

Handbook  
of the  
**Arrowhead  
Radio  
Amateur  
Club**

**A. R. A. C.**

Revision 02/04/03

# **A.R.A.C. CONSTITUTION**

## **PREAMBLE**

This Constitution, adopted in July 1995, will supersede all previous Constitutions of the Club.

## **NAME**

The name of this organization shall be: The Arrowhead Radio Amateur Club.

## **PURPOSE**

The purpose of the Arrowhead Radio Amateur Club is to promote interest in and enjoyment of the hobby of amateur radio, as well as to provide such public services as are compatible with the rules governing amateur radio, and the Constitution, Bylaws, and customs of the Club.

## **ACTIVITIES AND FUNCTIONS**

As directed by the Club and/or its officers, the Club may engage in various activities, which may include, by are not limited to: holding meetings, sponsoring hamfests, maintaining repeaters, providing training programs, and publishing a newsletter.

## **MEMBERSHIP**

The Club is open to all interested in amateur radio. The membership term, entitlements, and privileges are as provided in the Bylaws.

## **OFFICERS**

The officers of the Club will consist of: President, Vice President, Secretary, and Treasurer. Terms of office, duties of officers, filling vacant offices, and other matters pertaining to Club officers are as provided in the Bylaws.

By-laws were updated from the 4/96 revision on December 15<sup>th</sup> 1999  
Printed with revisions in December, 2002

## **DUES NOTICE**

The treasurer collects dues for the Arrowhead Radio Amateur Club. Dues are \$20.00 per year, or \$25.00 for a family membership. To continue receiving the "Discharge" memberships must be paid by the March meeting.

Dues can be sent with the form below to:

A.R.A.C. Membership  
c/o A.R.A.C. Treasurer  
P.O. Box 7164  
Duluth, MN 55807-7164

Name \_\_\_\_\_ Callsign \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Class of License \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you been an A.R.A.C. Member Before? \_\_\_\_\_

A.R.R.L. Member? \_\_\_\_\_

## **EXECUTIVE BOARD**

The Executive Board will consist of the elected officers and, in addition, three elected Executive Board members. The Executive Board will perform the duties specified in the Bylaws.

## **COMMITTEES**

Committees may be formed by the Executive Board, the membership, or the President.

## **MEETINGS**

Meetings will be held at a time and place determined by the membership.

## **FINANCES**

Dues may be collected, as specified by the membership. Dispersment of over US \$100 will require approval by the Executive Board and by a majority of members present at a regular Club meeting.

## **AMENDMENTS**

This Constitution may be amended by a two-thirds positive vote of members present at a regular business meeting, provided the membership has been notified in writing of the proposed changes and of the time the changes will be considered.

# **A.R.A.C. BYLAWS**

## **ARTICLE I**

### **PREAMBLE**

These are the Bylaws of the Arrowhead Radio Amateur Club.

## **ARTICLE II**

### **MEMBERS**

*Section 1.* Full members of the Arrowhead Radio Amateur Club shall be any validly licensed amateur radio operators who have paid their annual dues. Associate members of the Arrowhead Radio Amateur Club shall be any other unlicensed persons who have paid their annual dues.

*Section 2.* All members, full and associate, may vote on matters brought to the attention of the Club. Only full members are eligible to hold Club offices.

*Section 3.* The annual membership fee shall be \$20, payable at the beginning of each calendar year. The annual membership fee for members of a family all living at the same address shall be \$25. Members who join at the November meeting will be considered to be members for the remainder of that year and the succeeding year.

*Section 4.* Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote of those present at the annual (December) meeting, honorary life membership may be conferred on any member who shall have rendered notable service to the Club. A life member shall not be required to pay dues, and retains the privilege of voting, making motions, and holding Club office.

That's what HAM radio is all about! People helping people.

From the repeater committee and control operators... Good luck and most of all... Have FUN! Hope to catch you on the repeater soon!

Article submitted by: Jerry Frederick, N0BNG  
Trustee and Repeater Chairman, W0GKP Repeater

## OPERATING PRACTICES

Each repeater has its own set of rules that the owners or license holder would ask you to follow. This is even true on the different repeaters in our local area. Operating practices on the repeater should follow FCC Rules Part 97 which governs amateur radio. Another source of information on proper etiquette can be found in the ARRL publication "FM & Repeaters". This covers all facets of repeater operation.

