Verde Valley Amateur Radio Association, Inc.

Policy and Procedure Manual

Mission Statement

It shall be the Verde Valley Amateur Radio Associations mission to hold club meetings for the social, business, educational and promotional advancement of the Amateur Radio Service; further the exchange of information about Amateur Radio and cooperation between members for the disbursement of general information, technical information and the promotion of all aspects of Amateur Radio for the organization and the community at large.

To accomplish this mission, the Association will:

promote radio knowledge, fraternalism and individual operating efficiency, for the betterment of Amateur Radio:

conduct programs and activities as to advance the general interest and welfare of Amateur Radio in the community:

prepare our members in being ready to assist the community with emergency communications using Amateur Radio:

promote the advantages of Amateur Radio for emergency communications known to the community and agencies within our community:

assist Federal, State, and Local agencies with emergency communications using Amateur Radio:

operate and maintain amateur radio repeater station(s): and

promote social aspects of the Club - i.e., the Christmas party, Field Day, T-Hunts, Ham Fests, Lunch Bunch and any other social activities which may arise.

Purpose

This Policy and Procedure Manual is meant to compliment and provide further detail regarding the operation of the Verde Valley Amateur Radio Association (herein after referred to as “the Association” or “the Club”) as stated in the Club’s Bylaws. Annotations in parenthesis designate where the statement may be found in the Bylaws.

Membership

This section describes membership qualifications and classifications.

A. Membership is open to individuals interested in amateur radio who have filled out a membership application and paid the annual dues. Membership dues are based on a fiscal year. (Bylaws Article 3, Section 1 and 2)
B. A member in good standing:
   a) is operating under a valid FCC license;
   b) complies with FCC regulations;
   c) follows the bylaws of the club; and
   d) is not engaged in unethical or illegal operations.
C. Types of Membership
   a) Each licensed amateur is considered a regular member with voting privileges. (Bylaws Article 2 Section 2)
   b) All licensed amateurs in a household are family members as long as there is one paid regular member.
   c) Lifetime/Honorary Members- Individuals who, by their accomplishments as amateurs, their contribution to the Association, or by their support in the advancement of amateur radio, have gained this distinction, and shall be exempt from membership dues for life. Nominations for honorary memberships, from a member or the Board of Directors, shall require approval by the Board of Directors and a simple majority vote at a regular membership meeting of the Association, a quorum being present.

Dues

This section details the determination of member dues.

A. The Board of Directors will evaluate the financial picture yearly to determine financial need.
B. The amount of membership dues shall be determined by the Board of Directors and will be submitted to the Association members.
C. The fiscal year is a calendar year; dues are for a fiscal year. (Bylaws, Article 3, Section 1)
D. New members joining in the last three months of the year will have their dues credited to the following fiscal year.
E. Newly licensed amateur radio operators will receive a free year of membership, within the fiscal year of license, when they apply for membership.

Association Officers and Directors Duties and Responsibilities

This policy delineates in more detail the duties and responsibilities of the Officers and Directors of the Association.

A. Each Club officer is a member of the Board of Directors and should make every effort to attend regular and Board meetings. (Bylaws, Article 6, Section 1) If you are unable to attend, please notify the Secretary or another officer.
B. All officers and Directors shall adhere to the following standards set forth in ARS 10-841, "Standards of conduct for officers, presumption" which reads in part:
    a. If an Officer has discretionary authority with respect to any duties, an Officer's duties shall be discharged under that authority:
        i. in good faith;
        ii. with the care an ordinarily prudent person in a like position would exercise under similar circumstances;
        iii. in a manner the officer reasonably believes to be in the best interests of the Association.
C. Each member of the Board of Directors will review the Bylaws and Policies and Procedure Manual before taking office in order to become familiar with the club policies and procedures. They will also be reviewed annually prior to the Sept meeting.
D. The duties of the President are as described in the Association Bylaws, Article 5, Section 4. The President or his designee, will also prepare an agenda for meetings of the Board of Directors and club meetings.
E. The President, Vice-President or designee will be responsible for program content at regular meetings.
F. The Secretary is responsible for:
    a. duties as described in the Association Bylaws, Article 5, Section 6;
    b. sending the minutes to the webmaster for posting on the website;
    c. maintaining some Association records such as past minutes, the Policy and Procedure Manual, etc.
    d. press releases for Field Day or major events
G. The Treasurer is responsible for:
    a. the financial records of the Association; (Bylaws, Article 5, Section 7)
    b. payment of all association bills, filing the state incorporation forms, the federal tax forms, and any other Association responsibilities;
    c. providing all documentation and necessary information to the audit committee for the biennial (even year) audit;
    d. notifying members at least one month prior to termination that their membership will be forfeited if dues are not paid;
    e. providing a monthly report of income and expenses.
    f. working with the Membership Chair to maintain membership records.

