

Policy and Procedures

This document of guidelines delineates the Policy and Procedures to be followed in the operation of the Mike and Key Amateur Radio Club. These Policy and Procedures can implement and supplement but do not supersede or lessen the high-level requirements contained in the latest edition of the By-laws of the Mike and Key Amateur Radio Club.

Definitions

Policy: A policy is the defined rule or goal that the board establishes. Subsequent changes can be made by the board or their successors. A policy cannot supersede nor lessen the purpose of a by-law if the policy is in reference to a by-law. All policies do not have to be traceable to a by-law, e.g., non-smoking in scheduled club meetings. [Policies are to be tracked by number, i.e., Pol 1. If a by-law is referenced, note the by-law in a separate column, (BL 9.01).]

Procedure: A procedure is the suggested or established way to do a task or implement a policy. A “checklist”, such as everything to remember to do for the banquet, could be listed as a procedure. Procedures do not have to be traceable to a by-law or policy, e.g., the agenda or order of the general meeting could be a procedure or “checklist”. [Procedures are to be tracked by number, i.e., Pro 1. If a policy or by-law is referenced, note the reference in a separate column, (BL 9.01, Pol 2, etc.).]

Examples:

Pol 1: Activities: The activities manager shall enlist or select chairpersons for established club activities, including but not limited to, awards banquet, picnic, Christmas party. Monies used shall be within the approved budget guidelines for such activities. (BL 6.02 E.)

Pol 2: Smoking: All scheduled open meetings, general and board meetings, shall be designated as non-smoking. Other meetings shall follow the rules of the host facility.

Pro 2: Smoking: Establishment of non-smoking rules shall be made by announcement or appropriate signage. (Pol 2).

Pol 3: Membership Records: The vice president shall keep all original membership applications alphabetically by surname in a file or binder system. After a new member is accepted into the club, the vice president shall supply initial membership information (name, call, address, telephone number) for inclusion in the membership database and monies received to the treasurer. (BL 6.02 B.)

Glossary

MAY: Denotes permission

SHALL: Denotes compulsory or mandatory action that that the person is obligated to take.

SHOULD: Denotes an action that is desirable but not mandatory.

WILL: Denotes mandatory action in the future tense.