

# Ozaukee Radio Club Officers Handbook

*(Original, September 2009- Editor, Tom Ruhlmann – W9IPR)*

## Forward

The purpose of this handbook is to identify and present in one document the duties and responsibilities of the various ORC Board members as formally documented in the Constitution and Bylaws and the Policies and Procedures and as informally practiced over the years.

It is the intent that this manual be available to all the members via the web site for reference purposes and to the board members in hard copy as a guide toward the fulfillment of their duties and responsibilities. It is the responsibility of the board to update this manual should relevant bylaws, policies or practices change so as to provide a current reference to future board members.

It is not the intent of this handbook to replace any bylaws or policies but to consolidate by officer the responsibilities specified in those varied decrees.

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# Ozaukee Radio Club Board of Directors

Per the Bylaws 3.1 and 3.10:

3.1 *The Board of Directors is responsible to organize, manage and motivate the membership in pursuit of the purpose of the Club as stated in the Preamble of these By-laws.*

3.1.1 *The Board of Directors shall annually develop a 2- year budget and submit it to the membership for approval.*

3.1.2 *The Board of Directors shall maintain a Policies and Procedures Manual. The contents shall include the policies and procedures that functionally implement the Bylaws and Articles of Incorporation and further the goals and purposes of the Club. No policy or procedure shall abrogate any part of the bylaws or Articles of Incorporation. Each policy and procedure shall be approved by a majority of the Board of Directors.*

3.10 *All officers and members of the Board of Directors shall, at the expiration of their terms, turn over all corporation records and any other corporation property they might have in their possession to their successors.*

# Ozaukee Radio Club President

Per Bylaw 3.2

- 3.2 *The President shall preside at all meetings of the organization, and at all meetings of the Board of Directors, and shall conduct the same according to Robert's Rules of Order, Revised. The President shall enforce due observance of these by-laws, decide all questions of order, sign appropriate official documents that are adopted by the organization and none other, set the dates for the annual and regular meetings and perform all customary duties pertaining to the Office of President, including the appointment of committees as needed.*

The elections are held at the annual meeting normally in January. The President assumes office immediately following this annual meeting. As noted in the Bylaws, the general responsibilities of the President are to:

1. Preside at all membership and Board of Directors meetings
2. Understand and conduct the meetings in accordance with Roberts Rules of Order and to rule on questions of order
3. Sign official documents adopted by the organization
4. Set the dates for the meetings
5. Appoint committees as needed
6. Perform all customary duties as pertaining to the office of President

From a practical standpoint it is desirable for the President to host a Board of Directors meeting prior to the next following membership meeting for the purpose of:

1. Discussing the various past and scheduled projects, programs and committees and development of a consensus as to the direction and activities of the Club for the current and following year. When possible, committee and project chairmen should be selected at this time or as soon as practical thereafter.
2. developing an organizational chart defining the reporting responsibilities and duties of each Board member along with all the anticipated projects, programs and committees with their chairmen specified when known. Attachment 1 is a sample organizational chart.
3. Review the budget for the current year as passed by the previous board and membership and start planning the revised current year and following year

budget. This budget should be developed in concert with the Treasurer and ideally the revised 2 year budget should be reviewed and passed by the Board within 90 days of election and presented to the membership for approval within 120 days. Attachment 2 is a sample 2 year budget.

4. Review the ORC investment accounts and determine when if any investment decisions need to be made. This relates primarily to maturing certificates of deposit and other investment instruments.
5. Assure those board members requiring a key to the shed, barn and repeater shacks are so equipped and keys are returned from retiring members who no longer require access.
6. Appoint and submit to the board for approval a Club Trustee for the current year and review with the candidate the related responsibilities.

The new President needs to appear at the ORC selected financial institutions with the Treasurer and Trustee to provide an approved signature for use in authorizing checks and transfers of funds between accounts. Also, at this time the signature of the retiring president should be deleted from the approval list.

As soon as practical a calendar of events should be developed for the year. This should include as a minimum the dates of the membership and anticipated Board meetings. Additional items may include the month and date (if known) of the various ORC projects, contests, known special events and swapfests and other events of interest to Club members. This should be provided to the newsletter editor and placed on the ORC website. Some resources for this project are the ARRL web site, CQ magazine website, Badger Smoke Signals web site, ARRL Amateur Radio Calendar, etc. A sample calendar of events is attached.

Once the initial organization, projects and budget are defined the President and Vice Presidents need to focus on monitoring the boards and groups performance to plan, promotion and motivating others to get involved as opposed to trying to do it all themselves. While not necessarily acting on the project committees it is desirable that

the President and Vice Presidents participate in some of the project committee meetings and share their experience and ideas with committee/project chairmen.

