

***TEAM MEMBER
HANDBOOK***



REVISED NOVEMBER 2025

OPERATIONS MANUAL



REVISED NOVEMBER 2025

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INTRODUCTION TO REACT

What Is REACT?

REACT is an acronym for “Radio Emergency Associated Communications Teams.”

What is the purpose of REACT?

- To develop the use of the Amateur Radio Service as a resource in time of emergency or disaster.
- To coordinate efforts with and provide communications to other disaster and emergency relief organizations.
- To promote the benefits of and the proper use of the Amateur Radio Service.
- To provide communications and safety in support of community service activities and events.

History of REACT International, Inc.

- 1962: Pete Kreer founded REACT in Chicago with the sponsorship of the Hallicrafters Radio Company
- 1964: REACT Teams establish CB Channel 9 as their home channel.
- 1967: REACT petitions the FCC to establish CB Channel 9 as an official emergency channel.
- 1969: General Motors assumes sponsorship of REACT.
- 1970: On June 24th, three years after the petition was filed, the FCC designates Channel 9 an emergency channel.
- 1971: An agreement is signed between the American Red Cross and REACT. This same year, Canada also designates Channel 9 as an emergency channel.
- 1975: REACT International, Inc., is organized as a not-for-profit corporation.
- 1976: The first REACT national convention is held. REACT International is granted Federal IRS tax exempt status. The National Emergency Aid Radio (NEAR) program is developed by the National Highway Traffic Safety Administration with help from REACT.
- 1978: The first Field Directors are added to the REACT International Board of Directors.
- 1980: A number of forums and task groups are established by REACT International.
- 1982: REACT receives the President’s Volunteer Action Award.
- 1985: The “C” in REACT is changed from “Citizens” to “Communications.” The REACT forum is discontinued. The Task Groups now report directly to the Board of Directors.
- 1986: REACT International headquarters is moved from Chicago, IL to Witchita, KS.
- REACT International headquarters is currently located in Glendale, California.

The REACT International Corporate Officers consist of the President, Vice-President, Secretary and Treasurer, who also can be regional directors.

The REACT International Board of Directors consists of nine regional directors elected to 3-year terms by the teams in their region. Only the President and the elected Regional Directors have a vote on the Board of Directors. Regional Directors may, at their discretion appoint Assistant Directors to serve in their regions. Assistant Directors do not have a vote on the Board of Directors, but may attend sessions, as may any member.

REACT International dues and fees:

All of the dues you pay go to International. For this, the member receives a REACT international membership card and newsletter. This also covers the member under the team liability insurance policy (\$1,000,000) when working team approved events.

REACT International website:

The REACT International website address is <https://www.reactintl.org/>.

REACT Trademark:

The REACT logo and the name REACT are registered trademarks owned by REACT International. Permission must be obtained to use either. The team has a number of camera-ready copy sheets of authorized forms of logos for use in advertising and public relations work.

Southwestern REACT of San Diego County, Inc.

History:

Southwestern REACT was founded in February of 1966 in Imperial Beach by a group of Citizen's Band radio operators who were interested in being of service to the public through the use of their radio skills. Soon after, the team was chartered by REACT International, Inc.

Three years later, on April 30, 1969, the team was incorporated as a not-for-profit educational and charity organization by the State of California. At this time, the team acquired the CB license KCO0783.

The current REACT Charter C475 was issued to the team on April 10, 1970 to replace the original charter which was lost.

At this time, the team holds Business Band License WQKR689, issued in 2009, and Amateur License KK6SLE, issued March 10, 2015.

Organization:

The Board of Directors consists of five members elected annually by the team in December. Anyone who has completed all required training and have been voted full membership in the team can vote in this election. A full description of the duties of the members of the board can be found in the Policies and Procedures Manual.

The following is a brief description of those duties:

- The President acts as the leader of the team.
- The Vice-President/Communications Coordinator assists the President, is in charge of all committees and is the Operations Supervisor.
- The Secretary records and maintains the minutes of all board and general meetings and handles all team correspondence.
- The Treasurer accepts responsibility and custody of all funds belonging to the team.
- The Director-At-Large hears, discusses and assists the board in making recommendations to be brought to the team.

The team also has staff (appointed as necessary) to assist the board with the operation of the team. This staff consists of, but is not limited to the following:

Operations staff reporting to the Communications Coordinator:

- Assistant Communications Coordinator
- Area Coordinators and Fan-Out Assistants
- Business Band and Amateur License Trustees

Administrative Staff appointed by the President and reporting to the Vice-President:

- Appointed Officers
- Appointed committees.

Dues and Fees:

The members at the annual team meeting in October set annual dues. For members coming into the team after the month of March, the dues are prorated by quarters and are paid in full for the remainder of the calendar year. There is an initiation fee of \$5.00 that covers the team photo membership card, team patch and a copy of the team Bylaws and Policies and Procedures manual.

Team Image:

Conduct:

Team members should behave in a manner that shows your pride in being a member of the team and will not bring discredit on the team.

Dress Code:

The team colors are Red and Gold. REACT International colors are Orange and Black.

The recommended team uniform consists of the following:

- A red shirt with team patches on the shoulders. The team patch is worn on the left shoulder and the International patch on the right shoulder. A name tag may be worn on the right front of the shirt. The REACT International issued ID badge may be worn in lieu of a name tag.
- A red cap with a team patch, REACT logo or team name and unit number may be worn. Team members may wear a red jacket with team patches (same as the shirt) on the shoulders. Other optional items are covered in the Policies and Procedures manual.
- The uniform is to be clean, well fitting and in good repair.

Vehicles:

Do not operate your vehicle, even when part of a team operation, any differently than you would as a private citizen. Always obey the California Vehicle Code and all traffic laws. Use of amber lights is permitted when authorized by the board and operated in accordance with California law.

Equipment:

Team Owned equipment consists primarily of two portable “Go-Kits” used for field operations, a Yaesu System Fusion® repeater and a portable UHF repeater.

Individual team members have the responsibility to obtain, operate and maintain their own personal radio equipment. Other team members are available to assist in the setup and maintenance of radio equipment.

Rosters, Manuals and Handbooks:

The team roster with member contact information will be provided once full team membership is approved. This information is to be treated as *CONFIDENTIAL* and only for team use. Information from this roster *is not* to be given to non-team individuals. A copy of the Team Bylaws and the Policies and Procedures Manual will also be provided.

Two Emergency Operations Plans, DISASTER and NEAR EMERGENCY are contained in the Policies and Procedures Manual.

SPECIAL EVENTS

The primary reason REACT provides communications for parades, running events, equestrian and other events is to obtain the necessary training for working together as a team. This experience is valuable in the event of a major emergency or disaster. REACT also takes pride in service to the community.

Southwestern REACT members are not required to work *every* event scheduled. However, it is expected that each member will participate in their share of events in the course of the year.

Event Volunteer:

Prior to an event, the volunteer should:

1. Attend the general meetings and check the Southwestern REACTer for information about the upcoming events the team as approved for participation. If you are available and wish to work the event, contact the Event Coordinator to sign up for the event. If you are unable to attend the entire event, make your hours known to the Event Coordinator.
2. The Event Coordinator will contact you prior to the event to confirm your availability. You will be sent or given a copy of the Event Briefing Sheet outlining when and where to report and the expected duration of the event.
3. Any volunteer who has not received instructions prior to the day before the event should contact the Event Coordinator as soon as possible for instructions.
4. It is the responsibility of the volunteer to ensure their equipment (radios, batteries, etc.) is fully operational several days prior to the event. This would include ensuring your radio(s) are programmed to the proper talk-in and operational frequencies.

The day of the event:

1. All volunteers should arrive at the designated assembly point at the time indicated on the briefing sheet.
2. The Event Coordinator will hold a briefing of the day's schedule and assignments. The briefing will also review the communications procedures to be used during the event, including primary and secondary frequencies.
3. When you arrive at your assigned station, find a shady spot, if possible. The weather may get hot during the day. If you must rely on your vehicle radio, park where you will have a good view of activities, but can remain near your radio. Locate near the checkpoint table, but be aware of excess noise that might interfere with communications.
4. The event Coordinator should have been made aware of lunches, drinks, etc that may be available for volunteers. However, on some events these may not be available. Bringing your own provisions for thirst or hunger should be part of normal event preparation. Remember, NO ALCOHOLIC BEVERAGES are to be consumed during the event under any circumstances.
5. Team members must remember that, during the event they are to communicate only on the assigned frequencies and only transmit information pertinent to the event.
6. Team members should always act in a courteous and professional manner and strive to uphold the high standards that Southwestern REACT has set in the past.

Radio Communications:

1. Every event will have a net control station. The event coordinator, at their discretion, may assume this position themselves.
2. If the event is a parade, the team member may be assigned at or close to an announcer's stand. Earphones and/or hand microphones are recommended for noisy environments.
3. A notepad and writing implement should be part of the team member's equipment for the event. If there are two or more individuals at a location, one should operate the radio and the other handle writing down message traffic. No unlicensed individual may operate the radio.
4. All radio traffic must be directed to the net control station. If you desire to contact another unit directly, request permission from net control.
5. Do not switch from the primary frequency without permission from net control.

6. When using Simplex, be aware that net control may be unable to copy you or other stations. Be prepared to relay traffic from other stations to net control and vice versa.

Roving Units:

These units should keep alert for any unforeseen emergency or unsafe condition. Any such information must be passed to net control, who will pass it to the event organizers. It may be advantageous for the rover to remain on the scene until assistance arrives.

Event Completion:

1. It is the responsibility of the event organizers to make the final sweep of the course to ensure it is free of all participants.
2. A Southwestern REACT roving unit will usually follow the event organizers to note which checkpoints are closed and to ensure our members are secured in a timely manner. Team members manning checkpoints will fall into line and follow the sweep vehicles until it is safe for them to exit the course.
3. All units will advise net control upon securing. Net control will relay this information to the Event Coordinator and the event organizers.
4. If a critique/hotwash/after-action report is scheduled, make every effort to attend. These critiques are very helpful in correcting any mistakes made during the event.

Event Coordinator:

Assignment:

If you have volunteered to act as an event coordinator, these instructions should be helpful in completing the assignment in the most efficient manner.

Assistance:

Every effort should be made to find an assistant coordinator for the event. The Assistant/Co-Coordinator should attend all meetings with the coordinator, but may act in their stead if the coordinator is unable to attend. The assistant coordinator should be prepared to take over as coordinator if the coordinator is unable to fulfill their duties.

Communications Planning:

The Event Coordinator has several choices as to what radios will best suit the communication needs of an event. In an event covering a large area, more than one radio system may be needed.

Currently, the choices are, but not limited to:

- Citizens Band, simplex, 40 channels
- Amateur Radio Service (ham radio) simplex or repeaters
- Family Radio Service (FRS) simplex, 22 Channels

Currently, the emphasis is on the amateur radio service with its multitude of club and privately owned repeaters across the county. The FCC rules limit the content of amateur radio communications. The traffic must benefit the general public, such as safety or emergency communications.

When using amateur radio for an event, each team member will have a “tactical” call, usually their location or check point number. This call should be used when communication with net control, but the transmission should always be finished with the team member’s amateur radio call sign.

The Event Coordinator will be responsible for contacting the owner of the appropriate amateur radio repeater to request permission to utilize the repeater during an event.

Early Planning:

With the help of your assistant or co-coordinator, contact the person in charge of the event as early as possible. Attend all organizational meetings. The following guidelines may be helpful:

1. Find out what is expected of the team. Keep in mind the purpose of our participation is radio communications. Our volunteers will be on hand to observe and report to the organizers potential hazards to the

- participants. We are not there to furnish traffic control or normal pre-planned medical aid.
2. Find out what is available for volunteers, such as lunches, drink, T-shirts, etc. Although our services are donated free, we expect to be treated the same as all volunteers.
 3. If necessary, recommend to the event organizers that they should obtain other volunteers for first aid, messenger service, etc.
 4. Suggest to the event organizers that, in their press releases to the media, they mention that Southwestern REACT is providing safety radio communications for the event.
 5. During your first contact with the event organizers, request a map of the route(s) as soon as possible. *Note: Most events will have a website with lots of event information for the event participants. Many times the route maps are available on these web sites.* Before your first meeting with the organizers, go over the route of the event. If, for any reason of safety or communications, you feel a checkpoint should be changed, make this suggestion to the organizers. If the event is a new one, going over the route will also assist in determining which repeater(s) have the necessary coverage.
 6. If the event is one the team has worked in the past, contact the previous event coordinator for any information they feel will assist you in coordinating the team's participation. The previous event's files should be available from the team communications coordinator.

Volunteers:

1. Provide the communications coordinator with an estimate of the number of volunteers needed to properly staff the event. Request an e-mail to all team members seven to ten days prior to the event to fill any remaining vacancies. Your request should be for more than the minimum number of volunteers so you will be sure to have enough people.
2. Personally contact the volunteers at least 24 hours before the event to confirm their availability and remind them of the hours of the event. Advise them if you can use operators for periods less than the full event.
 - It may be possible for a team member to work the event, but due to other obligations, would be available only for certain hours.
 - Be sure to find a job for all volunteers, no matter how small. Less experienced or new volunteers can be placed with an experienced team member. This is a good opportunity for mentoring and training of the new volunteer.
 - Appoint an experienced operator to act as net control. Appoint another, if available, to do the recording of the log of the event at net control. This is another opportunity for training a less experienced volunteer in the operation of net control.

Event Day:

1. The event briefing form calls for a "talk-in" frequency in addition to the primary and secondary operational frequencies. The event coordinator should be monitoring this frequency once they arrive at the briefing location, if not before. This is essential as some members may not be able to arrive at the briefing location at the designated time due to traffic, etc.
2. All team volunteers should be briefed on the day's events and proper communications procedures. At this time the event coordinator will make assignments to the various stations and net control. Provide maps and assignments sheets to all operators. The briefing should be conducted at least 45 minutes prior to the start of the event to allow operators to reach their assigned locations in a timely manner.
3. Remind all volunteers that all communications must be directed to net control. If a station wishes to talk directly to another station, permission must be granted by net control.
4. A sign-in sheet should be maintained and should reflect the following information:

Volunteer Name
 Unit Number
 Assignment
 Amateur Radio or other call sign
 Cell phone number

Sign-in time

5. The sign-in sheet should be turned in to the communications coordinator to be kept with all other paperwork pertinent to the event.
6. The event coordinator should be available to net control at all times. The use of the radio is not to be surrendered to anyone other than a team member or recognized relief. Event officials should not be allowed to operate any of your radios. ***An event official who is a licensed amateur radio operator may operate your radio if the situation warrants and only with permission of the event coordinator. The individual's license should be verified, if possible.***
7. To assist in maintaining a clear frequency, the following announcement should be made periodically on the operational frequency:

Event Conclusion:

1. At the completion of the event be sure to announce, on the radio, the closing of the event and clear the channel for regular communications. Again, thank the radio public for sharing the frequency for the event. This announcement should be made only after all REACT units have been accounted for and the event coordinator has checked with the event organizers.
2. It is recommended that a critique is held after the event is over. This should be done as soon as possible after the event while all information is fresh in everyone's mind. If necessary, this can be done by e-mail or at a general team meeting.
3. Be sure to thank all the volunteers who helped with the event.

