

Port Stephens Amateur Radio Club Inc.



Standard Operating Procedures

REVISION 2.1

Amended & Accepted
5th August 2018

NOTES:



THESE PROCEDURES ARE SUPPLEMENTARY TO THE ACT,
THE REGULATIONS AND THE ASSOCIATION'S CONSTITUTION
AND **CANNOT OVERRIDE**
THE CONTENT OF ANY OF THOSE DOCUMENTS.



Definitions

The definitions set out in Part 1 of the Constitution and in these
Standard Operating Procedures apply to this document.

Standard Operating Procedures

	<u>INDEX</u>	ii - iii
<u>SECTION</u> <u>Clause</u>	<u>TOPIC</u>	<u>PAGE</u>
	Notes	i
	Index	ii
SOPs		
Part I – General		
1	Membership Application Procedure	1
2	Membership Renewal Procedure	1
3	Committee composition	1
4	Nomination for committee position	1
5	Conduct of ballot for committee members	2
	5.1 - Voting Procedures	2
	5.2 - Ballot Declaration	2
6	Committee meetings	2
7	Meetings	3
	7.1 - General	3
	7.2 – Special General	3
	7.3 – Annual General	3
8	Association Expenditure	3
9	Association fees and levies	3
10	Privacy	4
11	E-mail Addresses	4
12	Visitors and Guests	4
13	Amendments to Operating Procedures	4

Standard Operating Procedures

Part II – Committee Members		
100	Duties of Committee Members	5
101	President	6
102	Secretary	7
103	Treasurer	8
Part III – Sub-Committees <i>(Work in Progress)</i>		
200	Sub-Committees General	9
201	Contesting	NYD
202	Education	9
203	Fund Raising	NYD
204	Publicity	NYD
205	Repeater	NYD
206	Web Master	NYD
	Half Blank	10
APPENDIX		
1	Application for Membership	A-1
2	Nomination for Office Bearer/Committee Member.	A-2
3	Reimbursement claim form.	A-3
4	Revision History	A-4
5	Notes	A-5

PART I – GENERAL

1. Membership Application Procedure

- (a) Applicants for membership shall be required to complete the Membership Application form shown as Appendix 1 to these Operating Procedures.
- (b) The completed form shall be submitted to the Secretary.
- (c) The next committee meeting, the committee shall decide whether to accept or reject the application.
- (d) The Secretary shall advise the applicant/s of the outcome of the meeting.
- (e) Where the application is successful, the applicant will have a period of 28 days in which to pay the nominated amount to the association. After payment is received and their name entered into the register of members, the applicant becomes a member of the association.

2. Membership Renewal Procedure

- (a) Members shall be required to complete a Membership Renewal form each year.
- (b) The Membership Secretary shall issue to the member a membership renewal form before the 31st January in each year.
- (c) Completed Membership Renewal forms, with the appropriate annual fee shall be forwarded to the Treasurer prior to 1st March each year.
- (d) The Treasurer shall issue a receipt for the fees collected and forward same to the member.
- (e) The Treasurer shall forward to the Secretary, on a regular basis, the membership renewal forms to enable the membership register to be updated.

3. Committee composition

- (a) The committee of the association shall be established in accordance with the constitution.

4. Nomination for committee position

- (a) Members who wish to be nominated for a position on the committee shall do so by submitting the completed form, prescribed in these Operating Procedures as Appendix 2, to the Secretary no later than the Monthly meeting prior to the annual general meeting or some other date as notified in the calling for nominations notice.

5. Conduct of ballot for committee members

5-1 Voting Procedures

- (a) Postal voting as per custom, allowing for delivery time between sending & receiving, permitting all members to vote.
That the acceptance of nomination forms for the AGM elections is closed at the end of the normal monthly meeting preceding the AGM month.
To allow the ballot papers to be prepared & sent out as per custom.
- (b) Ballot papers to indicate. (Nominations for positions vacant) 5 positions available.
- (c) Marking of ballot to be indicated by an X.
- (d) Insufficient voting marks do not render the voting as informal.
- (e) If more marks than votes required, the ballot paper becomes informal.
- (f) Returning of all postal voting papers to be in a sealed envelope addressed to the
Returning Officer C/- The Club Secretary
- (g) All postal voting envelopes are to only be opened by the returning officer. The Ballot may be counted prior to the opening of the meeting, at the returning officer's discretion.
- (h) Proxy voting is not allowable at any occasion.

