

The Constitution of the WVU Amateur Radio Club

Article I. Name

The name of this organization shall be: West Virginia University Amateur Radio Club, and may be referred to as the WVU Amateur Radio Club, WVU ARC or W8CUL.

Article II. Purpose

The following are the purposes of the WVU Amateur Radio Club (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 proven ability to contribute to the advancement of the radio art.
- c. Encouragement and improvement of the amateur service through rules, which provide for advancing skills in both the communication and technical phases of the art.
- d. Expansion of the existing reservoir within the amateur radio service of trained operators, technicians, and electronics experts.
- e. Continuation and extension of the amateur's unique ability to enhance international goodwill.
- f. Provide the means for all interested students at West Virginia University to become licensed and skillful amateur radio operators.

Article III. Membership

Section 1. The voting membership of this organization shall be limited to organization members who are WVU students.

Section 2. This organization will not deny membership on the basis of age, disability status, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation or veteran status.

Section 3. Divisions of Membership

There shall be two principle types of membership.

1. *Student Membership*
 - a. Associate Member: Any student who wishes to participate in WVU ARC activities but is not current with their dues shall be an associate member
 - b. Unlicensed Membership: Any student that is a) currently enrolled in any WVU class on the campus in Morgantown, WV, and b) current with club dues but is not a licensed amateur radio operator shall be an unlicensed member, and shall have all privileges thereof.
 - c. Full Licensed Membership: Any student that is a) currently enrolled in any class through WVU, b) is currently licensed with the FCC as an amateur radio operator and c) current with club dues shall be a fully licensed member of WVU ARC with all privileges thereof.

2. *Honorary Membership*: This shall be granted to non-students who wish to participate in the activities of WVU ARC. This shall include advisors, sponsors, alumni and local amateur radio club members that wish to coordinate activities with WVU ARC. This may also include student aged locals that are not enrolled at WVU, but wish to participate in WVU ARC activities.

Section 2. Privileges of Membership:

1. Student membership
 - a. Associate members shall be permitted to participate in activities with WVU ARC and will be added to email and communications lists. They are not permitted in the Ham Shack unless a Full Licensed Member of WVU ARC accompanies them. They have no voting rights.
 - b. Unlicensed members have all privileges that associate members have, except they have voting rights in WVU ARC meetings.
 - c. Full Licensed Members shall have all privileges of unlicensed members, with the additional right of using the Ham Shack. They may also take a maximum of two guests.
2. Honorary membership: Honorary members of WVU ARC do not have voting rights. They also do not have intrinsic rights to use the Ham Shack; however, shack usage rights may be granted to honorary members by discretion of the presidency.

Section 3. Inclusivity

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. This organization will not deny membership on the basis of age, disability status, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation or veteran status.

Section 4. Removal

- a. Any member receiving a notice of violation from the Federal Communications Commission (FCC) 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, place them on probation, or issue a complete revocation of his/her membership for a semester, year or indefinitely, depending on the severity of the violation.
- b. Violations of FCC rules brought to the attention of the club, but short of an FCC citation shall be resolved by the Executive Committee in due time. They shall have the have authority to issue suspension or warning, however, removal from the club for a violation not cited by the FCC shall require the voting to remove by $\frac{3}{4}$ of the super quorum of the club.
- c. Definitions:
 - i. If a member has been **suspended**, they no longer have access to the shack, nor are they permitted to participate in club activities, nor do they have any voting rights. They are also not permitted to talk on the W8CUL repeater.
 - ii. If a member has been **warned**, a record is kept of the warning; however, no procedural actions are taken against the member. It is for the purposes of record keeping only.
 - iii. If a member is on **probation**, they retain voting rights, however are not permitted in the shack unless supervised by a member that is not on probation.

Article IV. Officers

Section a. To hold an elected, or appointed office in this organization, a member must have at least a 2.5 GPA at the time of election or appointment, and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.

Section 1. Requirements for Officers

The officers of this organization must meet the following requirements:

- a. be a Full Licensed Member of the Club in good standing;
- b. have at least a 2.5 GPA at the time of election or appointment, and must be a full-time student;
- c. be in good standing with the University and may not be on academic or disciplinary probation;
and
- d. 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), (b), or (c)¹.