RADIO OPERATIONS

Introduction:

Possibly the most critical aspect of REACT operations is knowing your radio(s) and how to operate them in all situations one might encounter. Knowing how to set up, program (if necessary) and operate a radio, along with observing correct radio procedure is critical in ensuring communications are understood and acted upon promptly. This section will deal primarily with amateur radios, but will touch on other radio services.

Radio Services:

There are a number of different radio services set aside by the Federal Communications Commission (FCC) for different purposes. Each of the services has its own set of regulations that must be adhered to. Some of the services that Southwestern REACT could use (or has used in the past) are Citizen's Band (CB), the Land Mobile Radio Service, sometimes called the Business Band or "Part 90" (after the section of the regulations dealing with it), General Mobile Radio Service (GMRS), Family Radio Service (FRS), Multi-Use Radio Service (MURS) and the Amateur Radio Service. CB, FRS and MURS are all part of the FCC's "Personal Radio Services." Other radio services that Southwestern REACT would not use as a matter of course are the Marine VHF Service and the Aviation Service. Each service has its own frequencies and/or bands allocated to it.

The Citizen's Band was created by the FCC to provide a simple, inexpensive method of personal and business communication. It was popularized in the 1970's by the entertainment media and the trucking industry. The service originally required a license, obtained simply by paying a small fee, but this is no longer the case. It is now "licensed by rule" meaning as long as the individual abides by the service rules, they may operate without an actual physical "license." Radios used in the CB service must be type certified by the FCC.

The Land Mobile Radio Service is a licensed service primarily for businesses, such as taxi services, trucking companies and others that need radio communications. The railroads operate within the Land Mobile Radio Service. Licenses may be obtained through application to the FCC and payment of the appropriate fee. Radios must be type certified.

The General Mobile Radio Service is a licensed service, intended for short-range communication. There is no examination required for the license, but a fee is required. Immediate family members of the licensee are allowed to use the service, but employees of the licensee that are not family members may not. Some GMRS channels are shared with the family Radio Service, but different type certification and transmit power requirements exist for each service.

The Family Radio Service is a low-power service, envisioned as an alternative to the Citizen's Band service that is less susceptible to interference. Although it is used by businesses for short-range communications, the largest use is by families keeping track of each other at venues such as theme parks. Southwestern REACT has used the service for short-range communications that do not conflict with an event net. Transmit power and type certification requirements apply to FRS radios. The service is "licensed by rule."

The FCC defines the Multi-Use Radio Service "a private, two-way, short-distance voice or data communications service for personal or business activities of the general public." MURS is licensed by rule and type certification applies.

The Amateur Radio Service is unique in that an examination is required to obtain a license, and a \$35 fee paid to the FCC for the license. Examinations are conducted by other licensed amateur radio operators that are certified as Volunteer Examiners (VE.) VEs may collect up to \$15 per exam to cover expenses only. There are three classes of license within the amateur service, Technician (entry level) General (an intermediate level) and Amateur Extra (the highest class.) Each class has greater privileges and a separate examination is required for each level. Because of the amateur radio service's lengthy history of experimentation and home building of radios, type certification is not required of radios used within the service. Radios designed for other services, may be reconfigured and used in the amateur service, but radios designed strictly for the amateur service may not be used in the other services because they lack the required type certification.

Types of radios:

Radios can vary widely, both by their physical characteristics and by their frequency allocations. We'll start with

frequencies. Within the amateur service there are a number of bands, each with allocations for different classes of license. Because entry-level Technician license holders are restricted to frequencies above about 30MHz, the most common radios are VHF/UHF radios. General and Amateur Extra license holders have more available frequencies and may use radios in the HF spectrum.

Radios also vary by their physical characteristics. Most common are handheld radios, commonly called Handi-Talkies (HT,) usually with a transmit power no higher than 5 watts. Next in popularity are mobile VHF/UHF radios designed to be installed in a vehicle and with a maximum transmit power of around 50 watts. Finally, HF radios are usually large, heavy radios intended for a more permanent installation and having a transmit power of 100-200 watts. There are lower power HF radios designed for vehicle or portable use. Because of the nature of REACT operations, we will deal primarily with VHF/UHF handheld and mobile radios in this manual.

Simplex Vs. Repeater Operation:

Simplex is defined as direct communication between two radios without the benefit of a repeater. Simplex communication is used when there is nothing obscuring two operators, such as buildings or mountains. Both radios will be using the same frequency and an operator must wait until others on the same frequency are finished before transmitting. Simplex operation is advantageous for close-in short-range communication such as a parade or an event held over flat, open ground.

A repeater does just what the name implies. It is a stand-alone, usually automatically controlled radio that “repeats” a communication by simultaneously retransmitting it. Because VHF/UHF communications are essentially line-of-sight, repeaters are used when obstacles—buildings or mountains—exist between two individuals wishing to communicate. Repeaters are usually located at high elevations, such as mountain tops. Repeaters are advantageous when an event is spread out over a large area or has substantial changes in elevation.

A repeater operates by receiving a communication on one frequency and transmitting it on another, usually widely separated. Because there are only a finite number of frequencies available for repeater use and to prevent interference between repeaters, they are “coordinated.” In other words, frequencies are assigned to repeaters by organizations set up expressly for that task. Also, to prevent interference, many repeaters require the transmission of a sub-audible tone to activate or “open” the repeater. This tone is commonly called a “PL” tone, but that term is proprietary to Motorola. The proper term is Continuous Tone Coded Squelch System or CTCSS. Most radios are capable of transmitting these tones.

Some mobile VHF/UHF radios are equipped with a feature entitled “Cross-Band Repeat.” This allows the radio to serve the same function as a regular repeater without the need for all of the necessary infrastructure. When set in the “Cross-Band Repeat” mode, the radio will receive transmissions on either the VHF or UHF band and retransmit them on the other band.

Digital vs. Analog:

The hottest new “thing” in VHF/UHF communications is digital voice. Three protocols currently exist, D-Star, System Fusion and Digital Mobile Radio or DMR. D-Star was developed by the Japan Amateur Radio League in the 1990s. For many years, D-Star could only be found on radios marketed by iCom. Now other manufacturers are beginning to produce D-Star radios.

System Fusion is a protocol proprietary to Yaesu that first appeared on the market in _____. Yaesu upped the game by offering repeaters capable of either analog FM or System Fusion to clubs and organizations at a very reduced price. The only requirement was the repeater be immediately placed on the air and kept there for at least one year. System Fusion is only available on radios manufactured by Yaesu.

The third, and possibly most popular, digital voice protocol is Digital Mobile Radio or DMR. DMR was originally developed for the business community by Motorola under the name MotoTurbo. It has been modified for use by the amateur community and the number of users is growing rapidly. This growth has been fueled by the availability of relatively inexpensive DMR radios, mostly from China.

Most digital voice capable radios, whether D-Star, System Fusion or DMR are also capable of analog FM operation

and most are also dual-band (VHF/UHF) capable.

Communications Plans:

Every organization that regularly uses radio communications must have a plan of frequencies they use for different purposes and at different times. These are usually called Communications Plans, abbreviated Comm Plan (but other terms are used.)

A “Fleet Map” is also a comm plan, but the term is more appropriate to trunked radio systems and not to REACT operations. However, the term is still hangs on in some organizations.

Comm plans can be as simple as just a list of frequencies to be used when operating or as complicated as a diagram indicating who will use what frequency under which circumstance.

See Appendix A for the Southwestern REACT Team Comm Plan.

Programming and Code Plugs:

Modern VHF/UHF radios have the capability of storing frequencies, whether simplex or repeaters, in memory channels. This enables the user to call up frequently or commonly used frequencies without the need to enter them manually each time. (These frequencies are usually reflected in the organization’s comm plan.) Entering information into the radio’s memory is known as “programming.” Programming can be accomplished either by hand from the radio’s keypad or by the use of computer software. A “Code Plug” is nothing more than another name for a radio’s programming, but it’s used mostly in reference to DMR radio programming.

Programming of a radio is usually accomplished in one of two ways; either by manually entering the channel information, then writing the information to a memory channel in the radio, or by using a computer and appropriate software to write the information to the radio. Computer programming software is available from a number of sources. Most radio manufacturers have programming software available for their radios, usually free. There are also commercially available software packages and free software available on the internet.

Know Your Radio:

Every team member must have all their radios set up with the team communications plan prior to working any event. In addition, they should be prepared to add a frequency to their radio on short notice, even if the use of the frequency will be short term. Different models of radio, even within a specific manufacturer, will have different steps to add (or remove) a frequency. Sometimes it’s difficult to remember all these steps for a number of different radios. With the profusion of smart phones, and tablet computers, a copy of the radio’s operating manual can be stored in a phone or tablet where it is available for easy reading when needed. For those that do not possess smart phones or tablets, pocket-size printed guides are available for most commonly used radios.

In addition to knowing how to program frequencies, team members should know how to change the transmit power level, squelch setting, and volume setting on their radios. (Not all radios have external knobs for this purpose.)

Useful accessories:

While a radio can be useful just as it comes out of the box, there are a number of accessories that can make the radio even easier to use.

An earphone or headset (earphone and microphone together) is good for high noise environments, situations where communications should be kept private, or where the radio would disturb others. There are any number of quality earphones or headsets available. Some headsets are capable of voice-controlled operation (VOX) but are impractical in high noise environments.

A speaker/microphone is a convenient accessory for a hand-held radio as it eliminates removing the radio from the operator’s belt every time a call is received. It can be clipped to the operator’s clothing close to the ear, allowing the volume level to be lowered. Most speaker/mics have a jack for an earphone, allowing even more private communications.

Another good accessory for a handheld radio is a longer antenna specially tuned for the radio’s particular bands.

These antennas can improve the coverage of the radio and could mean the difference between good and bad communications at an event.

Probably the most important accessory for a hand-held radio is one or more spare batteries. By having spare, fully-charged batteries on hand during an event will eliminate the loss of communications in the event of a dead battery. The operator should know how to quickly swap out batteries on their radio.

Basic Operations:

Standard voice operation procedure is first listen to ensure the frequency is not in use, then press the Push-To-Talk (PTT) button on the radio. Pause for an instant before talking. This gives the radio a chance to start transmitting. Talking too soon will clip off the first part of the transmission. If the operator is initiating the call, they begin with the call sign of the unit they are calling, followed by their own call sign. At most events the operator will be given a “tactical” call sign, usually their assigned location. This will be their primary call sign for the event but doesn’t relieve the operator of the responsibility of identifying with their FCC-assigned call sign.

A typical exchange between operators might go thus:

Operator: “Net control, this Water Stop 4.”

Net Control: “Water Stop 4, go ahead.”

Operator: “Net Control, Water Stop 4, we need five more cases of water at this location.”

Net Control: “Water Stop 4, understand you need five more cases of water?”

Operator: “Water Stop 4, affirmative.”

Net Control: “Copy. Net Control Out, KX6XXX”

Operator: Water Stop 4 out, W6XXX”

All operators should always identify with their FCC-assigned call signs at the end of an exchange.

In cases where the content of a message might be confusing the use of a phonetic alphabet is warranted. REACT uses the standard NATO/ICAO Phonetic Alphabet:

A: Alpha	N: November
B: Bravo	O: Oscar
C: Charlie	P: Papa
D: Delta	Q: Quebec
E: Echo	R: Romeo
F: Foxtrot	S: Sierra
G: Golf	T: Tango
H: Hotel	U: Uniform
I: India	V: Victor
J: Juliet	W: Whiskey
K: Kilo	X: X-Ray
L: Lima	Y: Yankee
M: Mike	Z: Zulu

All communications will be conducted in plain language. The use of 10 Codes, “Q” codes and any other abbreviations is not permitted. The only proper response to a request for a “radio check” request is “loud and clear.” The use of other acknowledgements could be potentially confusing and is not permitted.

Net Procedures:

Event radio operations are conducted via a net. One operator will be designated the Net Control Operator (NCO) and will be responsible for conducting and controlling all radio operations during the event. The NCO will make periodic announcements during the event indicating the frequency is in use for the event. (See Appendix B for the recommended net control script.)

All communications must go through the NCO. This is called a “Directed Net.” If a unit wishes to converse directly with another unit, permission must be obtained from Net Control. If the frequency is particularly busy, then the use of an alternate frequency is indicated.

The NCO is responsible for releasing the frequency at the end of the event and returning the frequency to normal use.

Go-Kits:

A Go-Kit, sometimes called a Go-Box or Go-Bag is a ready-made kit containing a radio that can be deployed quickly and on short notice. Every operator should have a Go-Kit ready, even if it's only a bag containing a couple of hand-held radios, batteries and accessories.

A handy Go-Kit can be built in an ammo can, a tool box or a waterproof case. The kit usually consists of a dual-band mobile radio, a power supply and/or battery, an antenna of some kind and coaxial cable to connect the antenna to the radio.

Southwestern REACT has such a kit than can be deployed at events if needed. This kit is capable of Cross-Band Repeat if required. See Appendix C for proper deployment and operation of the team go-kit.

MONITORING

Introduction:

REACT was originally created to monitor the CB channels, particularly Channel 9, for motorists in distress and provide assistance to them. With the proliferation of cell phones, and to a lesser extent, highway call boxes, and the increased use of ham radio by REACT teams, this function has become obsolete.

Southwestern REACT has opted to make monitoring an optional function of the team. Team members may monitor communications and render assistance, if needed, at their own discretion.



