THE BY-LAWS OF
BAYOU REGION AMATEUR RADIO SOCIETY, INC.
A 501 (C) 3 NON PROFIT CORPORATION

THE BY-LAWS OF
BAYOU REGION AMATEUR RADIO SOCIETY, INC.

A 501 (C) 3 NON PROFIT CORPORATION, DOMICILED IN THE PARISHES OF LAFOURCHE AND TERREBONNE, STATE OF LOUISIANA.

SECTION I

OFFICERS:

SECTION 1. The officers of said corporation shall be as follows:

A. President, whose qualification shall be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of Louisiana under no legal disabilities of any nature whatsoever.

B. The President shall possess the following powers and duties:

1. The President shall be the Chief Executive Officer of the Corporation.

2. The President shall preside at all meetings of the membership and Board of Directors and ensure the orders and resolutions of the Board of Directors and Membership are carried into effect. The President shall enforce due observance of Articles of Incorporation & By-Laws, decide all questions of order.

3. He shall execute all contracts, instruments and documents without limitation as directed by the Membership and Board of Directors.

4. The president shall have the general powers and duties of supervision and management usually vested in the Office of President of a Corporation, including but not limited to the direction of volunteers acting under the aegis this corporation.

5. The President is authorized to sign any and all Tax Returns, either Federal, State or Local, on behalf of the BAYOU REGION AMATEUR RADIO SOCIETY, INC. And any other governmental reports which may affect the BAYOU REGION AMATEUR RADIO SOCIETY, INC.

6. The President shall serve as the Safety Officer or may designate persons from the membership to serve in emergency communication as the occasion may require, either singularly or as a committee.

C. The Office of Vice President, whose qualification shall be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of Louisiana under no legal disabilities of any nature whatsoever.

D. The Duties and Powers of the Vice-president:

1. In the absence of the President, the duties of that office shall devolve upon the Vice-president.

2. In the absence of the Secretary or Treasurer, the duties of that office shall devolve upon the Vice-president.

3. The VP shall assist the Secretary as requested by the Secretary of said Newsletter and/or website..

4. All other duties as assigned by the President.

5. The VP shall keep a master list of, both movable and immovable property in the possession of maintain a duplicate list of property belonging to the BAYOU REGION AMATEUR RADIO SOCIETY, INC..and shall furnish said list when requested, timely to the membership and other officers.

6. The VP is authorized to sign any and all Tax Returns, either Federal, State or Local, on behalf of the BAYOU REGION AMATEUR RADIO SOCIETY, INC. And any other governmental reports which may affect the BAYOU REGION AMATEUR RADIO SOCIETY, INC.

E. The Office of Treasurer, whose qualification shall be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of Louisiana under no legal disabilities of any nature whatsoever.

F. The Treasurer shall possess the following powers and duties:

1. The Treasurer shall keep an accounting of all monies received and spent by the Corporation, give receipts for the same and report said accounting timely to the membership.

2. The Treasurer will issue all receipts of the corporation, is authorized to receive all Donations of any species, movable, immovable or monies, receipt the membership in a timely manner.

3. The Treasurer shall be furnished by the vice-president a duplicate master list of all the property both movable and immovable in the possession of BAYOU REGION AMATEUR RADIO SOCIETY, INC.

4. The Treasurer shall keep a master list of the membership and the membership status of said list shall be the authority as to the dues payment notwithstanding and unless any duly noted receipts for dues not posted is presented at any meeting of the BAYOU REGION AMATEUR RADIO SOCIETY, INC.

5. The Treasurer is authorized to sign any and all Tax Returns, either Federal, State or Local, on behalf of the BAYOU REGION AMATEUR RADIO SOCIETY, INC. And any other governmental reports which may affect the BAYOU REGION AMATEUR RADIO SOCIETY, INC.

G. The Office of Secretary, whose qualification shall be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of Louisiana under no legal disabilities of any nature whatsoever.

H. The Secretary shall possess the following powers and duties:

1. The Secretary shall record all votes and the minutes of the Corporation in a book kept for that purpose.

2. The Secretary will collect the minutes of all standing committees and report the same to the membership when required.

3. The Secretary shall give notice, or cause to be given, notice of meetings of the general membership and of the Board of Directors.

4. He or She shall be the custodian of the Corporate Seal and shall affix the same to any instrument requiring or needing the same attested, it shall signed by the Secretary of the Corporation. If the Corporation should not have a seal, then the signature of the Secretary shall suffice.

