocated for the following year's budget. The Board of Directors may, at their discretion, have a Membership Drive Raffle wherein each New Membership and each Renewal Membership paid during the Membership Drive dates of September 1st to December 1st shall receive one Membership Drive Raffle Ticket from the LARC Membership Chair to be entered into a drawing to be held at the Christmas Party where one or more Membership Drive Raffle Prizes may be drawn. Said prize(s) may be \$25.00 Gift Certificate to HRO, a \$25.00 check from the LARC, one or more free membership renewal(s) for the following year or a prize determined by the Board of Directors. LARC Members shall retain their Membership Drive Raffle Ticket, which they shall sign for verifying receipt, and this ticket must be presented at the Christmas Party in order to claim the prize. The number of prizes, item for the prize, and value of any Membership Drive Prize(s) for any given year shall be at the sole discretion of the Board of Directors and shall be based upon the income received for the following year and shall be limited to no more than 10% of the income received for the following year. The Membership Drive Raffle Prize, if any, shall be deemed as an "incentive" for New Membership and Renewal Membership and shall not be considered a right of membership for any individual in any given year. The Board of Directors shall have sole authority and discretion regarding any prize(s) offered during the Annual Membership Drive and the determination of the Board of Directors shall be final and not subject to reconsideration and appeal;

IV. Article IV: Meetings

(a) LARC Bylaws Article IV: Meetings is incorporated herein by reference;

(b) Meetings shall be held on the second Wednesday of each month at 7:00 p.m. at the Ranch House Restaurant located at 11510 Woodside Avenue, Santee, CA 92071.

V. Article V: Finances

- (a) LARC Bylaws Article V: Finances is incorporated herein by reference;

VI. Article VI: Officers and Duties – Executive Committee

- (a) LARC Bylaws Article VI: Officers and Duties – Executive Committee is incorporated herein by reference;

VII. Article VII: Directors

- (a) LARC Bylaws Article VII: Directors is incorporated herein by reference;

VIII. Article VIII: Board of Directors

- (a) LARC Bylaws Article VIII: Board of Directors is incorporated herein by reference;

IX. Article IX: Committees

- (a) LARC Bylaws Article IX: Committees is incorporated herein by reference;

- (b) Article IX: Committees

(1) Affiliated Clubs - SANDARC 2 Representatives and 2 Alternates

- (a) Attend SANDARC monthly meeting each month at the Kearny Mesa Rec Center at 7:00 p.m. Take notes and report SANDARC activities back to the LARC. Take LARC votes back to SANDARC and vote as instructed by The Club.

(2) Awards - Ham of the Year

- (a) Ham of the Year Chair shall maintain sensitive "secret" ballot info of who the Ham of the Year is and contact the Vendors Chair to get the proper Award ordered and received and shall announce and present the Award at the Holiday Party.
- (b) This distinguished award is to be given to a member of the Lakeside Amateur Radio Club, in good standing, that has demonstrated the principles on which the Lakeside Amateur Radio Club was founded. This individual may also be a person who has helped others with Amateur Radio related items and helped their fellow LARC Members.

The recipient will receive the next year's membership free and will receive an award at the Christmas Dinner. The recipient will be posted here on the website and in the Moon Bounce, the LARC Newsletter. No other special rights or privileges, other than what has been stated in the

above text, are to be given or self-appointed.

(3) **Audit Chair**

- (a) Audit LARC Books every year at the end of the year and present report to LARC Board of Directors Meeting for approval and present report to the LARC General Membership Meeting for approval and file report with Secretary and Treasurer for Audit.

(4) **Bylaws Chair**

- (a) Bylaws Chair shall maintain the integrity of the Bylaws at all times and have a copy at all meetings and may be called upon to answer questions pertaining to the Bylaws and Procedures and Rules of The Club.

(5) **Education Chair**

- (a) Education Chair shall coordinate Tech, General and Extra Classes and advertise the dates, times, and locations through the LARC Reflector, LARC Newsletter the "Moon Bounce" and the website.