Appendix A SOUTHWESTERN REACT -- COMMS FREQUENCY PLAN

SWREACT Channel	Your Channel	RX MHz Freq	TX MHz Freq	TX MHz Offset	Tone Mode *	CTCSS Tone	Operating Mode	Team Name	UPDATED 11/09/2025 Comment
1		449.440	444.440	- 5.000	Encode	107.2	FM	SWR1 OTAY	Primary Repeater (Otay)
2		449.260	444.260	- 5.000	Encode	107.2	FM	SWR2 PALO	Linked Repeater (Palomar)
3		147.060	147.660	+ 0.600	Encode	107.2	FM	SWR3 TOWN	Linked Repeater (Downtown)
4		446.520	← same	none	Encode	103.5	FM	SWR4 SIMU	UHF Simplex (X Band to VHF)
5		145.555	← same	none	Encode	103.5	FM	SWR5 SIMV	VHF Simplex
6		446.500	← same	none	Encode	103.5	FM	SWR6 SIMU	UHF Simplex (X Band to VHF)
7		147.765	147.165	- 0.600	Encode	79.7	FM	SWR7 RS	Rattlesnake
8		448.940	443.940	- 5.000	Encode	141.3	FM/Fusion	SWR8 RS	Rattlesnake-Analog/Digital
9		145.320	144.720	- 0.600	Encode	107.2	FM	SWR9 MH	Mission Hills
10		147.195	147.795	+ 0.600	Enc & Dec	114.8	FM	SWR10 ACS	RACES Red 1
11		147.195	← same	none			FM	SWR11 ACS	Simplex on RACES Red 1
12		146.085	146.685	+ 0.600	Enc & Dec	100.0	FM/Fusion	SWR12 SBAY	South Bay ARS-Analog/Digital
13		448.340	443.340	- 5.000	Enc & Dec	100.0	FM/Fusion	SWR13 SBAY	South Bay ARS-Analog/Digital
14		146.520	← same	none			FM	SWR14 NCC	National Calling Channel
15		147.180	147.780	+ 0.600	Encode	110.9	FM/Fusion	SWR15 COR	Coronado-Analog/Digital
16		146.235	146.835	+ 0.600	Encode	118.8	FM/Fusion	SWR16 VC	Valley Center ARC-Analog/Digital
18		446.520	← same	none	Enc & Dec	103.5	FM	SWR18 PVTU	UHF Simplex + Tone SQL (X Band to VHF)
19		145.555	← same	none	Enc & Dec	103.5	FM	SWR19 PVTV	VHF Simplex + Tone SQL
20		446.500	← same	none	Enc & Dec	103.5	FM	SWR20 PVTU	UHF Simplex + Tone SQL (X Band to VHF)

*Tone Mode: ENCODE= Tone, Encode/Decode (Enc & Dec) = T Sql

Appendix B

Suggested Event Net Control Script

Make this announcement once per hour:

(End conversations with **KK6SLE**)

This is (*First name*) **KK6SLE**, Net Control for this Southwestern REACT Communications Team Net. Southwestern REACT has coordinated for the use of this repeater in support of (*event*) until approximately (*time expected to be clear*). We appreciate all operators' assistance in keeping the frequency clear. Stations with emergency traffic may interrupt this net at any time. This is **KK6SLE** standing by.

Use this announcement to close the net:

This is (*first name*) **KK6SLE**, Net Control for this Southwestern REACT Communications Team Net. Southwestern REACT would like to thank this repeater owner for the use of this repeater in support of (*event*) and all operators' for assistance in keeping the frequency clear. Southwestern REACT provides communications support for many events in the community. For information about joining our team, or for communications support of your event, please visit our website at www.SWReact.com. This is **KK6SLE** and this net is now closed.

Appendix C

Operation Of The Southwestern React Team Go-Kit

Introduction:

The Southwestern REACT Team Go-Kit is a portable, battery-operated kit containing a dual band (2 meters and 70 CM) FM transceiver. It is constructed in a pair of storage/carry cases from Harbor Freight.

The Tan-colored case contains a 30Ah Lithium Iron Phosphate (LiFePo) battery from Bioenno Power. Power from the battery is distributed by a West Mountain Radio RigRunner 4008. Inside the box there are a gauge measuring battery voltage and current draw, an on-off switch and two Anderson Powerpole connections. There is also a connection for the battery charger than can also be used for connecting a solar panel through a solar charge controller.

The Orange case contains the radio, a Yaesu FT-8800R dual band radio. The main portion of the radio is in the bottom of the box and the control head is on the upper surface. The case also contains a switched cooling fan for the radio, PowerPole connections for power, a speaker, USB charging ports and the radio microphone.

Antenna:

Antenna parts are transported separately. They are:

1. Antenna mast (A Comet CP-45 telescoping mast, extended height 14 feet.)
2. Tripod (Comet YS-45, accompanying tripod for the above Comet CP-45 mast)
3. Diamond X-50A 2 meter, 70 CM dual band vertical antenna
4. 50 foot RG213 coaxial cable with PL-259 connectors on each end.
5. Carry bag for the antenna and mast..

Accessories:

Accessories are carried in a separate tote bag. These include:

1. Radio documentation, including radio programming printout, Southwestern REACT Communications plan, ARES communication plan and the radio Operating Manual.
2. Additional power cable
3. Mast guying cords and tent stakes
4. Battery Charger
5. Whiteboard pens and eraser
6. Antenna mounting bracket
7. USB-powered desk lamp.

Radio Deployment:

Setup is as follows:

1. Open both cases. The power connection cable is in the battery case. Plug one end into the Powerpole connectors on the battery case and the other end into the PowerPole connectors on the radio case. Turn the battery switch to ON. Note: There is an additional cable in the tote bag if the power cord is not long enough.
2. Connect one end of the coaxial cable to the SO-239 connector in the radio case.

Antenna Deployment:

The procedure for setting up the antenna is as follows:

1. Set up the tripod. Always extend the legs to their widest possible stance with the supports parallel to the ground.
2. Loosen the knurled nut on the center tube of the tripod and insert the base of the antenna mast into the tripod. Tighten the knurled nut slightly.
3. Attach the antenna mounting bracket to the top of the mast by sliding the two u-bolts over the larger sections of the top tube of the mast. The top section is fixed while the bottom section floats up and down. Tighten the nuts enough to hold the antenna. Do not overtighten.
4. Remove the antenna from its bag and attach to the radials to the antenna. Snug down the nuts on the radials. Do not overtighten.
5. Slide the end of the coaxial cable up through the antenna bracket and attach it to the SO239 connector on

the bottom of the antenna.

6. Slip the antenna into the top of the mounting bracket, align the threaded hole with the hole in the bracket and thread in the thumbscrew.
7. Raise the antenna to a comfortable height by loosening the knurled nuts and raising the sections of the mast in turn, starting at the top. Guy the mast if necessary.

Battery Charging:

Once the event is over, the battery should be charged in anticipation of the next event.

1. The battery charger is located in the accessory bag.
2. Remove it from the bag, connect the coaxial plug to the CHARGE connector in the battery case and plug the power cord into a convenient 120V outlet.

Solar Charging:

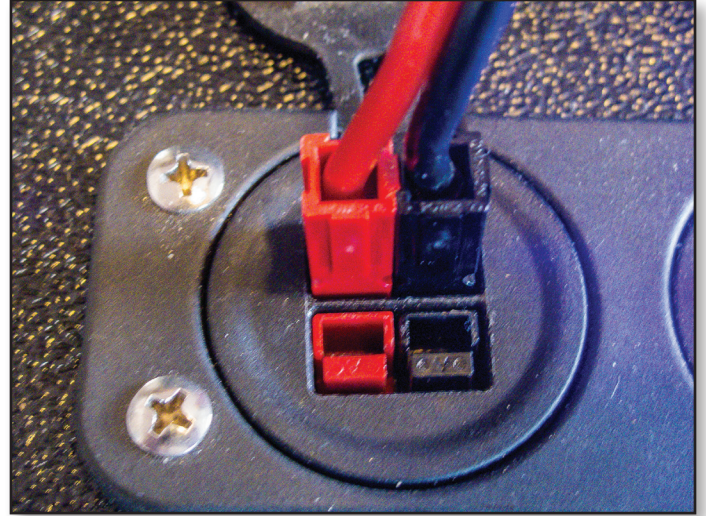
This section is under review.

Setup Illustrations

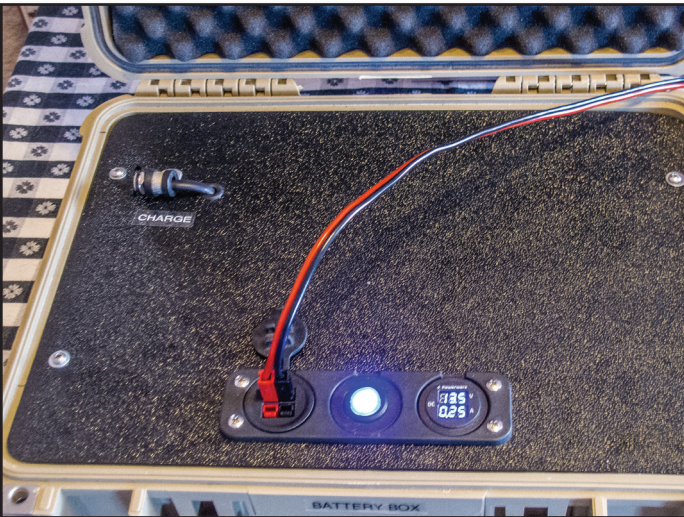
(Sequence reads top to bottom, left to right)



1. Battery (left) and radio box setup for operation



4. PowerPole connections on battery box.



2. Close-up of battery box



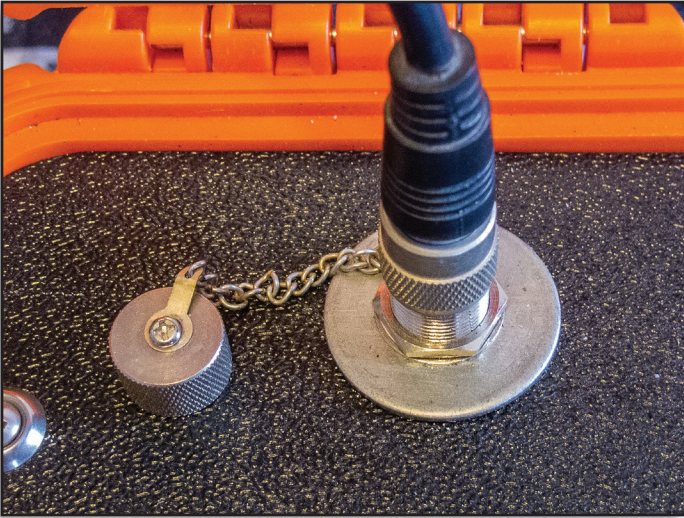
5. PowerPole connections on radio box



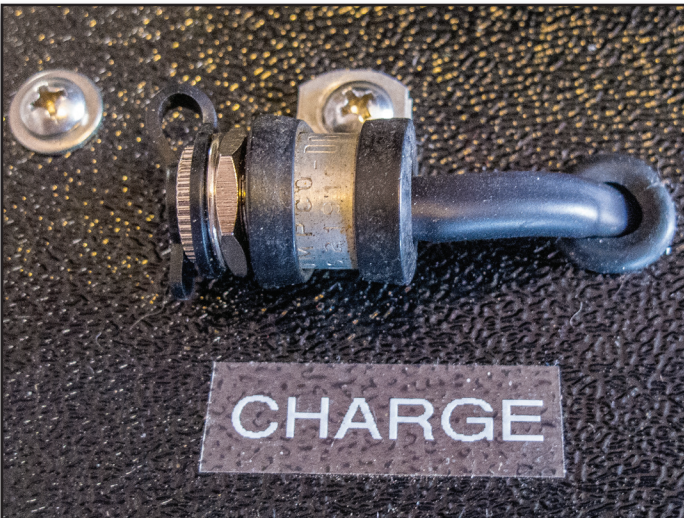
3. Radio box set up for operation.



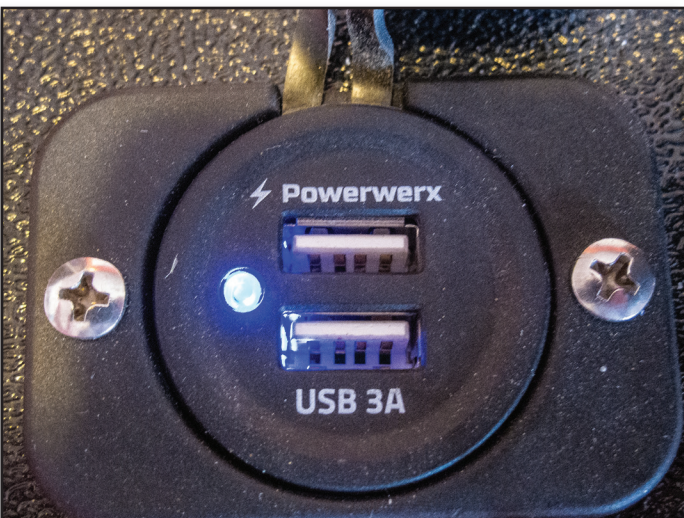
6. Volt/Amp meter on the battery box



7. Coaxial cable connection on radio box



8. Charge connector (can also be used for solar controller.)



9. USB ports on radio box (light, phone, etc.)



10.. Tripod set-up.



11. Tripod close-up. Note position of leg braces.



12. Knurled nut on tripod with mast inserted



14. Radials attached to antenna.



13. Antenna support bracket installed on mast.



15. Coax threaded up through antenna support bracket.



16. Antenna connected to coax before installation to antenna support bracket.



18 Completed antenna setup.



17. Close-up of knurled nut securing antenna to support.



19. Completed antenna setup with antenna elevated.

Configuring The Headset In The Team Go-Kit

Introduction

At many of our events, it is necessary for net control to be located close to a high-noise environment. This includes start-finish lines, vehicle horns and sirens and musical performances. The noise creates difficulty in net control hearing calls from other events units and the background noise is transmitted along with necessary traffic, making it difficult for event units to hear net control. Efforts to relocate net control aren't always successful as event organizers desire reasonable access to communications and don't always have the personnel available to provide runners.

The go kit is not currently configured to use a headset and foot switch. This is expected to be added at a later date.

BYLAWS



REVISED JUNE 2024

SOUTHWESTERN REACT OF SAN DIEGO COUNTY, INC. BY-LAWS

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SOUTHWESTERN REACT OF SAN DIEGO COUNTY, INC. BY-LAWS

ARTICLE I DECLARATION OF INTENTIONS

Section 1. AFFILIATION: This non-profit corporate Team is formed as an affiliate of REACT International, Inc., or Radio Emergency Associated Communications Teams, and shall be composed of voluntary citizens operating two-way radios, authorized or licensed by the Federal Communications Commission to operate in the Personal Radio Services especially the Citizens Band (CB) Radio Service, the General Mobile Radio Service (GMRS) and the Amateur Radio Service. The geographic area being within the boundary of San Diego County, State of California. The Team charter number assigned by REACT international, Inc., is C-475.

Section 2. OBJECTIVES:

- a. (Deleted)
- b. To provide radio-telephone communications where and when needed for the good of the community, local emergencies or disasters, traffic accidents, fires, and boats in distress. To provide communication assistance and other essential services that may be needed to any law enforcement or other emergency management agencies in any declared emergency: locally, nationally, or internationally.
- c. To foster and cultivate the preservation, ownership and operation of radios in the Personal Radio Service especially CB, GMRS and the Amateur Radio Service and to provide technical information related thereof to its members, to encourage its members to abide by the rules and regulations formulated by the Federal Communications Commission, to provide a source of making new acquaintances with common interests in the Personal Radio Service especially CB, GMRS and the Amateur Radio Service and to promote the proper and efficient use thereof in relationship to paragraphs (a) and (b) above.

ARTICLE II MEMBERSHIP

Section 1. ADMISSION TO MEMBERSHIP: Any American citizen or legal resident of the United States interested in communications in the Personal Radio Services, CB, GMRS and the Amateur Radio Service and in volunteer public service may apply for Active membership in the Team.

