

# **Brunswick Shores Amateur Radio Club**

## ***Standing Rules of Operation***

**Approved by Membership 11/12/2025**

### **Membership**

The Brunswick Shores Amateur Radio Club will have three classes of membership as specified in the Bylaws: Full and Associate

#### **Full Membership**

Full membership is open to all licensed Amateur Radio Operators. Full membership benefits include full voting rights in the club and access to all club equipment including training materials, videos and book library.

#### **Family Membership**

One licensed person in the household is a Full Member as described above. Any and all other licensed individuals residing in the home with the Full Member are Family Members. Family Members have all rights except they do not have voting rights and they cannot be a club officer. Family Members must pay full membership to have voting rights.

#### **Associate Membership**

Associate membership is available to persons with or without an amateur radio license. Associate members may participate in all club activities. Associate members do not have voting privileges, may not hold office, may not act as a chair on a committee, or borrow club equipment. Associate members must apply for membership but will not be assessed an annual fee.

#### **Membership Renewal**

All members must renew their membership annually by March 1. Members who have not responded to the renewal email or renewed through paying dues, will be removed from the club roster on March 1 and club position status change to "Former Member". Associate member renewal can be verbal, mail or by electronic means in acknowledgment to the annual request via email for dues or submission of the membership application form. Full membership is renewed when dues are paid.

### **Dues**

A regular annual fee (dues) of \$30.00 will be assessed each full year for full Membership. Associate Membership will be free. Family Membership will be \$30.00 plus \$10.00 for the rest of the licensed household individuals in that home. Dues are payable at the beginning of each calendar year and are considered past due on March 1 of that year. After March 1 Members will have their club position changed to Former Member and Associate Members will be

# **Brunswick Shores Amateur Radio Club**

changed to Former Associate. Dues money received from **NEW** Full Members by the Treasurer before November 1 will be put towards the current year only. Dues received on or after November 1 will cover the remainder of the current year as well as the next full year.

## **Meetings**

Weekly social meetings will be held on Wednesday at 8:00 am at a convenient location to club members determined by the Board of Directors. Club planning at this meeting will be informal and non-binding. Regular club meetings will be held the second Wednesday of each month except the month of December. A club evening social event will be held in December. The first 30 minutes of regular meetings will be for official club business. Plans will be distributed using the club website and e-mail.

## ***Standing Rules of Operation***

### **Notices**

Meeting notices and other announcements will be distributed via electronic E-Mail. Any member who is not capable of getting to an access point can notify the Secretary or President for phone or mail contact options.

### **Standing Committees**

The club has established the following committees.

#### **VE Team**

The President will solicit a VE manager. The VE manager forms a VE team. The VE team will sponsor education classes, hold VE test sessions and promote the advancement of Amateur radio within our community through public relations and participation in local events. At least one VE test session will be held each year.

#### **Field Day Team**

The president will solicit a Field Day manager. The field day manager will establish a Field Day Team and coordinate all field day activities.

### **Chairpersons**

The club has established four chairpersons.

### **Club Call Sign Trustee and Technical Director**

The president will solicit a trustee for the club call sign N4GM. The trustee will be responsible for authorizing use of the club call to include but not

# **Brunswick Shores Amateur Radio Club**

limited to use on local repeaters. The trustee will be registered as such with the FCC. Use of the club call sign for repeaters must be coordinated with the Southeastern Repeater Association SERA. And is an appoint position by the board.

## **QSL Manager**

The president will solicit a QSL manager for the club. The QSL manager will manage the N4GM QRZ webpage and respond to all QSL cards received. The QSL manager will submit a budget to the board of directors if annual costs are expected to exceed \$25.

## **Webmaster**

The president will solicit a webmaster to maintain the club website [www.n4gm.org](http://www.n4gm.org). The webmaster will manage the annual fees for maintaining the website and coordinate with the club Treasurer to assure payment is made when due. The webmaster will submit a budget to the board of directors if annual costs are expected to exceed \$200.

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### **Equipment Manager**

The president will solicit an equipment manager. The equipment manager will manage all club assets and maintain an annual inventory to be submitted each year to the board of directors by June 1. The equipment manager will control the three keys to the equipment room at the 56<sup>th</sup> street water tower on Oak Island.

## **Additional Club Officers and Board Members**

In addition to the offices of President, Treasurer and one Board Member required by the Articles of Formation- The Vice-President, Secretary, Technical Director, Immediate Past President are voting members of the board.

### **Vice President**

The position of Vice President is established as a voting member of the Board of Directors. The duties of the Vice President will to assist the President in all aspects of Club operation. In the absence of the President, the Vice President may fulfill the Presidents duties.

# **Brunswick Shores Amateur Radio Club**

## **Secretary**

The position of Secretary is established as a voting member of the Board of Directors. The Secretary Position is an elected position and will serve a term of two years. The duties of the Secretary shall document all business conducted by the board and report all action on member submitted proposals to the club. The Secretary shall maintain the club membership files. The Secretary shall receive all absentee ballots, both written and e-mailed votes, in an election.

## **Technical Director**

The position of Technical Director is established as a voting member of the Board of Directors. The Technical Director position is an appointed position by the board of directors and will serve until such time as the position is vacated or removed by the board of directors. The Technical Director will be registered with the FCC as the custodian of the Club Call Sign (N4GM) and coordinator of the club repeater frequencies registered with the South East Repeater Association (SERA). This position will be assigned by the Board of Directors, not elected. This position will have a vote in all Board business. The Technical Director may establish committees to support operations and maintenance of the repeaters.

## **Immediate Past President**

The position of Immediate Past President is established as a voting member of the Board of Directors. The Immediate Past President position is not an elected position and will be filled by the immediate past president of the club. The immediate past president will serve until such time as the position is vacated, replaced by an election of a new club president or the position removed by the board of directors. The position will assure continuity of leadership in the club.