

# YLISSB

**HONOR**



**DEDICATION**

**FRIENDSHIP**

## Policy and Procedures Manual

A comprehensive guide to the policies that govern the YLISSB, and the procedures to be used to implement them

**\$5.00**



**YLISSB POLICY AND PROCEDURES MANUAL**  
**July 31, 2013**

The YL System is celebrating its 50<sup>th</sup> birthday during the year of 2013. Over the years, the System has undergone many changes. Just 5 years ago, we developed the very first Policy and Procedures manual in an effort to document the policy that has served us well over the years, and the procedures we suggest that all members use to insure that the policies are followed.

This is the fifth update to the Policy and Procedures Manual since that time. The Board of Directors has recently approved the changes, so we present it to you, the members. Our thanks go out to those that have offered input, and those that have given suggestions. Without you, the members, we would not be celebrating 50 years of existence.

Thanks to all our members, and best 73's

Rose, KL7FQQ  
YLISSB # 6098, TFO #19  
YLISSB President



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## **MEMBERSHIP**

1. Membership in the YLISSB is open to all amateurs with a valid Amateur Radio license, upon application to the Treasurer with payment of current year's dues.

2. Members with current dues shall have the privilege of participating in all organizational activities, programs, awards and recognition, except those that require a minimum period of membership. Non-members may not participate in any of the organization programs, awards or recognition.

3. Membership numbers are issued for life. If a member opts not to pay his or her dues, the number is still active. Members with lapsed dues may participate in the yearly QSO party, but will not be eligible to be awarded any of the certificates, trophies and/or plaques.

4. Club Stations may apply for membership in the YLISSB upon application to the Treasurer with payment of current year's dues.

A. Club stations will be issued a number in the same manner as any other member. Thus, no Club Station will be issued a special number. K4ICA, with the YLISSB number of #1, and KL7FH, #9438 are Memorial Call Signs, and thus exceptions to the rule.

B. Contacts made with a Club Station that has a YLISSB Number will count towards awards, even if the operator at the time is not a YLISSB member. However, any such operator may only use the Club number when operating on the YL System.

C. A form with Suggested Operating Procedures will be made available for all Club Stations, with the request that the form be prominently displayed for use by any of their operators.

5. YL/OM TEAMS: A husband and wife residing in the same household may join the YLISSB as a YL/OM team. They must both hold valid Amateur licenses. Their dues will be that of a single member's dues, and only one copy of the VOICE will be issued to the team. A YL/OM team may also consist of father/daughter, mother/son, or sister/brother, but they must reside in the same residence. A team is limited to two licensed Amateurs. Only one team member may hold elected office at any time.

6. Family Memberships: The Family Membership consists of all family member that hold a valid Amateur license. All licensed family members may join for the price of one membership, regardless of whether or not they reside in the same residence. However, only one copy of the VOICE will be sent to the family. If multiple copies of the VOICE are desired, any Family Member may pay current dues to the YLISSB Treasurer, and a copy will be made available. There are no limits to the number of licensed family members. Only one Family Member may hold elected office at any time.

### **How To Be a Good Member**

1. Members should check in at the appropriate time and after the Control Operator has acknowledged your call sign, simply wait for your turn to make calls.

2. Stations have three opportunities to make two completed calls when it is their turn.

3. If a station has checked in, but hears another station that he wishes to contact, it is permissible to use either the word "contact" or the word "recheck" to alert the control station, and also to let the other station know to stand by until such time as the station has a chance to make his call. When using either "contact" or "recheck", please also give your call, so the control station knows who is making the request.
4. All stations must abide by FCC rules and accepted courtesies of amateur radio.
5. When you have finished with your contact, repeat your call sign at the end of your final transmission, or say "Back to Control." This lets System Control know that you have completed your contact.
6. When you check into the YL System, please remain on the frequency for at least 15 minutes, or longer. If you are unable to remain for that long, let Control know, so they can ask if anyone needs a contact with you. It is very frustrating to stations on frequency when they hear a station that they need, only to find that by the time they are able to make the call, that station is no longer there.
7. Stations hearing another that the Control cannot hear should identify by saying "relay" and then wait for acknowledgement from Control.
8. Stations should eliminate needless repetition of their calls when making a contact. Once the station that is being called repeats your call, then it is customary to not repeat it again during the contact. You are, however, required by FCC regulations to announce your call sign every ten minutes during longer contacts/QSOs.
9. The use of phonetics when making a call is useful to insure that the station being called understands your correct call. You must use the ITU/FCC approved phonetics as required when passing emergency traffic on national emergency nets/systems. (See Annex B)
10. When conditions are poor, it is good practice to count out the signal report you are giving. For instance, Two by Two, One Two, One Two - over. Repeating this sequence several times helps the called station to receive the correct report. Stations may use whatever method works for them to make sure that the receiving station receives their report.
11. Since the System does not require QSL cards for confirmation of contacts, it is up to the member stations to repeat the report as they have heard it, and let the Control know that the contact was a good contact.
12. Remember to be friendly at all times, but do not take up too much time in idle chatter. Other stations may be on the frequency and may have calls they wish to make.
13. When you have been honored by being awarded a TFO (Top Flight Operator) number, remember to vote, so that others may be so honored. You are allowed to vote for one member per month per year. You can determine how you'll vote, either send in a vote monthly, or you can vote for all 12 nominees at one time. When sending in your votes, please include your name, your call, and your TFO number with your vote.

14. The Scholarship fund is partially funded by donation of items sent to the Boutique at the Convention for sale to those attending the Convention. So, all members are urged to send something for sale at the Boutique, whether or not you are able to attend the Convention. Contact the Convention Chairman for details.

15. Remember that your dues are due on January 1 of each year, and become delinquent on March 31. Please send in your dues in a timely manner. All monies should be in American currency, through PayPal, or American bank drafts or money orders. Checks drawn on American banks are acceptable.

16. Enjoy yourself, and remember our Motto: Dedicated to the building of better understanding and friendship among all the people of the earth through Amateur Radio Communications.

## **SYSTEM CONTROLS**

### **Guidelines for System Controls**

1. System Controls are the voice of the System when on the air. They must control the System professionally; with dignity and warmth; with friendliness and charm; and with courtesy and fairness.

2. System Controls must be members of the YLISSB and their amateur license must be current and with HF privileges.

3. The Primary Control for each period is designated by the Sunrise Coordinator, the Daily System Coordinator, the Moonbeam Coordinator, or the 10/15/40/80 Meter Coordinator.

4. Controls working together should, if possible, determine an alternate means of communication between them to be used when propagation fails. This can be e-mail, Net Logger, EchoLink, Skype, MSN Messenger, AOL Instant Messaging, telephone, or identifying another member station that can relay between them.

5. Information sessions are conducted on Mondays: at 1500 UTC (1400 UTC during Daylight Savings Time), and at the start of the 2nd hour of the Moonbeam at 2300 UTC (2200 UTC during Daylight Savings Time). Announcements may be made during any session after receiving the "go ahead" from the current System Control.

