

**REFERENCE BOOKLET**  
**for**  
**AMATEUR RADIO OPERATORS**  
**associated with the**  
**WEST VALLEY AMATEUR RADIO CLUB**

**P. O. BOX 1573**  
**SUN CITY, ARIZONA 85372**

**20 September 1993**

**Revised 5 April 2004**



**THIS BOOKLET IS DEDICATED TO THE MEMORY OF**

**SAM LEWBEL, W7JHQ**

**WHO DIED IN 1992 AND LEFT BEHIND A GREAT**

**HERITAGE OF HAM RADIO.**

**HE WAS A FRIEND OF EVERY HAM**

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## **PREFACE**

**This booklet has been prepared to introduce all members of WVARC to club procedures, club meetings and club equipment that is intended for use by club members. However, there has never been any intent to deny any non-member any services or courtesies of our club. The information included should be especially helpful to new hams who have not experienced the benefits of club membership, such as the repeaters, club programs and the close friendship that can result from having a common meeting ground. If a member has need for additional information, please feel free to contact an appropriate committee member or club director.**

**This booklet will be issued to each member. If a member requires additional copies, he will be charged for them at the cost of preparation.**

**We encourage your comments and suggestions as to additional information which could be included in future revisions of this booklet.**

**This booklet was written and published through the combined efforts of George Hands, KE7DH, and Ralph Barr, WØDNO.**

## **CLUB DESCRIPTION AND MEETINGS**

**The WVARC originally started its existence in 1961 as the Sun City ARC and continued as such until 1987, when the members of the SCARC decided the time had come to expand the membership and welcome all persons interested in amateur radio.**

**The total membership at this date (September 1993) is approximately 420 and continues to increase. The club is the largest general purpose radio club in the state.**

**The club meets the first Monday of each month at the St. Clement of Rome Social Hall, about 4 blocks south of Bell Road on the west side of Del Webb Blvd (107th Ave.). The meetings start at 7:15 PM and are over by 9 PM and include a small business meeting and a program of current interest.**

**The Board of Directors meet the second Monday of the month at announced locations at 6 PM. If you care to attend a board meeting, call one of the members for location.**

**The club issues a newsletter every month containing items of interest to all hams plus special interest articles as they become available. All members are invited to participate in presenting items for publication. Also accepted are "For Sale" and "Wanted" items. Items should be related to ham radio.**

**In addition to our monthly meeting, we have informal meetings every Thursday for lunch, and the second Saturday of the month for breakfast. Time and location change from time to time, so listen for repeater announcements or ask one of the members.**

# COMMITTEES

A club such as ours becomes a viable club only because many people are willing to donate some time and effort to the betterment of Ham Radio and unless your health prevents you from participating all members should contribute any of their skills to improve the Club and ham radio in general. Some of our committees are:

1) The Board of Directors is first and foremost. During the year, the nominating committee will be looking for potential members of the Board of Directors, which includes the President, Vice President, Secretary, Treasurer and 4 Board members (Directors). The immediate past President also serves on the Board. We should recognize that continuity will give the Club a Board with experience and better outlook on the problems that will come before it, so those members who aspire to become members of the Board should do so with the thought in mind that it is desirable to spend more than one year on the Board.

2) The Membership Committee is key to the Club's growth. The Committee receives, validates and reports on membership applications. It also introduces new members and guests to the membership.

All members should consider themselves members of this committee. If you know a ham in the area who needs a club connection, invite him to attend our meetings.

3) The Public Relations Committee duties include:

- \* Advising the following organizations of the existence of the committee and its mode of operation.
  - The Sun City Home Owners Association
  - PORA (Property Owners Residents Association)

- Other organizations as may be deemed appropriate by the Board of Directors.

- \* Assist in maintaining a position of cooperation and establishing good relations for the Club membership within the community and among its residents.
- \* Promoting good public relations by and for the Club in this area by making news releases of all Club activities and amateur communications activities which may affect residents of the community.

4) The RFI/TVI (Radio Frequency Interference/Television Interference) Committee investigates reports of interference and recommends remedial action. The Committee Chairman or other committee member customarily visits the party making a complaint, arranges for mutual observation of the problem prior to making a technical appraisal of the cause and concludes with his recommendations.