(6) **Elmer Chair**

- (a) Elmer Chair shall help teach Amateur Radio principals and provide related information to anyone requesting assistance and shall maintain a list of contacts of Hams who may be able to assist others with their questions and provide these contacts when requested.
- (b) Elmer is a generic name for a Ham who helps other Hams get started in Amateur Radio. But where did the term "Elmer" come from? The term was coined by Rod Newkirk - W9BRD. He served as the conductor of the "Hows DX" column in QST magazine from 1948 to 1978. It all began with the "Hows DX" lead in the March 1971 issue.

(c) **LARC ELMER CHAIR PROCEDURAL GUIDELINES**

In order to increase the fun and educational opportunities provided to LARC Members, the Elmer Chairs may do the following:

Request volunteers and/or select LARC members to serve on his/her Elmer Chair Committee.

Plan whatever amateur radio events, classes, and/or activities he/she deems appropriate.

Bring his/her plans to the Chair and Board of Directors at a Board of

Directors Meeting for review and approval.

Take his/her plans to the LARC General Membership Meeting to obtain the interest of the club and have a sign up sheet for those who wish to participate.

Advertise the amateur radio events, classes, and/or activities through the Moon Bounce, reflector, on the website, at meetings through fliers, on the nets, at HRO, etc.

Fund his/her amateur radio events, classes, and/or activities by determining the costs and charging the participating members accordingly.

Select and secure the venue of his/her amateur radio events, classes, and/or activities.

Pay for the venue and/or any and all expenses related to his/her amateur radio events, classes, and/or activities out of the monies collected by the participants of his event, classes and/or activities.

Submit an Accounting Report for each and every amateur radio event, class, and/or activity that he/she puts on to the Chair and Treasurer within ten days of the completion of the amateur radio event, class, and/or activity and provide an oral report to the LARC General Membership at the LARC General Membership Meeting immediately following his/her amateur radio event, class, and/or activity. All amateur radio events, classes, and/or activities shall be funded by the LARC members who attend and participate in the amateur radio event, class, and/or activity. This cost effective measure is due to current LARC budget constraints and to insure that there is in fact LARC membership interest and participation so that LARC funds are not spent on amateur radio events, classes, and/or activities that members do not attend.

The number of member participation signups and attendees needed to hold any amateur radio event, class, and/or activity shall be at the discretion of the Elmer Chair and will be determined by the number of LARC members who sign up and the funds collected to pay for the amateur radio event, class, and/or activity.

The deadline to sign up and pay costs shall be at the discretion of the Elmer Chair, and an amateur radio event, class, and/or activity may be cancelled by the Elmer Chair at his/her discretion due to lack of interest and/or lack of funds. It is anticipated that the Elmer Chair will gear his/her amateur radio events, classes, and/or activities to the lowest cost possible. In no case will the LARC advance funds or reimburse the

Elmer Chair for out of pocket expenses related to the amateur radio events, classes and/or activities. Again, all amateur radio events, classes, and/or activities must be fully funded through membership participation.

Should the Elmer Chair make any profit on any amateur radio events, classes, and/or activities, said profit will be turned into the LARC Treasurer to go into a specific Elmer Chair account and said account shall be used for future Elmer Chair amateur radio events, classes, and/or activities.

All events, classes, and/or activities which are cancelled by the Elmer Chair shall be fully refundable to the LARC membership who already paid for the events, classes, and/or activities and will be reimbursed by the Elmer Chair within 10 days of the event, class, and/or activity. Therefore, the Elmer Chair will need to have all funds, the venue, cost of expenses, etc., prior to his/her deadline cutoff date in order to determine if he/she has enough participation and funds collected to cover the cost of the amateur radio event, class, and/or activity in order to move forward with the amateur radio event, class, and/or activity before purchases are made.

If the Elmer Chair finds there is not enough participation due to a lack of sign ups on the sign up sheet and/or the money does not come in, the Elmer Chair has time to cancel the amateur radio event, class, and/or activity and the venue without incurring a cost. If the Elmer Chair will do a series of amateur radio events, classes, and/or activities, it should be no problem to secure the venue in advance.

The Elmer Chair and his/her committee members may copy this Procedural Guideline in order to be aware of the Elmer Chair Committee job description duties and what the Elmer Chair Committee can do for the LARC.

(7) Elmer (HF)

- (a) Elmer HF Chair may include the foregoing duties, but with an emphasis in the fine art of HF using antenna, radios, equipment, etc.