Section 2. Selection of Officers

Officers shall be elected for a term of one year by ballot of the members present during the second meeting of each spring semester, provided a quorum exists. The term of office shall not start until the end of the last day of finals week spring semester.

Officer candidates shall be nominated as part of online nomination form leading up to the second meeting of the spring semester. 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.

Section 3. Executive Committee

Section 3.1, Members

The Executive Committee shall consist of the following positions:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Ham Shack Manager
- f. Activities Manager
- g. Emergency Communications Coordinator
- h. QSL Manager
- i. Communications Director
- j. Any member so designated by the Presidency and approved by $\frac{3}{4}$ of the current voting members of the Executive Committee shall serve as a member of the Executive Committee "At Large"

Section 3.2, Responsibilities

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.

Section 3.3, Voting Procedures

All members of the executive committee as outlined in Article IV Section 3.1 except any “At Large” members shall be voting members of the executive committee.

Voting can occur at any regular weekly meeting of the Executive Committee where more than $\frac{3}{4}$ of the members are present.

Section 4. Vacancy of Officer Positions

Vacancies occurring between elections must be filled by special ballot during the first regular meeting after the vacancy occurs. If due to resignation or impeachment, that matter will be considered at the meeting wherein the resignation is announced or the impeachment is completed.

Section 5. Removal of Officers

Any member of the Executive Committee who violates the club’s constitution, fails to execute his/her role, or has more than three unexcused absences, per term of office, from regularly scheduled meetings, may be removed from office. Excusable absences are defined by the Executive Committee.

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. In order for the motion to be passed, 80% of a super quorum must vote for removal. The officer must be notified via written or electronic means, such as their MIX e-mail address. The officer may share his/her perspective prior to the vote.

Section 6. Duties of Officers

President shall be responsible for:

- a. presiding over regular and executive meetings
- b. enforcing due observance of this Constitution and bylaws
- c. deciding all questions of order during club meetings
- d. signing all official documents that are adopted by the executive committee and none other
- e. communicating with the officers and advisors on all matters
- f. performing all customary duties pertaining to the office of president

Vice President shall be responsible for:

- a. assisting the president in all of their WVU ARC responsibilities
- b. presiding over meeting in the absence of the president
- c. arranging for all speakers and presentations at club meetings
- d. coordinating club activities
- e. assuming responsibilities of the president in the event that the president cannot perform their duties

Secretary shall be responsible for:

- a. keeping accurate records of all meetings
- b. maintaining a roster of members

- c. sending correspondence of appreciation to outside individuals contributing any type of support to the club
- d. regularly check for correspondence directed to the club or to members of the club
- e. keeping the Constitution and bylaws of the WVU Amateur Radio Club, with them at every regular meeting
- f. Note all amendments, changes, and additions to the Constitution and bylaws thereon
- g. At the end of their term, they shall turn over all correspondence to their successor

Treasurer shall be responsible for:

- a. keeping accurate records of all fiscal transactions
- b. presenting a fiscal report at all meetings
- c. performing all fiscal transactions including the receipt of dues, equipment purchases, and repairs in a timely manner
- d. overseeing the writing of grants and proposals for funding
- e. At the end of their term, they shall turn over all correspondence to their successor

Ham Shack Manager shall be responsible for:

- a. maintaining card lock access for paid members
- b. overseeing any maintenance or construction occurring in the Ham Shack
- c. maintaining an inventory of equipment and their status in the Ham Shack on a semester basis
- d. maintaining general cleanliness of the Ham Shack
- e. upgrading and maintaining equipment in the Ham Shack

Activities Manager shall be responsible for:

- a. All group activities
- b. Planning and coordinating Student Advisory Council (SAC) events and other University outreach events; and trips to amateur radio related events
- c. Notifying club members of radio communications events, including contests and public service efforts
- d. Monitoring, maintaining, and reporting a record of SAC and volunteer hours by keeping an up-to-date list, as well as notifying and updating the WVU SAC advisors.