5) The Program Committee provides interesting programs for meetings. The Committee has the authority to set dates for the appearance of speakers, after consultation with the President.

6) The Nominating Committee might be the most important committee we have, because they are the ones who search out and recommend a slate of officers for the ensuing year. In preparing their recommendation for each office, the committee interviews prospects for the various offices and determines that the individual will accept the office, if elected.

7) The Auditing Committee duties include:

- \* Annually auditing all receipts, disbursements and other financial records of the Club.
- \* Reporting these findings to the membership at the January Club meeting.

No Club officer can be a member of this committee.

8) The Legal Committee provides members with advice if they are involved in disputes concerning their amateur radio activities when these disputes cannot be resolved by other means. It also advises members regarding legal consequences of their actions and seeks the help of ARRL's Legal staff when appropriate.

**The Committee monitors the legal problems of hams in other areas, and notes any resolution;**

*The advice of this committee will be based on its best judgment, but the Committee will assume no responsibility for the result of actions following this advice. The Committee will not participate in litigations on behalf of members.*

**Because of special requirements, the Legal Committee may be operational only when volunteers with suitable legal backgrounds are available.**

**9) The Public Service Committee is the committee everyone can participate in. Even those who are unable to leave their homes can participate in this important committee, and it is an excellent way for new members to become acquainted with other club members. The committee provides communication for any event that requires on-the-scene communications; mobile and/or HT's (Handi-Talkies) are usually required.**

**10) The Membership Service Committee. This committee will assist any member with any problems that he needs help with, such as antenna work, assistance with his equipment and any other items he cannot accomplish by himself. Since we have members who are partially or totally disabled, this committee is an important one. New members may also utilize this committee to help them get on the air.**

11) The Education Committee offers the opportunity for all members and non-members to attend classes for entry into ham radio and upgrading for all classes of ham licenses. They are usually offered in the Fall of each year, and if there are enough registrants, an additional class will be offered after January 1.

Any person who has ideas concerning other classes should talk to the Chairman of the Education Committee.

**Other Committees:**

**GREETER**

**MEMBERSHIP**

**SILENT KEYS**

**BANQUET**

**SWAP MEET**

**AWARDS MGR**

**VEC PROGRAM**

**REPEATER MAINTENANCE**

**NEWSLETTER**

**ARCA REP**

**VACATION NET**

**2-METER NET**

**ELMERS**

**BADGES AND EMERGENCY SIGNS**

## **DUTIES OF MEMBERS**

**All members of any Amateur Radio Club must realize that the success of a club is directly related to membership participation in all activities. These activities will be discussed in the chapters that follow.**

**This club has been fortunate in having members who have donated a lot of their time and knowledge to the necessary activities that have made this club known not only here in the west valley but even in many of the states and the FCC.**

**Some of the activities a member can become involved in are the following:**

- 1) Be an officer of the Club (President, Vice President, Secretary, or Treasurer).**
- 2) A member of the Board of Directors**
- 3) The Emergency Service Committee**
- 4) The Technical Committee**
- 5) The Public Service Committee**
- 6) The Membership Service Committee**
- 7) Others**

## REPEATERS AND PROCEDURES

The WVARC presently has two repeaters on the air. The first one we acquired was assigned the call KE7DH and it operates on the frequency of 147.30/147.90 MHz. This means you will receive on 147.30 MHz and transmit on 147.90 MHz. The repeater receives on 147.90 MHz and transmits on 147.30 MHz.

The second repeater was assigned the call NY7S and operates on 449.80/444.80 MHz. This means you will receive on 449.80 MHz and transmit on 444.80 MHz. The repeater receives on 444.80 MHz and transmits on 449.80 MHz.

### PHONE PATCHES

The following procedure is for the phone patch on the 147.30 MHz repeater. (There is no phone patch on the 449.80 MHz repeater. This capability will be added in the near future.)

