

YLRL PROCEDURE POLICY

As amended October 2016

Section 1 The organizational divisions of the YLRL shall include one District from each of the ten contiguous United States amateur call sign areas, KH6, KL7, VE, and one District to include all other "DX."

Section 2 It shall be the duty of the President to see that all monies, files and YLRL property are accounted for at the end of her term of office and she shall see that a minimum treasury of \$1000.00 is always maintained.

Section 3 The Vice-President shall be in charge of all League contests, and shall purchase from League funds all prizes, awards and certificates as authorized by the Board. She shall receive and judge the logs for contests and submit a report of the results for publication. She shall be responsible for delivering the prizes and awards to the respective winners. She may appoint committees or assistants to aid her in specific branches of activities.

Section 4 The Secretary shall keep a file of all applications for membership that she receives, for a period of one year. She will send new members a letter of welcome along with the membership card and a copy of the Constitution and By-Laws. All officers and Committee Chairwomen shall keep the Secretary informed of the proceedings of any meeting, convention, special emergency nets, contest matters, etc. The Secretary shall keep a record of all YLRL Constitution, By-Laws and Procedure Policy amendments and the date of their adoption. Copies of the Constitution and By-Laws shall be made available to members. The Secretary shall maintain proof of votes of all elections or ballots for a period of 60 days after which time she may destroy same if there has been no question in the audit. It shall be the general policy of the retiring Secretary to make sure each new officer has an adequate supply of information sheets and applications.

Section 5

A. There shall be two (2) Receiving Treasurers elected-more if needed with an increase in membership. Receiving Treasurer - DX shall handle all DX members and U.S.A. members residing in a U.S. possession not included in the contiguous 48 states, KH6, or KL7. All RT shall reside in the United States of America.

B. The Receiving Treasurers shall issue membership cards upon receipt of dues. They will forward membership cards of all new and reinstated members, with their application forms, to the Secretary. They shall keep files of all renewal applications for a period of one year. Before the submission deadline for the "Directory Issue" the Receiving Treasurers shall send a complete membership list to the Editor of YL Harmonics and the Database Chairwoman. During the months of January through June they shall send Membership Lists, including new members, renewals, changes, and corrections to the President, Database Chairwoman, Secretary, Continuous Membership Custodian, and Disbursing Treasurer, every two weeks and at least once a month the rest of the year. In addition, they shall submit to the Editor a list of "Official Notices" for each issue, except the "Directory Issue," giving additions to the membership and any changes or corrections.

C. The Disbursing Treasurer shall pay all bills authorized in writing by the President or by the Board of Directors. However, the President may grant blanket authorization of payment of routine bills.

Section 6

A. The Editor, as Chairwoman of the Publications Committee, shall receive, edit and assemble all material for publication of YL Harmonics. The Editor shall have the right to edit and condense any materials sent to her. She may call upon the President or the Board of Directors for decisions where there is doubt concerning the desirability of publishing certain material. The Editor shall have authority to appoint assistants for special features. The Editor shall publish dues reminders and subscription expiration reminders in the January-February issue of YL Harmonics. She shall be responsible for securing postal permits, addressing, sorting and preparing YL Harmonics for mailing.

B. The President shall appoint a Database Manager. The Database Manager shall be responsible for keeping the membership files for mailing up-to-date. The Database Manager shall maintain all surplus copies of YL Harmonics and shall be responsible for mailing to new members not included in the regular mailing list. She shall investigate reports of YL Harmonics not received and shall send replacements when warranted. She shall have extra copies of YL Harmonics available for sale and shall provide publicity copies to officers and Committee Chairwomen upon authorization of the President. She shall be a member of the Board of Directors.

Section 7

A. YL Harmonics shall be mailed to each member in good standing except Family Members. A reasonable number of copies of YL Harmonics will be supplied free of charge upon request of Officers and Chairwomen for use in publicity and recruiting. Free copies of YL Harmonics will be exchanged with other publications which may be of interest. Acceptance of expenditures of publishing and mailing YL Harmonics shall not be allowed to exceed 3/4 of the amount of the total annual dues.

B. Any member who is delinquent in paying her dues shall receive back issues only if they are available.

Section 8 The Budget and Finance Committee shall audit the Disbursing Treasurer's books three months prior to the close of the fiscal year and again three months after the beginning of the fiscal year.

Section 9 It shall be the duty of all officers to keep proper records of all League equipment and supplies assigned to their custody and to keep records of expenses incident to the conduct of their office, regardless of whether or not they intend to donate such expenditures. These records shall be made available to the President or Board of Directors upon request and shall be forwarded to the Disbursing Treasurer at the time of request for reimbursement or at the end of the Club year. The Disbursing Treasurer shall maintain these records in a permanent file and pertinent information shall be passed on to the succeeding officers. Retiring officers and Chairwomen shall pass to their successors all possible information that may be of assistance.

Section 10 On questions within the purview of the Board of Directors, the President shall provide each member of the Board with a ballot and information concerning the question to be voted upon; this material is to be provided by first class mail or by e mail. Ballots shall be returned to the President who shall count them and then send them to the Secretary for audit. As specified in ARTICLE IX of the By-Laws a majority of the votes cast (vote) shall govern in all matters.

Section 11

A. The President shall appoint a Librarian who shall be prepared to furnish historical and current information about YLRL. She shall maintain a complete file of YL Harmonics from its inception. The Librarian shall serve as an assistant to the Editor. The Librarian shall bring YLRL history up to date each year, and the retiring President shall send her a record of important action during her term which should be included. She shall also be a member of the Board of Directors.