Here are some of the recommended guidelines on the 146.34/94 repeater.

The best and easiest rule to follow is to apply common sense and common courtesy. If the repeater is in use and your traffic isn't priority in nature, wait until it's clear. If you must break up a conversation, wait for a brief pause between transmissions and announce your call. Don't say "BREAK".

According to the ARRL "FM & Repeaters" a single "break" means that time is critical for you. A double break, (break-break) indicates that you have urgent traffic. A triple break signifies an emergency situation, and is reserved for use when the safety of life or property is involved.

Another point that is mentioned is the use of Q signals on FM. Because of the crisp and clear nature of today's FM repeaters, the use of Q signals seems somewhat pointless. Rather than saying, "What's your QTH?" why not say "What's your location?". Each uses the same amount of syllables and the common language version is more likely to be understood.

When using the repeater or its functions, make sure to ID. If no ID is heard before an auto-patch or before testing is done on the repeater, be warned that one of the control operators will most likely question your actions or terminate your call.

The autopatch is there as a convenience to the users of the repeater. When using it, use common sense. If you are at home sitting next to the phone, use it, not the autopatch. It is for use when a normal landline is unavailable.

### BUSINESS CALLS ARE NOT ALLOWED ON AMATEUR RADIO.

Your call will be terminated if it is a business type call.

These are a few guidelines that come to mind from questions that people have asked us. Once again we urge you to use common sense and common courtesy to guide you. Don't feel that you are under pressure on the repeater to do everything right. If you don't understand something or need help, don't hesitate to ask someone on the air.

## ARTICLE III

### OFFICERS

*Section 1.* The officers of the Arrowhead Radio Amateur Club shall be a President, a Vice President, a Secretary, a Treasurer, and three Executive Board members. These officers shall perform the duties prescribed by these Bylaws.

*Section 2.* The President, Vice President, Secretary, and Treasurer shall be elected to serve a one-year term, holding office until the close of the December meeting after their election. The three Executive Board members shall serve three-year terms, staggered so that only one Executive Board member shall be elected at each December meeting; they shall hold office until the close of the third December meeting after their election.

*Section 3.* No member shall hold more than one office at a time.

*Section 4.* In the event that an officer of the Club should resign or be unable to fulfill their office, the Executive Board shall appoint a member to fill the remainder of that office, subject to the approval of a majority of those members present at the next regular Club meeting. The resignation of any officer or Executive Board member shall be deemed final without recourse for installation except by a majority vote at a regular Club meeting.

#### *Section 5.* DUTIES of OFFICERS

i) The President shall preside at all regular Club meetings and Executive Board meetings, and be authorized to sign Club checks.

ii) The Vice President shall assume the duties of the President at Executive Board meetings and Club meetings in the absence of the President. If in the event both the President and Vice President are absent, the senior most Board member shall assume their duties. The senior member is the one who has served for the longest consecutive term, or, if both members were elected together, the one who received more votes, or, if these two methods fail, the one designated by the President.

iii) The Secretary shall take minutes at all regular Club meetings and Executive Board meetings, and shall provide those minutes to the Newsletter Editor for publication before the next regular Club meeting.

iv) The Treasurer shall keep the Club checkbook and membership list up to date, provide a monthly report on Club financial assets, pay Club bills, and be authorized (as is the President) to sign Club checks.

## ARTICLE IV

### ELECTIONS

*Section 1:* The second most senior Executive Board member shall serve as election chair.

*Section 2:* The election chair will receive nominations for President, Vice President, Secretary, Treasurer, and open Executive Board positions beginning at the October Club meeting and concluding at the adjournment of the November Club meeting. Nominations may be made from the floor, in writing, or in person.

*Section 3:* Members may be nominated for more than one position, but each person nominated for more than one position must accept only one of the nominations before the adjournment of the November Club meeting.

*Section 4:* All nominations close at the adjournment of the November Club meeting and will be printed in the December issue of the Club newsletter.

*Section 5:* Prior to the distribution of ballots at the December Club meeting, the election chair shall designate two tellers in addition to the election chair to count ballots.

