

High Desert Amateur Radio Club of New Mexico, Inc.  
Standard Operating Guidelines (SOG)  
August 31, 2020

Cash Disbursements:

The Treasurer, President, Vice-President, and the Board of Directors under these guidelines shall only incur expenses and disburse club funds in the name of High Desert Amateur Radio Club of New Mexico, Inc. (HDARC).

At the conclusion and approval of the annual financial audit, the Board of Directors shall determine the limit not to exceed \$250.00 that the Treasurer may expend for official club business, without the need for Board of Directors or general club membership authorization. Expenditures for insurance and regulatory obligations are not subject to the limits above and should be paid timely. Said funds to be issued by club check **or debit card** in accordance with the procedures established in this SOG.

**The President or his designee is authorized to use the debit card for club expenses, pursuant to the limitations of the SOG.**

All expenditures exceeding \$250 shall be approved by a majority vote of the general club membership voting on the question.

All checks generated by the Club shall have two authorized signatures. Each check is to be accompanied by a copy of the invoice or other supporting document.

In the event that the Treasurer is unavailable to sign the checks in a timely manner, the checks with supporting documents are to be forwarded to one of the other signers on the account for processing. HDARC shall always have a minimum of three authorized signers on every account: **President, Treasurer, and a designated third person usually selected by the President.**

Disbursement of funds shall be recorded in the Treasurer's accounting records and shall record date, charge account, reason for funds, person, or business receiving the check.

At no point shall HDARC funds be used for unauthorized or inappropriate expenses.

These expenditures are for items not found in any other parts of the club's SOG's.

Paragraph 3 changed on March 19, 2016 by a vote of the membership.