6. If a Control wishes to resign from their designated time, they should notify their Primary Control and the appropriate coordinator.

7. A Control may be replaced by the appropriate System Control Coordinator for any infringement of FCC rules or consistent absences without notifying anyone or other inappropriate conduct on the System.

8. When controlling on the System, frequently identify using one of the following IDs: the YL International Single Side-band System, YL System, or YLISSB.

9. When you check in a station, and that station tells you that he/she has limited time, check to see if anyone on frequency is in need of a contact with that station. If so, let the contact be made.

10. Guests should be welcomed on the frequency. Refer them to the Information Officer and/or web site if they would like to know more about the System. Follow-up contacts may be made via mail or e-mail if appropriate. When a visitor checks into the System for the first time, please ask them if they'd like an e-mail sent from our PR person. Then get their e-mail address, and pass this along to Judy, KC7KPG, who will send them a nice welcome note.

11. DO NOT chastise a non-member station that "breaks" the System not realizing that this method is used for "emergencies" only on 14.332 MHz. Explain that the station has checked into the YL System, and that "Break" is not used on the System, except in the case of an emergency. The System would immediately stand by should the "breaking" station have an emergency.

12. Since QSL cards are not required for System Awards, Controls should do all within their power to assure that a valid contact has been made.

13. It should be the goal of all controls to keep the System flowing in an orderly fashion. It should not be the goal of any control to make a personal contact with every one checking in.

14. It is more professional to say that "all check-ins are welcome" or that "all amateurs are welcome" than to use the term, "all calls are welcome."

15. It is more professional to ask, "Would you like to make a call?" or "Have you heard anyone that you'd like to call" than to use the term, "Do you have any calls?"

16. At the end of the period, thanks should be expressed to all stations that checked-in and to all stations that assisted.

17. If at all possible, NetLogger should be utilized by one of the control stations. This is a valuable tool for communication between controls, as well as for our members.

### **How to Be a Good System Control**

1. When assuming Primary Control, announce your name, call sign, and state that you are assuming Primary Control. At this time you should give your sideband number, TFO number (if applicable), and QTH.

2. Each Period (portion) should begin with:

A. A statement that all licensed amateurs, General Class and above are welcome to check in and make calls.

B. A statement of how to find information about the System including the Information Officer and Web site.

C. A statement that emergency traffic has priority and may break the System at any time.

D. Announce that the term "Break" is reserved for use by any emergency.

3. If other Controls are assigned to work with you at this time, call them and establish whether or not they are on the frequency, and/or if the propagation is such that you can copy one another. If you have established alternative means of communication and if it is necessary, it is good to use that at this time.
4. If your Assistant Controls are present, allow them to announce their call signs, numbers, and QTH, etc., and then be sure they turn control back to you, the Primary Control, so you can begin the first log.
5. All Controls should remember that all check-ins might not be high-powered fixed stations. It is recommended that Controls rotate their call for check-ins in the following or similar manner: "This is WA5ABC, listening for any DX station wishing to check in to the YL System." "This is WA5ABC, listening for any low power or mobile stations wishing to check in to the YL System." and/or "This is WA5ABC, listening for any station wishing to check in to the YL System."
6. Call the check-ins in the order you logged them, ask them their name and QTH. Be sure to log their name and QTH so that you will be aware of who is on and where they are in the event of an emergency or other need.
7. Once you reach the end of your log, if you had a short log and only had control a few minutes, it is okay to call for check-ins again and run the new log. However, if you are not getting any check-ins from your QTH, it is time to turn control over to one of your assistants. If you do get additional check-ins, remember to only keep control at your station for not more than ten minutes or ten or fifteen check-ins, whichever comes first. If you do not get any check-ins after two calls, do not wait for the full ten minutes. Return control to the Primary or Alternate to keep the system active.
8. When control is passed from one Control to another, the station taking control should ask the other controls if they have any calls to make. Controls should reserve their contact hunting for when they are not controlling. The point of that statement is that Controls should not allow themselves to make a contact with every station they check in. Rather, wait until changing Controls and then make those one or two calls.
9. Once you have turned control over to one of your assistants, be sure to also log their check-ins. Each Control and assistant control should always log all stations checking in, no matter which Control is taking the check-ins.
10. When calling for check-ins, you should not go back to the first station you hear until you hear no more stations attempting to check-in. Do not ask for check-ins and then quickly pick up the first loud station heard. This leaves the weaker stations and/or mobiles left off the log. Call for other check-ins, acknowledge and log what you hear, and then call for check-ins again before coming back to the log.
11. When you go to the top of the log and begin calling your check-ins, as you call them, do not offer your name, YLISSB number or TFO number or start a long conversation. This station may have checked-in to make a call and does not necessarily want to make a contact with you. Remember, it is Control's duty to log check-ins and let them make their calls. The check-in is allowed up to three attempts for two completed contacts. If the station would like to make more

than two contacts, tell the person you will put him/her at the bottom of the log for additional calls. It is NOT Control's duty to make a contact with each check-in! If things are slow, it may be necessary to have "short chats" with check-ins in order to keep the frequency busy. Use discretion and do what you think is right for the circumstance, but remember, controls are there to take check-ins.

12. Once that station has completed his/her calls, move on to the next check-in. Call that station, and again, without excess chatter, ask the person if he/she would like to make any calls. Keep in mind that while it has been said frequently that controls should not get into a QSO, you need to do what is right to fit the situation. Things might be slow and to keep things going you may want to tell someone you have not heard them in a long time, or ask how the family is, or make some other comment to keep the frequency busy. This is perfectly okay, just don't let yourself get drawn into a conversation while others are waiting to check-in or make a call. The important thing to remember is to relax, enjoy yourself, and make all check-ins feel comfortable.

13. Once you turn control over to another control or a relay station, remember that you are no longer in control of that contact. The point is - **DO NOT BREAK IN!** If you have something to add or relay, you must put your call sign in and be recognized by the person now in control. Say "Relay", or your call sign and wait until the control recognizes you. **DO NOT** say anything further until the station in control asks you to do so, otherwise you will more than likely double with the Control station. When you have been recognized, and have completed your transmission, say "over" so the Control knows that you are finished talking.

14. Control should not tell any station that they are about to be called by another station, the person's name, QTH, or anything else. Giving the station to be called all this information takes the integrity out of the contact. Let stations make their own contacts, unassisted. Certainly there are times when some assistance is needed and justified, but the example below **SHOULD NEVER BE DONE!**

Control calls DK1ABC and says, "DK1ABC, you are going to be getting a call from WA2ABC, his name is John and he is from New York City. John, give DK1ABC a call."

Sometimes it is necessary for Control to alert the station that they are about to get a call. A simple "Listen for a call", or "you are getting a call" will do the job, or ask the station to turn his or her beam towards the station calling.