*Section 6:* Ballots shall be distributed to each Club member present. Each member may cast one vote for President, Vice President, Secretary, Treasurer and open Executive Board positions. Ballots shall be collected and counted by the election chair and the tellers. Results of each election shall be announced by the election chair.

*Section 7:* A motion may be received by the election chair directing the secretary to cast a white ballot for each uncontested position.

*Section 8:* The results of all elections shall be published in the January issue of the Club newsletter.

*Section 9:* If a member of the Club is unable to attend the December meeting of the Club, an absentee ballot may be submitted to the election chair by mail or in person prior to the date and time of the December meeting. The list of offices and the names of persons for whom the Club member wishes to vote shall be placed inside a sealed envelope. On the face of the envelope, the Club member shall state that he/she is unable to attend the meeting and shall sign his/her name.

## TOUCHTONE TESTS

You may use the built-in diagnostic test programmed into the repeater controller to test the DTMF touchtones on your radio. The procedure is as follows.

1. Identify on the repeater indicating that you are going to test your touchtones.  
Example: "This is (your callsign) testing my touchtones"
2. Key your radio and enter the sequence that you wish to test.
3. Unkey and listen for the "Sequence OK" message that will be broadcast if the test is passed.
4. When completed with the testing, once again ID and indicating that you are through testing.

Recognized sequences that the controller will understand are as follows.

1 2 3	4 5 6	7 8 9	4 5 6 B
1 4 7	2 5 8 0	3 6 9	7 8 9 C
A B C D	2 5 8	1 2 3 A	

At the present time, the # and keys cannot be tested because of conflicts in the internal programming of the controller.

## Tail Messages

### CW

NET Reminds of NETS on W0GKP Repeater  
MEET - Reminds of A.R.A.C. Club Meetings  
ARAC - Reminds of special A.R.A.C. functions and activities

### Voice

ALERT - The national Weather Service or St. Louis County Emergency Management wants to activate the Amateur Radio Service.

The following are voice tail messages that indicate different types of weather conditions that are in the area.

Weather Warning	Severe Storm Watch
Tornado Watch	Severe Storm Warning
Tornado Warning	

There will be addition tail messages added as the need arises. Please listen for these additions to be announced on Sunday Evening NETS.

## ARTICLE V

### MEETINGS

*Section 1.* Regular meetings of the Arrowhead Radio Amateur Club shall be held on the second Tuesday of each month, unless ordered otherwise by the Club or the Executive Board.

*Section 2.* The December meeting shall be known as the annual meeting and shall be for the purpose of electing officers and other Club business.

*Section 3.* Fifteen (15%) of the paid membership shall constitute a quorum for regular Club meetings.

*Section 4.* Special meetings may be called by the President or by the Executive Board, and shall be called at the written request of ten members of the Club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, a minimum of three day's notice of a Special Meeting shall be given.

## ARTICLE VI

### EXECUTIVE BOARD

*Section 1.* The officers of the Arrowhead Radio Amateur Club: President, Vice President, Secretary, and Treasurer, and three other elected members, constitute the Executive Board.

*Section 2.* The Executive Board shall have general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club, and perform such duties as are specified in these Bylaws. The Board shall be subject to the orders of the Club, and none of its acts shall conflict with actions taken by the Club.

*Section 3.* The Executive Board shall meet on the first Tuesday of each month, unless another day (previous to the regular Club meeting) is chosen at or before a previous regular Club meeting.

*Section 4.* Five members of the Executive Board shall constitute a quorum for Executive Board meetings.

*Section 5.* Executive Board meetings shall be open to any member of the Club, who may propose items for the meeting's agenda. Only members of the Executive Board may make motions or vote during Executive Board meetings. Any member may, at the discretion of the President, be heard at Executive Board meetings. Non-members may attend at the discretion of the President.

*Section 6.* A member of the Executive Board may be deposed for cause (misconduct or neglect of duty) by a two-thirds vote of those present at a regular meeting, if no prior notification has been given, or by a majority vote at a regular meeting if notice has been given in the Club Newsletter prior to the meeting.

## A.R.A.C. 34/94 W0GKP REPEATER

### CONTROL CODES

Autopatch Access -- Enter 94 + Number all in one string.

Drop Autopatch -- Enter the # key.

