

The Constitution of The Texas A&M University Amateur Radio Club

as revised 08 October 2015

Article I. Name.

The name of this organization shall be the Texas A&M University Amateur Radio Club.

Article II. Purpose and Goals.

2.1. Purpose.

The purpose of this club shall be to promote interest in amateur radio activities at Texas A&M University and in the general community.

2.2. Goals.

The goals of the club include (from FCC Part 97):

- a. Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.
- b. Continuation and extension of the amateur's unique ability to enhance international goodwill.
- c. Continuation and extension of the amateur's proven ability to contribute to the advancement of the radio art.
- d. Encouragement and improvement of the amateur radio service through rules which provide for advancing skills in both the communication and technical phases of the art.
- e. Expansion of the existing reservoir within the Amateur Radio Service of trained operators, technicians, and electronic experts.

Article III. Membership.

All persons interested in the Amateur Radio Service with personal aim and without pecuniary interest are eligible for membership. Upon receipt of current dues, agreement to radio room operating rules through written documentation, and agreement to club bylaws through written documentation, persons are considered members. Two classes of members shall exist. Licensed members are members holding a valid FCC Amateur Radio License which must be presented to the Executive Committee prior to becoming a licensed member. Unlicensed members are members who do not hold an FCC Amateur Radio License. Only licensed members will be allowed to become a control operator of any amateur radio station.

Article IV. Officers and Directors.

4.1. Requirements for Officers.

The officers of this organization must meet the following requirements:

- a. have at least a 2.00 overall GPR at the time of their election and post at least a 2.00 GPR for the preceding regular semester or the two preceding summer terms at the time of election and during the term of office;
- b. be in good standing with the University and enrolled in at least six credit hours in a regular semester during the term of office; and
- c. be subject to removal from office by the organization and/or the organization's official University advisor should the student fail to maintain the requirements as prescribed in (a) and (b).

4.2. Selection of Officers.

Officers shall be elected for a term of one year by ballot of the members present during the final meeting of each spring semester.

Officer candidates shall be nominated as part of the business of the second to last meeting of the spring semester with elections following during the next general meeting. In the event that an officer is no longer an eligible student (graduates, etc.), the outgoing officer shall make this fact known to the membership and, at the next available general meeting, a new officer, to serve the remainder of the term, shall be nominated and elected.

4.3. Vacancy of Officer Positions.

Vacancies occurring between elections must be filled by special ballot during the first regular meeting at which the withdrawal or resignation is announced.

4.4. Removal of Officers.

An officer may be removed on a motion by a three-fourths vote of the members present at a regular business meeting, provided a quorum exists. The motion is to be voted on at the end of the next regularly scheduled business meeting. The officer must be notified via written or electronic means, such as a known-good e-mail address. The officer may share his/her perspective prior to the vote.

4.5. Duties of Officers.

The officers of the club holding the positions of President, Vice President, and Secretary/Treasurer shall together be called the Executive Committee. The Executive Committee shall assume responsibility and delegate authority for all club projects. This includes involvement with internal and external organizations and persons, as well as unexpected events requiring club action.

The following specific duties shall be required of each officer:

President

- a. shall preside over regular and executive meetings
- b. shall enforce due observance of this Constitution and bylaws
- c. shall decide all questions of order during club meetings
- d. shall sign all official documents that are adopted by the executive committee and none other
- e. shall coordinate club activities
- f. shall communicate with the officers and advisors on all matters
- g. shall perform all customary duties pertaining to the office of president

Vice President

- a. shall assist the president in all matters
- b. shall preside over meeting in the absence of the president
- c. shall arrange for all speakers and presentations at club meetings
- d. shall assume responsibilities of the president in the event that the president cannot perform his duties

Secretary/Treasurer

- a. shall keep accurate records of all fiscal transactions
- b. shall present a fiscal report at all meetings
- c. shall perform all fiscal transactions including the receipt of dues, equipment purchases, and repairs in a timely manner
- d. shall keep accurate records of all meetings
- e. shall maintain a roster of members
- f. shall keep the Constitution and bylaws of the Texas A&M Amateur Radio Club, have the same with him at every regular meeting, cause all amendments, changes, and additions to be noted thereon, and shall permit the same to be consulted by members upon request
- g. shall send correspondence of appreciation to outside individuals contributing any type of support to the club
- h. shall regularly check for correspondence directed to the club or to members of the club

