

DAYTON AMATEUR RADIO ASSOCIATION

POLICIES AND PROCEDURES

Introduction:

The policies and procedures presented by this memorandum are intended for the use of all DARA members; in particular, DARA committee chairpersons are highly encouraged to guide your committee functions using the policies and procedures presented by this document. In the event of any conflict between this document and the DARA Code of Regulations, the Code of Regulations will have precedence.

This document was reviewed and updated by the Planning Council for the 2004-2005 DARA fiscal year. It incorporates previous policies, updated old policies and new policies. This document should be reviewed every three years for relevance to the operations of the Association. This document was reviewed, and edited by the 2004-2005 Planning Council. It is highly encouraged that committee chairpersons for the Dayton Hamvention utilize these policies and procedures accordingly; additionally, Hamvention procedures must also be followed in accordance with the Hamvention General Chairman and his supporting staff.

(Amended by the Board, 2/15/05)

Definitions:

Policy; prudence or sagacity in the conduct of affairs; a course or plan of action, especially of administrative action.

Procedure: the methods or forms of conducting a business collectively.

Policy No 1: One Year Complimentary Membership

Any individual that attends DARA Classes and becomes a licensed amateur radio operator shall be offered a one-year complimentary membership in DARA. Applies to all license levels. If the individual is already a DARA member, his or her membership will be extended for another year.

Policy No 2: Hamvention^â Procedures, Responsibilities, and Reporting Requirements

The Hamvention General Chairman is the sole individual responsible for organization and management the Hamvention Operating Committee, the securing of contractors involved in the production, and support of the Hamvention operation. All members of the Hamvention Operating Committee and contractors are directly accountable to the Hamvention General Chairman.

The Hamvention General Chairman shall report in detail to the DARA Board at the regularly scheduled Board meeting. The report will include, but not be limited to preparation and financial status of the Hamvention operation. This report may be verbal or written. The DARA Board must be kept informed as to the status of preparations for Hamvention.

Items of a particularly sensitive nature may be presented in executive session of the Board as required. Personnel matters must be presented in executive session.

Items still in negotiation may be presented at the discretion of the General Chairman.

This reporting requirement should not impact the preparations for Hamvention. The purpose of this policy is to insure the DARA Board is kept informed as to the progress of preparations for Hamvention.

The General Chairman's staff will be comprised of 1 Hamvention Assistant General Chairman and up to 3 Hamvention Chairman's assistants. The General Chairman as necessary may utilize other personnel. The General Chairman will also secure the assistance of a Production Support Manager. This manager will coordinate the activities necessary for the professional support of Hamvention.

All contracts for professional support will be negotiated between the Hamvention General Chairman and the effected contractor, or his representative.

The Hamvention Assistant General Chairman's responsibilities are to assist the General Chairman in the overall management of the Hamvention Committee. The Hamvention Assistant General Chairman will assume the responsibilities, and represent the General Chairman in his absence. The Hamvention Assistant General Chairman must be able to assume the General Chairman's duties and responsibilities, as needed, or directed by the DARA Board.

Appointment of the Hamvention Assistant General Chairman will be recommended by the General Chairman to the Planning Council, and presented to the DARA Board for approval. The Hamvention Assistant General Chairman reports to the Hamvention General Chairman. The Hamvention Assistant General Chairman will become the next Hamvention General Chairman, with review of the planning council and approval of the DARA Board.

The Hamvention Chairman's Assistants responsibilities are, but not limited to, insuring financial accountability, and interaction between Hamvention Committees. The Chairman's Assistants may assume other tasks or responsibilities as directed by the Hamvention General Chairman, or the Hamvention Assistant General Chairman. The Chairman's Assistants will coordinate activities between Hamvention committees and Hamvention approved contractors. The Chairman's Assistants will report directly to the Hamvention General Chairman, or the Assistant Hamvention General Chairman as required. Chairman's Assistants may not negotiate agreements between Hamvention and outside vendors, agencies, or contractors without the permission, and review of the Hamvention General Chairman.