Section 2. CLASSES OF MEMBERSHIP :

- a. ACTIVE: Consisting of those persons, eighteen years of age or older, who meet the qualifications set forth in Section I of this Article.
- b. JUNIOR: Consisting of those persons, at least thirteen years old and less than eighteen years of age, who meet the qualifications set forth in Section 1 of this Article.
- c. PROVISIONAL: All new applicants for membership shall undergo a training period of indoctrination of at least ninety days, commencing at the reading of his/her application at the earliest Board or general meeting. Indoctrination shall consist of, but not limited to, Team philosophies and radio operating procedures. During this provisional period, the

applicant may not obtain, buy, or display any REACT insignia or other REACT identifying material other than a temporary name tag issued by the Team. After at least ninety days, the Board shall recommend disposition of the application and the Active members of the Team, at the earliest general membership meeting, shall or shall not approve the applicant for full Active membership. If the membership is approved, a permanent Team unit number as well as other REACT identifying material, Team name tag and Team shoulder patch, shall then be issued. Exceptions to this ninety day provisional period are covered in Sections 7, 8 and 9 of this article.

- d. HONORARY: The Board of Directors, with a concurring vote of a majority of the Active membership who are present at a regular general meeting, may grant an honorary membership to anyone who may be worthy thereof. Such honorary membership shall expire with the term of office of the granting Board, but may be renewed at the discretion of the succeeding Boards. The holder of an honorary membership shall not pay any dues, nor have a vote in the Team's deliberations. Honorary members may identify them self as a member of Southwestern REACT during their term of honorary membership. No regular Team call numbers shall normally be issued to any honorary member nor shall they be allowed to use the Team callsign or license for any purpose, other than specific projects approved by the Team.
- e. LIFE: All Active members of the Team with at least two years of continuous membership in the Team may apply for Team Life membership subject to the following conditions:
 - 1. A Team Life member shall be responsible for maintaining their membership with REACT International, Inc., through REACT International, Inc. Life membership or annual payment of that portion of the Team dues which is payable to REACT International, Inc.
 - 2. The fee for Team Life membership shall be the equivalent of twenty(20) times that portion of the current annual Team dues which is not paid to REACT International, Inc.
 - 3. The fee for Team Life membership may be paid in installments through the current fiscal year with the last payment due no later than the December Board meeting. The fee for Team Life membership is not refundable at any time.
 - 4. A suitable Life membership badge bar and special Team identification card shall be issued upon final payment of the Team Life membership fee.
 - 5. Team Life members will continue to have all the same rights and privileges of Active membership.

Section 3. PROCEDURES FOR APPLICATION: Applicants for Team membership shall apply upon a form approved by the Board of Directors. The completed form shall be presented to the Secretary and must be accompanied by a satisfactory check, cash, or money order for the specified amount of the fees payable. The Secretary shall not submit any application to the Board of Directors until all of the above mentioned have been met, and payment of fees verified by the Treasurer.

Section 4. RESIGNATION OF MEMBERSHIP: All members have the privilege of resigning their membership from the Team, by letter of resignation directed to the Secretary. The resigning member shall at the same time surrender all Team property in his/her possession. Upon receipt of a letter of resignation, the Secretary shall immediately notify the President and the Vice-President and formally present the letter to the Board of Directors at the next regular Board meeting. The resignation shall become effective upon receipt of the written request and the return of all Team property.

Section 5. WITHDRAWAL OF MEMBERSHIP: An applicant may voluntarily withdraw an application for membership in the Team for any reason and have returned all fees which accompanied the application if this is done within the provisional membership period. This withdrawal of application shall be without prejudice toward reapplying for membership in the Team at a future time.

Section 6. EXPULSION FROM MEMBERSHIP :

- a. A Team membership may be terminated for good cause, realizing that there is a vast distinction between the evidence necessary to convict in a civil court than evidence required to show reasonable cause of guilt in an ordinary organizational body.
- b. The member in question shall be invited to show cause for alleged violations of policies or Bylaws, at a meeting of the Board of Directors, or before a Board appointed committee. Should it be the Board's decision, to recommend termination of the individual's membership, the person shall be notified before the announcement is made to the general membership of the impending vote.
- c. A two-thirds vote, of a quorum of Active members at a regularly scheduled general membership meeting, is required to terminate an individual membership. Announcement of the impending vote must be made at a prior regular meeting, or by printed notice in the issue of the Team bulletin (The REACTer) immediately preceding the general meeting.
- d. Upon request, the member in question will be given the floor prior to the vote being taken on terminating his/her membership, to defend themselves on the charges brought against them. If the accused wishes counsel at the Board or Team meeting, this will be allowed providing the counsel is an Active member of the Team.

Section 7. REINSTATEMENT: At the discretion of the Board, former members of the Team wishing reinstatement may have the provisional period waived or decreased. If the reinstatement is needed as a result of loss of membership for other than expulsion under Section 6 of this article, the Board may approve reinstatement. If the reinstatement is needed as a result of expulsion under Section 6 of this article, his/her reinstatement must be approved by a majority vote of the Active members present at a general meeting.

Section 8. TRANSFER FROM ANOTHER REACT TEAM: Any person belonging to another REACT Team, chartered by REACT International, Inc., and having a valid and current REACT International, Inc., membership card, may apply for membership in this Team provided the requirements given in Section 1 are met. His/her provisional period may be waived or decreased at the discretion of the Board. His/her membership in this Team must be approved by a majority vote of the Active members present at a general meeting.

Section 9. PRIOR EXPERIENCE: Any person applying for membership that can establish, either through documentation or practical demonstration, the skills necessary to perform as an effec-

tive member of the team may have the ninety day indoctrination period waived or modified at the discretion of the Southwestern REACT Board of Directors.

Section 10. PREJUDICE: In conformity with the Constitution of the United States of America and the wishes of the Team, there shall be no restriction upon membership because of race, religion, color, or sex of the applicant.

ARTICLE III
VOTING POWER

Section 1. VOTING RIGHTS: The voting power of this Team shall be vested in the Active members only, with each Active member being entitled to one vote. Provisional and Honorary members shall be denied the right to vote, but shall have other rights as may be deemed appropriate by the Board of Directors or these By-Laws.

Section 2. PROXY AND CUMULATIVE VOTING: Proxy and cumulative voting are specifically prohibited.

Section 3. ABSENTEE BALLOT: There shall be no voting by absentee ballot except as provided for in Article VIII, Section 2 for the annual elections of the Board of Directors. Annual election absentee ballots may not be hand delivered by another person to the Election meeting. Absentee Election ballots are only allowed when mailed through the United States Postal Service.

ARTICLE IV
MEETINGS

Section 1. REGULAR TEAM MEETING: The general business meetings of this Team shall be held on the third Thursday of each month beginning no later than 7:00 P.M. at such location suitable to the general membership. The meeting place is to be designated by telephone, radio, mail, or team newsletter, e-mail or text message. The Board may change the meeting date only if a five-day notice is given to the general membership. A quorum for all general meetings shall consist of at least one-third of the number of eligible voting members. This figure may be revised at the discretion of the board as membership numbers change. A simple majority of those voting is required to pass most motions. If there is no quorum present at two consecutive General Meetings, the board will then take action on any outstanding team business items.

Section 2. SPECIAL AND EMERGENCY TEAM MEETING:

- a. Special Team business meeting may be called by the President or by a majority of the board. A special meeting must be called when requested by a written request signed by one-third (1/3) of the active membership. Every request must state the specific purpose of the meeting. No special may be held until notice is sent to each member by mail, postmarked at least five days prior to the meeting, stating the time, location and purpose of the meeting. Such meeting may not consider any subject which is not specified in the notice.
- b. Emergency Team business meetings may be called by the President or three members of the Board of Directors. Notification to the members of the details shall be made by the telephone fan-out system or by radio. Such meeting may not consider any subject which is not specified in the notice.

Section 3. CANCELED MEETINGS:

- a. Regularly scheduled general meetings may be canceled by a majority vote of the voting members present at a regularly scheduled meeting or by the Board, provided the general membership is given prior notification of at least five days of such action.
- b. Board meeting cancellations and emergency cancellations of a scheduled general meeting by the Board or the President shall strive to provide but not limited to twenty-four hour prior notification to be done by telephone or radio. Emergency cancellations should be for situations such as, but not limited to, the mobilization of the Team for disaster or emergency operations.

Section 4. BOARD MEETINGS, REGULAR, SPECIAL, OR EMERGENCY: The President shall call a Board meeting monthly and notification will be given to the general membership at least five days prior to said meeting as to date, time, and location. Special or emergency Board meetings may be called by the President, by the presiding officer, or by a request of three Directors without requiring notification to the general membership. All Board meetings shall be open to all active members of the team. A majority of the members of the Board shall constitute a quorum at any Board meeting.

ARTICLE V TEAM OFFICIALS

Section 1. ELECTED OFFICERS: The elected officers of this Team shall be: President, Vice-President, Secretary, and Treasurer in order of precedence. The term of office shall be for one year, or until their successors are elected.

Section 2. ELECTED DIRECTOR: The elected Director shall be an active member elected for a term of one(1) year.

Section 3. ATTENDANCE REQUIREMENT: In the event any Team officer or member of the Board of Directors is absent for two consecutive general meetings or two consecutive meetings of the Board of Directors without consent thereof, such office may be declared vacant by the Board.

ARTICLE VI BOARD OF DIRECTORS VOTING STRENGTH

Section 1. BOARD OF DIRECTORS: The Board of Directors shall be composed of five(5) persons. The elected Officers account for (4)four and the elected Director account for one. Each Board member has one vote. The majority of those present and voting is required for passage of any matters. A quorum shall be a simple majority of the Board members.

ARTICLE VII POWERS OF THE BOARD OF DIRECTORS

Section 1. GENERAL: Subject to these By-Laws, the Board shall have the power to manage the property and to conduct the affairs and business of this Team and in furtherance of the foregoing powers, but not in limitation thereof, it shall have the power and duty:

- a. To select and remove appointed officers, agents, and employees of the Team and to prescribe such power and duties for them as may not be inconsistent with law and with these By-Laws.

- b. To conduct, manage, and control the affairs and business of the Corporation and to make such rules and regulations thereof not inconsistent with Law (the Articles of Incorporation) or these By-Laws as they deem best.
- c. To borrow money and incur indebtedness for the purpose of the Corporation with the approval of the majority of the voting membership, and to cause to be executed and delivered therefore in the Corporate name promissory notes, bonds, pledges, hypothecations, or other evidence of debt and security therefore.
- d. To recommend to the membership removal of any elected Officer or Director who shall fail to perform his/her duties.
- e. To remove any appointed Director, Officer, Committee Chairman, or Committee member who fails to perform his/her duties.
- f. To deny reading a submitted application for membership when in the opinion of the majority of the Board, such denial is in the best interest of the Team and the REACT program. Such denial shall constitute rejection of the application for membership to the Team. The rejected party shall be notified by the Secretary, in writing, within ten (10) days following the general meeting at which members are advised of the Board's action. The general membership reserves the right to reverse the decision of the Board.

Section 2. REPORTING TO GENERAL MEMBERSHIP: The Board of Directors shall have brought before it and shall consider all matters affecting the Team, and shall report on its recommendations or actions at the next general membership meeting. The minutes of all previous Board meeting(s) since the last regularly scheduled general meeting shall be read or published at each regularly scheduled general meeting.

ARTICLE VIII ELECTIONS

Section 1. POSITIONS AND QUALIFICATIONS: Annually the four Officers, and one Director to be elected to the Board of Directors shall be nominated at the regular general meeting in November. Anyone holding an Active Regular membership and having attended and participated in Team activities for six months shall be eligible to hold any office. The six months time limitation does not include the provisional time endured by a new member.

Section 2. NOMINATING PROCEDURES: The Nominating committee's nominations shall be announced at the November general meeting. Any Active member may at this time propose additional nominations from the floor for any Board office, provided that the nominee's permission is given for such nomination. This list of eligible nominees shall be distributed to the general membership within ten days after the November general meeting, by the Election Committee, in the form of the voting ballot. Although nominations from the floor are closed at the November general meeting, write-in votes on the ballot will be allowed. All names written in, shall also be qualified as to permission by, and eligibility of the write-in candidate. Extra ballots shall be provided at the December meeting, in case a member has forgotten or misplaced the original ballot mailed to him or her.

Section 3. VOTING PROCEDURES:

- a. The annual elections of Officers will be as follows: upon completion of nominations at the November meeting, the election committee will certify each member for voting eligibility and mail a ballot to each member entitled to vote. It shall then be the responsibility of each member to deliver to the Election Committee his/her ballot at the December general meeting, or mail his/her ballot to the mailing address of Southwestern REACT. Final pick-up at the mailing address will be twelve o'clock on the day preceding the regular general meeting in December. The polls shall be open for a minimum of one-half hour at the December general meeting when announced by the President that the Election Committee is ready to receive the ballots from those active members at the meeting.
- b. The Election Committee shall receive all ballots and record the names of all persons voting. Ballots received by mail, shall have the person's name and return address on the envelope and shall be regarded by the Election Committee at the December general meeting as that person voting. The ballot envelope shall then be removed from the return mailing envelope by the Election Committee and deposited in the ballot box. Ballots received at the meeting shall also be recorded by the Election Committee as to the person who votes, before the unopened ballot envelope is deposited in the ballot box.
- c. After the President announces the polls closed, the votes will be counted by the Election committee. Those candidates receiving the most votes for each position will be announced as the new Officers. In the case of tie votes, a special run-off election shall be held at the same Election meeting, providing a quorum is present, involving only the candidates who are tied for the undecided office. The voting shall be by secret ballot and by those Active members who are still in attendance at the meeting. A record of those voting shall be made by the Election Committee, before each ballot is deposited in the ballot box. Adequate time as needed to allow all those Active members present who wish to vote shall be provided. Prior notification of this special run-off election to all members shall not be required, thus eliminating the requirement for voting by mail. The voting procedure will be repeated if there continues to be a tie vote until there is a declared winner by majority vote.
- d. If the election process at the Election Meeting is declared invalid and void, by the Team's Parliamentarian, an emergency meeting of the Team shall be called by the President for the specific purpose of repeating the elections for the Board of Directors, providing no election of Directors shall be held without reasonable opportunity for absentee members to vote by absentee ballot except as permitted in "c" above to break a tie vote. New election materials shall be mailed to all eligible members within five days following the declaration of an invalid election.

Section 4. INSTALLATION: The installation of the newly elected Officers will be held at the Board meeting in January or such other time, if possible, as the outgoing Board of Directors may decide in the form of an installation and Awards Banquet, providing it shall occur between the time of the election of the new Officers and the regular Board meeting in January. The newly elected Officers shall assume the duties of their respective offices immediately following their installation.

Section 5. VACANCIES: All Vacancies in an elected office shall be filled with an Active member, as qualified in accordance with Section 1 of this article, by appointment of the President with the approval of the Board of Directors. This appointment shall remain in effect until the next annual election. Should the office of the President become vacant, the Vice-President shall assume the

office of President and the Board shall elect a new Vice-President, subject to approval by the general Active membership.

