

CONSTITUTION BYLAWS AND POLICIES/ PROCEDURES OF THE TRIDENT AMATEUR RADIO CLUB

16 August 2023



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Final Draft

CONSTITUTION of the TRIDENT AMATEUR RADIO CLUB

ARTICLE ONE: NAME

The name of this organization shall be "TRIDENT AMATEUR RADIO CLUB". This is a nonprofit organization, hereafter referred to as the Club, and is chartered and incorporated (8-26-1977, Domestic, Non-Profit incorporation) under the laws of the State of South Carolina.

ARTICLE TWO: OBJECTIVE

The objective of this organization shall be to secure the pleasure and benefits of persons commonly interested in advancing the general interest and welfare of Amateur Radio in the community, and further the exchange of information and cooperation between members, promote radio knowledge, fraternalism, and individual operating efficiency.

ARTICLE THREE: MEMBERSHIP

Section One: REGULAR MEMBERS

Regular members are persons who possess a valid Amateur Radio License and are current on dues and in good standing. Regular members have a voice and a vote in all elections of officers and other club business.

Section Two: ASSOCIATE MEMBERS

Associate members are those persons interested in promoting Amateur Radio in general and the club in particular, but who do not possess an Amateur Radio license of any class. Associate members have a voice, but do not have voting privileges. Associate members are not eligible to hold office in the club but may serve on committees and hold committee offices.

Section Three: HONORARY LIFE MEMBERS

Honorary Life members are those persons who have been voted as such by the Club. Their privileges shall be that of a Regular Member, with the exception they are exempt from paying dues. Any member thus honored shall be listed in the Policies and Procedures.

Section Four: DUES

Membership dues are listed in the POLICIES and PROCEDURES section.

Section Five: APPLICATION FOR MEMBERSHIP

Applicants for Membership, both Regular and Associate must be submitted in writing by a written or electronic application from the TARC website. The applicant must be able to favorably complete the current form 605 and apply to the FCC for an FRN.

ARTICLE FOUR: ELECTED OFFICERS

Section One: DESIGNATION

The elected officers of the club shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section Two: TERM OF OFFICE

The club officers are elected for a term of one year.

Section Three: ELECTIONS

The election of the officers shall take place at the regular meeting in August, and they shall take office at the regular member meeting in September. Officers are to be elected by secret ballot and are considered elected by a majority vote of regular and honorary life members present.

Section Four: VACANCIES

Vacancies occurring between elections are to be filled by a special election at the first regular meeting after the membership has been notified. When a vacancy occurs, the President may appoint a regular member to serve until the special election.

Section Five: REMOVAL

An officer may be removed from office by a three fourths (3/4) vote of the regular members present and voting. This must be done at a regular meeting by secret ballot after the membership has been notified in writing.

ARTICLE FIVE: MEETINGS

Section One: WHEN AND WHERE

Regular meetings of the Club shall be held on the third Monday of each calendar month, at such place as the President may direct. The December meeting may be suspended by action of the Club.

Section Two: SPECIAL MEETINGS

Special meetings shall be called by the President upon a request of a minimum of five (5) regular members. The membership of the Club shall be notified by email, in writing, or by phone committee of such meetings, and the nature of the business to be conducted at least forty-eight (48) hours in advance of the meeting.

Section Three: QUORUM

A quorum for the purpose of election of officers and the conduct of Club business shall not be less than the smaller of either ten (10) regular members, or 25% of the regular membership and to include at least 2 officers.

Section Four: RULES

All meetings shall be conducted in accordance with Robert's Rules of Order being used as guidance when possible.

ARTICLE SIX: AMENDMENTS

Amendments to the Constitution and Bylaws shall be voted upon after being brought to the floor by the Constitution and Bylaws Committee, or any member so designated by the President, and notice given to members at least forty-eight (48) hours prior to the vote. Notice must be given by email to the last known email address, standard postal mail service to last known postal address, or phone call to last known number. Amendments to the Constitution and Bylaws must be approved by a two-thirds (2/3) vote of regular members present and voting.

Constitution adopted this _____ day of _____ 2023.

Certification by:

Presiding President/Call Sign

Presiding Secretary/Call Sign

BYLAWS of the TRIDENT AMATEUR RADIO CLUB

ARTICLE ONE: DUTIES OF OFFICERS

Section One: PRESIDENT

The duties of the President shall be as follows: (1) Preside at all meetings of the Club and Advisory Board.

