

NEW ON AIR CHECK IN PROCEDURES**Salt Lake County A.R.E.S., Inc.****Training Net Control Procedure**

[ARES402]

Revised 21 April 2010

Conduct pager test 5 to 10 minutes before the net. Dial (801) 202-2737 then dial 88*146880, hang up. Use the 449.900R100.0 to link the 146.880R88.5, 223.940R100.0 and 449.900R100.0 repeaters for linked net operation. Using DTMF, transmit *412; an automatic status announcement will follow on 449.900R100.0; make the announcement manually on 146.880R88.5.

Calling stations have the responsibility to be heard. Stations too weak to be heard must change transmitting conditions and try again; they will know they have not been heard by not being acknowledged by NCS.

Acknowledge stations only by repeating their call sign using ITU phonetics. Acknowledge only stated business as an affirmation that NCS recognizes business from the station, not the absence of business or traffic. Do not repeat any other information unless there is a question as to accuracy.

Acknowledge only stations checking into the net that follow NCS instructions precisely.

If multiple operators are at a single station, they may be checked in together.

Do not acknowledge that stations have "doubled." Acknowledge only the station that you can copy. If you cannot copy either station, do not attempt to acknowledge either, just call for additional check-ins.

Run the net using the following text format. Net control does have some procedural and check-in latitude, but should not deviate from the basic text.

**"Calling the Salt Lake County Amateur Radio Emergency Service Net.
Calling the Salt Lake County Amateur Radio Emergency Service Net.
This is [your call using ITU phonetics]."**

"Salt Lake County ARES, Incorporated, is a non-profit Utah corporation whose mission is to train and provide a pool of qualified emergency and public service radio operators. We encourage all persons interested in emergency communications to join and participate, and check in to this net. You may obtain a membership application at any of our in-person meetings, which are generally held on the third Wednesday of each month. Applications may also be obtained on the Salt Lake County ARES web site, www.slcoares.org, or by sending a stamped, self-addressed envelope to Salt Lake County ARES, Incorporated, P.O. Box 26642, Salt Lake City, Utah 84126.

"This is a directed net; please do not transmit without acknowledgment from net control. Net control for this session is [your call using ITU phonetics], my name is [your name], and I am located in [your location]."

**"When checking into the net, please say, "This is" followed without pause by your call sign using ITU phonetics, the city where you are presently located, and the nature of any traffic that you may have. Please remember that "traffic" includes not only formal messages, but also announcements, inquiries, comments, and other items of general interest to the ARES group."
If there are any emergency or priority traffic please come now.**

Use one of the following procedures based upon instructions from Net Manager or EC. Periodically acknowledge check-ins. **USE PROCEDURE #1******



Salt Lake County A.R.E.S., Inc.

Training Net Control Procedure

[ARES402]
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[PROCEDURE #1]

"I will take check-ins from stations, three at a time, with suffixes beginning -
"ALPHA through ECHO ...
[then] "FOXTROT through JULIET ...
[then] "KILO through OSCAR...
[then] "PAPA through TANGO...
[then] "UNIFORM through ZULU..

[PROCEDURE #2]

"I will take check-ins from stations, three at a time, holding Level Five certification...
[then] "holding Level Four certification ...
[then] "holding Level Three certification...
[then] "holding Level Two certification...
[then] "holding Level One certification...
[then] "yet to certify..

At this point, conduct net business. Allow stations to:

- Run listed traffic,
- Introduce the net's trainer, and
- Make announcements,
- Present training.

[Present training here.]

After Training end the net calling for late check-ins and last minute business.

"This is [your call using ITU phonetics]. I will now take any additional check-ins for the Salt Lake County Amateur Radio Emergency Service Net...

"Is there any further business for the net this evening?"

"This is [your call using ITU phonetics] closing the Salt Lake County Amateur Radio Emergency Service Net at [We prefer hours in Zulu time] hours. All stations, standby until the repeaters are unlinked. An announcement will be made when the repeaters are returned to normal service. Thank you for your participation. [Your call], clear."