H. Upon leaving office, all Association records shall be transferred to the incoming office holder. This includes but is not limited to all user names and passwords for online accounts, and transfer of signature information for Association financial institutions. NOTE: A copy of the minutes of the meeting where new officers are elected is needed for the financial institution to accept a new signature. It is recommended that there be a minimum of two signers on the Association bank accounts.

Committees

Committees are necessary for the smooth operation of the Association. This policy spells out the responsibilities of standing committees and chairs.

A. Committees may be established by the Board of Directors for the smooth operation of the Association. (Bylaws, Article 7, Section1)
B. The President shall be an ex-officio member of all committees (except the Nominating Committee). (Bylaws, Article 7, Section2)
C. The Technical Committee is responsible for:
    a. the maintenance, operation, and upgrade of the club repeaters and repeater sites; (Bylaws, Article 7, Section 3)
    b. providing monthly reports to the membership and meeting yearly or as needed;
    c. maintaining a list of the Club equipment and recommending disposition to the Board of Directors as needed.
D. The Club License Trustee (Bylaws, Article 7, Section 4):
    a. must meet FCC requirements, be a member in good standing, and not had their license sanctioned or revoked at any time;
    b. is responsible for proper operations of the Club license and therefore, the Club repeaters under Part 97. and operates in the best interests of the Club;
    c. evaluates and revises the Repeater Etiquette Document and submits for Board of Directors approval.
    d. The Trustee and/or the Board of Directors, will handle issues related to repeater usage, including, but not limited to, new or potential nets.
    e. The Trustee and/or Board of Directors will handle complaints about operators following the Complaint Policy. (Bylaws, Article 7, Section 5)
    f. The Repeater Etiquette Document shall be the authority for behavior on the club's repeaters and applies to any operator using the repeaters. This document can be found on the Club website, is part of the new member materials and is disseminated to members by the Trustee or his designee.
E. The Association Membership chair is appointed by the Board of Directors, and works closely with the Treasurer. The Membership chair has the responsibility for:
    a. maintaining the member database, in conjunction with the Treasurer,
    b. sending new member materials upon membership approval,
    c. providing membership lists
F. Nominating Committee See Election Procedure
G. ARRL Field Day - Field Day is always held the last full weekend in June. The Directors will ask for a volunteer to chair the committee by the April meeting. A volunteer should also be asked to organize the picnic.
    a. The Chair is responsible for:
        i. volunteers to assist with,

ii. Preparation: permits, gathering equipment, determining if other equipment is needed, operator sign-up list, instruction as needed for operators and other such tasks,
iii. Set-up of radios and antennas and other equipment needed (computers, headsets, keyers, etc),
iv. During the event: Monitor,
v. After the event: Take down and return equipment, submit log to ARRL, and other such tasks.

Election Procedure

This section delineates the framework for the election of Officers.

A. At the September meeting, an item of new business should be asking for volunteers who wish to serve on the Nominating Committee or run for a position.
B. The Board of Directors shall appoint a Nominating Committee chairman. The nominating committee will consist of the chairman and at least two additional members.
C. The Nominating Committee will prepare a slate of officers for the ensuing year, soliciting members to run for office. The slate shall have been consulted and will have accepted the duties for the position being proposed. (See the Bylaws and the Policy and Procedure Manual for specifics of duties for officers.)
D. The slate will be presented at the November meeting, at which time additional nominations may be made from the floor. The nominee will have accepted the nomination.
E. The election, by secret paper ballot, or a majority slate vote, (if only one candidate for each position), shall be held immediately following the close of nominations at the November meeting, providing a voting quorum is present. If a secret paper ballot is not feasible because of a local, state or federal mandate, or any other reason, the Board will determine alternate means to hold the election. The ballots will be counted by the Secretary, and two others. The President will announce the results at the November meeting or as soon as feasible after the close and validation of the voting process.
F. The new officers will be presented and installed at the January meeting.
G. If a vacancy occurs, the Board of Directors, shall appoint a member to fill the remainder of the officer's term until the next scheduled election. If a vacancy occurs because a director is changing positions, the vacant position will be filled by election. (Bylaws Article 5, Section 8)

Complaint Policy

This section addresses any complaint received against operators on the Association's repeaters.