15. On a similar note, when stations are having difficulty with signal reports, Control should remain quiet and not make comments such as "no, the report was higher" or "no, the report was much better." Simply tell the stations to repeat the reports two or three times until they get it right, or to give numbers only. If stations cannot exchange reports unassisted, then it is not a valid contact. **NEVER REPEAT REPORTS.**

16. As control, if one of the check-ins gives you a signal report and wants to work you for a contact, then by all means, work the station. While it has been pointed out that controls should limit their personal contacts, common sense should prevail.

17. At the end of the period, if there is not another Control to assume control, such as at the end of the day, any member station should be given the opportunity to assume control. If no member

station steps forward to assume control, the frequency should be relinquished for normal use. However, in case an emergency is being handled on the frequency, Control should remain on frequency until the emergency is settled, before leaving, or be sure that another Control is on frequency and aware of the nature of the emergency. When the emergency is completed, the frequency should be returned for normal use.

## **GOVERNMENT**

The general policies and management of the YLISSB is vested in a Board of Directors, consisting of nine (9) members that act as the governing body. The Board of Directors includes six (6) officers (President, Vice-President, Secretary, Treasurer, Assistant Treasurer and Immediate Past President) and three (3) Directors.

### **ELIGIBILITY TO SERVE AS AN OFFICER/DIRECTOR**

1. In order to be elected to a position on the Board of Directors of the YLISSB, a person must:
  - A. Hold a valid amateur radio license of a General class or higher, or the foreign equivalent.
  - B. Be a member in good standing of the YLISSB with dues paid.
  - C. Have current and active e-mail capability.
2. In order to be elected to the position of President, or Vice-President, the candidate shall be a YL. At least three other elected officials must also be YL. This is to ensure that the majority of the Board of Director membership is YL.
3. Each Board of Directors member shall discharge his/her duties, including their duties as a member of a committee, in good faith, with ordinary care, and in a manner he/she reasonably believes to be in the best interest of the corporation.
4. Everything is accomplished in the spirit of openness, not secrecy. Members have the right to know what is going on within the organization by attending meetings, inspecting the official records, and receiving notices and reports from committees, officers, and boards.
5. Elected government body members shall accept their positions with the understanding that for other than significant circumstances, they are expected to attend the Annual Convention.

## **ELECTIONS**

**All members in good standing (with dues paid) shall be eligible to hold office and vote in the YLISSB Elections.**

1. Members desiring to participate in the governing of the YLISSB by holding elected office should make their intentions known to the Nominating Committee.
2. A brief history of each candidate will be listed in the VOICE.
3. All candidates will be listed on a ballot, printed in the VOICE.

4. All paid up members may complete one ballot each.
5. Ballots should be inserted into small envelopes that have the word "Ballot" printed on them. The small envelopes should be inserted into a larger envelope that is mailed to the auditor for the election, clearly showing the name and call sign of the member. Once received by the auditor, the auditor will confirm that the ballot has been received from a member in good standing (with dues paid), and then remove the small envelopes and store them until the ballots are opened on the deadline for receiving votes.
6. Those elected to office will be installed at the close of the banquet at the following Convention, whereupon they will assume their duties.
7. When a new Treasurer and Assistant Treasurer are elected, they may assume their duties earlier than the Convention, at the discretion of the President and/or the Board of Directors.
8. The term of office for the President, Vice-President, Secretary, Treasurer, Assistant Treasurer and Former President shall be 2 years. The term of office for the 3 Directors shall be 3 years. All nine (9) members of the Board of Directors shall not be eligible to hold the same office for more than two consecutive terms.

### **DUTIES OF OFFICERS**

**1. President.** The President shall be a YL, and shall:

- A. Serve as the chief administrator of the Corporation.
- B. Sign all legal documents (with the exception of Convention contracts) provided that such action has been approved by the Board of Directors.
- C. Oversee all business of the YLISSB.
- D. Represent or speak for the organization, provided the Board of Directors has approved such representation.
- E. Preside at all meetings.
- F. Make monthly reports to the Membership; publish such report on the web-site and in the Communicator; and via e-mail to the Board of Directors, Emeritus Council and Committee Chairmen.
- G. Make sure that the Board of Directors and Emeritus Council are informed of any issue that arises. Poll the foregoing via e-mail on each issue and announce the decision to the same.
- H. Poll the Board of Directors and Emeritus Council regarding the recipient of the Founder's Award and Rigel Trophy every year in the first 3 months of the year. Provide the voted on recipient's name(s) to the Awards Coordinator at least 6 weeks prior to Convention, so the proper plaques and awards can be prepared.

I. Develop an agenda before each Convention, at least 30 days in advance, and publish it on the Web page.

J. Work with the various committees and Board members to develop a Budget before each Convention.

K. Appoint all Committee chairmen, with concurrence of the Board.

L. Attempt to insure that upcoming Conventions are proposed and voted upon by the Board of Directors at least 2 years in advance.

M. Prepare a President's Report for the Convention that lists the actions taken by the Board of Directors during the previous year, for ratification of the membership.

N. Protect the rights of the members by:

(1) Personally following the laws. The President upholds the Bylaws and other rules of the organization and enforces them by informing the members when Bylaws are ignored or disobeyed.

(2) The President rules out of order all motions that conflict with the Bylaws or other governing documents of the Corporation, as well as any motions that violate local, state or national laws. If members propose a motion which conflicts with the Bylaws, the President shall rule the motion out of order and explain the procedure for amending the Bylaws, if such amendment is in the best interest of the System.

(3) If members propose a motion that violates parliamentary rules, the President should rule it out of order and then explain the proper procedure to help the members accomplish their goals.

## **2. Vice-President.**

The Vice-President shall be a YL, and shall serve in the President's absence, and perform such other functions as may be assigned by the President.

## **3. Secretary.** The Secretary shall:

A. Take minutes of all Membership and Board of Director meetings, send copies to the Board of Directors via e-mail and publish them in the VOICE.

B. Keep on file and maintain the official records of the Corporation, including the Bylaws and the Articles of Incorporation.

C. Work with other officers and/or directors.

D. Preside at annual meetings when the President and Vice-President are not available.

#### **4. Treasurer.**

The Treasurer shall be the Chief Financial Officer of the Corporation. The Organizational Address shall be that of the current Treasurer. The financial records are in Excel.

##### A. Issuing New Numbers. The procedures to follow are:

(1) Once the Treasurer receives a properly filled out application with appropriate dues, he/she shall check by electronic means as to whether or not the applicant is a licensed amateur operator. *QRZ.com* and *Buckmaster* are two such electronic resources for verification, as is the FCC data base.

(2) The new applicant is written up in the New Application Book, given a number, and the information is entered into the Excel database. The Treasurer should make sure that the Member's call is recorded on the check. The check number and the date it was written is entered into the Excel Check's program.