(8) Estate Sales

- (a) Estate Sales Chair shall run estate sales through the LARC including, but Not limited to, collecting, storing, selling, and distributing funds pursuant to the Silent Key's Family's request.

(9) Field Day

- (a) Field Day Chair is in charge of the Field Day Event; shall coordinate all aspects of Field Day; shall review ARRL Rules on the ARRL Website and print them to be posted at Field Day; shall insure LARC compliance with ARRL Field Day Rules; and shall complete and submit the ARRL Field Day Report to the ARRL.

(10) Finance - Budget

- (a) Finance – Budget Team shall be the Chair and the Treasurer, who shall draft the annual LARC Budget for approval by the Board of Directors and the LARC General Membership.
- (b) Primary Membership and Associate Membership \$20.00 per year.
- (c) Secondary Membership \$5.00 per year.
- (c) Badge \$5.00.

(11) Health & Welfare

- (a) Health & Welfare Chair may contact individuals who have an illness or are hospitalized and send appropriate cards on behalf of the LARC; may contact the families of Silent Keys and announce services at the request and direction of the families only; may assist LARC Members or request assistance for LARC Members from other LARC Members if someone needs help in their time of need.

(12) Historian

- (a) Historian Chair shall maintain the history of the LARC and may do an on line scrap book accessible to LARC Members in Good Standing only.

(13) LARC Chair

- (a) LARC Chair shall maintain data base of LARC Awards distributed for collection of LARC contacts.

(14) Membership Chair

Membership Chair shall maintain the Roster; distribute Roster in February; check off LARC Members and hand out ballots for the vote at the General Membership Election of Officers and the Board; maintain sign in sheets; keep the data base of Participation Points and calculate points and distribute tickets

at the Holiday Party for the Prize Drawing; conduct yearly Membership Drive in conjunction with the Treasurer; send emails and letters concerning Membership in the LARC, renewal of dues and any other membership related issues; keep and report yearly statistics of membership, activities, etc.

(15) Net Manager

(a) Net Manager shall run the Nets and maintain data base of Net Participation Points and provide the List of Participation Points to the Membership Chair for ticket distribution at the Holiday Party.

(b) LARC Net Rules:

1. LARC! Award is given by the Lakeside Amateur Radio Club to all fellow amateurs in San Diego County who can successfully work 20 active members of this club who are in Good Standing at the time they are worked.
2. A contact shall be valid when you successfully QSO a member of the Lakeside Amateur Radio Club. All LARC Contacts are with members not necessarily with his/her station call. If you should work a member who is legally operating another station under a different call sign from his own, you may count that QSO as a valid LARC Contact. A valid contact must be with a member who is responsible for the operation of that station at the time you work him/her. You may not count other members as a LARC Contact if they are just "visiting" or are not the official operator of that station.
3. The contact will be invalid if either operator is operating in violation of FCC Rules and Regulations at the time of the contact. All LARC Contacts must be initiated via "On the Air" Amateur Radio; no internet gateways are to be involved of any kind i.e.: Echo link or Yaesu wires system.
4. Only one contact with each member will count toward the LARC Award, regardless of the band or mode of subsequent contacts worked with him/her.
5. After reaching LARC Status, (making enough contacts to Qualify in #1 or #2 above), you may then begin to work toward Endorsements. Endorsement stickers will be given for each group of 5 additional members worked regardless of whether you reached LARC at 10 or 20 contacts (Refer to Item No. 1 above).
6. LARC Awards and Endorsements are given only at the regularly-scheduled monthly meetings of the club providing the recipient lives within a 25-mile radius of Lakeside. Those amateurs achieving LARC Status who live outside the 25-mile radius of Lakeside may apply for the Award by mail.
7. All LARC Awards are numbered numerically and sequentially beginning with the first Award. The earliest log date will determine the next number when more than one Award is to be given at any one time.

8. All decisions concerning this Award shall be made by the LARC Committee Chair. Final judgment as to the validity of the contacts shall be at the full discretion of said Committee Chair. The Official Rules are as stated within this document.

