

# HIGHLINE AMATEUR RADIO CLUB POLICY BOOK



Version 1.4

Edit of Property Policy, per new ByLaws Adopted by Membership 3/27/21

## POLICY BOOK TABLE OF CONTENTS

I.	Policy Document Guidelines and Purpose_____	Page 1
II.	HARC Property_____	Page 2
III.	HARC Email _____	Page 7

## POLICY DOCUMENT GUIDELINES AND PURPOSE

### I. POLICY DOCUMENT GUIDELINES AND PURPOSE

This policy book, herein called the 'book', was written to provide detailed provisions for items found within HARC's By-Laws that may need routine updating or additional items that do not fit within the confines of the By-Laws yet need management of the process.

Any additions or changes to the book will be reviewed by the HARC Board for inclusion. The book will be revision controlled by date and the original document held with the club Secretary.

The HARC Board will establish chairpersons and committees as outlined in the HARC By-Laws to disseminate the policies of this book. Furthermore, the Board or chair of a committee shall appoint co-chairs as required to carry out any and all aspects of the committee.

# HARC PROPERTY POLICY

Originally adopted 8/26/17

Edited **Para Ib** to comport with new ByLaws adopted by the Membership 3/26/21 and to correct paragraph references in Ic(1) [administrative change only]

## I. GENERAL, OVERSIGHT, and ACTIVITIES

a. Purpose. This policy addresses equipment, material, parts, etc., that HARC obtains either as a gift or purchase or accepts for consignment. Collectively these assets will be referred to as “property”. This policy does NOT apply to assets accumulated by HARC in the normal course of conducting club business (e.g., accepting dues, purchasing office products, conducting meeting or club-related activities), unless the Board directs such items be added to property inventory.

b. Property Committee (PC). This policy establishes the PC (per HARC By-laws Section 7(b), AD HOC COMMITTEES), which is responsible for the tracking and/or disposal of the property in accordance with this document. The PC will be appointed by the club Board [27Mar2021: was President], and will consist of three members, including a chairperson or co-chairperson. The PC may solicit assistance for its functions from club members as required. The PC has broad discretion for decision making within the constraints of this policy.

c. Distribution of Property Activities.

1. The PC has 2 primary functions:

- Receive, inventory, and track property (paragraph II)
- Manage the disposition of property (paragraph III)

2. The general club membership is responsible for effecting the disposition of property using the methods in paragraphs IIIc and III d. Ad hoc PC subcommittees may be formed and dissolved on a per-occasion basis to conduct auctions, internal club sales, swapfests, etc.

## II. PROPERTY SOURCES & TRACKING OF PROPERTY

a. Property Sources. HARC may accumulate property by the following methods:

- (1) Donation (a gift to the club)
- (2) Purchase from estates or any other source deemed appropriate
- (3) Consignment by members or non-members.

Property from donations or purchases become property of the Club, and if not retained for club purposes will be disposed of differently than consignment property. (Unsold consignment property may become club property - see paragraph IIb(3).)

1. Donations. Donated property must be tracked with the name of the donor, its description, condition, serial number if appropriate, and approximate value. If the donor wishes to claim the donation as an income tax charitable deduction, a donation receipt must be provided by the PC to the donor within 30 days of the date of the donation in a format acceptable to the IRS as dictated by 501c3 requirements. (IRS regulations require that the donor define the value, but the PC may wish to offer typical values for items with which the donor may be unfamiliar. The donor should complete the value column on the receipt.) An example receipt is attached to this policy document.

2. Purchases. Purchased property should have an inventory prior to purchase if available, or within 2 weeks of obtaining the property. If the property was purchased for resale, the inventory must include a suggested sale price. The PC should circulate this inventory via email to all club members for comments about pricing. The PC is responsible for determining the asking price and the lowest acceptable price.

