

Constitution of the Amateur Radio Club at Georgia Tech

Originally approved 23 January 1977

As amended 12 March 2018

Article I: Name

This organization shall be known as the Amateur Radio Club at Georgia Tech, hereafter referred to as the Amateur Radio Club.

Article II: Purpose

The purpose of the Amateur Radio Club is to promote better cooperation among amateur radio operators, develop individual efficiency in amateur radio, and further the interest of amateur radio in the general community.

Article III: Membership

1. Members of the Amateur Radio Club shall be Georgia Tech students who meet eligibility requirements for participation in extracurricular activities as stated in the Georgia Tech Catalog and Student Government Association policies.
2. Associate Members may be Georgia Tech faculty, staff, or alumni, their spouses or domestic partners, spouses or domestic partners of student Members, and other members of the Georgia Tech community not previously mentioned. Associate Members are distinct from Members and may not vote or hold office. Associate Members are allowed to participate in debate.
3. Members and Associate Members are classified as "Active" and "Inactive" as provided by the By-Laws.
4. There shall be no maximum number of Members or Associate Members.
5. Membership or Associate Membership shall take effect once an interested party is added to the membership roster. To be added to the membership roster, the party must have paid all applicable dues as provided by Article VIII of this Constitution.

Article IV: Officers

1. In accordance with the Georgia Tech Catalog, students can only run for and hold office if they are in good standing with the Institute, both academically and non-academically.
2. An Executive Board comprised of Officers shall govern the activities of the Amateur Radio Club. The Officers and their specific duties shall be as follows:
 - a. The President shall...
 - i. ...preside at all meetings of this club, and conduct the same according to the rules adopted
 - ii. ...enforce the due observance of the Constitution and By-Laws of the Amateur Radio Club
 - iii. ...decide all questions of order
 - iv. ...be the sole contact in the Amateur Radio Club's dealings with school officials
 - v. ...have sole power to appoint a personal representative in dealings with school officials
 - vi. ...perform all customary duties pertaining to the office.
 - b. The Vice President shall...
 - i. ...assume the duties of the President in the President's absence
 - ii. ...act as manager of activities representing the club at hamfests, demonstrations, club day, and any similar occasion
 - iii. ...act as QSL manager for the club station, being responsible for prompt response to and origination of, where appropriate, all QSL exchanges.
 - c. The Secretary shall...
 - i. ...keep a record of all the proceedings of all meetings
 - ii. ...maintain the membership roster
 - iii. ...conduct all correspondence
 - iv. ...send written notice of future meetings and club activities to all Members and Associate Members prior to each regular meeting of the club
 - v. ...have a copy of the Constitution and By-Laws which shall be available to the general Membership and Associate Membership upon request at all meetings and shall record all amendments or changes to the same
 - vi. ...either read the minutes of the previous meeting of the club at each regular meeting or distribute them to all Members and

Associate members in advance of the meeting, and have them amended and/or approved by the Members and Associate Members present.

- d. The Treasurer shall...
 - i. ...keep an accurate account of all funds received and expended by the club
 - ii. ...ensure that generally accepted accounting practices and monetary controls are in place
 - iii. ...pay no bills without proper authorization by the club or Executive Committee
 - iv. ...give a financial report at every meeting of the club
 - v. ...present an itemized statement of disbursements and receipts at the end of each semester
 - vi. ...collect dues.
3. The President and Vice President must hold a valid Amateur Radio license of Technician class or higher, or its equivalent.

Article V: Officer Elections

1. The Officers of this club shall be elected by its Members during Spring Semester at the meeting chosen by the Executive Committee.
2. Notice of Elections and the election process shall be given at least two weeks in advance of the election meeting.
3. Any Member may campaign or be nominated for any office for which that member is qualified to hold.
4. The candidate for each office receiving a majority vote of Members at the election meeting shall be considered the victor. If no candidate receives a majority vote, there shall be a run-off election between the two candidates with the most votes. Then, the candidate receiving a majority vote in the run-off shall be considered the victor. If the run-off results in a tie, the highest ranking outgoing Officer not involved in the run-off shall make the final decision. For the purpose of run-off elections, the order of rank for Officers shall be President, Vice President, Secretary, Treasurer.
5. New Officers take office after the last meeting of Spring Semester and remain in office until the election, except when an Officer is removed or resigns, in which case their elected replacement takes office immediately.
6. No elected office may be unfilled. If there are no candidates for an office by the time of the election meeting, a Member running for another office must be nominated or announce their candidacy for the unfilled position, or the President

must appoint a Member to the position.

7. Upon the removal or resignation of an Officer, the vacancy must be filled by special ballot at the first regular meeting at which the resignation or removal is announced.

Article VI: Officer Removal

1. If an Officer fails to maintain Institute requirements as stated in the Georgia Tech catalog and Article IV, Section 1 of this Constitution, that Officer shall resign immediately.
2. If it is believed that an Officer is not fulfilling the Constitutional duties of their office, a motion of no confidence may be made by any Member, any Associate Member, or the club's Advisor at any meeting of the club.
3. When a motion of no confidence is made:
 - a. If the Officer in question is present, the motion shall be discussed by those present, and the Officer in question shall be given an opportunity to make a defense. After this discussion, the motion may be carried by a majority vote of the Members present, provided there is a quorum. If there is no quorum, the motion shall be tabled until the next meeting at which there is a quorum.
 - b. If the Officer in question is not present, the motion shall be tabled until the next meeting. The presiding Officer of the meeting shall give notice of the motion to the Officer in question at least two weeks in advance of the next meeting. If the Officer in question is unable to attend the next meeting, notice to this effect must be given to the presiding Officer, and an agreement specifying a date to hold a special discussion meeting must be reached between the two parties and subsequently announced to the Members, Associate Members, and Advisor. Upon the satisfaction of these conditions, the motion shall be settled as defined in the previous Subsection at the specified meeting.
 - c. If the Officer in question is not present and additionally fails to meet any of the requirements set forth in the previous subsection, that Officer waives the right to present a defense verbally. That Officer may then prepare a written defense and submit it to the remainder of the Executive Committee no later than one week in advance of the next meeting. At that meeting, the presiding Officer shall read the defense aloud, and the motion shall be settled as defined in Subsection a of this Section. If the Officer in question fails to submit a written defense in the required time, that Officer waives the right to a defense entirely.