5. The Secretary shall be in charge of the Website and posting of items thereto as the occasion may require.

6. The Secretary shall be in charge of putting out a newsletter and/or news information on the WEBSITE and may delegate his task to any other member.

7. He shall present to the membership at any meetings any communication addressed to him as Secretary of the organization.

8. He shall submit to the Board of Directors any communications which shall be addressed to him as Secretary of the organization.

9. He shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

10. The Secretary is authorized to sign any and all Tax Returns, either Federal, State or Local, on behalf of the BAYOU REGION AMATEUR RADIO SOCIETY, INC. And any other governmental reports which may affect the BAYOU REGION AMATEUR RADIO SOCIETY, INC.

I. The Office of Radio Officer, whose qualification shall be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of

Louisiana under no legal disabilities of any nature whatsoever.

3. The Radio Officer shall hold an Amateur Extra Class.

The Radio Officer shall possess the following powers and duties:

1. The Radio Officer is in charge of all radios and equipment in the club's possession the Radio Office is the Trustee of the Radio License and is responsible for its is his/her job to work in close conjunction with the Vice President to keep up with the. LOUISIANA COUNCIL OF AMATEUR RADIO CLUBS, INC. and shall be our delegate to represent this organization on said board but may delegate to any other member to represent the club in his stead without limitation.

2. The Radio Officer will be in charge of all repeaters under club auspices and will be the final arbiter on repeater operations and decorum when actual operating questions and controversies arise.

3. The Radio Officer is and shall be a resident of Lafourche or Terrebonne Parishes.

4. The Radio Officer shall be and is the Trustee of any and all club licensees but may delegate his responsibility to any other person holding a valid amateur radio license.

5. There shall be a committee responsible for the maintenance and supervision of the organization's repeaters. The Radio Officer shall appoint members to the committee.

K.. The Office of Public Relations/Activities Officer, whose qualification shall Be:

1. He or She shall possess a valid Amateur Radio Operator's License issued by the (FCC) Federal Communications Commission with no (NALs), Notice of Apparent Liability(s) issued against said license by the FCC.

2. He or She shall be a duly qualified citizen and elector of the State of Louisiana under no legal disabilities of any nature whatsoever.

L., The registered Agent of the Corporation shall be a person who shall fulfill the requirements of said office as required by Law and as directed by the Board of Directors.

SECTION 2.
The Board of Directors shall be comprised of the President, Vice-President, Secretary, Treasurer, and four at-large

members. The at-large members shall be elected for four year terms. The terms of the at-large members shall be staggered so that one (1) at-large member is elected each year with exception of filling a vacancy. An at-large member may also be an Officer of the Club. The Board of Directors shall meet at least once a year. The officers of the Organization shall serve as corresponding officers of the Board of Directors.

The Registered Agents shall be selected from Board of Directors, one shall be a resident of Lafourche Parish and one shall be from Terrebonne Parish.

The term of office for all Officers and Directors shall be from January 1 to December 31 with elections held in November at The Annual General Election Meeting.

The Board of Directors may appoint such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors not to exceed (1) One year with all terms expiring on December 31 of the calendar year.

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

SECTION 3

1 The Membership shall elect a Radio-Officer to coincide with the election of the other officers from among the Membership to act as Trustee for any FCC Amateur Club or any other Radio License, without limitation.

2. Said Radio Officer shall hold an AMATEUR EXTRA Amateur License or above.

3. The Radio Officer shall be the Ex-Offico Chairman of the Repeater Committee and shall be able to appoint those members as the Radio Officer deems necessary and meet in the Officer's judgment.

SECTION 4

The term of office of the elected officers shall be (1) One Year with the appointed Officers serving at the Pleasure of the Board of Directors. Any vacancy in the Officers or Board of Directors shall be filled by a majority vote of the Officers who shall comprise the Executive Committee until a special election can be called to fill that position. Any Officer may be removed as provided in the Charter with a (¾) Three-fourths vote of the membership. All persons nominated for an office will have 14 days from the date of nomination to accept or decline said nomination.

SECTION 5

This group shall strive for association or affiliation with the (ARRL) American Radio Relay League, 225 Main St., Newington, CT when they do not conflict with law or policy.