The Hamvention Chairman's Assistants must be intimately knowledgeable about the inner workings of Hamvention. Minimum requirements for Chairman's Assistant will be 2 years as a Hamvention Committee Chairman or Assistant Chairman. Special requirements may be necessary, as required. Hamvention Chairman's assistants may be the chairmen of existing Hamvention Committees. Hamvention Chairman's Assistant appointees will be submitted to the Planning Council for review. After review the Hamvention General Chairman will present the appointees to the DARA Board for approval. Only appointees of high moral character, and proven sound judgement should be considered for this position. Appointees must agree to a background investigation. Execution of such a background investigation shall be the sole decision of the Hamvention General Chairman. Hamvention Chairman's Assistants serve at the pleasure of the Hamvention General Chairman.

A Hamvention Chairman's Assistant appointment is concurrent with the General Chairman who made the appointment. Chairman's Assistants' terms may be renewed at the pleasure of the Hamvention General Chairman. A Hamvention Chairman's Assistant have no stated or implied succession to the job of General Chairman or Assistant General Chairman. The Chairman's Assistants exist to allow the General Chairman and Assistant General Chairman to manage their workload more efficiently.

At the close of the seated General Chairman's term, a person will be selected by the outgoing General Chairman, and the incoming General Chairman to become the next Hamvention Assistant General Chairman. This appointee's name will be submitted to the Planning Council for review. After review the Planning Council will present the appointee's name to the DARA Board for approval.

All members of the Hamvention Operating Committee, and others as required, must be current members of DARA. This requirement may not be waived.

All other requirements of the Hamvention General Chairman or Hamvention Committee remain in force, as outlined in the *Amended and Restated Articles of Incorporation of the Dayton Amateur Radio Association, Inc* the *Restated Code of Regulations of the Dayton Amateur Radio Association, Inc* and other *Policies and Procedures of the Dayton Amateur Radio Association, Inc*. The laws of the States of Ohio as applicable also govern this policy. Should a conflict between this policy and other documents arise, the DARA Board will adjudicate the proper course of action, to include the possible modification of this policy.

Policy No.3: Food and Refreshments

Refreshments should not be provided for any activity of less than 2 hours of duration, unless specifically approved by the Board, in advance. This may include approvals given to budgetary line items if such items are noted as such. For events of 2 to 6 hours in duration, refreshments may be provided of nature of coffee, soda, donuts, pretzels, etc.

Meals for individuals or groups in conjunction with events or committee meetings are not permitted, except by prior Board Approval. The Association Annual dinner, Christmas Party, Hamvention Banquet, refreshments and sandwiches for Hamvention committee members during Hamvention and Hamvention General Chairman's appreciation dinner are specifically exempted. Costs of these exempted meals may be reviewed by the Board or the Planning Council prior to obligation.

For the Food/Refreshment policy, an Event is defined as one of the following:

- a. Hamvention
- b. A public service activity supported by at least four members.
- c. Other DARA activities such as Field Day, Contesting, Work Parties or other activities lasting at least 2 hours or more.

At no time shall alcoholic beverages be provided at Association expense.

Policy No.4: Use of the Bellefontaine Rd. Facility

Individual members of DARA, or collective members of DARA can reserve the use of the Bellefontaine Rd facility for amateur radio related uses if W8BI does not want to use it. Member will contact the Chairperson for that facility and will make the necessary arrangements.