# Ozaukee Radio Club Vice-President's

Per the Bylaw 3.3 and 3.4

3.3 *The First Vice President shall assume all the duties of the President in the absence of the latter. This officer shall also be responsible for the maintenance of an up-to-date inventory of all Club properties; internal activities of the Club and other such duties as directed by the President and approved by the Board of Directors.*

3.4 *The Second Vice President shall assume the duties of the First Vice President in the absence of the latter. This officer shall also be responsible for the external activities of the Club, including public service activities, and other such duties as directed by the President and approved by the Board of Directors.*

## **The First & Second Vice Presidents**

Both Vice Presidents should have keys to the ORC equipment storage shed(s) due to access being required for execution of their assigned projects.

### **First Vice President**

**The First Vice President shall assume the authority, duties and responsibilities of the President in the absence of the latter at official scheduled gatherings of the ORC or due to the incapacity of the President as determined by the Board of Directors.**

**The ORC Club inventory** of equipment for which the 1<sup>st</sup> Vice President is responsible includes that used during field day operations, special events and general operation of the club excluding the club repeater equipment and inventory of items maintained on behalf of the scholarship fund project. The repeater equipment inventory is generated by the Repeater Vice President with a copy to the Repeater Trustee. The inventory of equipment donated to the scholarship fund is maintained by the scholarship fund chairman.

**The Internal Activities** of the club for which the First Vice President is responsible are generally those which include participation of only members of the club and their families. Generally these include such projects as:

1. Meetings and Programs (standing committee)

2. Membership (standing committee)
3. Uniforms (standing committee)
4. Public Relations (standing committee)
5. Post Everything Party (March)
6. Cornroast (Late August)
7. Website (standing committee)
8. Other such projects as assigned by the President

### **Second Vice President**

**The Second Vice President shall assume the authority, duties and responsibilities of the First Vice President in the absence of the latter at official scheduled gatherings of the ORC or due to the incapacity of the First Vice President as determined by the Board of Directors.**

**The External Activities** of the club for which the Second Vice President is responsible are generally those which may include participation of persons other than strictly members of the ORC. These would generally include such projects as:

1. Public Service (standing committee)
2. Spring Swapfest (First Saturday in May – Circle B & ARRL Interface)
3. Fall Swapfest (Early September- Fire Dept. & ARRL Interface)
4. Youth Activities (standing committee)
5. Field Day (June – Site & ARRL Interface)
6. Lighthouse Activations (August)
7. Special Event Operations
8. Training & Education
9. Other such projects as assigned by the President

Being responsible for the above activities of the ORC does not imply the Vice Presidents should act as their chairman but does mean the Vice Presidents need to assure chairmen for the events are obtained and provide guidance to the chairman as

to the conduct of the project. This may include assisting the chairman in securing a budget, developing a committee and project milestones, providing equipment access and making contacts within and outside the club as required. It is the responsibility of the Vice President to make the event a success through the activities of others.

Ideally, the chairman of each project or standing committee will develop a project log/report that will assist following chairmen in conducting the project. In particular these would include such items as the purpose of the project, budget, important dates, letters of approval/ facility contracts, outside contacts, important phone numbers, required tools and equipment or supplies, others involved etc.

# **Ozaukee Radio Club**

## **Repeater Vice-President**

Per the Bylaw 3.5 and 3.10

*3.5 The Repeater Vice President shall be responsible for all aspects of the care; maintenance, design and proper operation of any repeater project and the performance of other such duties as directed by the President and approved by the Board of Directors.*

*The Repeater Vice President may appoint such assistants from REGULAR Members as he or she deems appropriate. The Repeater Vice President shall render periodic activity reports at regular meetings, and upon completion of the term of office or resignation or removal, shall furnish a written account for any corporation property which may have come into his or her possession or control during the term.*

Typically the ORC operates three repeaters. The primary repeater is on 2 meters (146.97 MHz) while the other two repeaters are operated at 224.18 MHz and 443.750 MHz respectively.

The Repeater Vice President shall have keys to the ORC equipment storage shed(s) and repeater shelter due to access being required for execution of their assigned duties and projects.

The Repeater Vice President is responsible to assure the ORC approved repeaters are properly sited, equipped, maintained and operated. This does not require that the Repeater Vice President personally site, install, maintain and operate the repeaters but



does require that he direct, authorize and oversee these activities. He is free to appoint other Regular Members to perform the actual installation and maintenance technical tasks and physical work etc. and may even contract services with the specific authorization of the Board of Directors.