(2) Enforce the Constitution, Bylaws, and Policies and Procedures of the Club and decide all questions of order.

(3) At the annual meeting in September, the newly elected President shall appoint an Auditing Committee consisting of three (3) regular members of the club to audit the records of the Secretary and the Treasurer. Past year and newly elected officers are not eligible to serve on the committee, but their presence and assistance are welcomed.

(4) Sign all official documents approved by the club membership.

(5) Perform all other duties pertaining to the Office of the President.

Section Two: VICE PRESIDENT

The Vice President, in the absence of the President, shall perform all the duties of the President as described in Article One, Section One of these Bylaws.

Section Three: SECRETARY

The duties of the Secretary shall be as follows:

(1) The Secretary shall keep a record of all proceedings of the club and Advisory Board meetings.

(2) Prepare all correspondence.

(3) Ensuring meeting notices are sent to the membership

(4) The Secretary shall provide an electronic copy of the record of proceedings to the web master for publication on the club website.

Section Four: TREASURER

The duties of the Treasurer are as follows:

- (1) Receive all monies due the club, and deposit same in a checking account in favor of the Club at a local bank.
- (2) Make all disbursements by check or debit card.
- (3) Ensure all checks are signed by two elected officers, who are not on the "Pay To" line of the check.
- (4) The Treasurer is authorized to pay the following bills without prior approval of the club:
 - (a) Properly receipted and authorized bills
 - (b) Dues and subscriptions to the ARRL
 - (c) Postage and printing of the monthly publication, and postage of any official correspondence
 - (d) Periodic insurance premiums which provide liability, equipment or bonding coverage
 - (e) South Carolina Tax Commission Fees
- (5) Read all bills paid since the last regular meeting. This shall include all bills paid as authorized by this Constitution and Bylaws, all bills paid as authorized by the President, and all bills as authorized by the Advisory Board, and/or autonomous committees. The approval for the above bills should be confirmed by the membership, and such approval should be recorded by the Secretary.
- (6) Notify the membership of the due date of payment of annual dues by having a notice inserted in the monthly publication or in writing in reminder electronic notifications.
- (7) Keep an accurate record of all receipts and expenditures by the Club.
- (8) Be the custodian of any savings certificates or passbooks of savings accounts. Withdrawals from such accounts are to be made only upon approval of the Club membership and require the signatures of the Treasurer and the President, or the Vice President in the absence of the President.
- (9) At the expiration of the term in office, the Treasurer shall turn over to the newly elected Treasurer all monies and other records of the Club.

ARTICLE TWO: ADVISORY BOARD

Section One: COMPOSITION OF BOARD

The Advisory Board shall consist of the President, Vice President, Secretary, Treasurer, any standing committee chairmen, and two (2) additional regular members (Members At Large) elected by the Club. At the yearly election of the Club officers, the vote for Club officers shall be conducted in addition to the election of the two (2) regular members (Members at Large).

Section Two: TERM OF OFFICE

The two (2) additional voting members (Members At Large) elected shall serve concurrently with the officers of the Club.

Section Three: UNABLE TO SERVE

In the event any member of the Advisory Board is unable to serve his/her full term in office, the Club will elect a member in his/her place in accordance with Article Four Section 4 of the Constitution.

Section Four: FUNCTION

The Advisory Board shall function to:

- (1) Ensure adherence to the Constitution, Bylaws, and Policies and Procedures and other established policies of the Club.
- (2) Serves to coordinate, plan and provide time to conduct regular business outside the Membership meeting. Any business deemed sufficiently important by the board will be prepared and presented at the membership meetings. In this endeavor, they shall plan and organize the regular meeting agendas by email, in writing or by phone committee. Any member of the Club may submit items of his/her interest to the Advisory Board for consideration and inclusion in the Advisory Board meeting agenda. To ensure an orderly presentation, the Advisory Board should endeavor to research and submit proposals and recommendations for the appropriate course(s) of action on any agenda item requiring the approval of the membership.

Section Five: MEETINGS

The Advisory Board shall meet at least once between regular meetings. Special meetings may be called by three (3) or more members of the Advisory Board.

Section Six: AUTHORITY

The Advisory Board shall have no authority other than what is stated in this Constitution and Bylaws, or which may be granted hereinafter by a two-thirds (2/3) vote of members present at a regular meeting.