Redial Last Number -- Enter 95

Reverse Autopatch Answer -- Enter 96

Speed Dial Numbers -- Enter the corresponding number for the emergency service needed.

Personal Speed Dial Numbers -- Enter the corresponding number for the amateur needed.

Clock -     111 --- Time Only  
              112 --- Date Only  
              113 --- Time and Date

### EMERGENCY SPEED DIAL NUMBERS

911 St. Louis County 911 System (Includes Duluth Police, Fire, Ambulance)  
912 Douglas County 911 System (Includes Superior Police, Fire, Ambulance)  
913 Weather Information Recording  
914 Minnesota State Patrol  
915 St Louis County Civil Defense  
916 Douglas County Civil Defense  
917 Road Information - Duluth Area  
918 Carlton County 911 System  
919 Duluth Police Non-Emergency  
920 Coast Guard Search and Rescue  
921 Future

Note: \* Time out for Emergency calls is 15 minutes.  
      \* Time out for Regular Calls is 4 minutes,  
      \* Personal speed dial numbers are also set at 4 minutes.  
      \* There is a warning message that comes on 30 seconds before the autopatch times out. This message is currently set to send AR.

Another question we as hams get asked many times is how to handle HEALTH AND WELFARE TRAFFIC. Where does that fit in the normal emergency net system? First is emergency and life safety. Second is priority. Medical supplies and communication between services effected in the event would most likely fall in this category. Thirdly, you guessed it, health and welfare! This type of traffic is last on the list. It gets done when all the other traffic of higher nature is complete. Also is the consideration of when it is practical. Example, in the California earthquake the NCS were deluged with requests for H&W info. The proper way we have found is to give it some time. The main way to confirm H&W is by the phone lines. What is one of the first things affected? The phones of course. There are moves afoot in the league to ban H&W traffic completely till the event NCS's are ready to take it, and then only outgoing for the first 24 to 48 hours into an event. Outgoing, referring to out of the disaster area, in hopes of cutting down on multiple requests for info on the same family from all 10 of the kids, if you see what we mean. Many people panicked in the early stages of the quake and flooded the telephone lines that were left up and further hindered communications for emergency personnel in the area! Often times family members have a better chance of getting info OUT, then you will getting in! If NCS does take your H&W traffic, make sure you know where to pick it up and then be there for it! It may take a while so remember that and be there. Also you will need full names, addresses, phone numbers, and alternatives if available, as in another neighbor etc. If you don't have that don't burden the NCS with an already difficult job. In the Calif. quake we received such a request. We explained what we had heard to the party by "listening" and asked them to give it a little time to let things settle down. If they had not heard from their family in 10 or 12 hours we would start traffic for them. We also instructed them that if they did receive a call to tell the people in the affected area that they would notify the other relatives to cut down on traffic in the emergency area. About three hours later we received a thankful call saying they had gotten a call and all were well and thanking us for our information and advise. Hopefully these tips will help you in your operating and make you a "TRUE HAM OPERATOR" in that you will be a PART OF THE SOLUTION and not PART OF THE PROBLEM. Thanks and 73.

Article submitted by: Duane Flynn, KB0AX, So. St. Louis County E. C.

<b>A</b>	<b>Alpha</b>	<b>B</b>	<b>Bravo</b>	<b>C</b>	<b>Charlie</b>	<b>D</b>	<b>Delta</b>
<b>E</b>	<b>Echo</b>	<b>F</b>	<b>Foxtrot</b>	<b>G</b>	<b>Golf</b>	<b>H</b>	<b>Hotel</b>
<b>I</b>	<b>India</b>	<b>J</b>	<b>Juliet</b>	<b>K</b>	<b>Kilo</b>	<b>L</b>	<b>Lima</b>
<b>M</b>	<b>Mike</b>	<b>N</b>	<b>November</b>	<b>O</b>	<b>Oscar</b>	<b>P</b>	<b>Papa</b>
<b>Q</b>	<b>Quebec</b>	<b>R</b>	<b>Romeo</b>	<b>S</b>	<b>Sierra</b>	<b>T</b>	<b>Tango</b>
<b>U</b>	<b>Uniform</b>	<b>V</b>	<b>Victor</b>	<b>W</b>	<b>Whiskey</b>	<b>X</b>	<b>X Ray</b>
		<b>Y</b>	<b>Yankee</b>	<b>Z</b>	<b>Zulu</b>		

## ARTICLE VII

### COMMITTEES

*Section 1.* The Executive Board shall be empowered to accept those who volunteer to perform services to the Club. Such services shall include, but are not limited to the following: Repeater Chair, Newsletter Editor, Club License Trustee, Program Chair, Property Chair, Parliamentarian.