9. LARC Logs shall be provided by the Lakeside Amateur Radio Club. Other logs are acceptable providing the following information must be given for each contact made, i.e.: NAME, CALL SIGN, Your LARC NUMER, Your CALL SIGN, Your phone or contact information, Date, Frequency, Time, but it is best to use the forms supplied by the Lakeside Amateur Radio Club PDF Format or PDF Fill in Sheet. Found at www.LakesideARC.org on the Net page.

10. The purpose of LARC is to encourage people to people communication between club members and to publicize the name of the club among fellow amateurs.

11. A LARC Contact may be on VHF, UHF, HF on or off the LARC Net. A relay station aiding you with the contact will **ONLY** count if the Contact was on one of the **Official** LARC Nets. LARC Contact Modes are: USB, LSB, FM, AM, all Digital except as stated in Rules Number 3 "Echo Link or Yaesu wires system."

(c) Preamble for the Lakeside Amateur Radio club "LARC Net":

QST-QST-QST

SAY: Good evening everyone, this is [\(your name call sign and LARC Number\)](#), your net control operator for tonight's Lakeside Amateur Radio Club's LARC Net. This net is using one of the Barn's 440 Repeaters, and may also be retransmitted on 20 meter 14.??? USB. **[break]** Do we have any HF Relay stations on board tonight? If so, please call. **[break]**

SAY: The purpose of this net is to promote **Friendship** as well as the exchange of ideas and information among Amateur Radio Operators. If you have an emergency, please feel free to break in and let NET CONTROL know that you have an emergency. When checking into the NET, please start with your LARC Number, Call Sign and First Name or Call Sign and First Name for any AMATEUR RADIO OPERATOR that might be visiting. You do not have to be a member of the Lakeside Amateur Radio Club to join us on the net.

Also, if you are checking out early, PLEASE LET NET CONTROL KNOW SO THAT WE CAN KEEP THINGS MOVING without a **Hitch**.

This net meets every Tuesday, with the exception of the first Tuesday of every month, with early check-ins starting at 6:45 P.M. and the Net officially starts at 7:00 P.M. local time.

1. Any announcements from Club officers? **[break]** Check for Relay
2. Any announcements from net members? **[break]** Check for Relay
3. Any want, trade or for sale items Amateur Radio related? **[break]** Check for Relay

The Official Club Website is www.LakesideARC.org

The "Moon Bounce" Newsletter is on the website on the Members Only Page.

Club meetings are at the Ranch House Restaurant, 11510 Woodside Ave., Ste. F, Santee at 7:00 P.M. on the 2nd Wednesday of each month. Dinner at 6:00 P.M.

[Read calendar of events from the Moon Bounce]

SAY: Are there any check-ins?

SAY: Are there any relay check-ins?

[Read the check-in list with LARC Numbers and ask if anybody needs to work a LARC Member]

(Start working down your list and check for late check-ins after you've worked 5 or 6. Giving as many opportunities for late check-ins is important and creates a very inviting atmosphere. Work through the list ONCE. If you have 15 or 20 minutes left till 8:00 P.M., then you may want to consider a "73 Round" giving everyone one last opportunity to say something and '73!)

SAY: Well, we had a great turn out tonight, and I'd like to thank everyone for their participation. Before we close the net, are there any net members that would like to ask a question, make a comment, or contact another net member, call sign please?

(This may range in response from nothing to several, just patiently works through it, then when you are sure of no other responses say...)

SAY: Well, that about wrap things up for tonight's Lakeside Amateur Radio Club's LARC Net. On behalf of the Lakeside Amateur Radio Club's Membership, I'd like to thank Roy, KR6RG and John, K6XI for allowing us to hold this net on their repeater, as well as for allowing us to call this our QTH. This is (Name & Call Sign, and LARC Number) thanking you for joining us! '73 and Please join us next time.
Good night everyone!

SAY: Net now Closed. Please resume normal traffic. **Your Call Sign**

(16) Newsletter Editor

(a) Newsletter Editor shall be the Editor of the LARC Official Newsletter the "The Moon Bounce".

(b) Newsletter Editor shall edit the Newsletter, which may include, but is not limited to, editing columns submitted by members of the LARC; designing The Moon Bounce layout; designing logos; and publishing The Moon Bounce monthly in the Members Only Section of the Website.

