

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

as revised 14 October 2021

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 in the Texas A&M University community and around the world.

2.2. Goals.

The goals of the club are (from 47 CFR § 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 a personal aim and without pecuniary interest are eligible for membership. A person shall be considered a member of this club when said person has paid current dues, agreed to this constitution, and agreed to the club station rules. The club shall offer four classes of membership: licensed, unlicensed, affiliate, and non-voting. Licensed members are members who hold a valid FCC Amateur Radio License. The Executive Committee shall document the license class as recorded in the FCC's ULS database prior to declaring a member to licensed member. Unlicensed members are members who do not hold an FCC Amateur Radio License. Non-voting members are members who do not have voting powers but

may be either licensed or unlicensed members as well. Similarly, persons engaged in clubs of similar interest may receive affiliate membership with fewer permissions than non-voting members. Only licensed members will be allowed to serve as control operators 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 a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office.
 - (1) For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
 - (2) For graduate-level students, the minimum cumulative and semester GPR is 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- (b) Be in good standing with the university and enrolled:
 - (1) at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
 - (2) at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

- (c) Be ineligible to hold an office 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 calendar 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 final meeting. In the event that an officer is no longer eligible to serve (graduates, etc.), that officer shall notify the club members. At the next available business meeting, the club shall nominate and elect a new officer to serve the remainder of the term.

4.3. Vacancy of Officer Positions.

Vacancies occurring between elections must be filled by special ballot during the first regular business 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 in a timely manner. The officer may share his/her perspective prior to the vote.

4.5. Duties of Officers.

The President, Vice President, Secretary, and Treasurer shall together be called the Executive Committee. The Executive Committee shall assume responsibility and delegate authority for all club projects. These projects include involvement with both internal and external organizations or 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 meetings 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

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

Secretary

- (a) shall keep accurate records of all meetings
- (b) shall maintain a roster of members
- (c) shall keep the Constitution and bylaws of the Texas A&M Amateur Radio Club, have the same with him at every regular business meeting, cause all amendments, changes, and additions to be noted thereon, and shall permit the same to be consulted by members upon request
- (d) shall send correspondence of appreciation to outside individuals contributing any type of support to the club
- (e) 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 at least a General Class Amateur Radio and shall accept full responsibility for the operation of the club station with regard to FCC regulations.

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 by 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, social media, and other tasks associated with strong media relations. The director of public relations shall also be responsible for the gathering and publishing of information in a club newsletter in a timely fashion.

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.

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.

Historian

Shall be responsible for ensuring the preservation of historical documents and artifacts important to the club. The historian shall also be responsible for the documentation of club events and activities.

Webmaster

Shall be responsible for ensuring the club website content is up to date and accurate. The webmaster will also be responsible for site redesigns, as necessary.

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 conflict with W5AC's stated mission and purpose. The Executive Committee shall give notice to the member of its decision prior to a vote on the question at least three days in advance of the vote. A member may share his/her opinion on the question of his/her membership with the Executive Committee prior to the vote. The Executive Committee also reserves the right to ignore any given violation when the conditions do not warrant any other action. If a member that has been issued a warning,

suspension, or revocation wishes to reinstate himself/herself as a member of the club after the semester in which he/she is issued a suspension or revocation, he/she must meet the approval of the Executive Committee, the Station Trustee, and the demands set forth in Article III. Should the potential violator be a member of the Executive Committee, the Executive Committee will temporarily exclude that member for the resolution of his/her membership status. Should a majority-supported verdict not be reached, the club advisor will cast the deciding vote.

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

5.2. Club Rule Violations.

Any member found in violation of club rules shall be issued either a warning or a notice of the termination of his/her club membership. The member may appeal such termination before the Executive Committee, either in-person or by written or electronic means 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 business 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 the said member is unable to attend. Upon approval by 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 annual voting membership. This annual 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. Membership dues will be pro-rated for members joining during the spring semester.

Members joining during the fall semester will pay the normal amount, while members who join during the spring semester will pay \$15 for a licensed individual and \$10 for an unlicensed individual.

