

# OFFICERS DUTIES and RESPONSIBILITIES

## Ogden Amateur Radio Club (OARC)

501(C7) Non-Profit, Non-Charity Corporation

### CONTENTS (correlates to same section number of the OARC By-Laws)

7. Duties of Officers
9. Appointed Positions
10. Public Education and Training
11. Volunteer Examiner (VE) Test Sessions
12. Committees
13. Amendments (process of amending the By-Laws)

### 7. DUTIES OF OFFICERS

- a. The **PRESIDENT** presides over all Executive Board meetings and Club meetings and activities, unless delegated to another elected Officer, and provides over-all guidance and leadership for the Club. The President is also expected to contribute an article each month to the Club's monthly newsletter.
  - *Each fall reserve meeting space for all internal club meetings for the next fiscal year.*
    - *Currently: Utah Military Academy – Riverdale.*
    - *3<sup>rd</sup> Saturday, mornings in Oct, Nov, Jan, Feb, Mar, Apr, and optionally May.*
  - *Prepare and submit a Presidential Newsletter Article to the club newsletter editor during the first week of each month.*
  - *Conduct all internal club meetings and all board meetings unless delegated to another officer in their absence.*
  - *Preside over all external activities unless delegated to another officer in their absence.*
  - *Delegate any tasks to assist with club related functions as necessary (such as):*
    1. *Delegate call sign trustee responsibilities for W7SU and update the qrz.com record for W7SU as necessary.*
    2. *Delegate updating OARC's ARRL Club Affiliation registration status annually. To renew: Sign into ARRL.org and update OARC's record to reflect our current 'Club President' and update the number of club members and the number of members that are ARRL members.*
    3. *Delegate club membership management to club membership clerk.*
    4. *Delegate club website management to club web master.*
    5. *Delegate club newsletter management to club newsletter editor.*
    6. *Delegate Golden Spike preparation responsibilities:*  
*Refer to the 'Golden Spike Event Addendum' at the end of this document.*
- b. The **VICE PRESIDENT** will assist the President as needed in the Club leadership and presides in the absence of the President. The Vice President is responsible for the Club's Education and Training

programs and will represent the Executive Board in arranging class locations, designating instructors and coordinating training programs (**see “Public Education and Training” below**).

- *Assist the president with conducting meetings and activities as requested or as necessary.*
- *At least once a year, plan, organize and conduct an amateur radio licensing or license upgrade class training session to facilitate preparing attendees for a VE exam session.*
- *Arrange for the class site\* and plan subject matter including making arrangements for optional teachers and demonstrations. Publicize the event as necessary.*
  - *Usually in January (but not limited to once a year)*
  - *Coordinated with a VE Test Session.*
  - *(\*) Make final site reservations during the 4<sup>th</sup> quarter of the prior year to reserve a training class room for the January classes.*

c. The **SECRETARY** will take minutes at each Executive Board meeting and distribute them to the Executive Board members on a regular basis. The Secretary will also head the Elections Nominating Committee for the Club (**see “Nominating Committee” below**).

- *Take minutes at each board meeting as scheduled by the president. If absent, make arrangements for an alternate fill-in.*
- *Distribute the minutes to the Webmaster for posting to the club website “Board Members Only Area.*
- *Also distribute the minutes to all board members via email or ask the webmaster to do so.*
- *The minutes should be completed and distributed as outlined above within 10 days of each board meeting.*
- *During the mid-summer months start originating the Nominating Committee for the August Officers Elections which takes place during the annual Steak Fry and Membership renewal meeting. Work with the other board members to find candidates for each board position.*
- *During the Steak Fry & Membership Renewal & Elections meeting conduct a voting- nomination-write-in election process and announce the club officers for the coming fiscal year.*

d. The **TREASURER** will maintain the Club financial records and membership records. Membership responsibilities may be assigned to a Membership Clerk if deemed appropriate. A quarterly financial status report will be published at the end of each fiscal quarter and presented at the Executive Board meetings as determined by the Club President and distributed to all Executive Board members. The Treasurer will maintain a club Post Office Box and will also file with the IRS and State each year to maintain the club’s status as a 501(C7) non-profit corporation. (**see “Club Accounts and Funds” below**).

Transfer account holder from old Treasurer to new Treasurer.

- Obtain new DEBIT Card in new name and establish unique account login.
- Attempt to collect any "Return Check Charges" from the offender.

#### **US Post Office - PO BOX**

- USPO – 36<sup>th</sup> and Wall Ave – behind New Gate Mall.
- Pickup mail from PO Box each month prior to monthly meeting.
- Pay PO Box annual renewal fee each August when renewal notice is received.

