

# CHAPTER MANUAL



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# CHAPTER MANUAL

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## ACKNOWLEDGEMENT

The material used to compile this manual came from many sources; The Chapter Relations Committee, several officers and directors, several chapters, QCWA Headquarters and prior QCWA publications. All material is appreciated and each of you will recognize your contribution.

Board of Directors  
Quarter Century Wireless Assn. Inc.

## PURPOSE OF MANUAL

To aid all current and future chapters to achieve a uniform organizational structure in agreement with the aims of QCWA, its national and international level.

To offer suggestions as to constitution, by-laws, officer designations and duties for chapter use.

To offer suggestions for local activities at the chapter level.

To answer questions on the history, management and daily operation of QCWA and to list and define the many aids and operational activities available to chapters and members. To solicit from your chapter any good workable methods and/or ideas that will contribute to the health, interest and success of QCWA.

## FROM QCWA CONSTITUTION

The purpose of QCWA is to promote friendship and cooperation among Amateur Radio (Wireless) Operators who were licensed at least a quarter century ago and are licensed today, and to operate exclusively for charitable, educational and scientific goals.

It shall promote interest in amateur radio communications and the advancement of the electronic art. It shall make use of the reservoir of knowledge and experience represented in the membership of QCWA for the benefit of all Radio Amateurs and the public welfare.

It shall maintain a scholarship fund for worthy students who are Radio Amateurs. Such funds are provided by donations to the QCWA Memorial Scholarship Fund.

QCWA works to preserve the history and traditions of early amateur radio and to honor the accomplishments of its pioneers.

## SECTION I

### NATIONAL QCWA - HISTORY AND MANAGEMENT

#### HISTORY

It all began during a 10-meter roundtable on Friday evening, November 14, 1947. Six of the roundtable participants, John DiBlasi, W2FX; Uda Ross, W2UD; John Gioe, W2FD; Edwin S. Crane, W2EF; Dr. Ernest Cyriax, W2DI; and Irving R. Groves, W2DX (Our Founding Fathers), decided they should form an organization for Amateur Radio operators who had been licensed twenty-five years or more. An organizational meeting was held December 5, 1947, with 34 old timers in attendance. Officers elected were; John DiBlasi, W2FX, President; George Droste, W2IN, Vice President; Leon Hansen, W2FIT, Secretary and David Talley, W2PF, Treasurer.

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The QCWA name was proposed by Frank Lester, W2AMJ (later W4AMJ), and the logo was adapted by Otto Eppers, W2EA (a commercial artist), from a cartoon that accompanied an article in an issue of QST. The article was on "Rotten QRM" by Hiram Percy Maxim, "The Old Man" himself. When charter enrollment closed on December 31, 1947, there were fifty-four charter members. With the passing of Ralph Hasslinger, W2CVF, on March 27, 2008, all Charter Members had become Silent Keys. Today there are thousands of QCWA members.

In January 1951 a Cleveland, Ohio, group petitioned to become a QCWA Chapter and in June 1954 the Chicago area became the second chapter. There is no official record at HQ but between Chapters 1 and 2, a chapter was formed in Louisville, KY. It's referenced in the first *QCWA News Letter* - Volume 1, Number 1, page 2, dated June 1952 and in the President's forward of the 1953 yearbook. In the years since, over 200 Chapters have been formed across the continent and around the world.

Much of the growth and dynamic character of QCWA is the direct result of chapter growth and activity that chapters make possible person-to-person contact between us old timers and permit meetings between members without long and costly travel. The chapters are self-governing, being required only to operate in accordance with QCWA principles and within the framework of the QCWA Constitution. New chapters are issued a sequential chapter number and defunct chapters can be re-activated.

Supported by its chapters the QCWA Memorial Scholarship Fund is growing steadily. With the chapters to inform and challenge the members, greater participation in QCWA activities is expanding around the world.

In 1966 the By-laws were changed to permit officers and directors of QCWA to be elected from outside the New York Metropolitan area. Art Miligan, W8KW, became the first director so elected. The number of directors remained at 5 from 1947 until 1983 when the Constitution was changed to specify 10 directors. The 1983 election resulted in directors from 7 US Call areas plus Canada and West Germany. In 2004 the number of directors was changed from 10 to 8.

QCWA is an organization made up of many of the world's most experienced Amateurs and has a proud history and great potential for the future.

## MANAGEMENT

Management of QCWA is vested in the Board of Directors consisting of the President, Vice-President, Secretary, Treasurer and the Directors.

