

# **BYLAWS OF THE SALEM AMATEUR RADIO CLUB, INC.**



**As Ratified February 26, 2019**

**BYLAWS OF THE  
SALEM AMATEUR RADIO CLUB, INC**  
**As adopted in 1952 and amended in 2001, 2011, 2015, 2019.**

**CHANGE RECORD**

**2019**

All pages - Header - corrected spelling of club name

Article III, Section 2b - corrected “pat” to “pay”

Article III, Section 2d - changed reference to Article IV, Section 2.

Article III, Sections 3, 3, 4 - renumbered to Sections 3, 4, 5

Articles V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI - renumbered to IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV - Article IV was skipped.

Article XV - added “Club” to SARC name

Added Article XII, Section 6

Various paragraphs - cleaned up formatting

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**ARTICLE I**  
NAME OF SARC

**SECTION 1:**

The name of this corporation shall be Salem Amateur Radio Club, Inc., hereafter referred to as SARC.

**ARTICLE II**  
PURPOSE

**SECTION 1:**

The SARC is a non-profit corporation chartered in the State of Oregon for the purpose of activities related to Amateur Radio: by fostering education in electronic communication as it applies to amateur radio, by the development of individual efficiency, by promoting interest in amateur radio communication and experimentation, by the furtherance of public welfare, by promoting cooperation among its membership and with other organizations, by adopting and pursuing a program of community service, and by presenting a means of social interaction for radio amateurs.

**SECTION 2:**

In carrying out its purposes, this Corporation shall have all the powers to engage in any lawful activity conferred by law on Oregon non-profit corporations and such additional powers as may be reasonably inferred and as are not inconsistent therewith.

**SECTION 3:**

SARC is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Service, or corresponding section of and future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization,

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contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE III  
NO PECUNIARY INTERESTS**

**SECTION 1:**

No part of the principal or income from the properties of this Corporation shall ever inure to the benefit of any individual, officer, director or member of this Corporation or to any donor of this Corporation. All of the assets which may come into the possession of this Corporation shall be forever dedicated to the purpose of the Corporation, except for ordinary and reasonable administrative expenses. In the event of dissolution of the Corporation, the assets then in the possession of the Corporation shall be devoted to the aims and purpose of the Corporation, as set forth in ARTICLE II, Section 1 hereof, and in such a manner as may be determined by the Executive Board of this Corporation at the time of any such dissolution, in accordance with any applicable IRS laws.

**SECTION 2:**

Privileges of membership shall be conferred in a manner consistent with Federal, State, and local laws. Upon payment of Annual Membership Dues, privileges shall be granted in categories, as described below.

a. **FULL MEMBER:** A Full Member shall be a licensed amateur, paying full annual dues. A Full Member may vote in all elections and on all resolutions and motions brought before the membership, and shall be eligible to hold an office and to serve on any Standing Committee of the Club.

b. **ASSOCIATE MEMBER:** An Associate Member shall be an unlicensed individual who has a genuine interest in Amateur Radio and who shall pay the full amount of annual dues. An Associate Member shall not have a vote in the proceedings of the Club, but may serve on the Standing Committee not directly involved in on-the-air activities. Upon receipt of a license from the Federal Communications Commission, an Associate Member may upgrade his(her) status to that of a Full Member automatically, upon contacting the Membership Secretary.

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c. **FAMILY MEMBER:** A Family Member shall be the spouse or minor child of a Full or Associate Member. Membership privileges shall be determined by the Family Member's license status. Family Members shall pay a prorated amount of the Annual dues, the amount of which is to be determined by the Executive Board.

d. **YOUTH MEMBER:** A Youth Member shall be a licensed amateur under the age of eighteen (18) years of age. A Youth Member may not vote or hold office, but may serve on a Standing Committee. A Youth Member shall pay a reduced amount as set forth in Article IV, Section 2.

e. **LIFE MEMBER:** A Life Member is a member in good standing who is actively involved in club activities for a minimum of five (5) continuous years, They must be nominated and approved by a vote of the Executive Board. A Life Member has all the privileges of a Full Member or Associate Member, dependent on licensure status. A Life Member shall pay no dues.

**SECTION 3:**

For new members joining (or for former members whose membership has lapsed for more than one year and are rejoining), dues are as described in Article V. Membership dues will be paid for the period of July 1 through June 30.

**SECTION 3:**

Members, who have not renewed by 30th of Sept of the current fiscal year, shall be dropped from the membership roll.