(3) Each Monday, the new number that has been issued, the first name of the recipient, and the state the new member resides in are read on the Information Session on 14.332 MHz, at 1500 UTC (1400 UTC during Daylight Savings Time) and at the start of the second hour of Moonbeam at 2400 UTC (2300 UTC during Daylight Savings Time). If the Treasurer is unable to read the number in person, he/she sends the information via e-mail to the Information Officer or another member to be read, prior to the Monday Morning Information Session.

(4) Following the reading of a new number, a Welcome letter is sent to the applicant, giving him/her the new number. This may be done by e-mail or, if the applicant does not have e-mail, it can be done by using the U.S. Postal Service. (NOTE: If the application is received after September 1, the new applicant should be notified that the amount of money he paid for his dues will cover, not only the current year, but the following year, and that he will not receive a VOICE until the next issue is published.)

(5) After the numbers have been issued on Monday, an e-mail introducing the new member to the system is sent, giving the new number, call sign, full name and address, e-mail address, telephone number, birth date, and any other information that the applicant may have put on the application. This introductory e-mail is sent to: the Board of Directors, the Editor of the COMMUNICATOR, the Editor of the VOICE, Information Officer, Web Page Administrator, Public Relations Officer, and any other member that requests the information.

(6) The Treasurer shall monitor each payment made through PayPal to insure that the proper account is credited.

##### B. Membership Renewals

(1) When a membership renewal is received either by mail or PayPal, the Treasurer checks the address against that in the Excel Data Base. He/she then records the information in the Excel Data Base, making note of the month the money was received, the year the member is paid up through, the year the payment was received, and the amount paid. IF the member has a new address, note of that is made for the Monthly Report.

(2) The Treasurer sends an e-mail acknowledging the receipt of the check, and the year the member is paid up through if the member has an e-mail address. If there is no e-mail address, the form is just filed.

C. Deposits. Checks should be deposited at least two times per month into the YLISSB account. One of the deposits should be made at the end of each month, to facilitate the monthly report. The bank account is presently an interest bearing account in Texas State Bank. It can remain there, or can be moved at the pleasure of the Treasurer. The Treasurer is the sole custodian of the checkbook.

D. The Treasurer shall establish a Savings Account set up for the K4RHL Scholarship Fund that is separate from the General Fund of YLISSB. The Treasurer, and if possible, the Scholarship Fund Manager shall be authorized signatures on this account.

E. Monthly Reports. At the end of each month, two reports are made:

(1) Financial Report. The Financial Report consists of the sideband number, call sign, name, whether a team or not, the year paid for, the year paid, and the amount paid of any dues received that month. The total of the deposits should equal the total monies deposited into the YLISSB account for that month. This report is sent to: the Board of Directors, Editor of the VOICE, Editor of the COMMUNICATOR, Information Officer, and any other member that requests the information.

(2) Membership Report. This report consists of any new addresses that have come in during the month; any silent keys that have been reported; any call sign changes; any new e-mail addresses; and/or any other general information. This report is sent to: the Board of Directors, Editor of the COMMUNICATOR, Editor of the VOICE, Information Officer, Web Page Administrator, Public Relations Officer, and any other member that requests the information.

F. Yearly Reports. The books are closed as of May 31 of each year. A Treasurer's Report is prepared for the Annual Convention. It must show the beginning balance, and the ending balance, as well as the following:

(1) Income must be broken down to such items as: Membership dues, Interest, Convention Revenue, Awards, and any other such income as may have been received.

(2) Expenses must also be broken down to such items as: VOICE and COMMUNICATOR, Office Supplies, trophies, and any other such expenses as may have been incurred.

(3) A Paid-up Membership list must be made for the Annual Convention, including the call and sideband number of all paid up members.

(4) The year-end report should also reflect any activity from any of the Awards Managers, and the Scholarship fund.

G. Biennial Reports in Odd Numbered Years. A biennial report must be filed regarding our Incorporation with the State of Alaska prior to July 2<sup>nd</sup> of each odd numbered year. The report may be filed via the Internet. The website for the State of Alaska is: [www.corporations.alaska.gov](http://www.corporations.alaska.gov).

H. The Treasurer shall file any other reports as may be required by law.

I. Newly Elected Treasurer. When a new Treasurer is elected, the outgoing Treasurer will forward the financial records as soon as possible to the new Treasurer provided the President and/or Board of Directors has voted to do so. Otherwise, the financial records should be turned over to the new Treasurer at the close of the next convention.

#### **5. Assistant Treasurer.**

The Assistant Treasurer shall assist the Treasurer in completing all assigned duties, tasks and responsibilities.

A. Be a signatory on all checking accounts of the organization.

B. Reside in close proximity to the Treasurer to enable a close working relationship in completing work on all fiscal and membership issues.

C. The Assistant Treasurer shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent.

D. The Assistant Treasurer shall be required to maintain current and ongoing Internet e-mail service.

#### **6. Immediate Past President.**

The Immediate Past President shall provide sage advice and counsel to the Board of Directors on all issues before the Board, especially on issues acted upon during her previous term as President. This position is filled by the most recent Past President only.

#### **7. Duties of Directors.**

All Directors shall respond in a timely manner when polled for their vote on e-mail. All Directors shall perform the duties assigned to them by the President.

### **EMERITUS COUNCIL**

1. The purpose of the Emeritus Council is:

A. To spotlight and honor members now retired, for faithful, outstanding and meaningful service to the YLISSB System above and beyond the long-standing YL System awards.

B. To honor, recognize, and show respect for Silent Keys who served faithfully in the System and who meet the criteria below.

C. To improve the quality of participation by members in the daily YLISSB activities by challenging them to serve the System diligently.

D. To bring into the Board of Directors meaningful experience and input, having a voice but no vote.

2. Because the existence of the Emeritus Council proposes to recognize and honor YLISSB members who have distinguished themselves in faithful service. Criteria for election is high.

A. Board of Directors members who have served a minimum of five (5) years on the Board will automatically become members of the Emeritus Council upon their retirement from the Board of Directors, if they so desire.

B. Nominees from the membership at large could include past Presidents, Vice-Presidents, Secretaries, Treasurers, holders of the Rigel Trophy, those nominated for a TFO, and those who have rendered outstanding service as a System Control.

C. Nominees from the membership at large must have been an active member of the YLISSB System for at least five (5) years.

D. In addition to the above possible nominees and in exceptional situations of meritorious service, the Board of Directors may identify and nominate a YLISSB System member deserving of Emeritus Council honor.

E. "Retired from active service" means that a System member "elected" to the Emeritus Council by the membership vote route would NOT be eligible to be elected as a voting Board member AFTER becoming an Emeritus Council member.

F. Neither can a "retired" Board member who has served five (5) years and has determined to become an Emeritus Council member be re-elected to the active Board of Directors.

G. Former office holders being considered for this honorary position should be retired for life from any office.

### 3. Recognition:

A. Emeritus Council inductees, with the exception of Silent Keys, will receive a certificate, a wall plaque, and a badge with their name, call sign, and the word, "Emeritus."