*Section 2.* The Executive Board shall be empowered to recommend for removal from service anyone who, in the Board's judgment, has not satisfactorily performed the service for which they volunteered, by a vote of not less than three members of the Executive Board. The matter shall be submitted to a vote of the membership at the next general Club meeting.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Club may adopt.

## ARTICLE IX

### AMENDING THE BYLAWS

These Bylaws may be amended at any regular meeting of the Club by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **OFFICERS AND COMMITTEE CHAIRPERSONS**

The following list of responsibilities and/or duties of A.R.A.C. positions are provided so that you are aware of the obligations of that job before you volunteer, or are elected to any position. The various position descriptions may be modified, added to or subtracted from by the Executive Board and/or the membership whenever necessary.

### **PRESIDENT**

*Reference ByLaws, Art. III, Sect. 6i:* "The President shall preside at all regular Club and Executive Board meetings." Additionally, the President shall perform all duties pertaining to his office.

### **VICE PRESIDENT**

*Reference ByLaws, Art. III, Sect. 6ii:* "The Vice President shall assume the duties of the President at Executive Board meetings and Club meetings in the absence of the President." Additionally the Vice President shall be responsible for balancing the checkbook with the Treasurer monthly, and shall assume the duties of the Program Chairperson.

### **SECRETARY**

*Reference ByLaws, Art. III, Sect. 6ii:* "The Secretary shall take minutes at all regular Club meetings and Executive Board meetings and shall provide those minutes to the newsletter editor for publication before the next regular Club meeting." Additionally, the Secretary shall maintain a file containing all minutes, all correspondence, past newsletters, important documents and any other records relating to the Club.

### **TREASURER**

*Reference ByLaws, Art. III, Sect. 6iii:* "The Treasurer shall keep the Club checkbook and membership list up-to-date, provide a monthly report on Club financial assets, pay Club bills, and be authorized (as is the President) to sign Club checks." Additionally, the Treasurer shall collect dues and report all new members to the newsletter editor monthly.

## **GUIDELINES AND TIPS FOR EMERGENCY OPERATIONS**

The first thing to do is define a few terms. An EMERGENCY as defined by the F.C.C. is the immediate or imminent danger to life and/or property. A true emergency give us some operating privileges we don't normally have. Example, your unlicensed wife or child may have a flat tire while operating your car with the 2 meter radio in it. This in itself wouldn't constitute an EMERGENCY. If however it is during a snowstorm and it is twenty below out and they are miles from the nearest phone the picture obviously changes! Again however, if it happens in the mall parking lot and the mall is still open, the answer is to go use a phone in the mall. As always the clue is "USE IT DONT ABUSE IT".

The next question is how to properly join or interrupt an existing conversation. Some of these things have been picked up in various MANUALS and others were taught by "OLD TIMERS" over the years and bear repeating. The proper way to join a QSO is to throw your call in between breaks in the conversation. This adds another point of courtesy. Make sure you, the converser, leave enough room for someone to get in. Some of us get a little quick on the trigger! BREAK declares you have time valued traffic and need to get in quickly and should be recognized with promptness. A triple BREAK indicates an EMERGENCY and demands IMMEDIATE recognition on any band!

Obviously these things don't happen every day that is why it is important for us to pause for the BEEP on repeaters and just plain pause on HF and other simplex frequencies to allow such things to get in. This allows you to use the frequencies as they were intended but still making them available for others also. Next topic, operating on EMERGENCY NETS. This is a valuable part of our mandate and a service we as hams can be proud of. The first rule, if you will, is the NET CONTROL STATION or NCS is just that, IN CONTROL! You take your directions from him/her and do not talk to the NCS unless directed by him/her to do otherwise. Secondly, and most important, be a good listener! By this we mean unless the NCS is asking for check-ins or specific information requests that you can answer, don't say anything, just listen! While you are dropping in to say hi, someone may have a real need. If however, you do have what NCS needs, don't hesitate to give a hand! And how do we do that you ask? We give our call and then wait to be recognized by the NCS! Again understanding that NCS may be operating in less than ideal conditions, BE PATIENT! Your cooperation can make the difference between a smooth well-organized operation and a jumbled mess not worth the effort.

