

OFFICERS DUTIES and RESPONSIBILITIES

Ogden Amateur Radio Club (OARC)

501(C7) Non-Profit, Non-Charity Corporation

CONTENTS (correlates to same section number of the OARC By-Laws)

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7. DUTIES OF OFFICERS

- a. The **PRESIDENT** presides over all Executive Board meetings and Club meetings and activities, unless delegated to another elected Officer, and provides over-all guidance and leadership for the Club. The President is also expected to contribute an article each month to the Club's monthly newsletter.

- *Each fall reserve meeting space for all internal club meetings for the next fiscal year.*
 - *Currently: Riverdale Fire Station.*
 - *3rd Saturday, mornings in Oct, Nov, Jan, Feb, Mar, Apr, and optionally May.*
- *Prepare and submit a Presidential Newsletter Article to the club newsletter editor during the first week of each month.*
- *Conduct all internal club meetings and all board meetings unless delegated to another officer in their absence.*
- *Preside over all external activities unless delegated to another officer in their absence.*
- *Delegate any tasks to assist with club related functions as necessary.*
- *Request Special Event call sign W7G for Golden Spike Event 3 months in advance of event.*
www.1x1callsigns.org and/or
www.1x1callsigns.org/index.php/request
- *Submit OARC Golden Spike Event details to QST magazine 3 months in advance of event.*
www.arrl.org/special-events-application and/or
www.arrl.org/special-event-stations
- *Promote OARC Golden Spike Special Event at QRZ.com at least 3 months in advance of event.* www.QRZ.com
Submit your request via email at support@qrz.com
- *Coordinate ownership of call sign W7G at QRZ.com at least 3 months in advance of event and update call sign with Golden Spike data.* www.QRZ.com

- b. The **VICE PRESIDENT** will assist the President as needed in the Club leadership and presides in the absence of the President. The Vice President is responsible for the Club's Education and Training programs and will represent the Executive Board in arranging class

locations, designating instructors and coordinating training programs **(see “Public Education and Training” below).**

- *Assist the president with conducting meetings and activities as requested or as necessary.*
- *At least once a year, plan, organize and conduct an amateur radio licensing or license upgrade class training session to facilitate preparing attendees for a VE exam session.*
- *Arrange for the class site and plan subject matter including making arrangements for optional teachers and demonstrations. Publicize the event as necessary.*
 - *Usually in January (but not limited to once a year)*
 - *Coordinated with a VE Test Session.*

c. The **SECRETARY** will take minutes at each Executive Board meeting and distribute them to the Executive Board members on a regular basis. The Secretary will also head the Elections Nominating Committee for the Club **(see “Nominating Committee” below).**

- *Take minutes at each board meeting as scheduled by the president. If absent, make arrangements for an alternate fill-in.*
- *Distribute the minutes to the Webmaster for posting to the club website “Board Members Only Area.*
- *Also distribute the minutes to all board members via email or ask the webmaster to do so.*
- *The minutes should be completed and distributed as outlined above within 21 days of each board meeting.*
- *During the mid-summer months start originating the Nominating Committee for the August Officers Elections which takes place during the annual Steak Fry and Membership renewal meeting. Work with the other board members to find candidates for each board position.*
- *During the Steak Fry & Membership Renewal & Elections meeting conduct a voting- nomination-write-in election process and announce the club officers for the coming fiscal year.*

d. The **TREASURER** will maintain the Club membership records and maintain the Club's financial records. A quarterly financial status report will be published at the end of each fiscal quarter and presented at the Executive Board meetings as determined by the Club President and distributed to all Executive Board members. The Treasurer will maintain a club Post Office Box and will also file with the IRS and State each year to maintain the club's status as a 501(C7) non-profit corporation. **(see “Club Accounts and Funds” below).**

Wells Fargo – WellsFargo.com

- *Wells Fargo at 42nd and Harrison Blvd, in front of Smiths.*
- *Transfer Wells Fargo alternate account holder from old Treasurer to new Treasurer.*
- *Obtain new DEBIT Card in new name and establish unique account login.*

- Attempt to collect any "Return Check Charges" from the offender.

Weber County Emergency Management

Invoice/Bill WCEM each February for 12 months of Little Mountain auto patch landline services ... 12 times the latest monthly Century Link billing.

Lance Peterson
721 W 12th Street
Ogden Utah 84404

Century Link

OARC Telephone/Auto-Patch Little Mountain Repeater

- Outgoing treasurer must contact Century Link and authorize a transfer from themselves to the new incoming treasurer.
- Incoming treasurer must contact Century Link and complete the transfer of the auto-patch telephone line (account) from old treasurer to new treasurer's name/address.
- Pay 1 year in advance – each March - after receiving funding from WCEM – Lance Peterson

Acct# 801-731-8243-408R
Century Link
POB 29040
Phoenix, AS 85038-9040
800-244-1111

US Post Office - PO BOX

- USPO – 36th and Wall Ave – behind New Gate Mall.
- Pickup mail from PO Box each month prior to monthly meeting.
- Pay PO Box annual renewal fee each August when renewal notice is received.