Using the 449.900R100.0 repeater, transmit *402 to unlink the repeaters. An automatic status announcement will follow; repeat the announcement manually on 146.880R88.5.

ITU	Alpha	Echo	India	Mike	Quebec	Uniform	Yankee
Alphabet	Bravo	Foxtrot	Juliet	November	Romeo	Victor	Zulu
	Charlie	Golf	Kilo	Oscar	Sierra	Whiskey	
	Delta	Hotel	Lima	Papa	Tango	X-ray	

MST			UTC		MDT		
12:00	0000	midnight		0700	1:00	0100	a.m.
1:00	0100	a.m.		0800	2:00	0200	
2:00	0200			0900	3:00	0300	
3:00	0300			1000	4:00	0400	
4:00	0400			1100	5:00	0500	
5:00	0500			1200	6:00	0600	
6:00	0600			1300	7:00	0700	
7:00	0700			1400	8:00	0800	
8:00	0800			1500	9:00	0900	
9:00	0900			1600	10:00	1000	
10:00	1000			1700	11:00	1100	
11:00	1100			1800	12:00	1200	noon
12:00	1200	noon		1900	1:00	1300	p.m.
1:00	1300	p.m.		2000	2:00	1400	
2:00	1400			2100	3:00	1500	
3:00	1500			2200	4:00	1600	
4:00	1600			2300	5:00	1700	
5:00	1700			0000	6:00	1800	
6:00	1800			0100	7:00	1900	
7:00	1900			0200	8:00	2000	
8:00	2000			0300	9:00	2100	
9:00	2100			0400	10:00	2200	
10:00	2200			0500	11:00	2300	
11:00	2300			0600	12:00	0000	midnight

FOR YOUR CONSIDERATION

ARTICLE III – Membership

Section 1 – Definition of Membership

Persons interested in amateur radio emergency communications are eligible for membership in the Organization (.) as ~~Operational, Supporting or Associate Members~~; membership classifications are defined in Article III, Section 3.

Section 2 – Election to Membership

Persons applying for membership in the Organization must complete a membership application and present the application and appropriate payment of current membership dues to the Assistant Emergency Coordinator of Finance. An application may be obtained at any Regular or Annual Meeting of the Organization or by mail sending a self addressed stamped envelope to the Organization's mailing address. Upon acceptance, the person's name will be entered into the Organization's roster and the appropriate certificate of membership will be issued

Section 3 – Membership Definitions

Section 3a – ~~Operational Members~~

~~Operational Members shall be at least age 21, hold a valid FCC Technician (or higher) license, and shall have completed the Organization's Level II certification. Currency requirements as defined in the Certification Plan must be met on an annual basis if certification advancement is not achieved. Operational Members shall be eligible to hold elected office, and to vote on issues of business presented before the Organization. Operational Member shall pay annual dues. Additional members of a family may qualify as Operational, Supporting or Associate Members by meeting the requirements as defined in Section 3.~~

Section 3b – ~~Supporting Members~~

~~Supporting Members shall be at least age 18, hold a valid FCC Technician (or higher) license, and have completed the Organization's Level I certification. Currency requirements as defined in the Certification Plan must be met on an annual basis if certification advancement is not achieved. Each Supporting Member shall pay annual dues. Supporting Members are not eligible to hold elected office or to vote on issues of business presented before the Organization. They may hold appointed positions as determined from time to time by the Board of Directors. (Board)~~
~~Under the direction and sponsorship of an Operational Member, Supporting Members are eligible to attend any training sessions and to assist in Amateur Radio communication support as requested by the Organization during an emergency or public service event.~~
~~A Supporting Member may request an upgrade to Operational Member upon completion of Operational Member requirements and payment of appropriate membership~~

~~Section 3c – Associate Members~~

~~Associate Members are those who do not meet the requirements as an Operational or Supporting Member. Associate Members are not eligible to hold elected office or appointed positions, and are not eligible to vote on issues of business presented before the Organization.~~