## WEDNESDAY NIGHT TWO METER FM NET

The A.R.A.C. Moose Lake two meter FM net meets on the 147.00/146.40 Club repeater every Wednesday night at 2100 local time. The preamble for this net is as follows:

QST QST QST This is (*your call*). QST QST QST This is (*your call phonetically*). My name is \_\_\_\_\_ and this is the Moose Lake Amateur Radio Net. The purpose of this net is to pass emergency and priority traffic, to exchange information of general interest to all amateur radio operators, and to stimulate the use of this repeater. This net is sponsored by The Arrowhead Radio Amateur Club and we invite all listeners to participate by checking in.

I will now stand by for any stations with emergency or priority traffic. Any station having emergency or priority traffic only, please call (*your call*). *<pause (if none continue)>*

Ok, I'll now move on to routine check-ins. Please list if you have any announcements, want ads, for sales, or other information for the group upon checking in.

First we'll take short time, mobile or low power stations, any short time, mobile or low power stations, please call (*your call*).

Now we'll take all other check-ins. Any stations wishing to check in, please call (*your call*).

Ok, let's go back and pick up the announcements and other traffic, and then we'll take late check-ins.

I'll now stand by for late check-ins. Any additional stations wishing to check in to the Moose Lake Amateur Radio Repeater net, please call (*your call*).

Ok, let's move on to routine station traffic and then I'll stand by one final time for late check-ins. (*Call each station which has checked in one at a time for whatever information that station wants to share.*)

OK, one last time. Any late stations wishing to check in to the Moose Lake Amateur Radio Repeater Net, please call (*your call*).

This has been the Moose Lake Amateur Radio Repeater Net. I want to thank all stations for checking into the net tonight. We had \_\_\_\_\_ check-ins. This been (*name and callsign*), your net control for this evening. I will now officially close the net at \_\_\_\_\_ pm local time, and return the repeater to general amateur use. Thank you, good evening and 73. (*your call*) is now clear.

## BOARD MEMBER

*Reference By Laws, Art III, Sect. 3:* "The three Executive Board members shall serve three-year terms, staggered so that only one Executive Board member shall be elected at each December meeting; they shall hold office until the close of the third December meeting after their election." Additionally, the Board members shall be responsible for selecting the recipient of the T. J. Reibold Memorial Award, shall constitute the Nominations Committee (with the senior member being the chairperson), and shall be automatically assigned as chairpersons of the Swapfest committee.

## TRUSTEE

1) The Trustee is the license holder for the Club callsign, W0GKP. This individual should be in close communication with the repeater chairperson to coordinate proper operation of the Club repeater.

2) The Trustee will have responsibility for the selection of control operators for the repeater and will preside over that appointed group.

3) The Trustee will also take care of all QSL cards that result from operating contests, or exercises such as Field Day. (The Club will provide supplies such as QSL cards, envelopes, and postage, as required.)

## CONTROL OPERATOR

Term: as appointed by the Trustee

Responsibilities:

1) to assure proper operation of the Club repeater as set forth by part 97 of the FCC rules and regulations.

2) along with other control operators and the license Trustee, to set policies that govern proper operation on the repeater system.

3) to shut down the repeater if violations occur and to relay the circumstances of the shutdown to the Trustee.

4) to activate tail messages on the repeater to indicate NETS, Club meetings, weather warnings, and the like, and to reset them at the completion of the activity.

## NEWSLETTER EDITOR

Typing is a requirement for this position or knowledge of someone that can type it up for you. A computer, word processor and quality printer would be of great benefit. Also, communications software and a modem would be helpful as some authors can send you their articles or information via a modem. In addition, the computer could be used to print mailing labels.

### **Discharge**

The deadline date for the following newsletter is printed on the inside front cover for the previous month. Deadlines are also announced at each regular meeting of the A.R.A.C. It is the newsletter editor's choice of printing company to use but cost considerations should be brought before the Executive Board. Because there are so many ways to put together a newsletter, the format shall be the responsibility of the editor.

