



AUSTRALIAN LADIES' AMATEUR RADIO ASSOCIATION Inc.

POLICY LIST

No item will be placed in the Policy List unless it has been moved, seconded, put to a vote and passed at a meeting. All items should be dated.

When referring to matters concerning ALARA all references to time be in UTC only. (12.08.2004)

The ALARA Constitution, Policies and Lists of Duties are held on the ALARA Website (11.06.2026)

AGM

1. The Annual General Meeting of ALARA Inc. to be held on the first Monday in May each year.
2. Nomination forms and voting forms should NOT go into Amateur Radio magazine. Reminders only. (11.2.16)
3. Nominations for the Committee will be accepted via email where the form is filled in appropriately, then scanned and emailed to the Secretary (28.5.12)
4. When the AGM is held on both Echolink and HF, It was generally considered that HF should be handled by one person and Echolink by another. (8.5.2014)
5. A Statement of Duties to be carried out by each of the office bearers be compiled and sent to ALL office bearers so each knows their Duties. The Secretary is to keep a copy of all Statement of Duties and forward a copy to all office bearers immediately following the AGM each year. (12.8.2004)

COMMITTEE

It is important that all Office Bearers should be conversant with (12.08.2004)

1. Their specified Duty Statements.
2. The ALARA Constitution and
3. The policies of ALARA

COMMITTEE MEETINGS

1. ALARA Committee Meetings to be held on Echolink. (28.5.12)
2. Committee nets start at 1030 UTC, and at 1000 UTC during Daylight Saving on the 2nd Thursday of each month. Monday night nets start at 1030 UTC and at 1000 UTC during daylight saving.
3. Committee members who have items to be discussed at an ALARA Committee meeting must send them in writing to the Secretary to arrive at least two days before the Committee meeting. The Secretary will include the items in the agenda. The Secretary will send out the agenda and associated meeting papers the day before the meeting.
4. In the event that a matter is too urgent to be left until the following meeting, an agenda item may be emailed to every Committee member on the day of the meeting. Such urgent items must be drawn to the Committee's attention by the Chair at the start of the meeting.
5. Proposals and decisions at Committee meetings to be moved and seconded correctly so that there are no errors. (11.07.1985)

6. Copies of Minutes be sent by the Minute Secretary to all Office Bearers by email prior to the next Committee Meeting.

FINANCES

1. The Treasurer should request the Committee's approval for payment of accounts. The Treasurer's monthly statement should fully state the details of payments out and with monies in to be detailed as 'subs x no.', total of donations and state any other monies in. All financial information should be available on request by any Committee member. (12.08.2004)
2. Whilst one only signature is required for ALARA cheques as stated in the Constitution of ALARA, in fact ALARA lodges two signatures with the Bank in case the Treasurer is unable for some reason to sign on some occasion. One signature to be the Treasurer, the second would be a Member of the Committee chosen by the Treasurer preferably in the same geographical area. (8.10.1998)
3. The Treasurer will provide duplicate receipt books to those who collect money on regular basis, together with some stamps so that copies can be sent to Treasurer,
4. (9.7.15)
5. A second bank account designated "ALARAmeeet account" to be maintained for the use of the next ALARAmeeet coordinator. (13.12.2007)
6. With the exception of the Editor who, because of the amount of expenditure incurred in producing and posting the newsletter, must be paid in advance; all other committee members may submit to the Treasurer receipts/vouchers or other proof of expenditure for reimbursement of moneys spent with the approval of the President or Secretary, the Treasurer and two Officers of the Association on ALARA's behalf. No money will be paid without accompanying documents of proof.
7. While these measures may appear to be extreme it must be remembered that we are dealing with public money and we must be accountable. (2.4.2009)

MEMBERSHIP

1. The Treasurer shall maintain an up-to-date list of addresses of members. (12.08.2004)
2. Names and addresses of new members, as well as changes to any members' details, be sent to the Minute Secretary for inclusion with the Minutes to all office bearers to ensure that their membership records are kept up to date. 12.08.2004)
3. Application forms for sponsored YL's received before payment is deposited or received, can be accepted by Committee. (14.4.2016)
4. Continuous Membership Certificates shall be updated every 5 years (April 2009)

SOUVENIRS

All items of souvenirs (including history CDs, scarves, bookmarks, badges, pens, etc.) should be ordered through the Treasurer, with payments to be made with the order.

NETS

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1. On the 1st and 3rd Monday of each month the net will be held on Echolink. The remainder of the nets would remain the same, only HF. (9.7.15)
2. OM's can join the Monday nets after 2 rounds, or at the discretion of the Net Controller.
3. The ALARA Birthday net be held on the 4th Saturday of July for a period from 1000 UTC to 1200 UTC. It will be held on Echolink and 80m. The President or another member of the Committee should start the Birthday Net. (12.08.2004)

ALARA CONTEST

1. The annual Contest is held on the last weekend of August. Closing date will be September 30th. Times of operation commence at 0600 UTC on Saturday and finish at 0559 UTC on Sunday. (11.01.2001)
2. Rules for ALARA Contests should be strictly adhered to.
3. All Contest Certificates include the number of the contest, e.g. 5th, 6th, etc.

AWARDS

1. Plaques shall, from time to time, be awarded to members who have given outstanding service to ALARA. The recipients shall be agreed upon by a majority of the Committee Members. (09.10.86)
2. Visiting DX-YLs who qualify for the ALARA Award should be presented with the Award at ALARA's expense.
3. Special certificates to be produced for significant ALARA birthdays (50th, 60th etc)
4. Every member retiring from the Committee should receive a Certificate of Appreciation, after at least 3 years of service and duties undertaken. (July 2009)

NEWSLETTER

1. The meanings of the leave-taking symbols 33, 73 and 88 be published in the Newsletter occasionally. These meanings are as follows: -

"33" – the signature used between YL's, was originated in 1939 by CLARA, W2RUF (now a silent key) and adopted by the American Young Ladies' League for exclusive YL use. It means "Love sealed with friendship between one YL and another." Adding an 's' to "33" destroys the meaning. Likewise, "73" (best wishes) and "88" (love and kisses) have no plural form.
2. The Annual General Meeting should only be publicised to ALARA members, though the Birthday net and other events should receive all publicity possible.

HISTORIAN/LIBRARIAN

3. Each succeeding President should supply a recent or current photograph of herself to the Historian for inclusion in the Photograph Album.
4. All YL references in magazines, etc to be kept for the official Scrapbook. (Items to be forwarded to the Historian)
5. All records of ALARA should be retained for a minimum period of seven years. That each year each officer goes through their documents and sends on to the Historian for viewing and assessment of whatever seems appropriate. Records such as cheques, bank books, etc may be destroyed after seven years, but any records of a more historically important nature be retained by the Historian. The decision to keep or destroy is made by the Historian. (July 1993)
6. The Librarian shall retain ALARA Newsletters and Committee Minutes, but other Magazines and periodicals need only be retained for two years. (14.3.1991)

CONDOLENCES

Only a card is sent for any death of a member, or a member of their family that may occur.