

# **THE NORTHERN ALBERTA RADIO CLUB**



## **Policy and Procedure Manual**

## INTRODUCTION

This document is the Policy and Procedure Manual of The Northern Alberta Radio Club. It has been created in accordance with the by-laws which were adopted by Special Resolution of the members of The Northern Alberta Radio Club at a meeting held on \*\*\*\*

It describes the objects of The Northern Alberta Radio Club, its organizational structure, and the duties of elected and appointed positions. It also defines the policies used by the Club to conduct its affairs in accordance with the By-laws.

This document may be amended from time to time as recommended by the executive and approved by a two thirds majority of members present at a general meeting. The proposed amendment will be published at least 21 days ahead of such meeting.

## DEFINITIONS

In this document:

- The word "**Club**" means The Northern Alberta Radio Club.
- The word "**Executive**" or "**Board**" means the Executive Board as defined in the By-laws of the Club.
- The word "**Rules**" indicates any legislation at the Federal or Provincial level or compliance with the Bylaws and Policies and Procedures manual of the Club.

**NAME:** The name of the society is:

**THE NORTHERN ALBERTA RADIO CLUB**

(First incorporated July 26, 1956)

**MISSION STATEMENT:**

*The Northern Alberta Radio Club, the oldest amateur radio club in Alberta, will support amateur radio and the community by maintaining and developing state of the art communication facilities, providing communication services for the community in emergencies and public events, training radio operators and providing an environment for social interaction and technical development.*

The operations of the Society are to be chiefly carried on in Edmonton in the Province of Alberta.

## I - ORGANIZATION STRUCTURE

### ***Preamble:***

**The organization of the Club is structured so that the day to day business of the Club will be managed by the four Officers. The majority of the Club activities will be the province of the Special Interest Groups. These will need to be varied and active for the Club to flourish. Also, up to six (6) Directors may be elected to the Executive as needed to facilitate particular projects or other duties as the needs arise. The terms of these Directors will be flexible according to the need. One of these Directors, the Activities Director, will always be needed on the Executive, since the responsibility includes facilitating the Special Interest Groups as well as arranging monthly general meetings etc.**

Pursuant to the By-laws of the Club, the *Executive Board* shall include the following positions.

### ***Officers of the Club:***

***President, Secretary, Treasurer, Facilities Manager***

### ***Directors:***

***Up to six (6) directors may be elected to the Executive as described below.***

## **THE EXECUTIVE BOARD**

### **1. PURPOSE**

- 1.1. To manage and control the affairs of the Club in accordance with the Bylaws, the Societies Act and any Federal, Provincial or Local Government acts or regulations which exercise control over not-for-profit organizations.

### **2. RESPONSIBILITIES**

- 2.1. To attend all Executive, general and special meetings.
- 2.2. To develop and maintain Club policies and procedures.
- 2.3. To review and amend objects, bylaws and policies and procedures as required and in accordance with the Mission Statement.
- 2.4. To ensure members are acquainted with and adhere to the objects, bylaws, policies and procedures of the Club in accordance with the Mission Statement.
- 2.5. To notify members of, and conduct meetings in accordance with the bylaws.
- 2.6. To administer the financial affairs of the Club.
- 2.7. To establish and maintain accounts in whatever bank, trust company, credit union, or treasury branch into which the funds may be deposited and withdrawn in accordance with the bylaws.
- 2.8. To appoint an auditor or auditors to annually audit the books, accounts and records of the Treasurer.
- 2.9. To establish Special Interest Groups to serve the effective operation of the Club.
- 2.10. To invest surplus Club funds in such investments as are permitted by Government acts which control the investments of not-for-profit organizations.
- 2.11. To undertake special projects from time to time as may be required.
- 2.12. To appoint and determine the term of honorary or associate members.
- 2.13. To appoint cheque signing officers, usually the Treasurer, the Secretary, the President and others as may be required.
- 2.14. To establish a schedule of membership classes and associated membership fees.
- 2.15. To approve the training curriculum and establish fees for training courses sponsored or given by the Club.

### **3. TERM OF OFFICE**

- 3.1. The terms of office of the members of the Executive shall be as defined in the Bylaws of the Club.

### **4. PROTOCOL**

- 4.1. Members of the Executive are urged to attend all meetings, social events and ham fests whenever possible and to take every opportunity to promote the cause of Amateur Radio.