Our current format is to print the newsletter on 8½ by 11 (landscape orientation) folded, so that each single sheet of the newsletter contains four pages (not consecutively numbered). Trim size 5½" by 8½".

Each issue is set and taped into shape. It should be delivered to the printer, along with an indication of how many copies will be needed, and a pickup target date. The bills go to the A.R.A.C. Treasurer.

### **What to print?**

The following articles can be counted on each month: minutes of the Board meeting; minutes of the Club meeting (according to the ByLaws, the Secretary should have that ready by each newsletter's deadline); the PREZ SAYS (front page); net roster (the editor has been making it up in strict rotation from the list of NCSs available); page two - the list of officers and other pertinent Club information. Filling the rest of the newsletter is what makes the editor's life interesting.

## TWO METER FM NET CONTROL

The A.R.A.C. two meter FM net meets on the 34/94 Club repeater every Sunday night at 2100 local time. The preamble for this net is as follows:

QST QST QST This is (your call) QST QST QST This is (your call phonetically). My name is \_\_\_\_\_. This is the Southern St. Louis County Emergency Services Net. The purpose of this net is to handle emergency traffic throughout the listening range of this repeater as well as pass traffic nationwide. This net is designed to provide training in emergency communications as well as a place to exchange information of interest to the entire amateur radio community served by this system. This net also supports the Amateur Radio Emergency Service, the National Weather Service, the National Traffic System as well as the Radio Amateur Civil Emergency Service. This net is sponsored by the Arrowhead Radio Amateur Club and we invite all listening to participate by checking in.

I will now standby for any stations with EMERGENCY or PRIORITY traffic. Any station having EMERGENCY or PRIORITY traffic only please call (*your call*). (*pause*) (*if none continue*)

I will now move on to routine check-ins. Please list if you have any announcements, want ads, for sales or other information for the group upon checking in. We also request stations outside the Duluth/Superior area to please give their location. I will first take short time stations or stations with formal traffic: (*pause for check-ins, moving to next category when complete*)

Mobile or low power stations?

U.P. of Michigan?

Stations in Wisconsin, excluding Superior?

Stations in Minnesota, excluding Duluth?

Stations in Superior?

Stations in Duluth?

Late check-ins from any area?

*(Now pick up stations listing traffic upon check-in. When completed with all traffic listed continue by saying:)*

Are there any late check-ins from any area, or anyone with further announcements, want-ads, for sales or any other information for the net please call now? *<If none, then complete the net with saying:)* Hearing no other check-ins, this has been the Southern St. Louis County Emergency Services Net on 34/94 repeater located in Duluth Minn. We would like to thank all those who participated by checking in this evening, we had \_\_\_\_\_ check-ins. This has been (*your name*), (*your call*) your net control for this evening. I will now officially close the net at *-(local time)-*, and return the repeater to general amateur use. Thank you, good evening and 73.

*<report number of check-ins, number of formal or emergency traffic, ending time and call sign of net control to our Southern St Louis County Emergency Coordinator>*

## PROGRAM CHAIRPERSON

The program chair should secure a program for each monthly meeting of the Club. The program should last 15-45 minutes; it should be of interest to the amateur community but may be of general interest, or educational. The chair should obtain the necessary equipment to put the program on: screen, projector, VCR, TV, or other required props.

## TEN METER CW NET CONTROL

The A.R.A.C. 10 meter CW net meets on 28.125 every Sunday night at 1930 local time. The NCS sets the exact frequency, and calls the net to order thus:

**ARAC ARAC DE <nsc' call> PSE QNI**

Checkins indicate their desire to QNI (check in) by sending a character ('E' or 'I', for example) and NCS repeats the character to invite the QNI-er to identify. NCS may engage in casual banter with those who QNI, or may continue to ask for further check-ins. All stations should refrain from transmitting until invited to by NCS.

NCS should keep a log of those who QNI for purposes of determining who deserves a Certificate of Participation. A report of the number of check-ins should be sent to our Southern St Louis County Emergency Coordinator. NCS should conclude the net in time for the SSB not to begin at 2000 local time.

