

TEN-TEN INTERNATIONAL NET, INC.

OPERATIONS MANUAL

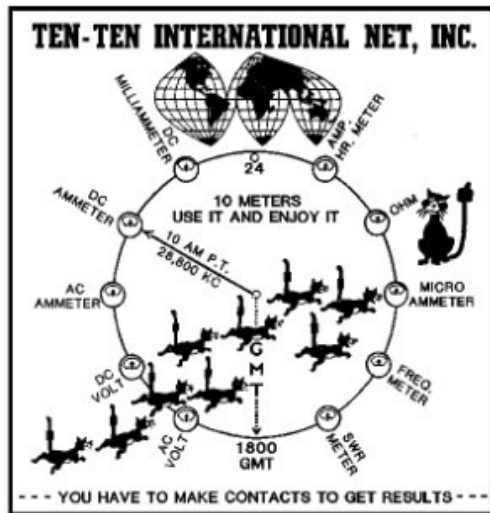


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1. 10-10 International Net, Inc.

1.1 The Organization

In accordance with the Bylaws, Article I, the name of this organization is 10-10 International Net, Inc. The organization is also known as Ten-Ten International Net, Inc., 10-10, 10-10 Net, Ten-Ten, or Ten-X. In this document the abbreviation "10-10" will be used.

The President maintains an information and slide show of 10-10 histories. Also available upon request is a bound volume of early 10-10 bulletins and newsletters prepared by past-President Howard Bowman, W6QIR. An article, "The History of 10-10" is included in the Information Brochure and on the 10-10 Web Page. The Spring, 1978 issue of 10-10 NEWS contains a history of 10 meters prepared by Editor Chuck Albrecht, N0CKW, in celebration of the 50th year of the FCC granting operating privileges to radio amateurs to use 10 meters (March 7, 1928).

The approved purposes of 10-10 are to promote activity on the 10-meter amateur radio band, traffic handling, and assistance to radio amateurs in improving technical skills and operating procedures. The operation of 10-10 shall be for charitable, educational, and scientific purposes related to amateur radio.

1.2 The Operations Manual

This Operations Manual (Ops Manual) of 10-10 International Net, Inc. is a compilation of policies, procedures, practices, and activities of 10-10. It serves to place matters of substance and governance in one volume, so that members may be fully informed about the workings of 10-10. It should be used in conjunction with the Bylaws, information packet, membership brochure, and material found on current web pages. The Board may revise, amend and expand the policies and procedures as circumstances change and as new challenges and opportunities arise.

Following each annual meeting of the Board of Directors, the Vice-President shall prepare needed revisions of this Manual occasioned by actions of the Board, and ensure that the revised version is made available through the official 10-10 web site.

1.3 10-10 Logo

10-10's rich history has left the organization with a lasting logo - the "Cat". The Board has also approved the use of an alternate logo - flat world map with antenna. The two approved logos are included on the cover of this manual and on the official 10-10 web site. Both symbols may be used by the organization as identifying logos.

1.4 Definitions

The following terms shall be defined terms as used in the 10-10 Operations Manual.

1. Signed - When used in the 10-10 Operations Manual the term "signed" shall mean a direct signature of the responding individual. Additionally, such signature shall be acceptable if provided by fax or e-mail.
2. Petition - When used in the 10-10 Operations Manual the term "petition" shall require a written or typed heading at the top of each page defining the purpose of said petition. All petition signatures shall be original. Petitions with signatures submitted by fax or e-mail are acceptable.

2. Officers & Directors

The duties and responsibilities of the Officers and Directors of 10-10 are prescribed in the Bylaws. In accordance with the Bylaws, the Board of Directors may assign additional duties necessary for the continued operation of the organization.

The current organization chart outlines the organization's various committees and reporting procedures, and is available on the official 10-10 website.

2.1 President: Duties and Responsibilities

- 2.1.1 To ensure that persons appointed by the President to fill vacancies on the Board of Directors are qualified, the following procedures will be followed:
 - (a) The President shall provide timely notification to the Board of each vacancy and solicit recommendations for an appointee to fill the vacancy.
 - (b) The President shall contact the potential appointee to determine his or her willingness and ability to serve.
 - (c) The President shall notify the members of the Board of the appointment and the process that will be used for ratification.
- 2.1.2 The President may request the Vice-President or any other member of the Board to represent 10-10 at functions where a 10-10 presence is required or desirable.
- 2.1.3 The President shall represent 10-10 and promote liaison with other amateur radio organizations, such as the ARRL and QCWA.
- 2.1.4 The President shall prepare operational plans and reports and manage the general administrative activities of 10-10.
- 2.1.5 Each year, the President shall establish a team for the purpose of 10-10 participation at the Dayton and/or other Hamventions.
- 2.1.6 The President shall prepare the agenda for each meeting of the Board.

2.2 Vice-President: Duties and Responsibilities

- 2.2.1 The Vice President shall preside at meetings of the Board of Directors and of the membership when the President is unable to attend, and shall also represent the President and 10-10 at functions where the presence of 10-10 is required or desirable. The Vice President shall assist the President in any way possible, including but not limited to performing delegated tasks assigned by the President.
- 2.2.2 The Vice-President shall prepare needed revisions of this Manual as described in 1.2 above.

2.3 Secretary: Duties and Responsibilities

- 2.3.1 The Secretary shall record the proceedings of all regular meetings of 10-10 and meetings of the Board of Directors.

2.3.1.1 The Secretary shall record the minutes of regular meetings of the Board of Directors, and as soon as possible circulate them to Board members for review and comment prior to being sent to the editor for publication. The Secretary shall review all submitted corrections and amendments to the minutes. The published minutes shall include a report on actions affecting the Current membership, any changes to the Bylaws (omitting voting and discussion details), and a listing (omitting voting and discussion details) of other actions of the Board that affect only the Board or other Net officials. Prior to the next Board meeting, the Secretary shall provide Board members the final meeting minutes. Formal approval of meeting minutes will be voted upon at the following Board of Directors meeting. Copies of the full meeting minutes shall be available on the Ten-Ten web page.

2.3.1.2 The Secretary shall keep an approved original copy of minutes of regular meetings of the Board of Directors in the repository of records.

2.3.1.3 The Secretary shall perform the duties prescribed by the Bylaws for the election of new Officers and Directors.

2.3.2 The Secretary shall transmit to the Archivist/Historian original copies of all documents bearing upon the legal status of 10-10 for retention in a repository. Those records shall be maintained to satisfy any foreseeable legal requirements and to facilitate the computerization of the records. The Secretary shall transmit original copies of legal 10-10 documents, including but not limited to the following:

1. Articles of Incorporation in the State of California
 2. Bylaws of the organization, both past and current
 3. Bonding and insurance documents for the organization and its personnel
 4. Contracts with corporations, companies, partnerships, and individuals providing services for the organization for recompense
 5. Current policies and procedures approved by the Board of Directors
6. All other documents of legal import to the organization

2.3.3 At the conclusion of his/her term as Secretary and upon the installation of a new Secretary, the Secretary shall turn over all documents in his/her possession to his/her successor or to the President.

2.4 Treasurer: Duties and Responsibilities

2.4.1 The Treasurer shall be responsible for the funds and financial records of 10-10, as described in the bylaws, and as addressed in sections 9.2 and 10 of this manual.

2.4.2 At the expiration of his/her appointment, the Treasurer shall turn over to his/her successor or to the President all books, money, and other properties of the corporation in his/her possession.

2.5 Directors: Duties and Responsibilities

2.5.1 Directors shall manage the affairs of 10-10 in accordance with all policies of 10-10. Directors will be assigned specific individual responsibilities, such as chairing committee (see section 4 below), and may be required to perform various other duties as required

by the President and ratified by the board.

2.6 Agenda for Meetings of the Board of Directors

- 2.6.1 Regular Meetings of the Board of Directors shall have an agenda, and shall be governed by Robert's Rules of Order. The agenda shall be posted on the 10-10 web site at least thirty (30) days prior to the meeting date. Each agenda shall generally follow these guidelines:
1. Call to order
 2. Roll Call
 3. Moment of silence for our Silent Keys
 4. Consideration of Agenda
 5. Meeting Minutes Approval – from preceding Board meeting
 6. Officer Reports – President, Vice President, Secretary
 7. Treasurer's report and budget approval
 8. Committee Reports – Awards, Business & Finance, Chapter, Contest, Data/Membership, Internet, Net Management, Publications, Planning, and Scholarship
 9. Directors Reports
 10. Other - including the following regular items:
 - a. Consideration of the next Board of Directors meeting site
 - b. Consideration of (year) convention site
 - c. Unfinished business
 - d. New business
 - e. Additional comments
 - f. Consideration of the effective date of any Bylaws revisions and adopted policies
 11. Adjournment
- 2.6.2 Regular Meetings of the Board of Directors shall usually be followed by a meeting of the 10-10 Scholarship Foundation.
- 2.6.3 Special meetings of the Board of Directors do not require a formal agenda: however, each member of the Board of Directors shall be notified of the purpose(s) of the meeting to the extent possible before each special meeting. Such meetings may be held at a physical location, by teleconference or by other electronic means.

3. Elections

In accord with the Bylaws, Article IX, the election of Officers and one-half of the Directors shall take place each even-numbered year. Officers' and Directors' terms of office shall commence on the first day of January following their election.

The following table outlines the 10-10 election activities and procedures.

DATE	YEAR	ACTIVITY	ACTION BY
Board Meeting	Year prior to election	President appoints Nominating Committee Chair & Board Approves	President and Board
1-Dec	Year prior to election	Nominating Committee Chair selects committee	Nominating Committee Chair
1-Jan	Election Year	Call for nominations in January issue of NEWS	Editor
1-Apr	Election Year	Call for nominations in April issue of NEWS	Editor
1-May	Election Year	Candidates must have names and bios to Nominating Committee	Candidates
15-May	Election Year	Nominating Committee develops slate of candidates and sends names to President, Secretary and Editor. Nominating Committee Chair notifies candidates that were not selected	Nominating Committee
15-Jun	Election Year	Deadline for Petitions of Nomination to be received by Secretary.	Person submitting petition
		Secretary notifies Nominating Committee, President, and Editor of any required changes due to receipt of petitions,	Secretary
1-Jul	Editor	List of candidates, candidate statements and ballot to be included in NEWS	Editor
1-Sep	Election Year	Deadline for being a current member to vote. Deadline for receipt of ballots by Chief Teller	Chief Teller
1-Oct	Election Year	Chief Teller notifies Secretary of election results – Secretary notifies President, Editor and each candidate of election results. Election results are published in the fourth issue if the NEWS	Chief Teller and Secretary
1-Oct	Election Year	Election results are published on the 10-10 web site	Webmaster
1-Jan	Year after Election	Newly elected Officers and Directors take office	Editor

3.1 Qualifications for Nomination to be an Officer or Director of 10-10

To qualify for nomination to be an Officer or Director of 10-10, a member must have been an Current Member for at least four (4) years immediately preceding his/her nomination. Those wishing to be nominated for office must be selected by the Nominating Committee or by a separate petition of candidacy.

