

CONSTITUTION AND BY-LAWS OF THE WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM

The Washington Amateur Radio Traffic System was founded on December 23, 1947. The original Constitution and By-Laws were adopted January 16, 1955. This revision of the Constitution and By-laws has been approved by the Board of Directors and ratified by the membership on May 25, 2007.

CONSTITUTION

ARTICLE 1- NAME

The Name of this organization shall be the Washington Amateur Radio Traffic System whose acronym shall be "WARTS", and also be identified as "The WARTS Net."

ARTICLE 2 - PURPOSE

2.1 To handle messages that are destined to worldwide locations where 3rd party messages are permitted to be handled by the amateur radio service.

2.2 To provide communications in the time of real or simulated civil disasters, or local, state, or national civil emergencies.

2.3 To further the enjoyment of amateur radio and to promote the good fellowship of those amateur radio operators in the Pacific Northwest desiring to operate on 3970 kHz.

ARTICLE 3 - MEMBERSHIP

3.1 Membership shall be open to persons holding valid Amateur radio licenses for operation on 3970 kHz.

3.2 Membership shall be in accordance with rules outlined in ARTICLE 1 of the By-Laws.

3.3 Members shall be considered eligible to vote if listed on the current Net Roster for the month of the vote.

ARTICLE 4 - OFFICERS

4.1 QUALIFICATIONS

All officers of this organization shall be chosen from the membership.

4.2 ELECTIVE OFFICERS

4.2.1 The elective officers of this organization shall consist of a Board of Directors, one Director from each of the four subdivisions of the State of Washington, and one Director at Large.

4.2.2 The Washington State divisions are defined in ARTICLE 2 of the By-Laws.

4.3 APPOINTIVE OFFICERS

4.3.1 Appointive officers shall be a Net Manager, an Assistant Net Manager, a Secretary, a Treasurer, a Net Web Master, and any other positions determined to be necessary by the Board of Directors.

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- 4.3.2 All appointments shall be made by the Board of Directors.
- 4.3.3 Appointive officers may or may not be members of the Board.

4.4. ELECTIONS

Elections will be held for the Directors from the Northwest, Southeast and Director at Large on odd number years and for the Southwest and Northeast Director on even number years.

4.5 MAXIMUM NUMBER OF TERMS OF OFFICE

- 4.5.1 Board Members ~ Two continuous terms (four years)
- 4.5.2 Appointed Officers ~ as directed by the Board of Directors

4.6 OFFICER DUTIES

The duties of elective and appointed officers are described in ARTICLE 3 of the By- Laws.

4.7 VACANCIES

If an officer becomes inactive during the term of office, the vacancy will be filled within 60 days by a unanimous vote of a quorum of the Board.

ARTICLE 5 – FINANCES

5.1 Monies to finance the operation and activities of the Washington Amateur Radio Traffic system shall be derived from membership donations. Solicitations will be requested from time to time during our evening meetings and at the annual convention.

5.2 Financial procedures are detailed in section 3.5 of the By-Laws. Current bank account information is displayed in APPENDIX 2.

ARTICLE 6 - MEETINGS

6.1 The Washington Amateur Radio Traffic System shall convene each evening on the frequency of 3970 kHz at a time predetermined by the Net Manager, with the approval of the Board of Directors.

6.2 The evening meeting, also known as a “WARTS Net session” will be supervised by a net control station and will consist of both members and visitors reporting into the net by “checking in” using their FCC appointed call signs for the purpose(s) consistent with ARTICLE 2 of the Constitution.

6.3 The procedure for these evening WARTS Net sessions is outlined in APPENDIX 3.

6.4 An annual WARTS convention shall be held at a time and place chosen by the Board of Directors, and the Board of Directors may hold an annual meeting during this convention.

6.5 Meetings of the Board of Directors shall be conducted in accordance with standard rules as outlined in “Roberts Rules Of Order Newly Revised (RONR)” Latest version.

6.6 Three Directors shall constitute a quorum for a board meeting. Meetings can be held face to face, on the air, or via e-mail.

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ARTICLE 7 - AMENDMENTS

7.1 The Constitution and By-Laws may be amended by a unanimous vote of a quorum of the Board of Directors subject to ratification by membership..

7.2 A Super majority (66-2/3%) of those members voting to amend will be necessary to ratify any amendment. Members shall be considered eligible to vote if listed on the current net roster for the month of the vote.