**SECTION 4:**

Each applicant for membership must express willingness to abide by these articles, bylaws and such rules as shall be promulgated by SARC. A copy of the SARC bylaws will be made available upon request and are available on the SARC website.

**ARTICLE IV  
TERMS OF MEMBERSHIP**

**SECTION 1:**

SARC, by mandate of the Executive Board, may levy upon the membership, such dues or assessments as shall be deemed necessary and proper for the purposes of SARC. Payment of such dues or assessments shall be required for membership, and shall cover the period of July 1st to June 30th each year. Dues shall not be prorated, except in case of new members of SARC, who have not previously been members of SARC. Dues will not be refunded for any reason. Dues are due and payable by July 1st, in the amount specified in the Policies and Procedures.

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**SECTION 2:**

Annual Membership Dues for Full and Associate Members shall be reviewed and voted on by the Executive Board annually. Family Members shall be assessed \$5.00 and Youth Members shall be a one year sponsorship as voted by the Executive Board and then \$5.00 thereafter until age 18.

**ARTICLE V  
BOARD OF DIRECTORS**

**SECTION 1:**

The business operations of SARC shall be conducted by the Board of Directors, consisting of the Officers of SARC, the immediate Past President and Directors at Large.

**SECTION 2:**

The officers of SARC shall consist of President, Vice-President, Secretary, and Treasurer, all of whom shall be elected by the majority vote of the members present at the May meeting of SARC. All officers shall be elected for a term of one year, except the President, (who shall serve one year as President followed by one year as a Director. If the President is unavailable for a second term as Director, then that Director position shall be replaced with the next highest voted of those nominated to run for the board and not already elected). All newly elected and re-elected officers shall assume office on July 1st.

**SECTION 3:**

All officers of SARC shall be subject to removal at any time by a majority vote of the total membership. An officer must be put on notice at a regular meeting and voted out of office at the next regular meeting to be in effect.

**SECTION 4:**

The **President** shall chair all meetings of the Executive Board and of the General Membership. The President shall speak for SARC (or shall designate another officer or member for that purpose) in all dealings with the general public, and shall serve as ex-officio member of all Standing Committee and shall vote only to break a tie vote of the Board or Membership. The President shall enforce due observance of these bylaws; decide all questions of order, and shall perform all the duties customary to the office of President, together with such other duties as the Executive Board authorizes. This term of office is one year.

**SECTION 5:**

The **Vice-President**, in absence of the President, shall perform the duties pertaining to the office of the President and shall serve as Chairman of the Program/Activities Committee. This term of office is one year.



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**SECTION 6:**

The **Recording Secretary** shall keep records of the proceedings of all general meetings and the Executive Board meetings and shall make them available to the SARC secure website. The Secretary shall keep a roll of membership, carry on all correspondence, and read communications at each meeting. The Secretary shall turn over everything in his or her possession belonging to SARC to his or her elected successor, at the expiration of his or her term. This term of office is one year.

**SECTION 7:**

The **Treasurer** shall have charge of all funds belonging to SARC and shall keep and deposit the same for and on behalf of SARC in a bank or banks to be designated by the Executive Board. The Treasurer shall receive and receipt all monies paid to SARC. The Treasurer shall keep an accurate record of all monies received and expended. The Treasurer shall make no expenditures without proper authorization of the Executive Board or by the membership. The Treasurer shall prepare and submit a statement of the financial condition of SARC at the June membership meeting. The Treasurer will prepare monthly reports, an annual Budget, Financial Report and Tax Statement. All withdrawals of SARC funds shall be on checks signed by any two members of the Executive Board. At the end of SARC fiscal year, the Treasurer's records shall be audited by a committee, which shall consist of the Treasurer, his or her successor, and one member-at-large appointed by the outgoing Executive Board. The audit will be by two members-at-large if the Treasurer shall serve successive terms. The Treasurer shall turn over everything in the possession belonging to SARC, to the elected successor at the expiration of his or her term. The Treasurer may, at the discretion of the Board of Directors, assume all of the duties of the Membership Chair. This term of office shall be one year.

**SECTION 8:**

The **Immediate Past President** shall automatically serve a one year term of office as a Director, following the end of his (her) term of office as President. Should a President elect to seek another office or serve a second term and should he (she) be elected, the position on the Board shall be filled by election of a one year Director.

