

Mike & Key Amateur Radio Club - Policy & Procedures

Policy #	Responsible Party	Narrative	By-Laws	Area
1	Facilities Trustee	Club Mail: Keys to the mailbox 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 Swap Meet.		
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	Meeting Minutes: 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 K7LED Relay editor.	6.02 C	Records
8	Secretary	ARRL Affiliation: 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 to 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 (http://www.mikeandkey.org/docs/laws/ConflictOfInterest20180904.pdf).		
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	<p>The Treasurer will collect dues from newly approved members at the meeting where the membership is formally approved by vote of the membership, except as follows.</p> <p>A one-year dues exemption will be allowed for a member prospect who paid for and completed a Club-organized training class within one year of the successful exam. The newly licensed member must apply for and be approved for membership within nine months of the successful exam date. This exception applies only to prospective members who did not have a previous amateur license of any class.</p> <p>The Treasurer will investigate and determine eligibility for a due's exemption. If the investigation cannot be completed by the meeting at which the member is elected, the Treasurer may delay dues collection from this member pending completion of the investigation. It is the intent of this policy that the dues exemption right must be exercised at the time the member is approved or as soon thereafter as feasible.</p>		Membership
22	Board Members	<p>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.</p>		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. NOTE: Ensure compliance with IRS regulations.		
24	Board	<p>The Board approves of the creation of a Membership Benevolence Fund (hereafter THE FUND) for use in paying dues for members in financial need.</p> <p>THE FUND will be supported solely by voluntary contributions. THE FUND will not be supported from the general assets of the Club and no part of the regular Club dues will be allocated to THE FUND. Notwithstanding the above, funds may be deposited and managed in the same bank accounts as the Club's general assets. The Treasurer shall maintain separate accounting for THE FUND.</p> <p>THE FUND may be used to pay Club dues for deserving members.</p> <p>An application for benefits from THE FUND can be made by the affected Member or any other Club member. The application will be submitted in writing and in confidentiality. The Board will conduct its own confidential investigation of the application. All proceedings related to the application will be confidential and not disclosed to the general membership or the public. The Board has discretion to conduct whatever investigation it deems appropriate for the application.</p> <p>The grant of benefits shall be for a maximum of two years. It may be renewed at the Board's discretion but only after a finding by the Board that the affected member continues to be deserving and in need. It is the intent of this resolution that benefits can continue indefinitely but eligibility needs to be reviewed and confirmed every two years.</p> <p>Private minutes of THE FUND proceedings shall be maintained but shall not be disclosed to anyone except current Board members. The Board may post general information including the number of awards granted and general accounting.</p> <p>THE FUND shall be subject to audit by the Auditing Committee. Members of the Committee shall respect the confidentiality of proceedings and will specifically not disclose the identity of any affected member.</p>		Membership