

<b>Mike &amp; Key Amateur Radio Club - Policies</b>				
<b>Policy #</b>	<b>Responsible Party</b>	<b>Narrative</b>	<b>By-Laws</b>	<b>Area</b>
1	Board Members	Club Mail: Keys to the mail box 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 Fleamarket.		Event
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 as well as Policy & Procedures will be distributed by the Secretary to new Elected Officers and Board Members when they take office.		Records
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	Transaction or swipe fees will be added to all member payments made via credit card or PayPal. (buyer pays fees)		
14	VP	The vice president shall keep and maintain all original membership applications indefinitely. When a new member is accepted into the club and has paid their dues, the vice president shall supply initial membership information (name, call, address, telephone number, etc) for inclusion in the membership database. Membership data shall be supplied to the Relay editor.	6.02 B	Member
15	VP	Prospective members must be present to be elected into membership. The application does not have to be submitted in person and the prospect need not attend a board meeting.		Member
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	Club Meeting