ARTICLE IX
DUTIES OF ELECTED OFFICERS and DIRECTOR

Section 1. PRESIDENT: It shall be the duty of the President to preside at all meetings of the Team and the Board of Directors. The President shall furthermore be charged with the responsibility of being the Chief Executive Officer of the Team. The President shall insure that a high standard of quality, workmanship, and participation be maintained at all times through prudent use of his/her office and other Chief Executive Officer powers.

Section 2. VICE-PRESIDENT: It shall be the duty of the Vice-President to assume all of the duties of the President in his/her absence or upon his/her resignation. Furthermore, it is the responsibility of the Vice-President to assist the President by assuming the supervision of all Committee and Administrative activities of the Team.

It shall also be the duty of the Vice-President to be directly responsible for all operational matters of the Team. All requests by any governmental agency, or civic minded organization asking for Southwestern REACT's assistance shall be reported to the Board of Directors, and the decision to accept or decline the request for assistance may be decided by the Board of Directors. The Vice-President is also responsible for all REACT communication activities, compiling of monthly and annual monitoring records and logs, training of new monitors, qualifying members for and scheduling of monitoring. Subject to the Board's approval, the Vice-President shall have the authority to select Area Coordinators to assist. The Area Coordinators shall be selected by considering the geographic location of their base station as well as their personal attributes, competence, and radio equipment.

Section 3. SECRETARY: It shall be the duty of the Secretary to maintain a full and complete record of all Team activities and procedures. The Secretary shall attend all business and Board meetings, and shall record all minutes and votes in a journal kept for this purpose. The Secretary shall keep a current and accurate register of all members in good standing and maintain a file of all matters of correspondence. The Secretary shall be responsible for the security of all corporate records and properties required by the State of California to be maintained and which the Team has entrusted to this office.

Section 4. TREASURER: It shall be the duty of the Treasurer to accept the responsibility of custody of all funds of the Team. The Treasurer shall receive all funds and make payments of all approved debts of the Team. The Treasurer shall not incur or satisfy any obligation, debt, or other liability for the Team or for any member of the Team without specific prior approval of the Board of Directors. The Treasurer shall give a report of the financial status of the Team at each regularly scheduled general business meeting of the Team. The Treasurer shall notify all members who are in arrears of their dues, and request they return any and all Team property in their possession. The Treasurer shall give bond at Team expense if required by the Board.

Section 5. DIRECTOR: It shall be the primary duty of the elected Director to hear, study, discuss, and assist in establishing policies, activities, and recommendations to be made to the general membership of all Team business. The Director shall also accept any ideas or suggestions from members of the Team and shall be responsible for placing such items on the Board's business agenda for the Board's study or action.

Section 6. VACANCIES: If either the office of Secretary or Treasurer should become vacant with no candidate for election or appointed replacement, the incumbent in the filled position may assume both offices until such time as a replacement for the vacant office is seated. This person will have only a single vote before the Board of Directors.

ARTICLE X APPOINTED OFFICERS, DELEGATES AND COMMITTEES

Section 1. STANDING: Unless otherwise stated herein, the President shall appoint the following, but not limited to, Officers, Delegates, or Committee Chairman and members:

- a. OFFICERS: Historian, Parliamentarian, Sergeant-at-Arms, Bulletin Editor , GMRS Trustee, Public Information Officer.
- b. DELEGATES: Southern California REACT Council, primary and alternates
- c. COMMITTEES: Amateur Radio Club, Auditing, appointed in December; Budget, appointed in October; Building and Planning; By-Laws; Communication Equipment; Election; Hostess; Inter-Organization Coordinating; Membership; Nominating, appointed in August; Policy and Procedures; Program; Sunshine; Training; Ways and Means and Junior REACT.

Section 2. SPECIAL: The Board of Directors may create from time to time special committees and vest in them such powers and duties, as it may deem necessary and desirable. Such special committees may not serve beyond the term of the appointing body, with the exception of Ad Hoc committees, which will function until their job is completed.

ARTICLE XI (Deleted, Moved to Policies and Procedures Manual)

ARTICLE XII MEETING PROCEDURES

Section 1. RULES OF ORDER: This Team shall be governed in all its deliberations by Robert's Rules of Order (newly revised) unless otherwise provided for in these By-Laws. The Parliamentarian shall interpret and make the final decisions in all questions of points of order.

Section 2. ORDER OF BUSINESS: Annually, in January, the new Board shall establish and announce to the membership their order of business agenda for both the Board and general membership meetings.

ARTICLE XIII RECALL OF ELECTED OFFICERS

Section 1. PROCEDURE: A petition, signed by at least thirty-three percent of the Active membership, requesting the holding of a special election for the purpose of putting an elective office in question may be filed at any time with the Secretary. The Secretary shall, within ten days after the filing of such a petition, certify the signatures as being by Active members. The Secretary shall

deliver the petition to the Board of Directors at its next meeting. If the petition has sufficient signatures, at least thirty-three percent of the Active membership, the Board shall call for a special recall election. At the next regular general meeting, nominations shall be accepted for the office in question. The Officer in question shall automatically be a candidate for such office. Two or more nominations from the floor shall fill out the ballot. The special recall election shall then be conducted at the following regular general meeting. Balloting shall be conducted in the same manner as set forth for the regular elections of this Team. If the petition shall be ruled insufficient as to the required number of signatures, the Secretary shall so report to the Board and the matter shall be dropped.

Section 2. SPECIAL RECALL ELECTIONS: All Active members shall be notified of all recall elections and voting shall be by written secret ballot. A candidate must receive at least a fifty-one percent majority of the vote cast to be elected. If no candidate receives a majority of the vote on the first ballot, a second ballot shall then be taken, at the same meeting, between the two candidates receiving the largest number of votes. The candidate then receiving the majority of the vote shall be declared the winner and shall fill the remainder of the term of the office in question.

ARTICLE XIV TERMINATION OF APPOINTED OFFICERS

Section 1. The President, with the concurrence of the Board, may terminate at any time the services of an individual holding an appointed position in the Team. Such termination shall have no effect of the status of an individual's basic Team membership.

ARTICLE XV FINANCE

Section 1. DUES: The annual dues shall be established each year at the October general meeting by a vote of the Active membership. The dues shall be based on the next year's operating budget of the Team. An initiation fee may be levied, for each new or former member reapplying for membership, which shall be used to purchase a Team name tag and shoulder patch. This fee shall be set at the same time and in the same manner as the annual dues. Dues may be pro-rated on a quarterly basis as recommended by the Board and approved by the membership at the October general meeting. There shall be no refunds of dues, either full or pro-rated, except as provided for in Article II, Section 5, withdrawal of Membership.

Section 2. FISCAL YEAR: The fiscal year of the Team shall begin January 1 and end December 31. Dues shall become due and payable on January 1.

Section 3. DELINQUENCY: A member is considered delinquent if he should become thirty days late in payment of any dues. If the dues become sixty days in arrears, the member will be automatically dropped from the register of the Team and must request reinstatement as provided for in Article II, Section 7.

Section 4. INCOME AND PROPERTY: The income and property of this Team from whatever source derived shall be applied toward the promotion of the purposes of this Team and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise, by way of profit to the members of this Team. Nothing herein shall prevent the payment in good faith of any obligations approved by the Team to an Officer, employee of this Team, or any other persons in return for services actually rendered. An inventory of all property of this Team shall

be kept by the Sergeant-at-Arms and shall be verified and corrected annually. When deemed advisable, by the Board, all property of this Team shall be covered by insurance and the premium will be paid by the Team.

Section 5. DEPOSITING MONIES: All monies of the Team shall be deposited in a checking account, savings account, or both, as directed by the Board; and said account(s) shall be established in the name of Southwestern REACT of San Diego County, Inc. The checking account will be known as the general fund and will be used to pay the usual operational expenses. The general fund shall be maintained at an amount specified by the Board in January and any general funds in excess of that amount shall be transferred to the savings account.

Section 6. BILLS AND DISBURSEMENTS: All bills to be paid shall be referred to the Board for consideration of payment. All bills should be paid within thirty days of receipt by the Treasurer. All bills must be presented in the name of the Team, and submitted either in person or mailed through the Postal Service to the Treasurer.

Section 7. MAILING ADDRESS: Annually the Board shall designate a mailing address for the Team, and who will be the custodian(s) of the mailing address. If a Post Office Box is to be utilized, the rental service fee shall be paid by the Team. The mailing address shall be published in each issue of the Team Bulletin.

Section 8. FINANCIAL RECORDS: The Board shall prescribe the form in which the Financial records shall be kept.

Section 9. COUNTERSIGNING CHECKS: All disbursements shall be paid by check, which shall be signed by at least two persons designated by the Board annually except under the following circumstances: Payment of annual dues to REACT International and payment for normal, recurring expenses. The Treasurer is also authorized to sign checks or make payment by debit card for disbursements approved by a vote of the team up to and including an amount to be determined by the Board Of Directors. No two persons living under the same roof shall be able to countersign checks, even though both may be Board members. In January, after the installation of the Board, they shall decide who may countersign the checks and the Treasurer shall notify the bank, on the appropriate forms, of the changes in authorized signatures for honoring the checks of the Team.

Section 10. ANNUAL AUDIT: The financial records of the Team shall be audited annually. The Auditing Committee shall submit their report of the results of the audit to the Board at the February Board meeting. The final report of the Committee shall be given to the membership no later than the February general meeting.

Section 11. CAPITAL ASSETS EXPENDITURES: Expenditures involving real estate, equipment, and such items otherwise known as capital assets shall be subject to approval by the general Active membership. Such expenditures may be paid from the general fund or the savings account.

ARTICLE XVI LIMITS OF LIABILITY

No officer, member or employee of the Team shall incur, or cause to be incurred, any liability or obligation other than those designated by the Board and approved by the Active membership.

ARTICLE XVII
DISSOLUTION OF CORPORATION

This Corporation is one, which does not contemplate pecuniary gain or profits to the members thereof, and it is organized solely for non-profit purposes. Upon dissolution of this Corporation, after paying, or adequately providing for the debts or obligation of the Corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation, which is organized and operating exclusively for charitable, educational, religious or scientific purposes, and which has established its tax exempt status under Section 501, subsection (c), subparagraph (3) of the Internal Revenue Code. If this Corporation holds any assets on trust, such assets shall be disposed of in such manner as may be directed by decree of the Superior Court of the County in which the Corporation's principal office is located, upon petition therefore by the Attorney General or by any person in concern in the liquidations.

ARTICLE XVIII
SEVERABILITY CLAUSE

In the event that any provision, section, or part of a section of these By-Laws should be declared invalid or inoperative by a court of competent jurisdiction, such declaration shall not effect the validity of the remaining provisions, sections, or parts of sections, and the remainder shall be given effect as if such invalid or inoperative provision, section, or part of a section had not been declared invalid or inoperative.

ARTICLE XIX
REPEAL OF PRIOR BY-LAWS

Any provision, section, or part of a section of any previously adopted By-Laws is hereby repealed.

ARTICLE XX
AMENDMENT OF BY-LAWS

Section 1. PROCEDURE: Proposed amendments to these By-Laws shall be submitted in writing and in duplicate by any Active member to the Vice-President and Secretary who in turn shall read the proposed amendments at the next meeting of the Board. The Board may submit the proposed amendment to the By-Laws Committee for its study and recommendations. The proposed amendments shall be read for the first time at a general Team meeting, not later than ninety days from the date of being initially submitted. The Secretary shall then have distributed the proposed amendment to be voted upon, along with the date of voting, to all Active members, at least seven days prior to the vote. Proposed amendments may then be adopted at the announced general meeting, by a two-thirds majority vote of a quorum of those Active members present and voting.

Section 2. EFFECTIVE DATE: Any amendment or alteration of these By-Laws shall become effective immediately upon adoption.

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POLICIES AND PROCEDURES MANUAL



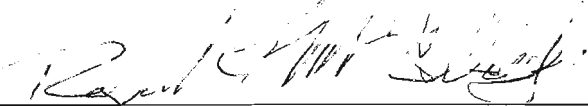
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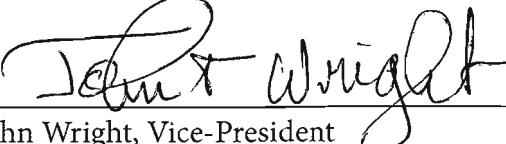
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This Policies and Procedures Manual is proprietary to Southwestern REACT of San Diego County, Inc.

**SOUTHWESTERN REACT OF SAN DIEGO COUNTY, INC.
POLICES AND PROCEDURES MANUAL
2024 EDITION**

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SECTION 1: DUTIES OF ELECTED BOARD OF DIRECTORS

I. PRESIDENT.

Duties: The primary duty of the President is to preside (chair) over the Team Meetings (General, Special and Board) as prescribed by the Team by-laws and Roberts Rules of Order. To accomplish this, the President should:

- A. Conduct all Team meetings in accordance with Parliamentary Rules.
 1. Open the meeting at the prescribed time;
 - a. Call the meeting to order.
 - b. Ascertain the presence of a quorum for the business portion of a meeting.
 2. Prepare and provide to all Board members an agenda for each meeting.
 3. State a request or motion for a vote on all questions put before the assembly.
 4. Enforce the rules relating to good order and decorum.
 5. Decide all questions of order;
 - a. Subject to appeal.
 - b. When in doubt, submit the question to the Parliamentarian for a decision.
 6. Adjourn the meeting, when the assembly so votes, at the time prescribed.

B. Have a current copy of the Team By-laws or other rules, a list of all standing and special committees and an agenda of the meeting available for use during all meetings.

C. Appoint at the beginning of each year, and as vacancies occur, officers, standing committees and chairpersons as specified in the Team By-laws unless the assembly orders the appointment of a special committee or chairperson.

II. VICE PRESIDENT.

Duties: The primary duty of the Vice President is to be able to assume the duties of the President in the absence or resignation of the duly elected President, as prescribed in the Team By-laws. To accomplish this, the Vice President shall:

- A. Maintain a good rapport and viable communication between the President and himself.
- B. Assist the President with the preparation of the agenda.
 1. This allows for complete knowledge of action items by the Vice President.
 2. Enables rapid transition of power to the new President in the event of resignation or absence of the incumbent.
- C. Function as overall supervisor of the Team's committees.
 1. The Vice President will be kept informed of the location and time of all committee meetings as well as the subjects to be discussed.
 2. The Vice President will be given regular reports from the committee chairperson(s) and will make these reports available to the Board and the General Membership, as appropriate.
 3. Act as ex-officio member of all committees;
 - a. Except the nominating committee.
 - b. Have all the same rights as other committee members.
 - c. But is not required to attend committee meeting, and
 - d. Is not counted in the determination of a quorum for a committee meeting.
 4. All Committee Chairpersons shall insure that the Vice President is contacted after each committee meeting and at least monthly, no later than the 1st Thursday of each month, of the activities of the committee. This report shall include sufficient information for the preparation of the committee report agenda for the Team Meetings.
- D. Assist the Team with the administrative duties of the Team, as required. The Vice-President shall also be responsible for all communications activities of the Team and to supervise all communications and operational matters of the Team. To accomplish this, the Vice President shall:

- E. Select a Communications Assistant subject to the approval of the Board.
- F. Receive and then submit to the Board, all requests for communications assistance. The Vice President will:
 1. Outline the event request using the Team form, see section 4, giving the time, place, purpose, communication requirements and other information required by the Board.
 2. Respond to all requests for communication assistance, subsequent to the approval by the Board or Team.
- G. Collect, submit and maintain all operational reports of the Team.
 1. Submit a copy of all reports to the Team Secretary for filing within thirty (30) days subsequent to the completion of the reporting period or an event.
 2. Collect from Event Coordinators, the post event report consisting of personnel sign-in log, complete communications log, and a written report detailing the event.
 3. Prepare the Team's activity reports for submission to REACT International, Inc. as may be required.
- H. Regarding personnel conflicts.
 1. Collect information concerning misunderstandings between Team members regarding communications matters and bring the matter before the Board for resolution.
 2. Recommend to the Board punitive action(s) in the event of a member's disregard for Team communications rules, policies, and regulations.
- I. Generally plan for, select, and supervise personnel for the betterment of the Team and for the completion with a high degree of professionalism all assignments undertaken.
- J. With the assistance of the Training Coordinator, ensure the training of all probationary members and the periodic retraining of all members in proper disaster and emergency operations.
- K. Perform such other duties as may be required by the President.