3. Consignments. Consignment property must be accompanied with a written agreement between the PC and the consigning person, including the following content:

- List of items prepared by the seller
- Consignment fee (see paragraph IIIId(1))
- Asking and lowest acceptable price to the seller
- Contact name/phone # for offers below the lowest acceptable price
- A date by which unsold items should be picked up
- A provision that items not picked up by that date become the property of the club and treated as a donation.

The PC should broadcast this inventory via email to all club members for comments about pricing. The PC is responsible for determining that the pricing is fair both to the seller and buyer. Consignees will be paid by cash/check from HARC if the club purchases any item, or by the buyer.

b. Property Tracking. Regardless of the source, all incoming property must be documented by taking an inventory, to be given to the board as soon as practical.

1. Inventory must be kept in an electronic format such as a Word Table, which can be easily updated, modified, and circulated to the club members. Small items may be aggregated into a single line item by the PC as deemed appropriate. As items are added or removed, the inventory will be updated by the PC and a copy sent to the club Treasurer in time for potential inclusion in meeting agenda.

2. At a minimum, the contents of the inventory must include item name, quantity, description, condition, and estimated value. For consignment items, also include the asking and minimum prices, and a phone number for making offers to the owner. Estimated value can be established by considering the condition of the item, current going price from various sources, or any combination of means to establish a reasonable value that could be obtained by sale of the item.

### III. DISPOSITION OF PROPERTY

a. General. It is the intent of this policy that all club members will have an equal opportunity to purchase property covered by this policy without regard to club office, membership in the PC, class of license, etc. Retention or disposal of club property may be accomplished by a variety of methods listed below. (Sale of consignment items is covered in paragraph IIIId.) The best method will be determined by the PC and its ad hoc subcommittees, considering club needs, the next available club hamfest, the content of the list, effort required by the club, etc.

b. Retention as Club Property. The PC should consult with the officers/board if property items not offered for consignment appear suitable for retention. An example might be a relatively simple transceiver appropriate for checkout/loan to club members to encourage them to get on HF, or an additional antenna analyzer if needed. Items retained for club use should be listed in a separate inventory.

c. Disposition of Remaining Donated and Purchased Property. This section defines methods of disposition by general priority - i.e., substantive items should begin with method 1, Direct Email Sales, while small items such as parts might begin with method 3, Swapfests.

1. Direct Email Sales. Prior to selling an item on eBay, Craig's list, and other ham radio web sites, the item must be offered to club members at a 20% discount to the nominal internet asking price determined by the PC and/or its ad hoc subcommittees. A listing of the property for sale will be sent by email to all members with a specific start and stop date for the sale period. The start date must be at least 2 weeks after the email distribution, and the stop date must be at least 1 week after the start date. The discounted [undiscounted price for non-members] is effectively a Buy It Now price - i.e., the first bidder meeting that price has purchased the item. Items not sold for the listed price are then disposed of by the methods below.

2. Internet Sales. After the email offering, the remaining items may be placed on appropriate internet sales sites. Unsold items remaining after internet sales have been attempted are then liquidated by the remaining methods, #3-6.

[Typical eBay seller fees are about 20%, so only high value items should be sold on eBay. Sales via eBay require that a club member take photos, optionally test the item if such details will likely increase the selling price, then pack the item, weigh it, prepare the on-line listing, and deliver the item for shipping after the auction closes. Craig's list is free, but requires physically showing the item to potential buyers and handling the email and telephone contacts.]

a. The club member accomplishing an eBay sale for HARC will receive from the club a \$20 or 20% commission of the sale price, whichever is higher.

b. The club member accomplishing a sale for HARC on internet sites that do not charge a commission will receive from the club a \$10 or 10% commission of the sale price, whichever is higher.

3. Swapfests. If storage considerations allow, items may be held until an upcoming swapfest, typically organized and managed by the general club membership.

4. Club Auctions. Items not sold via email or online methods may be auctioned at a club meeting, provided that notification of the auction is given at least two weeks prior to the club meeting. Any club auctions may be very informal as determined by the PC. HARC will consider inviting other clubs to attend and participate.

