

Constitution of the University of Michigan Amateur Radio Club

I. Mission and Purpose

In order to promote amateur radio at the University of Michigan, to continue to the tradition of the amateur radio service, and to support experimentation in communications technology, this constitution is hereby established for the University of Michigan Amateur Radio Club.

II. Membership, dues, transmitting station

Membership in the University of Michigan Amateur Radio Club, hereafter the Club, shall be a student organization primarily intended for, but not limited to, current students of the University of Michigan. Upon joining the organization, all members agree not to undermine the purpose or mission of the University of Michigan Amateur Radio Club.

2.1 Definitions:

2.1.1 UMARC

UMARC, as used in the rest of this document, refers to the University of Michigan Amateur Radio Club.

2.1.2 The Club

The “Club”, as used in the rest of this document, refers to UMARC. See 2.1.1 above for the definition of UMARC.

2.1.3 The Shack

The “Shack”, as used in the rest of this document, refers to the space in 4436 EECS building.

This includes all equipment, resources, and materials found in that space.

2.1.4 UMARC Board Members

The UMARC Board is comprised of:

- a. Previous year, and current, elected officers
- b. Individuals appointed to positions within UMARC.
- C. Previous year, and current Faculty Advisors

2.2 Membership:

Membership can be obtained by contact the UMARC board through the form at <http://umarc.eecs.umich.edu/index.php/join-the-club/> , or by contacting a member of the UMARC board directly.

2.2.1 Licensed members:

Licensed members shall be defined as members who hold a valid and current amateur radio license issued by the United States of America and shall pay full Club dues, with the exception of conditions specified in section 2.4.

2.2.2 Unlicensed members:

Unlicensed members shall be non-students, or current students of the University of Michigan, but do not hold a valid amateur radio license issued by the Federal Communications Commission of the United States of America.

2.3 Privileges of membership:

2.3.1 Licensed members:

- a. shall have full privileges to operate equipment located in the W8UM radio station, including permission to transmit on amateur radio bands only on frequencies not exceeding the frequency range permitted by their current license class, and only after receiving a station orientation, except as limited elsewhere in the constitution or its by-laws,
- b. may vote on all issues brought before the members of the Club.

2.3.2 Unlicensed members:

- c. shall have access only to specified receiving facilities, separate from the main station facilities, and may not transmit on any equipment without supervision and consent from a current licensed member. The licensed member shall be responsible for serving as the “control operator” and shall ensure that all operations are in full compliance with FCC rules.
- d. may vote on all issues brought before the membership of the Club except those pertinent to the acquisition and/or disposal of main station equipment.

2.4 Donations

Non-students who make use of the Club’s resources are encouraged to support the club monetarily. Donations of \$20 or more per year is suggested. Although donations from all are welcome, donations are not expected from students currently enrolled at the University of Michigan, Past-UMARC Club Presidents, Faculty Advisors, and Donors to UMARC in acknowledgement for their service to the club. Donors are defined as individuals having contributed significantly financially or have donated equipment having a value > \$150.00 recently.

2.5 Member Removal

Membership is voluntary. Each member is encouraged to participate in any W8UM event without any restrictions. If a member needs to be removed involuntarily, a two-thirds majority vote of all board members of the Club will be necessary. If members wish to be removed from the club voluntarily, members should contact a board member through email or in person.

III. Officers of the University of Michigan Amateur Radio Club

3.1 Officer Positions

Below are the positions that make up the club leadership team.

President

Vice President

Secretary

Treasurer

Webmaster

Publicist

Station Manager

Job descriptions are listed below.

