

# PROPOSED DRAFT

## **Constitution and Bylaws of the Stanford Amateur Radio Club**

May 25, 1952

Amended January 1964  
Amended May 1964  
Revised April 10, 1973  
Amended December 1991  
Amended October 16, 1998  
Amended October 13, 2000  
Revised April 2001  
Amended October 9, 2007

### **Article 1: Name**

The name of this club shall be the Stanford Amateur Radio Club.

### **Article 2: Object**

The object of this club shall be to promote amateur radio and radio engineering at Stanford University by providing a radio station and licensing classes to the Stanford community, and to support and augment the University's emergency communication services during times of disaster and/or need.

### **Article 3: Membership**

#### **Section 1: Qualifications and Admission**

Membership in this club is restricted to currently registered Stanford students. Students are accepted for membership upon attending a regular meeting, presenting proper credentials, and agreeing to contribute to the club and its activities. Participation in club activities is open to all other persons in the Stanford community (faculty, staff, alumni and their immediate families). Stanford community Associates may serve in advisory roles, participate in deliberations, serve on committees, and operate the club radio station.

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## **Section 2: Dues and Fees**

The annual dues shall be set by a standing rule and are payable at the first meeting of the autumn quarter. The Secretary-Treasurer shall notify members two months in arrears, and those whose dues are not paid by the first meeting of the winter quarter shall be automatically suspended from membership. A refundable key deposit shall be made on the issuance of keys to the club radio station. This key deposit is separate from the annual dues, and is set by a distinct standing rule.

## **Article 4: Officers**

### **Section 1: Titles and Qualifications**

The officers of the club shall be a President and a Secretary-Treasurer. These officers must be currently registered Stanford students.

### **Section 2: Duties**

The President shall preside at all meetings and serve as the club's Authorized Representative to the University. The Secretary-Treasurer shall keep the records of the club and administer the club dues and fees which are to be deposited with the Students' Organizations Fund of the Associated Students of Stanford University (ASSU). The officers shall perform any other duties prescribed by these bylaws, the Stanford *Student Organization Handbook*, and the parliamentary authority adopted by the club.

### **Section 3: Elections and Term**

The President and Secretary-Treasurer shall be elected at the autumn annual meeting by nominations from the floor and a majority vote. They shall serve a one year term starting immediately after the election.

### **Section 4: Removal**

An officer may be removed by two-thirds vote at any regular club meeting, provided that notice has been given at the previous regular meeting and written notice given to the officer in question at least two weeks in advance of the meeting at which the vote is to be taken.

## **Article 5: Faculty Advisor**

### **Section 1: Qualifications, Selection, and Term**

The Faculty Advisor shall be a member of the faculty of Stanford University. The Faculty Advisor shall be nominated by the Department of Electrical Engineering and approved by the club. The Faculty Advisor shall serve an unlimited term until a replacement is sought and approved.

### **Section 2: Duties**

The Faculty Advisor shall act as the club's liaison to the Department of Electrical Engineering, approve all uses of department facilities that are shared with the club, and administer the monies in the Radio Club Fund held by the department.

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## **Article 6: Trustee**

### **Section 1: Qualifications**

The Faculty Advisor shall normally serve as License Trustee to meet the requirements of the Federal Communications Commission (FCC) regulations 47 C.F.R. Part 97. In the event that the Faculty Advisor does not meet the requirements of the Federal Communications Commission (FCC) for club callsign trustees, a Stanford community member (student, faculty, staff, alumni and their immediate families) shall serve in the capacity, with preference given to faculty or staff.

### **Section 2: Duties**

The Trustee shall hold the W6YX club callsign license in accordance with FCC regulations. The Trustee controls access and operation of the amateur radio station, and may appoint one or more additional licensed Control Operators to insure compliance with FCC regulations. The operating privileges of the station are those of the Control Operator.

### **Section 3: Selection and Term**

If the Faculty Advisor is not eligible to serve as Trustee, the club shall elect a Trustee by nominations from the floor and a majority vote. The selection of such License Trustee shall be subject to the approval of the Faculty Advisor and the Department of Electrical Engineering. The Trustee shall serve until a replacement is appointed.

## **Article 7: Meetings**

### **Section 1: Regular**

The regular meetings of the club shall be held monthly, on a day and time set by a standing rule.

### **Section 2: Annual**

The first regular meeting of the autumn quarter shall be known as the annual meeting, and shall be for the purpose of electing officers, appointing committees, receiving reports of officers and committees, and any other business that may arise.

### **Section 3: Special**

Special meetings may be called by the President, or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

### **Section 4: Quorum**

One quarter of the membership shall constitute a quorum.

## **Article 8: Executive Board**

### **Section 1: Composition**

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The Executive Board shall consist of the officers, the Faculty Advisor, the Trustee, and the chairs of the standing committees.

## **Section 2: Duties and Powers**

The Executive Board shall have general supervision of the affairs of the club between its regular meetings, fix the place of meetings, make recommendations to the club, approve the issue of keys to the club radio station, and perform other duties as specified in these bylaws. The Board shall be subject to the orders of the club, and none of its acts shall conflict with action taken by the club.

## **Section 3: Meetings**

The Board need not meet regularly, but only as necessary to address concerns arising between regular club meetings. Board meetings shall be called by the president, with a minimum of one week notice. The purpose of the meeting shall be stated in the call.

## **Section 4: Quorum**

Three members shall constitute a quorum of the Board.

# **Article 9: Committees**

## **Section 1: Radio Station**

A Radio Station Committee composed of a Chief Engineer and two assistants shall be appointed at the annual meeting by nominations from the floor and a majority vote. This committee shall maintain suitable equipment and facilities for the use of club members, and ensure that the club transmitters and automated repeaters are operated in strict adherence to the laws, treaties, and agreements of the Federal Communications Commission. It shall also brief new members on the operation of club equipment and post adequate instructions on the operation of the equipment near the transmitters. The Trustee shall be an ex officio member of this committee.

## **Section 2: Public Service Communications**

A Public Service Communications Committee consisting of a Public Service Communications Manager and two assistants shall be appointed at the annual meeting by nominations from the floor and a majority vote. This committee shall handle requests for non-emergency communications support from other university and community organizations. It shall also coordinate the club's interfaces to University and county Amateur Radio Emergency Service (ARES) operations, and run the weekly club radio net.

## **Section 3: Other**

Such other committees, standing or special, shall be appointed by the President and approved by the club as the club or Executive Board shall from time to time deem necessary to carry on the work of the club.

## **Section 4: Ex Officio**

The President shall be an ex officio member of all committees except nominating committees.

# **Article 10: Parliamentary Authority**

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The rules contained in the current edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

## **Article 11: Amendments**

These bylaws may be amended at any regular club meeting by a majority vote, provided that notice has been given at the previous regular meeting, and the complete text of the proposed amendment distributed in writing to all members at least two weeks prior to the regular meeting at which the vote is to be taken.

## **Article 12: Dissolution**

In the event of the dissolution of the club, all assets and property of the club shall revert to the Stanford University Department of Electrical Engineering. All property on loan to the club shall revert to its respective owners.