

CONSTITUTION
OF THE
WORCESTER POLYTECHNIC INSTITUTE WIRELESS ASSOCIATION

Approved by the membership on January 31, 2013

I Name and Purpose

- A The name of the organization shall be the Worcester Polytechnic Institute Wireless Association.
- B The purpose of this organization shall be, as far as practical, to (1) maintain and operate a club station; (2) to provide activities and opportunities for its members; and (3) to provide service to the WPI community.

II Officers

- A The officers of this organization shall be the president, vice president, secretary, treasurer, station engineer, repeater control operator, and QSL manager. The Executive Board shall be comprised of these officers.
- B Election of Officers
 - 1 Elections shall be held each year in the 4th week of C term at a regular business meeting. Nominations for office shall be accepted at the business meeting one week prior to elections.
 - 2 Each member is permitted to cast one vote for each office. Any member who is unable to attend the meeting may vote by absentee ballot.
 - 3 The newly elected officers shall attend Executive Board meetings effective immediately after their election and shall take office the first day of D term.
 - 4 Each officer except the station engineer and QSL manager shall be elected by a simple majority of those present at the meeting and the absentees by secret ballot.
 - 5 In the event that no nominee for a particular office receives a simple majority, a runoff election shall be held by eliminating the nominee receiving the least votes on the previous ballot. This procedure shall continue until one nominee receives a majority.
 - 6 The station engineer and QSL manager shall be appointed by the president.

C Eligibility for Office

- 1 Any full member who is expected to be a full-time student for the duration of the term of office is eligible for election to office.

- 2 The office of station engineer is restricted to those members holding a valid amateur radio license issued by the Federal Communications Commission granting the privileges of at least “General” class.

D Leave of Absence

- 1 An Officer who is unable to fulfill the duties of office for not more than one term due to a WPI sponsored project or other extenuating circumstances may request in writing a leave of absence from the Executive Board, including start and end dates for the absence. Upon the approval of the request by the Executive Board, a special election will be scheduled at the next general business meeting. The Officer shall resume the duties of office at the end of the leave of absence.

E Special Election of Officers

- 1 In the event of extenuating circumstances, a special election may be held to temporarily fill a vacancy in the Executive Board. The election shall follow all applicable rules defined in Article II Section B. The general membership of the club shall be notified at least seven days prior to the special election.
- 2 The newly elected interim officer shall attend Executive Board meetings effective immediately after election and shall assume the responsibilities of the Office effective immediately upon vacancy. The interim officer shall vacate the office at the return of the regular Officer or the regular change of Executive Boards, as stated in Article II, Letter B, Item three (3)., whichever comes first.
- 3 In the event that another officer is elected to the interim position, there shall be another special election at the following meeting for another interim officer.

F Duties of Officers

- 1 It shall be the president’s duty to preside at meetings, to call meetings, to appoint committees, and to be responsible for the management of the club. He shall also be a member of all committees.
- 2 It shall be the vice president’s duty to take the president’s place if at any time the president is unable to perform his duties. He shall also represent the club to the WPI community whenever it is required. He shall also assist the president in his duties.
- 3 It shall be the Repeater Control Operator’s duty to maintain the operational status of the Higgins and Airport repeaters and ensure they are complying with all FCC regulations. In the event that repeater equipment is being upgraded or replaced, it shall be also be his duty to perform the upgrades or appoint someone to perform the upgrades.
- 4 It shall be the secretary’s duty to carry on all correspondence, send out notices of activities and meetings, to take minutes at all meetings, and to take attendance at all meetings.

- 5 It shall be the treasurer's duty to collect all forms of income and other receipts, to keep accounts of all money, and to be in charge of all purchasing done in the club's name. It shall be his duty to see that there is at all times sufficient resources in the club's treasury for purchases, and that bills are paid on time.
- 6 It shall be the QSL manager's duty to send QSL cards to those operators that we have made contact with and desire a QSL card, and to obtain QSL cards from those operators that we have made contact with and need a QSL card from.
- 7 It shall be the station engineer's duty to maintain the station and the club's equipment. He shall maintain safe conditions for anyone using the equipment. He shall also be responsible for instructing operators in the use of club equipment.