Legal operations and operating procedures related to the repeaters are to be coordinated with the Club Trustee who is the official club repeater legal licensee and contact with the FCC.

Naturally the Repeater Vice President will require access (keys when appropriate) to the various repeater sites. Where the ORC is a guest of a commercial entity or governmental body the procedures to gain access, including names, addresses and phone numbers, should be recorded and a copy provided to the Club Trustee. Any rules or regulations imposed by the host must be rigidly followed to assure the ORC's continued welcome at the site.

Among other items the Repeater Vice President should:

1. Record the address and exact location of each site at which the ORC has a main or satellite repeater and the related procedures to gain access for maintenance purposes.
2. All ORC equipment at a host repeater site should be tagged as property of the ORC and a placard indicating ownership and the ORC contact should be displayed in the equipment proximity.
3. A detailed inventory of ORC equipment at each site and/or members homes or other facilities should be maintained with a copy supplied to the Club Secretary and Club Trustee.
4. Investigate any obvious failures of the repeater systems and assure their judicious correction within the given budget.
5. Administer the Repeater Maintenance budget as authorized annually by the Board of Directors.
6. Make reports and recommendations to the Board of Directors as to the condition and suitability of the repeater equipment in use and its expected useful life (if limited).

7. Make recommendations as to the utilization of the Repeater Upgrade Fund.
8. Make periodic reports to the general membership as to the condition and status of the various ORC repeater systems equipment.
9. Promote utilization of the Club repeater systems and any scheduled nets.

# Ozaukee Radio Club Treasurer

Per the Bylaws 2., 3.7, 5.3 and 5.4:

2 *The Treasurer is one of the six voting officers of the Board of Directors elected annually by a majority vote of the members present, at the annual meeting of the corporation.*

3.7 *The Treasurer shall receive and receipt for all funds paid to the Club. This officer shall pay no bills without proper authorization from the Board of Directors or a majority vote of the REGULAR members at a membership meeting. The Treasurer shall report all activities of this office at each meeting. The books and accounts of the Club shall be audited annually by a committee appointed by the President. The Treasurer shall also perform other such duties as directed by the President and approved by the Board of Directors.*

*Dues are payable at or before the annual meeting of each year. Persons who apply for membership on or after 1 July of a given year will be charged one-half (50%) of the current rate for their class of membership.*

5.3 *In addition to dues, the members, by majority vote of those present at any regular meeting, may levy upon any or all classes of members such assessments as shall be deemed necessary for the business of the corporation within its object as set forth in the preamble hereof.*

5.4 *Failure to pay any duly levied assessment by March 1<sup>st</sup> following it having been levied will automatically terminate membership.*

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The ORC Treasurer should be a member with an aptitude for and willingness to provide the fiscal oversight and management of the budget, financial receipts, disbursements and investments and provide the financial accounting on behalf of the ORC and ORC Scholarship Fund. The following should assist the Treasurer comply with the Policies #6 (Dues), #7 (Audit), #9 (Fiscal Policy) and #10 (Scholarship Fund Policy).

## **ANNUAL/TRANSITION AUDIT:**

As a new Treasurer, participate in the annual/transition audit as conducted by the audit committee appointed by the President. As a retiring or ongoing Treasurer, provide all necessary records to facilitate the annual/transition audit including:

1. prior year audit report.
2. Current years bank statements including canceled checks or equivalent and copies of deposit tickets included with monthly statements.
3. copies of deposit tickets or bank receipts prepared to trace deposits to bank statement.
4. membership roster and dues received records.
5. bank statements, including that of the current December and canceled checks for the current year.
6. significant program/project accounting, collections and expenditures utilizing program/project records.
7. Previous year's budget updated with actual income and expenditures.
8. All related ledgers and account books.

#### **BUDGET:**

Assist the President and Board of Directors in the development of the two year budget through timely recording and updating of the current budget with "actuals" and providing such data as required in a most easily used form.

The budget should be updated with current values following major events and at least quarterly and presented to the Board of Directors (P&P #9).

Seek to prevent any expenditure exceeding \$500 even though budgeted unless reapproved by the Board in the near term prior to the commitment (P&P #9).

#### **DUES & ASSESSMENTS:**

Receive all membership dues and assessments and record such receipt in a ledger. Supply the dues paid information, along with the name, spouse's name, call sign, address and phone number etc., to the editor of the ORC Roster for compiling and publication. Advance any membership application pertinent information to the appropriate committee or individual.

Notify the Board of those past members who have not renewed their membership or have not paid properly levied assessments.