#### **ARRL Membership/QST Applications**

- OARC accepts ARRL Membership Applications for new ARRL/QST subscriptions. Members can also apply directly on line at ARRL.net.

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#### **Crown Trophy**

- Identify yourself to Crown Trophy as OARC's new treasurer and establish the pre-agreed to cost for our badge orders.
  - Note: Non-profit club special pre-arranged price of about \$25.00.
- Place OARC member badge orders and pickup for distribution to OARC member. A paid in full deposit is required.
- All OARC badge orders are to be pre-paid in advance to OARC treasurer.
- Required information: FIRST NAME + CALL SIGN

Crown Trophy  
3790 Riverdale Road  
South Ogden UT 84405  
801-621-2055  
[CrownOgden@gmail.com](mailto:CrownOgden@gmail.com)

#### **Financial Data Base**

- Update the Financial Data Base timely with all Debit and Credit transactions.
- 'Rev' each version and backup data base often.
- Make monthly deposits as necessary and balance account monthly.

#### **Quarterly Financial Report**

- Create a financial report at the end of each quarter and distribute to all board members within 21 days of the end of the quarter.
- Send a copy to the Webmaster for upload to the Board Members Only Area of the club web site.

#### **Membership Data Base**

### **Delegate this task to the OARC Membership Clerk**

- Update the Membership Data Base timely with all membership transactions.
- 'Rev' each version and backup data base often.
- Send a copy to the Webmaster timely for upload to the club web site.

### **Monthly Meetings and Events**

- Bring adequate number of the following to each meeting ...
  - OARC Membership Application/Renewal forms
    - (Also used for OARC Badge Order form)
  - ARRL Membership Application forms
  - Some Cash for change
  - Check book for reimbursements

### **Offsite Activities**

- Field Day (June), Steak Fry (August), Family Dinner (December)
  - Bring adequate number of the following to each meeting ...
    - OARC Membership Application/Renewal forms
      - (also used for OARC Badge Order forms)
    - ARRL Membership Application forms
    - Door Prize 'Tickets'
    - Lots of Cash for change
    - Check book for reimbursements

### **OARC's ... 501(C7) Non-Profit Corporation Status**

- **INCOME TAX FILING:** The treasurer is responsible for filing IRS form #990-N online with the IRS during the 1<sup>st</sup> quarter of each calendar year regarding the clubs status as a 501(C7) non-profit corporation. [www.irs.gov/990n](http://www.irs.gov/990n) then click "How to File". Ogden Amateur Radio Club & EIN # 47-2567828 (ePostcard@urban.org or 866-255-0654)
- **STATE OF UTAH FILING:** The treasurer is responsible to renew online OARC's Corporation status with the State of Utah, Department of Commerce, Division of Corporations each renewal period in the fall of each year. [www.corporations.utah.gov](http://www.corporations.utah.gov) >>> entity number = 9227867-0140 >>> online services >>> renew a business >>> renew a business online

e. The **PROGRAM DIRECTOR** will be responsible for the regular meetings and programs held in-house.

- Plan, organize and schedule topics, presenters or activities for all internal club meetings for the next fiscal year..
  - Currently: Utah Military Academy – Riverdale Utah.

- 3<sup>rd</sup> Saturday, mornings in Oct, Nov, Jan, Feb, Mar, Apr, and optionally May.
    - Notify the webmaster and newsletter editor each month as to the proposed agenda items.
- f. The **ACTIVITIES DIRECTOR** will be responsible for external social and recreational activities, which include Golden Spike, Field Day, “T”-Hunt, Steak Fry and Christmas Family Dinner.
1. Plan and organize reservations, purchases and delivery of food, drink and necessary appliances (radio stations, antennas, BBQ grills, etc.) for all external club activities for the next fiscal year. Solicit and recruit as much help as you deem necessary to be successful.
    - a. May – Golden Spike – Refer to the ‘Golden Spike Addendum’ at the end of this document.
    - b. \* June – Field Day – determine site
    - c. July – “T”-Hunt – determine site
    - d. \* August – Steak Fry – determine site
    - e. September – Joint Swap Meet (no planning necessary)
    - f. \* December – Christmas Family Dinner – determine site
  2. (\*) Make final site reservations in January each year for Field Day and Steak Fry events and in November for the Christmas Family Dinner event to ensure that the club has the desired venue locked up for our use.
    - Note: The reservation tasks may have already been delegated to another board member.

