



POLICY BOOK



Manatee Amateur Radio Club Policy 7/18/08

POLICY BOOK

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I. NETS

All Manatee Amateur Radio Club nets and net control stations will be approved by the Board of Directors and evaluated annually for content and operation. Proposed nets must be approved by the board and will be evaluated for a period of 4 weeks before on going approval is granted. Approved net control stations will be responsible for day-to-day net operation in conjunction with the net manager and/or the Board of Directors.

As Amateur Radio is the main purpose of our club, all members should be aware that listeners as offensive might interpret some comments on the Radio. We should all be courteous and considerate of our listeners and aware that most people will not complain on the air about something they find offensive. Complaints are made to the Board; sometimes even without the transmitting station being aware of the complaint until it is brought to their attention by a board member.

The FCC Rule listed in the Florida Repeater Council's "Articles" states that "where an Amateur Radio Club holding a Club Call Sign and whose Club Call Sign is on the repeater identifier, it is the owner of the repeater hardware; in that case, the amateur who is listed by the FCC as the "Trustee" of the Club Call sign is the 'licensee' referred to in the FCC Manual: and can be legally held libel for misconduct on the repeater".

In addition, FCC Part 97.113 "Prohibited Transmissions" states "No amateur station shall transmit music, communications intended to facilitate a criminal act, messages in code or ciphers intended to obscure the meaning thereof, except as otherwise provided herein; obscene or indecent words or language; or false or deceptive messages, signals or identification.

In light of the above regulation, the Club cannot allow sound effects to jeopardize the Clubs Trustee's license and must insist on all material used on a "Net" pertain to Amateur Radio. Comments on the repeater should not demean any person, group, race, religion or sex.

Our "Nets" have always been informative as well as entertaining and we hope they will continue to be so. The Board is including this document in the Club Policy Book for "Standard Operating Procedure."

We are all here to enjoy our hobby and this Board will do all in its power to keep our Club "progressive and enjoyable."

We encourage all members to contact the Board on any issues or concern. This document has been agreed upon and approved by the board of the Manatee Amateur Radio Club, Inc.

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II. AWARDS

The membership is encouraged to nominate individuals for awards. Recipients of Club awards will be nominated and approved by the Board of Directors. Annual awards will be presented at the annual Awards Banquet. The following awards may be presented:

Ham of the year	Special Merit Award
Young Ham of the Year	Elmer Award
Past President Award	Best Article Award
Other	

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III. MEETINGS

Change in place of meetings and times will be approved by the board and announced by newsletter and Club Nets.

Club meeting will be at 7:00 pm at the Trinity United Methodist Church unless changed by the board of directors on the First Tues. of the Month Sept. Through May.

No sales programs, i.e. insurance, new equipment, at monthly meetings.

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IV. MEMBERSHIP

The President may appoint a membership chairman if deemed appropriate.

Proper and timely notification of approved new and renewed memberships must be coordinated with the Treasurer, the Technical Committee chairman, and the Newsletter editor.

The procedure for reviewing new membership applications will be approved by the Board of Directors in compliance with Article III of the Manatee Amateur Radio Club bylaws.

Membership cards will be distributed at a regular meeting or by mail.

Affective Jan 2000 annual dues will be \$25.00.

After July 1st memberships will be \$12.50 for the remained of the year.

PROSPECTIVE MEMBER

To be given to any prospective ham that passes the first license in their career given by the MARCI VE team, at no cost, to be in effect one calendar year from the date of acceptance into the club. This membership will be non-voting. There will be no family memberships in this category

A STUDENT MEMBER

To be given to any amateur or prospective amateur that is a full time student up to 18 years old. The cost of this membership is to be 1/2 the regular membership cost. This membership will have the same rights as "full" voting member. Only students, no family memberships make up this category.

FAMILY MEMBERSHIP

The Family membership will be \$5.00 per year. This \$5.00 will help defray the cost incurred during field day, the Christmas party and refreshments.

PROCEDURE

Applications for renewal and new memberships should be sent with the OCT. newsletter. Each year as different color application will be used to facilitate bookkeeping.

Applications forms with check to be sent to the treasurer.

Treasurer to forward the applications to the membership chairman and deposit check.

List of new and renewing members to be presented to board at next board meeting. The MARCI board will vote on new members and review renewing members at each board meeting.

New members and renewing members will be issued a membership card.

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V. MAIL BOX

The Club will maintain a post office box for the purpose of providing a central collecting point for all incoming Club mail. The P.O. Box number will be used as the official club address (with an individual's name if necessary).

All Club mail should be processed through this box in an effort to enhance the continuity of Club programs and activities. The following will be provided with a key to the P.O. Box and will be responsible for insuring the appropriate distribution of any item removed from the box:

The Club Secretary
The Club Treasurer

VI. INSURANCE

A. The Club will maintain on a continuing basis Radio Equipment insurance for the purpose of reducing the financial risk associated with direct physical loss or damage to radios, repeaters, controllers, and related insurable equipment owned and operated by the club.

B. The Club will maintain on a continuing basis Commercial General Liability insurance for the purpose of reducing financial risk associated with bodily injury, medical payments, property damage, advertising injury, auto accident and fire damage.