## **II - ELECTED POSITIONS**

This portion of the manual describes the elected positions used to conduct the affairs of the Club.

### **OFFICERS OF THE CLUB:**

#### **PRESIDENT**

##### **1. PURPOSE**

- 1.1. The President is the chief executive officer of the club and shall preside over all Executive, general, special and finance meetings of the Club.
- 1.2. The President shall, ex officio, be a member of all designated committees excluding the nominating committee.
- 1.3. The President shall ensure that all orders of the general membership and Executive are put into effect.

##### **2. RESPONSIBILITIES**

- 2.1. To preside at Executive, general, and special meetings.
- 2.2. To establish ad hoc committees as are required to ensure the affairs of the Club are properly and expeditiously managed.
- 2.4. To address areas of concern, and suggestions from the members at large.
- 2.5. To co-sign cheques and other documents on behalf of the Club.
- 2.6. To direct paid personnel, contract or service providers with approval of, or in agreement with the Executive.

- 2.7. To appoint before September 30th, three members in good standing of the Club to serve on the nominating committee.
- 2.8. At the end of the President's term, he/she is encouraged to attend the executive meetings in a non-voting capacity in order to provide continuity to the Club's plans and activities.

### **3. TERM OF OFFICE**

- 3.1. Election to the position of President shall take place annually and the term of office shall be one (1) year in accordance with the By-laws of the Club.

## **SECRETARY**

### **1. PURPOSE**

- 1.1. The Secretary shall inform all members and the Executive of meetings and shall record the minutes of all proceedings in the books of the Club kept for that purpose.
- 1.2. The Secretary shall handle all correspondence as directed by the Executive.

### **2. RESPONSIBILITIES**

- 2.1. To advise members and the Executive of meetings in a manner consistent with the By-laws of the Club.
- 2.2. To attend all Executive, general and special meetings.
- 2.3. To take minutes at each meeting, distribute same to Executive members.
- 2.4. To maintain a record of all minutes, including all reports from directors, special interest groups and committees.
- 2.5. To co-sign cheques and other documents on behalf of the Club.
- 2.6. To file an annual report with the Provincial Government as required.
- 2.7. To keep a record of all club members, their addresses, and the dates on which they became members and the date on which they ceased to be a member.
- 2.8. To undertake special projects as requested by the Executive.

### **3. TERM OF OFFICE**

- 3.1. Election to the position of Secretary shall take place so that the elected individual begins serving the term in even numbered years and the term of office shall be two (2) years in accordance with the By-laws of the Club.

## **TREASURER**

### **1. PURPOSE**

The Treasurer shall ensure that all Club funds are managed in an accurate, prompt, and timely fashion.

### **2. RESPONSIBILITIES**

- 2.1. To receive all monies, including membership fees, paid to the Club and to deposit same in accounts as directed by the Executive.
- 2.2. To ensure that reasonable money handling procedures are in place.
- 2.3. To ensure that adequate and accurate documentation is presented to substantiate payments prior to the payment being made.
- 2.4. To prepare and co-sign cheques issued by the Club.
- 2.5. To invest surplus funds as directed by the Executive.
- 2.6. To review and sign applications for grants and other forms where the signature of the Treasurer is required.
- 2.7. To prepare and maintain such books and records as may be necessary to fully disclose the financial position of the Club.
- 2.8. To have prepared a fully audited annual financial statement for presentation at the annual general meeting.
- 2.9. To provide a copy of the audited financial statement to the Secretary for inclusion in Club records.
- 2.10. To provide a copy of the audited financial statement as may be required by Federal, Provincial or Local authorities having jurisdiction over the operation of the Club.
- 2.11. In the absence of the President, to preside at Executive, general, and special meetings.

### **3. TERM OF OFFICE**

- 3.1. Election to the position of Treasurer shall take place so that the elected individual begins serving the term in odd numbered years and the term of office shall be two (2) years in accordance with the By-laws of the Club.



## **OPERATIONS FACILITATOR**

### **1. PURPOSE.**

- 1.1. The Operations Facilitator shall oversee the installation, repair, maintenance and operation of radios and associated equipment owned or operated by the Club.
- 1.2. The Operations Facilitator will also oversee the development and maintenance of the Club Property.