Article VII: Advisor

1. A full-time salaried Georgia Tech faculty or staff member shall serve as Advisor to the Amateur Radio Club. The Advisor must hold a valid United States Amateur Radio license of Technician Class or higher.
2. Nominations for Advisor shall take place within the Executive Board. An Advisor shall be chosen within two weeks of a vacancy. The Executive Board shall choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
3. During Officer elections, the Members shall vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
4. The duties of the Advisor shall include meeting with organization officers, reviewing club finances, signing all required paperwork, and advising on issues of risk management, organization leadership, and Georgia Tech policy.
5. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
6. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Section 2 of this Article.

Article VIII: Dues

1. The Amateur Radio Club at Georgia Tech, by a majority vote of the Membership, may levy upon the general Membership dues or assessments as shall be deemed necessary for the business of the organization within its object as set forth in Article II.
2. Failure to pay dues shall be cause for expulsion from the club at the discretion of the Membership.

Article IX: Meetings and Parliamentary Procedure

1. The By-Laws shall provide for regular and special meetings.
2. One-third of the active Membership shall constitute a quorum for the transaction of business at a meeting.

3. The rules contained in “Robert’s Rules of Order, Newly Revised” shall govern the club at all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the club.

Article X: Amendments

1. The Constitution may be amended by a two-thirds vote of the Members present, provided there is a quorum.
2. The By-Laws may be amended by a simple majority vote of the Members present, provided there is a quorum.
3. Written (hard copy) or electronic (E-Mail) notification of all Members must be made at least two weeks in advance of any proposed changes in the Constitution.
4. Amendments are subject to the approval of the Student Government Association and of the Student Activities Committee of the Faculty Senate.

By-Laws of the Amateur Radio Club at Georgia Tech

1. Regular meetings shall be held at least once a month at such time and place as the President shall order. Special meetings shall be called by the President at his discretion or upon written request by any five Members or Associate Members of the club.
2. An annual assessment of twenty-four dollars is hereby assessed of each Member for the purpose of providing funds for the club. The assessment is thirty-three dollars for Associate Members.
3. Station facilities shall be used only by Members and Associate Members who have paid their dues for the period involved, and who have been checked out on the equipment by an officer. Guests of such Members and Associate Members shall be permitted to use the facilities provided the Member or Associate Member is present and all applicable Federal regulations and by-laws of the club are adhered to.
4. A Member or Associate Member whose dues were paid the previous semester (previous two semesters in the case of a Member who was not in school the previous semester) will be dropped from the roster and key list if his/her dues are not paid by the adjournment of the second meeting of the semester.
5. All Members and Associate Members will be eligible to receive keys for a deposit of \$50. The deposit will be returned at the request of the keyholder upon receipt of his key. If the keyholder loses his key, he can receive another for another \$50 deposit. If he finds any previously lost keys, they can be returned in exchange for the corresponding deposit. The Treasurer will maintain key deposits and the associated records. The Advisor will maintain the keys. Any exceptions will be handled by the Executive Committee.
6. All club Members and Associate Members anticipating operation of the club facilities must be thoroughly familiar with the operating technicalities of the station. Users of the station shall abide by all applicable Federal regulations. Any additional instructions for the operation shall be posted in a conspicuous location in the club station by any officer.
7. The President-elect shall have the power to appoint a Summer semester chairman who shall have the responsibility of directing the operations of the club

during the summer if the President or none of the newly elected officers are in school during the summer. The order of preference which the newly elected officers shall use in determining who shall be the summer chairman shall be President, Vice President, Secretary, Treasurer, any Active Member, any Member, any Active Associate Member, then any Associate Member.

8. The President may appoint any Member or Associate Member, with preference given to Members, as Shack Steward to assist him or her in the maintenance of the equipment in the Shack. The Shack Steward shall be responsible for general shack maintenance and appearance; he or she shall report equipment status at each regular meeting; he or she shall supervise equipment orientation and log-keeping; and he or she shall, on a semesterly basis, maintain a file containing all pertinent records of the club, including minutes, membership rosters, newsletters, and officer's notes.
9. The President may appoint any Member or Associate Member, with preference given to Members, as Repeater Manager to assist him or her in the operation of the Club's repeaters in accordance with applicable Federal regulations. The Repeater Manager shall maintain the repeaters in proper working order, ensure automated announcements or other messages are up-to-date, and maintain instructions for remote control of the repeaters.
10. All operators of transmitting equipment at W4AQL must have on file with the club a valid United States or reciprocal Amateur radio license.
11. Expenditures exceeding \$200 must be approved in advance by a majority vote of the Members present at a meeting, provided there is quorum.
12. To be considered an "Active" Member or Associate Member, one must have paid his or her dues and been present at four of the previous ten club functions.
13. Members or Associate Members who have paid their dues but do not meet the remaining requirements for Active Membership are considered "Inactive" Members or Associate Members. Inactive Members do not count towards quorum but may vote.
14. All approved purchases are valid for one calendar year from the time funds are allocated to them. After one year unspent allocated funds will require reapproval in order to spend said money.