The Board of Directors has control of the property and affairs of QCWA and sets its policies. The Board contracts a paid General Manager to handle the day-to-day operation of the Association under the Board's direction.

The Board shall meet at least once a year at the call of the President. One-half of the Board members must be present to constitute a quorum. If a vacancy occurs among the officers or directors, such vacancy shall be filled for the un-expired term by a majority vote of the Board of Directors.

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## OFFICERS

All officers are elected for a two-year term.

Every Board member shall endeavor to attend chapter meetings in their general area and handle inquiries and correspondence from members promptly.

### President

The President shall preside at all Association and Board meetings and carry out the directives of the Board of Directors.

### Vice President

In the absence of the President, the Vice President shall perform the duties of the President.

### Secretary

The Secretary records proceedings of the Board of Director's meeting and email actions and provides copies to all members of the board and a summary for the QCWA web site and to the General Manager for inclusion in the *QCWA Journal* for dissemination to the general membership.

### Treasurer

The Treasurer is responsible for the funds of QCWA and is accountable to the Board of Directors. He receives all monies collected by the General Manager and prepares a proposed operating budget prior to each annual meeting of the Board of Directors.

### Directors

Directors are expected to attend all Board of Director's meetings.

## GENERAL MANAGER

The General Manager, contracted by the Board of Directors, shall attend all meetings of the Board but without vote. He shall collect money due the Association. All QCWA liabilities are paid from accounts managed by the GM and reported to the Treasurer, Finance Committee Chairman and our CPA.

## ACTIVITIES MANAGER

The Activities Manager is appointed for a two-year term by the President and approved by the Board of Directors. The Activities Manager is responsible for all nets, QSO parties, operating awards, certificates and activity material for the *QCWA Journal*.

## STANDING COMMITTEES

The policies and activities of QCWA Management are formulated by the Board of Directors and are influenced by a number of standing committees. These committees research and make recommendations to the directors in numerous fields affecting QCWA's current and future actions.

## ADMINISTRATION STANDING COMMITTEE

Maintain Constitution; By-Laws; Director's Guide; Membership list Oversight, General Manager's contract oversight; QCWA History oversight.

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## CHAPTER RELATIONS STANDING COMMITTEE

Chapter liaison; Chapter Guidelines; New members oversight; Hamfest coordination; On the air net coordination; Operating activities initiative; Service awards oversight; Member supplies oversight; Convention oversight; Reflector oversight; Membership analysis.

## EXTERNAL RELATIONS STANDING COMMITTEE

Regulatory monitor; Liaison with ARRL, RAC, et al; Scholarship Program oversight; Operator qualification liaison; Correspondents oversight.

## FINANCE STANDING COMMITTEE

Annual budget oversight; Annual audit; Expenditures oversight; Dues structure oversight; Endowment Fund oversight; Financial Advisor oversight; Scholarship Fund oversight.

## PUBLICATIONS STANDING COMMITTEE

*QCWA Journal* content oversight; Web page content oversight; Income advertising oversight; Barter advertising oversight; Taping for the visually challenged oversight.

In addition, the following are convened every 2nd year:

### Election Nominating Committee

Appointed by October 1<sup>st</sup> two years before an election. Identify and select at least two (2) QCWA members as prospective candidates for each office (President, Vice-President, Secretary, and Treasurer) and fifteen (15) QCWA members as prospective candidates for director in the upcoming election. The Nominating Committee shall report its selection of a slate of candidates to our General Manager by June 15 in the odd numbered year prior to an election. The Nominating Committee will then be discharged.

### Election Teller's Committees

Appointed by October 1st of the appropriate year. Count the votes and certify the election, in writing, by July 31st to the General Manager and Secretary. The Teller's Committee will then be discharged.

## SECTION II

### QCWA HEADQUARTERS - SERVICES AND SPONSORED ACTIVITIES

QCWA Headquarters provides many services to members and chapters. The following pages describe and list requirements for each one. Any further information needed may be secured from Headquarters by writing to the address listed in the current *QCWA Journal*.

### RECORDS

QCWA has its own computer system and all of the membership records are stored in that machine. A "physical card file" is a back-up for ALL membership records. These provide the history of a member's dues, address changes, SK notice, etc.

### DATA

QCWA maintains a file of membership material such as names, call signs, addresses and as well as historical items for use in future research.

### AMATEUR CALLBOOK LIBRARY

Headquarters has an extensive Call Book library and will aid in authenticating the first year of licensing for members and prospective members without charge.

