

K7UAZ Amateur Radio Club Constitution

I. Name

Section I

The name of this organization shall be the K7UAZ Amateur Radio Club, also known as the University of Arizona Amateur Radio Club, hereafter referred to as the "Club."

II. Date of Adoption

Section I

This charter was proposed at a general body meeting of the Club on June 2, 2020, and was later ratified at said meeting. It completely replaces all previous versions.

III. Statement of Objectives

Section I

The purpose of the Club is

1. to promote good will among student amateur radio operators;
2. to extend the technical knowledge of amateur radio;
3. to provide a forum for the presentation of innovative ideas to the benefit of the University and greater amateur radio community.

Section II

These goals will be achieved by organizing

1. monthly general business meetings;
2. weekly nets;
3. yearly activities to promote engagement and camaraderie in the club including but not limited to on-campus and portable radio operations, club projects, field trips, outreach, and more;

IV. Membership

Section I

Any student at The University of Arizona is eligible to be an active member in the Club.

Active membership is limited to enrolled students at The University of Arizona.

Active members are granted all voting privileges.

Section II

The Club must remain a campus-based and student-controlled group.

All members of the Club shall act responsibly for the safety of all persons involved in the Club, as well as while using Club property.

Section III

Non-students may act as associate members of the Club and carry no voting privileges.

Section IV

Any person wishing to become a member must be approved by the current voting members. A vote shall be cast at the second general meeting at which the person is in attendance. A simple majority of voting members present at the meeting will confirm the person's membership.

Section V

If a Club member is found in grievous and purposeful violation of the Club rules as outlined in this Constitution or the Bylaws, they may be expelled from the Club. Any student Club officer may recommend the expulsion of such members at any general meeting. A vote shall be cast at the same meeting, after allowing the presentation of any evidence provided by the recommender or the member in question. The vote will be anonymous and cast on paper at an in-person meeting or electronically, if the meeting is remote. A simple majority of voting members present at the meeting will confirm the person's expulsion.

Section VI

The Club shall maintain Bylaws that further define the privileges and responsibilities of both student and associate members.

V. Officers

Section I

The student officers of the Club shall be, in order of the chain of command from highest to lowest: President, Vice President, Treasurer, and Secretary.

Section II

All active members are eligible to be Club officers.

The officers shall be elected no later than two weeks before the start of Spring semester finals.

The term of office shall be one year beginning on the last day of classes of the Spring semester.

If the elected candidate is filling an immediate vacancy, they shall take office at the end of that meeting and shall retain that position until the end of the Spring semester.

There are no term or office limits for any student officer position.

No student may hold more than one officer position at any one time.

Section III

The duties of each officer are as outlined below. The Club shall maintain Bylaws that further define specific officer duties.

Subsection 1

The President

- shall be the presiding officer at all meetings.

- shall delegate either special committees or active members to perform special functions as they may occur.

- will promote order, smooth operation, and continuity of the Club.

shall act as the primary spokesperson for the Club in matters involving other organizations and all administrative functions/personnel.
may appoint spokespersons to act on their behalf.
shall organize Club events to stimulate interest among members and/or the greater community.

Subsection 2

The Vice President

shall fulfill, in the absence of the President, the duties of the President.
shall be the secondary spokesperson for the Club in matters involving other organizations and all administrative functions/personnel.
shall fulfill those powers and duties delegated to them by the President.
shall be the primary social contact for new members.
will serve as the coordinator for social outreach and recruitment events.
shall organize social events for the Club and the greater community.

Subsection 3

The Treasurer

shall fulfill, in the absence of the President and the Vice President, the duties of the President.
shall fulfill those powers and duties delegated to them by the President.
will disburse and receive monies in the Club's name.
will keep an accurate record of all Club expenditures and income.
will keep an accurate record of members' due statuses and solicit dues from members.
will report any financial changes at every meeting.
shall be responsible for proper completion and submission of all financial paperwork.
shall represent the Club at University grant proposals.
has signatory powers for the Club.

Subsection 4

The Secretary

shall fulfill, in the absence of the President, the Vice President, and the Treasurer, the duties of the President.
will keep an accurate member roster which will include member contact information.
will record and archive notes for all meetings.
will record all official votes for the election of officers and the approval of new members and club expenditures.