ARTICLE THREE: STANDING COMMITTEES

Section One: DUTIES

All committee members are appointed by the President. The Standing Committees shall assist the elected officers in conducting the daily business of the Club.

Section two: ELECTION OF A CHAIRMAN

All members of each Standing Committee shall meet and elect a Chairman and a Secretary, adopt committee rules, and submit a budget, if applicable, no later than the October meeting. Standing Committees shall abide by and use as guidance "Robert's Rules of Order" when possible and shall serve at the pleasure of the President.

Section Three: MEMBERSHIP COMMITTEE

The Membership Committee's responsibilities shall include obtaining promotional materials, name badges, and other information deemed necessary to inform new members of the property and ideals of the Club. Maintain an accurate list of Members and their current dues status and will provide a copy of this list at each meeting for membership to review and make corrections and additions. The committee will also submit an Income Report (see Article 8, Appendix B, of the Policies and Procedures) to the Treasurer as dues are paid by the membership.

Section Four: PROPERTY COMMITTEE

The Property Committee shall be the custodian of all the Club's property and maintain a current inventory of all property and equipment and track authorized repairs. A printed copy of all Club equipment and the location of said equipment shall be made available to members at regular meetings. The club will not loan equipment to any members or non-members for any reason.

Section Five: QSL COMMITTEE

The QSL Committee's responsibilities are to respond to QSL requests sent to the Club. They will order QSL cards which meet the Board's approval. All logs, or copies of logs, from contests and functions done in the name of the Club will be sent to the QSL Committee, and no QSL will be answered unless verified by these logs. The committee will have an annual budget set by the Policies and Procedures. The QSL committee shall direct the custodian of any call sign used for club events to synchronize log files in the appropriate format with ARRL, LOTW and QRZ or any other logging database. The QSL committee shall notify the board in advance of needing reorders or changes to QSL cards, certificates, or other mailings to confirm a QSO.

Section Six: REPEATER COMMITTEE

The Repeater Committee's responsibilities are to maintain the Club's repeaters, working in unison with any other entity which has control over the repeaters.

Section Seven: SOCIAL MEDIA COMMITTEE

The Social Media Committee's responsibilities shall include maintenance of both the Club's internet web pages and presence on Facebook. The Committee shall also manage the club's email distribution list and send out periodic notices as needed for meeting reminders and special events as requested by the President or Event Committee if the event was previously approved by the board/membership.

Section Eight: EDUCATION COMMITTEE

The Education Committee holds regular instructional classes for any class license theory and code and other amateur radio topics as interests and requests dictate. The Committee may have a budget on a per class basis, as approved by the Club.

Section Nine: PROGRAM COMMITTEE

The Program Committee's responsibilities are to provide a program for each monthly meeting for the entertainment or educational benefit of those attending the monthly meeting.

Section Ten: PUBLIC RELATIONS COMMITTEE

The Public Relations Committee's responsibilities are: to promote and publicize the activities of the Club and amateur radio in general by preparing and sending press releases to the appropriate venues; to prepare and assemble handout packets for new hams tested by the VE team promoting the Club and amateur radio in general; and to represent the Club at all public functions such as Field Day, the Charleston Hamfest, and other local functions in which the Club may participate.

ARTICLE FOUR: AD HOC COMMITTEES

Section One: DUTIES

All Ad Hoc Committee members are established on an as needed basis to assist the Club officers as needed. The President shall create and appoint a temporary chairman for each Ad Hoc Committee as needed. All persons on an Ad Hoc Committee shall then meet and elect a Chairman and a Secretary (if required), adopt committee rules, and submit a budget, if applicable, no later than the next regular Club meeting. Ad Hoc Committees shall abide by Robert's Rules of Order when possible and serve at the pleasure of the President.

Section Two: AUDITING COMMITTEE

The Auditing Committee, consisting of 3 regular Club members, is appointed by the incoming President at the August meeting and shall examine the Secretary's and Treasurer's records for compliance with the Constitution and Bylaws. The Committee shall make a written report of the Secretary's and Treasurer's records showing the balance from the previous year's audit, and a detailed report of expenditures and receipts for the past year. The Committee shall account for all funds on hand, and on deposit in any checking and savings accounts. The Committee shall audit any funds in the hands of Committee Chairmen and make recommendations to improve the process.

