

Constitution of the Cardiff University Amateur Radio Society

Adopted: December 14, 2018

Preamble

This association is organized to serve the interests of those at Cardiff University who are radio amateurs or are interested in amateur radio. We constitute ourselves the Cardiff University Amateur Radio Society (CUARS), herein referred to as the “society,” and enact this constitution as our governing law.

It shall be our purpose to:

- 1) further the exchange of information and cooperation between members;
- 2) promote radio knowledge, innovation, fraternalism and individual operating efficiency;
- 3) encourage Cardiff University students to take on leadership roles in the society and the larger community; and,
- 4) conduct association programs and activities as to advance the general interest and
- 5) welfare of Amateur Radio in the community.

The association will encourage and support learning and experimentation with radio and computation, allowing both traditional ham and emergency response activities, and also proactively enabling and encouraging novel uses of wireless, computers and sensors.

To this end, the association activities shall include (but not be limited to) the following areas:

- 1) Public service to the University and larger community.
- 2) Building, maintaining, and operating an amateur radio station.
- 3) Advancing the technical knowledge of its members.
- 4) Planning, building, and investigating other electronic equipment.

The society-maintained amateur radio station, GC0CDF, is to follow the best engineering and operating practices and is to be operated in strict accordance with the Ofcom regulations. The electronic experiments and instruction will be undertaken with the aim of developing those qualities which typify a good amateur radio operator, especially those skills necessary for emergency communications.

1. Name

The Society shall be known as the Cardiff University Amateur Radio Society.

2. Aims

The aims of the society shall be to further the interests of its members in all aspects of amateur radio and directly associated activities.

3. Affiliation

The Society shall form part of the Cardiff University Students' Union, and as such, will adhere to all the rules of the University, the Union Constitution, Students Union and Student Activities policy, and rules laid down herein.

The Society additionally affiliates itself with the Radio Society of Great Britain in order to support the aims and aspirations of the National Society and Amateur Radio community of the UK.

4. Membership

Membership shall be open, subject to the discretion of the Committee, to all students, faculty, and staff affiliated with Cardiff University interested in the aims of the Society. The Society operates on a basis of inclusion, therefore, no member will be discriminated against. The requirements for membership shall be:

- 1) Interest in Amateur Radio
- 2) Approval by the Committee
- 3) Attendance at one society meeting and one society event

To retain membership, a member must:

- 1) Actively participate in one or more society activities
- 2) Pay dues promptly in accordance with this constitution

Full members

Full members must be 16 years of age or over or must hold the permission of any competent authority to install and operate an amateur radio station.

Honorary members

Honorary Life Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Society, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from dues.

Guests

Members may invite guests to meetings. Guests who attend regularly are asked to become Full members.

All members shall abide by the constitution of the Society. The Committee shall have power to expel any member whose conduct, in the opinion of at least two-thirds of the full Committee, renders that person unfit to be a member of the Society. No Member shall be expelled without first having been given an opportunity to appear before the Committee

5. Dues

The annual dues for membership shall be set by the Committee. All dues shall be due and payable at the beginning of the Cardiff University academic year or upon becoming a Full member. Members in arrears have no voting rights. A member shall have deemed to have resigned from the Society, if, by the following academic year the dues have not been paid. The Committee shall have the power to waive or reduce dues in special circumstances

6. Station Access

All members in good standing shall have access to the society station. Members may be barred from the society station by the Committee to avoid suspected hazards to the station or suspected violations of the Constitution, applicable Ofcom regulations, or any additional rules the Society may be subject to from the University. In this case, the Committee must notify the membership of this action and the reasons for it as soon as practical, and in any case no later than the next meeting.

7. General Meetings

Society meetings shall be held at least monthly during the regular academic year. The time, place, and manner of notification shall be set by the membership and included on the website.

8. Finance

All money received by the Society shall be promptly deposited in the Society's bank account.

9. Membership of the Society's Committee

The Society's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee, in whom the Society's property shall be vested, shall consist of:

- 1) A President who will be responsible for:
 - a) acting as the principle officer, spokesperson for the society, and key contact with other groups
 - b) planning, organizing, and chairing of committee meetings
 - c) ensuring the smooth and continuing operation of the Society
 - d) handling administrative tasks related to the Society
- 2) A Secretary who will be responsible for:
 - a) keeping the minutes of all meetings of the Society
 - b) ensuring that all correspondence is correctly handled
 - c) maintaining a master roll of members and honorary members
 - d) maintaining a register of Society equipment
- 3) A Treasurer, who will be responsible for:
 - a) keeping the Society's accounts
 - b) ensuring that Cardiff University Students' Union Financial Guidelines are adhered to
 - c) advising the Committee on all financial matters
 - d) preparing the accounts for audit and presenting them at the AGM

10. Committee standing orders

The quorum for the Committee shall be two-thirds. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.

Committee meetings may be called by the President, the Secretary, or any vote.

11. Annual General Meeting

The Annual General Meeting shall normally be held on the last Wednesday of April each year. At least 21 days notice shall be given to each member in writing. The quorum for the meeting shall be one quarter of the Full Members.

The agenda for the meeting shall be:

- 1) Minutes of the previous AGM
- 2) President's report
- 3) Secretary's report
- 4) Treasurer's report
- 5) Election of the new Committee
- 6) Other business

Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing. Items to be raised by members under other business must be notified to the Secretary not less than 14 days before the AGM.

12. Extraordinary General Meeting

Extraordinary General Meetings may be called by the Committee or not less than members of the Society, the date of the meeting being the earliest convenient as decided by the Committee. At least 21 days notice in writing must be given to the Secretary, who in turn shall give members at least 14 days notice in writing of the agenda. No other business may be transacted at the EGM. The quorum for the EGM shall be one half of the Full Members.

13. Amendments to the constitution

The constitution may be amended only at an EGM called for that purpose. Amendments passed by vote require ratification by the Societies Executive Committee.

14. Winding up of the Society

The decision to wind up the Society may be taken only at an EGM. In the event that the Society folds, all assets and debts will revert back to Cardiff University Students' Union.