VI. Officer Selection and Replacement

Section I

Officer elections will occur at the end of the Spring semester or when an officer position

becomes vacant.

All officer positions shall come up for election at the end of the Spring semester.

Notice of available position(s) shall be given at or before the meeting prior to the meeting at which elections shall occur.

Any active member may nominate themselves or be nominated by another active member.

Section II

Officer elections shall occur among those active members who were nominated for each position.

Voting members shall cast votes anonymously on paper at an in-person meeting. If an in-person meeting is not possible, votes shall be cast electronically.

Each voting member is allowed only one vote for each position.

When an office is contested by multiple individuals, whichever nominee receives the most votes will be the winner. If a tie occurs, a runoff election shall be held among those nominees who tied for the most votes. If the runoff election results in a tie, successive runoff elections shall occur until one nominee receives the most votes.

Section III

Any Club officer may be recalled for malfeasance in office by using the same procedure for the expulsion of Club members in Article IV Section V. The officer in question may, however, have two general meetings to defend themselves and must be notified in advance. Removal from office does not necessarily, though it may, include expulsion from membership.

Malfeasance in office can include the violation of Club rules as outlined in this Constitution or the Bylaws or an improper performance of officer duties as outlined in Article V Section III.

If an officer wishes to resign their position, they must notify the other Club officers. In the event of the death of any officer, the presentation of a death certificate shall constitute a letter of resignation.

VII. Meetings

Section I

The Club shall hold general business meetings once a month throughout the duration of the entire calendar year.

All general meetings will be open to attendance by anyone.

The meeting time and place shall be decided on by the membership in advance.

Meetings may be cancelled in the event of emergencies, holidays, or other similar events.

Cancellations will be announced in advance when possible.

Emergency meetings shall be called to discuss matters of dire importance to the Club which must be handled prior to the next general meeting. Such meetings may be called by the President.

Section II

A quorum for general meetings shall consist of a simple majority of voting members, one of which must be a Club signatory. A quorum for emergency meetings shall consist of four voting

members, one of which must be a Club signatory.

Club business shall be conducted at meetings under the approval of a simple majority of the quorum. Such business includes, but is not limited to, approval of new members and club expenditures, officer elections, and approval of Club amendments.

VIII. Amendments

Section I

This Constitution and the Bylaws may be amended at any regular meeting.

The proposed amendment shall have the approval of the student officers before its announcement.

All active members shall have access to the proposed amendment before voting.

A notice announcing the proposed amendment shall be posted prior to the meeting. This notice shall be distributed electronically via the Club's mailing list.

IX. Financial Obligations of Members

Section I

The dues for the Club shall be decided by its membership and outlined in the Bylaws.

The payment of dues shall entitle a person to all the rights and privileges of a member outlined in the Bylaws for the term for which they are due.

X. Statement of Not-for-Profit Status

Section I

The Club is a non-profit organization. All dues and donations collected shall be used in the furtherance of the Club's objectives as outlined in Article III.

XI. Statement of Non-Discrimination

Section I

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

XII. Statement of Financial Responsibility

Section I

The student officers shall be responsible for payment in full of all debts accumulated by the Club not covered by funds on deposit.

XIII. Statement of Non-Hazing

Section I

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or

disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

XIV. Statement of Compliance with Campus Regulations

Section I

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

Section II

If the Club maintains membership in a national or regional organization, the Club recognizes the University's right to examine the record of the parent organization and of affiliates on other campuses.

Section III

Assurance that petitioning group will work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional organization, the University reserves the right to examine the record of the parent organization or of affiliates on other campuses. Note that the Club is not a member of a national or regional organization.

K7UAZ Amateur Radio Club Bylaws

I. Members

Section I

Anyone can become a member by first filling out an application for membership and providing payment of annual dues, if required, receipted by the Treasurer. The applicant must be accepted by the membership at a general meeting, as outlined in Article IV Section IV of the Constitution, before having the full privileges of Club membership.

Formally, per University policy as a student club there are two types of members:

1. Student members, who must be enrolled at The University of Arizona. As mentioned in the Constitution, these members have voting rights and the ability to run for student officer positions.
2. Associate members, who are not students at The University but wish to be part of the Club. These associate members are hereafter referred to as "Community" members.
 - a. Community members who are currently enrolled at another school or college in Pima County that does not have an amateur radio club may join the Club and be required to pay the corresponding University of Arizona student member fee, if any, rather than the Community member fee, if any.