B. The inductees will be recognized in a special presentation at the Annual Convention following their election by the System membership or their retirement from the Board of Directors after 5 years of service, if they opt for Emeritus status.

C. Silent Keys, who met the criteria during their lifetime, will be honored by their names being registered in a Special List, "In Memoriam Honor Roll".

D. Emeritus Council Members, who wish to participate in the Board of Directors activities via e-mail, will be recognized as "Emeritus" with the right to voice their opinions but not to vote.

### 4. Service:

A. Emeritus Council members will be encouraged to voice their opinions on "critical" issues coming before the Board of Directors via e-mail.

B. The elected members of the Board of Directors, or the President, will determine the critical issues that warrant the valuable voice input from the Emeritus Council members.

5. Election To Emeritus Council:

A. Automatic Election:

(1) The Board of Directors will research the minutes and history of the YLISSB System to identify Silent Keys and living members who meet the criteria for "automatic election" to the Emeritus Council, or the "In Memoriam Honor Roll".

(2) The President or the Board of Directors may appoint a committee to do this research and report its findings to the Board.

B. Membership At Large Election: The Board of Directors will nominate persons from the membership who have performed distinguished service to the YLISSB System.

C. Number of Nominees: The Board of Directors will determine the number of nominees to be considered each year.

D. Voting on Nominees: The Board of Directors will publish a list of nominees for the Emeritus Council along with the other officers to be voted upon in the Ballot in the VOICE prior to the Annual Convention.

E. Election: The Board of Directors will tally the votes received by a published date and invite all nominees to be present for the -special presentation in the Annual Convention. At that time, those elected from the membership at large and those qualifying by "Automatic Election" will be announced and honored.

## **DUTIES OF COMMITTEE CHAIRMEN**

### **1. Awards Coordinator**

A. The Awards Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Awards Coordinator shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The Awards Coordinator shall appoint Awards Managers as necessary for the maintenance of the organization's awards program.

D. The Awards Coordinator shall maintain a master copy of all of the Organizations awards.

E. The Awards Coordinator shall, whenever possible, maintain a historical copy of superseded, discontinued, deleted, or amended awards as a historical archive of the organization.

F. The Awards Coordinator shall be the initial organizational official to receive all recommendations for new awards, amendment of current awards, suggested termination or deletion of existing awards.

G. The Awards Coordinator shall present to the Board of Directors for review and approval any new or amended awards, or suggested termination or deletion of existing awards.

H. The Awards Coordinator shall present a report to the Membership at the Annual Convention pertaining to the status of the awards program, including, but not limited to, the number of awards issued.

I. The Awards Coordinator shall act as necessary to resolve matters between Awards Managers and the Membership.

J. The Awards Coordinator shall do all within his or her power to insure that the Awards Managers submit an accounting of the finances to the Treasurer of their awards on or before May 15<sup>th</sup> of each year.

K. The Awards Coordinator shall be required to maintain current and ongoing Internet e-mail service.

## **2. Awards Managers**

A. The Awards Managers shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Awards Managers shall be accountable and responsible directly to the Awards Coordinator.

C. The Awards Managers shall administer an assigned group of awards.

D. The Awards Managers shall receive payment as required for the cost of awards, deduct their expenses, and forward the remainder to the Treasurer on or before May 15<sup>th</sup> of each year. This does not include the minimum operations or petty cash fund.

E. Awards Managers are to make every attempt to insure that awards are issued to members in good standing only. That is, those that have paid their dues for the current year. In order to do this, Awards Managers should contact the Treasurer regarding any award applicant to determine that dues have been paid.

F. The Awards Managers shall maintain an accurate record of all awards issued. The record must include as a minimum: The date, name, amateur radio call sign, YLISSB number and fee rendered for each station meeting the award requirements.

G. No Awards Manager shall have the final determination of design, initiation date, duration of issue, termination date, or amendment of any award. Awards Manager may not design and issue any award that has not been approved by the Board of Directors, and incorporated into the Awards Program. All awards designed become the property of the YLISSB.

H. Each Award Manager shall be responsible for the acquisition, printing, preparation, and dissemination of each award document for issue that is assigned them.

I. All Awards Managers shall be required to maintain current and ongoing Internet e-mail service.

### **3. Chaplain(s)**

A. The Chaplain(s) shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member(s).

B. The Chaplain(s) shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The number of organizational Chaplains will not be limited to any single faith or denomination due to the diverse cultural and worldwide scope of the organization.

D. The Chaplain(s) shall, if possible, present an invocation at the organization's Annual Convention, business meeting, or as appropriate at other organizational events.

E. The Chaplain(s) shall offer appropriate comments for publication in the organizations newsletter, and as appropriate, for publication in the organizations annual publication, that will render notice, comfort, and recognition as it pertains to members or their family members that are SK, disabled, or experiencing illness.

F. The Chaplain(s) shall, to the extent possible, coordinate efforts to have members visit or make personal contact with members experiencing illness.

G. Any members wishing to become a Chaplain, or a member desiring to nominate another member for appointment as a Chaplain, shall submit such a nomination to the President in writing.

(1) This letter of recommendation shall become a permanent record of the organization retained by the Secretary.

(2) The President then has the option of making the appointment, with the concurrence of the Board of Directors, or bringing the issue before the membership as assembled at the organization's next Annual Convention business meeting.

H. The Chaplain(s) shall be required to maintain current and ongoing Internet e-mail service.

### **4. Condolence Committee Chairman**

A. The Condolence Committee Chairman shall hold a valid amateur radio license of a General class or higher, or the foreign equivalent, and be a paid-up member.

B. The Condolence Committee Chairman shall serve at the direction of the President, with the concurrence of the Board of Directors.

C. The Condolence Committee Chairman shall express sympathy of the YLISSB to any family member of members that become Silent Keys (SK's).

D. The Condolence Committee Chairman may be reimbursed for expenses by sending an itemized statement to the Treasurer.

E. The Condolence Committee Chairman shall be required to maintain current and ongoing Internet e-mail service.

## **5. Information Officer**

A. The Information Officer shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent, and be a paid-up member.

B. The Information Officer shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The Information Officer shall be the initial point of contact for persons requesting information as it pertains to application for membership of the organization. It shall be the duty of the Information Officer to insure that the New Member Application Form and the Membership Renewal Form on the web site are current.

D. The Information Officer shall maintain a master membership database consisting of a card file and/or electronic (computerized) file.

E. The Information Officer shall be required to maintain current and ongoing Internet e-mail service.

## **6. Editor of the VOICE**

A. The Editor of the VOICE shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Editor of the VOICE shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The Editor of the VOICE shall have the authority to solicit and recruit volunteers to assist with the gathering of information for publication, the process of preparation and rendering such a publication, and the dissemination of said publication to all authorized recipients thereto.

D. The Editor of the VOICE shall be responsible for the security and maintenance of any and all organizational assets needed for the publication of the VOICE.