3.1.1 President

The President is the chief administrative officer of the Club. As such, he/she is responsible for all aspects of the Club and oversees all Club activities. He/she is ultimately responsible for the health and welfare of the Club, its financial integrity, its service to the members and the continued Club viability and utility. In recognition of the importance of the office held, he/she shall set the example by hard work, interest and participation in Club activities and all other business and endeavors undertaken. In other words, he/she is the role model for all others to

emulate. The president of the Club shall be a student of academic status higher than undergraduate freshman and shall be a licensed amateur. Specific duties shall include:

- Registering the Club with SOAS, FestiFall, NorthFest and interfacing for all other activities
- Preparing meeting agendas
- Conducting monthly & special Club meetings
- Calling and chairing regular Club officer meetings
- Signing thank you letters, meeting & activity invitations, official correspondence, etc.
- Recruiting new members and finding meeting speakers
- Promoting the Club on the campus and throughout the community
- Planning future Club goals and activities
- Conducting regularly scheduled radio nets, contests, etc.
- Meeting regularly with the Club officers & advisor to ensure goals and standards are met

3.1.2 Vice President

The Vice President shall serve in place of the President in the President's absence. He/she shall serve the President by offering assistance in every way possible, including volunteering for duties wherever there is a need, offering suggestions for new tasks to be undertaken and serving as requested by the President. The vice president of the Club shall be a student of academic status higher than undergraduate freshman and shall be a licensed amateur. Specific duties shall include:

- Membership recruitment
- Meeting publicity
- Community service

3.1.3 Secretary

The Secretary is to record the history of the Club, to provide a convenient depository for Club business records and prepare minutes of Club meetings. This includes maintaining files of all official correspondence (both postal and e-mail); meeting brochures, agendas, minutes and

attendance records; treasurer reports, membership records; purchase orders and receipts, equipment operating procedures and setup manuals; and any other documents pertinent to the operation of the Club. Note: Unless specifically designated below this does not imply generating the documents only archiving the documents. Report generation is the responsibility of the officer or person assigned the specific task. As with all officers, the Secretary should willingly assist with all Club activities. Specific duties include:

- Revise the officer tasks in accordance with the decisions agreed to in Assignments section.
- Distribute and post meeting announcements [with assistance of Publicist]
- Prepare meeting minutes
- Maintain the W8UM Email lists
- Develop and maintain forms for attendance lists, membership applications, etc.

3.1.4 Treasurer

The Treasurer is responsible for maintaining the financial records of the Club, for ensuring the integrity of the Club finances to avoid deficits, illegal or unwise purchases or losses. His/her duties include generating and maintaining financial records of all transactions,

authorizing (with appropriate co-signers) and issuing checks or authorizing payment from the Club SOAS account for Club expenditures. As with all officers, the Treasurer should willingly assist with all Club activities. Specific duties include:

- Setup and maintain Club accounts at SOAS
- Establish procedures for authorizing expenditures
- Collect and deposit cash and checks collected at meetings, events, membership dues, etc.
- Issue regular reports denoting the Club account balances, expenditures and receipts and general health of Club finances
- Prepare report forms for routine and special events so as to make it easy to administer.

3.1.5 Webmaster

The Webmaster is responsible for maintaining the digital records and online presence of the Club. His/her duties include keeping the Club webpage up to date and creating, storing, and organizing the digital records of the Club. As with all officers, the Webmaster should willingly assist with all Club activities.

Specific duties include:

- Setup and maintain Club online storage
- Take and collect pictures of Club activities
- Post images and activity/meeting reports and information on Club webpage
- Ensure the club web page is technically updated, future-proof, and visually engaging

3.1.6 Publicist

The Publicist is responsible for the public image of the Club. It is important to ensure that the general public (amateurs or otherwise) appreciates work, service, and activities that the Club organizes or partakes in. The Publicist must be creative in coming up with ways to advertise and promote the Club, in an effort not only to gain Club members but

also to charter interest and participation in Amateur Radio itself. As with all officers, the Publicist should willingly assist with all Club activities.

Specific duties include:

- Work with Secretary to distribute announcements (paper or digital) advertising Club meetings and events
- Creating and maintaining publicity-related forms, documents, official correspondence files, etc.
- Interfacing with other local Amateur clubs and nets, if applicable, to garner interest and participation in the Club
- Organizing Club participation with local public service, contesting, license testing, etc.

3.1.7 Station Manager

The station manager shall be an appointed. The station manager shall manage all equipment within the Club station, and equipment owned by the club. It is the responsibility of the Station Manager to organize and maintain the shack in a clean and orderly condition, to maintain the radio, test equipment and antenna arrays in good working order and to prepare and maintain operating procedures for each piece of equipment including diagrams of equipment interconnection. Because of these responsibilities the Station Manager must be able to legally operate all amateur radio gear, therefore he/she must possess a current FCC issued radio amateur license. It is expected that all Club members will participate and benefit from these tasks and are expected to assist the Station Manager in his/her duties.

