

**W9TE**  
**MEMBER HANDBOOK**

The contents of this Handbook are intended to provide a single point of information for members of the Fort Wayne Radio Club about the Club and about significant amateur radio matters. It is not intended as a substitute for other Amateur Radio publications.

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## **MEMBERSHIP INFORMATION**

### **Fort Wayne Radio Club History**

The Fort Wayne Radio Club traces its roots through predecessor Clubs back to 1916. The 1916 group was one of the earliest radio Clubs in the USA. The current name of the Club came into use during 1930. Predecessor Clubs were:

1916	Fort Wayne Radio Association of Indiana
1919	YMCA Radio Club
1920	Old Fort Spark Gang
1922	G.E. Fort Wayne Radio Club
1924	Knights of the Midnight Key
1928	Radio Traffic Association of Fort Wayne
1930	Fort Wayne Radio Club
1986	FWRC merges with the Fort Wayne Repeater Association

The FWRC has the original "Certificate of Affiliation" with the ARRL. The Certificate is dated January 25, 1930. It is signed by the "father of Ham Radio", Hiram Percy Maxim. The Club also has a certificate for 50 year of ARRL affiliation.

### **Highlights Of Past Fort Wayne Radio Club Activities**

The first ARRL Indiana Convention was held in Fort Wayne, IN on July 17-19, 1924.

On April 3, 1928, Wade Pitcher (9AAI) was authorized to contact the city about procuring radio equipment for "protection of the community in times of disaster". Pitcher was attributed as having "built" and installed the first police radio system.

In 1947, the Naval Reserve made their transmitter available to FWRC members for operation as Club station W9RJY.

In 1948, the Club provided emergency communications for local surrounding communities cut off by an ice/wind storm. The emergency situation lasted for about a week.

In 1951, the FWRC Mobile Group (10 meters) assisted in two disasters. On April 28, a United Air Lines plane crashed near Baer Field. UAL later presented FWRC with a check for \$100 (remember, this is 1951!). A Wabash passenger train collided with a Nickle Plate Freight train at the New Haven cross-over later on in the summer. The Club was granted space in the Red Cross building for meetings and a station.

## **The Purpose Of The Fort Wayne Radio Club**

The Fort Wayne Radio Club, Inc. exists to promote the hobby of Amateur Radio. The Club supports and actively encourages all forms of amateur radio operation and technology development. The FWRC is an ARRL Special Service Club.

## **Membership In And Contacting The Club**

Membership in the Club is open to all persons. Membership is obtained by paying the required annual dues. Full voting membership is granted to a currently licensed amateur radio operator who has paid the current dues. The Club offers individual, family, student, and associate memberships. The Club may be contacted at:

***The Fort Wayne Radio Club, Inc.  
P.O. Box 15127  
Fort Wayne, IN 46885***

The Club normally meets on the third Friday of each month, starting at 7:30 PM. Meetings are currently held at the Good Shepherd United Methodist Church at the corner of Reed Road and Vance Avenue in the Northeast part of Fort Wayne. Anyone is welcome to contact any Club officer or member for information about the Club.

## **Club Website**

The Fort Wayne Radio Club maintains a website at [www.fortwayneradioclub.org](http://www.fortwayneradioclub.org). The website is intended as a central point of communication for the club. The website is used for downloads of club publications, contact points for the club board members, a calendar of events, and other information related to amateur radio.

## **Club Publications**

The Club publishes a monthly newsletter for the membership. Currently the newsletter (the "HAMSPLATTER") is published as part of the Allen County Ham News, which is a joint effort between the Fort Wayne Radio Club and ACARTS. The newsletter is available on the club website and we encourage the membership to download the newsletter from the website. The members do have the option of having the newsletter sent by U.S. Mail. The Club must have your current correct address in order to provide you with the newsletter your dues are supporting.

The club handbook is also available on the club website. A hardcopy of the handbook can be made available at the request of a member. It is updated as recommended by the handbook editor or the club board after approval by the club membership.