SECTION 6

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All Amateurs, that is, persons holding A Valid Amateur Radio Operator's License shall be eligible for membership in BAYOU REGION AMATEUR RADIO SOCIETY, INC. There shall be an Active Voting Membership in BAYOU REGION AMATEUR RADIO SOCIETY, INC. which shall require:

1. A Valid Amateur Radio Operator's License,

2. ARRL Membership is not required to be a member.

3. Any Amateur Radio Operator wishing to join in THIBODAUX AMATEUR RADIO CLUB, INC shall submit their request for membership to the Executive Committee for their consideration and recommendation to the General Membership present at any duly duly authorized meeting.

4. Said Amateur not to be under FCC notice for apparent violation, or under Legal disability, except when such fact is disclosed to the executive committee for their consideration and their recommendation.

5. Dues are hereby adopted at Twenty 00/100 Dollars ($20.00) per year. Lifetime dues are ($200.00) Two Hundred 00/100 Dollars. Any additional Amateur Radio operators living at the same address is an additional ($10.00) Ten Dollars per year.

6. Applications for membership shall be submitted at regular meetings at which time the Membership shall elect or deny membership by a majority vote.

Associate membership shall be available for those persons who do not hold any type of Amateur Radio Operator's License but wish to help BAYOU REGION AMATEUR RADIO SOCIETY, INC. in its mission. Dues shall be $20.00 per year.

A person holding associate membership shall be granted full voting rights and credit upon obtaining an Amateur Radio License from the FCC.

Honorary Membership is available and the procedure for naming or removing an honorary member is the same as amending the Charter of the Organization. Honorary members have the same privileges as associate members.

SECTION 7
The Executive Committee shall be comprised of the President, Vice-president, Secretary, Treasurer, and Radio Officer.

SECTION 8
The Board of Directors or the Executive Committee by simple majority may call special Meetings with a notice of no less than (10) Ten Days to be published in the Official Publication of this Corporation. Provided that Emergency Meetings may be called at any time when the Governor of the State of Louisiana, The Parish Presidents of either Lafourche or Terrebonne or the President of the United States has declared a State of Emergency upon the notice of any member of the Board of Directors, or (20%) Twenty percent of the membership with only 24 Hours notice provided that the individuals are to be notified by announcement on the 147.390(+) MHz repeater if in service, Simplex if not in service. The BAYOU REGION AMATEUR RADIO SOCIETY, INC. may cause the same to publicized using the 3915 kHz state net frequency as conditions may require. Failure to reasonably send out this data shall not be a factor by which any corporate action may overturned. Said notice to be announced at 6PM Central Time.

(a) All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
(b) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
(c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.
In addition, the Board of Directors may exercise any and all functions allowed by law and not restricted by the Charter.

SECTION 9
Business transacted at any meeting, General or Special, may cover any subject however, the Robert Rules of Order shall cover conduct and items brought forth for consideration shall be discussed in the respective order they are proposed. Items not covered in the original purpose of the Special Meeting shall be introduced upon a 2/3rds vote of the membership present.

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. However, a unanimous voice vote may taken to waive this requirement for paper ballots during an election.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

There shall be no proxy voting permitted in any form what so ever, each member must be present and shall only vote once on each question posed to the membership and/or board of directors.

SECTION 10
The order of business at a General Meeting shall be as follows:

1. Organization or Call to Order
2. Proof of Notice duly given
3. Reading of the Minutes of the Last General Meeting, however if any Special Meeting has been held since the Last General Meeting, the minutes of that meeting will be covered as well as the Last General Meeting along with Treasurer's report.
4. Action taken on the items approved at the Last Meeting(s).
5. Reports from Committee(s)
6. Election if necessary
7. Unfinished business
8. New business
9. Adjournment

SECTION 11
All checks, drafts and notes of the Corporation shall be signed by the Treasurer or any other officer which may be designated by the membership.

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SECTION 12
These by-laws may be changed by an affirmative vote of the membership present at any meeting of the Corporation with the provision that no change of the Annual Meeting shall take effect until (1) One Year from the date of said vote.

SECTION 13
The Annual General Election Meeting shall be held as instructed by the Charter, however this date may be changed to any other date in December where election of officers shall be held. The meeting is scheduled for the First Monday in December. Notice to be given in the Official Organ of the Corporation. Said meeting shall be held in either the Parishes of Lafourche or Terrebonne.

SECTION 14
The Membership herein authorizes the Board of Directors to accept any donations which the Corporation may be given upon such terms and conditions as they deem meet and proper in the circumstances.