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## **QCWA JOURNAL**

The *QCWA Journal* is the official publication of the Association. It is published quarterly – winter, spring, summer and fall. All U.S. members will receive a copy except for Family members. Canadian and international members may subscribe to the *QCWA Journal* at a cost set out by the Finance Committee. The *QCWA Journal* contains pertinent news items and QCWA actions as well as articles from chapters and members.

## **QCWA MEMBERSHIP DIRECTORY**

The Membership Directory is published as a PDF file and posted on the Association's web page. CDs of the Directory are available from Headquarters at a nominal cost covering copying costs and postage. The Directory lists active members as of June 30th of the year of issue. The Association's directories, membership lists or other membership mailing facilities may not be sold to non-members or made available to other persons or organizations without the prior approval of the Board of Directors.

## **DUES NOTICE - NATIONAL**

Headquarters sends a dues notice to the members about ninety days before their expiration date. A second reminder is sent immediately after expiration and a third one about 90 days after the second, if dues have not been paid. After the third notice the member's name will be removed from the *QCWA Journal* mailing list. Expiration dates are listed in the top-line of the mailing label on the *QCWA Journal*. It is expressed as: MM/DD/YYYY. All dues expire on the last day of the month. Dues rates for regular, life, domestic and international are listed in each issue of the *QCWA Journal* as well as on the current application form. Consult the *QCWA Journal* for current due rates.

## **QCWA NETS**

We have two international nets in operation at this time. Refer to the current issue of the *QCWA Journal* for additional ones and for frequencies and time changes. Many chapters operate local nets and these are listed in each issue of the *QCWA Journal* and on the QCWA web site.

## **PHONE NET**

Sundays at 2000 UTC on 14.347 MHz Check-ins are by groups using the first letter after the number in your call. Groups are: (1) A to E, (2) F to J, (3) K to O, (4) P to T and (5) U to Z.,

## **CW NET**

Operates on Wednesdays at 8 p.m. Eastern Time on 7.035 MHz

## **QCWA QSO PARTIES**

QCWA QSO Parties consist of mixed mode contacts and are held in March or April (Spring QSO Party) and September (Fall QSO Party) of each year. Certificates are awarded to the highest scorers and runners up in each Party. Rules and information for the Parties are published in the spring issue of the *QCWA Journal* and on the QCWA web site. Results of the Spring QSO Party are published in the fall issue of the *QCWA Journal* and fall results are published in the next year's spring issue of the *QCWA Journal* as well as on the web site.

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## **BANNER**

A beautiful banner with the QCWA emblem is available to chapters for display at meetings and hamfests or other occasions. The banner is 30" x 48" in size and is made of a polyester-based material. Any chapter may order a banner. The cost for a chapter's first banner is split 50/50 between the chapter and QCWA. Contact Headquarters for the current price and delivery.

## **SUPPLIES**

Supplies listed may be purchased from Headquarters by members. Consult the current list in the *QCWA Journal* for prices. This includes membership pins, 25 to 80 year lapel pins, embroidered logo patches, caps with logo embroidered, membership stamps and logo decals for inside or outside of windows.

## **CERTIFICATES**

Numerous certificates, free to our members, indicating a member's activity and longevity as an amateur are available. Application forms for these are available on request. Longevity certificates usually are requested by the chapter secretary and presented at a chapter meeting. Forward your request to the General Manager and allow adequate time for processing and delivery. An application for the 50 Year Continuously Licensed Certificate is on line at <http://www.qcwa.org/golden-certificate.pdf>.

## **MEMBERSHIP**

A serially numbered certificate is issued when membership requirements are verified. Regular member certificates are blue and life member certificates are gold. Replacements are available by requesting one from Headquarters.

## **GOLDEN ANNIVERSARY**

A certificate is issued on request when 50 years has passed since a member was first licensed; certificates are available in 5 year increments. Special awards are issued for 75 years and longer. Life membership is bestowed on a member when they have been licensed for 75.

## **50 YEARS CONTINUOUSLY LICENSED**

A certificate is issued on request when a member's call appears in the call books for at least fifty consecutive years or the member has other documentation available. (If licensed in both 1941 and 1946, the war years are counted as licensed years).

## **QCWA CENTURY CLUB**

A certificate is issued on request when a member's age plus years in good standing as a QCWA member equals 100 or more.

## **OPERATING ACTIVITIES AWARDS**

Awards are issued by the Activities Manager. Find information on the current Activities Manager on the web page at [http://www.qcwa.org/officers-directors-support\\_staff.htm](http://www.qcwa.org/officers-directors-support_staff.htm). Look at the advisors to the CHAPTER RELATIONS STANDING COMMITTEE

All applications must be accompanied by proof of accomplishment.