(17) Photographer

(a) Photographer shall take photos at meetings, club events, functions and activities; provide copies of photographs to The Moon Bounce Editor, Historian and Webmaster.

(18) Prizes

- (a) Prize Chair shall maintain the self funding meeting prizes and raffle table by selling tickets for \$1.00 each or six (6) tickets for \$5.00; shall secure prizes within the money earned from ticket sales at the meetings; shall store prizes and bring them to and from meetings; and may be called upon to help handle prizes at the Holiday Party at the discretion of the Chair and the Board of Directors.

(19) Public Relations – Publicity

- (a) Public Relations - Publicity Chair shall contact media when instructed to do so by the Chair; shall represent The Club in a positive light to all TV, radio, news and other media; shall promote and advertise LARC events at the direction and discretion of the Chair and the Board of Directors

(20) Public Service – Served Agencies

- (a) Public Relations Chair shall insure that served agencies are served to the standards and needs of the served agency; shall report the needs of the served agencies to the LARC to include, but not limited to, upcoming disaster drill(s), upcoming staffing needs, changes at served agencies and their needs and may reported at LARC General Membership Meetings and may post info to the LARC Reflector(s), website(s), or in the Moon Bounce.

(21) Reflector Chair

- (a) Reflector Chair shall be the Moderator of the LARC Reflector and its content to insure postings are civil and Amateur Radio Related; shall make sure the LARC Reflector Rules are enforced; if the LARC Reflector Rules are not followed, shall seek the Guidance of the Chair and Board of Directors on the matter.
- (b) LARC Official Reflector was set up on 9-20-10 and is kj6khi@yahoo.com.

(22) Social Chair – Picnic, Field Day and Refreshments

- (a) Social Chair shall be in charge of and coordinate The Club Picnic; shall be in charge of all meals, cooking, and kitchen related items at Field Day; shall be in charge of refreshments at events and functions at the direction and discretion of the Chair and the Board of Directors.

(23) Technical/Repeater - Club Engineer

(a) Technical/Repeater Chair shall maintain The Club Repeaters, if any.

(24) Trustee

(a) Trustee shall maintain The Club call KJ6KHI – Ann Rios, KC6TBG.

(a) Grant date 9-7-10 and Expires 9-7-20.

(25) Vendors

(a) Vendors Chair shall collect club orders for club apparel, Badges, Awards, etc., and shall coordinate with Club Vendors to order items and coordinate with the Treasurer to insure payment of bills to Vendors.

(26) Webmaster

(a) The Webmaster shall maintain The Club website; update The Club website per the Chair's request, direction, and discretion; post The Club's Official Newsletter, the Moon Bounce, monthly to the Members Only Section of the website; maintain the Members Only access data base to insure members only have access to the Members only portion of the website; and handle all other website related matters.

(b) The Club's Official Website shall be www.lakesidearc.org

(27) Welcoming

(a) The Welcoming Chair shall insure all members sign in at all meetings, functions, and events; shall report data at the request of the Chair and Board of Directors; shall provide all sign in sheets to the Membership Chair for filing after each meeting, function and event, including, but not limited to, Field Day, Picnics, Parades, etc., and shall hand out tickets at meetings, functions and events for any prize drawing(s) to be held at that time; and may be called upon to assist the Membership Chair at the Holiday Party with the distribution of tickets for any prize drawing(s) to be held at that time.

X. Article X: Nominations and Elections

(a) LARC Bylaws Article X: Nominations and Elections is incorporated herein by reference;

XI. Article XI: Vacancies

- (a) LARC Bylaws Article XI: Vacancies is incorporated herein by reference;

XII. Article XII: Amendments

- (a) LARC Bylaws Article XII: Amendments is incorporated herein by reference;

XIII. Article XIII: LARC Policy Manual

- (a) LARC Article XIII: LARC Policy Manual is incorporated herein by reference;

LARC Assets:

Advertising/Public Relations:

1. LARC 5' x 3' Banner
2. LARC PVC Banner Adjustable Frame for 5' x 3' LARC Banner
3. MGP Vehicle Signs for 2010 Mother Goose Parade

Antennas:

- 1.
- 2.
- 3.
- 4.