7.2. Dues for Non-Voting Membership.

As the club values its relationships with former students, W5AC shall provide the option for a non-voting membership for former students and club members. 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 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.

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 business meeting where a quorum exists, subject to the approval of the Department of Student Activities. Proposals for amendments shall be submitted in writing at a regular business meeting and may not be voted on until the next regular business meeting.

Proposals for changes in bylaws shall be submitted in writing and may be voted on at any regular business meeting.

8.2. Review.

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

8.3. Emergency Revision and Amendment.

In the event that:

- (a) the club is notified that it is necessary to amend the constitution of the club in order to maintain recognized status as a student organization with the Department of Student Activities, and
- (b) such amendment must be made before the second regularly scheduled business meeting following the notice in order to maintain recognized status, and

the Executive Committee members, including the club advisor, who may be contacted in a timely manner shall have both the power and the prerogative to amend the club constitution, subject to the following restrictions:

- (a) a reasonable attempt must be made, via the listserv or some other method, to notify the club members that such an amendment is occurring before any amendments are accepted;
- (b) any proposed amendment must be approved by the available Executive Committee members by a majority vote in order to be accepted;
- (c) any accepted amendment must modify the constitution only to the minimum extent reasonably necessary for the club to maintain recognized status until the second regularly scheduled business meeting following the notice;
- (d) amendments may only be accepted in the period of time starting with the notice and ending at the second regularly scheduled business meeting following the notice
- (e) any accepted amendments must be reported to the club members at the next regularly scheduled business meeting following the amendment;
- (f) any accepted amendments must be voted on by the club members at the second regularly scheduled business meeting following the amendment.

Any accepted amendments that meet the above restrictions shall be effective immediately.

Article IX. Bylaws.

9.1. General Rules.

See attached document: "W5AC Club Stations 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 Director of Repeater Operations. 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 a vote by the 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 business 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. In the event that an expenditure of money is required to

- (a) prevent immediate damage to club property, or university property entrusted to the club, or
- (b) remediate damage that has already occurred, and
- (c) the Executive Committee believes, in good faith, that remediating said damage is in the best interest of the club, and
- (d) such expenditure must be made before the next regularly scheduled business meeting,

the executive committee members, including the club advisor, who may be contacted in a timely manner, may authorize such expenditures by majority vote, subject to the following restrictions:

- (a) the club members must be informed, via the listserv or some other method before, or if not possible immediately after the expenditure has been made;
- (b) only the minimum expenditure necessary to prevent further damage, or remediate damage that has already occurred may be authorized without a vote by the club members;
- (c) at the next regularly scheduled business meeting following the invocation of this clause, the members of the Executive Committee who authorized the expenditure must demonstrate to the club justification for:
 - (1) the amount of the expenditure, and

- (2) the urgency of the expenditure;
- (d) the Executive Committee may not authorize any expenditure exceeding the club's current SOFC account balance;
- (e) the Executive committee may not indebted the club as an organization to any other person, organization, institution, or entity either in writing or in word;
- (f) the Executive committee may not sell, trade, or otherwise bargain with club property to meet the expenditure, with the exception of club property that has previously been identified by the club as either saleable, disposable, or otherwise transferable out of the club's possession.

10.4. Graduate Student Officers.

Removed; Amendment made to section 4.1 at the request of Department of Student Activities constitutional review process.

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 business 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 Committee. Examples of verifiable information include but are not limited to the signature of the voting member or a known, good e-mail address and/or phone number of the voting member. Once accepted, electronic proxy

votes will be handled by the same method as described in Article VI, Section 3.

10.7. Affiliate Membership.

In addition to the 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 12 April 2019

- (1) Access to the Club Station.
 - (a) Each 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 repeaters 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 47 CFR §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)

General Considerations.

- (a) All contacts, with the exception of VHF and UHF 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) Repeater control codes should not be given out over the air. The repeater may be controlled by someone on the air.
- (3) 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.