



Brigham Young University Amateur Radio Club 2019 Charter

MISSION AND PURPOSE

The BYU Amateur Radio Club will pursue the following goals:

- 1. Recognition and enhancement of the value of the amateur service to BYU campus and the community at large as a voluntary noncommercial communication service, particularly with respect to providing emergency and public service communications.*
- 2. Continuation and extension of the amateur's proven ability to contribute to the advancement of the radio art.*
- 3. Encouragement and improvement of the amateur service through rules which provide for advancing skills in both the communication and technical phases of the art.*
- 4. Expansion of the existing reservoir within the amateur radio service of trained operators, technicians, and electronics experts.*
- 5. Continuation and extension of the amateur's unique ability to enhance the international goodwill. In addition, the club will maintain an active FCC amateur radio license and affiliation with the American Radio Relay League (ARRL).*

TYPICAL ACTIVITIES

- 1. Weekly on-air radio meetings (nets).*
- 2. Weekly on-campus club meetings.*
- 3. Public service radio communications for the BYU community.*
- 4. Community service activities.*
- 5. Teaching and learning activities (licensing classes, technical skills, etc.).*

PRESIDENT AND OFFICER SELECTION PROCESS

Elections are to be held in March, and as often as necessary in the event of a current or imminent vacancy of an elected position. The membership may also initiate a reelection anytime a majority consents to doing so if they are dissatisfied or for any other reason feel it appropriate to do so. Elections are to be held for the office of Vice President; the Secretary-Treasurer may be elected by majority vote, or appointed by the executive committee; after the election, the office of President will be assumed by the member who was Vice President (President-elect) prior to the election. In the event that the previous Vice President is unable, unwilling, or ineligible to assume the office of President, the election will include the office of President. Candidates are to be nominated by the membership body and elected by a majority vote of club members present. In the unlikely event that more than two candidates split the vote, the candidate with the least votes shall be dropped and a re-vote taken, repeating until a candidate has a majority. Only full-time student club members in good academic, disciplinary and club standing are eligible to hold office.

If a club has gone inactive, the BYUSA Clubs Coordinator can appoint a new president.

CLUB OFFICER RESPONSIBILITIES

The executive committee of the BYUARC consists of a President, Vice President (President-elect), and Secretary-Treasurer, as well as any other chairs or heads of committees deemed necessary. The President and Vice President must be selected by election, while the Secretary-Treasurer and auxiliary positions may be elected or appointed by the executive committee.

1. *The President shall:*
 - a. *Preside over and supervise club activities and events.*
 - b. *Be the liaison to the faculty advisor (see Club Advisory below) as well as all other campus departments, except as he/she finds appropriate to delegate to other executive committee members.*
2. *The Vice President shall:*
 - a. *Assume the duties of the president in his/her absence or in the event of inability to perform the duties of the office.*
 - b. *Direct other areas of special interest as assigned by the executive committee*
3. *The Secretary-Treasurer shall:*
 - a. *Keep record of club financial transactions and material assets*
 - b. *Handle club correspondence*
 - c. *Record results of all club business*

PROCEDURE FOR REMOVING/DISCIPLINING A MEMBER OR OFFICER

Any person observing BYUARC member conduct in violation of club policies or BYU standards should express their concerns to the offending party. If conduct continues, the observer should contact a club officer or the club advisor. If the offending member is an officer, the observer is encouraged to speak directly with the club advisor. A club member facing disciplinary action must be notified via e-mail or registered mail and given an opportunity to share his or her perspective before any disciplinary action may be taken. Disciplinary action against a club member will be determined by club officers under guidance of the club advisor. Disciplinary action against a standing officer can be determined by a majority vote of club members in consultation with the club advisor. Disciplinary action can include temporary or permanent:

- Restriction of club privileges
- Suspension of officer status (if an officer)
- Suspension of club membership

Amateur radio operating privileges are extended in strict accordance with FCC regulations. BYUARC officers and University officials reserve the right to protect the club and the University from federal citation due to improper or illegal operations of either licensed or unlicensed operators by immediately restricting or suspending membership privileges, including operation of club equipment, of anyone found violating these regulations. Action may likewise be taken against anyone operating in violation of existing club rules as posted or usage limitations as specified by the agreement of membership provided at induction.