Section II

As stated in the Constitution, only active student members shall have the right to vote on any topic or participate in the election of officers. An active student member shall be defined as any University of Arizona student club member who has paid dues for the present year, if required. A Community member shall be defined as anyone else who has paid dues for the present year, if required. Both active and associate members shall have access to the Club station according to Club operating policies and procedures.

Section III

Any member not attending any general meetings for an entire semester or not paying dues may have their access to the Club shack revoked. It is difficult for anyone not attending the regular meetings to stay up to date on the operational status of Club equipment. This could result in devastating damage to Club equipment and could be potentially unsafe for the operator. If said member resumes attendance at general meetings, they may have their access to the Club station reinstated, at the approval of the Station Manager.

Section IV

There are no dues for students currently enrolled at The University of Arizona. There will be dues for Community members, except for as noted above in Section I. The exact amount of dues for Community members will be approved by voting members of the Club. Dues will be an amount that is affordable for Community members while providing a steady source of funds for the purchase of new equipment, Club station maintenance, and regional and national society

memberships. Dues will be collected according to an explicit calendar year, where they will due January 1 of each year.

Section V

Several officer positions are available to Community members. These positions are the Station Trustee, Station Manager, Community Liaison, and Community Advisory Board. No student officer positions may be occupied by Community members. No special voting privileges are conveyed by these positions. All Community members with dues current and in good standing with the Club are eligible to occupy these positions. These positions serve to ensure the smooth functioning of the Club station, a healthy relationship with the greater amateur radio community, and necessary guidance for student members. The functioning of a proper amateur radio station requires technical expertise that is beyond the grasp of most students, which is why these roles are crucial to the Club.

II. Expanded Officer Roles and Duties

Section I

The list of all officers is outlined in Article V Section I of the Constitution and Article I Section V of the Bylaws. All decisions made by student officers supersede the decisions made by any Community officer. Community officer positions have no term limits. Community officer positions come up for election at the same time as student officer positions or when a vacancy needs to be filled. Community members may hold up to two officer positions at the same time, with the exception that they may not join the Community Advisory Board if they already hold an officer position.

Section II

The duties of each officer are expanded below from what is mentioned in the Constitution. These additional duties are specific to the functioning of the Club.

Subsection 1

The President

- will prepare the presentation slides for each general meeting.
- will organize periodic amateur radio operations for the Club, including contest operations from both the Club station and portable operations from a remote field site.
- shall respond to Club emails.
- shall ensure an adequate meeting place for general meetings.
- shall provide video conferencing access to all meetings for those members who are out of town.
- shall delegate and ensure the delivery of pizza for in-person general meetings.

Subsection 2

The Vice President

- shall recruit persons from the greater amateur radio community to present at general

meetings.
shall publish descriptions of upcoming presentations and Club activities on the Club website.
shall maintain the Club calendar on the Club website.

Subsection 3

The Treasurer

shall solicit approval for Club expenditures as outlined in Article III Section III.
shall write any checks for the purpose of Club expenditures or reimbursements.
shall update a GNUcash file on the Google Drive with any financial changes before each regular meeting.

Subsection 4

The Secretary

shall maintain an inventory of Club equipment available for loan to members.
shall manage electronic QSLs through, at a minimum, Logbook of the World, as well as eQSL and Clublog if they see it necessary.
shall manage paper QSLs by delegating them among members who completed the corresponding QSOs.

Subsection 5

The Station Trustee

will renew the Club's FCC license every 10 years.
will ensure proper operation of the Club station by members at all times.
shall actively communicate with the managers of the building in which the Club station is housed in order to prevent interference with University operations.
shall ensure proper operation of amateur radio equipment in compliance with FCC guidelines and regulations for members using the Club callsign.
shall provide feedback to both the President and Station Manager regarding amateur radio operations inside and outside the Club station.
shall serve as the primary contact for any regulatory agency wishing to get into contact with the Club.
shall take immediate action if the Club station or Club member while using the station or Club callsign is in violation of the FCC guidelines and regulations.