To access the 147.30 MHz repeater phone patch

- 1) Hold the PTT (Push-To-Talk) key down and express your intent to use the patch ("This is your call accessing the autopatch"), press the access code \*83 on the touch pad and continue to dial the desired number. At this point release the PTT key.
- 2) The repeater will identify the autopatch has been accessed by saying "autopatch".
- 3) At this point you may press and release your PTT key and the number will go through.
- 4) If you wish to verify the number you called, do not push the PTT key and the repeater will repeat the number.
- 5) At this point instantly push and release the PTT key and the number will go through.
- 6) When the call is complete, press the # sign and release the PTT key. The repeater will state "call complete".
- 7) Push the PTT key and ID (identify yourself) with your call ("This is your call clearing the autopatch").

Note- The preferred procedure for making an emergency call is covered on the following page.

**You can use the above procedure to place an emergency call, the sequence being \*839111. The call will take longer to process due to the added steps, identified above. The timeout will also be shorter, remaining at 3 minutes.**

### **TOUCHTONE PAD TESTING**

**If you wish to test your touchtone pad you can start the program by pressing touch tone number 5, then go through the numbers 1 through 0 and \*, #. The repeater will repeat the numbers and \*, # back to you. If it misses any, the TT (Touch-Tone) may have something wrong with it.**

**If you suspect there is a problem with your TT, you may want to repeat the any portion of the above test or enter one or more TT digits multiple times.**

### **GENERAL REPEATER INFORMATION**

**The repeater will automatically ID (identify itself) every 10 minutes and at the release of the PTT key.**

**Be aware that the repeater timeout is set to 3 minutes (except for emergencies while using the 1239 access code, as noted on the following page). You can reset the timeout by releasing your PTT key and after you hear the beep, continue with your call. This will also give a breaker the chance to ask for a break. Always give the breaker a "go ahead"; it may be an emergency.**

**From time to time the repeater will have a message programmed into the output, following the ID. It will tell you of coming meetings or other Club-related activities.**

## REPORTING EMERGENCY SITUATIONS

First consideration is one where a life is endangered. You may access the 911 emergency line by using the following procedure.

- 1) Hold the PTT key down and express your intent to make an emergency call on the patch ("This is your call accessing the phone patch for an emergency"), press the emergency access code 1239 and release the PTT key.
- 2) Wait for the 911 operator to answer. Provide the operator with the nature and location of the emergency.
- 3) Let the operator ask any additional questions. (The repeater timeout is set to 10 minutes in emergencies.)
- 4) When the call is complete, press the # sign and release the PTT key. The repeater will state "call complete".
- 5) Push the PTT key and ID (identify yourself) with your call ("This is your call clearing the autopatch").

When calling on road emergencies, you should be prepared to respond to the following questions:

- \* Exact location. (On a double lane you should be able to tell them the direction of traffic flow, e.g. N-S-E-W.)
- \* How many injured and what type of equipment will be needed, such as ambulance, fire truck, etc.
- \* Is traffic flowing or blocked.
- \* Road mileage marker, if available.

If the emergency is one not involving a life, you may call the following offices direct and ask for assistance:

	<u>POLICE</u>	<u>FIRE</u>
Phoenix	262-6151	253-1191
Glendale	931-5500	931-5600
Peoria	979-4222	262-6297
Sun City/Sun City West	256-1011	256-1011
Youngtown & Surprise	974-3365	974-3365
Maricopa Sheriff	256-1011	256-1011
DPS	223-2000	

## **PUBLIC SERVICE**

**Our members have provided valuable service in our area and we hope to promote this service and develop more members with the necessary equipment to increase our value to the public. After all, that's what the first paragraph of the FCC rules and regulations, Part 97.1 Basis and Service, requires of us. We must remember amateur radio is primarily a public service and secondarily a hobby. While enjoying it as a hobby, it is essential that we improve our skills to be used, as needed, during an emergency. We must be ready when called upon.**

**The WVARC is an affiliate of the American Radio Relay League. The League has signed agreements of memoranda with the following organizations that officially recognize mutual cooperation in the area of communications:**

**American Red Cross  
Associated Public Service Officers, Inc. (APSO)  
Federal Emergency Management Agency (FEMA)  
National Communications Systems (NCS)  
Salvation Army  
National Weather Service (NOAA)**