Display:

1. Hat, boots, American Flag Display/Mascott

Equipment:

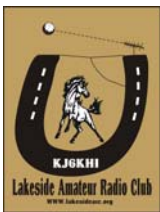
- 1.
- 2.
- 3.
- 4.

Library:

1. Robert's Rules of Order for Dummies by C. Alan Jennings
2. Robert's Rules of Order Newly Revised In Brief by Henry M. Robert, III, et al.

Post Office Box:

1. Post Office Box 1173, Lakeside, CA 92040 at Lakeside Post Office



**MEMBERSHIP APPLICATION
LAKESIDE AMATEUR RADIO CLUB (LARC)**

Instructions: Please print clearly and complete all info. Date and Sign the back (page 2) "Membership Agreement" of this Application. All Members must fill out and return this *Completed Application* and your check payable to the "LARC" to the Membership Chair for submission to the LARC Board for consideration for Membership in the LARC. The Membership Chair will notify you by email of your status.

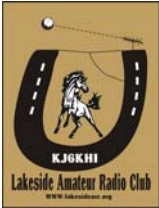
Primary Member per Household Yearly Dues: \$20.00 = \$20.00
 Each Additional Secondary Member per Household Yearly Dues: \$ 5.00 x ___ = ___
 Official LARC Badge per Member: \$ 5.00 x ___ = ___
Total enclosed: \$ _____

1. Primary Member: _____ Call: _____ Class of License: _____
 Address: _____ **LARC #:** _____
 Phone #: _____ Cell #: _____ Email: _____
 Check One: New Member Renewal ***Returning Members keep original LARC #
 Check One: Yes No I give my Permission to publish my info on the LARC Roster.
Note the Only info to be published is your LARC #, Call Sign and First Name.
 Birth Date: _____ Check One: Yes No I give my permission to publish my
 Birth month and day in the LARC Newsletter. Check: ARRL Member ARES Member
 Date: _____ Signed: _____

2. Secondary Member: _____ Call: _____ Class of License: _____
 Address: _____ **LARC #:** _____
 Phone #: _____ Cell #: _____ Email: _____
 Check One: Yes No I give my Permission to publish my info on the LARC Roster.
Note the Only info to be published is your LARC #, Call Sign and First Name.
 Birth Date: _____ Check One: Yes No I give my permission to publish my
 Birth month and day in the LARC Newsletter. Check: ARRL Member ARES Member
 Date: _____ Signed: _____

3. Secondary Member: _____ Call: _____ Class of License: _____
 Address: _____ **LARC #:** _____
 Phone #: _____ Cell #: _____ Email: _____
 Check One: Yes No I give my Permission to publish my info on the LARC Roster.
Note the Only info to be published is your LARC #, Call Sign and First Name.
 Birth Date: _____ Check One: Yes No I give my permission to publish my
 Birth month and day in the LARC Newsletter. Check: ARRL Member ARES Member
 Date: _____ Signed: _____

4. Secondary Member: _____ Call: _____ Class of License: _____
 Address: _____ **LARC #** _____
 Phone #: _____ Cell #: _____ Email: _____
 Check One: Yes No I give my Permission to publish my info on the LARC Roster.
Note the Only info to be published is your LARC #, Call Sign and First Name.
 Birth Date: _____ Check One: Yes No I give my permission to publish my
 Birth month and day in the LARC Newsletter. Check: ARRL Member ARES Member
 Date: _____ Signed: _____



MEMBERSHIP APPLICATION
LAKESIDE AMATEUR RADIO CLUB (LARC)
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Membership Agreement

Per LARC Bylaws and the Policy Manual, which includes but is not limited to the following, I hereby understand and agree to the following:

