



# Vienna Wireless Society

Amateur Radio Club Since 1963

## **Standing Rules of the Vienna Wireless Society**

Updated April 2, 2024

The Standing Rules of the Vienna Wireless Society (VWS) relate to the details of the administration of the VWS, such as the starting time of meetings. The Standing Rules will be conspicuously published on the VWS's web site. The Standing Rules mimic the format of the Club's Bylaws; when sections are "reserved" it means that there is not a standing rule to amplify the corresponding section of the Bylaws. If there is a perceived conflict between the Bylaws and the Standing Rules, the Standing Rules will be updated to eliminate the conflict with the Bylaws.

### **ARTICLE I NAME AND PURPOSE**

Section 1 — *Name*: Reserved

Section 2 — *Purposes*: Reserved

Section 3 — *The Scientific and Educational Purposes and Objectives*: Reserved

### **ARTICLE II MEMBERSHIP, RIGHTS, AND PRIVILEGES OF MEMBERSHIP**

Section 1 — *Eligibility for Membership*: The Membership Chairman will post on the VWS website a directory listing of members in good standing who have not opted out of the directory listing. Additionally, at least quarterly, the Membership Chairman will report to the Board of Directors the total number of members in good standing and the number of new members who have joined the Club in the quarter, and the number of members delinquent in dues. The official census count of members will be noted on July 1<sup>st</sup> each year and recorded in the July Board minutes.

Section 2 — *Membership Categories*: Reserved

Section 3 — *Rights of Members*: Reserved

Section 4 — *Resignation and Termination*: Reserved

### **ARTICLE III MEETINGS OF MEMBERS**

Section 1 — *Regular Meetings*: The starting times for regular meetings will be posted on the

VWS website. The meetings may include a short discussion of club business followed by a program presentation or other club-related activity. The start times may vary if we have special interest forums or other events that necessitate a change in the regular programming schedule. Schedule changes will be announced by a club officer to the membership via the General email reflector and by a posting on Meetings Section of the VWS website. (March 2022)

- Section 2 — *Annual Business Meetings*: The annual business meeting will be held on the second Friday in November. The meeting will start at a time stated in the 30 day advance notice of the meeting.
- Section 3 — *Special Meetings*: Reserved
- Section 4 — *Notice of Meetings*: The dates and locations for Regular Membership Meetings will be published on the VWS website at least 5 calendar-days before the scheduled meeting(s).
- Section 5 — *Quorum*: Reserved
- Section 6 — *Voting*: Reserved
- Section 7 — *Minutes*: The Secretary is responsible for recording minutes of the general discussions, and all motions proposed passed or rejected at the Board, Annual Business and General Membership meetings. If the secretary cannot attend a meeting an alternate may be appointed by the Secretary to record the minutes. Minutes will be posted on the VWS website within approximately 5 days of the meeting. Each set of minutes from the Board of Directors will be reviewed, amended and approved by the Board of Directors. Annual Business and General Membership meeting minutes will be reviewed, amended as requested, and approved by the VWS Membership. Upon approval, the minutes will be annotated as approved and reposted on the VWS web site.
- Section 8 — *Archives*: The Secretary is responsible for retaining all official correspondence, special documents, and other material in an electronic form filed by Fiscal Year. An electronic offsite copy will be maintained for security purposes.

#### **ARTICLE IV BOARD OF DIRECTORS**

- Section 1 — *Board Role, Size and Compensation*: The Secretary will post on the VWS website a list of the names of the Board members, and sufficient information to determine when they reach a term-limit.
- Section 2 — *Terms*: Reserved
- Section 3 — *Chairman of the Board*: Reserved
- Section 4 — *Meetings and Notice*: Reserved
- Section 5 — *Board Elections*:  
The VWS Election Committee is responsible for implementing procedures

specified in Article IV, Section 7 of the VWS bylaws titled, Election Procedures. The Election Committee will be managed by the Election Committee Chairman, an *ad hoc* position appointed by the Board of Directors. The Chairman of the Election Committee may seek additional VWS members to serve on the Committee as deemed appropriate. The Election Committee is responsible for:

