

Hazel Park Amateur Radio Club Inc.

Developmental Operating Guide

RESOLUTIONS

1. 2014-10, The club will offer a one year free membership to any person who has passed any of the 3 levels of Amateur Radio exams in one sitting and has not previous held an amateur radio license.
2. 2014-11, In order to maintain orderly records keeping. All documents, letters and papers dated more than seven years from the current year can be disposed of. Documents, letters and papers that depict significant club events will be digitized and archived. All file names will start with: YEAR, MONTH (XXXX-XX) and after that, the date if needed and file description. This dating sequence will be used for the Zero Beat, Roster, meeting attendance and any official documents and letters.
3. 2014-11, New applicant by request, will be assigned an Elmer if he or she wants help. The Elmer well be assigned from a list provided from the membership application. The Elmer assigned will be compatible with the new member requirements. After about a 4 week period, the assignment will end or continue with each other's consent. The new member can also request a different Elmer at any time.
4. 2015-02, Beginning March 1st 2015, members renewing/updating their membership at the club meeting will no longer require completing an application/update. Paying your dues at a monthly meeting, you must fill out a small form indicating no change in your status. Member updating any other month other than there anniversary month must submit an application/update with dues. Members that have terminated (90 days after notification); to renew, you must submit an application/update with dues. All others updating by postal mail must continue completing an application/update. New applicants must complete the application to be submitted at a monthly membership meeting.
5. 2018-10, 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 wearable's, 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.
6. 2020-01, The Director is responsible for the club inventory and maintained by the Data Chairman. Any authorized member who purchase or acquires equipment, a form will be provided to be filled out on a computer describe the item before the item can be entered into the inventory. The board will determine when equipment is to be discarded and how. Discarded equipment will remain listed in the inventory and the date discarded.