**The Club also encourages you to become a member of the ARRL.**

**The WVARC has in the past several years provided service for local law enforcement agencies, the Chamber of Commerce, area hospitals and paramedic facilities. In order to be able to meet the requirements of the service, the Club has a plan to alert all members to the needs of the moment.**

**The first call will be over the repeaters. The calling person will give the emergency location, how many hams and type of equipment needed. The Club also has a network that enables us to call and alert anyone not listening to the repeater. We have area captains who are usually in touch with the hams who live in their area. The Chairman of the Public Service Committee will alert his captains as**

**to the needs at the location of the emergency. Each captain in turn will call members in his area to raise the necessary number of hams with equipment who are able to respond to the call.**

**The geographical layout for the captains is:**

- Zone 1 Western part of Sun City West**
- 2 Central part of Sun City West**
- 3 Eastern part of Sun City West**
- 4 Youngtown &  
Southern part of Sun City**
- 5 Central part of Sun city**
- 6 Northern part of Sun City**
- 7 Phoenix**
- 8 Glendale**
- 9 Peoria**

**Our Club has agreements with Del Webb Hospital in Sun City West and with Boswell Hospital in Sun City. These agreements require WVARC to provide communications when their telephone systems fail. Both hospitals provide the Club with a telephone line to each repeater.**

**We also have a similar agreement with Vencor Hospital in Youngtown.**

## NEWSLETTER

The Short Skip, the Club newsletter, provides members with information on the monthly Club meetings, special events, and articles of special interest. It also has free "Want Ads" for Club members buying or selling amateur radio-related electronics equipment.

Club members are encouraged to participate in writing articles for the Short Skip. These articles should be of general interest to the membership and can cover any aspect of amateur radio.

The Short Skip is published monthly, except for June and August. Information about the June and August club meetings, as well as other Club activities during this period, is usually included in the May and July issues.

## NETS

The Daily Call-In Net is held at 9 AM on the 147.30 MHz repeater. It is especially for shut-ins but everyone is welcome to check in.

The Wednesday Night Net is held at 6:45 PM on the 147.30 MHz repeater. This net provides information on Club meetings, other Club-related activities as well as local and national ham radio news. Members as well as others interested in participating in the net are encouraged to check-in.

The 20 Meter Vacation Net is held on Monday and Friday from mid-May through mid-October at 10:15 AM (Arizona time) on 14.240 MHz. The primary purpose of this net is to maintain contact with those hams who have left the Phoenix/Sun City area during the summer months. Anyone leaving the area for the summer is encouraged to participate in this net.

# **CONSTITUTION OF THE WEST VALLEY AMATEUR RADIO CLUB, INC.**

## **ARTICLE I**

### **NAME AND PURPOSE**

**Sec. 1 This organization is incorporated as a non-profit organization and shall be known as the West Valley Amateur Radio Club, Inc.**

**Sec. 2 The purpose of this organization shall be:**

- a. To obtain the pleasure and benefits of association with persons mutually interested in Amateur Radio, Electronics and Radio Communications.**
- b. To provide emergency communications when and where needed.**
- c. To further the interests of this organization in the community and to promote universal good fellowship among all radio/electronics minded persons.**

## **ARTICLE II**

### **MEMBERSHIP**

**Sec. 1 The membership of this organization shall consist of anyone having a bonafide interest in Amateur Radio.**

## ARTICLE III

### OFFICERS

**Sec. 1 Officers of this organization shall be: President, Vice-President, Secretary, Treasurer, and four directors, and shall serve without compensation.**

~~**a. All officers shall be elected for a term of one year.**~~

**a. Section 1(a). All officers shall be elected for a term of year except the four directors who shall hold office for staggered terms of two years each.**

**In order to implement staggered terms for the directors, at the election for the 1997 year, two directors shall be elected for a term of one year and two directors shall be elected for a term of two years.**

**Thereafter each Director shall be elected for a two year term.**

- b. Officers shall be nominated at the regular November meeting and elected at the December meeting. They shall take office at the January meeting.**
- c. The elected officers and the immediate past President shall constitute the Board of Directors.**
- d. If an elected officer is unable to complete his/her elected term for any reason, the board of directors shall appoint a replacement for the duration of that position's elected term**