## 9. APPOINTED POSITIONS

- a. The Executive Board will appoint a **CALL SIGN TRUSTEE** to be responsible for the Club call sign. This person will also serve on the Repeater Committee (see “Repeater Committee” below).
- b. The Executive Board will appoint a **REPEATER ENGINEER** to chair the Repeater Committee. The Executive Board will also appoint other members of the Repeater Committee, as needed (see “Repeater Committee” below).
- c. The Executive Board will appoint a **VOLUNTEER EXAMINER (VE) LIAISON** that will coordinate and supervise all Club sponsored VE Test Session(s) (see “Volunteer Examiner (VE) Test Sessions” below).
- d. The Executive Board will appoint the **PUBLICATIONS COMMITTEE CHAIR** (see “Publications Committee” below).
- e. The Executive Board may appoint a Club **EQUIPMENT MANAGER** to manage and store the Club equipment and property.
- f. The Executive Board may appoint a Club **PHOTOGRAPHER** to take pictures at Club meetings and activities, to be published on the Club website as well as in the Club newsletter.
- g. The Executive Board may appoint a Club **QSL MANAGER** to manage any Club QSO activities (mainly Golden Spike W7G qsl’s).
- h. The Executive Board may appoint a Club **QRZ MANAGER** to manage any Club Callsign W7SU activities at QRZ.com.

- i. The Executive Board may appoint a Club **HISTORIAN** to archive and manage any Club historical items.
- j. The Executive Board may make any other appointments they may deem necessary.

#### **10. PUBLIC EDUCATION AND TRAINING (Vice President)**

- a. At least one formal public training class will be conducted each year. The training class will be well publicized and made available to the people of the surrounding communities to encourage and promote public interest in Amateur Radio, the goal being to individuals in gaining a license or upgrading license classes of existing licensed amateurs.
- b. The Vice-President will represent the Executive Board in arranging class locations, designating instructors, and coordinating training programs.

#### **11. VOLUNTEER EXAMINER (VE) TEST SESSION(S)**

- a. The Club VE Liaison will conduct one (or more) formal VE test session each year. The session(s) will be scheduled and publicized and made available to the people of the surrounding communities to encourage and promote Amateur Radio licensing and assisting in the upgrading of license classes of existing licensed amateurs.
- b. The VE Liaison will appoint a VE test team to coordinate and administrate VE test session activities.

#### **12. COMMITTEES**

- a. The **Repeater Committee** will be chaired by the Repeater Engineer, and consist of the Call Sign Trustee, at least one other member of the Club, and no more than three representatives from the Weber County Amateur Radio Emergency Services (ARES). One of the three ARES group members maybe a co-repeater engineer with OARC's Repeater Engineer. The repeaters to be supported are: 146.82, 146.90, 448.575, and 448.600. The 146.82 and 146.90 repeaters are "aligned" by the VHF Society of Utah. The Repeater Committee will take care of routine maintenance and equipment upgrades at the Club's repeater sites.
- b. The **Publications Committee** will be chaired by a person appointed by the Executive Board who will then appoint any others to assist in keeping an up-to-date website dedicated to Club activities and publish on the Club website a monthly newsletter, Watts News, for all interested parties. It will not be necessary to be a Club member to view or receive a copy of the newsletter (published via the club web site <http://OgdenARC.org>).
- c. The **Nominating Committee (Secretary)** will be chaired by the Club Secretary who will select at least one assistant from the general membership if desired to manage club officers elections.

- d. The Executive Board may create any other committees they may deem necessary.

### 13. AMENDMENTS

- a. These bylaws may be amended at any meeting of the Club, of which members will be given at least ten (10) calendar days' notice.
- b. A two-thirds (2/3) majority vote of approval by the members in good standing attending the meeting at which the vote is taken is necessary for the amendment(s) to be approved.
  - *The process of amending the club's by-laws are as follows:*
    - Board or board member submits suggestion for amendment to by-laws.
    - Amendment is documented and drafted in by-laws digital update.
    - Amendment is approved by majority vote at the next board meeting.
    - Club president announces the proposed by-laws update at the next regularly scheduled club meeting, notifying the general membership that the amended by-laws can be reviewed at the club's website homepage.
    - Club president calls for a vote of the general membership present at the following regularly scheduled club meeting.
    - Newly ratified by-laws are posted to the club website.