The dues for any member seeking nomination shall be current (paid in advance) through the term of office being sought.

3.2 Nominating Committee

The President, with the approval of the Board, at the Board meeting prior to an election year, shall appoint a Chair of the Nominating Committee who will then, by December 1st, select up to four other Current Members of 10-10 to serve on the Committee. The Nominating Committee will take steps to learn of interested, eligible members, to gather information by which to select the most qualified candidates, and will produce a slate of at least one candidate(s) for each Officer and/or Director seat open for election, which the Committee believes represents those best qualified from information submitted to the Committee. The Committee may, or may not, nominate all applicants.

3.3 Call for nominations

A call for nominations to fill vacant positions will be issued in the in the first and second issues of the News in each election year. Members wishing to be selected must notify the Nominating Committee of their wishes and return the Committee's Nominee Information Form and his/her biographical sketch to the Nominating Committee. A copy of the current Nominee Information Form shall be made available to each Current Member who requests one. The names of the Nominating Committee members shall appear in the first and second issues of the NEWS in an election year.

3.4 Biographical Sketch

All candidates, whether selected by the Nominating Committee or by petition, must submit a biographical information sketch, no more than 200 words in length. The Nominating Committee will request this information in the process of selecting a slate of candidates. Those who petition for nomination will submit their biographical sketch directly to the secretary.

3.5 Notification of Potential Nominees

The Chair of the committee shall notify members selected by the Nominating Committee to be candidates in writing. The Chair of the Nominating Committee will inform requesting members who are not selected by the Nominating Committee, in writing, and inform them of the proper method of petition as described below.

3.6 Petition for Candidacy

Potential candidates not selected by the Nominating Committee may petition for candidacy. Information regarding this process will be printed in the first and second issues of the 10-10 NEWS in each election year. Petitions for nomination must be signed by at least 50 Current Members and submitted to the Secretary. The Secretary shall verify the validity of each petition and the eligibility of each candidate, and place the names of all qualified and properly nominated candidates on the ballot, along with those submitted by the Nominating Committee. The Secretary shall furnish forms as necessary, receive petitioner's biographical sketches, and forward them to the Editor of the NEWS.

3.7 Notification of the President, Secretary, and Editor

The Chair of the Nominating Committee will notify the President, Secretary, and Editor, in writing, of the final slate of candidates nominated by the Committee, and forward biographical information on the selected candidates to the Editor. Nominations will be announced in the third issue of the 10-10 NEWS in an election year.

3.8 Nominating Committee Records

The Chair of the Nominating Committee shall maintain all records of the Committee's deliberations for one year following discharge of the Committee by the President: they may then be retained or destroyed.

3.9 Discharge of the Nominating Committee

Once the Nominating Committee has completed its work, the President will discharge the Committee from further duty, with the thanks of 10-10.

3.10 Ballots

The Editor shall prepare the ballot, placing the names of all candidates on the ballot in alphabetical order. No distinction shall be made between candidates nominated and those qualifying by petition. If there are no contested positions, the Secretary shall cast one ballot for the slate of candidate/candidates. These names will NOT be included on the ballot. Ballots shall be included in the third issue of the NEWS.

Ballots postmarked after the close of the polls will be considered invalid, and they will not be opened or counted in any way.

3.11 Determination and Notification of Results

If a candidate does not receive a majority, a plurality of the votes cast for each office will determine the candidate elected for each office. All candidates shall be notified by the Secretary of the results of the balloting via telephone within 48 hours of election certification. Results of the election will be published in the fourth issue of the 10-10 NEWS in an election year, as outlined in the Bylaws.

3.12 Election Procedures

The following procedures shall supplement the provisions of the Bylaws to ensure the timeliness and appropriateness of actions necessary to conduct fair elections by secret ballot.

3.12.1 Production and Distribution of Ballots

Upon receiving all nominations for elected positions from the Secretary, the Editor shall produce a ballot within the July NEWS for mailing to each Current Member. Only opposed candidates shall be placed on the ballot. The return ballot will be addressed to the Chief Teller of the election.

3.12.2 Return of Ballots

Members shall return ballots as directed in the instructions. The upper left-hand corner of the members' envelope must contain their call and/or 10-10 number. No other material(s) other than the ballot shall be returned, and the inclusion of other material(s) with a ballot may invalidate the ballot. Tellers have no responsibility for any material(s) included with the ballot and may discard such matter at their discretion.

3.12.3 Tellers

The President with the approval of the Board of Directors at the Board meeting prior to an election year, shall appoint a Chief Teller to count the ballots. The Chief Teller may appoint as many tellers as he/she feels is necessary to aide in the counting of the ballots.

3.12.4 Reporting the Results

As soon as possible after the close of the election the Chief Teller shall certify to the Secretary, in writing,

results of the ballot count for each office. In turn, the Secretary shall notify in writing the President and the Editor the results of the election. He/She shall also notify each candidate by telephone and in writing of the results. In advance of printing in the 10-10 NEWS, the Secretary may also notify current Officers and Directors of the election results.

3.12.5 Records and Disposition of Ballots

The Chief Teller shall hold the ballots and any tallies for at least 180 days after the Secretary has acknowledged the results of the election. After the deadline, if no further instructions are received from the President or the Board of Directors of 10-10, the materials shall be destroyed.

3.12.6 Challenges

Challenges to the election results shall be specific and in writing to the President and all members of the Board of Directors. The Board shall have the sole responsibility to determine the merits of the challenge and if a recount or reelection is necessary. No challenge will be recognized after the 180 day holding period.

4. Committees of the Board

The President shall create and appoint standing committees to oversee the various facets of 10-10 operations. He/she shall be, ex-officio, a member of every committee of the Board of Directors, with the exception of the Nominating Committee. Standing committees of the Board of Directors must be chaired by a member of the Board of Directors, but may have Officers, Directors, and other Current Members of 10-10 among their membership.

The structure and duties of the committees are described below. It is recommended that the Officers and Directors become familiar with the duties and responsibilities of each committee and that necessary communications flow freely between the committees. It is further recommended that Committee chairs appoint deputies, who are able to take over the chair's duties should it become necessary.

4.1 Awards Committee

4.1.1 The Awards Committee has the following duties and responsibilities:

1. To review and establish rules of awards programs with the goal of promoting increased participation.
2. To coordinate with QSO Party Committee, Certificate Manager, Awards Managers, Net officials and Chapter Coordinator, in an effort to increase member participation and enjoyment of 10-10 activities.
3. To recruit and recommend to the Board, as needed, Current Members to assume the duties of awards managers, and to oversee performance.

4.1.2 Awards Committee Procedural Guidelines

To ensure an orderly execution of these duties and responsibilities, the Awards Committee establishes the following procedural guidelines.

1. All proposals for 10-10 awards shall be submitted to the Awards Committee for review prior to submission to the Board of Directors for approval. The Awards Committee will assess applicability to the 10-10 mission and goals; adherence to general requirements of all 10-10 awards; possible conflicts with other 10-10 awards; and the overall

appropriateness of the proposed certificate of achievement or award. In the event of difficulties, the Awards Committee will work with the proponent to ensure that all standards are met. Upon approval, the Awards Committee will forward the proposal, with its endorsement, for review and approval by the Board of Directors.

2. All proposals for changes in the terms of the existing 10-10 awards shall be forwarded to the Awards Committee for review prior to enactment and publicity. The Awards Committee will review the changes using the same standards as for new awards. Upon approval, the Awards Committee will forward the proposed changes, with its endorsement, for review and approval by the Board of Directors.
3. The Awards Committee will receive from any Current Member names of potential candidates for the positions of award managers. The Awards Committee will then request sufficient information from each candidate to make its recommendation to the Board.
4. All appointments to the posts of Award Managers shall be considered provisional, but effective, pending ratification by the Board of Directors at its next meeting. Award managers will periodically report to the Committee Chair on the status of awards, number given out, etc.
5. The Awards Committee shall from time to time, communicate with each Award Manager to receive information, to conduct self-reviews of operations, and to obtain opinions on matters of 10-10 operation. The Committee shall work to ensure that all applicable standards are met, and to increase participation and membership activity through programs administered by these officials.
6. Variance from these procedures will not be permitted without the express approval of the Chair of the Awards Committee. All communications by members of the Board with designated officials reporting to the Awards Committee will be copied to the Chair of the Awards Committee.

4.2 Public Relations Committee

The Public Relations Committee is responsible for maintaining good, viable, and visible public relations, not only with the membership at large, but also with news media and all other possible outlets for favorable 10-10 publicity. It coordinates with the Board of Directors and 10-10 members on matters of public relations.

4.2.1 Publicizing 10-10 at Hamfests:

The PR Committee chair will supply, or cause to be supplied, copies of 10-10 NEWS, the Information Packet, and other appropriate 10-10 materials, to those 10-10 chapters or members who represent 10-10 at hamfests, conventions, or other amateur radio activities.

4.2.2 News Releases:

The PR Committee chair is responsible for preparing and issuing news releases to the media and to amateur radio journals and magazines, about all significant 10-10 activities. Such activities may include, but not be limited to, 10-10 QSO Parties, QSO Party results, special events, and special honors or member awards. He/she shall submit information on a timely basis, taking into account magazine and journal lead times and deadlines. He/she will coordinate any news releases with the NEWS Editor.

4.2.3 Advertising

The PR committee is responsible for advertising in various publications and ensuring that the correct copy is used. The committee will keep within the budget approved by the Board and, where possible, track the responses to these advertisements with respect to renewals and new memberships.

4.3 Chapters Relations Committee

The Chapter Relations Committee maintains oversight of affiliated chapters, and handles requests for information on the rules and requirements for forming chapters and affiliating the chapter with 10-10. The Committee is also responsible for ensuring that the chapter-related sections on the 10-10 website are as up-to-date as possible.

4.3.1 Membership

The Committee shall comprise the Chapter Relations Chair, and at least two (2) members at large, appointed by the Chair and approved by the President.

4.3.2 The Committee Chair oversees all actions of the Chapter Relations Committee, and is responsible for the dissemination of all pertinent information to the Committee members.

4.3.3 The Chapter Relations Committee has the following duties and responsibilities:

1. To establish and review rules of Chapter affiliation programs with the goal of promoting increased participation.
2. To investigate and verify the qualifications of all applications for affiliation.
3. To liaise with committee chairs and net officials in an effort to increase member participation and on-the-air activity.
4. To manage all chapter affairs and ensure that the chapters are adhering to chapter guidelines and regulations.
5. To make recommendations for any changes deemed necessary for improved procedures.