III. SECRETARY

Duties: The primary duty of the Secretary is to be responsible for the maintenance of a complete record (minutes) of the Team proceedings and other Team activities, except for those specifically assigned to others, e.g. Treasurer's financial records, Historian's files, Newsletter Editor's files, etc. To accomplish this, the Secretary shall:

- A. Record and maintain a permanent and complete file of all minutes of General, Special and Board Meetings.
- B. Maintain a record of attendance for all General, Special and Board Meetings by,
 1. Taking a sight roll or
 2. Receiving an attendance list from the Sergeant-at-Arms at the completion of a General or Special meeting.
- C. Maintain a complete list of all existing committees and their members.
- D. Prepare and provide to Team Delegates or Representatives any required credentials.
- E. Maintain, update and have available at all meetings, a Corporation Record Book in which the following are filed:
 1. Team By-laws and Corporation Documents;
 2. REACT International Inc. By-laws.
 3. Team Standing Rules of Order (Policy and Procedures Manual),
 4. Team Special Rules of Order,
 5. Minutes of all General, Special, and Board Meetings,
 6. Communications reports and records to be provided by the Vice President, as required elsewhere in this manual.
- F. Conduct all Team correspondence except for that assigned to others.
 1. Answer all correspondence on Team stationery.
 2. Mail or cause to have published a "Call of the Meeting" to each member in good standing.
- G. In the absence of both the President and Vice President, call to order a properly scheduled meeting and act as the Presiding Officer until a Chairman pro temp can be elected. This election shall be done as the first order of

business.

H. Perform such other duties as may be required by the President.

IV. TREASURER.

Duties: The primary duty of the Treasurer shall be to accept the responsibility for the custody of all funds of the Team. To accomplish this, the Treasurer shall:

A. Receive all monies payable to the Team.

B. Make payments of all debts approved by the Team.

C. Report the financial status of the Team at each General and Board Meeting.

D. Maintain the financial records in a manner approved by the Board which shall be in accordance with the regulations of the State of California and REACT International, Inc.

E. Ensure that Team checks are signed by Team Officers as required by the Southwestern REACT Bylaws

1. The designated Team Officers should, if possible be, President, Vice President, Secretary or Treasurer

2. Normally the President and the Treasurer will sign Team checks, however if they are unavailable, then any two of the designated Officers may sign the checks and the Treasurer shall be notified as soon as possible.

3. Ensure that the check signature cards of the bank are up-dated whenever any of the designated Team Officers change.

F. Submit the complete set of financial records to the Audit Committee as soon as possible after the Team's Annual (December General) Meeting.

1. The audit should normally be completed by the date of the February Board Meeting.

2. The newly elected Treasurer shall maintain separate records until the Audit is complete.

G. Be bonded at Team expense, if bonding is not already provided and if required to be bonded by the Board.

H. Issue REACT membership cards.

1. REACT International membership cards to each member when received.

I. Cause a complete list of Team unit number assignments to be maintained.

1. Every active member shall be assigned a permanent number, to be retained as long as the member remains in good standing.

2. Every probationary member shall be assigned an unused unit number, to be followed by the letter 'T', e.g. 26T. The assigned number should be the lowest available number. Family members may be assigned consecutive unit numbers. Upon successful completion of probation and when approved for full membership by the Team, the 'T' will be dropped.

3. If an active member dies, the Board may retire the member's unit number and cause the member's name and number to be added to the Team's Silent Mike plaque. The Treasurer shall also cause this to be indicated on the permanent unit number list. If a long time past team member dies, the board may add the members name as an Honorary member to the Silent Mike's Plaque.

4. Unit numbers 1 thru 25 are reserved for emergency and disaster operational assignment. Refer to the Team Disaster Plan. The personal unit numbers will start at number 26 and go upwards.

5. Other unit numbers may be reserved by the President with the approval of the Board for future special use.

J. Cause to be maintained a complete and up-to-date roster of all Team members.

1. Cause to have published each quarter an updated roster to be distributed to each active Team member.

K. Perform such other duties as may be required by the President.

V. DIRECTOR (At Large).

Duties: It is the primary duty of the Director elected at-large to hear, discuss and assist the Board in making recommendations to be brought to the Team. To accomplish this, they shall:

A. Accept any ideas or suggestions from any active Team member and shall be responsible for the placement of such items on the Board's agenda for the Board's study or action.

B. Perform such other duties as may be required by the President.

SECTION 2: DUTIES OF APPOINTED COMMITTEE CHAIRPERSONS

I. SERGEANT-AT-ARMS.

Duties: It shall be the duty of the Sergeant-at-Arms to:

- A. Maintain good order and decorum at all General and Special Meetings,
- B. Conduct and maintain a record of attendance at General and Special meetings, by taking a sight roll, or by using a sign-in sheet to be handed to the Secretary at the completion of each meeting.
- C. Be responsible for the collection of all fines as levied and turn over to the Treasurer at the end of each meeting, any monies collected.
- D. Maintain an accurate inventory of all Team property using the forms in Appendix C, which will include:
 1. The location of all equipment,
 2. Name of the person having custody of the equipment,
 3. The value of each piece of equipment and
 4. A record of an annual inventory taken in August of each year.
 5. A report of the completion of the inventory shall be made at the October Board Meeting.
- E. The Sergeant-at-Arms in maintaining good order and decorum at a meeting shall:
 1. Advise the offender when he/she is out of order when requested to do so by the Presiding Officer. This should be done as politely as possible.
 2. If the offender continues, quietly advise that person to remove themselves from the meeting hall until they can calm down.
 3. If the offender still continues to be out of order, quietly inform them that law enforcement authorities will be requested if they continue.
 4. If now all efforts given above have failed and the offender refuses to behave or voluntarily leave the meeting hall, CALL THE POLICE. Don't get physically involved with the offender under any circumstances.

II. PUBLIC INFORMATION OFFICER.

Duties: It shall be the primary duty of the Public Information Officer to disseminate information to enhance the image of REACT in general and the Team in particular. To accomplish this, the Public Information Officer shall:

- A. Be willing and able to go out on speaking engagements to inform interested groups of the aims and purposes of the REACT program and the Team.
- B. Supply the local news media with information about the activities of REACT and the Team.
- C. Work with the Program Chairperson, in contacting and arranging with other organizations to provide guest speakers for Team General Meetings.
- D. Serve as the Team Newsletter Editor unless a separate editor is appointed.
 1. Team Newsletter should be published each month and distributed in time to be received prior to the monthly General Meeting.
 2. Accuracy, good taste and judgment, shall govern the material to be published. No material published shall be intended to malign, defame or cause harm to any individual, organization or location.
 3. Understanding that the Team Newsletter is one of the few ways that the team has to get its name in front of the public, mailing to other selected organizations and selected individuals should be encouraged. Discretion should be used as to the content of any edition that is being sent to non-members. The Board should be furnished a list of all non-members receiving the Team Newsletter.
 4. Perform such other duties as may be required by the President.

III. REACTIVATION

In the event it becomes necessary, the President may reactivate any Committee Chair position. Refer to previous editions of this manual for the appropriate duties.

SECTION 3: DUTIES OF COMMITTEES.

I. AUDIT.

Duties: The primary duty of the Audit Committee is to audit the Team's financial records held by the Treasurer. To accomplish this, the Chairperson shall:

A. Obtain from the Treasurer all financial records of the Team as soon after the receipt of the December bank statement and after the Treasurer has balanced the accounts for the year just completed.

B. Have the financial records audited.

C. Report the results of the audit to the Board no later than the February Board Meeting and to the general membership no later than the February General Meeting.

II. BUDGET.

Duties: The primary duty of the Budget Committee is to prepare and propose a budget for the upcoming year. To accomplish this, the committee shall:

A. Ensure the current year's income and expenses are reviewed and based on that review a proposed budget for the upcoming year is prepared.

B. Present the proposed budget to the Board at the October Board Meeting for review and to the membership at the October General Meeting for approval.

III. BYLAWS.

Duties: The primary duty of the By-laws Committee is to review or draft proposed revisions to the Team By-laws. To accomplish this, the Chairperson shall:

A. Review all proposed By-law changes,

B. Prepare promptly a proposed wording for consideration of the Board and General membership.

C. When requested by the Board, review the existing By-laws for possible revisions and propose such revisions as maybe recommended by the majority of the committee.

IV. ELECTION.

Duties: The primary duty of the Election Committee is to supervise the elections of the Team Board of Directors. To accomplish this, the Chairperson shall:

A. Ensure at least two other active Team members are selected to serve on the committee.

1. Members of the committee should be, in order of preference past board members, experienced members, or new members, not in a probationary status.

2. Members of the committee may not be:

a. Current Board members running for reelection or,

b. Nominees for office, their spouses or their children.

B. Cause to be prepared and mail to each active member within ten (10) days after the November General Meeting a ballot containing the names of all candidates running for office and instructions for correctly completing the ballot. Refer to Appendix B for sample letter and ballot.

C. Supervise the election procedures in accordance with the following procedures:

1. Verify the eligibility of the voting membership,

2. Receive all sealed ballots and record the names of all persons voting. Ballots received by mail must contain the name of the voting member on the return address. After recording the name on the envelope, the sealed ballot will be removed from the mail envelope and deposited in the ballot box.

3. Ballots received at the General Meeting shall be recorded and then placed in the ballot box.

4. Two members of the committee shall be present at the ballot box to record names and to prevent any voting irregularity.

D. Tally the ballots, ensuring that all counts are double checked, verifying the number of votes against the number of ballots received.

E. Cause to have posted the results of the election in the meeting hall of the General Meeting. All names appearing on the ballots including write-ins shall be listed along with the total of votes received by each.

F. Ensure that the By-laws are followed in case of ties or the election of a serving Director to a higher office.

V. NOMINATING.

Duties: The primary duty of the Nominating Committee is to obtain candidates to run for the offices of the Board. To accomplish this, the Chairperson shall:

A. Contact Team members to solicit qualified candidates to run for the offices of the Board.

B. Report to the General Membership at the November General Meeting, the list of candidates seeking for office.

SECTION 4: TEAM ORGANIZATION AND OPERATIONS

I TEAM ORGANIZATION.

A. Elected Officers in order of precedence are:

President

Vice President

Secretary

Treasurer

Director-At-Large

B. Appointed Officers, Delegates, and Committees

Appointed Officers, Delegates, and Committees are appointed by the President with the approval of the Board.

Most appointed Officers and Delegates report to the Board as a whole. Committees report to the Vice President

II. DRESS CODE

A. The following dress code listing the recommended normally worn “standard” and “optional” items is established. This dress code will ensure easy identification of the members by others and insure a distinctive and standard appearance. All clothing items should be well fitting, neat, clean and properly pressed in appearance. The apparel should also be in a good state of repair, free of visible holes, tears, stains and frays. Event Coordinators shall use these guidelines for determining that Team members participating in Team events present an acceptable appearance. Coordinators are expected to use good judgment in deciding if a member’s appearance serves the good of the Team.

B. Description of recommended attire.

1. Shirt/Blouse.

a. Color: Solid red

b. Style: Polo, Golf, or other button-up. Long or short sleeve. With or without pocket(s).

c. Insignia Placement:

Left sleeve(standard): The Team patch to be worn centered on the sleeve with the top of the patch 1-1½” below the shoulder seam.

Right sleeve(optional): A second Team patch centered the same as on the left sleeve or, an Emergency Medical Service patch, if qualified, may be worn in place of or below the second Team patch. A patch representing the National Flag of the United States may be worn in lieu of the Team patch. It should be worn with the field

facing forward.

Left front(optional): On or above the left pocket (or normal area for the pocket), one of the following may be worn:

REACT international Life Member Patch

REACT international Anniversary Patch

Right front(standard): The Team name tag, if issued, should be worn on or above the right pocket (or normal area for the pocket). Alternately, the issued REACT International ID card shall be worn.

Collar(optional): Centered on the right collar tab, a Team pin may be worn. Centered on the left collar tab, a REACT International pin or Emergency Medical Services pin may be worn. An American Flag may be worn on one of the collar tab. Honorably discharged veterans may wear a pin representing their branch of service. Other pins may be approved by the board.

Back of shirt (optional): A large REACT patch centered 4" below the yoke May be worn or, the lettering "Southwestern REACT" along with the member's unit number may be embroidered or heat transferred.

2. Pants/skirts/shorts:

a. Color: Solid color. Colors worn should complement, not contrast the shirt.

b. Styles: Because of safety considerations, shorts may not be appropriate. Check with the Event Coordinator first. Jeans may be worn for field events, but must not be faded or torn.

c. Extreme or inappropriate styles, such as sweat pants, mini-skirts, short shorts, etc., should not be worn when representing the Team in public. Good judgment should always be considered first.

3. Jumpsuits (optional):

a. Color: Solid red

b. Insignia Placement: Same as on the shirt.

4. Shoes:

a. Color: Avoid wild colors which would detract from the overall appearance of the attire.

b. Styles: Closed toe, leather or tennis shoes are recommended. For safety considerations, open-toed shoes, such as sandals, shower shoes, thongs, etc, should not be worn unless medically prescribed. As members may be on their feet for long periods, shoes should already be broken in and otherwise comfortable.

5. Hats/sun visors:

a. Color: Solid red or red and white.

b. Insignia (optional): Head attire may have a Team or REACT International patch sewn on the front or may be embroidered or heat transferred with the Team's name and member's unit number, or the word REACT and the member's unit number.

c. Pins (optional): May be worn on the hat, but should be limited to the Team pin, a REACT international approved pin, an American Flag and/or a pin issued by the current event sponsor.

d. Any REACT International distributed hat may also be worn; however a red hat described above is preferred.

d. Hats with lettering, logos or designs other than that described above, or not representing and approved by the current event sponsor may not be worn.