7.3 Ratification may be accomplished by a roll call vote at any evening meeting on the air, or within 14 days following the Board action, by an e-mail or postal ballot, as approved by the Board.

7.4 Notice of a proposed amendment must be given in writing to the membership at least 14 days in advance of the deadline for ballot returns. Notice given on the WARTS net web site will be considered "Written". Postal requests will be honored.

ARTICLE 8 – RATIFICATION

Any amendment to the Constitution or By-Laws becomes effective upon approval by the membership as described in ARTICLE 7.2.

**CONSTITUTION AND BY-LAWS OF THE
WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM**

BY-LAWS

ARTICLE 1 - MEMBERSHIP

1.1 MEMBERSHIP

A member shall be defined as an Individual who meets the requirements of ARTICLE 3 of the Constitution and meets the criteria listed in APPENDIX 1 for net membership.

1.2 The criteria for becoming a member of the WARTS net shall be determined by a majority vote of the Board of Directors and shall be separate from the Constitution and the By-Laws and not subject to a vote by the net membership. See APPENDIX 1

1.3 Consideration and accommodation will be given to the special needs of net members who require extra help from the net management to participate in net activities, to retain membership, and remain on the roll call.

ARTICLE 2 - STATE DISTRICT DIVISIONS

State district divisions shall be by counties as follows:

NORTHWEST

Clallum
Island
Jefferson
King
Kitsap
Skagit
Snohomish
Whatcom

NORTHEAST

Chelan
Douglas
Ferry
Grant
Lincoln
Okanogan
Pend Oreille
Spokane
Stevens

SOUTHWEST

Clark
Cowlitz
Grays Harbor
Lewis
Mason
Pacific
Pierce
Skamania
Thurston
Wahkiakam

SOUTHEAST

Adams
Asotin
Benton
Columbia
Franklin
Garfield
Kittitas
Klickitat
Walla Walla
Whitman
Yakima

ARTICLE 3 - DUTIES OF OFFICERS

Members may hold more than one appointed position in this organization as decided by the Board of Directors. Certain appointed positions may be filled or not filled as decided by the Board of Directors.

3.1 BOARD OF DIRECTORS

3.1.1 The Board of Directors, made up of one member of each of the four Washington State Divisions and the Director at large, will from their members, elect a Chairman of the Board (COB) within a reasonable time after elected.

3.1.2 The Board of Directors will appoint the Net Manager, The Net Assistant Manager, The Net Secretary, The Net Treasurer, The Net Web Master and any other positions deemed necessary for the operation of WARTS Net.

3.1.3 The Board of Directors will be available to the membership for comments about the WARTS Net and bring up pertinent comments brought them from their constituents, to the complete Board.

3.1.4 The Board of Directors have the responsibility to oversee the operation of the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS), Including the performance of the appointed officers, providing inputs and directions as needed for the satisfactory operation of the organization.

3.1.5 The Board of Directors will see that an audit of the WARTS treasury is conducted once a year. One Board member, the Net manager, and one member who is not an officer of the organization will conduct the audit.

3.2 NET MANAGER

3.2.1 The Net Manager will be responsible for the day-to-day operation of the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS).

3.2.2 The Net Manager will ensure that net control stations are assigned for net operation each day. He/She will accept requests from potential net controllers; he/she will solicit potential net controllers subject to the agreement of the Board of Directors.

3.2.3 The Net Manager will monitor the radio propagation conditions on our operating frequency and recommend time changes of our "Regular Meetings" to the Board of Directors when necessary, for approval.

3.2.4 The Net Manager will be the eyes and ears of the organization, bringing any pertinent requests, member or visitor comments to the Board of Directors for discussion and action as necessary.

3.2.5 The Net Manager will cast his/her vote as a tiebreaker when the Board of Directors are deadlocked on any issue.

3.3 ASSISTANT NET MANAGER

3.3.1 The Assistant Net Manager will fulfill the duties 1 through 4 as listed above for the Net Manager in his absence. The Net Manager or the Board of Directors may give him special assignments.

3.3.2 The Assistant Net Manager will be another set of eyes and ears of the organization, bringing any pertinent requests, member or visitor comments to the Board of Directors for discussion and action as necessary.

3.4 NET SECRETARY

3.4.1 The Net Secretary will keep all WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS) records and correspondence.

3.4.2 The Net Secretary will record the WARTS Net activity as provided by the various net controllers and issue new member roll call sheets on a monthly basis in accordance with the current net policy as noted on APPENDIX I.