~~Associate Members shall be accompanied by an Operational Member at all the Organization's activities.~~

~~An Associate Member may request an upgrade to Supporting or Operational Member upon completion of Supporting or Operational Member requirements and payment of appropriate membership dues.~~

Section 3d - Lifetime Membership

Lifetime membership is reserved for those members who have demonstrated through years of service a commitment that has far exceeded the expectations associated with normal membership. This membership is for the lifetime of the recipient and requires no additional payment of membership dues. A member may be recommended for this honor by a signed petition of five operational members. The recipient of this honor is approved by the board with an unanimous vote and then is presented to the group for a supporting vote.

Section 3 – Membership Definitions

Members shall hold a valid FCC Technician (or higher) license. All members shall pay annual dues and may vote on issues of business presented before the Organization including election of officers. Currency requirements as defined in the Certification Plan must be met on an annual basis if certification advancement is not achieved. All Members are eligible to attend any training sessions and to assist in Amateur Radio communication support as requested by the Organization during an emergency or public service event. Members having completed the Organization's Level I (or higher) certification may hold appointed positions as determined from time to time by the Board of Directors. (Board). Members having completed the Organization's Level II (or higher) certification shall be eligible to hold elected office.

~~Section 3d (3b) - Lifetime Membership~~

Lifetime membership is reserved for those members who have demonstrated through years of service a commitment that has far exceeded the expectations associated with normal membership. This membership is for the lifetime of the recipient and requires no additional payment of membership dues. A member may be recommended for this honor by a signed petition of five members. The recipient of this honor is approved by the board with a unanimous vote and then is presented to the group for a supporting vote.

Section 4 – Term of Membership

Membership shall be granted for a period one calendar year, beginning at the time of election to membership or renewal of membership and expiring December 31st of that year.

ARTICLE V – Discipline

Section 1 – Termination of Assignment

Any member unable to perform the duties assigned can be relieved by the Event Coordinator (EEC). The Event Coordinator shall submit a written report to the Board of any action taken. The Board will review the report of the Event Coordinator and can take appropriate action as required.

Section 2 – Suspension or Revocation of Membership

Any member shall be suspended or expelled for cause by action of the Board. The member shall be furnished with a written statement of the charges against the member and shall be given at least fifteen (15) days notice of the time and place the charges will be considered by the Board. Every member shall have the right to appear before and be heard by the full Board of Directors before final action is taken.

Section 3 – Removal from Office

Should an officer or director (accused) be deemed guilty of misfeasance, charges shall be preferred against the accused in writing by five ~~Operational~~ Members of the Organization. The charges shall be presented to the Emergency Coordinator or Assistant Emergency Coordinator of Operations. The Board shall call a Special Meeting of the membership to try the accused. The Board of Directors shall furnish the accused with a copy of the preferred charges, and written notification of the time and place of such Special Meeting no less than ten (10) days in advance. A vote of two-thirds of ~~Operational~~ Members present at the Special Meeting, providing there is a quorum present, will be sufficient to sustain the charges and declare the position of the accused vacant.

ARTICLE VI – Membership Meetings

Section 1 – Annual Meeting

The Board of Directors shall hold the Annual Meeting of the general membership on the third (3rd) Wednesday of November each year at a location designated.

The agenda for the Annual Meeting shall be prepared by the Board, and shall be of this format: Introduction of Guests, Reading of the Minutes of the previous Annual Meeting, Financial Report, Report of the Board of Directors, Reports of Officers, Reports of Standing Committees, Proposals for Nomination of Officers and Directors, Election of Officers and Directors, Unfinished Business, New Business, and Adjournment.

Section 2 – Regular Meeting

Regular Meetings of the Organization shall be held on the third Wednesday of each month, other than November, at a location designated, except that the Board may change this schedule by notifying the membership at least 10 days prior to the meeting.