ARRL Membership/QST Applications

- Accept ARRL Applications for new ARRL/QST subscriptions from members who have never had a subscription or have had a subscription that has been lapsed for at least two years or more. OARC benefits by keeping a portion of first year's subscription fee.
- Do not accept any ARRL renewals but direct any queries for such to the ARRL website for renewals.
- Accept payment from new applicant in the full amount of a subscription and deposit it into the club account. Then make out a check to ARRL from OARC checking account for the pre-arranged (reduced) amount and submit along with the application to ARRL headquarters with the applicant's name, call sign and mailing address.

Crown Trophy

- *Identify yourself to Crown Trophy as OARC's new treasurer and establish the pre-agreed to cost for our badge orders.*
 - *Note: Non-profit club special pre-arranged price of \$7.50 + tax = \$8.01*
- *Place OARC member badge orders and pickup for distribution to OARC member. No deposit is required.*
- *Notify webmaster of residual badge inventory for publication updates.*
- *All OARC badge orders are to be pre-paid in advance to OARC treasurer.*
- *Required information: FIRST NAME + CALL SIGN*

*Crown Trophy
3790 Riverdale Road
South Ogden UT 84405
801-621-2055
CrownOgden@gmail.com*

Financial Data Base

- *Update the Financial Data Base timely with all Debit and Credit transactions.*
- *'Rev' each version and backup data base often.*
- *Make monthly deposits as necessary and balance account monthly.*

Quarterly Financial Report

- *Create a financial report at the end of each quarter and distribute to all board members within 21 days of the end of the quarter.*
- *Send a copy to the Webmaster for upload to the Board Members Only Area of the club web site.*

Membership Data Base

- *Update the Membership Data Base timely with all membership transactions.*
- *'Rev' each version and backup data base often.*
- *Send a copy to the Webmaster timely for upload to the club web site.*

Monthly Meetings

- *Bring adequate number of the following to each meeting ...*
 - *OARC Membership Application/Renewal forms*
 - *(also used for OARC Badge Order form)*
 - *ARRL Membership Application forms*
 - *New-Comer sign-up form*
 - *Some Cash for change*

- Check book for reimbursements

Offsite Activities

- *Field Day (June), Steak Fry (August), Family Dinner (December)*
 - *Bring adequate number of the following to each meeting ...*
 - *OARC Membership Application/Renewal forms*
 - *(also used for OARC Badge Order forms)*
 - *ARRL Membership Application forms*
 - *Door Prize 'Tickets'*
 - *Lots of Cash for change*
 - *Check book for reimbursements*

OARC's ... 501(C7) Non-Profit Corporation Status

- **INCOME TAX FILING:** *The treasurer is responsible for filing IRS form #990-N online with the IRS during the 1st quarter of each calendar year regarding the clubs status as a 501(C7) non-profit corporation. www.irs.gov/990n then click "How to File". Ogden Amateur Radio Club & EIN # 47-2567828 (ePostcard@urban.org or 866-255-0654)*
- **STATE OF UTAH FILING:** *The treasurer is responsible to renew online OARC's Corporation status with the State of Utah, Department of Commerce, Division of Corporations each renewal period in the fall of each year. www.corporations.utah.gov >>> entity number = 9227867-0140 >>> online services >>> renew a business >>> renew a business online*

e. The **PROGRAM DIRECTOR** will be responsible for the regular meetings and programs held in-house.

- *Plan, organize and schedule topics, presenters or activities for all internal club meetings for the next fiscal year..*
 - *Currently: Riverdale Fire Station.*
 - *3rd Saturday, mornings in Oct, Nov, Jan, Feb, Mar, Apr, and optionally May.*
- *Notify the webmaster and newsletter editor each month as to the proposed agenda items.*

f. The **ACTIVITIES DIRECTOR** will be responsible for external social and recreational activities, which may include Field Days, Club picnics and dinners, etc.

- *Plan and organize reservations, purchases and delivery of food, drink and necessary appliances (radio stations, antennas, BBQ grills, etc.) for all external club activities for the next fiscal year. Solicit and recruit as much help as you deem necessary to be successful.*
 - *May – Golden Spike*
 - *June – Field Day **
 - *July – "T"-Hunt*

- *August – Steak Fry **
- *September – Joint Swap Meet (no planning necessary)*
- *December – Family Christmas Dinner*
- *(*) Make final site reservations in January each year for Field Day and Steak Fry events to ensure that the club has the desired venue locked up for our use.*

13. AMENDMENTS

- a. These bylaws may be amended at any meeting of the Club, of which members will be given at least ten (10) calendar days notice.
- b. A two-thirds (2/3) majority vote of approval by the members in good standing attending the meeting at which the vote is taken is necessary for the amendment(s) to be approved.
 - *The process of amending the club's by-laws are as follows:*
 - *Board or board member submits suggestion for amendment to by-laws.*
 - *Amendment is documented and drafted in by-laws digital update.*
 - *Amendment is approved by majority vote at the next board meeting.*
 - *Club president announces the proposed by-laws update at the next regularly scheduled club meeting, notifying the general membership that the amended by-laws can be reviewed at the club's website homepage.*
 - *Club president calls for a vote of the general membership present at the following regularly scheduled club meeting.*
 - *Newly ratified by-laws are posted to the club website.*

Original . March 19, 2016

Amended . May 29, 2017