

**Mike & Key Amateur Radio Club - Policy & Procedures**

<b>Policy #</b>	<b>Responsible Party</b>	<b>Narrative</b>	<b>By-Laws</b>	<b>Area</b>
1	Facilities Trustee	Club Mail: Keys to the mail box shall be provided to three Board members, and a record shall be maintained of who has the keys. Anyone picking up Club mail shall promptly distribute it to appropriate Club officers or dispense with accordingly.	6.02 C	Records
2	Event Chair	All monies collected or spent for an event or activity must be in control of the event chairperson. Under no circumstances may funds beyond the amount budgeted be spent for the event. An event chairperson who anticipates a budget overrun may seek a change in the budget from the Board, but may not commit or expend additional funds unless and until the budget is properly amended.	6.02 D.8	Event
3	Event Chair	The event chairperson shall provide event accounting and receipts to the Treasurer.	6.02 D.7	Event
4	Event Chair	Request for reimbursements must be accompanied by receipts and presented to the Treasurer no later than the second board meeting following the event.	6.02 D.8	Event
5	Event Chair	Life Members are entitled to free admission to the annual Fleamarket.		
6	Facilities Committee	The trustee who is liaison to the Facilities committee shall provide the chairperson of the audit committee the result of the annual capital equipment inventory conducted in concert with the Radio Officer.	9.03 A	Cmte
7	Secretary	<u>Meeting Minutes</u> : The secretary shall be responsible for recording the minutes of all general and board club meetings. Copies of completed minutes shall be retained in the secretary's file and distributed to the club president, chairman of the board and <i>K7LED Relay</i> editor.	6.02 C	Records
8	Secretary	<u>ARRL Affiliation</u> : The secretary, at the start of each annual term of new officers, shall be responsible for updating club contact information with the ARRL.	6.02 C	Records
9	Secretary	The current Club Bylaws and Policies & Procedures documents shall be distributed to new Board Members after they take office.		
10	Treasurer	The treasurer shall maintain current records of each member's dues status and shall provide current roster information including dues status to the President and Relay Editor periodically and upon request.	6.02 D.6	Member
11	Treasurer	The Treasurer shall maintain the official membership roster of the club to be used internally for club business.	6.02 D.5	Member
12	Treasurer	The Treasurer shall notify all members whose dues are 30 days past due.	2.02 A	Member
13	Treasurer	For Mike & Key items that have swipe fees, the fees are to be paid by the purchaser.		
14	VP	The vice president shall keep and maintain all membership applications indefinitely. When a new member is accepted into the club, the vice president shall supply initial membership information (name, call, address, telephone number, etc) for inclusion in the membership database and monies received to the treasurer. Membership data shall be supplied to the Relay editor.	6.02 B	Member
15	VP	Prospective members must be present to be elected into membership. The application does not have to be submitted in person and the prospect need not attend a board meeting.		
16	VP	Upon notification by the treasurer that a member is overdue by 90 days on payment of dues, the vice president shall notify the member of the lapse of membership and that reapplication for membership will be required.	2.02 A	Member
17	VP	The vice president is responsible for placing attendance sheets at tables for a membership meeting. The Vice President shall promptly gather the attendance sheets and review them to determine whether a proper quorum exists at the meeting. The presence or absence of a quorum shall be promptly communicated to the President and/or Meeting chair.	3.02	Meet
18	Board	The Board follows a Conflict of Interest Policy ( <a href="http://www.mikeandkey.org/docs/laws/ConflictOfInterest20180904.pdf">http://www.mikeandkey.org/docs/laws/ConflictOfInterest20180904.pdf</a> ).		
19	President & Secretary	All member originated intellectual property materials created for or used by the "Club" shall be the property of the "Club" unless expressly agreed otherwise in writing signed by the President and Secretary.		
20	Board	The Club will provide any software or other supplies required by Club officers to properly conduct the duties of their office.		General
21	Treasurer	Money for new members will be collected no later than the day that Club member is voted in at a General Membership meeting		
22	Board Members	Procedure for Creation of New Club Email Lists: Any club member can request the creation of a new club email list. Each request requires the endorsement of a club trustee. Ideally, the endorsing trustee is the representative for the committee that fits the topic, for example a new technical list would ideally be endorsed by the Technical & Special Interest trustee. The trustee will forward the endorsed request to the administrators of the club email list service. The administrators review the request for appropriateness and may create the new list immediately. If they feel a request is inappropriate, they may forward the request to the club President for review. The club President will have final authority to approve or reject the request.		Membership
23	Board	In general, donations from Club funds require Board approval and can only be made to other 501(c)(3) organizations. In case of an emergency the Board can vote on short notice via an ad-hoc meeting or round-robin email to approve donations to individuals or other organizations.		