

CONSTITUTION OF THE
UNIVERSITY OF PENNSYLVANIA
AMATEUR RADIO CLUB

ARTICLE I "NAME AND DEFINITION"

- Section 1. The name of the organization shall be the University of Pennsylvania Amateur Radio Club.
- Section 2. The organization shall be an extracurricular activity as organized by the University of Pennsylvania through the Men's Student Government and the Women's Student Government Associations.

ARTICLE II "PURPOSE"

The purposes for which the Amateur Radio Club is formed and the objects to be carried on and promoted by it are as follows:

1. To represent the University in the radio amateur fraternity and to promote national and international good will through operation of the Radio Club Station.
2. To enable radio amateurs to operate on the air by means of the Radio Club Station (W3ABT) located on the University Campus.
3. To encourage members to increase their technical knowledge of electronics and communications as well as their proficiency in the International Morse Code and other radio operating techniques.
4. To aid persons potentially interested in Amateur radio to obtain amateur radio licenses.
5. To send and receive messages ("Radiograms") without charge for persons in the University community, to and from their homes and friends throughout the United States and other countries in which national and international law permits the exchange of such messages.
6. To provide communications in time of emergency or disaster.

ARTICLE III "MEMBERSHIP, CLASSES OF MEMBERSHIP, AND DUES"

- Section 1. Membership shall be open to any undergraduate, graduate student, or staff member of the University who has indicated an interest in amateur radio. An applicant for membership shall complete an application form, and membership shall become effective upon approval by the general membership.
- Section 2. A "Full member" is a member holding a current radio amateur operator license. "Full Members" shall receive keys to the Radio Club room and to the transmitters.
- Section 3. An "Associate Member" is a member who does not hold a current radio amateur operator license. An "Associate Member" shall receive a key to the Radio Club room, but shall not receive a key to the transmitter.

Section 4. There shall be no requirement for the payment of dues.

ARTICLE IV "VOTING"

Section 1. A "Full Member" shall be allowed to vote in matters relating to the functioning of the Club and in matters relating to the operation of the Club Station.

Section 2. An "Associate Member" shall be allowed to vote in matters relating to the functioning of the Club but not in the operations of the Club Station.

ARTICLE V "MEETINGS"

Section 1. The Club shall hold at least two meetings of the general membership during each academic year. One meeting, held in the Spring Term, shall be designated the "general membership election meeting."

Section 2. At the general membership meetings, applications for membership shall be acted upon, past activities of the Club shall be reviewed, and future activities shall be formulated. The election of officers shall take place at the general membership election meeting.

ARTICLE VI "OFFICERS AND THEIR DUTIES"

Section 1. Officers of the Club shall be the President, Vice-President, and Secretary-Treasurer. An officer shall possess a current General Class, Extra Class, or equivalent radio amateur operator license, be a Full Member in the Club, and a full-time undergraduate at the University.

Section 2. Officers shall be elected annually at the general membership election meeting held in the Spring Term and shall take office immediately.

Section 3. A. An officer's resignation must be submitted to a general membership meeting at least one week before the resignation is to become effective.

B. In case of resignation of the President, the Vice-President shall assume the office of President until the next annual election meeting.

C. Vacancies in the office of Vice-President or Secretary-Treasurer shall be filled by appointment by the President until the next general membership meeting.

Section 4. The President shall have the following duties:

A. Preside over the meetings.

B. Coordinate and make known to the general membership and to the University all activities of the Club.

C. Propose modification or replacement of equipment in the Radio Club Station.

D. Authorize all Club expenditures.

E. Take corrective action against improper or illegal operation of the Radio Club Station,

Section 5. The Vice-President shall have the following duties:

A. Perform the duties of the President when the President is unable to do so.

B. Assist the President in the performance of his duties.

C. Succeed the President for the remainder of the year in case of resignation of the President.

D. Keep the Faculty Advisor and Station Trustee informed of the Club's activities.

E. Keep the Men's Student Government, the Women's Student Government Association, the Dean of Men's Office, and the Dean of Women's Office informed of the Club's activities.

Section 6. The Secretary-Treasurer shall have the following duties:

A. Keep record of current minutes of general membership meetings.

B. Be responsible for retention of a complete set of minutes extending back a minimum of one year.

C. Be responsible for retention of station and contest logs extending back a minimum of one year.

D. Maintain a current record of Full and Associate Members.

E. Distribute the correct Radio Club keys to members.

F. Keep a record of all Club monies, income and expenditures.

G. Report activities of the Club to the American Radio Relay League and to the A.R.R.L. Section Communications Manager.

H. Maintain a supply of QSL cards and keep a file of received cards and correspondence.

ARTICLE VII "STATION TRUSTEE"

Section 1. A "Full Member" of the Club holding General Class, Extra Class, or equivalent amateur license shall be appointed "Trustee" by the Officers with the approval of the membership at a general membership meeting.

- Section 2. The Trustee shall be the person in whose name the Station License is issued by the Federal Communications Commission (F.C.C.)
- Section 3. The Trustee shall be ultimately responsible for assuring that the Radio Club Station is operated in conformity with amateur radio regulations of the F.C.C.
- Section 4. The Trustee shall be responsible for the maintenance of a W3ABT station log conforming to the regulations of the F.C.C.

ARTICLE VIII "FACULTY ADVISOR"

- Section 1. There shall be a Faculty Advisor of the Club who shall be a member of the Faculty of the University of Pennsylvania.
- Section 2. The Faculty Advisor shall advise the Club in matters relating to the Club's operation, development, and policy.
- Section 3. The Faculty Advisor shall act as liaison between the Club and the University Administration.

ARTICLE IX "RATIFYING THE CONSTITUTION"

The Constitution shall require approval by a majority of the Club membership, and shall be subject to approval by the Faculty Adviser, and the Dean of Men, and the Dean of Women or representatives thereof.

ARTICLE X "AMENDING THE CONSTITUTION"

An amendment to the Constitution and By-laws shall require approval by a majority of the Club membership, and shall be subject to approval by the Faculty Advisor and the Dean of Men and Dean of Women or representatives thereof.

K3JTE/March, 1964

CONSTITUTION APPROVED BY:

R. F. Schwartz, Faculty Advisor

Date

Dean of Men

Date

Dean of Women

Date