III Members

A Classes of Membership

- 1 All members of the Worcester Polytechnic Institute Wireless Association must be full-time students, undergraduate or graduate, staff at WPI, or Alumni of the university. Each member is defined as either "Full", "Associate", "Alumni", "Staff" or "Inactive".
- 2 Full members: A member holding a valid amateur radio license issued by the Federal Communications Commission, who has attended two meetings and demonstrates a genuine interest in amateur radio. Full members must be students of the university. Full members are elected to the club by the Executive Board.
- 3 Associate members: A member meeting the qualifications of Full members but not possessing an amateur radio license. Associate members must be students of the university. Associate members are elected to the club by the Executive Board.
- 4 Alumni members: A member who has departed the university, by graduation or any other means, and, while a student of the university, was a "Full" or "Associate" member shall automatically be reclassified as "Alumni".
- 5 Staff members: A member who is an employee of the university may be classified as a "Staff" member. With the exception of the Advisor, WPI staff wishing to be members of the club shall be eligible only for membership in this category. Staff members shall be elected by the Executive Board.
- 6 Inactive members: A member holding the status of "Full" or "Associate" but who has not attended at least two regular business meetings or club sponsored events, or does not show a genuine interest in amateur radio for the period of one term will be reclassified as "Inactive".
- 7 The automatic reclassification of any member to "Inactive" status may be suspended by the Executive Board in the event of extenuating circumstances.
- 8 An inactive member will be dismissed from the club entirely after one full term of being classified as inactive.

- 9 Inactive members may be restored to full or associate member status under the provisions of Article III, Letter A, Items one (1) and two (2).
- 10 In addition to the above requirements, there may be a dues requirement for membership. The dues requirement may be imposed at the recommendation of the Executive Board by a club vote.
- 11 The Executive Board may deactivate or dismiss from the club any member whose actions have been detrimental to the club. All such actions are effective upon notification of the member. At the time of such notification, the member shall be informed of the Executive Board's decision, reasons behind it, and shall be informed of the appeal procedure.
- 12 Any person refused membership, deactivated, or dismissed by the Executive Board or by automatic action of the Constitution may appeal the action to the general membership at any regular business meeting. A majority vote by the membership may override the appealed action. Once voted upon, the decision by the membership cannot be re-appealed.
- 13 Members may submit, in writing, a request for discontinuance of their membership in the organization. All requests must be submitted to the Executive Board as a whole and are effective upon receipt by the Executive Board. Members who discontinue their membership may become members again by attending regular business meetings and meeting the provisions of either Article III, Letter A, Item one (1) or Article III, Letter A, Item two (2).

B Privileges of Membership

- 1 All active Full members are entitled to: Access to the station with their WPI ID card, use of station facilities to the extent permissible by FCC regulations, notification of business meetings, and voting rights in all issues presented to the general membership.
- 2 All active Associate members are entitled to all Full members' privileges except access to the station with their WPI ID card.
- 3 Alumni members may continue to be on the clubs mailing list, attend club meetings, participate in work parties, and assist with station operations under the direction of the Executive Board. Alumni members shall not retain voting privileges.
- 4 Staff members will, if holding a valid FCC amateur license, be permitted access to the station. Staff members will not have voting privileges in matters before the club.
- 5 Inactive members are entitled solely to notification of business meetings.

IV Faculty/Staff Advisor

- A The faculty/staff advisor shall be a full time WPI faculty of professional staff member.

- B He shall be chosen by a majority vote of the club membership.
- C He shall not have the power to vote in club decisions.
- D The faculty/staff advisor is entitled to notification of all business meetings.

V Meetings

- A At least three meetings, separated by a period no less than seven days shall be held during each term; A, B, C, and D.
- B Notification of all members must be mailed at least 24 hours before the time of the meeting. The club is not responsible for lost, late, or misdirected mail, and it is the responsibility of each member to ensure that the address given to the secretary is correct.
- C A quorum for the transaction of any club business shall be at least one-half of the total number of full and associate members.

VI Miscellaneous

- A Amendments to this Constitution shall be made only by the approval of two-thirds of the full and associate members of the club. Proposed amendments shall be sent out to every member and the faculty advisor at least seven days before action is taken on such amendments.
- B By-laws shall be made or repealed by a majority vote of quorum at a business meeting. The secretary shall keep a copy of all by-laws of the club.
- C Any powers not specifically delegated in this Constitution shall rest in the general membership by means of a majority vote of quorum at a business meeting.
- D Any decision of the Executive Board may be overridden by means of a three-fourths vote of all full and associate members at a regular business meeting, except as provided for in Article III, Letter A, Item twelve (12).

VII

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution, any bylaws in effect, and any special rules of order the organization may adopt.

VIII SOC Enabling Clause

The WPI Wireless Association agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state and local laws.