4.6. Directors and Duties.

Persons wishing to fill a directorship, manager, or trustee position should contact any member of the Executive Committee for consideration. Before the appointment of any of the positions listed below, the person considered for a position must be contacted in writing or by e-mail with an offer of the position and asked to return a reply indicating if the offer is to be accepted. The removal of directors will be handled by the Executive Committee. The following persons shall be appointed by a majority vote of the Executive Committee (the club's primary advisor will vote in case of a tie):

Station Trustee

Shall hold a General Class Amateur Radio License or higher class license and shall accept full responsibility for operation of the club station with regard to the FCC.

Director of Operations

Shall be responsible for all group activities involving radio communications including contests and public service efforts.

QSL Manager

Shall be responsible for sending, receiving, distributing, and organizing all contact cards generated through the use of the club station, along with maintaining adequate supplies to perform these tasks efficiently.

Director of Public Relations

Shall be responsible for all flyers, meeting notices, press releases, school newspaper notices (including “What’s Up?” submissions to The Battalion), and other tasks associated with strong media relations.

Director of Repeater Operations

Shall be responsible for coordinating maintenance on all club repeaters, including the resolution of any frequency coordination conflicts that may arise from time to time, and maintaining the frequency coordination status on all club repeaters.

Newsletter Editor

Shall be responsible for the gathering of information to publish regularly in a club newsletter, and distributing the newsletter in a timely fashion. The newsletter editor is responsible for keeping subscription records.

Director of Traffic Handling

Shall be responsible for ensuring that a representative of the club regularly checks into traffic nets and for maintaining the integrity of traffic passed during emergency events. The director of traffic handling must also ensure that monthly reports of traffic handling are sent to the ARRL Section Traffic Manager.

Article V. Removal Procedures.

5.1. Federal Communications Commission Violations.

Any member receiving a notice of violation of FCC rules, or observed violating FCC rules, shall immediately cause a review of his/her actions by the Executive Committee.

The Executive Committee shall have the authority to issue a warning, issue a temporary suspension, or issue a complete revocation of his/her membership for the current semester. Violations of FCC rules are in conflict with W5AC's stated mission and purpose. A member may have his/her membership revoked without being given a chance to voice his/her perspective on the violation. The Executive Committee also reserves the right to ignore any given violation when the conditions warrant such action. If a member that has been issued a warning, suspension, or revocation wishes to reinstate himself/herself as a member of the club the following semester, he/she must meet approval of the Executive Committee in conjunction with the Station Trustee in addition to meeting the demands set forth in Article III. Under the circumstances where the potential violator is a member of the Executive Committee, the Executive Committee will temporarily exclude the subject for the resolution of his/her membership status. In the events that a majority resolution cannot be found, the club advisor will become the deciding vote.

Failure to notify the Executive Committee of said possible violation or violations is grounds for any of the above actions by the Executive Committee. This applies to violations while using the W5AC facilities or callsign.

5.2. Club Rule Violations.

Any member found in violation of club rules shall be issued a warning or notice of termination of his/her club membership. Such a termination is effective upon its issuance. The subject may appeal such termination before the Executive Committee, either in-person and/or by written or electronic means. This appeal must be made within two weeks of the issuance of the termination notice. Based on this appeal, the Executive Committee may reverse its decision or let it stand.

Article VI. Meetings and Quorum.

6.1. Meetings.

Regular meetings shall be held no less than three times each fall and spring semester on a monthly basis.

6.2. Quorum.

A quorum shall consist of one-third of the voting membership. A quorum must be present to conduct official business.

6.3. Proxies.

Any member unable to attend a regularly scheduled club meeting and wishing to vote must submit to the Executive Committee a valid reason as to why said member is unable to attend. Upon approval of a majority of the Executive Committee, the member may

submit in writing his or her intended vote to the club president, who shall vote on the absent member's behalf in the manner described in the proxy arrangement.

