

Club Policies

Allen County Amateur Radio Technical Society, Inc.

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Revision History

<u>Date</u>	<u>Description</u>
9/18/2024	Initial adoption

Article I
Board of Directors

- 1) The three (3) At-Large Board Members shall be elected on a rotating schedule.
 - a) The At-Large Board Members shall be elected by a ballot vote to a three (3) year term of office, one elected in each year.
 - b) At-Large Board Members shall be on at least (1) one committee during their tenure.
- 2) The managers of the ACARTS shall be:
 - a) Community Manager
 - b) Station Manager
 - c) Hamfest/Fundraising Manager
 - d) Information Technology Manager
- 3) The managers shall be elected by a ballot vote to a two (2) year term of office.
 - a) The offices of the Community Manager and the Hamfest/Fundraising Manager shall be elected on odd number years.
 - b) The offices of the Station Manager and the Information Technology Manager shall be elected on even number years.
- 4) An officer may not hold the same office for more than two terms and may not serve more than three consecutive terms as an officer.
- 5) There is no limit to the number of consecutive terms to which at At-Large Board Member or Manager may be elected.
- 6) A Board Member may simultaneously hold an additional Manager position during their term.
- 7) Should any Board Member miss attending six (6) consecutive meetings, at the discretion of the Board, the position shall be deemed vacant.

Article II
Additional Committees of the Organization

- 1) The Board can establish committees as needed to help carry out responsibilities.
- 2) In addition to the committees laid out in Article VIII of the club's Constitution, there shall be the following committees:
 - a) Hamfest Committee: assists the Hamfest Manager in making sure that things are taken care of before and during the event. This also includes the Team Leaders that are in key location with volunteers to work throughout the event.
 - b) Community Committee: to assist the Community Manager as needed.
 - c) Technical Committee
 - i) Will provide technical advice and assistance to the members and the public.
 - ii) Assist the Station Manager and IT Manager in maintaining and improving club-owned equipment.
 - iii) Be appointed by coordination between the Station Manager and IT Manager with approval of the Board.

Article III Meetings

- 1) General Meetings are to be held each month at a time and place determined by a majority vote of the Board of Directors.
- 2) A Transitional Meeting consisting of the incoming and outgoing Board of Directors shall be held within three (3) weeks following the Election Meeting.
- 3) All members will be notified of all meetings at least 48 hours prior to the meeting.

Article IV Roles of At-Large Board Members and Managers

- 1) At-Large Board Members
 - a) Assist the Officers and Managers
 - b) Be a member of at least one committee
- 2) Community Manager
 - a) Provide for the presentation of programs at each General Meeting as time allows and desired.
 - b) Oversee organizational outreach to the public.
 - c) Coordinate any non-emergency community, social, and non-technical events of the organization.
 - d) Oversee the club's online presence, working with the IT Manager.
 - e) Oversee building community within the club.
 - f) Send orientation material to all new members
 - g) Coordinate activities which provide assistance to persons desiring an Amateur Radio license.
 - h) Form Community Committee of at least three members to facilitate outreach and community building.
- 3) Station Manager
 - a) Supervise the maintenance, improvement and use of all club owned equipment and keep accurate accounting of such equipment.
 - b) Form and oversee the annual Equipment Audit Committee.
- 4) Hamfest/Fundraising Manager
 - a) Oversee any and all fundraising opportunities.
 - b) Work with the venue to make sure that everything is in order and paperwork is in good order.
 - c) Work with Hamfest Team Leaders to help make sure that there are plenty of volunteers to cover all times and areas required for the event.
 - d) Mail out volunteer packets that give duties and instructions to all the volunteers.
 - e) Answer any questions that may arise during the event or help with any issues that arise that the Team Leaders are not able to resolve.
 - f) Answer any customer or vendor questions that are communicated (E-mail, Phone, Radio, Social Media, Text message, or in person).
- 5) Information Technology Manager

- a) The IT Manager will be in charge of running the ACARTS owned websites, and any future websites registered to the ACARTS club (which during the 2024 year is the following):
 1. WWW.ACARTS.COM
 2. WWW.FORTWAYNEHAMFEST.COM
- b) The IT Manager will perform, or designate either to a committee, individual or contractor the duties of design, creation, updating, security & monthly maintaining of each website and other public facing social media, and will keep current the following:
 1. Websites.
 2. Google groups.io
 3. Facebook
 4. Online databases.
 5. FIDO security keys.
 6. Any other information as directed by the board for the ACARTS websites.
- c) Email administration will also be performed by the IT Manager, this includes starting new email accounts for ACARTS members, or closing email accounts as needed or as requested by a member.
- d) The IT Manager will use a "Current" 2 factor authentication method login (including redundant security keys to the following positions, President, Vice President, Treasurer, IT Manager and a Backup, 5 keys at a MINIMUM) utilizing current technologies that may include SMS and/or FIDO2 physical security keys at a minimum (as these security levels will/and can change over time as security technologies develop and/or change).
- e) The IT Manager will inform the Treasurer (and generally the board) of any monies due to the providers, in a timely manner, or pay for out of personal pocket, and then submit an expense report for any monies expended to maintain the websites, databases, etc., for reimbursement, to the Treasurer as a club expenditure.
- f) The IT Manager will inform the full Board of any changes of the website registrar, website hosting company, email hosting company, database hosting company, etc. and will require approval from a quorum board vote, prior to any of these major provider changes before committing those changes (except in emergency situations where there is less than 24 hours to resolve said situation). This can be done informally through a secure online voting system, or in person at any of the board meetings held throughout the month.

Article V Finances

- 1) Annual membership dues are set as follows:
 - 1) Full Membership - \$12
 - 2) Associate Membership - \$6
- 2) The Community Committee is authorized to provide for free limited membership with approval from the Board of Directors.

Article VI
Repeater Use

Repeater Use: Any organized activities or organized nets wishing to meet on an ACARTS repeater must be approved by the ACARTS Board and will have written protocols submitted to and approved by the ACARTS Board prior to such use.

Article VII
Awards

Awards: Any awards presented in the name of ACARTS will be determined by a committee of at least three (3) members appointed by the Board. An exception to this rule: the President may award Certificates of Appreciation without using this process.

Article VIII
Amending the Policies

These Policies may be amended by a Motion at a General Meeting and must then pass a majority vote at a quorum of the General Meeting. Any member can propose a Motion for amendment to the Policies.