## **W9TE Repeaters**

The Club supports the following repeaters:

<u>Output (Listen)</u>	<u>Input (Offset)</u>	<u>Notes</u>
146.760	146.160 (-)	General Use
146.910	146.310 (-)	Autopatch Only
146.940	146.340 (-)	General Use
444.875	449.875 (+)	General Use
910.250	439.25	ATV (Intercom on 144.340 simplex)

All W9TE repeaters are open and available to any properly licensed amateur radio operator. Membership in the Club is not required in order to use the repeaters. Anyone using the repeaters must abide by the rules established by the FCC. Improper use of the repeaters will not be tolerated, since it jeopardizes the facility for all Club members and interested amateur radio operators. No sub-audible tones are used to operate any of the repeaters.

## **Repeater Courtesy**

Please allow time between transmissions for emergency traffic to break in. Please do not break into a conversation unless you wish to contribute. You should remember to sign with your call letters per FCC rules.

Please operate the repeater as if you were talking to a friend face-to-face. Avoid long-winded transmissions that would cause the repeater to "time out".

## **HF Equipment For Loan And Club Test Equipment**

The FWRC has a small supply of donated equipment for use by Club members. Please contact any Club officer to arrange for a loan of this equipment.

## **Club Insurance**

The Club carries a liability insurance policy for the protection of others providing the Club with services, such as part use for Field Day or shopping center use for a Club demonstration. The Club does not insure your equipment under any circumstance, and the Club equipment is not insured for any form of catastrophe or accident.

## **Club Incorporation Rules**

The Club is incorporated in the State of Indiana as a not-for-profit organization. The legally required annual meeting is held on the third Friday of October. The Club files an annual report with the state. This report provides financial and management information about the Club to the State.

## **CONSTITUTION AND BYLAWS**

### **CONSTITUTION**

#### **ARTICLE I - Organization**

1. The name of the organization is "The Fort Wayne Radio Club Inc." also known as "The Fort Wayne Amateur Radio Club."
2. Its objectives shall be the promotion of interest in amateur radio in general, including but not limited to:
  - A. Communicating
  - B. Experimentation
  - C. Message Handling
  - D. Public Service to the community
  - E. The representation of the amateur in community affairs
  - F. The advancement of the art
  - G. The maintenance of fraternalism
  - H. The setting of a high standard of conduct amongst its members
  - I. The affiliation with the American Radio Relay League (ARRL)
  - J. The affiliation with the Indiana Radio Club Council (IRCC)
  - K. The promotion of such other activities as are allied Thereto.

#### **ARTICLE II - Membership**

1. Any person engaged in or interested in amateur radio shall be eligible for membership.
2. Grades of membership shall be Member, Associate Member, Student Member, and Family Member.
  - a. A Full Member shall have a valid amateur license (United States of International Amateur Radio Union society member license).
  - b. An Associate Member shall be a person not holding an amateur license. Associate Members shall not be eligible to vote.
  - c. A Student Member is a student not gainfully employed full time. Student Members shall not be eligible to vote. A licensed Student Member may choose to be a Full Member.
  - d. A Family Member is a person related to and living in the house of a Full Member. Voting status of a Family Member shall be determined by items A and B above.
3. Honorary Life Member - Persons who have distinguished themselves in some capacity deserving the recognition of the Club may be elected to be an "Honorary Life Member" by a majority vote at a regular meeting. Honorary Life Members will not be required to pay dues.

4. Members shall comply with the requirements of the Constitution and the Bylaws of the Club, with the operating practices of the ARRL, and the radio regulations of the United States of America.
5. A member may be expelled from the Club by a written request of five (5) or more members in good standing. The request shall be presented to the Club at a regular meeting and shall state the specific cause of the expulsion. The request shall be entered in the minutes and laid on the table for consideration at the next meeting. At that time, the matter of expulsion shall be decided by a majority of the members present.