Specific duties of the Station Manager include:

- Maintain the shack in a neat and orderly condition
- Keep the station rigs, antennas, computers and tools in operational condition
- Oversee the interconnection of all station rigs, antennas, and computer, equipment to ensure they are operating legally and safely.
- Make the station available to all Club members and demonstrate equipment operation to each licensed member so they can operate successfully.
- Coordinate the development of Standard Operating Procedures for each piece of equipment.
- Coordinate the construction, installation and repair of all Club antennas.
- Maintain an up-to-date list of station access to ensure only qualified Club members have access.

Repairs and alterations of station equipment may only be performed by the Station Manager, or by licensed members with the Station Manager's approval or supervision.

3.2 Elections

All elected officers will be elected for a term of one year at the last meeting of the Club during the winter semester of the school year.

All elected officers must be elected by a majority of members present at the meeting at which the election takes place.

3.3 Length of office

Officers may serve consecutive terms.

3.4 Officer Removal

Any officer may be removed by a two-thirds majority vote of all student members of the club or unanimous decision from club sponsor and station manager.

3.5 Officer Resignations

In case of resignation of any officer, his duties will be assumed by the other officers until the next meeting of the Club, at which time a successor will be re-elected, or in the case of the Station Manager, reappointed.

IV. Meetings, Voting

4.1 Organization of meetings

4.1.1 Meeting frequency

The Club shall meet approximately monthly.

4.1.2 Establishing meetings

Meetings will be called by the president. The president must call at least one meeting every two months. No meeting shall be considered valid unless conspicuous notice of the meeting has given to the Club membership at least five days prior to the meeting. In order for a meeting to be valid, a quorum must be present. A quorum shall consist of at least one officer, and five other Club members.

4.2 Voting

All issues of Club policy, financial transactions, and appointments must be approved by a majority of eligible voters present at a valid meeting except as otherwise stated in this constitution or its by-laws.

V. Station procedure and keys

Full access to the station will be granted to licensed members only. These licensed members must have demonstrated to the Station Manager their ability to operate the station equipment.

Key codes:

- a. Key codes to the main station will be given to licensed members upon approval of the Station Manager.
 - b. The Station Manager reserves the right to revoke the key code of any licensed member at any time.
 - c. Members may be subject to sanctions including further testing in the operation of the station equipment or suspension of operation privileges and revocation of key codes without refund of dues. These actions may be taken by the Station Manager in the following cases:
 - i. Illegal operation as defined by the laws of the United States of America
 - ii. Numerous complaints of poor operating practices
 - iii. Willful destruction or theft of station equipment
 - iv. Sharing key codes with someone who is not a licensed member without the permission of the president or the Station Manager
- The President and the Station Manager will decide procedures for the removal of sanctions or suspensions.

VI. Bylaws

Bylaws may be appended to this constitution during or after its adoption to supplement or amend any of its sections.

Bylaws appended after the adoption of this constitution shall require the approval of a simple majority of all members of the Club for their adoption.

Any bylaw change must be duly announced to the Club membership no later than two days before the planned vote to approve said change.

VII. Affiliations

UMARC is affiliated with the American Radio Relay League (ARRL), while many club members are active participants in SkyWarn, RACES, and the American Radio Relay of Washtenaw County (ARROW). UMARC is sponsored by the University of Michigan EECS department.

VIII. Adoption

This constitution shall be adopted upon the approval from majority of the current UMARC board members. This approval will be re-determined by the current UMARC board members every four years if no changes are made, or annually if a change has been made to this constitution.

Adoption of this constitution shall require election of officers as per III of this constitution as soon as the time specified in III shall next come to pass. Upon fulfillment of section i and ii above, this constitution shall be in full effect. This Constitution of the University of Michigan Amateur Radio Club has been adopted on this twenty-first day of March, two thousand and twentyone.

VIII. Non-discrimination statement

The University of Michigan Amateur Radio Club is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.