**SECTION 9:**

There shall be six (6) **Director Positions**, who shall serve to represent the members at large on the Executive Board. For the first three positions so created, the term of office shall be two years elected in odd years. The subsequent three positions shall be elected in even years and shall serve two year terms. Should a Director elect to seek another Office and he (she) be elected, the position on the Board shall be filled by election of a one year Director.

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**ARTICLE VI  
EXECUTIVE BOARD**

**SECTION 1:**

The governing body of SARC shall consist of an Executive Board composed of eleven members of SARC, as follows: The President, Vice-President, Secretary, Treasurer, past President, and six Directors. Directors will assume office on July 1st.

**SECTION 2:**

- a.** All Officers and Directors shall attend all Board meetings, unless excused for health, business or out-of-town family commitments. After three consecutive unexcused absences, a Directorship or Office may, at the discretion of the Board, be declared vacant. In such an instance, a special election shall be held at the next General Meeting, to fill the office for the balance of the term.
- b.** If, in the eyes of a sufficient number of Voting Members, an officer or Director has acted in a manner injurious to the welfare of SARC, a Petition for Removal from Office may be drawn up, which shall specify the charges against the officer or Director in question. This petition shall bear the signatures of at least ten (10) Voting Members, and shall be filed with the Board of Directors at their monthly meeting. The Officer or Director in question shall immediately be suspended from office until such time as the case is settled. A hearing on the charges shall take place at the next General Meeting following announcement thereof in an electronic publication or communication. A Majority shall be necessary to conduct the hearing. A two-thirds majority of the Voting Members present and voting by secret ballot shall be necessary to remove an Officer or Director. Proxy votes shall not be honored in these proceedings.
- c.** If an Officer or Director is indicted for a felony or serious misdemeanor offense in Federal, State, or Local proceedings and such offense occurred in the ostensible transaction of SARC business, such Officer or Director shall be suspended immediately from office. Upon conviction, he (she) shall be removed from office and a special election shall take place to fill the vacancy.
- d.** Loss of License, by administrative action of the Federal Communications Commission, shall denote loss of Full Membership, and shall render the office in question vacant. A special election shall take place to fill the vacancy. Loss of License, by lapse thereof shall denote loss of Full Membership and be put on suspension until proof of licensure is provided.

**SECTION 3:**

Vacancies in the offices of the President, Vice-President, Secretary, and Treasurer and the six Director positions must be filled by special ballot at the next membership meeting of SARC after vacancy.

**SECTION 4:**

All members of the Executive Board must hold a valid and current FCC Amateur Radio License.



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## **SECTION 5:**

Fiscal Limitations: For all expenditures from the General Fund that are outside the Annual Budget, the Board of Directors shall approve all transactions involving up to \$500.00. Expenditures above that amount shall require ratification by a simple majority vote of the Voting Members present and constituting a Majority of the General Membership. All such expenditures shall be made only upon notification of the General Membership.

## **SECTION 6:**

Limitations of Offices: No member of SARC shall hold more than one elected office at a time.

# **ARTICLE VII MEETINGS**

## **SECTION 1:**

Executive Board: The Executive Board shall meet on the 2nd Tuesday at 7:00PM at a generally agreed upon place. The time and location of all meetings of the Executive Board shall be announced at least ten days in advance whenever possible if location is changed. Although only Officers and Directors may vote at a Board meeting, these meetings are open to all members who care to attend.

## **SECTION 2:**

General Meetings: The General Membership shall meet once a month (allowing for holidays), on the 4th Tuesday at 7PM at a generally agreed upon place. The time and location of all meetings of the General Membership shall be announced at least ten days in advance whenever possible if location is changed.

## **SECTION 3:**

Committee Meetings: Committees shall meet as needed, but at least twice a year. Committees shall present written reports to the Executive Board, and shall be kept on file by the Recording Secretary.

## **SECTION 4:**

Special meetings of the Executive Board may be called by any member of the Executive Board at any reasonable time by giving each Executive member notice of least two days before the date of such meeting. The attendance of such Executive Board member or his or her written consent to the holding thereof shall be deemed a waiver of such notice. If an Executive Board member cannot be reached, a reasonable attempt to notify him or her shall be sufficient. Seven members of the Executive Board shall constitute a quorum necessary for the transaction of all business of SARC at any regular or special meeting of the Executive Board.

