

OPERATING PROCEDURES

PREAMBLE

These Operating Procedures are to specify how K-BAR-A will accomplish the objectives enumerated in the Bylaws and Constitution.

SECTION 1

Identity

- a.) This Corporation name is: “Klamath Basin Amateur Radio Association”
- b.) This Corporation may also be known as: “K-BAR-A”, or “KBARA”
- c.) K-BAR-A may have a Club Call Sign. Current Call Sign is: W7VW
- d.) K-BAR-A may have a Club Logo.
- e.) Oregon Secretary of State registration: Reg# 24745
- f.) Internal Revenue Service registration: EIN 90-0577501

SECTION 2

Executives

- a.) Executives may also be referred to as Directors, Officers, or Board Members.
- b.) There shall be 5 offices. 1 vote will be cast from each office, not the individual holding the office(s).
- c.) The current Officers and responsibilities are:
 - 1.) President: Erik Jorgensen, KD6RRR
 - i.) Shall preside over every Executive Meeting, may delegate for General Meetings.
 - ii.) May authorize an emergency expenditure of up to \$().
 - iii.) May establish and dissolve committees at their discretion.
 - 2.) 1st Vice President: James English, WO7V
 - i.) Shall assume the President’s responsibility in their absence.
 - ii.) Shall assume the President’s remaining term upon the Presidents demise.
 - iii.) Shall be the representative for all external amateur radio events.
 - 3.) 2nd Vice President: Chuck Huckabay, KJ7KWR
 - i.) Shall assume the 1st Vice President’s responsibilities in their absence.
 - ii.) Shall be the representative for all K-BAR-A activities.
 - 4.) Secretary: Jeff Eastburn, KJ7IRV
 - i.) Shall maintain all K-BAR-A records.
 - a.) All past versions of the Constitution, Bylaws, and Operating Procedures may be digitized for archiving, but must also remain in printed form for immediate reference.
 - b.) All other club records for the past two years may be digitized for archiving, but must remain available in printed form until the third year.
 - ii.) Shall maintain all Membership rosters. May delegate.
 - iii.) Shall direct all recurring payments to be made.
 - iv.) Shall pay all bills at the direction of the Membership or the Board.
 - 5.) Treasurer: Jeff Eastburn
 - i.) Shall maintain all inventories.

- ii.) Shall maintain all access controls.
- d.) Conflict of interest
Officers must recuse themselves from decisions which are, or may be reasonably be believed to represent a conflict of interest.

SECTION 3 Elections

- a.) Elections shall be held during the final General Meeting of the year, typically December.
- b.) An Executive Meeting shall be called in January to expedite the transition .

SECTION 3 Membership

- a.) Qualification: Membership application shall be open to all*.
 - 1) *Membership may be denied for non Klamath County residents.
 - 2) Membership may be denied for those who were terminated to protect K-BAR-A.
- b.) Categories: There shall be 4 categories of membership:
 - 1) LIFETIME: Lifetime Members must have made a “significant contribution” of service to K-BAR-A, be nominated by a Board Member, and approved by the Board.
 - i.) No dues required
 - ii.) May vote, but may also request to be excluded from a quorum.
 - iii.) No residence requirement
 - iv.) Perpetual
 - v.) May volunteer and represent K-BAR-A at activities.
 - vi.) May receive all communications
 - 2) ACTIVE:
 - i.) Dues are required
 - ii.) Expected to vote
 - iii.) Be a Klamath County resident*
 - iv.) Term shall be 1 year starting from the day dues are paid.
 - v.) May volunteer and represent K-BAR-A at activities.
 - vi.) May receive all communications
 - 3) INTRODUCTORY: New licensees and those wanting to learn about K-BAR-A.
 - i.) No dues required
 - ii.) May not vote
 - iii.) No residence requirement
 - iv.) Term shall be 1 year from acceptance as an Introductory Member.
 - v.) May not volunteer or represent K-BAR-A at activities.
 - vi.) May receive all communications
 - 4) LAPSED: Members whose dues are not paid after the term of their membership.
 - i.) Eligible to reapply*.
 - ii.) May not vote.
 - iii.) No residence requirement*
 - iv.) Period shall be 1 year after which membership will be terminated.
 - v.) May not volunteer or represent K-BAR-A at activities.

- vi.) May receive all communications
- c.) Dues: Dues are currently \$20 for individuals or households.
- d.) Termination:
 - 1) Membership may be terminated for failure to pay dues.
 - 2) Membership may be terminated to protect the operation or reputation of K-BAR-A by a majority vote of the Board. Member may address the Board.

- 3) Executives may be removed from office to protect the operation or reputation of K-BAR-A by a majority vote of the Active Membership. Board Member must be given an opportunity to address the Membership.