6. Jackets:

a. Color: Solid red

b. Insignia Placement (optional): Same as on the shirt.

c. Leather jackets (optional): May be worn as safety equipment when operating on a motorcycle. A safety vest, if available, should be worn over non-Team apparel.

d. Cold Weather/Rain Gear (optional): May worn as the weather may dictate. Any suitable attire is acceptable. A safety vest, if available, should be worn over non-Team apparel.

7. Safety vests (optional):

a. Color: Orange, red or yellow with reflective stripes for safety at night. Orange, yellow or Lime Green are recommended for daylight operations

b. Insignia Placement (optional):

1. Left front: A Team Patch.
 2. Back: A large REACT International patch.
8. Ties (optional):
- a. Color: Solid white, navy blue or black.
 - b. Style: Plain dress, bow or Bolo ties are acceptable. Women's ties or scarves of similar color are also acceptable.
 - c. Tie Tacks (optional): A Team or REACT international pin may be used.

C. Wear of Team Uniform:

1. Events: When participating in an approved Southwestern REACT or an authorized team call out.
2. Team Business Meetings: Although not required for meetings, wearing a Team shirt is encouraged. Members wearing civilian attire are encouraged to meet the same quality standards as listed above for Team apparel. This will ensure the Team presents a positive image to visitors.
3. Official Public Functions: When representing the Team at meetings other than Team meetings, members should dress in business or similar attire. This does not always mean a suit, but members should present themselves in a manner which fits into the group, not stand out. If in civilian attire, the Team name tag or patch should be worn so that others will know who you are and who you represent.
4. Other: Any other occasions as may be determined by the Southwestern REACT board.

SECTION 5: EMERGENCY OPERATIONS PLANS

This section is included for historical reference only.

I. DISASTER PLAN.

A. INTRODUCTION.

1. The Radio Emergency Associated Citizens Teams (REACT) are composed of FCC regulated Citizen Radio Operators who have registered their capabilities and equipment for public service communications duty.
2. Under Federal regulations, the contents of messages handled by REACT operators are not divulged to unauthorized persons and such public service communications are furnished without compensation of any kind.
3. Southwestern REACT of San Diego County, Inc. (Southwestern REACT) functions under this Emergency Plan under the direction of the Vice President, who is a Team officer elected by the Team's general membership.

B. PURPOSE.

1. The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different, therefore, flexibility to provide an adequate response to each is a necessity.
2. The primary responsibility of Southwestern REACT is to furnish citizen radio communications in the event regular communications fail or are inadequate during a natural disaster or other emergency.
3. All drills, training and instruction shall be carried out to ensure readiness to respond quickly in providing effective citizen radio emergency communications whenever an occasion may rise.
4. The following agencies could request assistance from Southwestern REACT during a communications emergency: American Red Cross, San Diego County Office of Emergency Services, San Diego City Police and Fire Department, Salvation Army, and other public service agencies.

C. ACTIVATING THE PLAN.

1. Any member of Southwestern REACT who for any reason suspects a communications emergency exists should monitor the assigned frequencies and nets for activity.
2. If local telephone service is available, the Team Vice President, the Team President or other Team officer should be contacted by telephone.
3. In an emergency in which REACT and other citizen radio groups might serve the community, the Team

may be alerted by a City, Red Cross or similar official, who will notify the Vice President or other designated Team officer.

D. REACT MOBILIZATION PROCEDURE.

1. Local broadcast stations may be contacted by a Team officer to provide spot announcements to alert REACT and other citizen volunteers who might want to aid in the emergency.
2. If telephone service is available, a fan-out will be activated.
3. The Team Vice President will assume duties as or delegate another station to act as the primary Net Control station (NCS) for the emergency. All Southwestern REACT members will take their assignments and other orders from a NCS.
4. Mobile units will be activated and dispatched by NCS's to areas needing citizen radio service.
5. All NCS are designated as a 'Key Station' and will be extensively utilized during a communications emergency. Key Stations should have or will be provided with full emergency power and will have relief radio operators assigned to ensure continuous around the clock operations.
6. Whenever possible, a Team trailer should be moved to a location nearby but not within the affected area to serve as a Team Command Post and primary NCS. Staying just outside the affected area will facilitate easy personnel movement to and from the Team Command Post.
7. *Under no circumstances shall Southwestern REACT members self-deploy. Team members will deploy only when instructed to by an NCS or team officer.*

E. DUTIES OF THE NET CONTROL STATION (NCS).

1. Southwestern REACT members should monitor Team Channel 1 (449.440) for information. Instructions will be given as to the location of any emergency nets and who the NCS will be.
2. Members of Southwestern REACT in their mobiles or at their base stations will be checked into the emergency nets by a NCS to await further instructions or assignments.
3. A NCS will dispatch mobiles as needed to emergency agencies when requested by the agency or in accordance with any existing pre-planned request.
4. Liaison stations to the Amateur Radio Emergency Service (ARES) nets may be assigned as REACT units are available. ARES stations will probably be located at the area shelters, when activated.
5. Neighborhood NCS's may be activated in specific affected areas on separate nets to supervise other citizen radio groups and to provide relay to the ARES emergency net.
6. Operators of base stations not on emergency power will be coordinated by a NCS to assist Key Stations as required.

F. OPERATIONS.

1. After initial station check-in, stations will not transmit unless invited to do so by NCS. The only exception to this will be for a station having emergency traffic.
2. All messages transmitted for an assisted agency must be in written form and signed with the name and title of the official who originates the message taking responsibility for the message's contents. The written copy of the message will be retained by the sending station as part of the station's radio log.
3. All messages received over a net shall be written down and text verified with the originating station before being passed on. Correctness of the message is normally more important than speed even in emergency operations. A copy of the message shall be retained as part of the station's radio log.

G. DRILLS, TESTS AND ALERTS.

1. At the discretion of the Team Vice President, the Southwestern REACT Emergency Net may be activated unannounced via telephone fan-out at least once per year.

II. NEAR EMERGENCY PLAN.

A. A near emergency situation exists whenever the immediate risk to life or property is not clearly present, but a probable risk is likely and timely action is required to reduce this risk. A typical example of this is a search for a lost child.

1. Each situation will probably be different but will contain at least one common item, the request for assistance will be received from a public service agency. This agency may be a city, county, or state government office, or a non-government agency such as the American Red Cross.

2. The determination to activate a Team call out under these situations shall be made by a minimum of two Team officers, normally the President and the Vice President. Both officers must concur in the decision. If there is a disagreement on the action to be taken, then the Board shall be contacted and a vote taken. A simple majority shall determine the action to be taken.

APPENDIX A: Meeting Agendas

I. Agenda for General Meeting

A. CALL TO ORDER. (President) Should be done in accordance with scheduled time.

B. FLAG SALUTE. (President)

C. INTRODUCTIONS. (President)

1. Visitors.

2. Probationary Members, make a special effort to recognize those who have applied within the last 30 days.

D. VOTING ON FULL MEMBERSHIP. (President)

1. First determine if a quorum is present.

2. Announce "Acting on behalf of the Board, -NAME(S)- has/have been recommended for full membership in the Team. Is there a motion to accept the recommendation?"

3. The recommendation for membership can be done as a group or individually.

4. After the voting, each new member should be given a Team name badge, patch, roster and by-laws.

E. IF THERE IS A GUEST SPEAKER:

1. Introduce the guest speaker giving the name of the speaker, their job and the subject of the presentation.

2. (Optional) Announce a short recess for Coffee Break and to allow members to greet guest speaker and visitors. NOTE: Announce for the benefit of the guest speaker and visitors that the remainder of the meeting is a business meeting. CAUTION: Based on the foreknowledge of the business to be conducted, sometimes it may not be desirable to encourage the visitors to remain.

F. CALL THE BUSINESS MEETING TO ORDER. (President)

G. QUORUM REPORT. (Sergeant-at-Arms report)

H. MINUTES OF LAST GENERAL MEETING. (Secretary)

1. After corrections and additions, the minutes are accepted (vote required).

I. MINUTES OF BOARD MEETING. (Secretary)

J. TREASURER'S REPORT

1. After call for any questions, the report is filed. (No vote required.)

K. VICE PRESIDENT'S REPORT ON COMMUNICATIONS MATTERS.

1. Post-event reports.

2. Approved future events.

3. Unapproved future events.

4. Other Communications correspondence.

L. OLD BUSINESS. (President)

1. Review before the meeting the old minutes for any incomplete action items. Most items should have been referred to committee and will have already been covered. Recommendations from committees not already acted on should be acted on now.

M. NEW BUSINESS. (President)

1. The floor is now opened for any member to bring up new business. This is also the time for the President to present his ideas for the Team. All items discussed should be acted on as a motion, referred to committee or tabled.

N. COMMITTEE REPORTS. (Vice President)

O. FOR THE GOOD OF THE TEAM. (President)

1. Comments should be limited to praise, commemorations or statements of general interest. This is not the time for more new business.

P. ADJOURN. (President)

1. No later than 15 minutes prior to the closing of the building.

II. Agenda for Board Meeting

A. CALL TO ORDER. (President)

B. QUORUM CHECK. (President)

C. MINUTES OF LAST BOARD MEETING. (Secretary).

1. After corrections and additions, the minutes are accepted.

D. MINUTES OF LAST GENERAL MEETING. (Secretary)

E. MONTHLY FINANCIAL REPORT. (Treasurer)

1. After call for any questions, the report is filed.

F. VICE PRESIDENT'S REPORT ON COMMUNICATIONS MATTERS.

1. Post-event reports.

2. Approved and unapproved future events.

3. Other Communications correspondence.

G. ANNOUNCE A SHORT RECESS. Optional (President)

H. COMMITTEE REPORTS. (Vice President)

I. OLD BUSINESS. (President)

1. Review before the meeting the old minutes for any incomplete action items. Most items should have been referred to committee and will have already been covered. Recommendations from committees not already acted on should be acted on now.

J. NEW BUSINESS (President)

1. The floor is now opened for any member to bring up new business. This is also the time for the President to present his ideas for the Team. All items discussed should be acted on as a motion, referred to committee or tabled.

K. FOR THE GOOD OF THE TEAM (President).

1. Comments should be limited to praise, commemorations or statements of general interest. This is not the time for more new business.

L. ADJOURN. (President)

1. No later than 15 minutes prior to the closing of the building.

APPENDIX B: ELECTION PROCEDURES

I. ELECTION COMMITTEE OPERATIONS. To ensure a proper, legal, honest and fair election for all candidates and Team members, the election procedures shall follow these guidelines:

A. PREPARATION OF MATERIAL. Immediately after appointment the Committee shall start gathering the voting materials they will need to conduct the voting process.

1. The minimum supplies needed would include:

a. Sufficient plain letter size envelopes to be marked as the Ballot Envelope.

b. Sufficient pre-printed, pre-addressed Team Business Reply envelopes.

c. Sufficient copies of the Ballot Cover & instruction letter.

d. Sufficient copies of the letter containing the statements or a short autobiographic sketch from the candidates.

e. Sufficient plain 10 ½- x 4 ½” envelopes to contain the above materials.

f. Sufficient postal stamps, first class postage.

g. Two sets of Team member’s address labels. One regular set for the outgoing envelope. One special set to be used as the return address for the Team Business Reply envelope with the phrase “ATTN: Election Committee” as the last line on the label.

h. An original and one copy of the Master Voting Eligibility List. The original shall be retained by the committee as the Master List. The copy of the list shall be given to the person accessing the Team’s Post Office Box to record the receipt of the mail-in absentee ballots.

2. After the nominations have been closed at the November general meeting, the following additional supplies should be prepared:

a. Sufficient ballots containing the candidate’s names and,

b. An original and several copies of the Master Tally sheets.

3. Only voting materials authorized by the Election Committee shall be considered valid and legal. The following guidelines shall be adhered to when determining what materials are legal:

a. Only the Election Committee can issue voting materials.

b. Each eligible member shall receive one set of voting materials and is responsible for the care and safety of his/her materials.

c. If a member’s original materials have been damaged to a point that they cannot be used, the member may exchange with the Election Committee the damaged materials for new materials.

d. If a member does not receive the original materials within a reasonable time, or misplaces their voting materials, the member may request new materials from the Committee.

1. The new mailing envelope shall be marked “Duplicate” by the Election Committee.

2. If two absentee ballots are then received as being from the same member, the envelope marked “Duplicate” will be declared as the only valid ballot.

e. The Election Committee may use any reasonable method in “marking” all voting materials in such a manner so as to insure against duplication of materials for fraudulent or illegal purposes. These “markings” must be such that the ballot and ballot envelope are not marked in any way that will identify the voter.

4. Instructions for and samples of the above materials are found later in this appendix.

B. RECEIPT OF ABSENTEE BALLOTS AT THE TEAMS POST OFFICE BOX.

1. The Team member authorized to access the Team’s Post Office Box shall pickup daily and properly record on the copy of the Master Voting Eligibility List all mail identified as mail-in absentee ballots. If there are more than one ballot received from a Team member, this will be noted on the list and reported as such to the Election Committee.

2. These ballots shall be securely and safely retained unopened along with the annotated copy of the Master Voting Eligibility List until the Election Committee requests them to be surrendered to the Committee at the December General Meeting.

3. Any mail that subsequently proves to be a ballot, but was not properly marked on the outer envelope as being a ballot, shall be retained along with all its contents and wrappings. These shall be forwarded to the Election Committee along with the regular ballot mail. If the discovery occurs before the cutoff date for receiving ballots and the inner Ballot Envelope has not been opened, the ballot will be declared valid and counted. All outer envelopes not having the member's name as a return address will be declared invalid and not counted, but shall be retained by the Committee until after the election is completed.

C. POLLING PLACE. A Polling place shall be established by the Election Committee in a work area which is accessible to the members. It should be arranged such that the area protects the Committee from unneeded interference and provides for adequate control of the voting process.

D. RECORDING OF ABSENTEE BALLOTS BY THE ELECTION COMMITTEE.

1. Before the polls are opened at the Election meeting, the ballots received by mail shall be recorded on the Master Voting Eligibility List as having been "RECEIVED BY MAIL". Once recorded, the unopened Ballot Envelope shall be removed from the outer reply envelope. The unopened Ballot Envelope shall then be deposited in the locked ballot box. The outer reply envelope shall be retained for possible future references.

2. In the case where two or more ballots are received by mail from the same member, the mailing envelope with the closest postmark to the election date or with the committee's "Duplicate" mark will be the only ballot accepted as valid and the other ballot(s) will be declared invalid. All such ballots declared invalid will be retained in their unopened outer reply envelope with the reason for declaring the ballot invalid written on the envelope.

3. Once the absentee ballot is in the hands of the United States Postal Service, it is considered the same as being in the ballot box and cannot be later exchanged for another ballot even if the member wishes to change his/her vote.

E. OPENING OF THE POLLS. When all the absentee ballots have been recorded by the Election Committee on their Master Voting Eligibility List and the ballots placed in the Ballot Box, the committee shall notify the President that the polls are ready to be opened for those eligible members who wish to vote in person. The polls shall then be open for one half hour from the time the announcement is made by the President.

