

# **The University of Cincinnati Amateur Radio Club**

## **Constitution and By-laws**

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# University of Cincinnati Amateur Radio Club - Constitution

## Article I — Organization Name

- 1.1. The name of the organization shall be The University of Cincinnati Amateur Radio Club (UCARC).

## Article II — Organization Purpose

- 2.1 The purpose of the University of Cincinnati Amateur Radio Club is to promote amateur radio at the University of Cincinnati, offer an accessible radio station space for University of Cincinnati students, provide guidance in safely operating and using radio technology, and act as a resource for learning and education in amateur radio topics such as Morse Code and radio theory for members that may wish to peruse an FCC issued amateur radio license.

## Article III — Membership

- 2.1 There shall be three (3) classes of members: voting, non-voting, and honorary.
  - 2.1 Voting membership shall be open to any full/part-time undergraduate and/or graduate student, enrolled in any of the colleges, schools or divisions of the University at the time of applying for membership.
  - 2.2 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.
  - 2.3 Honorary membership shall be open to any person desiring such membership, elected to such membership by the majority of the voting members.
- 3.1 There shall be no limit on the size of the membership of the UCARC, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of the voting members.
- 3.2 Further, there shall be two (2) types of members: operating and non-operating.
  - a. Operating membership is open to any person who meets the above requirements and holds a valid Amateur Radio license. Operators may operate the station only in accordance with the Rules set forth in Part 97 of the Federal Communications Commission's Rules and Regulations.
  - b. Non-operating membership is open to any person who meets the above requirements. No amateur radio license is necessary for this type of membership, but non-operating members are not permitted to operate the club station without a licensed operator present as per FCC regulations.

## Article IV — Officers

- 4.1 The officers of the UCARC shall be a President, Vice-President, a Secretary, and Treasurer.
- 4.2 Each officer shall be a voting member and a matriculating undergraduate student achieving and maintaining a 2.000 semester grade point average and in good standing with their respective college.
- 4.3 All officers serve for a term of one (1) year or until their successors shall be duly elected and qualified.
- 4.4 Any officer who, during the term of their office, ceases to be a voting member, or fails to maintain their status as a matriculating undergraduate student maintaining a 2.000 semester GPA, in good academic and disciplinary standing with their respective college, shall be removed from their office and a replacement shall be elected thereto.

## Article V — Meetings

- 5.1 Regular meetings of the UCARC shall be held at least once a month. The time and place of such meetings shall be determined by the Executive Board, with the approval of the voting members.
- 5.2 Special meetings of the UCARC may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

## Article VI — University Advisor

- 6.1 The UCARC shall have a University Advisor who shall be a full-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the Executive Board.

## Article VII — Constitutional Amendments

- 7.1 Amendments to this Constitution may be proposed by any member and shall be voted upon at the next meeting of the UCARC following one week's notice of such proposed amendment to the voting members, such notice shall be given within one week of the time any such amendment is proposed.
- 7.2 Amendments to this Constitution shall be by the affirmative vote of two-thirds (2/3) of all voting members and with the approval of the Student Activities Board.

## Article VIII — Constitution Ratification

- 8.1 Ratification by two-thirds (2/3) of the charter members of the Amateur Radio Club shall be sufficient to establish this Constitution between said members so ratifying and with the approval of the Student Activities Board.

# University of Cincinnati Amateur Radio Club – By-Laws

## Section 1 — Student Officers

- 1.1 The President shall be the Executive Officer of the University of Cincinnati Amateur Radio Club (UCARC) and shall preside over all meetings of the UCARC and the Executive Board. They shall be an ex-officio member of all standing committees.
- 1.2 The Vice-President, in the absence of the President, shall preside at all meetings of the UCARC and of the Executive Board. The Vice-President shall also perform such other duties as are assigned them by the President or the Executive Board.
- 1.3 The Treasurer shall collect and receive all funds paid to the UCARC and shall deposit them in the official depository and shall disburse them on order of the Executive Board. They shall co-sign all checks with the University Advisor in payment of bills. They shall keep the account and books, which, at all times, must be open to inspection by the President, Executive Board, and any authorized auditor. They shall make reports at the monthly meeting of the UCARC and at other times as the President or Executive Board may direct.
- 1.4 The Secretary shall keep the records of the membership and the minutes of the meetings of the UCARC and the Executive Board. They shall make a report at the monthly meeting of the UCARC and at such time as the President or the Executive Board may direct.
- 1.5 Non-elected Officers
  - a. The Activities Manager shall be responsible for arranging all programs and other UCARC activities and shall coordinate UCARC operating projects.
  - b. The Chief Operator has charge of seeing that all station operation is legal, ethical, and in general, on a high plane to give the station a good on-the-air reputation. They should post rules and regulations for the proper operation of the UCARC station. They shall also oversee security.
  - c. The Station Engineer has charge of installing, modifying, replacing, and maintaining all equipment and seeing that it is properly operated from a technical standpoint. They shall coordinate technical projects of the UCARC.
- 1.6 All officers of the UCARC will prepare a current job description explaining in detail job duties and requirements to be able for those persons seeking nomination to their office. This should be prepared prior to the time when petitions are available (see Election Timetable).

## Section 2 — Elections

- 2.1 The President shall appoint a nominating committee, the number of which shall be determined by the President to oversee the election procedures. This committee should include any members of the present Executive Board who do not plan to run for office, and any other members of the UCARC who do not intend to run for an elected office.
- 2.2 Election Timetable shall be followed, whenever possible, in order to ensure that newly elected officers are installed before the end of Spring Semester. The dates given are approximate dates and exact times should be determined by the Nominating Committee during the month of February.

