

Constitution of the Campus Amateur Radio Club

- - - - - Article I - - - - -

A. Name:

1. The name of this organization is Campus Amateur Radio Club at Iowa State University.

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A. Purpose:

1. The purpose of the organization shall be as follows:
 - a. To provide leadership experiences for under-graduates through amateur radio.
 - b. To provide a forum for members to increase their knowledge and skills.
 - c. To assist those who are interested in obtaining or upgrading their license.
 - d. To increase opportunities for fellowship and collegiality.
 - e. To provide support to the community in times of need, and to participate in community activities.
 - f. To help educate the public about Amateur Radio.

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A. Statement of Compliance

1. Campus Amateur Radio Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Campus Amateur Radio Club agrees to annually complete President's and Treasurer's Training.

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A. Non-Discrimination Statement

1. Iowa State University and Campus Amateur Radio Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

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A. Membership:

1. Membership of the organization shall consist of any ISU student, staff, or family member who has an interest in Amateur Radio.
2. Membership is free; however, prospective members must receive a simple majority vote from the present club members to join.
3. Members who wish to access the club's room and equipment shall pay a fee of \$20 for one academic year.
4. The fee for access to the club's room and equipment may be waived with a two-thirds (2/3) majority agreement of the members present.
5. Members shall have the privilege of using the club equipment according to their license class and consistent with Federal Communications Commission regulations regarding amateur radio.
6. Advisers are exempt from dues and shall not vote.

7. Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership.

----- **Article VI** -----

A. Officers:

1. Shall be President, Vice-President, Secretary, and Treasurer.
2. Duties of the Officers:
 - a. It shall be the duty of the President to:
 - i. Preside at all meetings.
 - ii. Act as an ex-officio member of all committees.
 - iii. Organize the programs for club meetings and activities.
 - iv. Direct the activities and operations of the club, including the Wednesday night net.
 - v. Call meetings of the club.
 - vi. Call special meetings of the club and/or cabinet on an as-needed basis.
 - vii. Coordinate the club repeaters with the Iowa Repeater Council in absence of the Repeater Chair.
 - viii. Maintain proper club registration with the Student Engagement
 - ix. Maintain proper Trustee License for club callsigns.
 - b. It shall be the duty of the Vice-President to:
 - i. Preside at meetings in absence of the President.
 - ii. Supervise any committees that are formed and participate as a member of such.
 - iii. To supervise and carry out the club's involvement with community activities.
 - iv. To organize help sessions for those interested in obtaining or upgrading their license.
 - v. Carry out any other responsibilities of the President in absence of or at the request of the President.
 - vi. Take on the duties of Station Manager in his/her absence.
 - vii. Take on duties of risk management: These duties include
 - (a) helping minimize potential risks for club activities,
 - (b) recommending risk management policies or procedures,
 - (c) to submit documentation to ISU's Risk Management Office and
 - (d) ensuring that proper waivers and background checks are on file with Risk manage for events (if applicable).
 - c. It shall be the duty of the Secretary to:
 - i. Keep the minutes of each meeting.
 - ii. Keep a record of the attendance at each meeting.
 - iii. Publish the minutes on the club web page.
 - iv. Maintain the club web page in absence of the Web Site Manager.
 - v. Maintain the CARC and CARC Cabinet email lists.
 - d. It shall be the duty of the Treasurer to:
 - i. Receive and disburse all funds of the club.
 - ii. Maintain the Treasurer's records and submit it for audit upon request.
 - iii. Inform members of the financial standing of the club.

iv. Maintain the key list for the club station.

B. Managers:

1. Shall be Station Manager, Repeater Chair and Web Site Manager.
2. Duties of the Managers:
 - a. It shall be the duty of the Station Manager to:
 - i. Maintain an inventory and accountability for all club equipment.
 - ii. Arrange for maintenance of club equipment.
 - iii. Make a monthly report on the club equipment.
 - iv. Coordinate cleaning and maintenance for the club station.
 - b. It shall be the duty of the Repeater Chair to:
 - i. Maintain repeater controller software.
 - ii. Report problems to the Cabinet and arrange for repair.
 - iii. Coordinate the club repeaters with the Iowa Repeater Council.
 - iv. Carry out authorized repeater expenditures as directed by the Cabinet.
 - c. It shall be the duty of the Web Site Manager to:
 - i. Maintain the club Web Page.
 - ii. Contact other officers to verify the accuracy of information contained in web site (meetings, operations, and repeater information).
 - iii. Maintain CARC & CARC Cabinet lists.

C. Executive Cabinet:

1. Shall consist of the President, Vice-President, Secretary, and the Treasurer.
2. Shall have the responsibility to:
 - a. Pay all bills and report the paying of such bills.

D. Cabinet:

1. Shall consist of all elected officers and managers.
2. Shall have the responsibility to:
 - a. Carry out the programs of the Campus Amateur Radio Club.
 - b. Organize and plan all meetings and activities.

E. Elections:

1. Elections shall be held at the last club meeting of the current semester for the up-coming semester.
2. The method of election shall be by hand vote and requires $\frac{1}{2}$ majority.
3. All officers shall serve for a term of one semester.
4. A majority vote of the quorum shall be required to elect an officer.
5. A special election shall be held when necessary to fill a vacancy in any of the officers' positions.
6. All officers of this organization must meet the following requirements:
 - a. Be in good standing with the university and enrolled: 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, and 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.
 - b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate,

and professional students, the minimum GPA 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.

- c. Be ineligible to hold an office should the student fail to maintain the requirements prescribed in (a) and (b).

F. Impeachment/Removal of Officers:

1. Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. Officers may be removed by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership through a secret ballot if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Cabinet and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Cabinet regarding the charges.
2. Replacement of Officers
 - a. To fill an officer vacancy, a special election will be held within two weeks of the previous officer's departure. The special election will follow the same procedures as outlined in Article VI, Section E.

----- Article VII -----

A. Adviser:

1. Shall be an ISU faculty member, staff member, or a currently registered graduate student.
2. It shall be the duty of the Adviser to:
 - a. Maintain communication with the officers and attend scheduled meetings of the organization.
 - b. Be aware of and approve of financial expenditures.
 - c. Ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Engagement.

B. Election and Removal of Adviser:

1. Advisers shall serve indefinitely.
2. An adviser may be elected in the same manner as an officer.
3. A special election shall be held when necessary to fill a vacancy in the adviser positions.
 - a. This special election will be conducted through a secret ballot. All general membership will be permitted to vote.
4. Adviser may be removed by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The Adviser is permitted to speak before the Executive Cabinet and the general membership about the charges made concerning his/her performance. The Adviser is not permitted to participate in the deliberation of the Executive Cabinet regarding the charges.

----- Article VIII -----

A. Finances:

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations and Accounting Office). All

funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

2. Decisions regarding expenditures of less than twenty dollars may be decided by the Executive Cabinet.
3. Decisions regarding expenditures of more than twenty dollars shall be presented to the Club members for approval by a simple majority of those present at a regular meeting.
4. Emergency expenditures may be decided by the Executive Cabinet in consultation with the Adviser.

----- **Article IX** -----

A. Amendments and Ratification

1. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the Executive Cabinet and with a simple majority of the membership, not counting abstainers.
2. Members will be given one week to consider amendments.
3. Ratified amendments to this Constitution shall be submitted to the Student Engagement within ten (10) days.