

# **Constitution and By-Laws**

## **Michigan State University**

### **Amateur Radio Club**

#### Article I. Name

The name of this organization shall be the Michigan State University Amateur Radio Club, hereinafter referred to as the Club.

#### Article II. Purpose

The purpose of this club shall be to create and promote interest in amateur radio, to provide communication service through amateur radio to the University community, to advance the technical education of its members, and to bring the name of Michigan State University to others throughout the world.

#### Article III. Membership

Section 1. Any student, employee, or alumnus of Michigan State University who shows an interest in amateur radio may be a member of this club as provided in this article.

Section 2. Dues for all members of the club is set at twenty dollars (\$20.00) per calendar year, commencing on August 1 and ending on July 31 of the following year. Persons who have not belonged to the club in the past are eligible for a one-time reduced rate of ten dollars (\$10.00) if joining the club after January 1.

Former members joining after January 1 must pay the full rate of twenty dollars (\$20.00) for membership through July 31 of the same year.

Section 3. Any Michigan State University student currently enrolled for zero or more credits, and who has paid the prescribed dues, will have voting privileges.

Section 4. Any alumnus or employee may become a non-voting member with payment of prescribed dues (or more, if they wish). This money will be

considered a tax-deductible contribution to the University.

Section 5. A voting member's voting privileges shall commence one week following payment of dues, with the exception of members who join and pay their dues in full by the second business meeting of any term. The latter's voting privileges shall commence immediately upon payment of dues.

Section 6. Any member of this club who holds a valid amateur radio license issued or recognized by the Federal Communications Commission (FCC) and who has demonstrated to the Chief Operator his proficiency in operation of the equipment located in the radio station operated by this club shall be eligible for an operator endorsement on his membership, with all the rights, duties, and privileges ensuing there from.

Section 7. Subject to government and international regulation, no discrimination shall exist in this club on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual preference, handicapper status, or marital status.

#### Article IV. Officers

Section 1. The officers of this club shall be: President, Vice President, Chief Operator, and Secretary-Treasurer. They shall all be voting members in good standing.

Section 2. The President is responsible for conducting business meetings, calling special meetings, handling official business, representing the club, and appointing and dissolving committee chairmen and entire committees. He shall be thoroughly familiar with this Constitution and By-Laws, with the policies, procedures, rules, and regulations of this club and with the Rules of Order prescribed by this Constitution and By-Laws. He may be required by this club to be a member of the American Radio Relay League for purposes of affiliation with that organization. The President is directly responsible to the Faculty Advisor and shall keep the advisor informed concerning the activities and policies of this club.

Section 3. The Vice President directly assists the President in his functions as described in Section 2. His other duties include the mailing and organization of all QSL cards. In the event that the President cannot perform or resigns his duties, then the Vice President becomes acting President

until a new election can be held.

Section 4. The Chief Operator shall hold a valid amateur radio license of General Class or higher, issued or recognized by the FCC. He shall insure that the operations of this club are in compliance with FCC rules and acceptable operating practice. He is responsible for instructing members in the operation of the equipment owned or used by this club and shall determine whether a member meets the requirements for the Operator endorsement. Although he needs not be present in the station when it is in operation, he is directly responsible to the Trustee and to the Faculty Advisor in the event of any violation of FCC regulations ensuing from operation of the station. He shall also be responsible for enforcing all rules and regulations adopted by this club regarding use of equipment owned or used by the club. The Chief Operator is responsible for reporting all equipment malfunctions to the Faculty Advisor.

Section 5. The Secretary-Treasurer shall record accurate minutes of business meetings. He shall maintain attendance and membership records as required by this club. He shall also maintain an accurate financial record. He shall act as a membership officer by taking applications for membership, issuing cards and endorsements thereon and collecting dues. He shall make every attempt to be available to the membership for purpose of collecting dues. He shall be responsible for maintaining the correspondence of this club, administering financial actions, and coordinating publicity. He may be required to submit a monthly financial statement to the membership.

Section 6. The term of office for all officers shall be one year from the time of their election, which shall be held no later than five weeks before the end of the academic term or semester. This five week period is generally required as a transition time for officers to get acquainted with their new positions while the old officers are present.

Section 7. In the event that club membership falls to a low number, the Club may, upon voting member approval, combine any or all of the officer positions.

Section 8. Officers shall be elected by secret ballot at the designated meeting, with the candidate receiving a majority being declared the winner. The Secretary-Treasurer shall act as the clerk during all elections.