E. The Editor of the VOICE shall prepare an annual budget figure, and present this to the President and/or Treasurer prior to the Annual Convention.

F. The Editor of the VOICE shall maintain an accurate accounting of the organizations assets with a value of more than \$50.00.

(1) This will include assets purchased with organizational funding.

(2) Assets donated by another organization, member or temporarily loaned to the Organization.

G. The Editor of the VOICE shall make an annual report of the status of all organizational assets, for presentation at the Annual Convention.

H. The Editor of the VOICE shall be required to maintain current and ongoing Internet e-mail service.

## **7. Editor of the COMMUNICATOR**

A. The Editor of the COMMUNICATOR shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Editor of the COMMUNICATOR shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The Editor of the COMMUNICATOR shall have the authority to solicit and recruit volunteers to assist with the gathering of information for publication, the process of preparation and rendering such a publication, and the dissemination of said publication to all authorized recipients thereto.

D. The Editor of the COMMUNICATOR shall prepare an annual budget figure, and present this to the President and/or Treasurer prior to the Annual Convention.

E. The Editor of the COMMUNICATOR shall be required to maintain current and ongoing Internet e-mail service.

## **8. Historian**

A. The Historian shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Historian shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The primary objective of the Historian shall be to render an accurate account of the inception and chronological history of the organization.

D. The Historian shall, whenever possible, maintain a historical copy of superseded, discontinued, deleted, or amended awards as a historical archive of the organization.

E. The Historian shall annually prepare an account of the previous year as it pertains to the organization to present at the Convention. The report shall also be published in the organization's annual publication, the VOICE.

F. The Historian shall be required to maintain current and ongoing Internet e-mail service.

## **9. Nominating Committee**

A. A Nominating Committee consisting of at least 3 paid-up members of the YLISSB shall be elected by a majority of members present at the Annual Convention.

B. The Nominating Committee shall be elected for a period of one year. Nominating Committee members may be re-elected by a majority of members present at the next Annual Convention.

C. Elected Officers of the YLISSB may not serve on the Nominating Committee.

D. The Nominating Committee shall ensure compliance with the required YL majority on the Board of Directors. (See page 7 Eligibility to serve as an Officer/Director.)

E. The Nominating Committee should seek qualified persons to fill the positions. If, in the opinion of the committee, the person currently filling the position has done a credible job, they should be asked to run again, provided they are not ineligible due to term of office limitations. The committee should try to present at least two nominees for each position up for election. The committee should look at members that are active on the system; ensure that nominees are able to fulfill the duties as outlined under Duties of Officers; and are willing to run for the position.

F. If no Annual Convention is held in a particular year, the Nominating Committee must report their slate of candidates prior to September 1 to the Board of Directors and the Editor of the VOICE.

G. The Nominating Committee shall prepare a short history of each candidate to present with the proposed slate. The history shall be posted on the Web Site and printed in the **VOICE**.

H. All candidates will be listed on a ballot, printed in the following issue of the VOICE, with an opportunity for all paid up members to vote.

I. All members of the Nominating Committee must have current e-mail capability in order to communicate effectively and efficiently with other members of the committee during their appointed term.

## **10. Public Relations Office**

A. The Public Relations Officer shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Public Relations Officer shall serve at the direction of the President, with concurrence by the Board of Directors.

C. More than one member of the organization may be appointed to the position of Public Relations Officer, should there exist the need for individuals to address different aspects of public relations activities.

D. The position of Public Relations Officer shall include, but not be limited to:

(1) Public relations for organizational activities.

(2) Public relations for news media interaction.

(3) Public relations for promotion of the organization during on-the-air activities.

E. The Public Relations Officer shall be the contact person for planning and supervision of any public service function of the organization.

F. The Public Relations Officer shall be required to maintain current and ongoing Internet e-mail service.

### **11. QSO Party Coordinator**

A. The QSO Party Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The QSO Party Coordinator shall serve at the direction of the President, with concurrence by the Board of Directors.

C. The QSO Party Coordinator shall determine the date, time, mode, and duration for the annual QSO party, prior to September 1<sup>st</sup> of each year.

(1) The information shall be published in the next available issue of the COMMUNICATOR and in the next issue of the VOICE.

(2) This information will be posted as soon as practical to the organization's internet web site under the category of QSO party following the organization's Annual Convention business meeting.

D. The QSO Party Coordinator shall have the authority to solicit and recruit organization members as staff or assistants, for the purpose of, but not limited to guidance, accounting of log entries submitted, rendering of annual certificates as designated for the annual QSO party, response to inquiries via e-mail or US Postal Service, and disseminating of certificates to QSO party participants or winners at the Annual Convention.

E. The QSO Party Coordinator shall have the final determination in awarding certificates to any or all participants of the annual QSO Party.

E. The QSO Party Coordinator shall be required to maintain current and ongoing Internet e-mail service.

### **12. K4RHL Scholarship Committee**

A. The Scholarship Committee Chairman shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Scholarship Committee Chairman shall serve at the direction of the President, with concurrence of the Board of Directors

C. The Treasurer shall establish a Savings Account set up for the K4RHL Scholarship that is separate from the General Fund of YLISSB. The Treasurer, and if possible, the Scholarship Committee Chairman shall be authorized signatures on this account.

D. The Scholarship Committee Chairman shall receive all scholarship applications, and after the deadline for submission, send them to the Board of Directors for determining the recipient.

E. The Scholarship Committee Chairman shall present a written report to the Treasurer at least 30 calendar days prior to the Organization's Annual Convention business meeting.

F. The Scholarship Committee Chairman shall provide information to the Editor of the COMMUNICATOR and the Editor of the VOICE as to the identity of the annual recipient of the scholarship grant, as well as other pertinent information.

G. The Scholarship Committee Chairman shall be required to maintain current and ongoing Internet e-mail service.

### **13. Top Flight Operator (TFO) Chairman**

A. The TFO Chairman shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The TFO Chairman shall serve at the direction of the President, with concurrence by the Board of Directors.

C. Members that hold a TFO number shall send their votes to the TFO Chairman for the election of new TFOs.

(1) Each YLISSB Member with a TFO number may cast one vote per month for new TFOs if they know of eligible candidates.

(2) When a member has received 10 votes for TFO, a number shall be issued.

D. The TFO Chairman shall accept votes from the membership that have been issued a TFO number, for the TFO of the Year Trophy.

F. The TFO Chairman shall be required to maintain current and ongoing Internet e-mail service.

G.

### **14. Web Site Coordinator**

A. The Web Site Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Web Site Coordinator shall serve at the direction of the President, with the concurrence of the Board of Directors.

C. The Web Site Coordinator shall serve as a liaison between the YLISSB and the Web Host.

D. The Web Site Coordinator shall be responsible for updating the information on the Web Site as requested.

E. The Web Site Coordinator shall be responsible for obtaining monies from the Treasury as required to maintain the web site with the host.