Policy No.5: Climbing DARA Towers

Any and all unauthorized climbing of the DARA towers is strictly prohibited. Authorized climbing of DARA towers for required maintenance may be permitted under a written proposal including safety guidelines and only upon the technical committees written approval
(Updated per Board of Trustees meeting August 17, 2004)

Policy No.6: Assistant Treasurer

The treasurer shall appoint an Assistant treasurer with the approval of the Board. The assistant treasurer shall have no authority to sign checks or any vouchers requiring the disbursement of DARA funds. The Assistant treasurer will have no vote in DARA Board meetings. The term of appointment will be concurrent with the treasurer

Policy No.7: Conflict of Interest

In order to avoid the slightest appearance of any wrongdoing or conflict of interest, Committee Chairpersons should not sign their own payment vouchers. When a transaction involves an amount greater than \$250.00 in any fiscal year period the DARA member shall provide to the DARA Board disclosures of fees, services and prior related experiences. Such information shall be made available to the DARA board prior to any final contract award or expense.

Policy No.8: Timely Deposit of Funds

Timely deposits of funds are required to reduce problems with bad checks and to improve the cash flow for all DARA activities. DARA funds collected from the club or Hamvention activities will be deposited in a DARA bank account or presented to the club treasurer not more than two weeks after the funds are received or accepted by DARA. Any situation which requires a delay of more than two weeks will be coordinated with and approved by the DARA treasurer.

Policy No.9: Trademark License

The Hamvention General Chairman will have the authority to give, sell or issue a trade license for the use of the registered name of Hamvention. This authority is only granted after consultation and approval from the DARA Board.

Policy No.10: Charge Accounts

DARA will not have open charge accounts with any supplier or vendor.

Policy No.11: Gratuities to DARA

Any member of DARA that receives any item worth more than \$20.00 as a gift to DARA shall consult the treasurer for accountability. Items excluded are consumables (food) and intangible items.

Policy No.12: Capital Purchases

All items over \$250.00, which are not considered consumable supplies or repair parts, are capital items. A multi-part voucher will be completed showing the vendor as payee. The vouchers must be signed by the responsible committee chairperson. In the case of Hamvention, this means the General Chairman. All orders for capital purchases will state DARA as the purchaser. All capital purchases will be paid by check directly to the vendor by the club's treasurer. (Amended by the Board, 1/15/02)

Policy No.13: Vouchers and Checks

The Dayton Amateur Radio Association requires a procedure for checks and balances to protect the interests of its membership. This policy will establish a procedure in which Committee Chairs and Club Officers are more accountable to the membership through a closer awareness of money spent by the Committee or Profit Center each represents.

Vouchers:

All vouchers, from both DARA and Hamvention Committees, will include the appropriate Committee Chair's or Club Officer's signature on the "Submitted by" line. By doing so, the Chair/Officer has validated the expenditure and has an awareness of the Committee's/Profit Center's expenditures to date. Exceptions: The exception being utility bills which go directly to the Treasurer for payment then the Committee Chair receives a copy of the amount allocated to that committee. Utility bills include telephone, power, water, and trash collection.

All Hamvention vouchers will be signed, on the "Approved by/Date" line, by the Hamvention General Chairman since the Hamvention does not participate in the annual DARA budget review process. Vouchers initiated by the Hamvention General Chairman will be signed on the approved line by the Senior Trustee at Large (Planning Council Chairman).

All vouchers where the Committee Chair/Club Officer is the "Payee" will require the signature of the DARA President on the "Approved by/Date line before being submitted to the Treasurer. If the DARA President is the payee, the Senior Trustee-at-Large will be required to sign the voucher. This creates a procedure where no one person approves his/her own expenditures.

Checks

All checks issued by DARA of an amount in excess of one hundred dollars (\$100) will require the signatures of both the DARA Treasurer and one other Board member, except for regular budgeted, monthly utility expenses, *ie*: Telephone, electric, water and trash, which will require only the Treasurer's signature. It is the intent that this procedure should not add more than forty-eight hours to the process in place prior to the approval of any check. (Amended by the Board, 1/15/02)

Policy No 14: Disruptions at Club Meetings

Any individual who becomes disruptive, or prevents the normal process of a Club meeting can be asked to vacate the meeting premises. The duty for removal of such individual will rest among Club Officers and Committee Chairs. If the individual refuses to depart, he/she will be removed by force by members of DARA. The individual conducting the meeting will first declare a recess; then will consult with other members for the process and finally, removal shall take place. The Secretary will then write a letter of reprimand indicating to the individual that further disruptive occurrences could result in membership dismissal procedures.