Article VII. Finances.

7.1. Dues for Voting Membership.

W5AC shall provide the option for an annual membership. This yearly membership option runs from October 1 to September 30 of the following year. The yearly membership fee is \$25 for a licensed individual and \$20 for an unlicensed individual. Pro-rated memberships are available via the following schedule.

Join in:	Membership Fee
September	\$25 (valid through Sept 30 of following year)
October	\$25
November	\$22
December	\$17
January	\$15

In the event that a single semester membership is preferred, the membership fee is \$15. A fall semester membership is valid through January 30 of the following year, and a spring semester membership is valid through September 30 of the same year.

7.2. Dues for Non-Voting Membership.

As the club values its relationships with former students, W5AC shall provide for the option for a non-voting support membership for former students/members who reside greater than 25 miles from the TAMU campus. This membership allows full privileges (including shack access, optional email accounts, etc.) but has the single restriction of not being represented as a voting member. This option allows people who wish to continue to support the club to do so without hindering the quorum requirements to conduct club business herein. The membership dues for this option are \$20 per annum. Pro-rated membership is available via the following schedule.

Join in:	Membership Fee
September – November	\$20 (good until Sept 30 of following year)
December – February	\$15
March - May	\$10
June – August	\$5

7.3. Monies.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center

and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

Article VIII. Revision of this Constitution.

8.1. Amendments.

This Constitution or bylaws may be amended at any time by a three-fourths vote of the members present at a regular meeting, providing a quorum exists, subject to the approval of the Department of Student Activities. Proposals for amendments shall be submitted in writing at a regular meeting and may not be voted on until the next regular meeting. Proposals for changes in bylaws shall be submitted in writing and may be voted on at any regular meeting.

8.2. Revision.

This document must be reviewed, revised, and submitted annually to the Department of Student Activities for approval.

Article IX. Bylaws.

9.1. General Rules.

See attached sheets: W5AC Operating Rules

Article X. Constitutional Amendments.

10.1. Repeater Policy Change.

Any repeater policy change will require a consultation and a vote from the Station Trustee and the club's official repeater operator. These two members need not be present at a general club meeting to place their votes. These two members' votes will be made known at meetings prior to vote by general assembly of the club. In case of a tie vote between these two members, the club advisor will make the decision.

10.2. Station FCC Violations.

When dealing with possible violation(s) of FCC regulations, the Station Trustee will have the final authority on the operation of the station.

10.3. Expenditures.

Any expenditure of greater than \$125 must be approved by a majority of the voting members present at a regular meeting, provided a quorum exists. Authority to make expenditures under \$125 may be granted in advance by the Executive Committee;

however, the advisor must approve all expenditures, as set forth in Article VII, Section 3 above.

10.4. Graduate Student Officers

Graduate students wishing to be officers of this organization shall:

- a. have at least a 3.00 overall GPR at the time of their election and post at least a 3.00 GPR for the preceding regular semester or the two preceding summer terms at the time of election and during the term of office;
- b. be in good standing with the University and enrolled in at least four (4) credit hours in a regular semester during the term of office; and
- c. be subject to removal from office by the organization and/or the organization's official University advisor should the student fail to maintain the requirements as prescribed in (a) and (b).

10.5. Advisors

Part I. Expectations

- a. The advisor to the Texas A&M University Amateur Radio Club shall be a Texas A&M University employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the club.
- b. The advisor will regularly attend executive and general meetings. They will be available for consultation outside of these meetings.
- c. The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events as identified through the planning process.
- d. The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.

Part II. Replacement

If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, the advisor will formally communicate this to the student organization and to the Department of Student Activities in writing. The organization will then determine the appropriate course of action for replacing the advisor.

10.6. Electronic Proxy Voting

In addition to the methods allowed by Article VI Section 3, proxy votes may also be received by electronic means, including facsimile or e-mail, provided the submitted vote is verifiable by the executive council. Examples of verifiable information include but are not limited to signature of the voting member or a known, good e-mail addresses and/or

phone number of the voting member. Once accepted, electronic proxy votes will be handled by the same method as is described in Article VI, Section 3.