Subsection 6

The Station Manager

shall repair or arrange repairs of Club equipment.
shall train new Club members how to safely and legally operate Club equipment.
shall provide feedback regarding the condition of the Club station and equipment to the President and Station Trustee.
shall initiate efforts to upgrade Club equipment and operating practices as they see fit.
shall maintain the Club website.

shall manage the weekly Club net by training and scheduling operators.

Subsection 7

The Community Liaison

will promote goodwill amongst Club members and the greater amateur radio community.
shall promote and communicate Club activities to other local and regional amateur radio clubs.
shall actively recruit new student and Community members.
will handle reservations for social events.
shall serve as the primary contact for any clubs and operators in the greater amateur radio community.

Subsection 8

The Community Advisory Board

shall provide direct guidance to the student Club officers.
shall represent the interests of the Club Community members as a whole.
shall be present at Club events and operations for technical guidance when neither the Station Manager nor the Station Trustee is available.
shall provide feedback on technical and regulatory issues that are outside the realm of knowledge of the other Club officers.

Section III

The election process for Community officers is as follows. The nomination and election of all officers follows the rules set forth in Article VI Sections I and II of the Constitution, except for that of the Community Advisory Board. The Community Advisory Board shall be composed of up to five Community members who are in good standing with the Club. Anywhere from zero to five Community members can occupy this board. Positions on this board will come up for election only in the period two weeks before the beginning of Spring semester finals. If a vacancy arises in the middle of the term, it will not be eligible to be filled until the end of the school year. Candidates may nominate themselves or be nominated by any member of the Club -- student or Community. Notice of position vacancy will occur at or before the meeting that is prior to the meeting during which the election will take place. The elections for this position will take place at the same time as every those for every other position. Voting members will vote for every member they believe fit for the position. If five or fewer candidates are nominated for this position, every candidate who receives a simple majority during the election will win a place on the board. If six or more candidates are nominated, the five who receive the most votes will win a place on the board.

Section III

Removal of all officers follows the guidelines established in Article VI Section III of the Constitution.

III. Expanded Club Policies

Section I

It shall be the policy of the Club to encourage affiliation and interaction with the national, state, and local radio clubs or organizations relating to amateur radio. The Club will encourage interaction and participation of its members in activities and meetings of other Tucson area radio clubs.

Section II

The Club will expect each member to conform to the guidelines of accepted amateur radio operation courtesy, and Federal and International law while operating the Club station and when using the Club callsign. Each member must operate under their own license privileges as outlined by the FCC, unless under the supervision of another Club member with expanded license privileges. The Station Trustee may revoke operating privileges from any member committing an unlawful and flagrant violation of FCC regulations and guidelines or operating procedures outlined by the Club membership. While the Trustee may use their discretion, as their personal license is responsible for the Club operation as well as the Club license, the Trustee and officers must agree on the permanent status of the member committing the act. Such members may be subject to expulsion as outlined in Article IV Section V of the Constitution.

Section III

Voting member approval will be required before large Club-related expenditures occur. This approval may happen through a quorum during a general meeting or through a simple majority of all voting members via email. The current definition of a large expenditure is more than \$50 by one member in the period of seven days. Expenditures can be paid for either through direct purchase of an item or through purchase by a Club member and later reimbursement by the Treasurer using club funds.

Section IV

All student officers will receive a membership to the American Radio Relay League sponsored by the Club during the term in which they are elected, unless they are already dues paying members. The ARRL is the premier national society for amateur radio. It acts as a lobby group for the FCC and provides a wealth of useful information for its members, which would be extremely beneficial for the Club officers.

Revisions from previous version:

- Constitution reformatted to better conform to ASUA guidelines
- Date of adoption updated
- Statement of objectives better defined
- Updated not-for-profit statement to better conform to ASUA guidelines
- Updated non-discrimination statement based on ASUA guidelines
- Updated amendments to ensure a more democratic system
- Expanded officer duties
- Updated officer selection and replacement to conform to ASUA guidelines
- Expanded meeting policies and made quorum policies more stringent
- Greatly expanded the Club Bylaws to include more information on Community officers as well as added the Community Liaison position
- Added a third section under "Statement of Compliance with Campus Regulations" regarding petitioning groups to conform to ASUA guidelines
- Changed the bylaws so that five Community members may occupy the Community Advisory Board
- Changed the Constitution so it reflects that the club will hold general business meetings once a month throughout the calendar year