### **ARTICLE III - Officers**

1. The officers of the Club shall be a President, Vice President, Secretary, Treasurer, Communications Manager, Station Trustee, Newsletter Editor and three (3) directors.
2. The President shall preside at all meetings of the Club and shall be ex-officio a member of all committees.
3. The Vice President shall be responsible for such matters of general supervision as may be delegated to him by the President. In the absence of the President, the Vice President shall preside at the meetings of the Club and in general act in his stead.
4. The Secretary shall have charge of all the books and correspondence of the Club except for the Treasurer's books. He shall attend all meetings of the Club and enter the minutes of the meetings in a book provided for same. He shall read the minutes of the previous meeting, and other communications pertaining to the Club at the proper time. If he is unable to attend any meeting of the Club, he shall endeavor to send the necessary books and other communications to the Club to conduce the regular business.
5. The treasurer shall have charge of all dues and other monies paid the Club and shall deposit same in the name of the Club. The treasurer shall pay all bills, obtaining a receipt for same. The treasurer shall give a financial report at each monthly meeting, giving an account of all monies received and spent during the last month. The treasurer shall solicit a substitute to act in his behalf in the event he is unable to attend any meeting of the club where a financial report is appropriate. There shall be a member of the Club (an "alternative treasurer") in addition to the treasurer who shall have signature authority for all Club accounts in any accredited financial institution. This "alternative treasurer" shall have the capability to conduct the financial affairs of the club for a period of at least one month in the event the elected treasurer cannot fulfill the assigned duties. The "alternative treasurer" may be an elected or appointed position, and is not a member of the Executive Committee by virtue of this position alone.

6. The Communications Manager will assign responsible committees to coordinate those operating activities such as Field Day, traffic activity, and contest entries which take place in the name of the Club. He will report such Club activities to the appropriate ARRL and IRCC officials.
7. The Station Trustee shall be an Advanced or Extra class amateur radio operator in whose name the Club license will be registered. He will also have control of the Club radio equipment, if any, and its operations.
8. The Newsletter Editor shall be responsible to arrange for the printing and distribution of the Club newsletter and/or meeting announcements.
9. The Directors shall serve on the Executive Committee and shall accept responsibility as required. A Hospitality Chairperson shall be chosen from the Directors to lead the hospitality committee.
10. The officers and directors shall comprise a group known as the Executive Committee. The Executive Committee shall conduct all Club business as appropriate, subject to the limitations stated herein.

#### **ARTICLE IV - Other Elected Positions**

1. The Club shall elect IRCC representatives to represent the Club at all IRCC functions. The number shall be consistent with IRCC rules. The IRCC representatives may be combined with any other office.

#### **ARTICLE V - Business Management**

1. The business year of the Club shall begin January 1.
2. The elective officers shall be a President, a Vice President, a Secretary, a Treasurer, a Station Trustee, a Communications Manager, and three Directors. The fourth Director shall be the last retiring President, except that when the retiring President is unable to be active, the fourth Director will be elected.
3. The office of the Treasurer may be combined with that of the Secretary. The Communications Manager may be combined with any other office.
4. The President, or Vice President in his absence, shall appoint a Nominating Committee at least 30 days prior to the scheduled September meeting. That Committee shall present a slate of nominees, each of whom has agreed to uphold his respective office if elected, to the membership at the September meeting. After the slate is presented, the Committee shall accept nominations from the membership present. The election of officers shall take place at the October meeting, and shall be conducted by the Nominating Committee. Nominations may be re-opened to the

election by a motion from the floor.