**Sec. 2 Any officer may be removed from office by a three-fourths vote of the active members present at a regular or special meeting, provided notification has been given to all members.**

## **ARTICLE IV**

### **AMENDMENTS**

**Sec. 1 This Constitution has been drawn in order that members shall have control of the Club affairs through their duly elected officers. Any amendments hereto shall require a three-fourths vote of the active members present at the meeting at which Amendments are voted upon to become effective. Proposals for Amendments shall be submitted in writing to the President by at least two active members and shall be presented at a regular or special meeting but shall not be voted upon until the following regular meeting.**

# **BY-LAWS OF THE WEST VALLEYAMATEUR RADIO CLUB, INC.**

## **ARTICLE I**

### **MEMBERSHIP**

- Sec. 1** Upon completion of the membership application and payment of the current year's dues, the applicant will become an active member.
- Sec. 2** The Club subscribes to a code of ethics embodied in what is popularly known as the "Radio Amateur Code". Any member conducting or deporting himself as a radio amateur in a manner that is deemed detrimental to the best interests of the Club or amateur radio in general, shall first be warned by the Board of Directors and if such conduct continues willfully and intentionally, such member may have his membership terminated by a majority vote of the members present and voting at any regular or special meeting of the Club. He may be reinstated by a similar procedure.

## **ARTICLE II**

### **DUTIES OF OFFICERS**

- Sec. 1** The governing authority of this organization shall be the Board of directors.
- a.** For voting purposes, four members of the Board shall constitute a quorum.
- Sec. 2** The duties of the President shall be to preside at all meetings, to uphold the Constitution and By-Laws, appoint all committee chairmen and also to dissolve all committee appointments when he deems same necessary, to act as ex officio member of all committees, to appoint all officers pro-tem and to perform all other duties pertaining to this office.

- Sec. 3** The Vice-President shall assume all the duties of the President in his absence, and shall perform other duties as may be delegated by the President.
- Sec. 4** The Secretary shall keep an accurate record of the proceedings of the Club and the Board of Directors. He shall send out all meeting notices, conduct all official correspondence of the Club, and keep the Membership Roster and the Constitution and By-Laws up to date. He shall preserve the Club records for a minimum of three years.
- Sec. 5** The Treasurer shall receive all monies of the Club and shall make all proper disbursements upon authority of the President. He shall keep accurate accounts of all receipts and expenditures and report thereon at each regular Club meeting. The Treasurer will preserve all financial records for a period of seven years prior to the current year. Checks may be signed by either the President, Secretary or Treasurer for day to day expenses such as postage, printing, etc. Up to \$150 in any one month may be incurred by an officer of the Club. Specific expenses in excess of \$150 must have the vote of the membership. ~~The Treasurer will be bonded if the Club funds exceed \$5,000. The Treasurer shall submit a detailed report at the December meeting, after audit by the auditing committee.~~ The Treasurer will be bonded if the Club funds exceed \$10,000 for more than 30 days. At each January meeting, the Outgoing Treasurer will provide the prior year's financial report to the membership. The Audit Committee shall complete the Annual Audit no later than January 25. Results of the audit shall be provided to the membership no later than the March meeting, at which time a membership vote should be taken for approval.

## **ARTICLE III**

### **ELECTION OF OFFICERS**

- Sec. 1** Any active member in good standing shall be eligible for any office.
- Sec. 2** Nominations may be made from the floor, including recommendations of the Nominating Committee.
- Sec. 3** The President shall appoint an Election Committee to officiate during elections.

## **ARTICLE IV**

### **MEETINGS**

- Sec. 1** Regular meetings shall be held on the first Monday of each month, or as announced by the Secretary.
- Sec. 2** Special meetings may be called by the President, who must declare the business to be transacted at such Special meeting.
- Sec. 3** A Special meeting shall be called by the President upon written request of two active members in good standing, this request to be addressed to the President.
- Sec. 4** Meetings shall consist of the following elements:
  - a.** Call to order.
  - b.** Reading and approval of unapproved minutes of previous meetings.
  - c.** Treasurer's report.
  - d.** Reading of communications.
  - e.** Introduction of visitors.
  - f.** Reports of Committees.
  - g.** Old business.
  - h.** New business.
  - i.** Introduction of new members.
  - j.** Introduction of speakers or program.
  - k.** Adjournment.