B. The President shall appoint a Parliamentarian who shall review proposed changes to the Constitution and By-Laws, and advise the President whether or not they are in conflict with the YLRL Incorporation papers or IRS rules and regulations, before the President submits them to the Board of Directors and the membership. The definition of the duties of the Parliamentarian shall be as stated in Roberts' Rules of Order. She shall also be a member of the Board of Directors.

C. The President shall appoint a Youth Column correspondent who will write articles for YL Harmonics with information for and about young YLs. She shall also be a member of the Board of Directors.

Section 12 In filling vacancies for unexpired terms, an officer who has served more than half a term shall be considered to have filled a full term of office. This provision applies to those officers appointed to fill unexpired terms as well as to elected officers.

Section 13 It shall be the general policy of the League to rotate officers so that no President or Vice President shall be from the same city or state as her predecessor.

Section 14 Adoption of foreign members shall be made through Receiving Treasurer #4-DX. Dues for adopted members will not be accepted without prior approval of Receiving Treasurer #4-DX. The Receiving Treasurer #4- DX shall make a list available of those foreign YLs wishing to be adopted.

Section 15 The President shall appoint a Supplies Chairwoman. The Supplies Chairwoman will work closely with the Disbursing Treasurer since she will handle funds from the sale of pins, charms, etc. She will maintain other supplies for distribution to the officers in the conduct of their respective offices. She shall also be a member of the Board of Directors.

Section 16 TAPE LIBRARIAN RULES OF PROCEDURE: ELIGIBILITY: Any blind YL ham residing in the United States or its possessions, whether a member of YLRL or not, is eligible. Any blind DX member of YLRL may choose to receive tapes of YL Harmonics instead of printed copies. (A printed copy of the Directory issue will be sent in lieu of tape.) Any interested blind non-ham YL is eligible for a reasonable length of time. DIVISION: Geographic, but allow Librarians to keep load equal. METHOD OF SENDING: The Librarian may select the method which she prefers: Round Robin or have the tape returned each time. This makes it unnecessary to track tapes that fail to move on.

Section 17 THE PRESIDENT'S CONVENTION TRAVEL FUND: This fund was established following the 1960 YLRL Convention to assist the YLRL President, at the time of a YLRL Convention, with travel and expenses, including an officers' breakfast. This fund is completely separate from YLRL monies and is to be

used for this purpose only. At the time the fund was established it was hoped that each succeeding Convention Committee would find the means of rebuilding the fund, thus making it perpetual. In the event the President is unable to attend, this fund could be used to assist the Vice-President, or the next major officer, designated by the President to represent her. The disbursement of this fund is in the hands of the Disbursing Treasurer and the Finance Committee. The disbursement shall not exceed three hundred dollars (\$300), OR, the amount in the Fund, whichever is lesser.

Section 18 There shall be a President's Advisory Committee composed of 6 Past Presidents of YLRL, each serving for four years. Each President shall appoint 3 Past Presidents to serve on this Committee with the three members appointed by the President preceding her. The growth YLRL has made it nearly impossible for anyone person to have all of the background necessary in making major policy decisions. The purpose of this committee is to assist and advise the President, that she may be better equipped to carry out her duties.

Section 19 The Scholarship Fund provided in ARTICLE II of the YLRL Constitution and in ARTICLE XIV of the By-Laws shall consist entirely of voluntary contributions. No money shall be taken from dues for this purpose. Donations to the Scholarship Fund should be sent to the YLRL Scholarship treasurer, who is appointed by the YLRL President. The Ethel Smith, K4LMB and the Mary Lou Brown, NM7N Memorial Scholarships, sponsored by the Young Ladies' Radio League, Inc., grant \$2000. each. The Marte Wessel, K0EPE Memorial Scholarship is a grant of \$1000. for a part-time student who is working full-time. Applicants must hold at least an FCC Technician Class or equivalent foreign authorization and intend to seek a baccalaureate or graduate degree from a U.S. college or university. There are no residence or course restrictions. Preference will be given to female applicants.

Section 20 Definitions of votes shall in accordance with Roberts' Rules of Order and the following interpretations shall apply:

A. PLURALITY: A candidate has a plurality vote when she has a larger vote than any other candidate.

B. MAJORITY: A majority vote means more than half the votes cast, ignoring blanks.

Section 21 Committee Chairwomen and Certificate Custodians will serve two-year terms concurrently with the elected officers. Their appointments are renewable by each President or Vice-President, as appropriate.

Section 22 The Publicity Chairwoman shall make sure that each District Chairwoman has a convention kit to send to conventions and other amateur gatherings when requested. The kits will be financed by YLRL, including the shipping charges. Return postage will be the responsibility of the requesting party.

Section 23 Final determination of the location of any YLRL National or International Convention shall be made by the Board of Directors in whose administration the Convention will be held.

Section 24 Whenever possible YLRL should have a booth or should share a booth with a local YL club at major conventions. Every effort should be made to obtain free space or space at a reduced rate. YLRL should allocate a maximum of \$250 per convention to cover the cost of booths, with a cap of \$500 per year. If sharing a booth with a local group, YLRL should pay no more than the local group. The ARRL National Convention receives first priority. The ARRL Division conventions are second in priority. Funds for the Division conventions are on a first come first served basis. Conventions other than the ARRL national and divisional levels should be supported by local groups, although YLRL will be glad to provide a YLRL convention kit.

Section 25 No member or officer of YLRL (Young Ladies Radio League) will write a letter on official YLRL stationery to any alien for the purpose of obtaining a visa to enter the United States of America. This would be considered by the government as facilitation. If any illegal act should occur, YLRL could be considered a participant and be left open to legal prosecution.

Section 26 The Procedure Policy may be amended by a 2/3 vote of the Board of Directors.