3.4.3 The Net Secretary will, from time to time, receive requests from members who for any reason desire to be taken off the roll call sheet. He/She will keep records of these requests and place them back on the roll call list at their request.

3.4.4 The Net Secretary will send out health and welfare cards to members of the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM when notified of a member's special conditions.

3.5 NET TREASURER

3.5.1 The Net Treasurer shall be responsible for all of the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS) funds. He/She should be proficient with computer financial programs and be able to conduct the business of the Net Treasury via the Internet.

3.5.2 The Net Treasurer will make all payments for WARTS obligations as directed by the Net Manager and Board of Directors chairman.

3.5.3 The Net Treasurer will make all deposits from donations from net members and any other sources.

3.5.4 The Net Treasurer will provide monthly treasury reports to the Net Manager, the Board Members, and the Net Secretary. When requested, this report will be made available to any net member.

3.5.5 The Net Treasurer shall ensure that at least two other officers, either elected or appointed are included on the bank signature card.

3.5.6 The Net Treasurer will keep APPENDIX 2 up to date with the latest banking information.

3.6 NET WEB MANAGER

3.6.1 The Net Web Manager will keep the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS) Internet web site up to date. He/She will have the freedom to design, modify, add or delete general items in the web site at his convenience. Any specific Net information requested to be added, modified, or deleted should have the approval of the Net Manager or Chairman of the Board.

3.6.2 The Net Web Manager will ensure that the WASHINGTON AMATEUR RADIO TRAFFIC SYSTEM (WARTS) Internet domain name is renewed when necessary to insure its continuance.

ARTICLE 4 - DIRECTOR NOMINATING & ELECTION PROCEDURES

4.1 Nominations will be made during the evening meetings, as noted in ARTICLE 6.1 of the Constitution during the last week of May.

4.2 The Board of Directors will be in session during the nominations and election specifically to act as an election committee to ensure that fair, proper, and auditable procedures are followed.

4.3 Nominations will also be taken by e-mail and by U. S. mail that will be honored if postmarked not later than June 1.

4.4 A nominee for Directors of WARTS Net from a specific section of the State can be placed in nomination only by a member residing in that same section. Any member can make a nomination for Director-at-Large.

4.5 Following the nominations, a ballot will be made available on the WARTS web site. Voting by e-mail is acceptable and mail ballots will be available if requested. The preferred method of voting will be verbal ballots offered during the regular meetings, as noted in ARTICLE 6.1 of the Constitution, the second full week in June. Members of the Board of Directors will accept the votes.

4.6 Members of the Net may vote for one nominee from their specific section and the Director-At-Large.

4.7 Members shall be considered eligible to vote if listed on the Net roster compiled June 1st.

4.8 The Polls will close the last day of the second week in June.

4.9 Ballots shall be counted and results announced on the Net on or before June 25th

ARTICLE 5 – TERMS OF OFFICE

5.1 The term of office of elective officers begins July 1st. On odd years for the Northwest Director, Southeast Director, and the Director at Large. On even years for the Southwest Director and the Northeast Director.

5.2 Appointive officers will serve until relieved by the Board, or submit a resignation to the Board of Directors.

ARTICLE 6 - NET CONTROL STATIONS

6.1 Net Control Stations and Alternate Net Control Stations will be appointed by the Net Manager, subject to approval by the Board of Directors. He/She will present a request, to the Board, to remove a net controller from service when the net controller or his station does not perform to accepted net standards. The Board will act upon his request.

6.2 All Net Controllers and Alternate Net Controllers will be responsible for providing a daily traffic report to the Net Secretary in a timely manner.

6.3 All Net Controllers and Alternate Net Controllers will be responsible for sending their used roll call sheets to the Net Secretary at the end of each month via e-mail or U. S. Postal Service.

APPENDIX 1 ~ CRITERIA FOR NET MEMBERSHIP

Note: This section may be modified by a majority vote of the Board of Directors at any time.