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**ARTICLE VIII**  
**STANDING COMMITTEES**

**SECTION 1:**

Standing committees shall be established for the conduct of SARC Activities and to advise the Executive Board and General Membership. The President shall serve as an *ex-officio* member of all Standing Committees and Associate Members may serve on all Standing Committees not directly related to on-the-air activities. SARC may appoint standing committees, including chairperson of an Education Committee and a Field Day Committee, by a majority vote of those members present, or by edict of the President with Executive Board approval.

**SECTION 2:**

**Program/Activities Committee:** The Activities Committee shall coordinate all operating activities undertaken by SARC, to include all activities where SARC and Amateur Radio are presented to the general public. The Committee shall be responsible for setting up programs for General Meetings and Technical Sessions. The Vice President shall chair the Activities Committee.

**SECTION 3:**

**Repeater Committee:** The Repeater Committee shall be responsible for the maintenance, custody and upkeep of Repeater Station(s). The Chairman shall be the repeater trustee, appointed by and shall serve at the discretion of the Executive Board and shall serve as an *ex-officio* member of the Board. All monies allotted to the repeater(s) operation, or which are donated for the operation of the repeater(s) is to fund ownership and maintenance expenses and improvements of the repeater(s).

**SECTION 4:**

**Finance Committee:** The Finance Committee shall oversee the handling of SARC finances and investments, and shall assist the Treasurer in preparing all Annual Budgets, Financial Statements and Tax Statements. The Committee shall consist of those officers and Directors empowered to sign checks on SARC's accounts. The Treasurer shall chair the Committee.

**SECTION 5:**

**Social Committee:** The Social Committee shall coordinate all purely social activities of SARC, to include the Annual Bar-B-Q and Christmas Dinner. The Chairman shall report to the Vice-President and the Executive Board; and may be an Associate Member.

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**SECTION 6:**

**Membership Committee:** The Membership committee shall maintain all membership records for SARC, to include collecting annual dues for SARC and ARRL, provide each member with written proof of paid membership and shall publish annually an Official Roster of the Membership. The Membership Chairman shall also furnish monthly reports to the Board of Directors. Additionally, the committee shall monitor the membership for compliance with ARRL directives regarding Affiliated SARC status, and shall prepare in July of each year the required reports to maintain status. The committee shall also be available to perform such additional duties as mandated by the Board of Directors.

**SECTION 7:**

**Communications Committee:** The chairman of the Communications Committee will act as the PIO (Public Information Officer) of the SARC. The committee will be responsible for establishing and maintaining a list of media contacts in the local area, understands how stories should be submitted to the media, and know the rules for successful media submissions. Identify and publicize activities that are newsworthy. Generate advance publicity through local media of scheduled activities of interest to the general public, including licensing classes, ham fests, SARC meetings and Field Day Operations.

**SECTION 8:**

**Field Day Committee:** The Field Day Committee shall coordinate all Band Teams and equipment needed for the annual Field Day event. The committee shall also secure the site for Field Day. The Chairman will be responsible to submit the Field Day logs in the appropriate format. The Chairman shall report to the President and the Executive Board.

**SECTION 9:**

Other standing committees may be established as need arises, to include RFI, Education, and Silent Key Committees. These committees shall be conducted as outlined in the Policy and Procedures Manual.

**ARTICLE IX  
PROCEDURAL AUTHORITY**

**SECTION 1:**

Robert's Rule of Order shall govern all proceedings of SARC meetings, unless accepted by presiding executive.

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**SECTION 2:**

Proposed Agenda:

1. Call to Order
2. Flag Salute
3. Introductions (Name, Call Sign, Office held)
4. Special Elections, when necessary
5. Minutes of the Board & General Meetings\*
6. Treasurer's Report/Membership Report\*
7. Committee Reports, to include educational opportunities and activities\*
8. President's Message\*
9. Old Business
10. New Business
11. Good of the Order/Program
12. Door Prizes\*\*
13. Adjournment

\*Minutes, Treasurer's Report and Committee Reports shall be optional at all meetings where the reports have been published prior to the meeting. The President's Message is discretionary.

\*\*Door Prizes are optional.

**ARTICLE X**  
**Calendar of Activities**

**SECTION 1:**

Prior to the June meeting of the Executive Board, the Activities and Social Committees shall meet jointly for the purposes of scheduling all major SARC activities for the following year. The report of this meeting shall take the form of a calendar detailing all of these activities and shall be presented to the General Membership at the June General Meeting. The Calendar shall not be subject to debate or ratification. Items in the calendar may be changed upon notification of the appropriate committee chairperson. Notice will also be made in an electronic publication or appropriate repeater nets from the Committee having jurisdiction, as need arises.

