

**Federal Way Amateur Radio Club**  
**P.O. Box 23415**  
**Federal Way, WA 98093**  
[www.fwarc.org](http://www.fwarc.org)

**STANDARD OPERATING PRACTICE: 100.1**

**11 September 2003**

**SUBJECT:** Establishment of Standard Operating Practices

**REFERENCE:** FWARC Bylaws Section 4.G.5 Rules And Regulations

**1. PURPOSE.**

The purpose of this document is to establish a set of written rules, regulations, and/or guidelines that will assist the club's board of trustees with managing the day-to-day operations of the club, and its activities. These written documents shall be known as Standard Operating Practices (SOP) and are authorized under section 4.G.5 of the Bylaws of the Federal Way Amateur Radio Club. Standard operating practices shall be written as to complement the club's bylaws, yet provide additional guidance on specific topics, resulting in consistent club management. Standard operating practices will require a majority vote of the club's board of trustees to be placed into effect.

**2. DIRECTIVES AFFECTED.** Future standard operating practices.

**3. RESPONSIBILITIES.**

- a. Club Members:** All club members shall comply with any and all active club standard operating practices. Any club member failing to comply with the club's standard operating practices may face review by the Board of Trustees as set forth in section 1.D. of the bylaws of the Federal Way Amateur Radio Club.
- b. Non-Club Members:** Non-club members wishing to participate in club activities, events, or otherwise do business with the Federal Way Amateur Radio club shall also comply with any applicable club standard operating practices. Non-club members failing to comply with the club's standard operating practices shall be requested by club leadership to depart the area and may not be allowed to participate in the club's activity for the duration of the event, or be prohibited in doing business with the club.
- c. Board of Trustees:** Officers and Trustees of the club shall enforce any and all standard operating practices. Club members failing to comply with the club's standard operating practices may face review by the Board of Trustees as set forth in section 1.D of the bylaws. Disciplinary action against those individuals failing to comply with the club's standard operating practices range from a warning to suspension of club membership.

4. **ACTION.**

- a. **Submissions.** Any officer, trustee, or club member serving in a leadership position in the Federal Way Amateur Radio Club may draft and submit written proposals for the adoption of new standard operating practices. Proposals being submitted to the board of trustees for consideration as new standard operating practices shall include, but not limited to, subject title, references, purpose, and any other detailed information that will further direct execution of the standard operating practice.
- b. **Approval.** All standard operating practices shall be adopted, amended, and/or repealed by majority vote by the board of trustees of the Federal Way Amateur Radio club.
- c. **Amendment or repeal.** Any officer, trustee, or club member may submit, in writing, amendment proposals for existing standard operating procedures, and/or call for their repeal per section 4.G.5 of the bylaws.
- d. **Review.** Upon completion of club's annual elections, all Officers and Trustees shall review all standard operating practices, becoming familiar with their content and insuring the SOP's are up to date and still effective.

5. **APPROVAL.** This standard operating practice was approved by a majority vote of the board of trustees, and signed into effect by the club's president on 11 September 2003.

//s//

Michael A. McCoy, N7VWD  
President, Federal Way Amateur Radio Club