Beginning net membership

~~A station wishing to become a member of the WARTS net is required to check in at least four times a month for two consecutive months and notify the net secretary to be added to the roster. Other licensed family members, within the same household, also need to check in at least four times a month for two consecutive months to become a member.~~

Continuous net membership

~~To remain on the roster, a net member needs to continuously (ad infinitum) check into the net at least four times per month. If there occurs a two consecutive month period, during which a member checks in less than 4 times each month, that member will be dropped from the roster.~~

Traveling members (e.g. Snowbirds), Sick members

~~Members who know that they will be out of the area for more than two months but upon their return wish to be placed back on the roster should notify the net secretary. Upon their return, they will be placed on the next month's net roster. The same courtesy will be accorded for sick net members (notification by sick member is not necessary).~~

CHANGES APPROVED BY BOARD OF DIRECTORS 09/19/2008

1. MEMBERSHIP REQUIREMENTS

Members are required to check in to WARTS Net a minimum of SIX times per month. If a member checks in less than SIX times per month for TWO months without notifying the net secretary, currently K7VRE, via a formal message "Radiogram", that member will be deleted from the roll call to make room for new members. Any valid reason given to be excused from this requirement, of course, will be considered.

In cases where there is more than one-licensed Amateur Radio operator at a common location (QTH), all operators at this location must also meet this requirement. It is felt that practicing our operational procedures, on a continuous basis, provides the understanding and skill to be prepared for any emergency when Amateur Radio is called upon to provide communications assistance due to national emergencies or other communication activities. This practice should not be limited only to checking into WARTS Net, but should also provide practice and skills necessary for the set up, tuning, and operation of your station equipment(s).

WARTS Net management feels that it's necessary to meet these modest requirements to ensure a fully trained membership, one who is prepared to originate, handle and, deliver Amateur Radio traffic when requested to do so.

2. NEW MEMBERSHIP REQUIREMENTS

Those Amateurs who are qualified to operate on our net frequency, 3.970 Khz, are welcome to join our net operation. For our visitors, we have provided a specific spot on our roll call procedure for you to check in. This time is after the net has conducted its net business and regular roll call has been completed. The requirements of net membership are as follows: Any visitor who has checked into our net EIGHT times, any day of the week, for one month is qualified to become a net member. After that one-month period, you will need to originate a formal "Radiogram" to our Net Secretary, currently Chuck K7VRE, requesting to become a net member. You will also need to provide your Amateur Radio call, your name, and what city you wish to be listed under. You can list that message on our net when called for by the (NCS) Net Control Station. Please note that the Net Secretary, does not receive each of the NCS activity reports, needed to verify your activity, until the end of each completed month, therefore, a second Month will pass until you are listed as a member on the roster, but the Net Secretary will contact you via a "Formal Radiogram" as soon as your activity has been verified, as to when you will be added to the roll call.

APPENDIX 2 ~ WARTS NET BANK ACCOUNT INFORMATION UPDATES AS OF 09/19/2008

Note: The Net Treasurer, showing the status and authorized officers who have access to the WARTS funds will keep this section current.

1. The WARTS net has a non-interest bearing, no-fee bank account with Washington Mutual Bank.
2. The current net treasurer is Ken Rau, K7YR. He has the bank account number & password and manages the WARTS bank account.
3. Although K7YR is in possession of the checkbook, W7GB, KE7DVV, ~~K7ZSI~~, and K7YFJ can also sign WARTS net checks
4. W7GB, KE7DVV, ~~K7ZSI~~, and K7YFJ, by using the account ID number and password, can access the WARTS bank account on-line.
5. All donations to the net treasury are forwarded to K7YR for deposit at the Chelan Branch of Washington Mutual Bank. Donations are the primary source of income for the WARTS net.

APPENDIX 3 ~ WARTS NET PREAMBLE & PROCEDURE

Note: This section may be modified by a majority vote of the Board of Directors at any time.

CHANGES APPROVED BY BOARD OF DIRECTORS 09/19/2008

- ~~1. "QST, QST, QST. This is not control station _____ my name is _____ located in _____ calling the Washington Amateur Radio Traffic System. This net meets daily at _____ PM PST/DST on 3970 KHz." The purpose of this net is to provide a scheduled time and place to handle Amateur Radio traffic and informal contacts.~~
- ~~2. "Is there any emergency traffic or mobiles with traffic?" <If yes, handle it>~~
- ~~3. "Members are requested to be on time and to remain on the net frequency until the end of roll call. Visitor and late stations wishing to check into this net will be called for at the end of the roll call. If you must break the net during roll call, break with your call sign only for recognition."~~
- ~~4. "<Designate a relay station and state> "All relays will be provided by _____ unless asked for by the net control." <May ask for additional help for known distant stations>~~
- ~~5. "Please checkout our web site www.wartsnet.org. Are there any bulletins, QSTs, or Announcements?" <If yes, handle them>~~
- ~~6. "Are there any stations with formal traffic? Your call sign only." <List the traffic and then attempt to handle the traffic>~~
- ~~7. "Are there any mobile stations without traffic? Your city and call please" <Call for out of State mobiles, then in State>~~
- ~~8. "Are there any contacts or informal traffic?" <If yes, handle them>~~
- ~~9. "Stand by for roll call." <Even days start at the top. Odd days start at the bottom>
<Encourage visitors to wait and check in under visitor checks. Attempt to complete roll call and traffic handling by 18:20 or 18:25 so that members who have other net schedules or dinner can QSY as they wish>~~