F. VOTING IN PERSON.

1. Each eligible person wishing to vote in person, shall hand their Ballot Envelope containing their ballot, to a committee member who will hold it until the member has been checked for eligibility to vote and that an absentee ballot has not already been received from the member.

2. If eligible and no absentee ballot has been recorded on the Master Voting Eligibility List, the member will sign Master Voting Eligibility List and the committee will then place the unopened Ballot Envelope in the Ballot Box.

3. If a member does not have their ballot with them, the committee shall issue another ballot to the member when after checking the Master Voting Eligibility List,

- a. The member is determined to be eligible,
- b. no absentee ballot has been received and,
- c. their signature is not already on the list.

G. SUPERVISION OF THE POLLS. The Election Chairperson shall oversee each operation and assist as necessary.

1. The Chairperson shall ensure that at least two committee members are working the polls at all times.

2. The Election Chairperson may place suitable marks on the election materials for identification purposes, such as, but not limited to:

- a. How a ballot was received or handled or,
- b. if it is a "Second Ballot" for runoff purposes, thus allowing for reuse of certain materials.

3. No marks shall be placed on the Ballot Envelope or Ballot which might indicate who submitted the ballot.

H. CLOSING OF THE POLLS. At the end of one-half hour of polling, the President shall announce the polls are closed and voting is stopped.

I. BALLOT COUNTING. The Election Committee shall retire to a closed secure area, with all election materials and begin the counting procedure. The following steps should be followed:

1. The Ballot Box is opened and all contents removed.
 - a. The contents should be separated into two groups, those in Ballot Envelopes and those without envelopes.
 - b. Starting with the group in envelopes, one committee will open the envelopes, remove the ballot and pass the ballot to a second committee member.
 - c. The second committee member will verify that the Official Ballot was used, that the identity tags (if any) have been removed, open the ballot fully, and stack the ballots in a new pile.
 - d. After all ballots have been opened, the ballots which were without envelopes will be added to the new pile.
2. The ballots will then be separated into groups of ten (for ease of counting) by one committee member and their total determined.
3. The second committee member shall tally the number of ballots recorded on the Master Voting Eligibility List.
 - a. Each page of the list should be subtotaled and the number placed at the bottom of each page.
 - b. Separately on the last page of the list, these subtotals should be recorded and then added together for the total count of ballots recorded as received.
 - c. The total from the Master Voting Eligibility List shall be compared to the count of the actual number of ballots.
 - d. If any discrepancy should happen, the Ballots and the Master Voting Eligibility List shall be exchanged by the committee members and recounted.
 - e. If accurate procedures were followed the numbers should agree.

J. VOTE COUNTING. After verifying that the count of the actual Ballots equals the total from the Master Voting Eligibility List, the votes will be counted using the following guidelines:

1. One committee member will take each ballot and read aloud the name of each office and the name of the candidate who is to receive the vote.
2. The other committee member will repeat aloud the office and the name, and
3. Record each vote for the proper candidate on the Master Tally Sheet.
4. If there is a write-in vote, the name will be added to the Master Tally Sheet and a vote recorded for that person.
5. If a vote is cast for a non-team member or an ineligible Team member, this will be recorded on the Master Tally Sheet on the line marked "NON-MEMBER" for that office.
6. If no vote is cast for an office, this will be recorded on the Master Tally Sheet on the line marked "NO VOTE" for that office.
7. If the ballot is marked so that it is unclear as to which candidate should receive the vote, it will be declared invalid and recorded on the line marked "INVALID VOTE" for that office.
8. If, on a ballot, more votes are cast than are allowed for any office,
 - a. The votes for that office and that office only shall be declared invalid.
 - b. No vote shall be given to any candidate.
 - c. The invalid vote will be recorded on the Master Tally Sheet on the line marked "INVALID VOTE" for that office, and
 - d. The ballot shall otherwise remain valid.
9. The Election Chairperson shall monitor each committee member's actions for accuracy and honesty.

K. VOTE VERIFICATION. When all ballots have been processed, the votes will be counted and subtotaled for each candidate and for each office including write-ins, no-vote, and invalid vote.

1. The total of votes for each office must equal the number of ballots multiplied by the number of persons to be elected to that office. If the totals do not equal, a recount shall be conducted until the totals equal each other.
2. If there is a clear winner, more than five votes separation, and the office count is correct, then that office need not be recounted.
3. All offices except for Director with less than a five vote separation between the two leading candidates will be recounted for verification of the original count.
4. At the discretion of the Election Chairperson, recount of the Director positions may or may not be deemed

necessary.

L. TIE VOTES. If there are tie votes for any office, so a winner cannot be determined, the President shall be immediately advised.

1. Providing a quorum is present, a special run-off election shall immediately be held at the Election Meeting.
2. This run-off election shall only involve the leading candidates who are tied for the undecided office.
3. The same voting procedures, where possible, as to accepting ballots from those voting will be utilized as in the regular election.
4. The voting shall be by secret ballot and by those eligible members who are still in attendance at the meeting.

M. PROCEDURAL QUESTIONS. Generally, the Committee Chairperson shall rule on the proper voting procedures and balloting in the election process as to complying to the Bylaws and these Policies and Procedures. The final decision is to be ruled upon by the Team's Parliamentarian in cases where there is still doubt, either by the Committee Chairperson or by any active member of the team.

N. REPORTING OF RESULTS. When the Election Committee has satisfactorily completed the voting counting process to the best of their ability, the Chairperson shall report the results to the assembled Team members.

1. The report shall include:
 - a. The total number of ballots received.
 - b. The total number of valid ballots.
 - c. The total number of invalid ballots and the reasons for declaring the ballots invalid.
 - d. Each office, candidate by candidate, including the number of no votes, invalid votes and non-member votes.

2. The Election Chairperson shall entertain and answer any questions relating to the election process that any active member may ask.

3. The President shall announce the winners of each office who will then be the Officers-elect and Directors-elect for the coming year. The president shall also announce the names of the remainder of the Board for the coming year.

O. FILING OF THE ELECTION MATERIALS.

1. After the election results have been declared official and complete by the President, the Election Committee shall deliver to the Secretary the final Master Tally Sheets, signed by each of the committee members as proof of authenticity, along with all other election materials, used or not.

2. The Secretary shall retain the unused election materials which could be used in a future election.

3. When so ordered by the general members at a general membership meeting, the Secretary shall destroy all used ballots, lists and other used election materials.

P. DISMISSING THE COMMITTEE. When the Election Committee has satisfactorily completed all duties, the presiding President shall dismiss the Committee members.

Q. ALTERNATE ELECTION PROCEDURES. As membership numbers and expenses dictate, the Southwestern REACT Board of Directors may adopt alternate election procedures. This could include, but are not limited to the following:

1. Electronic voting, whether through e-mail or a web-based application
2. With an appropriate quorum at a meeting, by voice vote.

II. ELECTION FORMS. Ballot materials to be sent to each eligible voting member:

A. GENERAL INSTRUCTIONS.

1. In the Cover Letter, the dates at the top and in paragraph 4 need to be added.
2. On the Ballot, the names of the candidates are added in alphabetical order under each office. A blank line is added to the bottom of each office and is marked for write-in candidates, as per Bylaws, Art VIII, Sect 5.
3. The ballot materials must be mailed to each eligible Active Member, Probationary or Junior Members excluded, within ten days after the November General Meeting. The ballot materials shall include:
 - a. The Ballot Cover Letter with balloting instructions.

- b. The Ballot.
- c. The candidates statements.
- d. A plain letter sized envelope with the word “BALLOT” typed on it and,
- e. An un-stamped pre-addressed Team Business Reply Envelope. A team member’s address label with the phrase “Attn: Election Committee” shall be in the return address portion in the upper left corner of the business reply envelope.

B. ELECTION MATERIALS SAMPLES

- 1. Cover Letter:

SOUTHWESTERN REACT

of San Diego County, Inc.

Dear Team Member,

This is the time for the annual election of the new Officers and Director to lead the Team for the coming year. Your official ballot with the candidates nominated at the November General Meeting has been included in this mailing. To ensure that your ballot is counted as a valid ballot, please read and follow these instructions precisely.

- 1. Mark your vote for each office by placing an ‘X’ in the box following the name of the candidate of your choice. Vote only once for each office. Write-ins are permitted. If you desire to write-in a candidate, use the space provided for that office and mark the appropriate box following your write-in.
- 2. After completing your ballot, fold the ballot and place the ballot in the plain envelope marked for “BALLOT” and seal the envelope. **DO NOT MAKE ANY MARKS ON THIS ENVELOPE.**
- 3. Place your “BALLOT ENVELOPE” in the pre-addressed return envelope provided and seal the envelope.
- 4. If voting by absentee ballot, place a first class stamp on the return envelope. The return envelope, with your ballot envelope (ballot enclosed) must be mailed such that it is received at the Team’s post office box no later than noon (12:00 p.m.) on Wednesday, XX December 201X. (The Wednesday preceding the December General Meeting)
- 5. If voting in person at the December General meeting, please bring the pre-addressed return envelope with ballot envelope (ballot enclosed) to the meeting. Hand it to the Teams Election Official. You must then sign the voting registry provided to indicate that you have hand delivered your ballot. **ONLY YOU CAN DELIVER YOUR BALLOT IN PERSON**

The election polls will be closed one-half (1/2) hour after the President announces that the Election Committee is ready to accept ballots from eligible members, who wish to vote in person.

Election Committee

PO Box 4554 San Diego, CA 92164 619-309-4299 kk6sle@arrl.net

2. Ballot

SOUTHWESTERN REACT OF SAN DIEGO COUNTY, INC.
List Of Candidates

PRESIDENT (Vote for one)

(For write-in candidate)

SECRETARY (Vote for one)

(For write-in candidate)

VICE PRESIDENT (Vote for one)

(For write-in candidate)

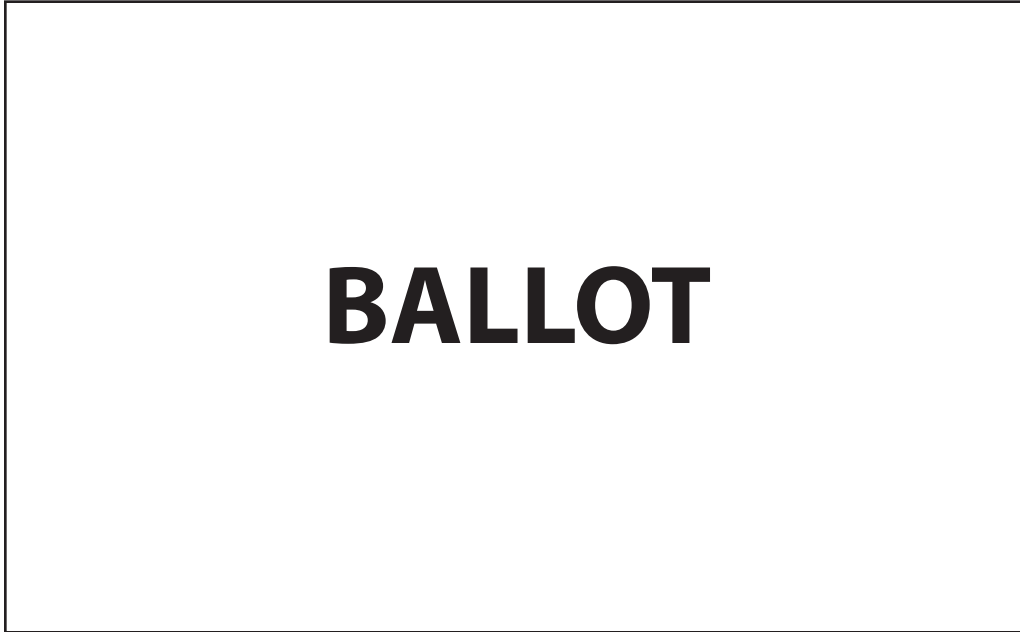
TREASURER (Vote for one)

(For write-in candidate)

DIRECTOR - AT - LARGE(Vote for one)

(For write-in candidate)

3. Ballot Envelope



4. Return Envelope

a. Pre-printed Pre-addressed Business Reply Envelope

John Doe (Unit #) PO Box XXXX San Diego, CA XXXXX	FIRST CLASS STAMP REQUIRED
SOUTHWESTERN <i>REACT</i> Of San Diego County, Inc. PO Box 4554 San Diego, CA, 92164-4554	

BIOGRAPHICAL INFORMATION FORM

This form shall be used for uniformity and fairness to candidates and for ease of the Election committee in assembling and distributing information pertaining to the qualifications, philosophies, and Team background of each candidate. The completed form is to be in the hands of the Election committee no later than 6:00pm on the Saturday following the November General meeting.

The Election committee shall have the responsibility and the authority to correct spelling, check for accuracy of statements and condense the material if needed. Whenever possible, the committee shall obtain approval from the candidate before any changes are finalized. If the committee is unable to contact the candidate after reasonable time and effort, the candidate's statements shall be published as close to the original statements as reasonable and possible.

Underlining or other means of emphasizing a point will be reproduced as submitted whenever possible. Special Computer codes and techniques should be avoided. Remember, keep it simple and to the point so that your statement can be easily understood by all.

BIOGRAPHICAL INFORMATION (Please type or print)

1. Name _____ 2. Team Unit Number _____
2. Position running for: _____
3. Southwestern REACT Member Since: Month _____ Year _____
4. Number of General and Board meetings you have attended in the past 12 months.
General _____ Board _____
5. Prior positions in the Team: Board Member, Team Officer, Committee Chairperson or member since you have been a member of the Team. Should be limited to no more than 4 typed lines.
6. Personal or occupational background or experience you have that you feel will help you fulfill the duties of the office you are seeking and will provide good Leadership for and to the Team. Should be limited to no more than 10 typed lines.
7. Comments: To include, but not limited to, reason(s) for running for an office and any particular goals you wish to achieve. Should be limited to no more than 20 typed lines. Use the backside of this form for these comments.

APPENDIX C: Timely Renewal and Late Penalties

Effective immediately upon affirmative vote of the team in accordance with the Bylaws, timely renewals will henceforth be defined as those paid and in the Treasurer's possession on or before December 31st. Henceforth, late renewals will be defined as any renewal received by the Treasurer after December 31st. Renewals received by the Treasurer after the January General Meeting and but before the end of the February General Meeting will be surcharged a late fee of \$10.00 per first member for each household. Renewals received by the Treasurer after the February General Meeting will be surcharged a late fee of \$20.00 per first member for each household. Any member who has not renewed by March 31st will be considered as non-renewing. If a member reinstates after March 31st but before the next December 31st the non-renewing member will then be charged a \$20.00 reinstatement fee in addition to any dues and insurance premiums due. Any excess late fees and reinstatement fee over what the Team is charged by REACT International will be credited to the Private Donation revenue account for the good of the team. No additional fees are proposed for a second, third and additional members living in the same household as the first member.

This Policies and Procedures Manual is hereby adopted effective...