5. The term of all elective officers shall be for one year with the exception of the Station Trustee. He will hold office as long as he is still active in the Club, until he resigns, or is requested to relinquish control by a motion of the Club through general procedure.
6. Resignations of officers must be presented in writing and take effect immediately upon being read before the Club at a regular meeting. Officers shall be given until the next regular meeting to reconsider same. A special election will be held following a resignation, unless the President with the Executive Committee approval, shall appoint a replacement to fill the term of the resigned officer.
7. All elective offices which are determined by the Executive Committee as being vacated by reason of the officer being unable or unwilling to perform the duties shall be filled in the same manner as item 6 above.
8. All monies deposited by the Treasurer shall be deposited in an accredited financial institution. The account shall be in the name of the incorporation and shall have the IRS identification number, with signature access required to withdraw monies. An authorization for additional signature access may be granted by the President and Treasurer to cover special situations.
9. All proposed expenses exceeding one hundred fifty dollars (\$150.00) payable by the Treasurer shall be decided by the Executive Committee. Any expenditures above the maximum, with the exceptions of usually and customary business expenses of the Club, shall be presented for ratification by the Club membership.
10. A quorum for the conduct of Club business shall consist of the presiding officer and the voting members present at any regularly scheduled meeting, but in no event shall it consist of less than the officer and five members.
11. The Treasurer's books may be audited 60 days prior to the filing date of the Indiana Nonprofit Corporation form, and the discretion of the Directors.
12. The Hospitality Chairperson shall honor newly deceased club members and past club officers and board of directors members, whether the officers or board members are current club members or not, by a donation to the charity designated in the deceased member's published obituary. The honorarium shall be no more than \$50 and no less than \$25 for current club members and non-member ex-officers and ex-board of directors members. The honorarium shall be no more than \$100 and no less than \$50 for currently active club officers (present or past) and currently active members (present or past) of the board of directors. The exact amounts of the honorariums shall be set by the executive committee at the start of the calendar year, and apply for the full calendar year. The dollar value amounts identified above shall be indexed by +10% every 5 years, commencing in the base year 2005. The club shall base the status of the honoree upon a valid published death notice or certificate of death, and

not by other non-official means of communication. If the published obituary does not name a charity, the club may optionally make a donation to the ARRL Foundation in the deceased's memory. This section does not prohibit individual member donations or donations by groups of individual members, and is intended to define actions taken in the name of the club only.

## **ARTICLE VI - Amendments and Revisions**

1. This Constitution may be amended and/or revised at a regular meeting. All changes must be in writing and shall be read and/or distributed at two (2) consecutive meetings. Adoption shall require a two-thirds (2/3) vote of a quorum.

## **BY-LAWS**

1. The order of business shall be:
  - A. Standing Identification
  - B. Reading of minutes of last meeting
  - C. Treasurer's report
  - D. Reports of officers and committee chairman
  - E. Reports from special interest groups, i.e. DX, traffic, repeater Clubs, contesters, etc.
  - F. Old business
  - G. New business
  - H. Adjournment
  - I. Program

The order of business at any meeting may be changed by vote of the Club.

2. The annual dues of the Club shall be determined by the Directors. Full and Associate members shall pay full rate. Student and Family members shall pay one-half (1/2) of full rate. Maximum family membership shall not exceed one and one-half (1 1/2) of full rate.
3. Special assessments may be made to defray expenses of any Club activity by a two-thirds (2/3) vote of a quorum at a regularly scheduled meeting providing an announcement was made in the previous monthly meeting and/or latest newsletter.
4. All questions of order or procedure, not governed by the Constitution or Bylaws, shall be governed by Robert's Rules of Order Revised.
5. The editor of the "Hamsplatter" newsletter, Public Relations person, and special committee chairpersons, such as Hamfest, Hospitality, etc, shall be appointed by the President with approval of the Executive Committee. These persons shall be invited

to all Executive Committee Meetings as non-voting members if they are not already board members.

6. The President, with approval of the Executive Committee, shall appoint persons to maintain liaison with the local Red Cross Chapter, and any other local emergency service needing radio communications.
7. The By-Laws may be amended and/or revised at any regular meeting provided due notice of revision or addition is made at least one (1) meeting prior to motion and approval. Adoption shall require a two--thirds (2/3) vote of a quorum.
8. A member may vote in person, by proxy executed in writing, or by mail. Members voting by proxy or mail shall be deemed present for the purposes of determining a quorum.