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VII. LICENSES AND REPEATER DIRECTORS

Club Station Operation Chairman will be the Repeater Trustee for reporting and administrative purposes. He will be responsible for the renewal of all licenses and permits required for repeater operations.

He will advise the board of any changes or requirements relative to the maintenance and operation of the repeaters.

VIII. ATTENDANCE RECORDING

Attendance records will be maintained for all general Club membership meetings. Attendance will be ascertained by the use of sign-in sheets at all meetings.

It will be the responsibility of the Club Treasurer/Secretary to maintain attendance records and to notify the Club President of those members, who have lost their voting eligibility in accordance with Article VII. paragraph D of the Manatee Amateur Radio Club bylaws.

IX. HAMFESTS

The Board of Directors shall approve the conducting of, or participation in, any HAMFESTS as an organized Club activity.

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X. REPEATER CONTROL

The Technical Committee of the Club will maintain and operate all Club repeaters and related equipment.

Code cards, repeater access levels, exemptions, operational use, and scheduling will be reviewed annually and approved by the Board of Directors.

When deemed appropriate by the board of directors, a board member will be assigned to monitor any or all board-approved nets.

Code card distribution will be by members of the board of directors in person.

Announcements

A club member be given the assignment of making announcements on the 82 repeater on a regular basis.

- b. The following activities should be announced
 - Club meetings
 - Special Activities
 - Breakfasts
 - Special nets
 - Information net once a month when another activity is scheduled.
- c. Announcements as directed by the Board of Directors.

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XI. DONATED EQUIPMENT

Equipment donated to the Manatee Amateur Radio Club for any reason will be held by the Technical Committee until such time as the Board of Directors determines the appropriate disposition in compliance with the wishes of the donor.

XI (a) Gifts and Estate Sales.

All Gifts to Manatee Amateur Radio Club should be reported to the board of directors as soon as possible. All funds and property donated to the club shall be recorded, and ownership (Proof of Purchase Statement, Receipt, Clear Title) be acknowledged by the board of directors. If property is received with the understanding that it will be sold and the proceeds turned over to the donor's estate, a fee of 15% should be received from the sale proceeds for the Club's treasury. All funds should be turned over to the treasurer and a check, less 15% should be sent to the estate.

All equipment donated to the club for whatever reason should first be offered to club members at an open meeting. If it does not sell it may be placed at a HAMFEST for sale and then if it does not sell, offered to club members free at an open meeting. If the equipment does not sell it should be returned or disposed of in an environmental safe manner.

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NAME OF DONOR _____ Date _____

EQUIPMENT 1 _____ 2 _____ 3 _____
Price expected _____ PRICE RECEIVED _____

Proof of Purchase Statement
Receipt
Clear Title

Signature of Donor

Name of person picking up
Equipment

Date accepted by Board of Directors

THANK YOU LETTER SENT
DATE

XII. COMMITTEE APPOINTMENTS

The President may create committees permanent or temporary for specific purposes at his discretion.

Examples:

Membership
Newsletter
HAMFEST
Awards

XIII. SOCIAL EVENTS

Club breakfasts, dinners, picnics and other social activities may be conducted at any time with the approval of the Board of Directors.

XIV PHONE TREE

The president may have a member of the board revise the calling phone tree on a yearly basis no later than Aug. 1st. All paid members with their phone numbers may be included.

This phone tree should be used where immediate communication with members is, in the opinion of the president or the Board of Directors, needed.

XV. NEWSLETTER

It shall be the policy of the Manatee Amateur Radio Club to publish a newsletter, which shall be the official publication of the Club. (WEB PAGE)

The Club newsletter will constitute the sole official public channel for written communication of Club business. Publication of notices concerning Club business, meeting minutes, constitutional amendments, special announcements, and related items shall be deemed to have satisfied all requirements for notices to members. The newsletter shall be sent to all members of the Club as a benefit of membership. In the interest of economy, where there is more than one member per household, only one copy of the newsletter will be sent to that household

A Copy of the newsletter will be sent to the appropriate ARRL Directors and such other agencies or clubs as the Board of Director shall direct.

The Board of Directors shall appoint an Editor and such other staff as needed to support the Editor with publication of the club newsletter.

The Editor in consultation with the Board of Directors shall determine editorial policy.

Advertising of Amateur Radio related items by club member shall be a benefit of membership and shall be at no charge.

Advertisements may be edited by the Editor or Staff to meet space requirements. Expenses incurred in the publishing, printing, and dissemination for the newsletter shall be budgeted in the Club's annual budget.

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XVI. WEB SITE

MARCI shall have a Web site.

Materials on web site shall have board approval.
No commercial advertising other than the Web Site owner's copy.

Possible inclusions:

- Announcement of meetings
- Dues
- Links
- Ham Radio Links shall have prior approval before they are initiated.
- Membership lists Name and call sign only
- Club newsletter
- Amateur radio related materials for sale
- Net announcements
- ARRL materials
- Florida Central Division announcements

The MARCI Web Site will have MARCI related material only.

A board member shall be appointed to oversee and up load materials and remove materials.

The MARCI Board of Directors should review the Web site on an Annual basis.

REVISED JULY 15, 2008
BOB SOMERVILLE
KD4EFT