

## **DOG#5 - OPERATING POLICY – Business with Vendors and Club Members**

### I. Definition:

It is the policy of Hazel Park Amateur Club that the Club maintain control over goods bearing the Club name and/or logo and that the Club monitor activities with outside vendors producing those good . To that end, transactions with vendors and final sales of Club related merchandise will be processed through the Club and will follow established procedures.

### II. Objective:

To establish the standard procedure for handling sales to Club members from outside vendors.

### III. Authority:

Board of Directors: This is only an operating procedure and not a by-law therefore, no member notification nor member vote are needed. This may be altered at any time at the discretion of the Board of directors.

### IV. Guidelines:

Here are the steps that must be followed:

- a. The Board of Directors must approve any use of the Club logo and info on any items including wearables, such as jackets, hats, and t-shirts; paper goods such as envelopes, letterhead, etc., or other hard goods.
- b. A Club member may be designated as the point person, negotiator, and primary contact person to the outside vendor. This person or persons will get initial goals and objectives from the Board. If the initiator of the project is grass-roots (non-Board member) they will bring the project to the Board for approval before committing to expenses.
- c. Ideally, the Board will authorize the purchase and pay through the regular check request process. If absolutely necessary, the project point person may pay for goods and request reimbursement from the Club though this is not the preferred method. Invoices or receipts for cost of goods and/or services purchased on behalf of the Club are required for expense reimbursement by the Club.
- d. Ideally the point person(s) will receive the goods, verify what was ordered is received in correct quantity and acceptable quality.
- e. Ideally, with goods of higher value, the point person will get advance orders and then order the exact quantity. Goods of lower value may be order in bulk without pre-sales. The point person will hold this inventory.
- f. Sales of these items should take place at the membership meeting. The Club treasurer or a designee will accept payment to be turned over to the Club.
- g. The Club treasurer will provide an accounting of the revenues and expense of each project.

Date of Review: October 2018

Hazel Park Amateur Radio Club

Board of Directors