4.3.4 Chapter Relations Committee Procedural Guidelines

1. The Committee will mail out chapter applications along with information explaining the purpose of chapters, guidelines for chapter operations, and the responsibilities of Chapter Heads.
2. The Committee accepts proposals for affiliation from interested groups, and assesses the applicability to the 10-10 mission and goals, adherence to general requirements of 10-10 chapters, possible conflicts with other 10-10 programs, and the overall appropriateness of the proposed affiliation. In the event of difficulties, the committee will work with the proponent to ensure that all standards are met.
3. The Committee will work with the new chapter in finding a good time and frequency for their nets, using the following principles:
 - (a) The net should not conflict in time and frequency with existing nets.
 - (b) Nets should make use of the entire 10-meter band and not just the lower end of the SSB frequencies.

- (c) The net should not interfere with other established activities.
- (d) The net should be convenient in time and frequency to the members of the chapter.

The Chapter Relations Committee will apply these same principles to assist chapters that request a change in net frequency or time due to changes in interference patterns, operating needs of members, etc.

4. The Committee receives from each affiliated chapter a quarterly report of activities. The Committee will distribute a form for such reports. Chapters should report once each quarter, and in no case less than once per 12 month period to maintain affiliation with 10-10. If no report has been received within the past year, the Committee will warn the chapter in the "Chapter Coordinator's Column" of 10-10 NEWS that the delinquent chapter must report prior to the deadline for the next issue of the NEWS or it shall lose its affiliation with 10-10. If no report is received, the chapter will be reported as no longer affiliated. Should the chapter desire re-affiliation; it must make a specific request for that status with the Chapter Relations Committee. The chair will scan the incoming quarterly reports and/or other messages from the chapters for changed or new information that needs to be placed/changed on the 10-10 web site and/or in the NEWS: this information will be forwarded to the webmaster and NEWS editor.
5. The Committee Chair will write a column for each issue of the 10-10 NEWS to report on the chapters that affiliate or re-affiliate, chapters that are no longer affiliated, and chapters that are in danger of losing affiliation. Chapter personnel, net and certificate program changes are also reported as space allows.
6. Variance from these procedures will not be permitted without the express approval of the Chapter Coordinator.

4.4 QSO Parties Committee

4.4.1 The QSO Parties Committee has the following duties and responsibilities:

1. To review and establish rules of all 10-10 sponsored QSO Parties with the goal of promoting increased participation.
2. To oversee the activities of the Certificate Manager and QSO Party Manager.
3. To review all QSO Parties literature for accuracy and completeness.

4.4.2 QSO Parties Committee Procedural Guidelines

1. All proposals for 10-10 QSO Parties shall be submitted to the QSO Parties Committee for review prior to submission to the Board of Directors for approval. The Committee will assess applicability to the 10-10 mission and goals; adherence to general requirements of all 10-10 QSO Parties; possible conflicts with other QSO Parties, and the overall appropriateness of the proposed QSO Parties.

In the event of difficulties, the Committee will work with the proponent to ensure that all standards are met. Upon approval, the Committee will forward the proposal, with its endorsement, for review and approval by the Board of Directors.

2. All proposals for changes, in the terms of the existing QSO Parties shall be forwarded to the Committee for review prior to enactment and publicity. The Committee will review the

changes using the same standards as for new QSO Parties. Upon approval, the Committee will forward the proposed changes, with its endorsement, for review and approval by the Board of Directors.

3. The Committee shall communicate with the QSO Party Manager to receive information, to conduct self-reviews of operations, and to obtain opinions on matters of 10-10 operation. The Committee shall work to ensure that all applicable standards are met, and to increase participation and membership activity.

4.5 Internet Committee

The Internet Committee has the following duties and responsibilities:

1. Oversight of the Internet Coordinator and material on the 10-10 web site
2. Coordination with the Board, Internet Coordinator, and 10-10 members
3. Overseeing efforts to increase 10-10 exposure through the use of the web
4. To review current and proposed materials for inclusion on the 10-10 web site

4.5.2 Internet Committee Procedural Guidelines

1. The Internet Committee will periodically be in communication with the Publications Committee Chair, NEWS Editor, and the general membership to determine if their needs have changed, if they have areas where assistance is required, and any other questions that might arise. The committee is also the custodian for the 10-10.org domain name.
2. The Committee will actively seek member input regarding the applicability of material for inclusion on the 10-10 web site.
3. The Committee chair shall regularly review all web site materials to ensure that such materials are current and accurate.

4.6 Net Management Committee

The Net Management Committee has the following duties and responsibilities:

1. To review and establish procedures for all 10-10 sponsored nets with the goal of promoting increased participation.
2. To oversee the activities of each Net Control station.
3. To recruit net Control stations.

4.7 Convention Planning Committee

The Convention Planning Committee has the following duties and responsibilities:

1. To oversee the planning and execution of each biennial 10-10 convention. Convention sites should be established at least one year or more in advance.
2. To consult with the Treasurer and Board regarding expenses connected with the annual meeting and conventions.

3. To construct and maintain a Manual of procedures and directives for the 10-10 convention. Such a Manual shall be to be available for persons/chapters who may host the convention.
4. The Planning Committee chairperson, or designated delegate, may visit potential convention site(s) prior to making a final convention recommendation to the Board. The budget for this activity shall not exceed \$500.00, without prior Board authorization.(?)

4.7.1 Planning Committee Procedural Guidelines

1. The Planning Committee shall share the results and plans used by 10-10 from previous conventions, offer direction for necessary convention functions, and is available to assist with any problems that may occur.
2. The Planning Committee shall assist in the planning of each 10-10 convention and shall regularly provide the Board with information and progress reports. The Planning Committee shall perform a post-event review of each convention, with recommendations for changes and improvements to be implemented for with the succeeding conventions.
3. The Planning Committee shall submit a convention announcement to the 10-10 NEWS and arrange for an announcement to be placed on the 10-10 web site. Announcements concerning the convention shall be sent to the usual Radio Amateur Publications for publication in their magazines.
4. The Planning Committee shall solicit a host chapter for each biennial convention. A notice shall be placed in the 10-10 NEWS and on the 10-10 web site soliciting a host chapter and or members willing to host the next convention. All information concerning the 10-10 convention shall be sent to the requesting parties. All convention proposals shall be presented to the Board of Directors for approval. Upon approval, the chair of the Planning Committee will advise the selected host and finalize arrangements.

4.8 Publications Committee

4.8.1 Duties and responsibilities:

1. The Committee is responsible for the content of the 10-10 NEWS, and has oversight of the NEWS Editor.
2. The Committee will attempt to maintain consistency throughout all 10-10 brochures, and ensure they contain accurate current information.
3. All changes to official 10-10 brochures shall have the approval of the 10-10 Board of Directors.
4. The NEWS shall be available to all current members as either electronic or paper copy.

4.9 Scholarship Committee

10-10 International Net, Inc. has formed a separate organization for the funding and dissemination of scholarships. That organization is the 10-10 International Net Inc. Scholarship Foundation. The Foundation has separate Articles of Incorporation, Bylaws and Operations manual. The purpose of the Foundation is to ensure that 10-10 has a mechanism in place to solicit tax exempt donations to sustain the monies necessary for providing continuing scholarship funding for deserving ham radio students would wish to attend college. The Officers of 10-10 International Net, Inc. also serve as the Officers of the

10-10 International Net Inc. Scholarship Foundation.

The Scholarship Fund is administered through the Foundation for Amateur Radio (FAR) and the Scholarship Manager serves as the single point of contact between 10-10 and FAR. All correspondence between the Scholarship Committee and FAR is copied to the President, Vice President and the Editor. For the October issue of NEWS, the Committee provides information on the winners of the 10-10 scholarship awards. The Scholarship Committee also coordinates with the Treasurer of 10-10 for funding of the scholarships. The Scholarship Committee also acknowledges receipt of donations to the 10-10 Scholarship Fund and lists the donors in 10-10 NEWS. The acknowledgment shall be by letter and shall be sent to contributors as required by IRS regulations. The Scholarship Committee will remit all funds received to the Treasurer monthly.

It is the responsibility of the Scholarship Committee to work with both 10-10 International Net, Inc., and the 10-10 International Net Inc. Scholarship Foundation to award scholarships each year. Each awarded scholarship shall be an amount approved by the Board of Directors of the 10-10 Scholarship Foundation. Applicants must be Radio Amateurs holding a license with HF. There is no restriction on the course of study, but applicants must intend to seek at least an Associate degree from a college or university. Those seeking graduate degrees are also eligible. Applicants, except those who are 10-10 members, must provide a recommendation from a current Current Member of the 10-10 International Net. Application forms and further information is available from FAR Scholarships, PO Box 911, Columbia, MD 21044, or by visiting their website at: <http://www.farweb.org>.

4.9.1 Donations:

Members are encouraged to make donations directly to the 10-10 Scholarship Fund by sending checks to the Scholarship Committee or the Data Manager. Checks should be made payable to "The 10-10 Scholarship Foundation". Further information can be found on the 10-10 website and in the NEWS.

4.10 Nominations Committee

See section 3, above.

4.11 Executive Committee

The Executive Committee shall serve without a defined term of office and shall serve strictly at the pleasure of the President. The President shall have the sole responsibility for appointment of and removal of members of this committee. The President shall determine the number of committee members. The purpose of the committee is to counsel, assist and advise the President on issues that he/she deems appropriate. The committee has no ability to expend 10-10 funds without the approval of the Board of Directors.

5. Officials Appointed by The Board

In addition to elected Officers and Directors, 10-10 requires the volunteer services of numerous members to sustain its many operations. Committees (described in section 4, above) and Board members are responsible for the recruitment and selection of volunteer officials for areas of 10-10 activities. Such selections will be subject to ratification by the Board of Directors at the next regular meeting, or by a poll of the Directors by mail or e-mail prior to appointment.

No person shall be eligible for a position of a Net official who has not been an Current Member of 10-10 for at least two (2) continuous years immediately preceding appointment as a Net official. All Net officials shall maintain Current membership during their term as a Net official. Current Net Officials are listed on the Organization Chart on the 10-10 web page.

5.1 QSO Party Manager

The QSO Party Manager reports to the QSO Party Committee, and is responsible for scheduling and scoring the various QSO Parties sponsored by 10-10. Where possible, the Manager will schedule the QSO Parties so they do not conflict with other significant national events. The Manager is also responsible for sending the dates and rules for the 10-10 QSO Parties to all major amateur radio journals, in order to publicize these events worldwide. The QSO Party calendar for the following year shall be sent to the NEWS Editor by 15 December, for publication in January.

The QSO Party Manager is also responsible for communicating the contest results to the Chairman of the Contest Committee in a timely manner. The Manager will have contest results forwarded to the Editor for publication in the 10-10 NEWS, and also to the 10-10 Certificate Manager. The Scoring Manager will solicit and accept ideas for improving QSO Parties and their awards.