1. ____ LARC is a private club and membership is subject to approval of the Board.
2. ____ The membership year shall be from January 1 to December 31. Membership Renewal Dues are due on December 31st of each year.
3. ____ For Dues purposes only, the LARC shall have two levels of membership: Primary Household Member at \$20.00 per year and Secondary Household Member residing in the same residence as the Primary Household Member at \$5.00 per year. Membership Badge cost is \$5.00 per member.
4. ____ Dues not paid by February 1st will be delinquent. Only members with call signs in good standing may vote and hold office. Only members in good standing shall have access to the membership only part of the website, reflector, LARC Newsletter, and LARC Events. The other rights, interests and privileges of each member shall be equal.
5. ____ Membership in the LARC shall terminate on occurrence of any of the following events:
 - a. Failure to pay dues within thirty (30) days after they become due and payable.
 - b. Resignation of the member upon written notice.
 - c. A membership shall be suspended or excluded based on the good faith determination by the officers of this organization and by a two-thirds vote of members present at a regularly scheduled meeting, pursuant to the procedures outlined in the LARC Bylaws and Policy Manual, that the member engaged in conduct materially and seriously prejudicial to the purposes and interest of the organization as stated in the LARC Bylaws and Policy Manual. The member shall be notified of the good faith determination by the officers prior to the regularly scheduled meeting.
6. I, _____ (print name) hereby agree to follow the LARC Bylaws, The Policy Manual, to act in good faith at all times relevant to the LARC, its Officers, its Board, its Members and in the LARC Public Perception, and that I will not do anything to harm the LARC, its Officers, its Board, or its Members' standing and reputation within the community either orally or in writing. I have read the foregoing, understand the contents of same, and hereby agree to abide by the above in all of my dealings pertaining to the Lakeside Amateur Radio Club also known as LARC. If I fail to abide by this agreement, I agree to voluntarily withdraw my membership from the LARC and to abide by any ruling of the Lakeside Amateur Radio Club also known as the LARC.

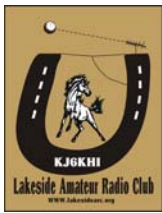
Dated: _____ Signed: _____

Parental / Guardian Dated: _____ Signed: _____

Relationship _____

***A minor under 18 years of age must have Parental / Guardian Witness

PLEASE BE SURE TO DATE, SIGN AND INITIAL ALL SPACES ABOVE TO COMPLETE THIS APPLICATION.



Lakeside Amateur Radio Club (LARC)
P.O. Box 1173
Lakeside, California 92040



November 24, 2010

Email:

Re: Membership in the LARC

Dear

We are in receipt of your Membership Application, Membership Agreement, money order for \$20.00 and badge check for \$5.00. Your membership in the LARC has been approved by the Board. Welcome to the LARC!

Please email a head shot photo of you to Paul at kc6qls@cox.net as soon as possible so that he can make your LARC badge, and he will email you the meeting date that it will be available for pick up.

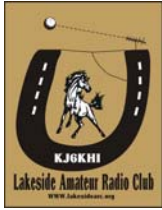
Please visit our website at www.LakesideARC.org and sign up for your members only password so that you can enjoy all the privileges the LARC has to offer. As a new club, the LARC participated in the last Mother Goose Parade; yes, rain and all, and a lark was had by all. We are looking forward to many more FUN events.

We look forward to seeing you at our monthly meetings held on the second Wednesday of each month at 7:00 pm. at the Ranch House Restaurant located at **address**, Santee, California. If you wish to join us and enjoy dinner at the restaurant, please arrive at 6:00 p.m. Each club member must purchase their own meal. If you wish to join us for the presentation and meeting, please arrive at 7:00 p.m. As we are using the restaurant for a meeting place at no cost to the LARC, it would be greatly appreciated if you would minimally purchase a beverage when you arrive at 7:00 p.m. Again, welcome to the LARC! We are looking forward to a FUN year as we work together through building friendships, promoting Amateur Radio in our local community, and elmering individuals to advance in their knowledge and skills of Amateur Radio to make our first year as a new club a success.

Sincerely,

Ann Rios, KC6TBG

LARC Membership Chair



Lakeside Amateur Radio Club (LARC)
P.O. Box 1173
Lakeside, California 92040



November 24, 2010

Email:

Re: Membership in the LARC

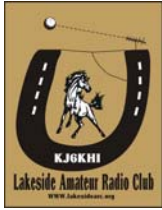
Dear

We are in receipt of your Membership Application, Membership Agreement, money order for \$20.00 and badge check for \$5.00. Your membership in the LARC has been approved by the Board pending your successful completion of a ninety (90) day probationary period. During this time it will be necessary for you to attend meetings and events, but we will not cash your payments nor make you a badge during this probationary period. Upon completion of your ninety (90) day probationary period, the Board will review your probationary period and your application and make a final determination regarding your membership in the LARC.