## **WORKED SIXTY CHAPTERS**

Certificate is issued upon request. Proof may be a copy of QSO party logs or a list taken from the station log with the list verified by another Amateur.

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## **WORKED 100 MEMBERS**

Certificate is issued upon request. Proof may be a copy of QSO party logs or a list taken from the station log with the list verified by another Amateur.

## **WORKED 500 MEMBERS**

Certificate is issued upon request. Proof may be a list of contacts taken from station logs showing call, name, year, and QCWA number. The log list is to be verified by another QCWA member.

## **WORKED MEMBERS IN 50 STATES**

Certificate is issued upon request. Proof will be a list of contacts taken from QSL cards from fifty states. Cards must show call, name, QCWA number, date and state. The list must be verified by another QCWA member. **DO NOT SEND CARDS TO THE ACTIVITIES MANAGER.** All certificates are numbered serially with a permanent record maintained of certificates issued.

## **HONOR AWARDS**

### **QCWA HALL OF FAME AWARD**

May be given to any person who in the opinion of the Board of Directors, has made a substantial and/or continuing contribution of outstanding nature to QCWA, to amateur radio in general or in communication techniques affecting the general public. The contribution may be a single event or a series of events, which has earned the recipient recognition at the national or international level. This award was established by the Board September 6, 1979.

### **ROLL OF HONOR**

Award may be given to any QCWA member who in the opinion of the Board of Directors, on a long term basis has made a substantial and documented contribution to QCWA, amateur radio and/or the field of communications and/or the general public. Established May 16, 1981.

### **JOHN DiBLASI AWARD**

Is given to a QCWA member who over an extended period of time has made outstanding contributions to the honor and preservation of QCWA. This award was established in 1984 in honor of our first President John DiBlasi, W2FX.

### **DISTINGUISHED SERVICE PLAQUE**

Is awarded to an individual member of QCWA by the Board of Directors in recognition of outstanding personal service. Established September 12, 1975.

### **QCWA MEMBER OF THE YEAR AWARD**

May be given annually to a member who in the opinion of the Board of Directors has made the greatest contribution to QCWA and/or amateur radio during the preceding year. The recipient may qualify by a single noteworthy act of service to QCWA or to amateur radio in general. Qualifications may also be based on sustained service during the year; service known to and recognized by fellow QCWA members, by other Amateurs or by the general public. Nominations may be made by any QCWA member or by officials of any QCWA chapter. This award established September 21, 1978.

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## **MERITORIOUS SERVICE AWARDS**

Are issued by the General Manager on request of a chapter to recognize outstanding service of a chapter member. No more than one MERITORIOUS SERVICE AWARD will be issued to a chapter in one year. Award established September 12, 1975.

Honor awards should, wherever possible, be presented to the recipient at the QCWA Convention or at another appropriate time or place.

## **PRESIDENTIAL AWARDS**

This award, as the President may choose, can be given in any year. Only the President can make the award. The Board may only recommend recipients.

## **CHAPTER OF THE YEAR AWARDS**

Believing that strong active chapters are one of the best foundations for sparking local QCWA interest as well as retaining and bringing in new members and creating a great social camaraderie, the QCWA Board of Directors and the Chapter Relations Standing Committee are pleased to announce two new Chapter of the Year Awards.

Distinguished Service Chapter of the Year Award  
Meritorious Chapter of the Year Award

Your chapter's reception of either/both of the above awards will command recognition, honor and pride!

## **CRITERIA FOR CHAPTER OF THE YEAR AWARDS:**

### 1. Distinguished Service Chapter of the Year Award

This is awarded to a single chapter contributing in a significant manner to their community, amateur radio and QCWA. This Award is bestowed upon a chapter with SEVERAL of their members participating in a community project or event that brings favorable recognition to QCWA. Wild Rose Chapter 151's International Space Station contact in 2005 would be an excellent example.

### 2. Meritorious Chapter of the Year Award

This is awarded to a single chapter that demonstrates the most chapter improvement, growth, participation within/by the chapter itself. Participation could be in QCWA QSO parties, QCWA nets, or the most chapter representation at a convention for a few examples.

## **ADDITIONAL INFORMATION**

- ❖ The CHAPTER OF THE YEAR AWARDS will commence on June 1, 2008 and continue until further notice by the QCWA Chapter Relations Standing Committee.
- ❖ The Chapter of the Year Awards challenge will run from June 1st to May 31st of each year. All chapter accomplishments/feats must be performed within this time frame to be eligible.