SECTION 4

Meetings

- a.) Roberts Rules of Orders shall be followed for all convened meetings.
- b.) Meetings may be conducted in person and/or by teleconference (Zoom). Members will be counted as “present” for voting if it can be demonstrated they can both hear and be heard.
- c.) The General Meetings will be determined by the Board and approved by a majority vote of the Membership . The current General Meetings will be conducted as follows:
 - 1) Location: Washington Federal “Klamath Lake” conference room. 5215 S. 6th St., Klamath Falls 97601. 541-883-3366
 - 2) Schedule: Every 4th Wednesday of the month.
 - 3) Time: 6:30 PM (18:30) to approximately 8:00 PM (20:00)
 - 4) Access: Use must be scheduled at Windermere, 519 Main St., K. Falls 97601. 541-885-4400
There is no charge for K-BAR-A, but a \$100 deposit is required. Key must be obtained from their office the morning of the meeting and returned the day after.
- d.) The Executive Meetings will be held no fewer than 2 times per year. The President will determine the time and place for Executive Meetings. The Board may also make official decisions during General Meetings.

SECTION 5

Other Permanent Roles

- a.) Registered Agent: Currently Jeff Eastburn, KJ7IRV
 - 1) The Registered Agent may be an individual or business
- b.) Repeater Trustee: Currently James English, WO7V
 - 1) Must hold a valid extra class amateur radio license.
 - 2) Shall be the default Control Operator for all K-BAR-A repeaters.
 - 3) May authorize additional Control Operators and distribute access.

- 4) Shall appoint a primary Net Control
- 5) Shall maintain the Club Call Sign
- 6) Shall insure FCC compliance.
- c.) Infrastructure Director: Currently Jonathan Wanzer, KK6GXG
 - 1) Shall maintain documentation to direct functionality.
 - 2) Shall manage all maintenance to K-BAR-A assets.
 - 3) Shall vet all proposed additions or modifications to K-BAR-A assets.
 - 4) Shall make recommendations and reports to the Board as required.
- c.) Web Master: Currently Jonathan Wanzer, KK6GXG
 - 1) Shall maintain domain registration. Currently W7VW.org
 - 2) Shall maintain the Club web page. May delegate.
 - 3) Shall maintain email forwarding and Outlook account.
- d.) Historian: Currently Jimmy Huckabay
 - 1) Shall perform research and reports when requested by the Board.

SECTION 6 Recurring Events

- a) ARRL Field Day
 - 1) Preferred location: K F Airport Admin Field, 42.164871, -121.747222, 4,089 Ft.
 - 2) Schedule: Annual, June
- b) Crater Lake Rim Run
 - 1) Location: Crater Lake OR, 42.936746, -122.0490978, 7,954 Ft.
 - 2) Schedule: Annual,
- c.) Snowflake Parade
 - 1) Location: Downtown Klamath Falls, 42.2201903, -121.772963, 4,098 Ft.
 - 2) Schedule: Annual,
- d.) Big Foot Run
 - 1) Location:
 - 2) Schedule: Annual,
- e.) K-BAR-A Repeater Net
 - 1) Location: Utilizes the Hamaker repeater on 146.850 MHz, tone 118.8
 - 2) Schedule: Weekly, Wednesdays at 18:00.

SECTION 7 Committees

- a.) Nominating
- b.) Public Outreach

SECTION 8 Finances

a.) Bank

1) K-BAR-A is currently banking with Klamath Public Employees Federal Credit Union, 3737 Shasta Way, K Falls 97603, 541-882-5525.

i.) Account number is: 15749

ii.) All Executives must be listed on the account at the bank and kept current.

iii.) K-BAR-A uses 2 check books and one debit card. One check book will be used by the 1st Vice President. One check book will be used by the Treasurer. One debit card will be issued in the name of the Secretary. The debit card is necessary for eGov (tax) payments.

b.) PayPal

1) K-BAR-A will maintain a PayPal account.

i.) Account number is:

c.) Recurring expenses

1) Electricity: Currently ~\$30 per month for electricity on Hogback.

2) Post Office Box: Currently \$(150) per year for P.O. Box 8106

3) Insurance: Business policy of \$() per year is paid by auto-pay.

4) Insurance: Trailer policy of \$17.50 is paid biannually.

5) Domain registration: The W7VW domain is \$() per year.

6) Secretary of State: \$50 per year for Oregon registration #

7) Department of Justice: \$25 per year for corporate non-profit registration.

8) Coordination: ORRC requires \$25 per year for membership.

d.) Non-recurring expenses and expenditures.

1) Membership must vote and approve.

e.) Donations and Estates

1) Donations may be accepted by K-BAR-A

2) Estate donations shall be processed by an agent appointed by the Board.

f.) Audits

1) Annual: Should at least begin in December to be reported in January.

2) Executive change: Should be conducted upon the change of any Executive.

3) Membership requested: Should be conducted after a ¾ vote of the Active Membership.

SECTION 9

Insurance

a.) Agent: Currently State Farm, 1829 Austin St, K Falls 97603, 541-885-3000.

1) The Business Policy number is: 97-CX-K152-1

i.) The Business policy will be structured as an “Inland Marine” policy.