As a new club, the LARC participated in the last Mother Goose Parade; yes, rain and all, and a lark was had by all. We are looking forward to many more FUN events. We look forward to seeing you at our monthly meetings held on the second Wednesday of each month at 7:00 pm. at the Ranch House Restaurant located at **address**, Santee, California. If you wish to join us and enjoy dinner at the restaurant, please arrive at 6:00 p.m. Each club member must purchase their own meal. If you wish to join us for the presentation and meeting, please arrive at 7:00 p.m. As we are using the restaurant for a meeting place at no cost to the LARC, it would be greatly appreciated if you would minimally purchase a beverage when you arrive at 7:00p.m. Again, your membership to the LARC is on a probationary ninety (90) day basis and is subject to final approval by the Board at the conclusion of the probationary period. We are looking forward to a FUN year as we work together through building friendships, promoting Amateur Radio in our local community, and helping individuals to advance in their knowledge and skills of Amateur Radio to make our first year as a new club a success.

Sincerely,

Ann Rios, KC6TBG
LARC Membership Chair



Lakeside Amateur Radio Club (LARC)
P.O. Box 1173
Lakeside, California 92040



November 24, 2010

Email:

Re: Membership in the LARC

Dear

We are in receipt of your Membership Application, Membership Agreement, money order for \$20.00 and badge check for \$5.00. Your membership in the LARC has not been approved by the Board, and we are returning your payments to you at this time.

We wish you the best in your future Amateur Radio endeavors.

Sincerely,

Ann Rios, KC6TBG

LARC Membership Chair

PREAMBLE for the Lakeside Amateur Radio Club "LARC Net"

QST-QST-QST

SAY: Good evening everyone, this is *(your name call sign and LARC Number)*, your net control operator for tonight's Lakeside Amateur Radio Club's LARC Net. This net is using one of the Barn's 440 Repeaters, and may also be retransmitted on 20 meter 14.??? USB. **[break]** Do we have any HF Relay stations on board tonight? If so, please call. **[break]**

SAY: The purpose of this net is to promote **Friendship** as well as the exchange of ideas and information among Amateur Radio Operators. If you have an emergency, please feel free to break in and let NET CONTROL know that you have an emergency. When checking into the NET, please start with your LARC Number, Call Sign and First Name or Call Sign and First Name for any AMATEUR RADIO OPERATOR that might be visiting. You do not have to be a member of the Lakeside Amateur Radio Club to join us on the net.

Also, if you are checking out early, PLEASE LET NET CONTROL KNOW SO THAT WE CAN KEEP THINGS MOVING without a **Hitch**.

This net meets every Tuesday, with the exception of the first Tuesday of every month, with early check-ins starting at 6:45 P.M. and the Net officially starts at 7:00 P.M. local time.

4. Any announcements from Club officers? **[break]** Check for Relay
5. Any announcements from net members? **[break]** Check for Relay
6. Any want, trade or for sale items Amateur Radio related? **[break]** Check for Relay

The Official Club Website is www.LakesideARC.org

The "Moon Bounce" Newsletter is on the website on the Members Only Page.

Club meetings are at the Ranch House Restaurant, 11510 Woodside Ave., Ste. F, Santee at 7:00 P.M. on the 2nd Wednesday of each month. Dinner at 6:00 P.M.

[Read calendar of events from the Moon Bounce]

SAY: Are there any check-ins?

SAY: Are there any relay check-ins?

[Read the check-in list with LARC Numbers and ask if anybody needs to work a LARC Member]

(Start working down your list and check for late check-ins after you've worked 5 or 6. Giving as many opportunities for late check-ins is important and creates a very inviting atmosphere. Work through the list ONCE. If you have 15 or 20 minutes left till 8:00 P.M., then you may want to consider a "73 Round" giving everyone one last opportunity to say something and '73!)

SAY: Well, we had a great turn out tonight, and I'd like to thank everyone for their participation. Before we close the net, are there any net members that would like to ask a question, make a comment, or contact another net member, call sign please?