### **2. RESPONSIBILITIES**

- 2.1. To maintain Club radio equipment.
- 2.2. To install and maintain equipment associated with the repeaters owned or operated by the Club.
- 2.3. To assist in setting up radio equipment for use in public service activities.
- 2.4. To provide specialized technical advice to the Executive with regard to the acquisition, installation, maintenance and operation of radio and associated equipment owned or operated by the Club.
- 2.6. To attend all Executive, general and special meetings.
- 2.7. To prepare on an annual basis, a budget for the acquisition, installation, maintenance and operation of radio equipment owned or operated by the Club.
- 2.8. To establish and maintain an inventory of all radio and associated equipment owned by the Club. The inventory shall include the value (at cost) of the items in the inventory.
- 2.9. To coordinate the development of the Club properties in conjunction with the Executive and any necessary committees. This includes such activities as the acquisition of new land or the purchase of new buildings.
- 2.10. To be responsible for the maintenance of the property, including any necessary repairs, changes to the security system, utilities etc.
- 2.11. To advise the Club in regard to Internet connections, Service providers and all matters pertaining to Internet usage and connectivity as required at all Club properties.
- 2.12. To maintain and ensure the continuity of the Club's email service and automated email systems such as email reflectors and automatic email notification systems.
- 2.13. To delegate responsibility of the above where necessary.

### **3. TERM OF OFFICE**

- 3.1. Election to the position of Operations Facilitator shall take place so that the elected individual begins serving the term in even numbered years and the term of office shall be two (2) years in accordance with the By-laws of the Club.

### **4. QUALIFICATIONS**

- 4.1. The Operations Facilitator must hold an Advanced Amateur Certificate.
- 4.2. Technical skills associated with modern, complex radio communication equipment is highly desirable.

## **DIRECTORS**

### **1. PURPOSE**

When a particular activity or function becomes a priority for the Club and when a Special Interest Group is unable to fill that role effectively, a Director may be elected to the Executive to further that activity and to acknowledge the importance of it to the Club. Examples might be Emergency communications or Public Service. An exception to the general rule is that the Activities Director should have a position on the Executive because of the need to facilitate the Special Interest Groups and to arrange the Club meetings

### **2. RESPONSIBILITIES**

Responsibilities to fit the needs will be defined in writing by the Executive.

### **3. TERM OF OFFICE**

Election of a Director shall take place at an annual, special or general meeting in accordance with the By-laws of the Club (see below in the Policy and Procedures Manual under 'Elections'). The term of office shall be flexible but no more than two (2) years

## **ACTIVITIES DIRECTOR**

### **1. PURPOSE**

To coordinate the activities of special interest groups in the Club and to arrange the general meetings and other social activities of the Club.

### **2. RESPONSIBILITIES**

- 2.1. To develop special interest groups, such as social activities, digital radio modes, RDF groups, ATV groups and others, and to represent them at the Executive.

2.2. To coordinate activities between special interest groups where necessary.

2.3. To coordinate all social activities of the Club.

### **3. TERM OF OFFICE**

Election shall take place at an annual, special or general meeting in accordance with the By-laws of the Club (see below in the Policy and Procedures Manual under 'Elections'). The term of office shall be flexible but no more than two (2) years.

## **SPECIAL INTEREST GROUPS**

The Board will encourage the formation of special interest groups to support and develop particular aspects of Amateur Radio such as (for example only) digital radio, amateur television, contesting, social activities etc.

A special interest group may be proposed by two or more members in good standing, who shall, themselves, actively participate in the Group.

The members of the Group shall select, from among the Group members, an individual (Group Leader) who will act as liaison to the Board through the Activities Manager.

The Board may officially recognize the group and its leader by a simple majority vote of the Board.

If a Group is officially recognized, the Board may allocate Club resources and/or financial aid to the Group.

Any financial aid given to the Group will be properly accounted and reported to the Board.

The use of other resources is contingent upon the appropriate use of such resources.

The Board has the authority to disband the Group but such a decision must be brought before the general membership for approval.

(Some Special Interest Groups such as Training, Emergency Communications, Internet activity, and Public Service will be important to the normal running of the Club and will, therefore, be expected to exist on an ongoing and long term basis.)

## **NOMINATING COMMITTEE**

**1. PURPOSE** To undertake those activities associated with elections to the Executive.

### **2. RESPONSIBILITIES**

2.1. To recruit a slate of candidates to stand for election as Officers on the Executive at the annual general meeting to be held on or before November 30th of each year.