#### **BANKING AND INVESTMENTS:**

Assure the authorized signatures for ORC accounts are limited to the current President, Treasurer and Trustee. Escort the concerned individuals to the relevant financial institutions to facilitate any changes in authorization.

Annually and whenever a change is desired, make a motion at the Board of Directors meeting seeking approval of the financial institutions and investments to be utilized by the ORC (P&P #9).

Assure project expenditures are approved by the Board of Directors, membership or in the approved budget and do not exceed \$500. If exceeding \$500 assure they are approved by the Board in the near term and two of three authorized signatures approve the transaction (P&P #9).

Receive the original copy of all ORC financial institutions statements and provide a copy to the ORC Trustee for relevant records (P&P #9).

The ORC checking account should be limited to \$3000 with any excess being placed in a money market account or prudently invested (P&P #9).

While up to \$1000 of Scholarship funds may be intermixed with ORC operating funds in the ORC checking account any excess shall be prudently invested separately from ORC operating fund investments (P&P #10).

#### **PROJECT/PROGRAM ACCOUNTING (P&P #9):**

Provide an approved project budget to project chairmen and monitor expenditures as claims are submitted so as to notify the President, Vice President and Project Chairman should expenditures be exceeding the budgeted amounts by \$100 or deviating from the approved items prior to payment .

Assure that project/program income exceeding \$100 is counted at the event by at least 2 unrelated Club members prior to accepting and depositing the monies.

Deposit project/program income in the approved bank account within 3 business days of being counted.

Pay project/program billings, which are authorized expenses, within 30 days of submission/approval.

#### **REPORTING:**

While the maximum time of reporting is quarterly the Treasurer should provide a monthly report of ORC financial transactions at each of the regular scheduled meetings while the scholarship financial report should be provided to the membership quarterly.

A financial report related to ORC financial transactions and ORC Scholarship Fund financial transactions should be given at each scheduled ORC Board meeting. This should be accompanied with a budget update and an analysis of current performance to budget. Also, as part of this report should be what if any investments are maturing and what appear to be the reinvestment opportunities.

# Ozaukee Radio Club Secretary

Per the Bylaw 3.6:

- 3.6 *The Secretary shall keep a permanent record of the proceedings of all meetings, including Board of Directors meetings, keep a roll of members which shows their addresses, call letters (if any), telephone numbers and classes of membership, submit applications for membership, carry on all correspondence, read communications at each meeting, countersign such documents as the position requires, perform all other duties pertaining to the office of Secretary and other such duties as directed by the President and approved by the Board of Directors.*

The Secretary is the principal legal correspondent for the Club and as such is responsible for maintenance of legal documents relevant to general club business which includes but is not limited to:

1. Articles of Incorporation and Bylaws (currently maintained on ORC web site)
2. Officers Handbooks (to be maintained on ORC web site)
3. ORC Membership Roster (information supplied by Treasurer)
4. Documented history of the Ozaukee Radio Club
5. Library of Newsletters (currently maintained by Historian)
6. ARRL membership & Service Club status
7. Insurance Policies
8. Rental Agreements
9. Other relevant contracts and agreements

## **Meeting Minutes**

The Secretary should attend all official membership and board meetings and record the proceedings in accordance with the official agenda and Roberts Rules of Order including attendance. The minutes of all official meetings should be then posted on the ORC web site and supplied to the newsletter editor within 3 weeks for publication in the official ORC newsletter.

## **Membership Roster**

Publication of a membership roster for the general membership which contains as a minimum the name, call sign, address and phone number of each member as of the time of assembling the data is another most important responsibility of the Secretary. This is a significant project and normally the roster is published on the ORC web site and in booklet form by about May of each year. The project is normally done by a committee with the data being supplied by the treasurer based on annual membership applications.

## **External Communications**

The Secretary shall also act as the social secretary for the Club and shall be responsible for official correspondence with other clubs. As such, it may be advisable to maintain a listing of other clubs and club presidents & secretaries in the area. This information may be obtained from the ARRL web site.

## **Internal Communications**

Any internal correspondence as related to health & welfare of the members etc. is also a responsibility of the Secretary. This would include any the activities of any "sunshine" committee.

## **Newsletter Publication**

Publication of the ORC newsletter is a responsibility of the Secretary. In this capacity the Secretary is not responsible to actively participate in the production of the newsletter but must assure the newsletter project has a competent editor (chairman) and that a representative newsletter is periodically published and posted on the ORC website.