Emergency Communications Coordinator shall be responsible for:

- a. Maintaining emergency equipment including, but not limited to, the WVU ARC Emergency Communication Trailer and other emergency communications equipment.
- b. Coordination of training and involvement with local emergency communication organizations.

QSL Manager shall be responsible for:

- a. Sending, receiving, distributing, and organizing all contact cards generated through the use of the club station
- b. Maintaining adequate supplies to perform these tasks efficiently

Communications Director shall be responsible for:

- a. Monitoring official Club communications and keeping the Executive Committee apprised of the same.
- b. Maintaining the Club's social media presence.
- c. Scheduling all media appointments, taking into account the schedules of those involved.

- d. Prepare and submit all official Club press releases

Section 6.1 Ham Shack Location

The Ham Shack shall be defined as located on the 11th floor of the Engineering Sciences Building in WVU, Morgantown, WV.

Section 7. Appointed Positions and Duties

Persons wishing to fill an appointed 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 appointed positions will be handled by the Executive Committee. Appointed officers last until the new Executive Committee is formed after elections. 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):

Webmaster shall be responsible for:

- a. Managing and updating WVU ARC's website of information including but not limited to club information, officers, events, testing dates, etc.
- b. Ensuring that the website runs smoothly and properly
- c. Responsible for the quality and content control of the websites

Volunteer Examiner Liaison shall be responsible for:

- a. Coordinating all scheduled exam sessions with appropriate VEC
- b. Ensuring that at least 3 VEs are available for each exam session
- c. Creating, preparing, and providing the appropriate forms and documents for each exam session
- d. Assigning VEs specific duties and instructions such as registration, exam administering, grading, document preparation, and exam certification
- e. Ensuring all paperwork and documents are completed properly and appropriately

Section 8. Faculty Advisor

Section 8.1. Primary responsibilities

The following specific duties shall be required of the Faculty Advisor:

- a. serve as resource persons for the WVU Amateur Radio Club
- b. coordinate new WVU Amateur Radio Club Officers
- c. facilitate communication between the WVU Amateur Radio Club and the WVU Faculty
- d. assist in concerns and business of the WVU Amateur Radio Club through appropriate channels

Section 8.2. Removal

The faculty advisor may be removed by a $\frac{3}{4}$ vote by a super quorum. Any member may make a motion for this process in any meeting. If seconded, the removal process may be voted upon. If a super quorum is not present, it will be tabled until such a quorum can be assembled.

ARTICLE V. SPECIAL WVU REQUIREMENTS

WVU ARC will adhere to the West Virginia University Conduct Code (from WVU Office of Student Life Sec. 6) which shall be expectations and requirements to obey federal, state, and local laws, to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations, with directives issued by any University official, and to observe standards of conduct appropriate for an academic institution.

ARTICLE VI. FINANCIAL REQUIREMENTS

Section 1. One person, usually the Treasurer, is designated as the account manager. This person has primary authority to approve all the student organization's expenditures.

Section 2. All expenditures over \$100.00 require two signatures: the account manager and the President. All expenditures over \$250.00 require three signatures: the account manager, the President, and another executive board officer.

Section 3. The student organization's advisor may request and review all financial documents at their discretion.

ARTICLE VI. MEETINGS AND QUORUM

Section 1. Regular Meetings

There shall be no fewer than 4 meetings a semester, at a time determined by the executive committee, preferably that is suitable for a majority of WVU ARC members. Additional meetings may be set by the Executive Committee.

Section 2. Executive Committee Meetings

Monthly meetings of the Executive Committee shall be held at a time most convenient for the members of that committee. If deemed necessary and the Executive Committee agrees upon this, the Executive Committee may meet more often as needed. In addition, there shall be an Executive Committee meeting prior to the first meetings in September and January for planning purposes.

Section 3. Special Meetings

Special meetings may be called by the Executive Committee when deemed necessary.

Section 4. Quorum

Quorum shall be constituted by one-half of the voting members of the WVU ARC for all meetings. Proxy or absentee participation shall not be permitted.