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## QCWA CONVENTION

The QCWA Convention is held annually at a time and place to be designated by the Board of Directors and is the meeting where all members can get together with friends and other members. The QCWA Convention is sponsored by an individual chapter or a group of area chapters. A suitable hotel or other place with banquet and meeting room facilities is selected as Convention Headquarters. The Board of Directors meets on Thursday and Friday, if necessary, and holds an open forum on Saturday. The local sponsor arranges tours or other entertainment for both members and guests attending. A banquet, with prizes secured by the sponsor, is held on Saturday night. At the banquet honored guests, award recipients, officers and directors are recognized. Any chapter can sponsor a convention. Details on sponsoring a convention are included in a Convention Manual which is available from the Convention Advisor (Liaison). Selection of future convention sites is made at least 18 months in advance by the Board of Directors from bids received from interested chapters.

## QCWA Reflector - [qcwa@mailman.qth.net](mailto:qcwa@mailman.qth.net)

What is a reflector? A reflector is an email list that you can subscribe to. It allows you to send a message to everyone on the list without having them in your local address book. You should sign up with your real email ID not an alias like [n0uf@arrl.net](mailto:n0uf@arrl.net) or [n0uf@amsat.org](mailto:n0uf@amsat.org). For more information go to the QCWA "Email Reflector" web page at <http://www.qcwa.org/reflector.htm>. You can subscribe from there!

## QCWA MEMORIAL SCHOLARSHIP FUND

The QCWA MEMORIAL SCHOLARSHIP FUND is one of our organization's most rewarding activities. In making our contributions we speak lovingly of our old friends and lend a helping hand to young men and women amateurs in furthering their education. Contributions will be accepted in any amount from individuals or chapters and acknowledged by letter from the General Manager and the Scholarship Committee Chairperson.

Since QCWA, Inc. is a 501(c) (3), non-profit organization, all donor contributions may be considered tax deductible. It's the donor's responsibility to evaluate his or her own tax status.

The Memorial Scholarship Fund was begun by the Board of Directors at the July 1977, meeting. Leo Meyerson, WOGFQ, was asked to chair the Fund Committee to get things going and did a marvelous job. The first contribution was by Cresson Donbar, K4YL. Donations since that time have been received from members, friends of an SK, chapters and as distributions from member estates.

The Fund's monies are invested at the highest interest rate. The interest is used to fund all scholarships.

Memorial Scholarship Grants are available to any Amateur holding a Novice or higher license and enrolled or accepted by an accredited college for at least an Associate Degree. There is no area residence preference and no restriction on the course of study. The application must be sponsored by a QCWA member or chapter.

Named and QCWA scholarships are awarded yearly and the number and/or value of the scholarships may be changed based on fund performances.

The Foundation for Amateur Radio (FAR) in Washington, DC, administers all QCWA scholarships. FAR accepts the applications for the QCWA scholarships.

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QCWA will establish a Named Scholarship in honor of any donor making a minimum contribution of \$5000 to the scholarship fund. Contact the Scholarship Chairman or the General Manager for details.

## QCWA MEMORIAL SCHOLARSHIP APPLICATION

Surf to <http://www.amateurradio-far.org/> for forms, dates and instructions or write to:

Scholarship Committee  
Foundation for Amateur Radio  
P.O. Box 831  
Riverdale, MD 20738

Scholarship winners are announced in July and all candidates are notified.

## SECTION III

### CHAPTER ORGANIZATION AND OPERATION

#### CHAPTER ORGANIZATION

From Article VII - QCWA By-Laws; Chapters may be formed on the approval of the Board of Directors. The requirement for a chapter shall be as follows:

- (a) Each member must be a member in good standing of the Quarter Century Wireless Association, Inc.
- (b) The chapter must have at least five (5) members.
- (c) The Constitution and By-laws of each chapter must be consistent with the principles of the Constitution and By-laws of the Quarter Century Wireless Association, Inc.
- (d) Each chapter shall elect, as a minimum, a President/Chairman, Secretary and Treasurer. The office of Secretary and Treasurer may be combined. The Secretary shall be responsible for maintaining correspondence between the chapter and QCWA Headquarters and shall file the Annual Chapter Report.
- (e) Each chapter may assess and collect dues and should maintain a membership roster. Each chapter shall have a minimum of two meetings a year, of which one will be the Annual Meeting. Additional business and/or social meetings should be encouraged.
- (f) It is a general policy of QCWA to encourage each chapter to offer assistance to surviving family members of Silent Keys in disposing of amateur radio equipment.
- (g) QCWA chapters may not become associated and/or affiliated with any other organization except with prior approval of the QCWA Board of Directors. (Article VII, Section 1 (f) - Item 15 9/30/83).

