

Presented 7 December 1998  
Updated from 24 August 1986

## **Constitution of the Georgia Tech Amateur Radio Club**

We, the undersigned, desiring to secure for ourselves the pleasures and benefits of the associations of persons interested in Amateur Radio by promoting better co-operation among its members, developing individual efficiency, and furthering the interest of Ham radio in the general community, constitute ourselves the Georgia Tech Amateur Radio Club and do enact this constitution our governing law.

### ARTICLE I

Sec. 1. Students and faculty members of the Georgia Institute of Technology shall be eligible for membership.

Sec. 2. Memberships other than those of Section 1 may be granted at the discretion of the President.

### ARTICLE II

Sec. 1. The officers of this club shall be: President, Vice President, Secretary, Treasurer, Shack Steward, Repeater Manager.

Sec. 2. The officers of this club shall be elected for a term of one calendar year by ballot of the members present, provided there is a quorum, during Spring Semester at the meeting chosen by the Executive Committee with notice given two weeks in advance.

Sec. 3. Vacancies occurring between elections must be filled by special ballot at the first regular meeting at which the resignation is announced.

Sec. 4. Officer may be removed from office by a no-confidence vote of the majority of the members present.

Sec. 5. The President, Vice President, Shack Steward, and Repeater Manager shall hold valid Amateur radio licenses of Technician Class or higher, or its equivalent.

### ARTICLE III

Sec. 1. The President shall preside at all meetings of this club, and conduct the same according to the rules adopted; he shall enforce due observation of this constitution and by-laws; he shall decide all questions of order; he shall be the sole contact in the club's dealings with school officials; he shall have sole power to appoint a personal representative in dealing with school officials; he shall perform all customary duties pertaining to his office.

Sec. 2. The Vice President shall assume the duties of the President in his absence; he shall act as manager of activities representing the club at hamfests, demonstrations, club day, and any similar occasion; he shall act as QSL manager for the club station, being responsible for prompt response to and origination of, where appropriate, all QSL exchanges.

Sec. 3. The Secretary shall keep a record of all the proceedings of all meetings, keep a roll of all members, conduct all correspondence, and mail written notice of future meetings and club activities to all members prior to each regular meeting of the club. He shall have a copy of the Constitution and by-laws which shall be available to the general membership upon request at all meetings and shall record all amendments or changes to the same. He shall read the minutes of the previous meeting of the club at each regular meeting and have them amended and/or approved by the members present.

Sec. 4. The Treasurer shall keep an accurate account of all funds received and expended by the club; he shall pay no bills without proper authorization by the club or Executive Committee; he shall give a financial report at every meeting of the club; and he shall, at the end of each semester, present an itemized statement of disbursements and receipts.

Sec. 5. The Shack Steward shall be responsible for general shack maintenance and appearance; he shall report equipment status to the members at each regular meeting; he shall supervise equipment orientation and log-keeping; and he shall, on a semesterly basis, maintain a file containing all pertinent records of the club, including minutes, membership rosters, newsletters, and officer's notes.

#### ARTICLE IV

Sec. 1. The by-laws shall provide for regular and special meetings.

Sec. 2. One-third of the membership shall constitute a quorum for the transaction of business at a meeting.

#### ARTICLE V

Sec. 1. The Georgia Tech Amateur Radio Club, by a majority vote of the membership, may levy upon the general membership dues or assessments as shall be deemed necessary for the business of the organization within its object as set forth in the preamble.

Sec. 2. Failure to pay dues shall be cause for expulsion from the club at the discretion of the membership.

#### ARTICLE VI

Sec. 1. The rules contained in “Robert’s Rules of Order, Revised” shall govern the club at all cases to which they are applicable, and in which they are not inconsistent with the Constitution and by-laws of the club.

## ARTICLE VII

Sec. 1. The Constitution may be amended by a two-thirds vote of the members present.

Sec. 2. The by-laws may be amended by a simple majority vote of the members present.

Sec. 3. Proposals for amendments to the Constitution or changes in the by-laws shall be submitted in writing to the membership at least two weeks prior to the meeting at which the vote is taken.

### By-Laws of the Georgia Tech Amateur Radio Club

Sec. 1. Regular meetings shall be held at least once a month at such time and place as the President shall order. Special meetings shall be called by the President at his discretion or upon written request by any five members of the club.

Sec. 2. An annual assessment of twenty dollars is hereby assessed of each member for the purpose of providing funds for the club. The assessment is thirty dollars for non-student members.

Sec. 3. Station facilities shall be used only by members who have paid their dues for the period involved, and who have been checked out on the equipment by the Shack Steward. Guests of such members shall be permitted to use the facilities provided the member is present and all applicable Federal regulations and by-laws of the club are adhered to.

Sec. 4. A member whose dues were paid the previous semester (previous two semesters in the case of a member who was not in school the previous semester) will be dropped from the roster and key list if his/her dues are not paid by the adjournment of the second meeting of the semester.

Sec. 5. Members may obtain keys to the station and its facilities by presenting and leaving with the officer on duty at the Georgia Tech Police Station their valid Georgia Tech student identification card or equivalent. The member shall return the keys and reclaim his/her ID card as soon as he/she is through using the station facilities. Any violation of the key regulations will be punishable by a fine to be determined by the Executive Committee. All current officers shall maintain keys to the station and the Repeater Manager shall have the only set of keys to the repeater equipment room. In addition, all other members will be eligible to receive keys one semester after they first

become members for a deposit of \$50. The deposit will be returned at the request of the member upon receipt of his key. If the member loses his key, he can receive another for another \$50 deposit. If he finds any previously lost keys, they can be returned in exchange for the corresponding deposit. The Treasurer will maintain key deposits and the associated records. The faculty advisor will maintain the keys. Any exceptions will be handled by the Executive Committee.

Sec. 6. All club members anticipating operation of the club facilities must be thoroughly familiar with the operating technicalities of the station. Club members who use the station shall abide by all applicable Federal regulations. Any additional instructions for the operation shall be posted in a conspicuous location in the club station by the President. All schedules shall be posted in the club shack at least one week prior to their occurrence. Members must maintain a thorough log of their operations from the station for all contacts except those made through the W4AQL repeater.

Sec. 7. The President-elect shall have the power to appoint a Summer semester chairman who shall have the responsibility of directing the operations of the club during the summer if the President or none of the newly elected officers are in school during the summer. The order of preference which the newly elected officers shall use in determining who shall be the summer chairman shall be President, Vice President, Secretary, Treasurer, Shack Steward, Repeater Manager.

Sec. 8. All operators of transmitting equipment at W4AQL must have on file with the club a valid United States or reciprocal Amateur radio license.