5-2 Ballot Declaration

- (a) If there are two or more candidates, the candidate with the highest number of votes is elected.
- (b) If there are two or more candidates and the voting is equal, the ballot shall be determined by the drawing of lots.

6. Committee meetings

- (a) the committee shall meet immediately after the general meeting (if required) to allow for business to be approved and dealt with prior to the next monthly general meeting.
- (b) The committee will also convene at a time and place as advised by the Secretary when necessity arises.

7. Meetings

7-1. General

- (a) Meetings of the association shall be held monthly or at such other times (subject to the requirements of the constitution) as the committee may determine. Notice of the meeting shall be in accordance with the constitution.
- (b) If the First Sunday is not suitable for our normal monthly meeting, then the meeting be moved to the second Sunday, if this is still not suitable, then, the meeting be moved to the Last Sunday of the Preceding month

7-2. Special General

- (a) Special General Meetings of the association shall be held as required (subject to the requirements of the constitution) as the committee may determine. Notice of the meeting shall be in accordance with the constitution.

7-3. Annual General

- (a) The annual general meeting shall be held in the month of April each year or at such other time as the committee shall determine in accordance with the constitution.
Notice of the meeting must clearly state that it is the annual general meeting.

8. Association Expenditure

- (a) All Utility, Registration, Apparatus and Insurance accounts be payed as they come in and ratified at the next meeting. Unless the price increase is greater than CPI increase.
- (b) The Executive Officers of the association, (President, Secretary or Treasurer), be authorised to spend up to AUD \$100.00 on consumables, for the normal running of association business. To be ratified at the next meeting.
- (c) Excluding the Executive Officers of the association, **NO** other officer or member of the association shall expend any money on behalf of the association without first obtaining the approval of the committee at a meeting.
- (d) All expenditure on behalf of the association shall be supported by vouchers, receipts, invoices or other suitable documentation.
- (e) All reimbursements or claims shall be submitted to the Treasurer before the association meeting immediately following the expenditure.
- (f) All expenditure shall be ratified at the next association meeting.

9. Association fees and levies

All fees and levies shall be paid within one (1) month of the due date or the member shall be declared un-financial and will not receive the association newsletter nor any of the rights and privileges of membership. If after three (3) months from the due date the fees/levies remain unpaid, the person ceases to be a member of the association. A note to that effect shall be recorded in the Register of Members.

10. Privacy

10.1 General

- (a) As far as permitted by law the association may use the member information provided to it for any association purpose.

11. E-mail Addresses

11.1 Executive E-mails

- (a) To future proof the associations media releases, publicity and security of the executive, the executive shall use association e-mail addresses, such as listed below:
 - (i) President president@portstephensarc.org
 - (ii) Secretary secretary@portstephensarc.org
 - (iii) Treasurer treasurer@portstephensarc.org
 - (iv) Webmaster webmaster@portstephensarc.org
- (b) Additional E-mail addresses as approved by the Committee.
- (c) The existing “Gmail” e-mail addresses to be kept and redirected to the relevant ‘@portstephensarc.org’ e-mail address.

12. Visitors and Guests

Members may invite visitors or guests to association functions and events. Members will be responsible for their visitors or guests whilst attending the association’s event.

13. Amendments to Operating Procedures

These Standard Operating Procedures [SOPs] may be amended by a simple majority vote of members at a general meeting. At least 21 days’ notice in writing of any proposed amendments shall be given to all members of the association.

PART II – COMMITTEE MEMBERS

100. Duties of Committee Members

Each member of the committee should be familiar with the association's constitution, operating procedures and its statutory obligations.