FINANCES

"A majority, if voting, of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit. In the occasion that the organization becomes inactive (2 consecutive semesters) or decides not to re-charter with money remaining in the organization financial account, the organization authorizes the sponsoring University entity to determine the use of those remaining funds or to transfer them to a

holding account for future organization as needed. Should this organization re-charter within a 3 year time period from the time of inactivity, those funds will be transferred back into the organization account."

Club revenue will be generated primarily through membership dues and equipment usage fees. BYUARC may also gain revenue through merit money and university service opportunities. Additionally, University funds may be made available for specific equipment repair or replacement, or for indirect operational financial support of other club financial needs, through the sponsoring University Department, the Office of Information Technology (OIT); this may be coordinated through the Club Advisor.

Current dues are \$5.00 per semester or \$10.00 per year, and include use of club "shack" equipment. Club funds shall be used as directed by the executive committee, with the stipulation that expenditures over \$50 be ratified by majority vote of the membership in attendance at a regularly scheduled club meeting. No funds shall be expended as remuneration for labor by any member without approval by the same process. No funds shall be expended to reimburse, or otherwise compensate for personal funds spent by any person on behalf of the club. All transactions must be carried out by use of a BYUSA account card with prior financial approval.

All funds shall be kept in a regular BYU Financial account. The President, Vice President, Secretary-Treasurer, and Advisor may be signatories on the account. Two signatures are required for disbursement of funds. Funds may be used for equipment purchases and maintenance, club publicity, license fees, and expenses related to club-sponsored activities.

CHARTER AMENDMENT PROCESS

This charter may be amended by the club as necessary. This charter and its amendment procedures will be reviewed annually and are subject to the approval of the sponsoring university entity (BYUSA).

The BYUARC constitution may be amended at any time, as long as such change is permissible under BYUSA charter guidelines. Constitutional amendments may be considered in a regularly scheduled club meeting if a minimum two-week notice is given to all registered BYUARC members. Passage of an amendment requires a 2/3 majority of registered members present. In-absentia voting is allowed.

This constitution and any amendments shall be reviewed annually and is subject to the approval of BYUSA.

MEMBERSHIP ELIGIBILITY

The purpose of recognized clubs and academic associations is to enhance the experience for those affiliated with the University. Only full-time students are eligible to hold office in BYUSA clubs or Student Academic Associations and must maintain a minimum GPA of 2.5 for the most recent semester enrolled as well as their cumulative GPA. Those eligible for membership in BYUSA clubs and Student Academic Associations include:

- 1. Currently enrolled BYU students and their spouses.***
- 2. Current BYU faculty, staff, and their spouses.***
- 3. BYU Alumni and spouses***

Recognized clubs and academic associations are intended to enhance the experience for those affiliated with the University. Therefore, students and university faculty or staff and their spouses may occasionally bring guests to club activities, but regular attendance is discouraged.

BYUARC welcomes membership of all eligible persons, and participation in club activities of all interested parties, including BYU alumni and friends, and recognizes the valuable mentoring and enrichment that such a broad-based association can provide. However, inasmuch as the Federal Communications Commission prohibits operation of amateur radio equipment except by persons who are properly licensed, full use and operating privileges of the BYUARC facilities will be contingent upon an operator's possession of such a valid license.

ADVISOR RESPONSIBILITIES

- ***Be familiar with the activities and mission of the club***
- ***Be available to supervise large club events***
- ***Be aware of the club's financial status***
- ***Ensure the organization and its officers abide by the Honor Code and all other rules, guidelines, and policies established by BYU and BYUSA Clubs***

The advisor must be a full time member of BYU faculty or staff, must be kept aware of the financial status of the club, and may advise in these matters. The advisor should be available as an advocate for the club in the event of problems. The advisor must be made aware of how to reach the club president, and be willing to meet as needed. He/She must also hold a valid FCC amateur radio license. Since the Office of IT provides technical and financial support for BYUARC, the advisor will generally be an employee of OIT.

Trustee

The club station license may only be issued to a named individual. This individual may be any responsible citizen who holds the requisite license as stipulated under part 97 of FCC regulations. Normally the Club Advisor is also the station license trustee.

STATEMENT OF NON-DISCRIMINATION

This organization shall not discriminate based on age, color, gender, national origin, disability or handicap, race, religion. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

HONOR CODE

This organization will uphold the standards of the University as stated in the Honor Code. This includes following the dress and grooming standards outlined in the Honor Code.

STATEMENT OF COMPLIANCE

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.