5.2 Silent Key (SK) Manager

The Silent Key (SK) Manager reports to the Data Manager for duties associated with the compilation and documentation of the loss by death of 10-10 members. Monthly, the Silent Key Manager assembles Silent Key information from a myriad of sources.

The Silent Key Manager releases 10-10 Silent Key information as soon as possible each month to the Data Manager, each Award Manager, others authorized by the President or Vice-President doing committee work for 10-10, and as a posting on the Internet. All information releases shall be done on a timely basis and within 30 days of the discovery of a Silent Key member.

The Silent Key information released shall consist of the 10-10 Number, call sign, first name, middle initial, and last name, city, and state of the last known address. Additionally, publications sent directly to 10-10 officials shall contain the exact date of death (if known) or an approximation thereof, and the Silent Key's VP number, if they held that award.

Quarterly, the Silent Key Manager releases the previous three-month Silent Key information to the Editor for publication in the 10-10 NEWS, in a mutually agreed format. The NEWS publication shall exclude the date of deaths.

The Silent Key Manager uses all reliable sources of information to locate 10-10 Silent Keys, including, but not limited to QST, QCWA Journal, Spark Gap Times, and Auto-Call, as well as information from the Society of Wireless Pioneers, family, friends, and 10-10 members. The Silent Key Manager uses the FCC database, available in various formats from a number of sources, as the basis for determining the correct call sign, name, city, and state to appear electronically and in print for 10-10 Silent Keys of the United States. For 10-10 Silent Keys outside the United States, the Silent Key Manager uses all available published data as the basis for determining the correct call sign, name, city, province/political division, and country to appear electronically and in print.

5.2.1 Condolences

When receiving information regarding a Silent Key, a card of sympathy is sent to the family, provided that the SK was an Current member of 10-10, or had become inactive due to health issues. The SK manager should exercise good judgment in regards to sending a sympathy card: for example, after 6 months have elapsed, a short note might be more appropriate than a card, which could stir sad memories.

5.3 QSL Bureau Manager

The QSL Bureau manager oversees all bureau activities. The bureau provides services to both U.S. and DX members. DX members are permitted to participate fully in all functions of the QSL Bureau. If necessary, 10-10 International will defray the cost of postage for return QSL cards to DX stations. At the

discretion of the QSL Bureau Manager, any donations received may be used to offset operating costs. The outgoing portion of the bureau is open to all Current Members of 10-10, while the incoming portion of the bureau is open to all amateurs. The QSL Bureau Manager reports to the Chair of the Awards Committee.

5.4 Certificate Manager

The 10-10 Certificate Manager is responsible for the production, distribution and mailing of all certificates for 10-10's QSO Parties and other events. The Manager must maintain communication with the President, QSO Party Committee, and the Editor.

Certificates are issued in accordance with the QSO Party rules, posted on the 10-10 web site. Digital delivery will be used wherever possible. Certificates shall be completed as soon as possible after scores are furnished to the Editor and the Certificate Manager by the QSO Party Manager.

The Certificate Manager will mail each recipient the said certificate in an official 10-10 envelope. The certificate shall be protected for mailing with index card stock as backing. Certificates shall be mailed First Class for U.S. members and Air Mail for DX members. A "Please – Do Not Bend or Fold" sticker shall be placed on both side of the envelope. Second and third place certificates are usually sent digitally: if preferred, other certificates can also be sent digitally, in either PDF or DOC formats.

In addition to QSO Party certificates, there may on occasion be special certificates needed. These could be in the form of certificates of appreciation, etc. Such certificates shall be "special ordered" by the President and will be setup for his signature or designee of the President.

Certificate Stock - Certificates shall be printed with the "best" quality printer available.

Mailing - Official 10-10 envelopes (9"x12") will be furnished by the Data Manager.

Expenses - Direct expenses (blank certificates, postage, printer ink, index card stock, etc.) will be reimbursed by 10-10. An expense report should be submitted to the treasurer after each QSO Party or at six-month intervals.

5.5 General Counsel

The *pro bono* General Counsel will review materials and advise the Board of Directors on matters of policy and practice. In addition, the General Counsel may be called upon to review contracts and offer suggestions regarding existing or potential legal matters affecting 10-10. The services of the General Counsel will be on an "as needed" basis. The General Counsel will be requested to attend and participate in all formal board of directors meetings as a non-voting adviser and guest.

5.6 Archivist/Historian

The duties of record keeping and maintaining the history of 10-10 shall be assigned, by the President, to a qualified volunteer who will serve as 10-10's Archivist/Historian. Such assignment shall being subject to approval by the Board of Directors. The Archivist/Historian reports directly to the Vice-President.

The Archivist/Historian will obtain and maintain historical information on 10-10 developed by preceding historians. He/she shall make presentations of 10-10 histories at 10-10 forums upon request, and prepare historical articles from time to time for the NEWS.

5.6.1 Archival Files

The Archivist/Historian shall create a repository for all non-fiscal records of the 10-10 organization in order to satisfy any foreseeable legal requirements and to facilitate the computerization of the records. The repository shall contain original copies of legal 10-10 documents, including but not limited to the following:

1. Articles of Incorporation in the State of California
2. Bylaws of the organization, both past and present
3. Bonding and insurance documents for the organization and its personnel
4. Contracts with corporations, companies, partnerships, and individuals providing services for the organization for recompense
5. Current and past minutes of Board of Directors meeting minutes
6. Current policies and procedures approved by the Board of Directors
7. All other documents of legal import to the organization

The repository shall be maintained in a safe condition: copies of documents on record will be available to members of the Board of Directors upon request. Original copies of documents shall not be surrendered except as legally required and only after a copy is made for placement in the repository.

5.6.2 Available Historical Materials:

The President maintains an information and slide show of 10-10 histories. Also available upon request is a bound volume of early 10-10 bulletins and newsletters prepared by past-President Howard Bowman, W6QIR. An article, "The History of 10-10" is included in the Information Brochure and on the 10-10 Web Page. The Spring, 1978 issue of 10-10 NEWS contains a history of 10 meters prepared by Editor Chuck Albrecht, N0CKW, in celebration of the 50th year of the FCC granting operating privileges to radio amateurs to use 10 meters (March 7, 1928).

5.6.3 Operations Manual

Following each annual meeting of the Board of Directors, the designated Archivist/Historian shall maintain a current copy of all 10-10 Operations Manuals, as provided by the Vice-President.

5.6.4 Other Documents

The Archivist/Historian shall maintain as paper or computer files such other documents as may be designated by the Board of Directors.

5.7 Internet Coordinator

Internet Coordinator

The Internet Coordinator reports to the Internet Committee and is responsible for all aspects of 10-10's presence on the Internet, including the Internet mailing list, the Internet archives, and the 10-10 web site. The Coordinator shall maintain effective liaison with the Internet site manager. The Coordinator shall monitor operations of the 10-10 mailing list to ensure appropriate conduct and to assist individuals in making use of the list. The Coordinator shall also maintain archival files, available via FTP or e-mail, containing information of use to 10-10 members and other 10-meter operators. The Coordinator shall also establish and maintain a web site for 10-10. The site shall contain appropriate information about 10-10, membership, key personnel, and activities and shall be open to all web-browsers as a means of recruiting potential new members and to serving present members. The Coordinator shall serve as owner and Webmaster on behalf of 10-10. In this capacity, the Coordinator alone will have access to placing, deleting, and replacing files at the 10-10 Internet site to ensure consistency of format, appropriateness of content, and other quality control functions, subject to Internet Committee and Board of Directors review. The Internet Coordinator shall provide the Chair of the Internet Committee with quarterly reports of activity with respect to the 10-10 Internet facilities. In addition, the Coordinator shall provide both the Chair of the Internet Committee and the President with an updated narrative account of the structure and

management of the system to be used by the Board of Directors in evaluation of the system or to be in briefing subsequent Coordinators.

Information relating to practices and policies concerning 10-10 internet facilities are available on the 10-10 web page.

5.8 News Editor

The Editor is appointed by the Board of Directors and is specifically responsible to the Publications Committee. Responsibilities of the Editor include, but are not limited to:

1. Editing the quarterly 10-10 NEWS.
2. Establishing deadlines for copy, articles, pictures, and other contents to meet established publication deadlines.
3. Determine the layout, format, and content of each issue.
4. Provide copy to the printer.
5. The Editor will give articles relating to 10-10 activities for publication in 10-10 NEWS first priority for space. Second priority shall go to articles relating to membership activities, trips, etc. Allocation of space shall be the sole responsibility of the Editor.
6. The Editor shall solicit articles of interest to 10-10 members about 10-10 or 10-meter activities.
7. The Editor shall solicit volunteers to write regular or specific columns pertaining to the 10-10 organization, 10-10 activities, or 10 meters in general.
8. The Editor will oversee the material submitted to assure a standard format.
9. The Editor will use pictures that pertain to 10-10 members or to 10-10 activities to the extent possible, maintaining a balance between pictures and text.
10. Except when directed by the Board of Directors, the Editor will accept or publish no advertising, as 10-10 does not publish advertising copy.
11. Except when directed by the Board of Directors, the Editor will accept or publish no product reviews, as 10-10 does not endorse by direct or indirect reference commercial products or computer software. However, the mention of commercial products or computer software that are germane to an article is acceptable so long as the article contains no recommendation or endorsement of the product and no personal references are included (such as the author's name). The Editor may edit such references to meet the terms of this provision.
12. The Editor shall not accept or pay a fee for publishing any article, column, picture, or any other matter.
13. Computer generated pages for each copy of the 10-10 NEWS shall be retained and on occasion, a number of copies of the 10-10 NEWS shall be released on a CD ROM for the membership to purchase. A digital file of each issue of the NEWS shall be provided to the President and the Data Manager.

5.8.1 Financial Arrangements

Reimbursable expenses of the Editor in carrying out his/her responsibilities are outlined in Section 13.4.3 of Financial Policies. The Editor will be reimbursed for out-of-pocket expenses related to the production of the 10-10 NEWS. The Editor is authorized to maintain a \$100 petty cash fund. The Editor will forward expense reports to the Treasurer on a regular basis in accord with financial policies. Excluding the costs of printing and mailing, a budget of \$500 is established for preparation and publication of each issue of 10-10 NEWS, to cover supplies, telephone, and production and other associated costs. The annual budget for 10-10 NEWS shall be reviewed and approved annually by the Board of Directors.

6. On-Air Activities

The following basic operating procedures are a reminder to all members of the necessity to adhere to good operating practices in all 10-10 and other amateur communications. Every amateur should have a copy of the rules and regulation governing amateur communications for his/her country. In the United States, the basic regulations are contained in 47CFR97, "Amateur Radio Service," available in many forms.