1. Informing the VWS membership of the upcoming election and the procedures that will be followed to nominate and elect members to serve on the VWS Board of Directors.
2. Actively recruiting members to run for open positions on the VWS Board of Directors.
3. Announcing the names of the BoD candidates at the Annual Business Meeting.
4. Asking the candidates to stand before the membership at the Annual Business Meeting to share why they wish to serve on the VWS Board of Directors. If a candidate is absent from the Annual Membership Meeting, they may ask a VWS member to read a prepared statement on their behalf.
5. Managing the voting for Board of Directors members at the Annual Meeting (see below)

Section 6 — *Vacancies*: Reserved

Section 7 — *Election Procedures*:

Conducting the election:

- a. VWS members in good standing, as determined by the Election Committee Chairman, must be present at the Annual Business Meeting to vote in the Board of Directors Election.
- b. VWS members will be asked to submit their vote on a paper ballot to be provided by the Elections Committee.
- c. The Elections Committee may also establish an online voting system so that members attending the meeting remotely, for example by Zoom, or other electronic means, may vote for Board Members.
- d. An independent Ballot Team composed of a Leader and two other members will count the votes. The ballots will be destroyed after the count is completed. The Ballot Team will also review the vote tally from the online voting system if used for the election. The Ballot Team will provide the results to the Election Committee Chairman or designated Co-Chairman who will announce the winners. The winners will be determined as follows:
  - i. The individuals receiving the top two vote counts (in odd years) or three vote counts (even years) will be considered the winners.
  - ii. In the event there is a tie between the top vote recipients, those individuals will be declared the winners.

- iii. In the event there is a tie for the last position, there will be a run-off between the two of them using the procedure described above.
- iv. If the vote conducted as a result of paragraph iii also ends in a tie, the Chairman of the Elections Committee will place the candidates' names in a hat, and the name drawn will be declared the winner.
- e. If the number of candidates standing is equal to or less than the number of open seats, the Chairman of the Election Committee may entertain a motion to have the candidates elected by acclamation via a voice vote of the VWS membership present at the meeting.
- f. The Chairman of the Elections Committee will be the sole judge of the results of any voice vote conducted.

(January 7, 2020)

Section 8 — *Quorum of the Board*: Reserved

Section 9 — *Special Meetings*: Reserved

Section 10 — *Removal from office*: Reserved

## **ARTICLE V OFFICERS**

Section 1 — *Election Procedures*: Reserved

Section 2 — *Officers of the VWS*: Reserved

Section 3 — *President*: See Appendix 1 for the Roles and Responsibilities of all the Club Officers. (October 5, 2021)

Section 4 — *Term of Office*: The Secretary will post on the VWS website a list of the names of the Officers of the VWS, and sufficient information to determine when the President reaches a term-limit.

Section 5 — *Vacancy*: Reserved

## **ARTICLE VI COMMITTEES**

Section 1 — *Standing Committees*: Reserved

Section 2 — *Special Committees*: The Secretary will publish a list of Select and ad hoc Committees on the VWS website, and their Chairman.

## **ARTICLE VII FUNDS AND FUNDING**

Section 1 — *Annual Budget*: Reserved

Section 2 — *Annual Dues*: New members who join VWS beginning on August 1<sup>st</sup> will be credited for membership through the remaining calendar year, and for the 12 months of the succeeding calendar year. Likewise, existing members who pay their annual dues at any time prior to the start of the calendar year will be credited for the following calendar year. Should dues be subsequently raised in cost, members paying their dues prior to announced dues change will not be asked to retroactively pay the increased amount.

Section 3 — *Disbursements*: Members seeking funds reimbursement for official Club activities must submit receipts or other compelling documentation for funds expended within 60 calendar-days of the expense, not to extend beyond December 31<sup>st</sup> of the current Fiscal Year. Expenses not submitted in a timely fashion will not be paid without Board approval.

