

POLICY AND PROCEDURES SOUTH EAST METRO AMATEUR RADIO CLUB, INC.

1.0 Purpose

1.01 The purpose of the South East Metro Amateur Radio Club, hereinafter referred to as “Club”, is to provide services as a general interest amateur radio club to its members and the amateur radio community.

2.0 Address

2.01 The address of the Club shall be 1655 68th Street West, Inver Grove Hills, MN 55077.

3.0 Non-Profit Corporation

3.01 The Club is registered as a non-profit corporation with the Minnesota Secretary of State. Registration is perpetual.

3.02 The Treasurer shall be the Registered Agent and shall file the annual report online with the Minnesota Secretary of State by December 31 of each year.

4.0 Affiliation

4.01 The Club shall be affiliated with the American Radio Relay League (ARRL) and will support the programs of it. Members are encouraged to join ARRL.

4.02 The Club shall maintain designation with ARRL as a Special Service Club. This designation must be renewed every two (2) years.

5.0 Logo

5.01 The following shall be the official Club logo:



6.0 Membership

6.01 The following are the classes of membership and the annual dues for each class.

A. Active (individual)	\$20.00
B. Family*	\$30.00
C. Student, full-time	\$10.00
D. Youth under 18	Free

*Includes all family members at the same address.

6.02 Membership follows the calendar year. Dues shall be due and payable on January 1st of each year. Membership renewal forms and dues payments shall be mailed or delivered in person to the Treasurer.

6.03 Dues shall not be pro-rated, except new members who join from October 1 through December 31 shall have their membership expire at the end of the following year.

6.04 The Secretary shall place a notice of membership renewal in the October, November and December issues of the newsletter. The notice shall include the membership

renewal form or a link to the form on the website. Membership renewal forms shall be available from the Secretary at each membership and Board of Directors meeting.

6.05 After January 1 members shall be given two (2) additional notices for renewal before deletion from the membership list.

6.06 Members whose dues are not paid within ninety (90) days of due date will be deemed in arrears, dropped from Club membership, lose eligibility to hold an elected Club office, and become ineligible to vote in Club elections. Payment of dues in arrears shall reinstate Club membership with all its privileges. (*By-Laws, Article VII*)

6.07 A non-member who passes a licensing examination at a session sponsored by the Club may be offered membership at no cost for the remainder of the calendar year, except those who join under this subsection from October 1 through December 31 shall have their membership expire at the end of the following year.

6.08 The official membership list shall be maintained by the Treasurer.

6.09 New member applications, including those complimentary from licensing exam sessions, shall be distributed to the Secretary, Treasurer and Member Services chair.

6.10 The Member Services committee shall send a welcome letter to new members.

7.0 Nominations

7.01 A Nominating Committee of at least two (2) members shall be responsible for recruiting candidates to all offices subject for election. The Board of Directors shall appoint the Nominating Committee at their October meeting.

7.02 The Nominating Committee shall contact all candidates, and must obtain their consent before offering their names in nomination.

7.03 The Nominating Committee shall provide nominations to the Board of Directors for approval by the November Board meeting.

7.04 Approved candidates shall provide their biographies to the Newsletter Committee no later than the deadline for the December issue of the newsletter.

8.0 Balloting for Annual Elections

8.01 Procedures for the annual election of positions are identified in Article V of the By-Laws.

8.02 If any office is challenged, the Secretary shall mail notice of the annual election by December 10 to all members who are in good standing as of December 1. The notice shall include voting instructions, a paper ballot and a pre-addressed, postage-paid, return envelope.

8.03 The voting shall be by sealed mail-in ballot received at the official Club address before the date of the Annual Business Meeting. Ballots must be returned in the envelopes provided. Ballots not received prior to the Annual Business Meeting will not be counted.

8.04 All ballots received at the official Club address shall be delivered to the location of the Annual Meeting at least 30 minutes before the call to order.

8.05 Ballots will be tabulated prior to the Annual Business Meeting by two (2) members who are not candidates for election. The President shall appoint the two (2) members.

8.06 Election results will be announced to the general membership at the Annual Business Meeting.

8.07 Following the announcement of election results ballots shall be transferred to the newly-elected Secretary and destroyed no less than (1) month after the Annual Business Meeting.