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### GOLDEN SPIKE EVENT ADDENDUM:

#### Addendum to Section 7A – Duties of the President

1. *Submit OARC Golden Spike Event details to QST magazine at least 3 full months in advance of event (see QST data content below).*  
[www.arrl.org/special-events-application](http://www.arrl.org/special-events-application)  
***Must be completed before the end of February.***
2. *Request Special Event call sign W7G for Golden Spike Event from ARRL, at least 3 months in advance of event. **Must be done in mid-February.** (See 1x1 data content below)*  
[www.1x1callsigns.org/index.php/request](http://www.1x1callsigns.org/index.php/request)
3. (a) *Contact Golden Spike authorities to make arrangements for OARC's visit.*  
(b) *Coordinate ownership of call sign W7G at QRZ.com **on/before the 1<sup>st</sup> of May** in advance of event. Submit request at <https://ssl.qrz.com/support> or via email at [support@qrz.com](mailto:support@qrz.com) (this may not be necessary if residual from prior year)*  
(c) *Promote OARC Golden Spike Special Event at QRZ.com **on/before the 1<sup>st</sup> of May** in advance of event by updating call sign info with special event Golden Spike data. (see QRZ data content below). [www.QRZ.com](http://www.QRZ.com) (this may not be necessary if residual from prior year)*

(1) QST (Special Event publication notice) – Feb (mid) – before March 1<sup>st</sup> deadline

**May 7 - May 10, 1500Z-2300Z, W7G**, Corinne, UT. Ogden Amateur Radio Club (OARC) - W7SU. 1500Z-2300Z. 14.255 7.235 14.040 7.040. QSL. Ogden Amateur Radio Club (OARC) - W7SU, P.O. Box 3353, Ogden, UT 84409. Golden Spike Celebration Commemorating the Anniversary of the 1869 Driving of the Golden Spike, completing the Transcontinental Railroad at Promontory Summit, Utah. Golden Spike National Historical Park - National Parks Service 6200 North 22300 West, Promontory Summit, UT 84307. [National Parks Service](http://nationalparks.gov) <http://ogdenarc.org> or [w7g.org](http://w7g.org)

(2) 1x1 Special Event Call Sign Request - Feb (mid) deadline

Special Event Station W7G - Ogden Amateur Radio Station (OARC) celebrates the 1869 Transcontinental Rail Road Golden Spike Commemorative Golden Spike National Historic Park (National Parks Service) - during the week of May 10th each year.

(3c) QRZ.com (update call sign W7G) – May 1<sup>st</sup> deadline

Ogden Amateur Radio Club (OARC) Special Event Station - W7G  
Golden Spike Celebration: Commemorating the Anniversary of the 1869 Driving of the Golden Spike, Completing the Transcontinental Railroad at Promontory Summit, Utah.  
Golden Spike National Historical Park, 6200 North 22300 West, Promontory Summit, UT 84307  
May 10<sup>th</sup> <<< update date with each year's specific dates of operation  
1500z - 2300z  
14.255 MHz, 14.040 MHz  
7.235 MHz, 7.040 MHz  
Latest event updates and QSL info at [www.w7g.org](http://www.w7g.org)

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## EXECUTIVE OPERATIONS MANAGER (EOM) ADDENDUM:

ARRL affiliation renewal:

Sign into ARRL.org and update OARC's record to reflect our current 'Club President' and update the number of licensed club members and the number of members that are also ARRL members.

Webmaster (OARC.org, W7G.org, W7SU@QRZ.com, W7G@QRZ.com) - Val Campbell K7HCP  
Postmaster (w7su@arrl.net) - Val Campbell K7HCP  
Membership Clerk - Val Campbell K7HCP  
Newsletter Editor (monthly) – Kent Gardner WA7AHY  
Marriott-Slaterville City – Marriott Park reservations for FD & SF – Kenny P. (January)

Executive Operations Manager - Val Campbell K7HCP  
ARRL - club affiliation status update (February) – see above...  
QST – special event publication notices for Golden Spike Special Event Station (February)  
ARRL - request W7G callsign for Golden Spike Special Event Station (February)  
QRZ.com – W7G callsign configuration for Golden Spike Special Event Station (February)  
ARRL - club liability insurance filing (March)  
NOIP – OARC website POP3 outgoing email server registration (April)  
IRS - non-profit corporation 990-N financial status filing <EIN=47-2567828> (May)  
Zoom Subscription – renew for 1 year (September)  
State of Utah - 501(c7) corporation registration filing (November)

OARC By-Laws document (occasional-seldom updates – on going)

OARC – Duties and Responsibilities document (updates – on going)  
Cloud – Website, eMail and Membership Data Base server management (on going)  
ARRL –OARC forwarding email (w7su@arrl.net) configuration (on going)  
PayPal Account - club membership and new badge payments (on going)

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Original – March 19, 2016  
Amended – May 29, 2017  
Amended – September 11, 2018  
    Add sections 9, 10, 11 & 12  
Amended – June 18, 2019 & March 23, 2020  
    Add 'Golden Spike Event Addendum'  
Amended – July 31, 2025 & February 20, 2026  
    Updated outdated information

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