(May 7, 2019)

Section 4 — *Announcement*: Reserved

Section 5 — *Annual Review of Financial and Property Management Records*: Reserved

## **ARTICLE VIII AMENDMENTS**

Section 1 — *Articles of Incorporation*: Reserved

Section 2 — *Bylaws*: Reserved

Section 3 — *Rules of Order*: Reserved

Section 4 — *Standing Rules*: Reserved

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

Section 1 — *Governing Rules of Order*: Reserved

## **ARTICLE X POLICY STATEMENTS**

*Policy Statement 1* — *Use of the Club's Internet-related Resources (Reflectors, Facebook, Twitter, Website, etc.)*: The Vienna Wireless Society's internet-related resources are for the education and enjoyment of the members of VWS. They are intended to be a positive tool for the promotion of Amateur Radio among the VWS members. As such, they are available to members in good standing, with the following conditions:

- No illegal or immoral activities will be allowed on the Club's internet-related resources;
- The use of the Club's internet-related resources must be respectful to all, and will not discriminate on the basis of sex, nationality, political persuasion, or any other quality;

- No demeaning or derogatory statements/language against any members or groups will be tolerated; and
- Members are expected to participate in accordance with the highest principles of Amateur Radio.

Anyone not in compliance with these policies in the opinion of the Board of Directors may be removed from the Club's internet-related resources and prohibited from their use. The Board may appoint moderators for each Internet-related resource, and the moderators may take immediate action to remove inappropriate content and remove members from an internet-related resource if the above conditions are violated. The actions of a moderator may be appealed to the Board of Directors. (October 5, 2021)

*Policy Statement 2* — *Temporary Loan of VWS Equipment*: The policy for loaning out club owned assets to members is given in Appendix 2. (This policy was approved by the Board of Directors on 4 April 2023)

The Property Manager may assign certain equipment to Club members for safe keeping away from the VWS property storage facility with three-calendar day prior notification of the intent to the Chair of the Board of Directors and President. The Property Manager will maintain an inventory list of VWS equipment, and names and radio call signs numbers of equipment entrusted to their care including equipment loaned by the ELMER Committee as specified in Appendix 2. The list will indicate the date loaned equipment will be returned to VWS. The Property Manager will be responsible for ensuring equipment is returned by the due date and for recording in the list when the equipment is returned.

Club members using or storing Vienna Wireless owned equipment will return the equipment, when requested, in good operating order. (August 14, 2020)

*Policy Statement 3* — *Policy on in-person meetings during a health emergency*: VWS will adhere to guidance on holding group meetings as provided by relevant public health agencies including the [CDC](#), Virginia Department of Health (VDH), and Local agencies such as the Town of Vienna and [Fairfax County Health Department](#). The President will monitor government guidance and based on that information will plan meetings accordingly. The President will communicate updated plans to the membership.

*Policy Statement 4* — *Policy on Managing Inventory Held in VWS Lockup*: The Policy for Management of Inventory held in the VWS Lockup is given in Appendix 3.

The Property Manager is responsible for day-to-day management of inventory held in the VWS Lockup and shall therefore be responsible for the implementation of this policy. The Property Manager shall report activities undertaken pursuant to the policy to the club President, and, to the extent any disagreement exists between the Property Manager and the President as to such implementation, the President's decision shall be final. From time to time, the President may delegate his or her authority and responsibility under this Policy Statement 4 to the Vice President.

**Appendix 1**  
**Roles and Responsibilities of Club Officers**  
(Appendix 1 approved by the Board of Directors, October 5, 2021)

**President**

- Be spokesman for the Club and liaison to the Board of Directors
  - Establish and maintain a working relationship with relevant local Amateur Radio (Ham) clubs on behalf of the Club
  - Represent the Club / be the primary spokesman for the Club externally
  - Represent the Club for social or business contacts when required including monitoring and responding to official correspondence
- Attend as many Club activities as possible
- Preside at all regular meetings of the Club and conduct them according to the rules adopted.
- Each year, lead the development of a proposed annual calendar of events and activities and present the proposed calendar at the Club's Annual Business Meeting.
- Using the annual calendar of events and activities as a guide, determine the committees needed to execute the annual program.
- Identify people or committees to do the work
  - Work with the Volunteer committee to identify members for all standing and ad-hoc committees; Nominate committee chairs to the board for approval. Be an ex-officio member of each committee
  - Consistent with the annual calendar of events recruit general chairman for key activities including the annual Club hamfest (Winterfest) and field day
- Ensure that there are communications to the membership on Club activities, events, and general status or delegate such reporting to respective committee chairs
- Delegate any tasks to assist with Club related functions as necessary
- At the end of his/her term ensure transition of President activities and materials to his/her successor