8.08 If all candidates for election are unchallenged, a voice vote shall occur at the Annual Business Meeting.

9.0 Annual Business Meeting

9.01 The Annual Business Meeting shall be held in January. (*By-Laws, Article VI, Section 3*)

9.02 The president or their designee shall arrange for the Annual Business Meeting and dinner.

9.03 The cost of meals shall be borne by the individual member or guest, except the Board of Directors may approve payment for a non-member guest speaker.

10.0 Duties of the Secretary

10.01 The Secretary shall record and retain meeting minutes of all Annual, monthly membership and Board of Directors meetings. (*By-Laws, Article I, Section 3*)

10.02 The Secretary shall distribute all meeting minutes to the membership or Board of Directors before their respective next scheduled meetings. Once approved the Secretary shall forward the minutes to the Website Committee for posting on the website.

10.03 The Secretary shall maintain an e-mail address list of all members, and shall be solely responsible for e-mails to members.

10.04 The Secretary shall renew the ARRL Special Service Club designation every two (2) years.

10.05 The Secretary shall send a card of sympathy to the family of a Silent Key member.

11.0 Duties of the Treasurer

11.01 The Treasurer shall promote the fiscal well-being of the Club and shall be responsible for the records thereof.

11.02 Bank account signature cards shall be signed by the President, Treasurer and Trustee.

11.03 All disbursements shall be made by check of the Club signed by the Treasurer. All payments shall be associated with an invoice and/or receipt.

11.04 Payment of bills in excess of \$100.00 shall be reviewed by the Board of Directors and approved by a majority of members attending an annual or monthly meeting of the membership before payment is made.

11.05 The Treasurer shall submit Form 990-N Electronic Notice (e-Postcard) to the U.S. Internal Revenue Service annually before the January 31 deadline.

11.06 This section shall not apply to the Volunteer Examiner program sponsored by the Club.

12.0 Trustees

12.01 The Club Trustees shall be the President, immediate past-President, and one (1) elected Trustee. They shall be responsible for the proper accounting of all funds and tangible assets of the Club. (*By-Laws, Article I, Section 5*)

12.02 The Club Trustees shall perform an annual audit of all Club funds and assets, making a report to the Board of Directors as required by the By-Laws no later than March 31 each year.

12.03 Audit Procedure. The Trustees will use a random sampling methodology for the review.

- A. Review the bank signature card to ensure the current President, elected Trustee and Treasurer are the signees. Records maintained by the treasurer are record of membership, bank statements, record of deposit, record of expenditures, record of special funds, monthly financial reports to membership, check register and

- checkbook, filings with the Secretary of State of Minnesota, and filings with the U.S. Internal Revenue Service.
- B. The Trustees shall review the year's bank statements checking the beginning balance for January and ending balance for December against the Treasurer's reported balances to ensure they reconcile. The Trustees will also select three (3) deposits and expenditures at random for detailed review.
 - C. Each selected deposit from the bank statement will be compared to entries in the treasurer's record of deposits for reconciliation. They shall also be reconciled with the Treasurer's monthly report to members.
 - D. Each selected expense from the bank statement will be compared to the check register for reconciliation. Depending on the type of expense there should be an expense voucher with itemized expenses and proof of payment or direct club billing statement for each expense in the Treasurer's records and should be verified. Each expense will be categorized and shown on the Treasurer's monthly report and should be verified. Any new items purchased for club inventory should be verified that it was added to the Trustee's inventory list.
 - E. The Trustees shall select three (3) members at random and check their membership application for a record of method and amount of donation made for dues and other disbursements to club accounts. These recorded funds should be reconciled with the Treasurer's record of deposit where it shows the disbursement into the club's accounts. These funds are reported on the Treasurer's monthly report in the appropriate account.
 - F. At the completion of the review a short report of the Trustee findings and any recommendations shall be delivered to the Board of Directors at their next scheduled meeting. After review and action by the Board of Directors a record shall be made by the Secretary of receiving the report and the report filed in the permanent records of the Treasurer.

13.0 Property

13.01 An inventory of tangible property shall be maintained by the elected Trustee.

13.02 Property no longer needed may be offered for sale to Club members first, then to any 501(3)(c) organization. Property with no value may be properly disposed.