Section 5. Super Quorum

A *Super Quorum* shall be constituted by three-quarters of the voting members of WVU ARC.

ARTICLE VII. DUES

- A. Dues shall be \$20.00 annually for returning members in, at the first meeting of the fall semester, or as soon as they join the club.
 - a. Dues are non-refundable in the event any member of the club is removed.
- B. Changing of dues shall require amendment of this constitution.
- C. This due applies to all Licensed and Unlicensed Members.

ARTICLE VIII. AMENDMENTS (Methods)

- A. Amendments to this Constitution and its bylaws shall be approved by a super quorum.
- B. This constitution shall be reviewed by the executive officers at the start of each school year. It shall be reviewed by the Executive Committee in their meeting prior to the first meeting in September. Changes to the constitution can then be proposed and ratified in the first meeting.
- C. Any member may make a motion to alter this constitution at any time. This motion must be seconded and then voted on with a majority in favor of making an amendment before the amendment process, described in A, are put into action.

ARTICLE IX. CHANGES

Amendments to the Constitution of the WVU Amateur Radio Club shall be here listed and the changes highlighted.

Amendment I (ratified 4/19/18) “Officer Elections”

That Article IV Section 2 shall read:

Officers shall be elected for a term of one year by ballot of the members present during the second meeting of each spring semester, provided a quorum exists. The term of office shall not start until the end of the last day of finals week spring semester.

Officer candidates shall be nominated as part of online nomination form leading up to the second meeting of the spring semester. 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.

AND

That Article IV Section 1 shall read:

The officers of this organization must meet the following requirements:

- a. be a Full Licensed Member of the Club in good standing
- b. have at least a 2.5 GPA at the time of election or appointment, and must be a full-time student;
- c. be in good standing with the University and may not be on academic or disciplinary probation; and

d. 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), (b), or (c).

Amendment II (ratified 4/19/18)

“Appointed Positions Revision”

That Article IV Section 3.1 shall now read:

The Executive Committee shall consist of the following members

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Ham Shack Manager
- f) VE Liaison
- g) Activities Manager
- h) Communications Director
- i) Any member so designated by the Presidency and approved by $\frac{3}{4}$ of the current voting members of the Executive Committee shall serve as a member of the Executive Committee “At Large”

AND

That Article IV Section 3.3, Voting Procedures, shall be added and shall read:

All members of the executive committee as outlined in Article IV Section 3.1 except any “At Large” members shall be voting members of the executive committee.

Voting can occur at any regular weekly meeting of the Executive Committee where more than $\frac{3}{4}$ of the members are present.

AND

That Article IV Section 7 shall now include the following appointed position:

Communications Director shall be responsible for:

- a) Monitoring official Club communications and keeping the Executive Committee apprised of the same.
- b) Maintaining the Club's social media presence.
- c) Scheduling all media appointments, taking into account the schedules of those involved.
- d) Prepare and submit all official Club press releases

Amendment III (Ratified 2/15/24)

“Appointed position revision II”

Amendment III specifies the addition of emergency communications coordinator as an elected officer position. Additionally, the activities manager and communications director officer positions are converted from appointed to elected positions.

The changes detailed more specifically as follows:

That article IV Section 3.1, Members shall now read:

The Executive Committee shall consist of the following positions:

President

Vice President

Secretary

Treasurer

Ham Shack Manager

Activities Manager

Emergency Communications Coordinator

QSL Manager

Communications Director

Any member so designated by the Presidency and approved by $\frac{3}{4}$ of the current voting members of the Executive Committee shall serve as a member of the Executive Committee “At Large”

That article IV Section 6, Duties of Officers shall have the addition of Emergency Communications Coordinator:

Emergency Communications Coordinator shall be responsible for:

- c. Maintaining emergency equipment including, but not limited to, the WVU ARC Emergency Communication Trailer and other emergency communications equipment.
- d. Coordination of training and involvement with local emergency communication organizations.

That Article IV Section 7, Appointed Positions and Duties will no longer include the QSL manager, and Communications Director positions which are now elected positions.