**Vice President**

- Assume the duties of the president in his/her absence
- Assist the President in the execution of all duties of the president
- Attend as many Club activities as possible
- Work with the Program Committee in planning and preparation for regular Club meetings and ensure presenter or activity are ready; arrange and publish the agenda for each Club meeting, for guest speakers, and for induction of new members
- Encourage the advancement of amateur radio skills and facilitate awareness of amateur radio licensing or license upgrade class training sessions

**Secretary**

- Maintain the Club's formal documents, as appropriate, and maintained by Calendar Year. These will be in a durable electronic format and backed up offsite at least annually. At a minimum these should include:
  - Articles of incorporation
  - Bylaws
  - Standing rules

- Board, Regular and Special meeting minutes, with detail to recording votes on motions
- Contracts and written instruments
- Annual tax documents and other government filings and petitions
- Formal correspondence dealing with the business of the Club
- Approved annual budget
- Annual Certified Property Inventory
- Annual Certified List of Members and annual snapshot of membership statistics
- Monthly Newsletters
- Historically relevant documents
- Keep a record of the proceedings of all Board and Club regular and special Meetings
- Keep a record of attendance at Regular and Special Meetings.
- Announce the date, time and location of all regular and special meetings of the Club
- Delegate updating ARRL.org “ARRL Affiliated Clubs” registration. Sign in and update the record to reflect our current ‘Club President’ as necessary and annually
- Maintain a list of registrations, government filings, annual financial support/grant requests, license renewals and etc that the Club must file, renew or otherwise maintain to remain in compliance with federal, state and local laws and regulations. Ensure all filings, fees and renewals are completed on time
- Acts as the Club parliamentarian, as required
- At the end of his/her term ensure transition of Secretary activities and materials to his/her successor

### **Treasurer**

- Develop the proposed annual budget and submit it to the Board and Membership at the Annual business meeting
- Be responsible for all financial operations.
- Maintain the financial records of the Club
- Be the primary banking point of contact and signer of all financial instruments
- Receive and receipt for all monies paid to the Club
- Keep an accurate account of all monies received and expended
- Disperse funds per the budget or as directed by the Board
- Monitor and track expenses and income and report monthly to the board
- Prepare and present financial reports to the membership at the annual business meeting.
- Ensure that the appropriate version of IRS Form 990 is filed annually
- Submit the needed records for periodic independent financial review of the Club's books and assist as needed with the independent financial review process. (March 2022)
- Oversee Club property management and equipment sales including SK auction management
- At the end of his/her term ensure transition of Treasurer activities and materials to his/her successor

## **Appendix 2**

### **Policy for Loaning Out Club Assets to Members**

VWS maintains equipment for the benefit of club activities and individual club members. This document lays out the process supporting the VWS equipment Loan-Out policy. The following guidelines apply to all equipment considered for membership loan.

- A) Requesting member is in good standing.
- B) Equipment is designated “loanable gear” and is not required by any club event during the load period.
- C) Requests for loan of equipment shall be made to the Chairman of the Elmer Committee or an officer of the club who will determine if the loan should be made
- D) A record of each loan shall be recorded in Club records by the Property Manager. The record shall include: the member’s name, address, and other contact data (email and phone number), time and date loaned out and date and time to be returned, the equipment identification (e.g. model number and serial number) and statement of the condition of the equipment as agreed to by the property manager and the loanee.
- E) Borrower will acknowledge in writing their responsibility to maintain property control and return the gear in good working order.
- F) The maximum duration of a loan is 6 months without approval of the club President.
- G) It is expected that the borrower will return the asset to the property manager at the end of the load period in working order. If the property manager determines there is a problem with the load gear, the borrowing member will fix or replace gear under property manager purview.
- H) It is the property manager's responsibility to validate the returned asset’s working order.
- I) The property manager will notify the BoD and club officers of all asset loans.