In large metropolitan areas where there are several amateur radio organizations and radio clubs, QCWA chapters may wish to cooperate with these organizations for the common good of amateur radio providing that in so doing there is no conflict with QCWA purposes and goals. Questions concerning direct affiliation with other amateur organizations should be directed to the QCWA Board of Directors.

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## GENERAL SUGGESTIONS FOR CHAPTER CONSTITUTION AND BY-LAWS

On the following pages are sample By-laws with Constitution included. This, generally, is the easiest way to present your organization papers. The organization may be based upon separate Constitution and By-Laws if you so desire. Membership in the chapter must be limited to members of QCWA.

The By-laws on the following pages may be modified to suit local conditions but must retain all the essential elements to conform to the national QCWA Constitution and By-laws

## CHAPTER OBLIGATIONS TO QCWA HEADQUARTERS

A chartered chapter is an extension of the Quarter Century Wireless Association, Inc., and as such, has obligations and responsibilities to QCWA, Inc. Each chapter is expected to complete and return the Chapter Report form sent to each Secretary in November. Returning this form confirms the chapter's charter for another year.

## CHAPTER INFORMATION TO HEADQUARTERS

Should cover the following items:

Officers: After an election of chapter officers is completed a list of such officers with mailing and e-mail addresses and phone numbers shall be forwarded to Headquarters.

Address changes for chapter members shall be sent immediately to Headquarters.

Chapter net frequency and time of operation shall be sent to Headquarters for inclusion in the Net Directory in the *QCWA Journal* and to be posted on the QCWA web site.

Silent Keys shall be reported with name, call, QCWA number, date of death, address and a copy of the obituary to be listed in the *QCWA Journal*. As well - forward this info to the webmaster for inclusion on the Silent Key web pages.

QCWA news items about your chapter should be sent to Headquarters and should be on subjects of general interest to the *QCWA Journal* readers such as awards, special operating activities or other recognition for chapter members. A copy of your chapter letter reciting the menu and number of members present at a recent chapter meeting usually is not of national interest. The *QCWA Journal* editor cannot comb through such bulletins to extract any items of interest. Photographs of chapter members and activities add interest to your chapter report and can be either black-and-white or color digital files, preferably at the highest resolution of your camera. For inclusion of Chapter News, write it specifically for publication in the *QCWA Journal*. Check the *QCWA Journal* for report deadlines. Use a unique filename for each of your reports; chapter8march2008.doc, chapter8june2008.doc, etc...

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## SUGGESTED BY-LAWS WITH CONSTITUTION INCLUDED

\_\_\_\_\_ CHAPTER

QUARTER CENTURY WIRELESS ASSOCIATION, INC.

BY-LAWS Adopted

Nothing in these By-laws shall be so construed as to conflict with the Constitution and By-laws of the Quarter Century Wireless Association, Inc.

### 1. NAME AND PURPOSE

The name of this Association shall be the \_\_\_\_\_ Chapter of the Quarter Century Wireless Association.

The purpose of this Association shall be to foster and develop friendship and cooperation among Amateur Radio Operators of more than 25 years standing. To operate exclusively for charitable, educational and scientific purposes in accordance with the policies of the QCWA organization.

### 2. MEMBERSHIP

(a) Membership in the \_\_\_\_\_ Chapter shall consist primarily of those members of the Quarter Century Wireless Association, Inc. who reside in the \_\_\_\_\_ but may include nonresident members who have a desire to join.

(b) The procedure for applying for membership shall be established by the Executive Board, subject to modification by vote at any called meeting.

(c) Only members in good standing in the Quarter Century Wireless Association, Inc. shall be eligible for membership in the \_\_\_\_\_ Chapter.

### 3. OFFICERS

(a) There shall be a President/Chairman, Secretary and Treasurer. The position of the Secretary and Treasurer may be combined into one position. A vice president and additional directors may be desirable. One director may act as Activities Manager and the other as Net Manager. The officers comprise the Executive Board. It shall be the general policy to limit the term of all Board members to two (2) consecutive years.

(b) The President/Chairman shall preside over all meetings. He shall name such committees as the membership shall direct and any special committees the Board may direct. In the absence of the President the Secretary shall act.

(c) The Secretary shall keep records, attend to official correspondence with QCWA Headquarters office, send chapter notices and keep the records of the chapter membership. The Treasurer shall have custody of the chapter funds and keep accurate books of account, pay all bills and ordinary expenses. The Executive Board may authorize additional expenses.