**Sec. 5 A quorum shall consist of those active members present at the regular or special meeting in question.**

## **ARTICLE V**

### **COMMITTEES**

**Sec. 1 There shall be the following committees: Membership, Public Relations, RFI/TVI, Program, Nominating, Auditing, Legal, and such other committees as the President may deem necessary. Chairmen of these various committees will be appointed by the President. Except for the Nominating Committee, whose members will be appointed by the President, other committee members will be appointed by the respective committee chairmen.**

**Sec. 2 The duties of the Membership Committee are to receive and report membership applications, validate such applications under article I of the By-Laws, maintain membership records, and introduce new members and guests to the membership.**

**Sec. 3 The duties of the Public Relations committee shall be to:**

- a. Advise the following named organizations of the existence of the committee and its mode of operation.
  - 1) The Sun City Home Owners Association**
  - 2) PORA (Property Owners Residents Association)**
  - 3) Other organizations as may be deemed appropriate by the Board of Directors.****
- b. Acting as third party, assist in maintaining a position of cooperation and establish good relations for the Club membership within the community and among its residents.**
- c. Promote good public relations by and for the Club in this area by appropriate news releases of all Club activities and amateur communications activities as may affect residents of the community.**

**Sec. 4** The duties of the RFI/TVI (Radio Frequency Interference/Television Interference) Committee shall be to investigate reports of such interference and to recommend to parties concerned appropriate remedial action. The Committee Chairman or other committee member customarily visits the party making a complaint, arranges for mutual observation of the problem prior to making a technical appraisal of the cause and concluding recommendations.

**Sec. 5** The duty of the Program Committee is to provide interesting programs for meetings. The committee will have the authority to set dates for the appearance of speakers, after consultation with the President.

**Sec. 6** The duty of the Nominating Committee is to recommend a slate of officers for the ensuing year. In preparing their recommendation for each office, the committee will interview their prospects for office and ascertain that the individual will accept the office, if elected.

**Sec. 7** The duties of the Auditing Committee shall be:

- a. To audit annually all receipts and disbursements and financial records of the Club.
- b. To report thereon to the membership at the January regular Club meeting.

No officer shall be a member of this committee.

**Sec. 8** The duties of the Legal Committee shall be:

- a. to offer advice to members involved in disputes concerning their amateur radio activity when such disputes cannot be resolved by other committees;
- b. to advise members regarding legal consequences of proposed actions;
- c. to keep informed about legal problems of hams in other areas, and their resolution;

d. to seek the help of ARRL's Legal staff, when appropriate.

The advice of this committee will be based on its best judgment, but the committee will assume no responsibility for the result of actions following this advice.

The committee will not participate in litigations on behalf of members.

Because of special requirements, the Legal Committee may be operational only when volunteers with suitable legal backgrounds are available.

**Sec. 9** Tenure of all committees will be for one year, effective with the January meeting. Tenure of Special committees may be limited at the time of appointment.

## ARTICLE VI

### DUES

**Sec. 1** Annual dues for members shall be determined of the Board of Directors, payable in advance by the January meeting.

**Sec. 2** A new member who joins for the first time two months prior to the beginning of the Club year shall be considered as paid up for the following year. (This serves as a "good-will" gesture.)

**Sec. 3** A new member who joins between July 1 and November 1 shall pay one-half the annual dues.

**Sec. 4** Any member in arrears three months is liable for suspension at the discretion of the Board of Directors and shall have no voice in the meetings.

## **ARTICLE VII**

### **AMENDMENTS**

**Sec. 1 Amendments to these By-Laws may be by simple majority vote of the active members present at the meeting at which the amendments are voted upon to become effective. Proposals for Amendments shall be submitted in writing to the President by at least two active members and shall be presented at a regular or special meeting but shall not be voted upon until the following regular meeting.**

## **ARTICLE VIII**

### **RULES**

**Sec. 1 Robert's Rules of Order shall govern all proceedings of the Club.**