



Business Procedures of the Anoka County Radio Club and Emergency Services, Inc.

PREAMBLE

These shall be the Business Procedures of the Anoka County Radio Club and Emergency Services, Incorporated, as provided for in the By-Laws of the Club, effective as of 2/15/2011, superseding all previous versions. In these Business Procedures, the word "Club" shall refer to the Anoka County Radio Club and Emergency Services, Incorporated.

BOARD OF DIRECTORS

The current list of the Board of Directors is as follows:

Bob Cordell KB0GIP, **Chief Executive Officer**
8380 Lake Dr., Lino Lakes, MN 55014

CEO@anokaradio.org

Shawn Rung K0SMR, **President**
17207 Davenport St NE, Ham Lake, MN 55304

President@anokaradio.org

Tim Neu KC0LQL, **Vice President**
885 Orange St, Lino Lakes, MN 55014

VicePresident@anokaradio.org

Dan Peitso N0PIY, **Treasurer**
1625 121st Ave NE, Blaine, MN 55449

Treasurer@anokaradio.org

Jeremiah Bohn KC0FUI, **Secretary**
4211 Tyler St NE, Columbia Heights, MN 55421

Secretary@anokaradio.org

Bob Cordell KB0GIP, **Board Member at Large**
8380 Lake Dr., Lino Lakes, MN 55014

BoardMemberAtLarge2@anokaradio.org

Annette Larson KB1UOG, **Board Member at Large**
3328 92nd Dr NE, Blaine, MN 55449

BoardMemberAtLarge1@anokaradio.org

PRINCIPAL OFFICE

The principal office (address) of the Club is:

Anoka County Radio Club and Emergency Services, Inc.
P.O. Box 982
Anoka, MN 55303

FINANCIALS

For banking purposes, the following members of the Board of Directors shall have the authority to sign checks and authorize withdrawals and deposits: **Chief Executive Officer, President, Vice President, Secretary and Treasurer**. A signature from any one or combination of those Board Members shall be sufficient to make a banking transaction.

The board will review at the February Board Meeting after the Elections in February which board members will have signatory rights and update the banks we have accounts with of the changes to the board members having signing rights. A copy of this change will be kept in the club's Treasurer's records.

EXPENDATURES

Expenditures of routine nature (utilities, insurance and ARRL VE costs) will be paid as incurred, if funds are available in the Club's treasury. Emergency expenditures needed for events and the repeater system may be allotted as needed if sufficient funds are available in the Club's treasury, and if approved by the President of the Club. Other expenditures shall be approved by the Board of Directors.

USAGE OF CLUB PROPERTY

The member usage of club property shall be approved by at least two members of the Board of Directors. The member using the property shall be a member in good standing. The member shall sign a check-out receipt with their contact information before acquiring the property. The member shall be responsible for returning the property in at least as-good-as-borrowed condition.

DUES

The dues for membership to the Club are as follows:

<u>Membership Type</u>	<u>Cost</u>	<u>Calculations</u>
Regular:	\$30.00	\$30.00
Senior Citizen (age 62 or over):	\$20.00	(Regular-10)
Child (under age 18):	\$20.00	(Regular-10)
Student (actively taking classes)	\$20.00	(Regular-10)
Family (up to two adults & children living in same household):	\$40.00	(Regular+10)
Lifetime Individual:	\$750.00	(Regular*25)
Lifetime Family (up to two adults & children living in same household):	\$1000.00	(Family *25)
New/Upgraded Ham:	Free for one year	
(Covers non-member (new or upgraded) hams tested at the ACRC VE Exams until the date of the General Membership Meeting in October, within one year after the FCC grants your license or upgrade. A copy of the CSCE required for proof.)		

When a new member joins after the October Membership date, the dues will be prorated as follows: From the date of the October Membership Meeting until March 31st the new member will pay the full dues. From April 1st up to the date of the next October Membership Meeting the new member will pay half of the membership dues. Prorating does not apply to the Lifetime Memberships.

Annual Electronic Form 990-N (e-Postcard) Filing

To keep our tax exemption status current, the current Treasurer or designee shall file the *Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)* online at the IRS website (<http://www.irs.gov>) after the fiscal year is complete.

Per IRS rules, the e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year.

On the IRS website, you can search for Form 990N and be directed to the site where directions to file the e-Postcard are located.

Once filed, a copy of the email shall be kept in the club's Treasurer's records.