**ARTICLE XI**  
**SARC Assets**

**SECTION 1:**

The Quartermaster shall exercise ultimate custody over SARC-owned Property except for the Repeaters, which are to be accounted for by the Repeater Committee.

**SECTION 2:**

Members shall have the opportunity of using SARC-owned property, which is in serviceable and useable condition, subject to the stipulations given below:

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- a.** Such property shall be made available to the Activities committee, as it is needed for operating events.
- b.** Members signing out property DO SO AT THEIR OWN RISK and have the immediate responsibility of maintaining the property in good working condition, and of returning it likewise, as requested. If damaged member must pay for repairs or replacement at Fair Market Value.
- c.** SARC property shall not be used for personal financial gain, or for any purpose contrary to Federal, State or Local laws.
- d.** A member taking SARC property shall sign a receipt, agreeing to items 2a-c, above.

## **ARTICLE XII SCOPE OF THE BYLAWS AND PROCEDURES FOR AMENDING OR REWRITING**

### **SECTION 1:**

These Bylaws, as adopted by the membership shall remain the basis for operation of this SARC, and as such shall be in perpetual effect, unless by decree of the membership they are amended or rewritten entirely.

### **SECTION 2:**

These By-laws will be reviewed bi-annually, by a committee consisting of not less than three members, appointed by the Executive Board.

### **SECTION 3:**

These bylaws may be changed by a two-thirds vote of the membership present at a regular membership meeting.

### **SECTION 4:**

Proposed amendments may be presented by Directors, Officers, or Voting Members.

### **SECTION 5:**

#### **NOTIFICATION PROCEDURES:**

- a.** Proposed Amendments shall be presented in writing to the Board at any Board meeting. Action shall be taken at the next General Meeting on the proposals filed.
- b.** Proposed Amendments shall be published in their entirety in that month's electronic publication.

### **SECTION 6:**

Changes regarding grammar, punctuation, typographic errors or formatting that do not affect the content of these Bylaws may be approved by a majority vote of the Executive Board.

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**ARTICLE XIII**  
Nominations and Elections

**SECTION 1:**

In April of each year, a Nominating Committee, consisting of not less than two Members, shall be chosen by the President to choose a slate of candidates for the various offices being elected that year. Members of the Nominating Committee shall not nominate themselves or each other for any SARC office or Directorship.

**SECTION 2:**

At the May general meeting of each year, further nominations shall be solicited from the floor; at which time any licensed member may be nominated, and the Election shall be held.

**ARTICLE XIV**  
Policy and Procedures

**SECTION 1:**

The Executive Board members shall maintain and adopt Policies and Procedures governing activities of the SARC. The Secretary shall maintain a current copy of the Policy and Procedures.

**SECTION 2:**

The Policies and Procedures shall not supersede any current Article or Subsection of SARC's bylaws.

**SECTION 3:**

Policies and Procedures, or amendments thereof, shall be presented by any SARC member, as a written draft at an Executive meeting under new business. Approval of any Policy or Procedure by a two-thirds majority of the Executive Board present will be signed into effect by the President and Secretary.

**SECTION 4:**

Properly adopted Policies and Procedures will continue until changed by a majority vote of the Executive Board and held as a separate and continuous part of the Corporation rules, not discontinued by changes of Executive Board members.



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**ARTICLE XV**  
**Ratification**

These By-Laws as subsequently amended, were ratified by vote of the Membership present at the General SARC Meeting, City of Salem, County of Marion, State of Oregon, on the 26th day of February 2019.

These bylaws are signed into effect by the current Salem Amateur Radio Club SARC, Inc. officers as reviewed and ratified by the general club membership:

| <i>Title</i>          | <i>Name</i>                             | <i>Signature</i> | <i>Date</i> |
|-----------------------|---|------------------|-------------|
| <b>President</b>      | <b>Kevin Brown</b><br><b>WA7SHP</b>     | _____            |             |
| <b>Vice-President</b> | <b>Carl Engstrom</b><br><b>KF7BBR</b>   | _____            |             |
| <b>Secretary</b>      | <b>Brian Kuchynski</b><br><b>KB5LNT</b> | _____            |             |
| <b>Treasurer</b>      | <b>John Jackson</b><br><b>W7SDP</b>     | _____            |             |