Section 9. If the office of President should become vacant, it shall be

filled by the Vice President until a special election can be held. If any other office should become vacant, the President shall appoint a member qualified to fill the vacancy until a special election is called. Such election must be called at least one week in advance of the special election. such notification shall contain the date, place, and time of the meeting and the offices to be filled at the special election.

#### Article V. Financial

Section 1. Funds from the treasury of this club may be spent for goods or services providing some clear benefit to this club or its objectives. Any sum of money can be released as provided below.

Section 2. Sums of money not to exceed fifteen dollars per month may be spent without prior authorization of the membership, provided that such sums of money constitute a routine operation expenditure incurred by this club. Examples of these expenses are telephone and utility bills, administrative expenses, and postage. A report shall be made of such expenditures at the business meeting following their expenditure.

Section 3. Sums of money not exceeding one-half of the treasury or one hundred dollars, whichever is less, may be spent upon a motion of a member and approved by the majority vote.

Section 4. Sums of money exceeding one-half of the treasury or one hundred dollars, whichever is less, must be approved at a designated meeting by a majority vote. The meeting is to be designated at least one week in advance and all members are to be notified at least three days prior to the meeting. Such notification shall contain the time, place, and date of the meeting, the amount of money and purpose for which it will be spent.

Section 5. The Secretary-Treasurer is directed to initiate the expenditure within one week of its approval.

#### Article VI. Removal of Officers

Section 1. An officer may be removed from office for flagrant or repeated violations of this Constitution and By-Laws, policies, procedures, rules, and regulations of this club or federal laws as outlined by the FCC.

Section 2. Removal proceeding shall be carried out as follows: A member of this club who wishes to initiate the removal of an officer shall detail, in writing, his charges against the officer. A copy of the charges shall be filed with the acting Secretary-Treasurer at a regularly scheduled business meeting of this club. If a majority of the members at that meeting vote to hear the charges, the acting Secretary-Treasurer shall notify all members that removal proceedings shall be conducted at the next regularly scheduled business meeting. Such notification shall contain the date, time, and place of the meeting, the name of the officer in question, his office, the charges brought against him, and the persons bringing the charges. At the designated meeting all parties shall have an opportunity to present their case. In order to sustain the charges and remove the office, a two-thirds majority shall be required. Upon removal, the office is declared vacant.

Section 3. Once an officer is removed, he shall be prohibited from holding and other office in the club for the remainder of the current term of office.

#### Article VII. Policies, Procedures, Rules, and Regulations

Policies, procedures, rules, and regulations governing the operation of this club may be enacted, modified, or repealed by a majority vote at any regularly scheduled business meeting. Such rules shall be posted and warning given to violators unfamiliar with the new rules. Appropriate penalties may be enacted for violators, the application of which may be appealed at any regularly scheduled business meeting.

#### Article VIII. Meetings

Business meetings will be held at dates and times as approved by the membership on the first business meeting of the academic year. The President is responsible for coordinating the first business meeting of the academic year.

#### Article IX. Rules of Order

Robert's Rules of Order, Revised, shall govern the proceedings of this club and shall be the sole authority in matters not treated by this Constitution and By-Laws.

## Article X. Quorum

Section 1. A quorum for a regularly scheduled business meeting shall consist of one-sixth of the total membership, except as provided in section 2 or 3.

Section 2. At a meeting for which notification is required by this Constitution and By-Laws, a quorum shall consist of one-third of the membership.

Section 3. Should there fail to be a quorum at three consecutive regularly [scheduled] business meetings, the President shall be empowered to make any decision he feels necessary for the proper operation and purpose of the club. This power shall remain in effect until such time as a quorum is present at a regular business meeting or the end of his term, whichever occurs first.

## Article XI. Amendment[s]

This Constitution and By-Laws may be amended or replaced by a two-thirds majority at a designated meeting of this club, provided that such proposals have been moved and seconded at a previous meeting, the meeting has been designated one week in advance and that notification has been mailed to all members at least three days prior. In such notification shall contain the date, the time, and place of the designated meeting, and a copy of the proposals to be voted upon.

## Article XII. Effect

This Constitution and By-Laws shall take effect immediately upon its ratification and shall completely nullify and replace all other Constitutions and/or By-Laws enacted by this club.

Revised on November 25, 1991, by Matthew Binkowski N8IQS, Secretary-Treasurer and Dennis Ward, KT8X, President/Chief Operator.

Article III Section 2 Revised by Majority Vote during 1996-1997 school year.