

University of Pennsylvania Amateur Radio Club

Constitution

Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, constitute ourselves as the University of Pennsylvania Amateur Radio Club and enact this Constitution as our governing law. It will be our purpose to promote radio education, fraternalism and individual operating efficiency, and to so advance the general interest and welfare of amateur radio among the alumni, faculty, staff and students of the University of Pennsylvania.

Article I

All alumni, faculty, staff and students of the University of Pennsylvania will be eligible for membership. Membership will be by application, election and dues payment upon such terms as the Club will by its By-Laws provide.

Article II

Section 1 – The officers of this Club will be: President, Vice President, Secretary and Treasurer.

Section 2 – Vacancies in official positions occurring between elections must be filled by special election at the first Regular or Special meeting following the withdrawal, removal or resignation, at which a super quorum is present and voting.

Section 3 – Officers may be removed by a three-fourths vote, at which a super quorum is present and voting.

Article III

Section 1 – The President will preside at all Regular and Special meetings of this Club pursuant to its Constitution and By-Laws. The President will: appoint persons to fill non-officer positions such as Club station Trustee; sign official documents; enforce observance of Articles and By-Laws; appoint Committee Chairs; endeavor to accomplish the goals of the Club. The President will prepare an Annual Operating Budget with the assistance of the Treasurer. The President will perform all other customary duties pertaining to the office of President.

Section 2 – The Vice-President will assume all the duties of the President in the absence of the latter. The Vice-President will perform other duties as assigned by the President.

Section 3 – The Secretary will keep a record of the proceedings of all Regular and Special Meetings, keep a roll of the members and carry on and maintain all Club correspondence. The Secretary will perform all other customary duties pertaining to the office of Secretary.

Section 4 – The Treasurer will receive and account for all monies paid to and on behalf of the Club. At each regular meeting the Treasurer will submit a statement of receipts and expenditures. The Treasurer will assist the President in the preparation of the Annual Operating Budget, maintain and reconcile bank accounts, and invest all funds guided by the Prudent Man Rule. The President and the Treasurer are authorized to sign account checks individually. The Treasurer will be responsible for filing or confirming that all government forms are filed as appropriate. The Treasurer will perform all other customary duties pertaining to the office of Treasurer.

Article IV

The President may appoint an Advisory Committee to assist in the operation of the Club. The President will attempt to have members other than officers serve in these posts in order to provide diversity in the operation of the Club. The members of the Advisory Committee will not have additional voting privileges.

Article V

The By-Laws will provide for Regular meetings at such times and places as will be conducive to maximum participation. Meetings and votes, including membership votes, may be held / acted on in person or via electronic means. Votes by US Mail are acceptable.

Article VI

The Club, by majority vote of those present at a Regular or Special meeting and with a super quorum present and voting, may levy such dues as are deemed necessary for the operation of the Club. Lapses in member dues payments will cause the member to be dropped from the University of Pennsylvania Amateur Radio Club roster. However, any former member may again stand before the Club at any meeting for reelection to active status as prescribed in Article I.

Article VII

This Constitution or the By-Laws may be amended by a two-thirds vote of the members attending a Regular or Special meeting, at which a super quorum is present and voting. Proposals for amendments must be submitted to the general membership at least 30 days in advance of the meeting at which the proposed amendments are to be acted on. Proposals for amendments must be submitted to the Secretary in writing at a Regular or Special meeting and voted on at that meeting.

Article VIII

Membership meetings will be conducted in accordance with and be by the University of Pennsylvania ARC Constitution and By-Laws and by Robert's Rules of Order.

By-Laws

- 1. Club and Club Station Location.** The Club and Club Station will be located on the campus of the University of Pennsylvania, Philadelphia, Pennsylvania. Portable operations such as Field Day and other off-campus operations that promote the values of the Club are also encouraged.
- 2. Membership.** New members will be enrolled after attendance at a Regular or Special meeting, presentation of an application for membership, and payment of current dues.
- 3. Meetings.** Regular and Special meetings will be held in person or via electronic means at least four times each calendar year at such places as the President will order pursuant to Article V of the Constitution. Votes may be acted on in person, via electronic means or US Mail.
- 4. Special Meetings.** Special meetings may be scheduled at the discretion of the President.
- 5. Elections.** Election of Officers will be scheduled pursuant to Article II of the Constitution. A super quorum must be present and voting. Meetings will be held in person or via electronic means. Nominations will be submitted by members from the floor, be properly seconded, and will be received by the President. All nominees must consent to the nomination. Upon close of nominations, a secret or open ballot will be conducted by the Secretary; this ballot will be repeated, the nominee receiving the least votes being dropped from the ballot, until a nominee has received a majority of votes cast. This process will be repeated until the offices of President, Vice President, Secretary and Treasurer are filled.
- 6. Trustee.** The trustee will be responsible for administering the club call sign. The trustee also will be responsible for license renewals, modifications, and changes as instructed by the President. If instructed to do so, the trustee will commence the process to transfer, terminate or change the license. The trustee will be responsible for responding to official and other inquiries or actions concerning the license, in cooperation with the President.
- 7. Advisory Committee.** An Advisory Committee may be appointed pursuant to Article IV of the Constitution. The Advisory Committee will consist of positions such as deemed necessary by the President.

- 8. Dues.** An annual dues assessment covering the period September 1 to August 31 is hereby levied pursuant to Article VI of the Constitution to meet current Club operating expenses. The dues assessment schedule may be modified from time to time by a majority vote of the membership, with a super quorum present and voting, resulting in the automatic amendment of the applicable By-Laws. The dues assessment schedule is as follows:

 - a.** Alumni Member - \$0
 - b.** Faculty Member, Staff Member - \$0
 - c.** Student Member - \$0
- 9. Quorum.** For purposes of affecting an official Regular or Special meeting, a quorum is considered to be achieved if, at least, 5% of the members are in attendance. A super quorum is achieved if, at least, 15% of the members are in attendance. To enroll a new member, a quorum is not required.
- 10. Fiscal Matters.** The Fiscal Year for the Club is October 1 – September 30. Spending will be guided by a detailed Budget. Unbudgeted expenditures over \$50.00 must be approved by a majority of the Officers. Budgeted expenditures up to \$100.00 must be approved by the President or Treasurer and over \$100.00 by the President and the Treasurer.
- 11. Dissolution of the Club.** Upon the dissolution of the Club, the Club will, after paying or making provision for paying all its liabilities, transfer all records to the University Archives and Records Center, under the guidance of its Officers. All others Club assets will be transferred to an organization recognized and operated for the purposes of maintaining and furthering Amateur Radio, as determined by its Officers.