Section 3 – Training Net

Each Wednesday, other than on Regular and Annual Meeting nights, the Organization will conduct a radio net for the purpose of training, for conducting appropriate over-the-air Organization business, and for announcement of upcoming events. All licensed amateur radio operators are encouraged to participate.

Section 4 – Board Meeting

The Board shall meet once a month for the transaction of business. A quorum of the Board shall consist of five Board members. Any matter may be passed on the affirmative vote of a majority present at a duly called meeting, except for determination of dues. The determination of dues requires a three-fourths majority vote of the board present.

Section 5 – Special Meeting

Special Meetings may be called by the Board, or upon petition signed by 10% of the ~~Operational~~ Members. Any petition shall specify in detail the propositions to be placed before such meeting. The members shall be notified of the time and place of the meeting not less than 10 days prior to such meeting.

ARTICLE VII – Voting

Section 1 – Voting

~~Operational~~ Members in good standing are eligible to vote in elections and on issues of business presented before the Organization.

~~Operational~~ Members shall be present to cast their vote. There shall be no proxy voting.

Section 2 – Definition of Quorum

A quorum shall consist of no less than 50% of the attending enrolled ~~Operational~~ Members after proper notification of 45 days as required by Utah State Code

ARTICLE VIII– Officers of the Organization

Section 1 – Election and Appointment

The officers shall be elected by the membership and/or appointed by the Emergency Coordinator.

Section 2 - Elected Officers

The elected officers of the Organization shall be an Emergency Coordinator (EC), an Assistant Emergency Coordinator (AEC) of Operations, an AEC of Planning, an AEC of Logistics, an AEC of Finance, and an AEC of Public Relations. Board Members shall be encouraged to hold membership in the Amateur Radio Relay League (ARRL). The term of each elected office shall be two years commencing at the close of the Annual Meeting for which that office is presented for election. No officer shall hold the same office for more than ~~two~~ (five) consecutive terms

ARTICLE X – Elections of Officers

Section 1 – Continuity of Organization

Elections of officers shall be staggered to provide for the continuity of the Organization. The offices of the Emergency Coordinator, AEC of Logistics, and AEC of Public Relations shall be elected during the Annual Meeting held in even numbered years. The offices of the AEC of Operations, AEC of Planning, and AEC of Finance shall be elected during the Annual Meeting held in odd numbered years.

Section 2 – Nominating Committee

On or before the first day of September of each year, the EC shall appoint, subject to the approval of the Board, a nominating committee of at least three members. The nominating committee shall prepare a report to the EC listing recommended candidates for the offices scheduled for election at the Annual Meeting.

The committee shall consist of ~~Operational~~ Members only.

Section 3 – Report of the Nominating Committee

The Report of the Nominating Committee (report) shall be presented to the EC prior to the Board Meeting preceding the October Regular Meeting or before the October Regular Meeting whichever is earlier.

The EC shall present the report for review by the Board at the Board Meeting preceding the Regular Meeting in October.

The EC shall cause the report to be presented to the membership at the Regular Meeting in October and to be published to the membership during the training nets preceding the Annual Meeting.

The report shall form the basis of the ballot to be used for elections held during the Annual Meeting.

Section 4 – Nominations from the Floor

Nominations for elected offices shall be accepted from the floor during the October Regular Meeting and prior to elections during the Annual Meeting. Nominations must be received from ~~Operational~~ Members.

Candidates nominated must be ~~Operational~~ Members level 2 or above in the certification plan.

Section 5 – Election Process

Officers shall be elected by written ballot. With a quorum present, a simple majority of votes cast shall elect.

Article XVI- Dissolution Authority (new)

If at such time it becomes necessary to dissolve the incorporation of the Organization. The Incorporating Directors are authorized to dissolve the corporation of the Organization in accordance with Utah State Code. The funds raised through any equipment sales to be used to offset the final expenses of the Organization and any additional funds or equipment to be donated to a qualified amateur radio group providing for emergency communications.