5. Donations to Other Entities. The PC may choose to donate items to Scout troops, other radio clubs, etc.

6. Other. Items not sold after exhausting the above methods may be disposed of in any manner by the PC, including use of the trash can.

d. Consignment sales. These sales are usually the result the death of a club member or local ham whose spouse has requested assistance with the sale of the ham radio equipment. In these cases it is Ham Radio's humanitarian philosophy to consider the best interest of the surviving spouse. Non club member consignment sales may be available for substantive ham radio related items as determined by the PC. The PC may reject for consignment those items it deems inappropriate. difficult to sell, etc.

1. Club Commission. The PC will negotiate the club commission for all consignment sales. The recommended maximum fee is 10% for a surviving spouse if deemed appropriate and may be waived depending on circumstances. The fee for hard-to-sell consignment items should be set higher.

2. Procedures. Items made available for consignment are available to all club members. Consignment items will be sold using the Direct Email Sales method in paragraph IIIc(1), except that only the consignor's asking price will be listed in the inventory broadcast by email, and a statement must be included that offers below the asking price will be checked against the seller's lowest acceptable price and/or communicated to the seller for consideration. Items not sold by this method will be handled according to the written consignment agreement (paragraph IIa(3)).

--- end ---



## DONATION RECEIPT

Highline Amateur Radio Club  
 PO Box 852 Seahurst, WA. 98062  
 Email: nc7g@highlinearc.org  
 Website: www.highlinearc.org

No : 000006

Date :

### Donor

Name :

Address :

City/State/Zip :

Phone :

### NOTICE

### *No Services or Goods were provided in Exchange for these Donations*

The Highline Amateur Radio Club is a 501(c) (3) non-profit institution and your donations are tax deductible to the fullest extent allowed by the law. IRS regulations prohibit charitable organizations from establishing or assigning value to donations. Valuation of the donated goods is the responsibility of the donor. **Keep this receipt for your Federal Tax Return.**

This will acknowledge WITH THANKS the donation of the listed articles or goods to the Highline Amateur Radio Club to assist in the furtherance of its mission to the community.

Quantity	Items Donated	Est. Value
	<u>List Items or attach list</u>	
	Please use additional sheets as required	

Received by \_\_\_\_\_  
 HARC Property Committee Representative

# HARC EMAIL POLICY

## I. GENERAL

a. Purpose. This policy addresses the use of HARC's email system which enables easy distribution of email to persons interested in HARC activities. This function is a valuable asset to the club and influences the opinion of email recipients of our value. A broadcast to all on the list is initiated by composing a standard email to:

HARC\_Announcements@HighlineARC.org

## II. EMAIL ETIQUETTE

a. Guiding Principle. Because the list comprises active and inactive radio amateurs as well as members of our served constituencies (e.g., Fire Chiefs and Emergency Managers interested in our Emergency Communications activities), and because no one wishes to receive nuisance emails, it is important that emails distributed by the list remain courteous and relevant to club activities and interests. Otherwise, list members may choose to delete HARC emails without reading them or remove themselves from the list entirely.

b. Usage. Adhering to the following guidelines will promote advantageous usage of the list. Repeated neglect of guidelines 1-3 may result in list moderation (i.e., review/approval will be required for posts to be broadcast to the list) or suspension of posting privileges.

1. Use the list only for HARC-related activities and radio-related topics.
2. Refrain from emails that comment on political, religious, racial, or sexual topics.
3. Use "Reply All" to HARC Announcements only when your post applies to many persons on the list.
4. Refrain from posting information already widely available.
5. Use good email practices, such as:
  - (a) Connect the subject line to the first line so there is a flow to the email
  - (b) Consider the timing - send it within a few (3?) days of when you want it read.
  - (c) Be clear and conversational - this is a hobbyist club rather than a business.
  - (d) Make sharing easy - consider using an email signature with your Call Sign and other contact information.
  - (e) Ask questions, especially on technical topics - you might be surprised how much help you receive.

--- end ---

HARC Board - Adopted

April 22, 2020