The statutory obligations include:

- (a) Ensuring that the association's full name appears in legible characters on all official documents;
- (b) Ensuring that the association does not act contrary to its objects and does not exercise any power contrary to a prohibition or restriction in its constitution;
- (c) Notifying the Commissioner if the position of public officer becomes vacant and the appointment of a new public officer within 14 days;
- (d) Ensuring that an annual general meeting is held each year within 6 months after the end of the association's financial year and that a statement regarding the accounts of the association is submitted to the members at that meeting;
- (e) Ensuring proper accounting records are kept which correctly record and explain the transactions of the association and its financial position;
- (f) Ensuring that minutes of all committee and general meetings are kept;
- (g) Ensuring that the association does not incur debts if there are reasonable grounds to expect that the association will not be able to pay all its debts as and when they fall due;
- (h) Ensuring that the association does not do any act with intent to defraud creditors or any other person;
- (i) Ensuring that any documents addressed to the association are brought to the attention of the committee as soon as practicable after receipt;
- (j) Ensuring that documents provided to the Commissioner or submitted to members do not contain false or misleading statements and that such documents do not omit any matter that has the effect of making the document misleading.

101. President

In addition to the requirements of the Act, the Regulations and the constitution, the President is to:

- (a) Preside at all of the association's meetings including annual, committee, general and special meetings;
- (b) Ensure that meetings are properly convened and that a quorum is maintained at all times;
- (c) Conduct all association meetings in accordance with the constitution;
- (d) Be seen to be impartial, and conduct all association meetings in a confident, firm, and friendly manner;
- (e) Preserve good order, prevent interjections, heckling and private conversations at all association meetings;
- (f) Call on any speaker to withdraw any offensive statements, or imputations of improper motives, and where considered appropriate have the speaker apologise;
- (g) Set time limits for each speaker and ensure discussion is relevant to the matter before the meeting;
- (h) Represent the association as required; and
- (i) Offer assistance (as immediate past President) to the incoming President and committee members.

102. Secretary

In addition to the requirements of the Act, the Regulations and the constitution, the Secretary is to:

- (a) keep minutes of all association meetings that will normally include the following:
 - (i) Details of the day, date and place of the meeting, type of meeting and the time of commencement,
 - (ii) The names of those present and details of any apologies received,
 - (iii) A reference to minutes of the previous meeting and their signing as a correct record,
 - (iv) Details of all motions put to members and whether they were passed,
 - (v) Details of members voting against a motion, or abstaining from voting, if those members request that such details be recorded,
 - (vi) Details of any appointments made, and any leave of absence granted to a member or committee member,
 - (vii) Overview of discussions concerning decisions made at the meeting,
 - (viii) The date and time for the next meeting, if this is determined during the meeting,
 - (ix) The time that the meeting closed, and
 - (x) Ensure that the minutes of each meeting are entered in books kept for that purpose.
- (b) Receive incoming correspondence and bring same to the attention of the committee.
- (c) To ensure that where monies are received, that they are forwarded to the Treasurer (or banked) and all details are passed to the Treasurer before or at the next meeting.
- (d) Handle outgoing correspondence as authorised by the committee,
- (e) Maintain a register of members including name, address, contact details, date of joining and date of cessation of membership status.
- (f) Issue all incoming members with a current copy of the Constitution and Standard Operating Procedures.
- (g)
 - (i) Provide a report of past activity and upcoming activities to meetings and
 - (ii) Provide a written or word (compatible) document to the Secretary of that report
- (h) Offer assistance (as immediate past Secretary) to the incoming Secretary and committee members.