14.0 Standing Committees

14.01 Standing committees are identified, and their duties defined, by Article VIII of the By-Laws.

15.0 Newsletter Committee

15.01 The Club's newsletter shall be published monthly.

15.02 The name of the newsletter shall be "The Telegraph."

15.03 The committee chair (editor) shall provide the newsletter to the Secretary for electronic distribution to the membership, and to the Website Committee for posting on the website.

15.03 Announcements of items related to amateur radio for sale or trade may be placed in the newsletter by members only.

16.0 Scholarship Committee

16.01 In memory of David E. Harrell KØBTE, the founder and first president of the Club, an annual scholarship will be offered to high school seniors.

16.02 Funds designated for the scholarship shall be used for no other purpose.

16.03 The Scholarship Committee consisting of three (3) members shall provide scholarship information and application forms to guidance counselors in the high schools identified below by January during the fall semester.

16.04 Applications must be turned in to the guidance counselors, or if home schooled mailed to the Club address, by the first Monday in May.

16.05 Requirements for applicants

A. High school senior interested in amateur radio who will enroll as a full-time student in any field of study in a two- or four-year technical school, college or university

B. Attends one of the following high schools in their senior year: Park, Woodbury, Hastings, Simley, South St. Paul, East Ridge, New Life Academy, the Math and Science Academy, or be a home-schooled student who lives in these districts

C. Licensed amateur radio operator of any class

D. Has participated in amateur radio activities

16.06 Submittals with application

A. Certified copy of latest GPA

B. Copy of FCC Amateur Radio license

C. A short essay stating the applicant's (1) education and career plans, (2) activity level in amateur radio, and (3) financial plan for completing degree identifying funding sources.

16.07 Selection process

A. The Scholarship Committee shall develop a scoring process for evaluating applications.

B. The Scholarship Committee shall make their selection without regard to the race, color, religion (creed), gender, gender expression, national origin (ancestry), disability, or sexual orientation of all applicants.

C. The Scholarship Committee shall notify the recipient and their guidance counselor of the award by June 1.

D. Any other candidates shall be notified of the outcome of the selection process within one (1) week of the recipient's notification.

16.08 Award

A. Effective January 1, 2022 the scholarship award shall be \$1,000.00.

B. The selected candidate must show proof of full-time enrollment in a two- or four-year technical school, college or university before receiving scholarship funds.

C. The selected candidate shall be invited to a meeting of the Club for recognition by the members.

17.0 Volunteer Examiner (VE) Committee

17.01 The Club shall sponsor licensing examinations in association with the ARRL Voluntary Examination Coordinator (VEC).

17.02 All funds received or expended for the VE program shall be held in a banking fund separate from the Club funds. Such funds are subject to an annual audit as provided in Section 12.0.

18.0 Continuity of Operations Plan (COOP)

18.01 The Board of Directors shall maintain a Continuity of Operations Plan in a separate document. The Plan shall contain critical, detailed information that is necessary to maintain Club operations. The Plan shall contain, at a minimum, the following subjects:

- A. Banking accounts
- B. Club License
- C. Incorporation
- D. Repeaters
- E. Volunteer Examiner
- F. Website

18.02 Access to the Plan shall be limited to elected members.

19.0 Miscellaneous

19.01 Review of By-Laws.. At a minimum, the By-Laws shall be reviewed every two (2) years by the Board of Directors as required by Article IX of the By-Laws. The review shall occur in even-numbered years.

19.02 Reservations for all field activities at city property in Cottage Grove shall be obtained as required by the city. Events in a city fire station must be approved by the City Fire Department District Chief. Events in a city park must be approved by the City Parks Director.

19.03 A memorandum of agreement shall be maintained with Zion Lutheran Church for use of their facilities by the Club. The president or their designee shall be the liaison between the Club and the church.

19.04 Official apparel for Club members may be purchased from Advanced Sportswear, 1632 Hastings Avenue, Newport. 651-459-5002. Attention: Craig Kittelson.

20.0 Policy and Procedures

20.01 These Policy and Procedures may be revised or amended at any time with Board of Directors approval.

20.02 The Secretary shall keep current copies of the Club Policy and Procedures. The Secretary shall record all amendments, changes and additions to the Policy and Procedures, have them available at every scheduled meeting, and permit them to be consulted by any member upon request.