# Ozaukee Radio Club Trustee

Per Bylaws 2.4, 2.5, and 3.8.1

*2.4 The Board of Directors of this corporation shall consist of eight members. These members shall include:*

*2.4.1. The six officers of the corporation.*

*2.4.2. The immediate Past President.*

*2.4.3. The Club Trustee.*

*2.5 The Club Trustee shall be a qualified, responsible individual appointed by majority vote of the Board of Directors. Appointment is made or reaffirmed at the first official meeting of the Club Officers and Directors following a Club general election. The Club Trustee is a member of the Board of Directors.*

*3.8.1 The Club Trustee shall be responsible for legal control of any Club radio repeaters and other Club stations. This person shall maintain the current valid status of all Club station licenses with the FCC and shall oversee, supervise and ensure that on-the-air operations of all Club radio equipment is in accordance with FCC rules and regulations. The Club Trustee shall also perform other such duties as directed by the President and approved by the Board of Directors.*

The Club Trustee is primarily responsible for the legal status and provision of the Club's repeater system. Specifically this includes:

1. Application and maintenance of valid Club FCC licenses for all Club stations and repeaters.
2. Oversee, supervise and ensure that on-the-air operations of all Club stations and equipment are in accordance with FCC rules and regulations.
3. Maintain a duplicate inventory of all ORC repeater equipment.
4. Have addresses etc., access and access contact information for all ORC repeater sites.
5. Maintain duplicate copies of any agreements etc. related to the situation of any and all ORC repeater sites.

The Club Trustee shall also be responsible for correspondence, submissions, filings and maintenance of all records related to the Clubs corporate and tax exempt 501 (c) (3) status. Specifically this includes maintenance of the:

1. Legal status of the Club with Federal, State and Local authorities.
  - a. Federal and State submissions require that the Trustee receive monthly a copy of all financial statements received by the ORC Treasurer from the “bank” so as to monitor the accounts and compile the data required for submission to the Federal and State governments in appropriate forms.
2. Club's legal 501 (c) (3) charitable donation status.
  - a. Maintain a file of all donated items value and source and all charitable donations and scholarship awards per each calendar year.
  - b. The totals etc. of the received and dispersed donations must be included in appropriate Federal and State.
3. System to receive and dispose of charitable donations.
  - a. Assure that all donations are properly received, stored and disposed of in accordance with the procedures noted in Policies #2 (Deceased Members), #3 (Donations) and #10 (Scholarship Committee Policies).

# Ozaukee Radio Club Past President

The President automatically assumes the position of “Past President” on the board of directors once a new President has been elected.

Per the Bylaws 3.9 and 3.10:

*3.9 The Past President shall advise the President in the management of the Club and serve on the Scholarship and Nominating Committees. The Past President shall also perform other such duties as directed by the President and approved by the Board of Directors.*

*The current Past President shall serve as long as they are a member and until such time as they are replaced by a new Past President. In the event of a resignation of the Past President, the President, with the approval of the Board of Directors, may appoint a previous Past President to serve the duration of the term.*

**Nominating Committee** - No less than 60 days prior to the scheduled annual meeting, the President shall appoint a Nominating Committee of no less than 3 voting members and including when possible, the immediate Past President or retiring President as Chairman. The Past President, when chairman, shall assure the elections are conducted in accordance with ORC Policy & Procedure #5. The Nominating Committee shall solicit qualified candidates and shall publish this list of candidates to the membership no less than 14 days prior to the annual meeting elections.

The committee shall be responsible for preparation, distribution and counting of all ballots at the time of the elections. If a candidacy is not contested, a written ballot is not required. The Committee Chairman shall announce the winner of each election.

**Scholarship Committee** – A Scholarship Committee is appointed annually by the Board of Directors and typically the Past President is a member of this committee. As a member of the committee the Past President would assist in the maintenance of the program in accordance with the ORC Bylaws, recommend candidate selection criteria and work with a recognized national scholarship screening and disbursement agency to process the scholarship activity.

**Awards Committee** – Past President typically acts as chairman of the Awards Committee and selects the other committee members. It is their responsibility to assure

that the ORC awards are made in accordance with ORC P&P #8. The traditional awards are the “Turkey” and “Ham of the Year” awards which are voted by the general membership at a membership meeting and with the final count of votes and determination made by the committee. There are 13 additional potential awards for which the awards committee may make recommendations to the Board of Directors for approval. The awards committee is responsible to create the award certificates etc. which are normally presented at the Post Everything Party in March.

Other duties may include such things as organizing and presiding at the “Presidents Roundtable” at the spring swapfest or other such duties as may be requested by the President and Board of Directors. Since the Past President is perhaps the most experienced member of the club it is hoped he will take on a leadership role in demanding club projects.