### **Appendix 3**

#### **Policy for Managing Inventory Held in VWS Lockup**

**Background:** Over the years, VWS has collected a significant inventory of amateur radio-related equipment and other items used to support operating and public service events carried out by the club. We also receive numerous donations of radio equipment, antennas, and other items from club members. Many of the items in the inventory eventually become obsolete or have been replaced with updated equipment. Lack of diligence in reviewing and disposing of obsolete/unused items often results in an accumulation of excess equipment and unnecessary storage costs.

Examples of the impact of ineffective inventory management include:

- the need to implement complex logistical operations to transport unnecessary equipment to Field Day;
- bringing unneeded equipment to events;
- inability to easily find items stored in the lockup; and
- purchasing duplicate equipment because we cannot locate where items are stored.

Given the typical advanced age of members and the difficulty in recruiting capable volunteers, it is also important that we move away from using complicated heavy gear at our events, and instead, use lighter, simpler, and safer equipment. And finally, since the storage locker rental is one of VWS' biggest expenses, it is important to minimize storage needs to the minimum required.

**Policy:** The VWS Board of Directors has discussed the club's equipment and storage requirements and has concluded it is no longer feasible to store equipment we do not actively use in current club activities or should not use. We, therefore, implement the following policy for equipment and storage management:

**A. Categories of Club Equipment.** The Property Manager shall assign one of the following category labels to each item held in the VWS Lockup. Only one label shall be assigned per item. Under circumstances where the Property Manager is unable to determine which category should apply to a particular item, the Property Manager shall consult with the club President.

- 1. Category 1:** Items the club is currently using for VWS events such as ARRL Field Day, NAQP Contests, QRP to the Field, fox hunting exercises, and social events such as picnics and the Annual Holiday Party. Examples included in this category are radio gear, antennas, repeater equipment, items used in a VWS club station, masts, tents, food preparation equipment, plates, cutlery, and beverage containers.
- 2. Category 2:** Items reserved for loans to club members (see the VWS equipment loan procedure for specifics on the equipment loan program).
- 3. Category 3:** Items that are not identified as category 1 or 2.

**B. Management of Items by Category.** The Property Manager shall manage items in the VWS Lockup based on the Category assigned to the item.

1. **Category 1:** All Category 1 items will be kept in the VWS Lockup for use at club events.
2. **Category 2:** All Category 2 items will be available for loan to club members as set forth under Policy Statement 2 — Temporary Loan of VWS Equipment.
3. **Category 3:** All Category 3 items will be removed from the club inventory as follows:
  - a. The Property Manager shall attempt to sell items that have an estimated market value greater than or equal to \$25 USD. For any item having an estimated market value less than \$500 USD, the Property Manager shall have discretion as to the manner and details of sale, subject to the guidelines set forth below and the approval of the club President. For any item having an estimated value greater than or equal to \$500 USD, the Property Manager shall obtain approval from the Board as to the manner and details of any proposed sale, subject to the guidelines set forth below.
    1. For all items, regardless of value, the Property Manager shall first offer the item for purchase to the members of the club.
    2. For items offered for purchase to members of the club but not sold within a reasonable period, the Property Manager may offer the items for purchase to members of the public, including, without limitation, in public venues such as hamfests, online sales platforms, vendors, and retailers.
    3. For any items not sold under (1) or (2) above within a reasonable period, such items shall be recycled or properly disposed of.
  - b. The Property Manager may offer items having an estimated market value less than \$25 USD to club members at no cost.
  - c. The Property Manager shall recycle or properly dispose of items unable to be sold or transferred to club members after a reasonable period has passed after the item has been made available for sale or transfer.