6.1 Recommended Operating Procedures

1. Listen: Listen before transmitting. If nothing is heard, then ask if the frequency is in use before making calls or tuning. Use "QRL" on CW, RTTY and digital modes. (To the degree possible, tuning should be done into a dummy load, with only the briefest final tuning done with the antenna connected.) Because skip conditions constantly change on ten meters, what was a clear frequency may have a QSO already in progress. Cooperate rather than confront other stations on frequency. Yield the frequency, if necessary, to create goodwill.
2. Frequency: Double check your frequency before transmitting. Make sure you will be transmitting in a portion of the band authorized for your license class.
3. Power: Do not use more power than absolutely necessary to maintain communications and in no case more than the legal power limit.
4. Mode: Use only the modes of operation (CW, SSB, FM, etc.) legally permitted by governing regulations and recommended in cooperative band plans developed by many amateur radio national and international organizations.
5. Call Sign: Use your full call sign, using standard phonetics in voice modes. Do not use abbreviated call signs or nonstandard phonetics.
6. Emergencies: Be prepared to relinquish your frequency to genuine emergencies. Reserve the term "Break-Break" for use only in legitimate emergencies.
7. Check-in procedures: Listen carefully before checking into or breaking into nets, DX lists, or SOS. Most will announce their procedures for checking in. Avoid the use of the term "Break" unless a particular net or group uses the term as a regular procedural call for entering.
8. Identity: When initiating a 10-10 contact or checking into a 10-10 net, either give the information specified by the net as appropriate to check-in or give full information, including your call, name, QTH, 10-10 number, VP number, and county.
9. QSO Parties: Observe the 10-10 "Quiet Zone" frequencies (28.490 - 28.510 MHz).
10. Logs and QSL Cards: Provide complete information, using UTC time and date. Avoid ambiguities with respect to numerically recorded dates (5/2/94) by using an abbreviation for the month (5 Feb. 94).

6.2 Recognition of Interdependence

The primary purpose of 10-10 International is to promote 10-meter activities, plus the encouragement of all radio amateurs to practice good operating procedures in accordance with the FCC and International Telecommunications Union (ITU) radio regulations. ITU regulations define the Amateur Radio Service as "A Radio Communication Service for the purpose of self-training, intercommunications and technical investigations carried out by Amateurs, that is, by duly authorized persons interested in radio technique

solely with a personal aim and without pecuniary interest." ITU also determines worldwide frequency allocations. HF broadcasters and other commercial services are always eager for additional frequencies. These additional frequencies, if allocated, would come from other services. Therefore, Amateurs must religiously observe the regulations and continue to assure the delegates to the World Administrative Radio Conferences represent that Amateur Radio is making efficient and beneficial use of their allocated spectrum. Individually, amateur radio operators would have little influence with this world regulatory body. Thus, 10-10 supports the efforts of the ARRL and IARU, which have done a commendable job in representing the radio amateur.

6.3 Definition of a valid 10-10 contact.

a. A legal 10-10 contact must be a direct, two-way contact exclusively on ten meters, and must consist of the exchange of call sign, 10-10 number, name, date of contact and QTH (state or country). At no time is it acceptable for a 10-10 number to be relayed via a third station or copied from any other station. Repeater, Satellite, IRLP or any other similar types of assisted contacts may only be used for Bar and VP contact awards. The 10-10 number must be exchanged on the air, not copied from a QSL card, or from the web, or from any other source.

b. Parking Lot Net. A Special form of 10-10 Net held usually during a 10-10 Convention or a Hamfest when there will be more than 10 local individuals checking into the net. Rather than have each individual confirming contact with every other operator, by 'QSLing the net' the contacts between all individuals count as a valid contact with every other member of the net for 10-10 purposes. To be valid the net MUST have at least two transmitter sites. Transmitters in mobile units at the Convention or Hamfest site do not count as mobile unless the unit is in motion.

6.4 QSO Parties

10-10 sponsors several QSO Parties and one 24-hour Sprint each year, that are held for fun and to meet old, new and prospective members around the world. Although 10-10 QSO Parties are by nature a contest because awards are given for high scores in call areas, countries, etc., 10-10 considers them Parties. The rules for these events are kept current on the 10-10 web site.

6.5 Awards

The 10-10 International Net, Inc. is dedicated to maintaining the highest levels of amateur radio communications throughout the 10-meter amateur band. One of the tools used to promote activity and sharpen communication skills is a series of operating awards. These awards cover many areas of interest and are available to each Current Member. Each award offers sequence numbers and progress seals. The Awards Committee oversees the awards program, current details of which are on the 10-10 web site.

6.6 Nets

10-10 maintains at least one daily (except Sunday) net for the benefit of the members. Net operations are organized and overseen by the Net Manager who is responsible to the Operations Committee. In addition to serving as a Net Control Station (NCS), in the rotation of the nets, the Net Manager attempts to check in to as many nets as possible to render assistance to the NCS on duty and to fill in for NCS who may be unable to perform his/her duties due to unforeseen circumstances.

6.6.1 Net Purpose

The purpose of the 10-10 Net is to promote activity and good operating practices on the 10-meter amateur band, and to assist radio amateurs in improving their technical skills and operating procedures. The Nets also provide a means for our members to make contacts, and to recruit new members. The Nets are open to all radio amateurs worldwide. To accomplish these goals,

10-10 has established workable procedures that all NCS's shall follow. The following are guidelines and recommended Net Procedures are listed in Section 6.5.3.

6.6.2 Check-In Procedures and Rules

The 10-10 Net operates in accord with appropriate net procedures for the orderly check-in of stations and the exchange of routine 10-10 information. Each session of the net will have an NCS who is responsible for maintaining good order on the net.

6.6.2.1 Recommended Method for Checking In

A station wishing to check-in to the net should wait until he/she hears the NCS call for check-ins. If any station is unable to hear the NCS or if the NCS is unable to hear the station, that station should say, "relay check-in," give his or her call sign, and hope that a station that hears the request can relay the information to the NCS. A station that has been acknowledged by the NCS should give his/her information, to include call sign, name, state or country, city, county, 10-10 number, and V.P. number. Except for the briefest personal greeting to the NCS, the station checking in should refrain from further conversation as a courtesy to other stations wishing to check-in.

6.6.2.2 Rules Governing Check-In

After a station has joined the net, he/she should not contact any other station unless the contact is first sanctioned by the NCS. Stations that have checked in to the net should listen carefully to the NCS to determine the proper procedure for requesting a contact during the net. Contacts are restricted to the exchange of information similar to the information given at the time of check-in and short personal social greetings. Stations wishing lengthy exchanges of other personal information, such as chapter lists and points should QSY to another frequency in order not to detain the operation of the net. Stations should notify the NCS before leaving the net frequency and report to the NCS upon returning to the net frequency. Stations should notify the NCS when checking out of the net.

6.6.3 Net Control Procedures

The following procedures are designed to provide a standardized operating procedure for all net control stations. The primary purpose of the 10-10 International Nets is to provide a means for our members to make contacts, and to recruit new members. To accomplish these goals, we need net procedures that all net control stations follow.

First, and foremost, always act in a professional manner. As net controllers, we are responsible for conducting the nets for the membership. While conducting the nets, do not use your position to further your personal goals until you have given every effort to the stations that have checked in to make their contacts.

Prior to opening the net, always ask if the frequency is in use, and identify yourself with your call sign. If someone is using the frequency, ask if they can QSY, and explain that a net is scheduled to be called on the frequency. If the stations cannot, or will not QSY, then move the net either up or down at least 5 kHz. Under no circumstances demand that another station move off frequency, as we do not own those frequencies.

It is strongly recommended that you designate at least one official relay station to assist you with stations that you cannot hear. In order to control the number of stations calling for check-in at the same time, you might want to consider taking calls by district numbers. You could begin with any mobile or QRP stations, and then go to DX stations, and then districts "1" through "0". Whenever

a visitor or a station that is collecting 10-10 numbers check-in, provide an immediate contact for that station with all stations on the net. We want to qualify these new stations as soon as possible, while conditions are at their prime. Always make visitors feel welcome. Let them know that we appreciate them checking in, and make all possible efforts to assist them in any way that you can.

If a station does not know their 10-10 number, verify their name and QTH on XXIP prior to stating the number. If the information does not match, refer them to the 10-10 Data/Membership Manager for assistance.

The following preamble is recommended when opening the nets.

Always ask if there is any emergency or priority traffic. If no response is received, then, begin with:

"This is the 10-10 International Net. This net meets daily, except Sunday, on this frequency (either 28.380 or 28.800) beginning at 1800 hours UTC.

Net control will recognize "Break-Break" as an indication of emergency traffic, and all net activities shall be suspended until the emergency has been cleared.

The net was formed in 1962, and the primary purpose is to promote activity, and good operating practices on the 10-meter amateur band. We also exchange 10-10 numbers, VP numbers, counties, and states, and there are numerous awards that can be attained through 10-10.

This is a directed open net, and all licensed amateurs are welcome to check-in, providing you have privileges in this portion of the band, or have a control operator present who has privileges here. As station check-in, write down their information, as this will help the net run more efficiently during the contact mode.

If you would like information about 10-10, we have a web site that we can direct you to, or information can be mailed to you. If you are ready to join our group, we will help you collect the 10 contacts to qualify you for membership.

This is (call sign), my name is_____, my QTH is_____, my 10-10 number is_____, my VP number is_____".

At this point, begin calling for stations to check-in. Keep an accurate log, possibly assigning contact numbers to make the net run smooth.

At the end of the net, always announce who the net control stations are for the following day: however, Saturday net controls will announce the net controls for Monday.

Remember that you are representing the 10-10 International Net, one of the most highly recognized networks in amateur radio. How you conduct yourself is a direct reflection on this organization. Professionalism is a must!

6.6.4 Net Schedule

Nets are held each day at 1800 UTC, excluding Sunday, on 28.800 MHz & 28.380 MHz.

6.6.5 Other Nets

In addition to the 10-10 Nets, chapters affiliated with 10-10 hold regular nets, ordinarily open to 10-10 members and other qualified radio amateurs. The latest schedule of these nets is

published in the Information Brochure and in the Awards and Certificate Guide. It may also be published from time to time, when space is available, in the 10-10 NEWS and also on the 10-10 Internet web site.

6.7 Chapters

The purposes of 10-10 are "to promote activity on the 10 meter amateur band, to handle traffic and to assist radio amateurs in improving their technical skills and operating procedures." Affiliated chapters of 10-10 are responsible for promoting these purposes, generally on a local level, and especially during periods of minimum sunspot activity. Additionally, groups that are already formed may apply to become affiliated chapters.

6.7.1 Authorization and Qualifications for Chapters

1. Application: Groups wishing to form 10-10 chapters, or groups already formed and who wish to become part of 10-10 must complete and submit a Chapter Affiliation application, which can be obtained from the 10-10 web site, or the Chapter Coordinator.

2. Membership: US chapters, except for Alaska and Hawaii, must have at least seven (7) Current members, preferably, but not necessarily, located in the same geographic region permitting ground wave or point-to-point communications, in order to apply for affiliation. Alaska, Hawaii and DX chapters must have at least five (5) members in good standing.