- ~~10. "Do we have any late traffic listings or contacts?" <If yes, handle them>~~
- ~~11. "Do we have any late or missed mobile stations, your city and call please."~~
- ~~12. "These stations wishing to become members of the WARTS net are required to check in at least four times a month for two consecutive months, then notify the Net Secretary that you would like to become a net member. If there occurs a two consecutive month period, during which a member checks in less than 4 times each month, that member will be dropped from the roster. Each Operator at a common QTH must meet this requirement to remain on the roster.~~
- ~~13. "Do we have any visitors? Your city, calls, and name please."~~
- ~~14. "Do we have any late or missed stations in cities A through F? Your city and call please." <Reverse order on odd days> <Do by columns, page, or alphabetical blocks, whichever you're most comfortable with>~~
- ~~15. "This is _____ Securing WARTS net at _____ Hours."
<Please get your report to KJ7SI a.s.a.p>~~

Rev. D _____ MAY 25, 2007 K7YR _____ ~~Black are to be read~~ ~~Red are not control instructions.~~

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APPENDIX 3 ~ WARTS NET PREAMBLE & PROCEDURE 10/01/08

Note: This section may be modified by a majority vote of the Board of Directors at any time.

1. "QST, QST, QST. This is net control station _____ my name is _____ located in _____ calling the Washington Amateur Radio Traffic System. This net meets daily at _____ PM PST/PDT on 3970 KHz." This net is affiliated with the National Traffic System, and all Amateurs with an interest in handling traffic are invited to check in.
2. "Is there any emergency or priority traffic?" <If yes, handle it>
3. "Members are required to check in **SIX** times per MONTH **CONTINUOUSLY** to remain on the roster. *Each Operator at a common QTH must also meet this requirement. Full information is provided on our Website at **WWW.WARTSNET.ORG.***"
4. "Members are requested to be on time and to remain on the net frequency until the end of the roll call. Portable and Emergency powered stations operating from their home location should check in during the regular roll call. If you must break the net, do so only with your call sign for recognition. Visitor and late stations wishing to check into this net will be called for at the end of the roll call."
5. <Designate a relay station, if desired, and state > "All relays will be provided by _____ unless asked for by the net control." <May ask for additional help for known distant stations>
6. "Are there any bulletins, QSTs, or Announcements?" <If yes, handle them>
7. "Are there any stations with formal traffic? Your call sign only." <List the traffic and then attempt to handle the traffic, Then keep trying throughout the roll call>
8. "Are there any mobile stations? Your city and call please" <Call for out-of-State mobiles, then in-State>
9. "Are there any portable or emergency powered stations not at their home location? Your regular city and call please"
10. "Are there any contacts or informal traffic?" <If yes, handle them>
11. "Stand by for roll call." <Even days start at the top. Odd days start at the bottom> Encourage visitors to wait and check in under visitor check ins. Attempt to complete roll call and traffic handling by 18:30.

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12. "Do we have any late traffic listings or contacts?" <If yes, handle them>
 13. "Do we have any late or missed mobile stations? Your city and call please."
 14. "Those stations wishing to become members of the WARTS net are required to check in at least **EIGHT** times for **ONE MONTH**, *then* notify the Net Secretary, Chuck, K7VRE by a formal message "Radiogram" that you would like to become a net member. *Full information is provided on our Website at **WWW.WARTSNET.ORG.***"
 15. "Do we have any visitors? Your city, calls, and name please." <Call for Western Washington, then Eastern Washington, then Out of State>
 16. "Do we have any late or missed stations in cities" <Do by Roster Pages> " Your city and call please." <Reverse order on odd days>
 17. "This is _____ Securing WARTS net at _____ Hours." <Please get your report to Chuck, K7VRE A.S.A.P.>

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