2.2. To recruit candidates having the personal attributes required to fill the positions for which the elections will be held.

- 2.3. To conduct the elections at the annual general meeting in accordance with the Bylaws of the Club.

### **3. ORGANIZATION**

- 3.1. The Nominating Committee shall consist of a minimum of three members in good standing, one of whom may be a member of the Executive (but not the President) appointed by the President.

### **4. TERM OF OFFICE**

- 4.1. The term of the Nominating Committee shall be approximately three months so as to encompass a time period sufficient to recruit candidates to stand for election and to conduct the elections at the annual general meeting.
- 4.2. The Nominating Committee shall stand down upon completion of the election of officers until such time as it is reconstituted by the Executive prior to an annual general meeting.

## **ELECTIONS**

### **1. OFFICERS**

Elections of Officers to the Executive of the Club shall be conducted during the November annual general meeting.

- 1.1. Elections shall be held annually for the President for a one year term
- 1.2. Elections shall be held so that the elected individual begins serving a two year term in odd numbered years for the Treasurer
- 1.3. Elections shall be held so that the elected individuals begin serving a two year term in even numbered years for the Secretary and the Operations Facilitator
- 1.4. Only members in good standing and who are eligible to make, amend, and vote on motions or special resolutions may be elected to the Executive.
- 1.5. The elections shall be conducted by the Chair of the Nominating Committee.
- 1.6. Nominations from the floor shall be solicited three (3) times for each position for which an election is to be held.
- 1.7. Voting shall be by secret ballot and election shall be by a simple majority of the members eligible to vote and who do so.
- 1.8. Proxy votes shall not be allowed.
- 1.9. Where only one individual has been nominated to a position the candidate shall be declared to be elected by acclamation.

- 1.10. Ballots, when used, shall be counted by at least two (2) members of the Nominating Committee and the result of the count shall be announced immediately by the Chair of the Nominating Committee.
- 1.11. Any member in good standing may request a recount of the ballots.
- 1.12. Ballots shall be destroyed at the conclusion of the election and after the Chair of the Nominating Committee has determined that no request for a recount has been properly made.
- 1.13. Those Officers elected to the Executive shall officially take office on January 1 of the year following the elections.

## **2. DIRECTORS**

Election of Directors shall take place when necessary as determined by the needs of the Club and approved by the Executive. Election shall take place at any general or special meeting provided that the membership is informed, 14 days in advance, of the purpose of the meeting in accordance with the By-laws of the Club.

- 2.1. Only members in good standing and who are eligible to make, amend, and vote on motions or special resolutions may be elected to the Executive.
- 2.2. The elections shall be conducted by the President or, in the absence of the President, by any of the other Officers.
- 2.3. Nominations may be made from the floor.
- 2.4. Voting shall be by secret ballot and election shall be by a simple majority of the members eligible to vote and who do so.
- 2.5. Proxy votes shall not be allowed.
- 2.6. Where only one individual has been nominated to a position the candidate shall be declared to be elected by acclamation.
- 2.7. Ballots, when used, shall be counted by at least two (2) members of the Executive and the result of the count shall be announced immediately by President.
- 2.8. Any member in good standing may request a recount of the ballots.
- 2.9. Ballots shall be destroyed at the conclusion of the election and after the Executive has determined that no request for a recount has been properly made.

## **V - POLICIES**

This section of the manual defines the policies used to conduct the affairs of the Club. The Policies of the Club will comply with the requirements of the Societies Act and in any instance of conflict, the rules of the Societies Act will take precedence. Equally, the Policies of the Club will comply with the requirements of any applicable Federal or Provincial Laws or Regulations.

### **ACCESS TO INFORMATION**

1. Any member of the Club may inspect the minutes of meetings, financial records or other Club documents by making a request in writing to the President and with reasonable notice.
  - 1.1. The Club reserves the right to charge a fee to recover the cost of production of the requested material.
2. Minutes of Club meetings shall be distributed via electronic communication or made available for inspection at the following meeting.

### **AMENDMENTS TO POLICIES AND PROCEDURES**

1. The Policies and Procedures document may be amended as recommended by the executive and after approval by a two thirds majority of members present at a general meeting. The proposed amendment will be published at least 21 days ahead of such meeting.