F. The Web Site Coordinator shall be required to maintain current and ongoing Internet e-mail service.

## **SYSTEM COORDINATORS**

### **1. Sunrise Coordinator**

A. The Sunrise Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Sunrise Coordinator shall serve at the direction of the President, with concurrence by the Board of Directors.

C. It shall be the responsibility of the Sunrise Coordinator, to the extent possible, to coordinate and assign a time and day for control operators between the hours of 1300 UTC (1200 UTC during Daylight Savings Time) and 1559 UTC (1459 UTC during Daylight Savings Time) on a 7 day a week basis. This does include weekends and holidays.

D. In the event that time periods are not accounted for with a volunteer control station, neither the Sunrise Coordinator, nor any control station, will ever be obligated to remain active on the frequency in an effort to maintain a system presence on 14.332 MHz.

E. The Sunrise Coordinator may, at any time, select an assistant to help with these duties.

F. The Sunrise Coordinator or the Assistant shall be required to maintain current and ongoing Internet e-mail service.

### **2. Daily System Coordinator**

A. The Daily System Coordinator shall hold a valid amateur radio license of a General class or higher, or the foreign equivalent and be a paid-up member.

B. The Daily System Coordinator shall serve at the direction of the President, with concurrence by the Board of Directors.

C. It shall be the responsibility of the Daily System Coordinator, to the best of their ability, to coordinate and assign members to a time as a Control Station for all periods of the daily System for time periods between 1600 UTC (1500 during Daylight Savings Time) and 2200 (2100

during Daylight Savings Time) from Monday through Friday. This will NOT normally include designated Government observed holidays.

D. In the event that time periods are not accounted for with a volunteer control station, neither the Daily System Coordinator, nor the last control station, will ever be obligated to remain active on the frequency in an effort to maintain a system presence on 14.332 MHz.

E. The Daily System Coordinator may, at any time, select an assistant to help with these duties.

F. The Daily System Coordinator or his/her Assistant shall be required to maintain current and ongoing Internet e-mail service.

### **3. Moonbeam Coordinator**

A. The Moonbeam Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The Moonbeam Coordinator serves at the direction of the President, with concurrence by the Board of Directors.

C. The Moonbeam Coordinator shall be responsible for scheduling all stations volunteering to serve as Controls for the Moonbeam portion of the YL System, starting at 2200 UTC (2100 during Daylight Savings Time) from Monday through Friday.

D. The Moonbeam Coordinator shall maintain a record of the stations assigned to be control stations.

E. The Moonbeam Coordinator shall have the authority to request, solicit, recruit and appoint member stations for the purpose of assignment as control station during the designated Moonbeam portion of the organization's on-the-air operating activities.

F. The Moonbeam Coordinator may, at any time, select an assistant to help with these duties.

H. The Moonbeam Coordinator or their assistant shall be required to maintain a current and ongoing Internet e-mail service.

### **4. 10, 15, 40 and 80 Meter Coordinator**

A. The 10, 15, 40 and 80 Meter Coordinator shall hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member.

B. The 10, 15, 40 and 80 Meter Coordinator serves at the direction of the President, with concurrence by the Board of Directors.

C. The 10, 15, 40 and 80 Meter Coordinator shall be responsible for scheduling all stations volunteering to serve as Controls for the 40 meter system, and the 80 meter system, and for determining the times, dates and frequencies for the Systems, with the concurrence of the President and/or the Board of Directors.

D. The 10, 15, 40 and 80 Meter Coordinator shall have the authority to request, solicit, recruit and appoint member stations for the purpose of assignment as control stations during the designated 40 and 80-meter portion of the organization's on-the-air operating activities.

E. The 10, 15, 40 and 80 Meter Coordinator may, at any time, select an assistant to help with these duties.

F. The 10, 15, 40 and 80 Meter Coordinator or their assistants shall be required to maintain a current and ongoing Internet e-mail service.

### **AWARDS PROGRAM**

1. The organization will sponsor an appropriate group of awards with the intent and purpose of encouraging membership participation.

2. Awards participation is intended for the paid-up membership only. A member is not considered eligible for participation during any calendar year that his or her yearly dues have not been paid.

3. For the purpose of being elected as a Top Flight Operator (TFO), TFO of the Year or receiving an honorary trophy, the requirement of annual dues will not apply. These awards are of an honorary nature as bestowed on a member by other members having such authority as to so vote and as such, no further requirement will be considered.

4. All requirements of awards, trophies, and plaques will be listed in the VOICE and on the Web site.

5. At such time as an award becomes part of the organization's Awards Program, it is no longer the design or property of the person or persons that submitted it for inclusion. Thus once included, no person, persons, member or members shall have any intended, implied, reserved, or authority to demand, dictate, expect or require that such control or ownership shall be retained in any form. The award becomes the property of the YL System. The System used the Print Master program for all certificates to assure uniformity within the program

6. In the event that an award becomes included into the Awards Program, and was also originally designed and submitted by the Awards Coordinator or a current or past Awards Manager, such award shall not be managed by the individual that was the designer or submitter.

7. No Awards Manager may design and issue any award that has not been approved by the Board of Directors, and incorporated into the Awards Program.

8. In the instance where a trophy is to be awarded, it shall be appropriate for the President to request the Award Coordinator and such assistants as the Awards Coordinator may designate, to design and obtain such trophy.

9. No member that is awarded a trophy or plaque as a result of a membership vote or decree by the Board of Directors shall be eligible for the award of that same trophy or plaque for a period

of less than 3 years. Some trophies or plaques can only be issued to a member once during their lifetime.

### **USING PAYPAL TO PAY DUES**

We can pay Annual Membership Dues via PayPal” through our YLISSB website, [www.ylssystem.org](http://www.ylssystem.org). Membership Applications, Membership Renewals and payment of annual dues can be made using the PayPal “PAY NOW” button on the web site. The Webmaster and the Treasurer monitor each payment. Using PayPal is set at \$21 per year, covering our \$0.91 cost to use the service. You may continue to mail your U.S. bank-issued Checks and U.S. issued Money Orders for dues of \$20.00 to the Treasurer. Include your Renewal form.

- A. On our web site, at the bottom of the Renewal page, list your FCC Call and your Sideband number.
- B. By clicking the *PayPal* “PAY NOW” button on the YLISSB web site, it takes you to the *PayPal* page.
- C. On the left side of their page is the invoice that goes to the Treasurer. By placing your “mouse pointer” over the blue “Options: CALLSIGN / ISSB # ” you will be certain that it is telling the treasurer your Call sign and your ISSB number for proper crediting.
- D. If you have a *PayPal* Account, you will enter your e-mail and address and your *PayPal* password. The rest should be automatic.
- E. If you do **NOT** have a *PayPal* account, you can set one up at that point **OR** (at the bottom) you can pay by credit card without becoming a *PayPal* member.
- I. The Treasurer will respond with a personal e-mail to let you know the payment has been received and credited to your membership. Questions can be addressed to [Treasurer@ylssystem.org](mailto:Treasurer@ylssystem.org).