This allows K-BAR-A members and assets to be insured wherever K-BAR-A is performing functions commensurate with our stated purpose.

ii.) Members must be made aware that our policy only covers members performing sanctioned functions. (i.e. Members are NOT covered when they visit repeater sites for their own purposes.)

iii.) This policy is paid annually and will be associated with our bank account for auto-pay.

2) The Trailer policy number is: 322 8233-F11-37

i.) The Trailer policy will cover the Repeater Trailer and contents.

- ii.) This policy does not currently carry liability coverage.
- iii.) This policy is paid biannually and cannot be set for auto-pay.

SECTION 10

Assets

- a.) Inventory
 - 1) Yikes...
- b.) Trailer
 - 1) Description: 20' tandem axle, enclosed trailer.
 - 2) Make/Model: Mighty Mover / MK Enclosed
 - 2) VIN: 4AGEU21297C041544
- c.) Repeaters: See SECTION 11
- d.) Club House: Currently NONE

SECTION 11

Repeaters

- a.) K-BAR-A repeaters
 - 1) Hamaker; 42.06969, -121.97315, 6,580 Ft.
 - i.) Transponders:
 - a.) VHF1: Voice, W7VW, 146.850 MHz, -offset, tone 118.8 Hz, 60 watts.
 - b.) VHF2: Packet, _____, 145.050 MHz, ____ watts.
 - c.) VHF3: APRS, _____, 144.390 MHz, ____ watts.
 - b.) UHF1: Voice, KD7TNG, 442.525 MHz, +offset, tone 118.8 Hz, ____ watts.
 - ii.) Co-occupants:
 - a.) KD7TNG
 - b.) Emergency Services
 - c.) Med Net
 - d.) CAP (defunct)
 - 2) Hogback: 42.24273, -121.70643, 6,240 Ft.
 - i.) Transponders:
 - a.) VHF1: Voice, W7VW, 146.610 MHz, -offset, tone 118.8 Hz, ____ watts.
 - b.) VHF2: Packet, _____, 145.050 MHz, ____ watts.
 - c.) UHF1: Voice, W7VW, 443.900 MHz, +offset, tone 118.8 Hz, ____ watts
 - ii.) Co-occupants: Currently none
 - 3) Stukel: 42.10094, -121.63547, 6,480 Ft.
 - i.) Transponders: All transponders are currently inactive.
 - a.) VHF1
 - b.) UHF1
 - c.) HF1
 - ii.) Co-occupants: Various
 - 4) Plum Ridge: 42.26252, -121.75725, 5,465 Ft.
 - i.) Transponders: Transponders not yet installed.
 - ii.) Co-occupants:
 - a.) COBi
 - b.) Fireserve

- 5) Trailer:
 - i.) Transponders:
 - a.) VHF1: Voice, W7VW, 147.320 MHz, -offset, tone 118.8 Hz, ____ watts
 - b.) VHF2: Packet, _____, 145.050 MHz, ____ watts
 - c.)
 - b.) Potential repeater sites:
 - 1) Swan Lake Point: 42.40858, -121.66842, 7,270 Ft.
 - 2) Herd Peak: 41.62850, -122.23247, 7,014 Ft.
 - 3) Sheepy Ridge:
 - 4) Applegate Butte: 42.62850, -121.719607, 6,050 Ft.
 - c.) Affiliated repeaters:
 - 1) Drake: 42.300593, -120.157366, 8,240 Ft.
 - i.) Transponders:
 - a.) VHF1: Voice, KE7QP, 145.310 MHz, -offset, 173.8 Hz, ____watts
 - b.) UHF1: Link
 - 2) Dead Indian: 42.98377, -120.82955, 7,050 Ft.
 - I.) Transponders:
 - a.) VHF1: Voice, KE7QP, 146.800 MHz, -offset, 173.8 Hz, ____watts
 - b.) UHF1: Link
 - 3) Grizzly: 42.251463, -120.640248, 7,700 Ft.
 - 1.) Transponders:
 - a.) VHF1, Voice, KE7QP, 147.340, +offset, 173.8 Hz, ____watts.
 - b.) UHF1: Link
 - d.) Non-affiliated Local Repeaters:
 - 1) Hamaker, SCARA, 147.180 MHz, +offset, 100 Hz, ____watts.
 - 2) Chase Mountain, Peak Radio, 147.200 MHz, +offset, 136.5 Hz, ____watts.
 - 3) Chase Mountain, Peak Radio, 440.675 MHz, +offset, 136.5 Hz, ____watts.
- 3) Steiger Butte, Train Mountain,

SECTION 12 Agreements

- a.) Leases
 - 1) Plum Ridge – COBi
 - 2) Stukel - COBi
- b.) Permits
 - 1) Hogback - KFPA
 - 2) Hamaker* - Klamath County Emergency Manager
- c.) Memorandums of Understanding
 - 1) ARES – Jonathan Wanzer
 - 2) County – Brandon Fowler
 - 3) CERT – Ron Miller
 - 4) Hospital - Rick

- 5) KE7QP – Rob’s linked repeaters
- 6) Community – Interference Mitigation