### **ARBITRATION**

1. Any dispute involving procedures of meetings shall be resolved by the use of Robert's Rules of Order.

### **DISSOLUTION**

1. The dissolution of The Northern Alberta Radio Club shall only be made by means of a Special Resolution and must be made in a manner consistent with such government acts and regulations as may apply to the Club.
2. If the Club is dissolved, the assets and property of the Club shall be distributed in a manner that will benefit amateur radio and/or a non-profit community service organization(s).
3. Any plan for the distribution of the assets and property shall be approved by at least seventy five percent (75%) of members who are eligible to vote and who do so at a duly constituted meeting.

## **TRAINING AND EXAMINATIONS**

Training courses to qualify candidates for amateur radio licenses and examinations for the license as well as the qualifications of the examiners will be in accordance with the rules and guidelines established by Industry Canada. The Club will sponsor applications for a delegated examiner when appropriate.

## **FINANCIAL TRANSACTIONS AND RECORDS**

1. The signing officers of the Club shall be the President, the Treasurer and the Secretary.
2. All capital Expenditure of more than fifteen hundred dollars (\$1500) shall be approved by the members present at a duly constituted meeting except in the event of an emergency affecting the on-going essential operations of the NARC property, where the Executive may, without prior approval, spend up to five thousand dollars (\$5000) provided the Treasurer has provided advice, in either instance, that adequate funds are available to support the expenditure.
3. The Secretary shall issue receipts for all monies received by the Club. The membership card is a receipt for the membership fee.
4. The President or his designate shall review all invoices received for goods and/or services rendered and approve by affixing his/her signature prior to payment of the invoiced amount.
5. Payments against approved invoices shall be made by cheque and shall be signed by the Treasurer and by at least one other signing officer of the Club.
6. The Treasurer shall create and maintain such financial records as are necessary to permit full disclosure of the financial state of the Club and which are prescribed by government acts or regulations which pertain to the Club.
7. The assets of the Club shall be recorded at cost.
8. Any member of the Club may submit a written request to the Executive to examine any account book, ledger or other financial records of the Club with reasonable notice. The Club reserves the right to charge a fee to recover the costs of production of the requested financial records. The Executive must respond to the request in a reasonable period of time not to exceed thirty days from the receipt of the request.

## **MEETINGS**

1. The Club shall hold regular general meetings at a time and a place to be determined by the Executive but such meetings shall not be held less often than monthly with the exception of the months of July, August and December in which months a regular general meeting shall not be held.
2. The Executive may at any time call a special meeting upon notice of not less than ten (10) full days' notice to the members. Notice may be in the form of written communication, telephone or announcements read on the Club's regular net or by electronic communication.
3. A special meeting shall be called by the Executive upon receiving a written request from five (5) percent or more of Club members who are eligible to vote. The special meeting shall be convened within twenty one (21) days of the written request having been submitted to the Executive.
4. Executive meetings shall be held at a time and a place to be determined by the Executive and shall normally be held monthly. The time and place of Executive meetings shall be made known to Club members and any Club member may attend an Executive meeting except that they shall not have the right to move, second or vote on any Executive motion.
5. A quorum at an Executive meeting shall be a simple majority of the Executive members and must include the President or the Secretary.



## **MEMBERSHIP**

1. Any person with an interest in amateur radio and the holder of a certificate of proficiency in amateur radio may become a member of the club.
2. The membership year shall be January 1 through December 31 of each year.
3. Any member may terminate their membership by informing the Secretary in writing.
4. Any member may be expelled upon a two-thirds majority vote of the club members attending a meeting called for the purpose and notice of which has been given to the member. Such votes must be made in person and not by proxy. Voting shall be by secret ballot, unless the meeting, by resolution otherwise decides.
5. An expelled member may be reinstated after twelve months from the date of the expulsion upon application by the expelled member and approval of two thirds of members present at a General Meeting
6. A membership may be terminated if, at the beginning of February, the member's fees for that year have not been paid.
7. A person whose fees are in arrears may be reinstated when the fees for the year in which reinstatement is requested are paid in full.
8. The Executive shall establish and review the classes of membership on an annual basis.

## **CLASSES OF MEMBERSHIP**

The following classes of membership have been established by the Executive.

### **Regular Member**

- Any person holding a Basic Certificate of Proficiency in Radio (or equivalent) as issued by Industry Canada or a valid amateur radio call sign may be a Regular Member and shall have the right to make, second and vote on motions and may hold elected or appointed offices within the Club.