Policy No.15: Alcoholic Intoxication and/or Drugs

Any member found to be alcohol intoxicated at any Association function will be asked to vacate such function. If intoxication occurs during the function, fellow members will escort the intoxicated member outside the function premises; DARA will reimburse any member who politely takes care of this individual. Reimbursement expenses are mostly for transportation to the intoxicated individual residence.

Any member found at any DARA function taking illegal drugs will be asked to leave. Notification to the Committee Chair/Officer shall also take place; such Chair/Officer will then notify Law Enforcement Organizations of such incident. Any member covering up such action will be dismissed from DARA after Constitutional process.

Policy No.16: Advisory Financial Committee

The financial advisory committee will review the Association financial investments and will provide inputs to the DARA Board at least quarterly. This committee will be composed of the following individuals; President, Treasurer, Senior and Junior Trustees at Large, two members at large from DARA, the Assistant treasurer and a representative of the Financial institution handling the account. The two members-at-large will be appointed by the Senior Trustee at Large (Planning Council Chairman). A quorum will consist of any five of the above individuals, excluding the financial representative, and chaired by the Senior Member of the Planning Council. The meetings can be called by the Treasurer or the Senior Trustee at Large or both. Quarterly, this committee or their representatives will meet with the DARA Board to report their findings and make any recommendations necessary. The term for the members of this committee shall be concurrent with the normal term for DARA elected positions excluding the Junior Trustee at Large who will serve for a two year term.

(All above Revised and approved by the Board of Directors June, 1993)

Policy No.17: Nominating Committee

The committee chairman should obtain three (3) copies of a list of members who meet the requirement for continuous membership from the DARA Membership Chairman. This can be done prior to the election of the balance of the Committee.

The committee is to establish a meeting schedule and meeting place. All meetings will be confidential until all nominees are selected, confirmed and a final slate is documented. The final meeting must be held with all three members present.

The Committee should obtain a list of eligible candidates from various sources, such as: (A) Current DARA officers, (B) Other active DARA Members, (C) Members who volunteer for an office, (D) Personal, objective opinions of the nominating committee, (E) other sources. Selection of candidates should include the following considerations: (A) Administration experience, (B) Previous DARA experience, (C) active in DARA activities (Hamvention, DARA Van, etc.), (D) Management or supervisory experience, (E) Educational Experience, (F) Public speaking skills. Contact selected potential eligible candidates to insure the individuals want to compete for the office. The Nominating committee should consider meeting with selected potential candidates to allow the candidates to discuss their background, experience, and qualifications for office.

Each member of the Committee has an equal vote and the nominees must be selected by a majority of the Committee. A final list will be read to the general membership by the Committee Chairperson, as set down in the Code of Regulations.

(As approved by the Board of Directors 1/94)

Policy 18: Distinguished Service Award

To be considered for the award a member must have accomplished a task that benefits the association and its members in a way that goes beyond any official or assigned duties. Accomplishments for the Association should be considered as primary and accomplishments in the amateur radio hobby as secondary.

Every effort should be made to give the award annually.

An individual can receive the award more than once if it is for different accomplishments. A group of members may receive the award for their accomplishments as a group. An individual receiving the award will receive a suitably engraved plaque and all members of a group will receive an engraved plaque. In addition, the individual's name or group name will be placed on a master plaque displayed at the club station.

The nomination form must appear in the monthly bulletin early enough to allow time for the members to complete and submit them prior to the selection process by the Board of Directors. The award presentation must be reported in a monthly bulletin.

Selections must be made from the nominations submitted prior to the beginning of the selection process. Nominations from previous years may also be considered.