10.7. Affiliate Membership

In addition to the two classes of members prescribed under Article III, W5AC offers an Affiliate Membership. This option allows for people who are affiliated with other organizations or associations to be notified of and participate in W5AC activities. This membership does not grant any privileges except while engaged in a W5AC activity nor representation as a voting member. It further serves as an introductory vehicle for people to explore The Texas A&M University Amateur Radio Club and in some cases as an initial exposure to amateur radio. There are no dues requirements for this option.

W5AC Club Station Rules

as revised ## October 2015

1. Access to the Club Station.

- a. A member of W5AC will be issued an individual PIN to access the shack.
- b. Persons using the Club Station must leave the room in a clean and orderly state. Please keep the station clean; if not for our club members, for our occasional guests.
- c. When leaving the station, all equipment (including computer monitors) must be off and all antennas must be disconnected, with the exception of equipment such as packet BBS computers, TNCs, repeaters, NASA Select transmitters, or any device clearly marked with a "DO NOT TURN OFF" sign.

2. On the Air Operation.

- a. The FCC rules as set forth in Part 97 will be explicitly followed. Any questions of interpretation will be settled by the Station Trustee. A current copy of the ARRL FCC Rulebook will be available at all times in the station.
- b. Proper station identification will be used. All transmissions will be identified with the callsign W5AC. The station may be used under the operator's own callsign with the permission of the Station Trustee.
- c. All operators must be able to produce evidence of FCC licensing while operating.
- d. Band privileges will be limited to those of the control operator. For example, Technician class licensees must have a General or higher class licensee be present and consent to be control operator in order to operate in the General or higher class bands. Use of the W5AC callsign will not be a cover for unlawful use of the amateur bands.
- e. A General or higher class license is required for use of any HF amplifier. Further, the Station Trustee or a designated member must confirm that operators have been trained and fully understand the use of the amplifiers before being allowed to use them.
- f. All tune-ups will be done on the dummy load and transmitter/antenna performance will be continuously monitored during operation. Equipment will not be used if an SWR of 2.5:1 or less cannot be obtained. Malfunctioning equipment will not be used. If there is any observance of equipment malfunction, it must be reported ASAP to an officer and tagged as such. Tagged equipment will not be used.
- g. Out of courtesy to other amateurs in our area, use of the VHF/UHF amplifiers in the FM subbands is PROHIBITED, except in the case of emergency or health & welfare communication. FM DXing is highly inappropriate.

3. General Considerations.

- a. All contacts, with the exception of 2 meter/70 centimeter FM contacts, must be logged by a control operator. The logbook is a legal instrument! Entries must include:
 - i. Date/time (UTC).
 - ii. Operator's callsign.
 - iii. Callsign of station contacted.
 - iv. Frequency band.
 - v. Peak envelope power (PEP).
 - vi. Exact frequency (except during contests).
 - vii. Message traffic handled.
 - viii. Indication of QSL.
- b. QSL cards for casual contacts will be reciprocated by the QSL Manager upon receipt of a self-addressed, stamped envelope from the requesting station. QSLs for rare or special event stations may be filled out and placed in the QSL Manager's box for postage.
- c. Club station equipment may be checked out for member use with the approval of the Executive Committee. Approved loans will be for one week and may be renewed if no other members wish to borrow the piece of equipment. Borrowers must sign the sign-out sheet in the station and include name, callsign, date borrowed, and phone number. The terms of all loans will be determined by the Executive Committee.
- d. Altering the configuration of the station computers (interrupt addresses, DMA channels, etc.) or addition/removal of software on the hard drives without permission from the Executive Committee is strictly, expressly, explicitly, and absolutely **PROHIBITED!!!!**
- e. The repeater autopatch access code should not be given out over the air. The autopatch may be enabled for someone on the air. The reverse patch number should not be given out except to other members.

4. Violations.

Any violation of the above rules is grounds for action as provided for in Article V, Section 2 of the Texas A&M University Amateur Radio Club Constitution.