## TEN METER SSB NET CONTROL

The A.R.A.C. 10 meter net meets on 28.450 every Sunday at 8pm local time. The NCS (Net Control Station) sets the exact frequency (28.450 is a popular spot, and, if the band is open, QRM may necessitate a move up or down several kHz) by calling the net to order:

**This is the A.R.A.C. Sunday night 10 meter net; net control is [callsign of NCS]. This is an informal net; those who wish to check in should call net control, [callsign].**

NCS should keep a list of those who check in (NCS should be number 1 on that list) and should call on each station, in the order they checked in, for their comments. After the list has been completed once, NCS should stand by for further check-ins, then, after they have had their say, go through the list again, and perhaps for a third and final time. The net should not be extended beyond 9pm so that it does not interfere with the 2 meter net. The total number of check-ins (including NCS) should be reported to our Southern St Louis County Emergency Coordinator; a good way to do this is to list a net report on the 2 meter net.

## FIELD DAY CHAIRPERSON

- 1) Make sure to send for field day package from ARRL
- 2) Secure a site (Thompson Hill Rest area?)
- 3) Set up a committee (operators, setup crew, etc)
- 4) Arrange for equipment (radios, coax, tents, power plants, etc)
- 5) Organize the setup the day of the event
- 6) Make sure that all equipment is returned to the owners
- 7) Clean up field day site
- 8) Make report to Club

## PICNIC CHAIRPERSON

- 1) Set a date:
- 2) Reserve a location, get permit and liquor license
- 3) Organize a committee; plan events and games; get volunteers to cook
- 4) Rent or purchase necessary items for picnic:
  - a. pop dispenser
  - b. keg of beer
  - c. corn
  - d. barbecues
  - e. groceries
  - f. sundries
- 5) Make sure site is cleaned up
- 6) Report finances

## PROPERTY CHAIRPERSON

The property chair maintains an inventory of all Club property. The inventory should contain the following: the name of each item with its model, serial number, date obtained, cost, and donor, if any. Elimination of inventory must include disposition of property: scrapped, stolen, given away, or sold--and for how much and to whom. The chair should be in possession or know the whereabouts of all Club property.

## **REPEATER CHAIRPERSON**

Term: 1 year

Responsibilities:

- 1) to maintain the Club repeater and interface
- 2) to suggest solutions to the Executive Board on repeater problems that cannot be fixed by the repeater committee
- 3) to maintain existing remote receive sites and write proposals on new sites as required. This includes design, specifications and installation of remote sites
- 4) to select a group of volunteers that will make up the repeater committee
- 5) to report to the Club at each monthly meeting on the status of the repeater system

## **SOCIAL CHAIRPERSON**

This position is dependent on the meeting location at which the meeting is held. As of the writing of this version of the handbook, WITC handles all of these responsibilities as part of the rental fee of the facility. Should the Club decide to move the meeting location, a person would have to be found to do the following:

- 1) pick up key for meeting site
- 2) pick up donuts for meeting night (3 dozen)
- 3) pick up supplies as needed (coffee, cups, cream, etc)
- 4) open up the building early on the meeting night
- 5) make coffee so it is ready when people start arriving
- 6) make sure building is clean, coffee pots are clean
- 7) return all furniture to original locations
- 8) make sure building is secure
- 9) lock building and leave key in mail chute
- 10) turn in monthly expenses (with receipts) to Treasurer for reimbursement

## **SWAPFEST CHAIRPERSONS**

The Swapfest tri-chair is made up of the A.R.A.C. elected Executive Board members. Their duties include:

- 1) selecting a date for the event (usually first Saturday in May)
- 2) selecting and reserving a location for the event
- 3) appointing a committee to handle the various tasks, including:
  - a) making a handout flyer for the event
  - b) sending flyers and press releases to all ham publications, TV and radio stations, and to individuals that attended the previous year's event
  - c) contacting and acquiring dealers and vendors
  - d) getting giveaway prizes for the Swapfest
  - e) printing tickets for the event
  - f) setting up special events or activities, such as VEC testing
  - g) setup of food concessions for the event
  - h) talk-in for the event
  - i) making sure that all supplies are purchased for Swapfest day
  - j) setting up the hall the day of the event
- 4) The Swapfest chair will also work closely with the Treasurer to maintain a record on income and expenses.