103. Treasurer

In addition to the requirements of the Act, the Regulations and the constitution, the Treasurer is to:

- (a) Ensure that all payments authorised by the association are made promptly,
- (b) Submit to the members at each Committee Meeting the current financial position of the Association,
- (c) Submits a report at each monthly meeting setting out the income & expenditure for the preceding month/s. The month to coincide with the bank statement provided from our banking organization, as close to the end of the month as practical.
- (d) Ensure that the Associations accounts be audited by two (2) members, as appointed by the management committee, and that the Auditors report is presented to the members.
- (e) Ensure that the Annual financial report is signed by the Treasurer and President,
- (f) Submit to the members at each Annual General Meeting the Annual Statement as required under the Act. This statement should be prepared on an accrual basis so that the income and expenses shown are only those that relate to that year's operations,
- (g) The Treasurer fills out the form 12 documents as required by the act and submits them to the AGM ready to be sent to the Dept. of Fair Trading with the applicable fees.
- (h)
 - (i) Provide a report of past activity and upcoming activities to meetings and
 - (ii) Provide a written or word (compatible) document to the Secretary of that report
- (i) Offer assistance (as immediate past Treasurer) to the incoming Treasurer and committee members.

PART III – SUB-COMMITTEES

200. Sub-Committees General

All Sub-Committees shall,

- (a) (i) Provide a report of past activity and upcoming activities to meetings and
- (ii) Provide a written or word (compatible) document to the Secretary of that report.
- (b) Provide **copy** (ready for release) material of meetings or publicity to the Secretary or publicity sub-committee as appropriate.

- Under Development -

201. Contesting

Under Development

202. Education

202-01 General

- (a) All members of the Education sub-group shall hold a current, valid New South Wales “Working with Children Check” (WWCC).

202-02 Definitions

- (a) **Wireless Institute of Australia**

- (i) **WIA Assessor**

- Means a person qualified by the WIA Nominated Training Organisation and currently accredited and registered by the WIA as a WIA Assessor in accordance with their Exam Service Assessment Instructions.

- (ii) **WIA Learning Facilitator**

- Means a person nominated by a club or group of amateurs qualified by the WIA Nominated Training Organisation and accredited and registered by the WIA as a Learning Facilitator in accordance with the Learning Facilitator Instructions.

- (iii) **WIA Learning Organiser**

- Means a WIA Assessor or WIA Learning Facilitator nominated by a club or group of amateurs as WIA Learning Organiser and who is the WIA’s primary contact point for the club or group and who assists WIA Assessors conduct assessments and ordinarily a person who will be first point of contact for prospective radio amateurs.

202-03 Assessments

- (a) All assessments / examinations to be conducted as per the current, relevant WIA Examination / Assessment procedures.

203. Fund Raising

Under Development

204. Publicity

Under Development

205. Repeater

Under Development

206. Web Master

Under Development



Port Stephens Amateur Radio Club Inc.

(Incorporated under the associations Act 1984)

Registered Address: 17 Vera Avenue, Lemon Tree Passage, NSW, 2319
Postal: PO Box 3013, Lemon Tree Passage, NSW, 2319
 INC 9888916 ABN 50 323 293 800

Callsigns
 VK2AOJ
 VK2ROJ

MEMBERSHIP APPLICATION FORM

I, _____ (Christian Name/s) (_____ (Known As) _____ (Surname))

Postal Address, _____
(Number and Street Name)

(Suburb/Town) (State) (Post Code)

Residential Address, _____
(If Different.) (Number and Street Name)

(Suburb/Town) (State) (Post Code)

Call Sign _____ Phone Number _____
 Cell Phone N^o _____

Email Address: _____

Indicate if you are a member of the <i>Wireless Institute of Australia</i> , (WIA)...	<small>(YES or NO)</small>
_____ <i>Amateur Radio - New South Wales</i> , (AR_NSW)...	<small>(YES or NO)</small>

If less than 18 Years of age, State Date of Birth _____ / _____ / _____
(Birth Date)

Have you previously been a member of PSARC Inc.? _____
(YES or NO)

Hereby apply to become a Full member of the PORT STEPHENS AMATEUR RADIO CLUB Inc. In the event of my admission as a member, I agree to be bound by the rules of the Association and I also agree to pay the yearly Membership Fee.