### **Family Member**

- Those members of a family holding Basic Certificate of Proficiency in Radio (or equivalent) as issued by Industry Canada and residing at a common address may hold a family membership.
- All members holding a family membership shall have the same rights and privileges as a Regular Member.

### **Senior Member**

- Any person aged 65 years or more shall be eligible for a senior membership and shall have the same rights and privileges as the class of membership for which they would otherwise be eligible.

### **Youth Member**

- Any person aged 17 years or less shall be eligible for a youth membership and shall have the same rights and privileges as the class of membership for which they would otherwise be eligible.

### **Student Member**

- Any person registered in the Basic Course provided by the Club and who does not hold a Basic Certificate of Proficiency in Radio (or equivalent) as issued by Industry Canada shall be eligible for a student membership with rights and privileges equivalent to that of an Associate Member.
- A student membership shall be converted to a regular membership at no additional cost for the remainder of the membership year when the student obtains a Basic Certificate of Proficiency in Radio.

### **Life Member**

- Life membership may be granted to any person who is a member in good standing and who holds a Basic Certificate of Proficiency in Radio (or equivalent) as issued by Industry Canada and who, in the opinion of 75% of the Executive, has made a substantial and sustained contribution to Amateur Radio.
- Life Members shall have the same rights and privileges as the class of membership for which they would otherwise be eligible. Membership fees shall be waived for Life Members.
- There shall be a limit of 10 Life Memberships extant at any one time. Candidates for Life Membership must be nominated by a member in good standing of the Club.

### **Associate Member**

- Those persons who do not hold a Basic Certificate of Proficiency in Radio (or equivalent) as issued by Industry Canada may be an Associate Member and shall have all the rights and privileges of a Full Member except that they may not move, second or vote on any motion or resolution, nor hold elected office.

### **Honorary Member**

- Any person not regularly associated with the Club who, in the opinion of the Executive, has significantly advanced the cause of amateur radio in Northern Alberta may be made an Honorary Member by a simple majority vote of the Executive.
- An Honorary Member shall not be entitled to move, second or vote on any motion or resolution, nor hold elected office.
- An Honorary Member shall not be entitled to receive the Club newsletter. Membership fees shall be waived for an Honorary Member.

### **MEMBERSHIP FEES**

- The Executive shall, on an annual basis, establish a fee for each class of membership. The fee structure shall be published in the Emitter or distributed via electronic communication, and shall be included on the Club Membership Application form.
- Membership fees shall be payable on or before the thirty first of December for the following membership year.
- There shall be no membership fee for an Honorary or Life membership.
- The membership fee for any member may be waived by resolution of the Executive at a duly constituted meeting of the Executive.
- The membership fee for a student enrolled in a training course sponsored or given by the Club may be subsidized by the Executive upon recommendation of the Training Coordinator and where it has been shown there is a financial need.
- The Executive has established the following membership fees.
  - Regular Member \$25.00 per annum.
  - Family Member \$36.00 per annum (per family)
  - Associate Member \$20.00 per annum
  - Senior Member \$20.00 per annum

- Youth Member      \$12.00 per annum
- Student Member      \$12.00 per annum (included in fee for Basic Course)
- Life Member      The membership fee shall be waived.
- Honorary Member      The membership fee shall be waived.

## **MOTIONS AND SPECIAL RESOLUTIONS**

1. Motions made at regular general meetings and at Executive meetings shall be voted on by a show of hands unless a motion has been made and passed to vote on a motion by secret ballot.
2. A Special Resolution means a resolution passed by a vote of not less than two thirds of those voting at a duly convened meeting for which not less than 21 days' notice specifying the intention to propose the resolution as a Special Resolution has been given.
3. Notice shall be deemed to have been given by publishing the intent to propose the Special Resolution on the Website and by communicating in writing or via electronic communication with each Club member who is eligible to vote.
4. All Special Resolutions shall be voted on by a show of hands unless a motion is made and passed by a simple majority to hold the vote by secret ballot.
5. Only those members present at a meeting and who are eligible shall be entitled to make, second or vote on motions or Special Resolutions.

## **PRECEDENCE**

In the case of conflicts, discrepancies, error or omissions between this document and the By-laws of the Club, the By-laws shall prevail.

## **VI - RECORD OF AMENDMENTS**

Amendments to the Policy and Procedures Manual as suggested by the Executive and approved by the membership should be inserted in this section of the manual.