6.7.1.1 Chapter Privileges

Chapters may participate in all 10-10 QSO parties for a chapter score in accordance with published QSO parties rules. Chapters may have a certificate program, but charges assessed for certificates may not exceed the actual cost of the program. Chapters may elect officers, have a treasury and charge dues or raise funds by any lawful means, and conduct local activities of benefit to radio amateurs.

6.7.1.2. Status of Chapters

1. Active: The chapter is engaged in activities in support of 10-10's stated objectives, and meets all requirements for continued affiliation.

2. Inactive: The chapter has not been fulfilling the objectives of 10-10 or meeting the requirements for continued "active" status. The chapter can be carried in this inactive status if there is reason to believe that the chapter may again become "active", or if the chapter officials have stated that the chapter will indeed become active at a future time.

6.7.2 Chapter Organization, Governance, Duties, and Responsibilities

6.7.2.1 Organization:

Each chapter shall have a name and be organized in such a way as to permit long-term and continuous activity in support of, as well as promotion of, 10-10 goals.

6.7.2.2 Governance:

Each chapter shall have at least one responsible officer, in good 10-10 standing, usually called the Chapter Head (CH). The CH shall guide the activities of the chapter and be responsible for keeping chapter members interested and motivated to operate on 10-meters, to participate in 10-10 activities, and to promote the purposes of 10-10. The CH, or an officer of the chapter designated by the CH, shall be the liaison between the chapter and 10-10, usually through the Chapter Relations Committee. If the responsible officer does not continue in good standing, then another chapter member should be chosen to take that position.

6.7.2.3 Duties and Responsibilities

1. Affiliation: Initiate the application for affiliation in 10-10 ensuring that it conforms to chapter requirements.
2. Nets: Chapters are responsible for holding weekly scheduled nets using any mode of operation permitted on the 10-meter band. During periods of extremely poor propagation, chapters may petition the Chapter Relations Committee for permission to suspend the weekly nets for a period not to exceed three (3) consecutive months. If necessary, apply to the Chapter Committee for permission to suspend weekly nets. If granted permission to suspend weekly nets, the chapter is still responsible for continually monitoring the 10-meter band and resuming the weekly nets if propagation permits.
3. On-Air Activity: Chapters are responsible for promoting activity on the 10-meter band, handling traffic, and assisting radio amateurs in improving their technical skills and operating procedures. Although the chapter exists to promote the purposes of 10-10, the 10-10 organization will not be liable for physical and verbal activities of the chapter.
4. Quarterly Report: Complete the quarterly report and forward it to the Chapter Coordinator. Unless there is some change in the quarterly report during a reporting period, the report may be suspended for that period. With no changes, the report may be suspended for up to one year.

6.7.2.4 Termination of Chapter Affiliation

A group's status as an affiliated 10-10 chapter may be terminated for failing to file at least one quarterly report during the last twelve (12) month period, for suspension of net operations for more than three (3) consecutive months, for deliberately furnishing incorrect information to 10-10 or to the Chapter Relations Committee, or for conduct unbecoming amateur radio operators.

6.7.3 Guidelines for Chapter Certificates, Awards, and Publications

6.7.3.1 Chapter Certificates and Awards

As noted in Section 7.1.1, chapters may issue, for a fee, certificates of membership. Because a chapter's certificate reflects upon the entire organization, 10-10 desires that these certificates be of good quality and be priced as nearly as possible to the actual cost to the chapter. The fee should always reflect the quality of the certificate. When a chapter decides to begin a certificate program the Chapter Relations Committee will receive and examine the certificate for approval or rejection.

6.7.3.2 Chapter Publications

Chapters may publish their own member's newsletters and similar publications. Because a chapter newsletter is disseminated widely, it reflects upon the entire 10-10 organization. Therefore, the newsletter, or other publication should promote 10-10 and the chapter in a positive manner. For example, it should promote 10-meter activity and assist radio amateurs in improving their technical skills and their operating procedures.

6.8 10-10 Club Stations

10-10 maintains the station call sign, W6OI, 10-10# 109, as the official 10-10 club station under the direction of a Station Trustee (See below). The original holder of the W6OI call sign was James "Jim" Weldon Paine. He also served as Treasurer and Corporate Secretary of 10-10 for about 9 years. The

FCC reassigned the W6OI call sign to the 10-10 International Net, Inc., in early 1976.

6.8.1 Use of W6OI

W6OI is active at special events. Any Current Member or chapter wishing to activate W6OI as a special event station must obtain permission from the trustee. The requesting member, or designee, will be named control operator and will be responsible for ensuring that the station is operated in accord with FCC regulations and the highest standards of operation so as to reflect well upon 10-10. Expenses for the operation and maintenance of W6OI - for example, at 10-10 national conventions - and for QSL cards will be paid by 10-10. All other expenses connected with the activation of W6OI will be borne by the special event.

6.8.2 Station Trustee, W6OI

The Station Trustee is responsible for overseeing the continuing activation of W6OI, and reports to the Vice-President. The Trustee's duties include the following:

1. To ensure that the club station license is renewed so that it is always current.
2. To receive and approve (if appropriate) requests of special events to activate W6OI, ensuring:
 - a. That the event is one appropriate for W6OI activation
 - b. That one or more control operators are named who are Current Members and whose licenses permit operation on the entire 10-meter band
 - c. That, upon request, QSL cards is supplied to the special event for confirming
 - d. That a suitable log and other records are maintained
 - e. That the station is operated in accord with FCC regulations and the highest operating standards so as to reflect well upon 10-10
3. To arrange a supply of QSL cards for use by W6OI and special events.
4. To obtain approval of the Board for expenses connected with the station maintenance:
 - a. Operation of W6OI, including the cost of printing QSL's, but excluding costs incurred by special Events operations
 - b. To receive approval of the 10-10 Board of Directors for the QSL design, since it reflects upon 10-10
 - c. To report annually to the Board of Directors through the Communications Committee all activities of W6OI during the past year

6.8.3 DX Club Stations

More recently, Canadian (VE9TEN) and German (DL0TEN) 10-10 club stations were established and are run along similar lines to W6OI, in accordance with local regulating rules.

7. Publications

As a service to members of 10-10, the organization maintains several publications. Policies and procedures governing those publications are enumerated in this section.

7.1 10-10 International News

7.1.4 Policies Governing 10-10 NEWS

1. There will be no product endorsements in 10-10 NEWS.
2. 10-10 NEWS will accept no paid advertising.
3. Contest results will be limited in publication. Minimally, the top ten overall and the top ten in each US call area with the top ten in each continent will be sufficient coverage. The Editor should attempt to print all entries, using compressed print if needed to limit contest results to one page, with a maximum limit of two pages.
4. The DX column should not be longer than other columns. Also "rare" states may be included at the editor's discretion (Delaware, S. Dakota, N. Dakota, etc.).
5. Any communiqué from an Officer or Director must be published in its entirety.
6. The mailing of the 10-10 NEWS will be by first class mail US, and Airmail to DX.
7. An electronic copy of the NEWS is available for download by Current members.

7.2 Information Brochure

The Data Manager will publish an Information Brochure as a service to new members and prospective members. The Brochure will be provided by the Publications Committee and will contain a brief explanation of the organization, a brief history of 10-10, membership information, information on awards and 10-10 QSO parties, and other useful information about 10-10 activities and opportunities. The costs of production for the Brochure will be borne by 10-10. The printing, inventory and mailing of the Information Brochure shall be the responsibility of the Data Manager.

7.3 Operations Manual

10-10 shall maintain and have available to the general membership a Policy and Procedure Manual. This Manual will cover the daily workings of the organization as a supplement to the Bylaws. All Officers and Directors will receive a copy of this Manual. The Manual, along with the Articles of Incorporation and the latest issue of the Bylaws shall be available on the 10-10 web site.

8. Conventions & Hamfests

8.1 Biennial 10-10 National Convention

The 10-10 National Convention is normally held in odd-numbered years. The Planning Committee has oversight of this function, subject to approval by the Board of Directors. The Convention Manager, if appointed by the President, will coordinate closely with the Planning Committee concerning all arrangements. A convention may be hosted by a chapter affiliated with 10-10, or a by a person or persons appointed by the Board. The chapter/person(s) appointed must request permission from the Planning Committee, or be asked by the Planning Committee, to host the Convention no later than 1 year prior to the Convention to ensure adequate time for publicity. A member of the chapter, or person(s) appointed, shall be designated as the local arrangement chair for the convention.

The purposes of the convention are:

1. To provide members with an opportunity to meet and visit with one another.
2. To provide a setting for a meeting of the membership presided over by the President.
3. To provide a place for a regular meeting of the Board of Directors. The meeting shall immediately precede the convention.
4. Except for the requisite meetings of the membership and the Board, all other activities are informal in order to enhance the achievement of the first purpose, the interaction of members of 10-10. The requisite meeting of the Board of Directors requires that the convention be held in the mid-summer season, if at all possible. Usually, the Convention

is scheduled for Friday and Saturday, (with activities beginning Friday morning) and registration beginning Thursday afternoon or evening (experience suggests that some members will arrive Thursday morning). The Board would normally meet Thursday evening and during the day on Friday.

8.1.2 Meeting Site

First, a contract must be drawn with the facility chosen. The contract must be signed by the President and specify the number of sleeping rooms reserved with price, meeting rooms, convention rooms, banquet and any other function that 10-10 may require. The meeting site should be in a city relatively convenient to membership transportation. Facilities should be adequate to house attending members, currently estimated at 100 to 200 members per Convention. Facilities available to members must include a large meeting room capable of supporting multiple conversations, chapter tables, an official 10-10 radio station, and other informal amenities. In addition, the general meeting room or (preferably) other room must be available for the general meeting of the membership and other forums of interest to 10-10 members. A private room capable of holding at least 15 persons with worktables must also be provided for the meeting of the Board of Directors. The facilities are subject to the following considerations:

1. If the facility is a hotel or similar facility, the host must secure a list of costs, along with any offsetting credits. An example of this criterion would be if there were free complimentary rooms or meeting rooms as a result of the total number of rooms or room nights booked by 10-10 members. The host chapter should also assure that eating facilities within the hotel or the immediate surrounding area are adequate. Discount coupons for the facility dining should also be sought.
2. The convention may be held independently or in conjunction with a hamfest or ARRL convention. The advantages of a joint meeting are; the ability to reduce expenditures shared by 10-10 and the other group, the ability to arrange joint registration and the provision for additional amateur radio entertainment for attending members

8.1.3 Activities

Necessary and expected activities of a 10-10 Convention include the following:

1. A general meeting room for conversations, chapter tables a 10-10 station, and other hospitality amenities.
2. A meeting of the membership under the leadership of the President.
3. Any forums of interest to the members - e.g., a forum for chapter heads and certificate managers.
4. A banquet usually scheduled for Saturday evening, to include door prizes.
5. Sightseeing and optional activities for families should be made available at reasonable cost. The hosting group shall have this responsibility in coordination with the Planning Committee.