Signature of Applicant _____ **Date** _____

Payment with Application

Paid By	Electronic F/T	<input type="checkbox"/>
	Bank Deposit	<input type="checkbox"/>
	CASH	<input type="checkbox"/>

Cheque	<input type="checkbox"/>
Money Order	<input type="checkbox"/>
Made Payable to PSARC	<input type="checkbox"/>

Post to

Port Stephens A.R.C. Inc.
 ATTN: The Secretary
 PO Box 3013
 Lemon Tree Passage, NSW, 2319


Email: secretary@portstephensarc.org

"Greater Bank" Details:
 BSB: 637-000
 Account No.: 715085437

If paying by Bank Deposit or Electronic Banking
Please send a copy of the receipt with this form

Office Use Only:

PSARC Secretary:		Accepted:	
Membership Secretary:		Treasurer:	
Sequence:		Receipt No.:	
Register:		Date:	

	<p><i>Port Stephens Amateur Radio Club Inc.</i></p> <p>(Incorporated under the associations Act 1984)</p> <p>Registered Address: 17 Vera Avenue, Lemon Tree Passage, NSW, 2319</p> <p>Postal Address: PO Box 3013, Lemon Tree Passage, NSW, 2319</p> <p>INC 9888916 ABN 50 323 293 800</p>	<p>Callsigns</p> <p>VK2AOJ</p> <p>VK2ROJ</p>				
NOMINATION FOR MANAGEMENT and/or COMMITTEE						
<p>We the undersigned, being <u>financial members</u> of Port Stephens Amateur Radio Club Inc.</p> <p>NOMINATE: NAME: _____ CALLSIGN: _____</p> <p style="text-align: center;">TO NOMINATE A PERSON FOR AN <u>EXECUTIVE POSITION</u> YOU MUST ALSO NOMINATE THEM FOR <u>COMMITTEE</u>.</p> <p style="text-align: center;">For the Position of:</p> <p style="text-align: center;">PLACE A CROSS [X] IN THE APPROPRIATE BOX/S FOR THE POSITION</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <tr> <td style="width: 50%; text-align: center;"><u>COMMITTEE</u></td> <td style="width: 50%; text-align: center;"><u>EXECUTIVE</u></td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> COMMITTEE </td> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER </td> </tr> </table>			<u>COMMITTEE</u>	<u>EXECUTIVE</u>	<input type="checkbox"/> COMMITTEE	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER
<u>COMMITTEE</u>	<u>EXECUTIVE</u>					
<input type="checkbox"/> COMMITTEE	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER					
<p>PROPOSER:</p> <p>NAME: _____ CALLSIGN: _____</p> <p>SIGN: _____ DATE: _____</p>						
<p>SECONDER:</p> <p>NAME: _____ CALLSIGN: _____</p> <p>SIGN: _____ DATE: _____</p>						
<p>NOMINEE: I NAME: _____ CALLSIGN: _____</p> <p style="text-align: center;">BEING A FINANCIAL MEMBER ACCEPT THE NOMINATION FOR THE POSITION OF</p> <p>[] COMMITTEE [] TREASURER [] SECRETARY [] PRESIDENT</p> <p>SIGN: _____ DATE: _____</p>						

F-003 - Nomination Form _ Rev _ V2-0 _1202_A5



Port Stephens Amateur Radio Club Inc.

Reimbursement Claim Form

I, wish to be reimbursed for the sum of \$

Being for the purchase of

.....
.....
.....
.....

Signed		Date	
Date approved by meeting		Treasurer	
Cheque Number		Ledger	

F-006 _ Claim - Reimbursement form _ V2-0_1704-A5

REVISION HISTORY

Revision N ^o .	Changes	Date Amended
Draft		Circa Jan 2009
1.0	Amended and Accepted by Members	3 May 2009
1.1	Addition of point # 7	13 December 2009
1.2	Removal of point # 3 to Constitution	4 November 2012
1.3	Addition of point # 8	1 September 2013
2.0	Re write of SOPs - Amended and Accepted	5 November 2017
2.1	1. – Renumber '11 & 12' to '12 & 13'	5 August 2018
	2. – Split '10' into '10-Privacy & 11- E-mail Addresses'	5 August 2018
	3. – Updated #202 - Education	5 August 2018