### **HOSTING A CONVENTION**

1. The Convention chairman must hold a valid amateur radio license of a General Class or higher, or the foreign equivalent and be a paid-up member. The Convention chairman should have attended at least one YLISSB Convention prior to assuming the position. The Convention chairman has the ultimate responsibility for ensuring that the Convention runs smoothly, and that the finances at least break even. The Conventions are not designed to be moneymaking events, but if it does make a little money, it is always appreciated. The following are suggestions, and since every Convention is different, they may or may not all be used.

2. Before making a bid to host a Convention, you should select the site, and meet with the appropriate hotel employee. Some questions to ask are:

A. What is the minimum block of lodging rooms or room nights that need to be sold in order to receive a special rate? (It is often 30). Make sure that if the entire reserved block is not rented, we are not responsible for the ones that are not rented.

B. If the specified number of rooms are rented, are there any free rooms made available for use of the Convention?

C. Is there a room suitable for the Hospitality Room? If it does not come free gratis with the block of lodging room, what would be the cost?

D. Would it be permissible to have a radio in the Hospitality Room?

E. Would there be room in the Hospitality Room for a table for the boutique?

J. If a meal is held in a meeting room, is the room rental waived for that day?

G. Are the hotel rooms, the Hospitality Room and the Banquet Room handicap accessible?

H. Are **free** microphones and/or portable microphones available for use at the Membership meeting and/or the banquet?

I. Is there free airport shuttle service available? Other shuttle services?

J. Is there a toll free number for making reservations? Caution: Sometimes these toll free numbers are not useable for getting the room discounts. Check this out.

K. Would there be a message board available for use by attendees?

L. What is the policy on bringing snacks and/or soft drinks into the hospitality room,? Alcoholic beverages?

M. What are the entire costs for meals for the banquet and breakfast, including gratuity? It is often better to increase the amount of meals slightly, to cover inflation before the Convention, and to cover incidentals, such as entertainment at the banquet

3. Once you have determined the above, you should submit your bid to the Board of Directors for consideration.

4. Based upon the availability of the hotel and other considerations, you should select the dates for holding the Convention. **You should try to schedule the Convention for the 2<sup>nd</sup> or 3<sup>rd</sup> weekend in June, avoiding the weekend that Field Day is being held.**

5. Once your bid has been approved by the Board of Directors, you should work closely with the President to insure that the Convention goes smoothly.

A. Get a written contract with the hotel, specifying all that has been agreed to.

B. Be sure to clarify all issues in the contract, such as the requirement for "Event Insurance."

6. Prior to the Convention, you should:

A. Set up a bank account for use by the YLISSB Convention. You should make arrangements allowing you, your spouse, and, if convenient, the Treasurer or President to sign on the account.

B. Check with any tour function that you may wish to offer, such as an evening of dinner theater, to see if discounts can be arranged for groups.

C. Once you start receiving money for the Convention, you should deposit the checks as soon as possible, writing the call letters on the checks and deposit slips. Making a copy of the checks is a good idea to have for your records.

D. Put together a schedule of events, to include any excursions that you plan for the attendees as a group, and include the banquet and farewell breakfast. (The banquet can either be Friday night or Saturday night, at your option).

E. Determine the amount of money you will be requiring for a Registration fee. Traditionally, the Registration Fee is required for anyone attending any function of the Convention whether a YLISSB member or not.

F. Make a Registration form, and have it available for any member that sends a SASE to you, or allow people to request the Registration Form through e-mail. You should also publish this Registration Form on the Web Site and in the VOICE.

G. Make sure that any refund conditions or your cancellation policy is clearly spelled out on the registration form.

H. The registration form should have the registration fee (usually \$15.00-\$20.00 per registrant); the amount of money needed for the banquet and the farewell breakfast, plus any other monies and prepaid outings that are offered.

I. Work with the hotel so that you both know what menu choices each member has made. This can be done by making tickets for the meals, or by making a colored menu choice on the nametags.

J. The registration form should also include information regarding the boutique.

K. Keep a detailed record of those that have registered.

L. Most important, keep a very good record of all monies collected. A final accounting must be submitted to the Treasurer and the President within 90 days of the Convention.

M. Prepare nametags for the registrants.

N. Check with your local Visitor's Bureau to see what they might have available, such as packets of information regarding the area. Sometimes, the Visitor's Bureau will mail out packets to those that have registered, if you give them the names and addresses prior to the Convention.

O. Prepare a sign in sheet for registration.

P. Be prepared to coordinate shuttle service to and from the airport, and to any excursion that you have planned for the members attending.

Q. Do not over-schedule events at the expense of free time.

R. Promote the Convention early and often, keeping it constantly before the members.

S. One good way to keep track of whom you've contacted via e-mail is to set up a 3-ring binder with various call areas and DX tabbed. You can print information from QRZ, and make notations on the info as to when you sent an e-mail, when you heard back, etc. This provides you with an excellent record.

T. It is not required for the host and/or hostess to hold an open house at their QTH, nor is it required that they provide a free meal for the members attending.

U. Contact your local ham radio clubs. They may be able to offer assistance, may be interested in the YLISSB, and you may be able to recruit new members for the System.

V. Establish a 2M frequency for use by those driving to the Convention, and publicize this frequency to those attending the Convention. At the Convention you should:

(1) Make sure that all members and guests are registered.

(2) Make sure that there is a Schedule of Events so that all members know what is happening, and where it is happening.

(3) Be sure to list the information for the Boutique.

(4) Be available to answer any questions as they may arise.

(5) Relax, and enjoy the Convention.

## ANNEX A

### PHONETIC ALPHABET

<u>LETTER</u>	<u>CODE WORD</u>	<u>SPOKEN/PRONOUNCED</u>
A.	ALPHA	AL FAH
B.	BRAVO	BRA VOH
C.	CHARLIE	CHAR LEE
D.	DELTA	DELL TAH
E.	ECHO	ECK OH
F.	FOXTROT	FOKS TROT
G.	GOLF	GOLF
H.	HOTEL	HOH TELL
I.	INDIA	IN DEE AH
J.	JULIETT	JEW LEE ETT
K.	KILO	KEY LOH
L.	LIMA	LEE MAH
M.	MIKE	MIKE
N.	NOVEMBER	NO VEM BER
O.	OSCAR	OSS CAH
P.	PAPA	PAH PAH
Q.	QUEBEC	KEH BECK
R.	ROMEO	ROW ME OH
S.	SIERRA	SEE AIR RAH
T.	TANGO	TANG GO
U.	UNIFORM	YOU NEE FORM
V.	VICTOR	VIK TAH
W.	WHISKEY	WIS KEY
X.	X-RAY	ECKS RAY
Y.	YANKEE	YANG KEY
Z.	ZULU	ZOO LOO