(d) The Executive Board shall perform such duties as may from time to time be delegated to it by the members and, in addition, shall have a general power to act for the chapter between meetings. It shall have the power to fill any vacancy until the next called meeting of the members.

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(e) The Executive Board shall serve as a nominating committee, or the membership may elect a nominating committee, and its report shall be included in the notice of the annual meeting. Any three members may submit additional nominations provided the names are in the hands of the Secretary at least one week before the meeting. Nominations will be accepted from the floor. Permission shall be obtained from the nominee prior to presentation of the name.

### 4. MEETINGS AND NOTICES

(a) \_\_\_\_\_ members shall constitute a quorum. Notices of any business meeting shall be mailed to the members at least 15 calendar days before the meeting.

(b) Vote of the majority of the members present shall be sufficient for the conduct of ordinary business.

(c) The By-laws may be amended by a vote of two-thirds of the members present.

(d) An annual meeting at which officers shall be installed and reports made shall be held each year at a time and place as approved by the Executive Board. Other meetings may be held from time to time as voted by the members or the Executive Board.

(e) All meetings shall be governed by Robert's Rules of Order.

### 5. DUES

(a) Dues shall be \$\_\_\_\_\_per year, payable upon application and again on January 1st. The members may, by vote at any regular meeting, change the annual dues and may levy assessments for special purposes.

(b) When two or more members of a family live at the same address, and one is a full chapter member, the chapter may set a reduced rate for the additional family members. One mailing, addressed to the family, shall suffice except for ballots. Ballots shall be sent to each individual member.

### 6. AUDIT

The accounts of the Treasurer shall be audited annually by a committee to be appointed by the President and always at the end of the term of the Treasurer.

### 7. BALLOT BY MAIL

The Executive Board may submit to the membership any matter requiring prompt attention for ballot by mail or by email.

### 8. AMENDMENTS TO BY-LAWS

These By-laws may be amended at any time by a two-thirds (2/3) majority vote of the active members present at any regular meeting.

# CHAPTER MANUAL

## **NOMINATION OF NATIONAL OFFICERS**

Any member in good standing for two years or more, immediately preceding his/her nomination, may be recommended to the nominating committee for national office. Chapter recommendation of a candidate, with a short biographical sketch of that person, will be considered by the nominating committee if received prior to September 1st of the year preceding the election. However, petitions bearing the signatures of 25 or more QCWA members in good standing, received by the QCWA secretary prior to December 15<sup>th</sup> of the year preceding the election, will assure the name of the nominee being placed on the ballot along with those submitted by the Nominating Committee.

## **CHAPTER ANNUAL REPORT**

This report form is mailed to all the chapters in November of each year and is to be completed by the chapter secretary, or other designated chapter officer, and returned to QCWA Headquarters by January 31st of the following year.

## **TREASURER'S INSTRUCTIONS**

The BOOKKEEPING should be kept very simple. A notebook with a section for RECEIPTS and another section for DISBURSEMENTS will suffice. It is a good idea to put call signs by the dues so that you have an extra check with your membership sheets.

## **RECORDS**

Records required by the Secretary/Treasurer may be kept on file cards, etc, but many chapters keep them on computer files. If they are maintained on a computer you can also make labels and very good membership lists for your chapter members.

## **SECRETARY'S INSTRUCTIONS**

There should be a Secretary's notebook. If the chapter has a Secretary/Treasurer then this may be combined with the Treasurer's notebook.

## **OTHER DUTIES - ADDRESS CHANGES**

Make proper notations on all your records. Send the change to your editor and make out a card and send to Headquarters with a note that it is a changed address.

# CHAPTER MANUAL

## SAMPLE CHAPTER MEMBERSHIP APPLICATION

CHAPTER NAME

Chapter # \_\_\_\_\_

Membership Application form and Information Sheet

I hereby apply for membership in the \_\_\_\_\_ Chapter of the Quarter Century Wireless Association. I agree to support the purposes of the Chapter and abide by its Bylaws.

Signed

QCWA #

Name

City State Zip Address \_\_\_\_\_

Telephone ( )

QCWA Membership expiration date \_\_\_\_\_ License Expiration date

QCWA Certificates held: 50-year \_\_\_\_\_ 60-year \_\_\_\_\_ Or more

Annual Dues per Year

Send to Secretary:

We would like the following information for our files.