8.1.4 Budget

The host, following guidelines received from the Planning Committee, shall prepare a full convention budget. The budget must include the following costs and income sources:

Costs:

1. Meeting room costs.

2. Costs of setting up and taking down rooms.
3. Costs of refreshments, if any.
4. Costs of communications, postage, printing, and any special services.
5. Banquet costs, including meals, gratuities, door prizes, special certificates, entertainment, and gifts, if any.
6. Any deposits required by the facility.

Income:

1. Registration fees.
2. Banquet ticket fees.
3. Cost reductions for (complimentary) sleeping rooms booked.

Local arrangement chairs should negotiate carefully and continuously with the convention facility to achieve the lowest costs possible, plus any rebates for unfulfilled or unsatisfactory services.

10-10 will ordinarily advance the host chapter up to \$1,000 as an operating budget. The host chapter is expected to keep accurate records of income and costs. The chapter shall also submit an accounting of the Convention, along with any remaining funds to offset the original advance. The host chapter is not expected to generate a profit for hosting the convention, and all host chapter services are expected to be voluntary and unpaid.

8.1.5 Banquet

The 10-10 banquet is a social event, to consist of a good meal, good local entertainment, brief words of appreciation, special awards (if appropriate), and distribution of door prizes. A cash bar may be operated for a modest period preceding and during the banquet. The Officers of 10-10 (and their families) along with the local arrangements chair should be seated at a head table, with other members seated 8 or 10 to a table. Where possible, each table should include a net official. The after dinner program should be lively and without long pause, and should close with the distribution of door prizes. Ordinarily, banquet tickets will serve as door prize tickets. Experience suggests that approximately 80 to 85 percent of those registered for the banquet will be present.

8.1.6 Local Arrangements Organization

Although responsibility for hosting a 10-10 convention is focused on the local arrangements, the convention chair may require assistance to assure success. The following committees have been found useful:

1. A meeting site committee to select a site and negotiate costs.
2. A banquet arrangements committee to select a banquet site (either at the primary facility or nearby), menus, service, cash bar, entertainment, and door prizes.
3. A registration committee to design registration forms, mail requests, record arrivals, and receive funds from members, both before and during the convention.
4. A treasurer to account for all monies received and disbursed, to maintain an appropriate bank account, and to provide to 10-10 a post-convention accounting.
5. A printing chair or committee to design and have printed all Convention needs, including forms, souvenir certificates, and tickets.

The host chapter and local arrangements chair should appoint a second-in-command to provide leadership and decision-making authority in the event of ill-health or travel by the chair.

8.1.7 Communication with 10-10

As soon as feasible, the local arrangement chair should provide the Editor, 10-10 NEWS with a copy of the registration form and convention details for publication. This shall be done by 15 December in the year preceding the convention. Ordinarily, the registration form and convention information should be published in the two issues of 10-10 NEWS preceding the convention. In addition, the local arrangements chair should maintain contact with the President to coordinate details involving the Board meeting and the meeting of the membership, as well as to arrange authorization for cash advances from 10-10 for convention expenses. The President may designate other Officers, Directors, and net officials to receive regular communications from the local arrangements chair according to the activities planned for the convention.

8.2 Official Representation at Hamfests

The President is responsible for representing 10-10 and promoting liaison with counterpart organizations, such as ARRL and QCWA. Officer and Director travel to and out-of-pocket expenses for representing 10-10 at hamfests and conventions are not reimbursable unless specifically authorized by the Board of Directors. All such representation is usually voluntary. 10-10 has developed an organizational display suitable for use at hamfests and conventions. Any such displays should include copies of 10-10 NEWS, membership application forms, information brochures, copies of 10-10 awards, copies of the roster (to facilitate dues renewals with receipts), means to receive scholarship fund donations, and a registration record of booth visitors. The Data/Membership Manager is responsible for the maintenance and distribution of such materials.

9. Contract Services

The following positions, companies, and individuals represent a complete list, as approved by the Board of Directors, of those having contractual relationship to 10-10.

- (a) Data Management, Publication Services, and Membership Services
- (b) Treasurer
- (c) Liability Insurance
- (d) Computer Programs

The Treasurer shall review all durable and significant contracts, as may be appropriate, for fiscal implications and advise before submittal for approval by the Business and Finance Committee. The President shall countersign durable and significant contracts, approved by the Business and Finance Committee. The original copy of all contracts, insurance policies, documents of negotiation, and other business documentation shall be filed in the central archives of 10-10, with legally effective working copies retained at least by the Chair of the Business and Finance Committee, Treasurer and Vice-President. Durable and significant contracts negotiated and approved by the Business and Finance Committee shall be considered as provisional until approved by the Board. All actions of the Business and Finance Committee, excepting routine management of day-to-day business and financial matters, are subject to ratification by the Board of Directors.

9.1 Data Manager

To facilitate data services and assure accurate and complete membership records, 10-10 contracts data services to a qualified Data Manager. The Data Manager shall be under the oversight of the President and Vice-President.

9.1.1 Data Manager Responsibilities

The Data Manager's general responsibilities include, but are not limited to the following data services, procured under contract:

1. The Data Manager shall maintain current and accurate computer membership records, including at least the following information: name, address, call sign, 10-10 number, membership dues status (date of initial membership, date of membership expiration, and any other necessary computer codes required to provide current membership printouts), and Silent Key status.
2. The Data Manager will issue New Membership Packages to new members. 10-10 will provide all required postage to ship supplied materials. The Data/Membership Manager is expected to respond promptly to all requests for such materials. If an information request is short of required funds, it shall be is sent anyway.
3. The Data Manager will issue dues renewal packages, supplied by 10-10, to members for renewing their Current membership status and receive payments of renewal dues from the members. The Data Manager will send dues "reminder" notices to each member between 30 and 59 days before the expiration of the current dues period
4. The Data Manager will issue Life Memberships to qualified members submitting Life/Senior Life Membership Applications.
5. The Data Manager will deposit all funds received from members into an account established by the treasurer. Deposits will be made on a regular basis.
6. A member wishing to be removed from the public records, including 1010 website(s), will be required to send a notarized postal letter of intent to the President. The President will notify both the BOD and the Data Manager. Personal information will be stricken from the website(s). 1010 look up will not return any personal information for viewing or export. Internal membership records will be maintained for historical purposes. The BOD will be notified and unless there are objections the member information will be removed.

9.1.2 Data Manager Reporting

In addition to data management services, the Data Manager shall provide the following reports to 10-10:

1. A summary report of membership activities to the Treasurer at the end of each month. The Membership summary report shall consist of at least the following information: the number of new members, the number of membership renewals, the total number of current members further broken down into US members, DX members, new life members, total number of life members, SK members, and members without current dues.
2. The Data Manager will provide a monthly "New Life Member" report for the 10-10 forum under the topic "Membership".
3. The Data Manager will provide any additional reports requested by the President, Vice-President, or Treasurer.

9.1.3 Contract Arrangements

Further specifications of mutual responsibilities between the Data Manager and 10-10 shall be contained in a duly executed contract. The 10-10 Archivist/Historian shall maintain a copy of the current Data/Membership Manager contract. A current copy of said contract shall also be supplied to the President, Vice-President and Treasurer.

9.2 Treasurer

The Board of Directors appoints a qualified Treasurer who shall serve at the will of the Board. The Treasurer shall be accountable to the Board of Directors. He/she shall be responsible for the funds of 10-10, and shall prepare and submit a proposed operating budget to be submitted to the Board of Directors, prior to each annual regular Board meeting. He/she shall make available all financial records for audit at the conclusion of each fiscal year. See also sections 2.4 and 10.

9.2.1 Appointment

As approved by the Board of Directors, the Business and Finance Committee shall arrange for the contract services or the volunteer services of a duly qualified individual to serve as the Treasurer of 10-10 International. The Business and Finance Committee will submit its recommendation, along with a suitable biographical sketch to members of the Board, who shall submit their votes to the Secretary for approval. A majority vote of the members of the Board voting shall determine selection. The Treasurer shall serve indefinitely at the pleasure of the Board. The Business and Finance Committee shall oversee the work of the Treasurer on behalf of the Board, making any recommendations necessary for continuation, replacement, or alteration of the service of the Treasurer. The Business and Finance Committee shall also arrange for an annual audit of the financial records of 10-10. The 10-10 Archivist/Historian shall maintain a copy of the current Treasurer services contract. A copy of said contract shall also be supplied to the President and Vice-President.

9.2.2 General Responsibilities

Treasurer shall be immediately responsible to the President and Vice-President. General responsibilities will include, but not be limited to the following items.

1. The Treasurer will establish as set of books reflecting the needs and requirements of 10-10, including but not limited to the establishment of such general ledger accounts as are deemed necessary to account for the various types of incomes received and the various types of expenditures incurred by 10-10.
2. The Treasurer will maintain current and accurate accounting of all 10-10 assets, receivables and accounts for all 10-10 income, and make payments for all 10-10 expenses.
3. The Treasurer will make recommendations to the Business and Finance Committee for the investment of funds in excess of normal "day-to-day" operating expenses.
4. The Treasurer shall provide the following reports:
 - (a) A monthly profit and loss statement to the Business and Finance Committee on the last day of each calendar month;
 - (b) An annotated quarterly report to the members of the Board of Directors concerning the status of the treasury as soon as records become available after the close of a quarter.
 - (c) A quarterly "summary" report (March 1, June 1, September 1, and December 1) to the Editor, of the 10-10 NEWS, for inclusion in each issue of the journal.
 - (d) A "year-to-date" report to the Business and Finance Committee for submission to the annual meeting of the Board of Directors; and
 - (e) An "annual budget" proposal to the Business and Finance Committee for submission at to the annual meeting of the Board of Directors.
5. The Treasurer, at the request of the Board of Directors, will attend the annual meeting of the Board and be reimbursed on the same basis as a regular member of the Board.

9.2.3 Other Responsibilities

In addition to the general responsibilities enumerated above, the Treasurer shall have other specific responsibilities that include but are not limited to the following:

1. To receive receipts of all deposits made by the Data/Membership Manager and to assign these receipts to the proper general ledger account.
2. To reconcile monthly bank statements.
3. To transfer funds deposited by the 10-10 Data/Membership Manager from the deposit account to the working account.
4. To prepare and forward to the President of 10-10 corporate tax forms as needed. The President will be responsible for signing and forwarding the forms to the responsible governmental agency after making copies of the signed forms and returning one to the Treasurer and one to the repository maintained by the Secretary.
5. To receive expense reports from 10-10 officials for reimbursement in accord with Section 13.2 and to send payment to each official. Questionable expenses shall be referred to the Finance Committee for approval or denial.
6. To make available to the Business and Finance Committee and to an auditor named by the Business and Finance Committee all records necessary to conduct an appropriately thorough and complete audit of 10-10 accounts.
7. To archive 10-10 financial records on a yearly basis and to store such records for the time required by law.
8. To receive all funds submitted by the Scholarship Manager and assigned to the Scholarship Foundation account.

