

YLRL PROCEDURE POLICY

As amended July 2026

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 \$5000.00 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 a membership card. 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.

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 US members residing in a US possession not included in the contiguous 48 states, KH6, or KL7. All Receiving Treasurers shall reside in the United States of America.

B. The Receiving Treasurers shall notify the Secretary of any applications received by mail. They shall keep files of all renewal applications for a period of one year. They shall send Membership Lists, including new members, renewals, changes, and corrections to the President, Database Chairwoman, Secretary, Continuous Membership Custodian, and Disbursing Treasurer, monthly. In addition, they shall submit to the Editor a list of "Official Notices" for each 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 November/December issue of YL Harmonics.

B. The President may appoint a Database Manager. The Database Manager shall be responsible for keeping the membership files for mailing up-to-date. She shall be a member of the Board of Directors.

Section 7 YL Harmonics shall be sent to each member in good standing except Family Members. 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.

Section 8 The Budget and Finance Committee shall review 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 assets 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. The information may be provided in a meeting, however all members of the Board must be notified and given an opportunity to vote. The results of the vote shall be counted by the President and sent to the Secretary. 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 may 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 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 may appoint a Youth Column correspondent who will write articles for YL Harmonics with information for and about young YLs. She may be invited to Board meetings, but have no vote.

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 is recommended that the League rotate officers so that no President or Vice President shall be from the same city or state as her predecessor.

Section 14 Adoption of DX members shall be made through the DX Receiving Treasurer. The DX Receiving Treasurer shall make a list available of DX YLs wishing to be adopted.

Section 15 The President may appoint a Supplies Chairwoman. The Supplies Chairwoman will work closely with the Disbursing Treasurer since she will handle funds

Section 16 YL Harmonics, in its electronic form, shall be accessible by e-readers for members with visual impairment, including having appropriate tags for images; or accessible by other appropriate means.

Section 17 There shall be a President/Vice President's Advisory Committee composed of not more than 6 Past Presidents of YLRL, each serving for four years. Each President shall appoint 2 or 3 Past Presidents to serve on this Committee with the members appointed by the President preceding her. The purpose of this committee is to assist and advise the President and Vice President that they may be better equipped to carry out their duties.

Section 18 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 and no money shall be taken from scholarship funds for general fund purposes. 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 \$2500. each. The Martha "Marte" Wessel, K0EPE Scholarship is intended for a part-time student who is working full-time. Full time work includes a stay-at-home parent or caregiver. High School students are exempt from the full-time work requirement. This grant is for \$1500. 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. accredited educational institution*. There are no residence or course restrictions. Preference will be given to YLRL member applicants.

*Qualifying educational institutions include any accredited technical or vocational school or a two- or four-year college or university.

Section 19 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 20 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 21 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 22 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 \$500. per convention to cover the cost of booths, with a cap of \$1000. per year. If sharing a booth with a local group, YLRL should pay no more than the local group. The Dayton Hamvention 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. Publicity materials may be provided by the Marketing Chairwoman.

Section 23 No member or officer of YLRL (Young Ladies Radio League) will write a letter on official YLRL stationery to any foreign national 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 24 The attached Conflict of Interest Policy must be reviewed and signed by all elected officers on an annual basis.

Section 25 The Procedure Policy may be amended by a 2/3 vote of the Board of Directors.