

# **HAMRADIO OPERATING GUIDELINES = HOGS**

**Rev. 0 06/2008**

## **HOG1     Disposing of Club Gear**

**-after the Executive Committee determines that an item is no longer needed by the club, the following steps shall be followed in order:**

- 1. The committee shall determine a minimum value and**
- 2. The committee shall designate a club member (DM) to dispose of the item**
- 3. The DM shall list the item as being “for sale” during a month’s first weekly club net with club members having first choice. If more than one member shows interest, the winning member shall be determined by the coin toss or similar method.**
- 4. If there is no sale, the DM must determine if the price is too high or if there is no interest in the club**
  - to determine if the price is too high, bids shall be solicited from club members on the item during the month’s third weekly net. (note that applicable FCC rules apply to bids on-the-air) In the case of no response by the following month’s first weekly net, it will be assumed that there is no interest to club members.**
- 5. After step three, the item may be sold to the public and eventually offered for sale at the next MTARS ham fest. If the item has NOT sold after the fest, the DM may dispose of the item as he sees fit.**

## **HOG2     Repeater Trustee Tenure**

**The Middle Tennessee Amateur Radio Society has and shall always have a club member as trustee, who, with other assigned duties, shall be responsible for the use of the club’s licenses. The trustee of the club’s license shall serve at the pleasure of the Executive Committee (EC). When the trustee becomes unwilling or unfit to serve, the EC shall select a new trustee from the list of the club members holding an Amateur Extra Class license willing to serve.**

**The selected trustee shall:**

- fill all the paper work required by the FCC to become the trustee**

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- Continuously monitor the expiration date of all club license and file all the paper work necessary to keep the license current
- Maintain a copy of all license associated paper work, passwords, etc and provide the Club Secretary with a copy for the permanent file.
- Maintain sufficient copies of the club's license to be able to have a copy at all club sanctioned events
- Be reimbursed by the club for all expense incurred while obtaining the trusteeship, keeping the license current, and displaying the licenses as required.

### **HOG3 Expenditure Guidelines**

1. There are historical obligations that have been accrued by the club. These include post office box rental, various telephone bills and the Keith Springs power bill. These obligations shall be paid by the treasurer upon receipt of the payment request. If the treasurer is in doubt that a request falls into this category, the Executive Committee (EC) shall resolve the doubt.
2. All projects undertaken by the club, shall have a Project Manager (PM or point of contact (POC) or person in charge (PIC) or head nurse in charge (HNIC)) that is appointed by the EC when the club decides to take on the project. For expediency (and to relieve the work load of the treasurer) it is suggested that the members of the project team use personal funds to accomplish the project. The treasurer shall reimburse project expenditures only after the PM has signed or initialed the prepaid receipt. The prepaid receipt (or copy) shall be kept by the treasurer but its information shall be used in the inventory control process described in HOG4.

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## **HOG4     Inventory Guidelines**

**The Executive Committee is currently (January 2007) creating a list of the equipment owned by the club.**

- 1. Because system components may be replaced/upgraded and we would lose track of the part replaced, each item on the list shall be broken down into its basic components. These basic components replace the list item. Examples are: the “field day box” shall be replaced with “80meter dipole ladderfeed”, “80meter dipole balunfeed”, etc. and the “10/70 repeater” shall be replaced with “controller”, “power supply”, etc. Systems (repeater cabinets and field day boxes) comprised of several items shall be listed as the location of the items. A copy of the portion of the list identifying the system components shall be kept with the system. In the case of systems that are deployed (field day box, portable repeater, generator, etc), the condition of the item shall be described after return to storage.**
- 2. Each item on the list shall be marked as belonging to MTARS and marked to identify list item number. Marking shall be permanent. When marking components that will be rack mounted, the visibility when mounted in the system shall be considered.**
- 3. The repeater trustee (RT), as chairman of the Technical Committee and hence responsible for most of the equipment and its location, shall maintain the inventory list. Every effort shall be made to make the list available to club members. As a minimum, an up to date copy of the list shall be at every formal club meeting and consideration shall be given to posting it to the club web page.**
- 4. As part of processing a receipt, the treasurer shall notify the RT (the list keeper) of a new item and shall provide the purchase price/value for the list. The list keeper shall: assign a number, mark the item as described above, and enter the item’s data into the list. After all items of a project are added to the list, an updated copy of the list shall be provided to the project manager (PM) responsible for the purchase of the new items. The PM shall insure that the new list is complete and correct.   XXX END**