9.3 Memorabilia Distributor

In accord with decisions of the Board of Directors, 10-10 may name authorized distributors of memorabilia, under contracts that would benefit 10-10 with a share of any profits for the organization. Each contract of this sort shall run for no more than two years, but be renewable. Those selected shall submit to the 10-10's Board of Directors for approval a sample of each item, and the Business and Finance Committee a list of items to be sold enumerating the proposed prices and the amount to be received by 10-10 from each sale. The authorization of a distributor by 10-10 in no way precludes any activity of any other memorabilia producer. The Archivist/Historian shall maintain all current contracts/agreements with memorabilia distributors.

9.3.1 10-10 International Net, Inc., name badges shall be consistent with the following:

Officers - Black background with white lettering
 Directors - Red background with white lettering
 Net Officials - Blue background with white lettering
 Members - Green background with white lettering
 XYL Members - Pink background with white lettering

All official badges shall be made by the currently approved 10-10 vendor. Members should order their badges directly from the approved 10-10 vendor. 10-10 determines the cost of the badge and the approved vendor rebates a portion of the cost. All Net Officials shall be furnished a badge for their office/position at no charge.

Authorized distributors of 10-10 memorabilia are listed on the 10-10 web page.

10. Financial Policies

To facilitate 10-10 activities and ensure proper use and accounting of funds, 10-10 maintains reasonably detailed policies and procedures for receiving and expending funds.

All Life memberships shall be available, if requested, with payment plans (see below), with the life membership becoming active upon receipt of the final (3rd) payment.

Dues payments may be made to the Data/Membership Manager by check or by MasterCard/Visa (with 5% handling fee).

12.1.2 Life Membership

As of February 1, 2003, and in accord with Board decision, members may pay for Life Membership in a single payment or in one of two extended payment plans. On a two-year plan, the member shall pay half each year (\$250.00 for U.S. and \$325.00 for DX), plus a \$5.00 records keeping fee the first year. On a three-year plan, the member shall pay \$200.00, \$155.00 and \$155.00 for U.S. members in the three years, which includes a \$10.00 record-keeping fee. DX members desiring a three-year plan would be required to pay \$250.00, \$205.00 and \$205.00 in the three years, which includes a \$10.00 record-keeping fee. Payments may be made by check or by MasterCard/Visa. A Life Membership application is available from the Data/Membership Manager. Family Life and Senior Life Membership shall be payable in one lump sum.

12.1.3 Other Income

10-10 shall receive all income from the sale of any publication or other item made available to members, to radio amateurs, or to the public. In turn, 10-10 shall pay all bills it may duly receive for the supply or production of such items.

12.2 Corporate Debts

Any and all obligations incurred by 10-10 shall be solely corporate obligations. No personal liability whatsoever shall be attached to, or be incurred by, any member, Officer, or Director of 10-10 by reason of any corporate obligations.

12.3 Corporate Expenses

12.3.1 Liability Insurance

The 10-10 International Net, Inc. will purchase and maintain liability insurance coverage in the amount of \$1 million, after deductible. The insurance is to cover Board members, Officers, and volunteers acting in behalf of 10-10. The current insurance policy is carried by "Association Professional Liability Insurance Company". The policy is renewable annually and is on file with the Archivist/Historian.

12.3.2 Bonding

The Treasurer and any other Officer or Director authorized to sign checks will not be bonded. The cost of bonding has been deemed cost prohibitive.

12.3.3 Contract Expenses

10-10 will assume the costs under contractual arrangements for special services, such as those for the

Data/Membership Manager, etc (See Section 9). All such payments must be covered by the terms of a contract. The Board of Directors shall review each such contract.

12.3.4 Biennial Convention

10-10 shall make available to the host or person appointed, under the direction of the Planning Committee, sufficient funds to enter into contracts, arrangements, reservations, and prize purchases for the development of the biennial national convention. Ordinarily, the amount advanced to the host chapter will not exceed \$1,000. Registration and banquet fees should be set at a level designed to recover as much of the advance as possible. The host or appointee shall submit to the Treasurer, with copy to the Planning Committee, complete accounting of all expenditures at the conclusion of the convention and forward a check for remaining funds, not to exceed the amount advanced by 10-10. Any "un-used" authorized convention funds shall be deposited in the 10-10 Scholarship fund.

12.3.5 Scholarship Foundation Fund

10-10 guarantees the funding of several scholarships each year administered through the Foundation for Amateur Radio (FAR). Although 10-10 encourages donations to the Scholarship Foundation Fund, 10-10 will fund the Scholarship Foundation Fund as necessary to meet the yearly-authorized requirements.

12.4 Payment of Expenses

12.4.1 Terms of Reimbursement of Expenses

10-10 is a not-for-profit corporation and is staffed and supported by volunteers. These volunteers, if listed in this policy and procedure, qualify for the reimbursement of certain expenses that are either outlined herein or are specifically authorized individually by the Board of Directors. To qualify for reimbursement, a receipt submitted at the time of request must verify an expense. Per Diem is excluded. Expenses qualifying for reimbursement must be reported to the Treasurer at least once each quarter. The following officials qualify to be reimbursed for expenses incurred in support of their elected or appointed duties:

1. All Officers
2. All Directors
3. All Net Officials, including, but not limited to, the Chapter Committee, the QSO Party Manager, the Editor of the NEWS, the Public Relations Manager, the Archive/Historian, the Net Manager, the Scholarship Manager, the SK Manager, and Awards Managers for Bars, VP Certificate, VP Worked All States, Lucky 13, Continents, Counties, Countries, OM/XYL, Worked All States, Mobile Awards Manager, CW and WPX

12.4.2 Specific Expenses Eligible for Reimbursement

The following guidelines shall govern reimbursement of expenses by eligible individuals.

1. Postage: Postage for 10-10 correspondence is fully reimbursable.
2. Telephone Calls: Expenses for phone calls may be reimbursed to the extent that they are necessary for the conduct of 10-10 business. To the degree possible, telephone calls should be made during the period of lowest rates, such as evenings and weekends.
3. Stationery and Printed Supplies: Expenses to include envelopes and stationary as necessary.
4. Mileage: Automobile mileage is ordinarily not a reimbursable expense. However, Officers and Directors attending an annual meeting of the Board of Directors may substitute mileage in lieu of airfare for travel to and from the meeting. 10-10 will pay the lower of the costs between mileage and airfare (as determined in a provision below). The mileage rate will be the current rate authorized by the IRS at the time of reimbursement. Those incurring eligible automobile travel expenses should submit odometer readings of the miles traveled via the most direct routing between home and the site of the meeting. The Treasurer will determine the applicable IRS rate of reimbursement at the time of submission of expenses,

as well as verify the accuracy of the claimed mileage.

5. **Air Travel:** Airfare is an expense eligible for reimbursement only for Officers and Directors (Treasurer, Data/Membership Manager and selected members if specifically invited by the President may also be eligible) to attend the annual meeting of the Board of Directors. Officers and Directors are encouraged to purchase airline tickets well in advance of scheduled meetings to take advantage of special fare rates. Only the lowest applicable fare is authorized for reimbursement. In accord with decisions of the Board, in addition to eligible air travel, 10-10 shall also reimburse the cost of parking for 72 hours at the originating airport. Ground transportation to and from the originating airport shall be reimbursable or mileage between home and the originating airport at the current IRS rate per mile, plus tolls, shall be reimbursable.

6. **Hotel Rooms:** The only lodging expense eligible for payments by 10-10 are hotel rooms during meetings of the Board of Directors for Officers and Directors (the Treasurer, Data/Membership Manager and selected members, if specially invited). The President shall determine the exact dates of the meeting of the Board of Directors and shall negotiate for rooms for all eligible attendees. Either the President or the Treasurer shall make payment for these rooms. Additional nights before or after the officially authorized dates of the meeting will be at the expense of the attendee.

7. **Meals:** 10-10 does not pay for or reimburse expenses for meals during any 10-10 or other amateur radio function. However, per diem of \$25.00 per day is authorized for the Officers, Directors and any invited guests during the annual meeting.

8. **Hospitality Rooms:** During official 10-10 conventions, if 10-10 hosts a hospitality room or suite, the President or his delegate may procure snack and drink items that the President may deem appropriate.

9. **Attendance and Representation of 10-10 at Conventions:** 10-10 does not normally reimburse expenses incurred by 10-10 officials, Officers, Directors, chapters, or members for attendance at conventions or other amateur radio functions, even if representing 10-10, unless authorized by the Board of Directors. If officials, chapters, or members wish to conduct a forum or operate a booth or table at any such convention or function, 10-10 will supply necessary materials (sample copies of 10-10 NEWS, the Information Packet, etc.) to the individual or chapter in charge at no cost to the chapter or individual. However, all other expenses (table, booth charges, travel, lodging, meals, etc.) will not be reimbursed.

12.4.3 Special Eligible Expenses

Because of the nature of certain special activities by certain 10-10 officials, additional expenses are authorized for reimbursement by 10-10. In order to control and predict special eligible expenses those officials drawing reimbursement for special eligible expenses shall file with the Board of Directors an annual report of expenses for review and a proposed budget for approval at the annual meeting of the Board of Directors. Such reports and budgets will be appended to the Treasurer's report and proposed budget.

1. **Editor, 10-10 International NEWS:** In addition to the above listed eligible expenses, the Editor shall be reimbursed for certain additional items unique to the preparation of the quarterly 10-10 International NEWS. These expenses include, but are not limited to, supplies for the production of the NEWS, typesetting, photo halftones, film, film development, and similar printing preparation items. The Editor is authorized to expend an amount not to exceed \$500 per issue on items or services to support each issue of the NEWS.

2. **Awards Managers:** In addition to the above listed eligible expenses, awards managers are authorized to procure the necessary supplies to support their certificate programs. These items shall normally consist of certificates, upgrade seals, and other items specific to their programs. Any single expense in excess of \$100 shall have the prior approval of the Business and Finance Committee.

3. **Public Relations Manager:** In addition to the above listed eligible expenses, the Public Relations Manager is authorized to procure items necessary to advance the public relations of 10-10. Any single expense in excess of \$100 shall have the prior approval of the Business and Finance Committee.

4. **Convention Manager:** The Convention Manager will be authorized by the President to travel to the selected site of the biennial convention as necessary to ascertain completed arrangements for the convention. Expenses qualifying in accord Section 13.4.2 will be reimbursed.

11. Other Policies, Procedures, & Guidelines

Current versions of other policies may be found on the Ten-Ten website, including the Whistleblower, Record Retention and Conflict of Interest Policies.

Appendix I. Document Change Log

Version 2012-1	12 August 2012
Version 2015-1	12 July 2015