A. The Repeater Etiquette Document shall provide the rules for behavior on the Club's repeaters and applies to any operator using the repeaters. This document can be found on the Club website, is part of the new member materials and is disseminated to members.
B. The Trustee is responsible for the operation of the Association's repeaters to the FCC and the Association.
C. If an operator is in serious violation of FCC regulations, including, but not limited to, interference, jamming, unidentified carriers, etc., any Officer may verbally or by any other means, direct the individual(s) to cease transmitting and the individual(s) must comply immediately.
D. A complaint against an operator should be communicated in writing to the Trustee or Board of Directors for investigation.
E. The complaint will be investigated by the Trustee and the Board of Directors, unless there is a conflict of interest involving a Board member or the complaint is brought by a Board member. At that point, the Board member will recuse themself.
F. During these proceedings, the complaint will be kept confidential in consideration for all parties involved including the use of executive session.
G. If the complaint is found to be valid, the operator will be asked to respond to the complaint within fifteen days, in writing or any other means determined by the Board of Directors.
H. After fifteen days, the Trustee will meet with the Board of Directors in executive session to evaluate the evidence and determine if action is warranted.
I. If action is warranted, a warning letter will be issued to the operator stating the complaint and calling for compliance.
J. If the operator complies, no further action is needed.
K. However, if there are continued lapses of behavior, the operator will be warned again and further steps may be taken, including probation, suspension or revocation of the person's privilege to use the Association's repeaters.
L. Returning from disciplinary action, an operator is placed on probation for a minimum of three months or more as determined by the Trustee and Board of Directors.
M. If probation is violated, the Trustee and/or Board of Directors will warn the operator and then take appropriate action as needed.
N. The Trustee and the Board of Directors will have a "three strike" policy (three disciplinary actions) before revocation of an operator's privilege of the Association's repeaters.

Amending Policies and Procedures

This section delineates the procedure for amending specific policies of the Association. To be effective, procedures must be evaluated and changed as the Association changes and grows.

A. The Bylaws and Policy and Procedure Manual will be reviewed yearly by the Board of Directors. As part of the yearly review of the Policy and Procedure Manual, the Board will ask the following:
    a. Does the policy and procedure still apply?
    b. Are they implemented and useful?
    c. Do they accomplish the objectives?
    d. Is anyone requesting changes?
    e. Are there any changes to local, State or Federal law that necessitate changes?
B. If any policy or procedure needs to be changed, the Board of Directors may make such changes and report to the membership the changes made and the reason for the change. However, if there are no changes made, the Board will report that as well.

Disposal of Assets and Club Dissolution

This section delineates the procedures for disposal of assets and dissolution of the Club. (See also Articles of Incorporation).

A. The property of this corporation is irrevocably dedicated to the educational and scientific purposes, and no part of its net income or assets shall ever incur to the benefit of any director, officer or member there of or to the benefit of any private individual.
B. In the event that equipment is redundant or no longer in use, the technical committee will recommend disposition to the Board of Directors. They will appoint a member of the Technical committee to sell or otherwise dispose of the articles.
C. In the event that the Board of Directors votes that the Association should be dissolved, the motion for dissolution shall be presented at the next meeting. It must receive more than two-thirds vote of the full membership to pass.
D. Upon dissolution, the Board of Directors, shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all its assets exclusively for the purposes of the corporation, or to other educational, charitable, religious or scientific organizations, that qualify as an exempt organization under Section 501(C)(3) of the Internal Revenue Code of 1954 (or any corresponding future United States Internal Revenue Law).
E. Disposition of assets
    a. The Board of Directors shall handle the disbursement of all assets of the club.
    b. No member or group of members shall receive benefit from the assets.
    c. Assets will be sold or otherwise donated to other charitable organizations with a like purpose.
    d. Any assets not disposed of shall be disposed of by the Superior Court of the County in which the office of the corporation is located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.
    e. All monies will be donated to a non-profit organization with agreement of Board of Directors.

Document Management

As a nonprofit organization, certain documents need to be retained for the smooth operation of the Association. These policies also apply to electronic documents. Documents may be available on the Association website.

	Location of Document
A. Permanent	
Articles of Incorporation	Association Website and/or Treasurer
IRS Determination Letter	Association Website and/or Treasurer
Annual Financial Report	Treasurer
IRS Form 990 Tax Records	Treasurer
Regular and Board Meeting Minutes	Association Website
Association Bylaws	Secretary and/or Association Website
Policy and Procedure Manual	Secretary
Real Estate Documents	Treasurer
Insurance Policies and Claims	Treasurer
Legal Documents	Treasurer
Disciplinary Issues-Summaries	Treasurer
B. Seven Years	
Accounts Receivable and Payable Ledgers	Treasurer
Memorandum of Understanding (after expiration)	President
Banking Documents	Treasurer
C. Two Years	Secretary
General Correspondence, including email (unless the subject requires longer retention)	

Revision History

This Policy and Procedure Manual was written, revised and approved by the Association Board on July 11, 2026.