Section Three: CONSTITUTION AND BYLAWS COMMITTEE

A Constitution, Bylaws and Policies and Procedures Committee shall be composed of three or more persons, one of whom shall be the Club's current Secretary. The Club's current Secretary is the chair for this committee. This Committee shall be responsible for keeping an up-to-date version of the Club's Constitution and Bylaws. The Committee may receive and comment upon any proposed changes to the Constitution, Bylaws, and Policies and Procedures and see that such changes are properly worded. The Committee shall present such proposals to the Club with a recommendation for a proper disposition. The committee is further assigned the power and function to make proposed changes on its own.

Section Four: FUND RAISING COMMITTEE

The Fund-Raising Committee's responsibilities are to devise ways and means to secure funds for the Club for the purpose of carrying out the objectives of the Club. An accurate accounting of funds spent and received must be kept. Periodic deposits of excess funds shall be made to the club bank account via the treasurer or signatory monthly.

Section Five: INTERFERENCE COMMITTEE

The Interference Committee's responsibilities are to assist members when issues of interference arise with a member's amateur radio operating activities.

Section Six: NOMINATING COMMITTEE

The Nominating Committee's responsibilities are to contact qualified members, who are willing to be placed on the slate for officers of the Club. By qualified, it is meant the person has knowledge of the office for which he/she agrees to run; can carry out those duties in a responsible, legal, and legitimate manner; and are expected to attend all meetings, reasonable absences excepted. The President and Vice-President should have a working knowledge of Robert's Rules of Order, when possible, to run the monthly meeting. The Treasurer should be capable of keeping the checkbook and associated accounts reconciled and balanced monthly. The Secretary should be capable of taking accurate and complete minutes and notes of the monthly meeting.

and the Board meeting, and any other meeting that concerns the Club. This includes forwarding these minutes to the webmaster for publication on the Club's web site.

ARTICLE FIVE: EXPENDITURE OF FUNDS

Section One:

The Treasurer may authorize expenditure of funds up to fifty dollars (\$50) to be used by committees prior to Club approval. An Expense/Disbursement Report with all receipts for such expenditures attached will be provided to the Treasurer at the next regular meeting before reimbursement can be made. The Expense/Disbursement Report can be found in Article 8, Appendix A, of the Club's Policies and Procedures.

Section Two: ADVISORY BOARD FUNDING AUTHORIZATION

The Advisory Board may authorize the expenditure of up to two hundred and fifty dollars (\$250) between meetings, without prior approval of the Club. Any such expenditure must be of an emergency nature which cannot await membership approval. In the event money is spent between meetings, written justification and the above-mentioned Expense/Disbursement report with all receipts attached shall be forwarded to the Treasurer at the time of disbursement for inclusion in the next meeting's minutes. The Advisory Board shall be accountable for any such expenditure. The Expense/Disbursement Report can be found in Article 8, Appendix A, of the Club's Policies and Procedures.

ARTICLE SIX: GENERAL ARTICLE

Section One: CLUB LIABILITY

The TRIDENT AMATEUR RADIO CLUB shall not assume liability of any kind for injury, damage, or loss of any kind to any members or property of any members, who may participate in any scheduled or unscheduled activity which is for the benefit of, or sponsored by, the Club.

Section Two: MEMBER OBLIGATION

No member of the Trident Amateur Radio Club shall obligate the Club to any expenditure or participation in any activity without the express written consent of the Board.

ARTICLE SEVEN: RULES

Section One: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern all proceedings where not in conflict with the above. Where there is a conflict with the above, Robert's Rules Of Order shall be used as a guideline and best efforts shall be made to maintain conformity and fairness.

Section Two: METHOD OF COMMUNICATIONS

The phrase "in writing" is defined to include email and social media notices for the purposes stated in this document. Email is the method of choice over U. S. Postal Service mail.

Constitution adopted this _____ day of _____ 2023.

Certification by:

Presiding President/Call Sign

Presiding Secretary/Call Sign

POLICIES AND PROCEDURES of the TRIDENT AMATEUR RADIO CLUB

ARTICLE ONE: DUES

Section One: TERM

Annual membership dues shall be due and payable on the first day of September and shall be considered an active member in good standing until the following December.

Section Two: PRORATION OF DUES FOR NEW MEMBERS Annual membership dues may be prorated on a quarterly basis for all new members.