Article V, Nos. 8,9, and 11; By-Laws, Nos. 2,5, and 7 amended May 17, 1991 per Jim Pliett, K9OMA (President, FWRC).

Article III, Nos. 1, 5, 8, and 9; Article V, Nos. 9 and 12; By-Laws, No. 5 amended October 21, 2005 per Tom Baker, N9TB (President, FWRC)

## ***MEMBERSHIP SERVICES***

### **Amateur Radio Callbooks**

The FWRC maintains a current set of callbooks (U.S. and Foreign, by call) for use by Club members. The Club officers will provide the callbooks at any regular Club meeting upon request.

### **RFI Committee**

The Club maintains a list of amateurs willing to help members resolve Radio Frequency Interference problems. The Club provides ONLY free advice. The Club cannot assume legal or financial responsibility when assisting fellow amateurs.

## ***MEMBERSHIP ACTIVITIES***

### **W9TE Logbook & QSL Cards**

Upon request, the Club provides a logbook and a copy of the Club license to currently licensed Club members, allowing them to operate under the W9TE call sign at their home location. The operation is limited to the class of operator license held by the user. All operation must be entered into the Club logbook as a matter of Club policy. The purpose of this program is to create on-the-air activity and awareness of the Club call sign. The Club also provides an awareness of the Club call sign. The Club also provides special W9TE QSL cards for those using the Club call sign.

### **Field Day**

The Club members volunteer the time and effort to set up and operate one or more "stations in the field" during the ARRL Field Day program. Equipment is usually supplied by the Club or loaned to the Club for Field Day operation. Field Day is normally the fourth full weekend in June.

### **Banquets**

The Club holds an annual Christmas Banquet for the members. The club also holds an annual spring banquet in place of the regular May general meeting.

### **Auction**

The January meeting of the Club is normally reserved for an auction of amateur and electronic equipment. The auction is open to all interested individuals. The Club receives 10% of the selling price of each item sold up to a maximum of twenty dollars.

### **Santa By ATV Program**

The Club sponsors and encourages member participation in a Christmas-time visit by "SANTA", via Amateur TV, to hospitalized children in the area.

### **Indiana Radio Club Council (IRCC)**

The Club participates in the IRCC activities. Club members are welcome to attend IRCC meetings and contribute their efforts toward improving the cooperation between Indiana Clubs.

### **The "Elmer" Program**

The Club sponsors a program to assist new amateur radio operators in becoming familiar with the details of amateur radio operation and equipment operation. Experienced hams (the "Elmer") volunteer to assist new hams upon request. Please contact one of the Club officers if you would like to have an "Elmer".

### **Code and Theory Classes**

The Club sponsors classes in Morse Code and Amateur Radio theory and operation. The classes provide a means for interested individuals to obtain or upgrade their Amateur Radio License.

### **Scout JAMBOREE-ON-THE-AIR (JOTA)**

The FWRC supports the Anthony Wayne Area Council Scouts with hands-on Amateur Radio demonstrations during the JOTA weekend. Typically, a couple of HF stations are set-up, allowing Scouts to communicate with other Scouts stateside and world-wide. Portable fast-scan Amateur Television (ATV) stations also provide local video communications. Digital communications techniques (such as AMTOR and packet) may also be included in the demonstrations.

## **FORT WAYNE RADIO CLUB AWARDS PROGRAM**

### **Purpose**

Over the years, the FWRC has presented many local hams with awards for their efforts in improving their operating skill through participation in recognized contests, and in their contribution to the hobby.

### **Ham-Of-The-Year**

The Club often selects one individual from the local Amateur community who has significantly enhanced the hobby or the Club for special recognition. A plaque is generally provided.

### ***Non-Members Awards***

The "Worked FWRC Award" recognizes the efforts of other hams in contacting members of the FWRC in over-the-air activities. A stateside operator must work 10 members of the FWRC to be eligible for this award. DX operators must work 5 Club members to obtain the award. This award also contributes to the encouragement of on-the-air activity by Club members.