(As approved by the Board of Directors 4/19/94)

Policy 19: Corporate Liability for Contracts

The President of DARA and the Hamvention General Chairman, or their designees shall be the only members of the Association permitted to sign contracts. Designations shall be made in writing. Contracts for more than one year in duration shall be reviewed by the Planning Council.

(As approved by the Board of Directors 4/16/96)

Policy 20: President's Award for Special Achievement

The President's Award for Special Achievement shall be presented to the DARA Committee which has gone above and beyond usual committee standards and expectations during the period July 1st –June 30th of the year in which this is awarded. The premise of this award is to acknowledge a strong team effort between members of one committee and /or a team effort involving other committees. Although this is designed to be a team award, committees consisting of one individual are eligible to receive this award provided they have exemplified teamwork with another committee or have promoted a DARA activity, or coordinated a DARA function with a non-member or another club.

Whereas the Distinguished Service Award seeks to honor long-term service outside of a volunteer's "job description", the President's Special Achievement Award seeks to honor those volunteers who are currently serving DARA. This is intended to acknowledge appreciation of some of our best volunteers by committee while also inspiring and motivating other members and committees to go beyond usual expectations in completion of their duties.

The President must solicit suggestions from the Board as to whom they feel should be selected for this award, but the final decision as to who ultimately receives this honor shall remain with the President since it is a Presidential award. The award shall be presented annually on the evening of the DARA elections.
(Updated per Board of Trustees meeting June 2, 1997)

Policy 21: Distribution of Board Minutes, Policies, Procedures and Other Documents.

It shall be the policy of the DARA Board of Trustees to maintain current copies of the *Amended and Restated Articles of Incorporation of the Dayton Amateur Radio Association*, *Restated Code of Regulations of the Dayton Amateur Radio Association*, and other *Policies and Procedures of the Dayton Amateur Radio Association*. These documents will be available in the DARA Library for all members to review and research. Members may request individual, single copies of these documents by submitting a letter of request to the association's secretary. All committee chairpersons, assistant chairpersons, and association officers will receive copies of these documents. These documents remain the property of the Dayton Amateur Radio Association and all rights are reserved. At the termination of office, or appointment these documents must be returned to the secretary of the association at the earliest possible time.

The Minutes of the Board of Trustees, as recorded by the association's secretary or designee are the property of the Board of Trustees. These documents are considered working papers and are not available for distribution except to the board members. Board meeting minutes will be available for reading by members, upon request with the association secretary.

The secretary of the association will generate, or cause to be generated, all necessary documents to be filed with the Federal Government, State of Ohio, and other various entities to insure the proper status of our not for profit tax status. The treasurer will be responsible for the proper filing of various financial reports, forms, etc with the various entities.

The secretary of the association will file, or cause to be filed, the proper documentation with the American Radio Relay League to retain our status with that organization. The Dayton Amateur Radio Association is extremely proud to be an ARRL Special Service Club, and will attempt to remain in that capacity.

This policy exists to clarify the position of the Dayton Amateur Radio Association Board of Trustees position on matters of distributing of various documents. It in no way is an attempt to modify, evade, or nullify any association rule, Article of Incorporation, or other federal, state, local law or ordinance. If a conflict between this document and other documents arise, this document will be modified to resolve the conflict.
(As approved by the Board of Directors January 19, 1999)

Policy 22: Memoradem of Understanding (MOUs)

It shall be the policy of DARA to maintain a Memorandum of Understanding with each organization that DARA is either directly or indirectly involved with. The memoranda shall cover such things as maintaining equipment, site, service, or a combination of the same. At this date we have written MOUs with the following organizations:

Red Cross
Skywarn

We have unwritten MOUs' with the following organizations

ARES
RACES
WDTN
WHIO
Miamisburg Wireless
Drake family

All MOUs shall be reviewed and updated every two years. Written shall be kept on file by a designated board of director member. An attempt shall be made to replace unwritten MOUs with written MOUs in order to eliminate any ambiguities or misunderstandings that may arise
(As approved by the Board of Directors August 17, 2004)