Section Three: INACTIVATION OF MEMBERSHIP

A member, who has not renewed the annual dues by the thirty first day of December, shall be placed in inactive status by the Membership Chairman

Section Four: ANNUAL DUES

(1) **REGULAR MEMBERSHIP DUES:** The annual dues for a regular Club membership shall be thirty dollars (\$30) per year except for active-duty military which shall be twenty-five dollars (\$25) per year and members under 18 years of age which shall be fifteen dollars (\$15) per year

(2) **ASSOCIATE MEMBERSHIP DUES:** Associate membership dues shall be the same as the regular membership dues.

(3) **FAMILY MEMBERSHIP:** A Family membership shall be available to members of the same family, residing in the same household. All licensed family members will have all rights and privileges and shall incur all obligations of regular members of the Club. A family Membership shall be thirty-five dollars (\$35) per year, an active-duty family membership shall be thirty dollars (\$30) per year, in lieu of individual dues. Family memberships shall be allowed a maximum of two votes on any issue, business, or election.

(4) **HONORARY LIFE MEMBERSHIP:** Honorary Life membership—All Honorary members are exempt from annual membership dues.

(5) **PAYMENT BY ELECTRONIC MEANS:** Payment by electronic means can be made, providing the Club can offer this method of payment. Payments made by cash, check or online by credit cards will be accepted.

ARTICLE TWO: REINSTATEMENT

A member placed in inactive status for non-payment of dues must become current in their outstanding dues to be reinstated. .

ARTICLE THREE: AMENDMENTS

Provisions of these Policies and Procedures may be amended at any regular meeting by a majority vote of members present. After being presented, at least 48 hours prior to the next regular meeting, the president will add the amendment vote to the meeting's agenda.

ARTICLE FOUR: CLUB EQUIPMENT

Section One: LOANING OF CLUB EQUIPMENT

The club will no longer loan equipment to members or non-members. Should a member have a need for equipment they will be encouraged to seek a club Elmer for assistance.

Section two: REPAIR OF CLUB EQUIPMENT

No person other than a member shall be allowed to work upon, possess, or control any Club equipment or property unless:

- (1) They are a commercial firm, and insured, or,
- (2) They are duly authorized by the Board, or,
- (3) They are under the supervision of a regular Club member as approved by the property chairman.

ARTICLE FIVE: CLUB AWARDS

Section One: AMATEUR OF THE YEAR

A Club member may be awarded the Amateur of the Year at the annual Club Christmas Party or at the membership meeting after the end of the calendar year.

Section Two: "JOHNNY ON THE SPOT" AWARD

The Club may issue a "Johnny on the Spot" award or certificate to recognize a member for the accomplishment of an activity within the amateur fraternity which was beneficial to the advancement of the amateur hobby or the Trident Amateur Radio Club.

ARTICLE SIX: COMMITTEE BUDGETS

Section One: QSL COMMITTEE

The QSL Committee shall have an annual budget of one hundred fifty dollars (\$150), to use without preauthorization, but subject to justification.

ARTICLE SEVEN: LIFE MEMBERS

Section One: Current Life members

Current Life members of the Club are as follows:

- (A) K4PQJ "Whitey" Harvey Stringer (SK)
- (B) AA4IX Werner Dolder (SK)
- (C) WB4LET John Bradway
- (D) W4DAX Tom Lufkin
- (E) KF4GLE Lionel R Mackey
- (F) W4AAV Sr Shellie Hargenrader
- (G) K4TCP Ron Davis
- (H) K4LXF Bryce Myers

ARTICLE EIGHT: APPENDICES

Appendix A: Expense/Disbursement Report (See the attached document immediately following this page).

Appendix B: Income Report (See the attached document immediately following Appendix A).

Constitution adopted this _____ day of _____ 2023.

Certification by:

Presiding President/Call Sign

Presiding Secretary/Call Sign



Expense/Disbursement Report Trident Amateur Radio Club

Name: _____ DATE: _____

Date	Item Description	Amount
Expense Request Total		

Itemized receipts for the items listed on this form must be attached.
No receipts – No reimbursements.

For Club Use Only

Check Number: _____

Amount Paid: _____

Date Paid: _____

Date Check/Payment Cleared the bank: _____

Treasurer's Signature Date



Income Report

Trident Amateur Radio Club

Date	Name	Transaction Type	Cash Amount	Check Amount	Square Charged	Square Fee	Club Realized Income
COLUMN TOTALS							

 Submitter's Signature

 Date

 Total Funds

 Treasurer's Signature

 Date

 Deposit Date

***** Attach fund(s) to this report for and maintain with the Treasurer's Records. *****

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