Birthday Month \_\_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_ Anniversary Month \_\_\_\_ Day \_\_\_\_

OM/XYL Name \_\_\_\_\_ If licensed, call sign \_\_\_\_\_

Other Clubs \_\_\_\_\_

Hobbies \_\_\_\_\_

## CHAPTER ACTIVITIES SUGGESTIONS - GENERAL

Basic requirements for chapter success are:

1. Officers who are enthusiastic and will work promoting the chapter. Officers should not ordinarily succeed themselves in the same office; get new blood and new ideas. An exception may be the Secretary / Treasurer who is more in the center of things than any other chapter officer and must at all times be familiar with chapter records. All officers should share in the work and promotion of the chapter.
2. Good communications between officers and members. A regular newsletter or bulletin and a local net will help here.
3. Meetings often enough to maintain interest and attract new members. The fraternal aspect of QCWA is important. Meetings must appeal to members and guests. Saturday or weekday evenings are best as this will allow members who are not retired to attend. Picnic and field trips are also excellent.
4. Dues. It costs money to mail notices, print newsletters and directories, etc. and dues should be high enough to cover all expected expenses. Delinquent members must be dropped and members' national dues status must be checked. A QCWA chapter must not slip into just an old timers' luncheon club.
5. New members must be actively sought. A membership committee as well as all members must approach eligible amateurs. At-large QCWA members should be invited to join the chapter. Talking QCWA during QSO's will secure new members.
6. Projects to interest chapter members should be planned.
7. A local net on a frequency that most members can work will make an excellent communication. Don't forget the Sunday QCWA Net on 14.347 MHz at 2000 UTC. Encourage chapter members to check in.

# CHAPTER MANUAL

## CHAPTER MEETINGS

Meeting format varies from chapter to chapter but all have some things in common. Chapters in a compact area, sometimes more than one in a large city, select a central location and meet weekly or monthly. Those that cover large areas, one or more states, usually have three or more meetings per year. These are held in various parts of the area, in rotation, so all members may attend one or more luncheons. Officers may meet more often. Guests can be invited to all general meetings. Certainly, guests can be invited and in many instances can be quite helpful to the group. Meetings should be often enough for all members to get acquainted with each other. The fraternal aspect of QCWA is important. Meeting facilities should provide a private room and be large enough to handle a crowd. It should be on the ground floor or have elevator access and be suitable for the handicapped. Cafeterias may be better than restaurants as many older members have diet restrictions and financial concerns.

Cafeterias allow all members a choice of diet and cost. Weekend dates allow those who still work to attend and will let those who travel some distance arrive back home at a reasonable time. Programs must be of general interest to members and guests and not highly technical. An absorbing demonstration of AMTOR will be boring to guests and many members. Demonstrations of the more glamorous aspects of ham radio may be acceptable. Home movies or slide talks on flower arranging or mountain climbing will be of interest - but NOT every meeting. Commercial movies on non-controversial subjects are okay but stay away from religion and politics. Musical programs should be approached with caution as tastes vary widely. Christmas Carols or a good choral group is acceptable to most people. Whenever possible, a QCWA member should present the program but outside speakers are fine if the subject is of general interest. **NO PROGRAM SHOULD EXCEED 1/2 HOUR IN LENGTH.** A luncheon meeting in connection with a local hamfest once or twice a year works very well. A QCWA table at the hamfest attracts interest of potential new members and visiting members. A Hamfest package is available from HQ; contact the GM two weeks prior to the event or to find out exactly what is included.

A suggested agenda for chapter meetings might be:

- Call to order
- Recognize new members and visitors
- Minutes from last meeting
- Treasurer's Reports (optional)
- Committee reports
- Old business
- New business
- Reports on sickness and health
- Net report
- Local ham events and activities
- Presentation of certificates and awards
- Program
- Adjourn

These suggestions are just that. Your chapter may have more and better activities, but if you do not, then give these a try.

# CHAPTER MANUAL

## CHAPTER PROJECTS

Many chapters have no project other than social meetings, but a suitable project will maintain member interest in the chapter. One chapter has an "ELMER PROJECT" to recognize the outstanding Elmer in its area each year. Other chapters supply communications for local charitable marathons and marches and help in emergency situations. One new chapter has refined a system for assisting the relatives of a Silent Key Amateur and has spread their expertise to other amateur radio organizations in the area. They are now called by the survivors and the other groups help them to get rid of the gear. Each area presents its own possibilities for projects and each chapter will have to develop a project to suit its own members. All chapters are urged to fully support our QCWA projects.

QCWA MEMORIAL SCHOLARSHIP FUND

QCWA QSO PARTIES

QCWA CONVENTION