<b>Election Timetable</b>
<b>Third Friday of January</b> – Officers complete current job descriptions
<b>First Monday of April</b> – Petitions made available to all members for perusal
<b>Second Friday of April</b> – Nominating Committee prepares ballots, mails ballots out to all active members
<b>Friday before May General Membership Meeting</b> – Ballots due
<b>First Meeting of May</b> – Results of Election announced, petitions for non-elected officers available, and installation of elected officers
<b>Second Friday of May</b> – Petitions for non-elected officers due
<b>Third Friday of May</b> – Combined Executive Board Meeting – to appoint non-elected officers
<b>First Monday of June</b> – Installation of non-elected officers

- 2.3 Petitions will be prepared by each member wishing to run for an elected office. The petition will include: job qualifications and experience.
- 2.4 Petitions for non-elected officers will not be accepted until after the election of officers to allow those persons who were unsuccessful to be considered for non-elected offices.

## Section 3 — Executive Board

- 3.1 The Executive Board shall be composed of the elected officers of the UCARC and the University Advisor.
- 3.2 The Executive Board shall determine the policies and the activities of the UCARC, discipline members, approve budget, and have general management of the UCARC.
- 3.3 The Executive Board shall meet regularly at least once a month and at the call of the President.
- 3.4 The immediate Past President, to be a voting member of the Executive Board, must be at the present time a full/part –time undergraduate student enrolled in any of the colleges, schools, or

divisions of the University, and maintaining a 2.000 semester GPA and in good academic and disciplinary standing in their respective college, school, or division.

## Section 4 — University Advisor

- 4.1 The University Advisor shall consult with the UCARC and ensure that the activities of the UCARC are consistent with the stated purposes of the organization.
- 4.2 The University Advisor shall grant approval for all off-campus activities in which students formally represent the organization, such as conventions, meetings, etc.
- 4.3 The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the Treasurer in all financial matters and to co-sign checks.
- 4.4 The University Advisor is required to attend an Advisor Training sponsored by the Office of Student Activities and Leadership Development every two years.
- 4.5 When the UCARC sponsors programs which utilize off-campus speakers it is the obligation of the University Advisor to be present at the program.

## Section 5 — Special Committees

- 5.1 Special committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- 5.2 The Executive Board shall appoint, and may remove, committee members and a chairperson for each committee.
- 5.3 At the next general membership meeting following the establishment of said committee(s) the membership shall ratify the appointment of the committee(s) and its members.

## Section 6 — Meetings

- 6.1 Meetings shall be held the first Wednesday of each month (the location of which is to be determined by the Executive Board) unless this day falls in the first week of a new semester, then the meeting will be held the following Tuesday. This date may be changed by a majority vote of the general membership.
- 6.2 The monthly meetings of the UCARC shall be given two (2) weeks' notice of the place of the monthly meetings.
- 6.3 At all meetings, a quorum shall be on-half (1/2) of the voting members of the UCARC. A quorum is necessary for the UCARC to conduct official business.
- 6.4 All matters coming before the UCARC which require the approval of the membership, including the election of the officers, shall be carried by a majority vote of the voting members present, provided a quorum exists.

## Section 7 — Revenue

- 7.1 There shall be no membership fee to become a member of the UCARC
- 7.2 The UCARC can generate revenue from sources (fundraisers, bake sales) other than those defined in this section as determined by the student organization's Advisor and/or the Executive Board, and approved by the general body of the student organization. The funds generated through fundraising must be used to further the student group's mission, programmatic efforts, or their support of philanthropic efforts (i.e., Relay for Life).
- 7.3 The disbursement of said revenue shall be determined by the Executive Board with the approval of the UCARC and in accordance with university policies.
- 7.4 The Treasurer shall be responsible for the accountability of the UCARC's funds and shall report to the Executive Board and the UCARC.
- 7.5 In case of dissolution of the Chapter and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in accordance with the provisions of disbursement statement of these By-Laws.

## Section 8 — Discipline

- 8.1 Any member charged with conduct not in accord with the purposes of the UCARC and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board.
- 8.2 Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the UCARC and may not use the organization's name in connection with any further activities.
- 8.3 Appeal process: Any member whose membership in the UCARC has been terminated by action of the Executive Board of the organization may appeal their expulsion, in writing, and within two weeks of the Executive Board's action to the UCARC's respective governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action.

## Section 9 — Impeachment

- 9.1 Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
- 9.2 Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- 9.3 Memberships shall be notified at least one week prior to removal vote meeting.
- 9.4 At the meeting for removal, the petition's stated grievances shall be made public, and the officer charged shall be allowed to respond to the charges of the petition.
- 9.5 Removal from office shall require a vote of 2/3 of all voting members.

## Section 10 — Vacancy of an Office

- 10.1 In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- 10.2 The President shall call for an election within fourteen days after vacancy of any office.
- 10.3 Election shall be conducted as stated in the bylaws.
- 10.4 Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10.2.

## Section 11 — Rules of Order

- 11.1 "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

## Section 12 — By-Laws Amendments

- 12.1 Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the UCARC following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.
- 12.2 Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate governing board.

## Section 13 — Dissolution

- 13.1 Upon the dissolution of UCARC for any reason, all work, funds, and property controlled by the organization will be transferred to the University of Cincinnati or to an organization that models the organization's purpose.
- 13.2 The Advisor and executive officers of the UCARC will oversee the dissolution process.



## Section 14 — Anti-Hazing Clause

- 14.1 The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.
- 14.2 Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.
- 14.3 Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following: a. Any activity that creates a substantial risk of physical or mental harm. b. Paddling, beating, or hitting individuals. c. Wearing anything designed to be degrading or to cause discomfort. d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness. e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

## Section 15 — Anti-Discrimination Clause

- 15.1 The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.