SECTION 15
Subscriptions to the WEBSITE, www.w5yl.org, for the BAYOU REGION AMATEUR RADIO SOCIETY, INC. shall cost $5.00 per year for access without membership.

The Website shall and is to be the Official Organ of BAYOU REGION AMATEUR RADIO SOCIETY, INC. and shall contain the notices of the General or special meetings of the Membership, which may be held as directed by the Board of Directors.

SECTION 16
A meeting of the membership is to be held on the First Monday of Each Month, Holidays excepted, at North Branch of the Terrebonne Parish Library, address: **Terrebonne Parish Library North Branch, 4130 West Park, Gray**, Louisiana at 7:30 PM Central Time or location as designated by the Board of Directors.

SECTION 17
Nominating committee shall consist of the At-Large Members of The Board of Directors for the election of officers and shall submit the slate at the first regular meeting in November. The proposed slate may not be elected by a single vote, that is, individual votes must be taken on each office to be filled.

SECTION 18 BUDGETS
A budget for the upcoming year, including recommendations by the Board of Directors, shall be submitted by the Treasurer at the first regular meeting of the Corporation in January for the approval of the membership. Any interim budget modification in excess of $200.00 shall include the recommendations of the Board of Directors prior to final approval by the membership.

SECTION 19 HAM OF THE YEAR AWARD
In October of each year, the Board of Directors shall name a member of the club, not an Officer or director, to be awarded the JAMES D. VERRET HAM OF THE YEAR AWARD. The recipient shall be announced in December at the Christmas Party or the first regular meeting in January. This award is named for the first recipient of the award, JAMES D. VERRET, K5JKR, who passed away in 1986.

SECTION 20

The Membership, Officers and Board of Directors of BAYOU REGION AMATEUR RADIO SOCIETY, INC. (BRARS) is a 501(c)(3) nonprofit organization. BRARS is committed to providing an environment that is free from discrimination in membership, employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.

SECTION 21

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. A more detailed conflict of Interest Policy may be adopted and that said Policy shall be incorporated herewith.

SECTION 22

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.

SECTION 23

1. Mandatory Indemnification. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

2. Permissible Indemnification. The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

3. Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer,

employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

4. Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Louisiana Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

SECTION 24 COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, BAYOU REGION AMATEUR RADIO SOCIETY, INC.. willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

SECTION 25 DOCUMENT RETENTION POLICY

1. Purpose
   The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of BAYOU REGION AMATEUR RADIO SOCIETY, INC records.

2. Policy

A. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, BAYOU REGION AMATEUR RADIO SOCIETY, INC.. may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

B. Exception for Litigation Relevant Documents. BAYOU REGION AMATEUR RADIO SOCIETY, INC.. expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the BAYOU REGION AMATEUR RADIO SOCIETY, INC.. informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

3. Minimum Retention Periods for Specific Categories

(a) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the corporation.

(e) Press Releases/Public Filings. The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

1. derives independent economic value from the secrecy of the information; and
2. has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

4. Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or
(ii) downloaded to a computer file and kept electronically or on disk as a separate file.
The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

SECTION 26

1. Transparency and Accountability Disclosure of Financial Information With The General Public

Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, BAYOU REGION AMATEUR RADIO SOCIETY, INC.. practices and encourages transparency and accountability to the general public. This policy will:

(a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public;

(b) indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public;

(c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

2. Financial and IRS documents (The form 1023 and the form 990)

   BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

3. Means and Conditions of Disclosure

   BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall make "Widely Available" the aforementioned documents on its internet website: www.W5YL.ORG to be viewed and inspected by the general public.

   (a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure

requirements, such as contributor lists).

(b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.

(c) BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).

(d) BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 14 days for mailed requests.

4. IRS Annual Information Returns (Form 990)

BAYOU REGION AMATEUR RADIO SOCIETY, INC.. shall submit the Form 990 to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

5. Staff Records

(a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

(b) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that Staff records shall be made available to the board when requested.

6. Donor Records

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives unless such donors asked for anonymity which shall be held in highest trust.

(b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that donor records shall be made available to the board when requested.

I hereby certify that the same has been adopted by the Corporation and has not be rescinded, changed or modified.

DATE: JUNE 17, 2013

_____
SECRETARY

_____
TREASURER

_____
VICE-PRESIDENT

_____
PRESIDENT