

University of Toronto Amateur Radio Society Constitution

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1. Name and Purpose

1. The official name of the recognized student group is the “University of Toronto Amateur Radio Society”
2. The official acronym or abbreviation of the group is “UTARS”
3. The purpose, objectives, mission and/or mandate of the organization is to:
 - a. Develop its members’ technical skills through the art and science, and promotion, of amateur radio;
 - b. Make contact with radio amateurs in technically challenging ways, including during amateur radio contests; and
 - c. Educate its members about amateur radio, including potentially assisting them in acquiring their Amateur Radio Operator Certificate.

2. Membership and Membership Fee

1. The group shall maintain a list of group members.
2. Voting membership is open to all registered students of the University of Toronto.
3. Voting membership is open only to registered students of the University of Toronto.
4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

5. The membership fee will be \$0 per year.

3. Rights of Members

1. All voting members have a right to attend all General Meetings of members.
2. All voting members have a right to cast votes at all General Meetings of members.
3. All voting members have a right to stand for election unless otherwise stated in this document.
4. All voting members have a right to cast votes in all group elections and referenda.
5. All voting members have a right to propose and vote on amendments to this constitution.
6. The rights prescribed in this section are not awarded to non-voting members as described in [2. Membership and Membership Fee](#).

4. Executive Committee

1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
2. The Executive Committee shall be comprised of no less than two (2) voting members.
3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4. Non-voting members may hold only non-voting positions on the Executive Committee.
5. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
8. The Executive may appoint or remove [Directors](#) at will.
 - a. Directors do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.
 - b. The term of such Directors shall be from appointment until removal, or until the end of the term of the Executive that appointed them, whichever comes first.
 - c. Directors shall be voting or non-voting members of the group.
9. A member may be recalled from their position in the Executive Committee by a simple majority of a General Meeting.

5. Executive Committee Composition and Duties

1. The no less than (1) Managers shall:
 - a. Be eligible to cast votes at meetings of the Executive Committee;

- b. Oversee the operations, management, and success of the group;
 - c. Serve as spokespeople for the group;
 - d. Book space on campus as required;
 - e. Hold signing and financial authority along with the Treasurer;
 - f. Preside over meetings of the Executive Committee and/or members;
 - g. Carry out, or delegate, the duties of any vacant Executive Committee position;
 - h. Ensure a transition of office from one year to the next.
2. The Station Master shall:
- a. Not be eligible to cast votes at meetings of the Executive Committee;
 - b. Be, ex officio, the person holding an Amateur Radio Operator Certificate with Advanced qualifications sponsoring the VA3UTR amateur radio club station call sign, unless that person holds another Executive Committee position, in which case the position of Station Master shall not exist and its duties shall be merged into those of the position that the person holds;
 - c. Be the point of contact between the group and the Government of Canada for matters pertaining to amateur radio services and regulations;
 - d. If they are an accredited examiner, administer license examinations for club members to acquire their Amateur Radio Operator Certificates on at least an annual basis.
3. The Treasurer shall:
- a. Be eligible to cast votes at meetings of the Executive Committee;
 - b. Record all financial transactions of the group;
 - c. Hold signing and financial authority along with the Managers;
 - d. Maintain a budget of income and expenses;
 - e. Advise members on financial position of the group;
 - f. Prepare an annual budget for the group.

6. Duties of Directors

1. The Secretary shall:
- a. Maintain a list of group members;
 - b. Maintain the group member contact list;
 - c. Handle internal communications with members;
 - d. Record notes and motions for meetings;
 - e. Notify all members of General Meetings.
2. The no less than three (3) Technical Directors shall:
- a. Oversee the technical operations of the group with respect to their domain;
 - b. Manage the group's software resources and physical property in their domain;
 - c. Oversee education and training in their domain of interested group members.
3. The no less than one (1) Outreach Director shall:
- a. Oversee recruitment for executive positions and of voting members,
 - b. Seek sponsorships and other sources of external funding.
4. The no less than one (1) Marketing Director shall:
- a. Manage the group's social media account(s),

- b. Design graphics for the group's website and social media.
- 5. The no less than one (1) Webmaster shall:
 - a. Implement changes to the group's website in accordance with the Marketing Director's/s' design,
 - b. Manage software resources not in the domain of any Technical Director.

7. Recruitment

1. Recruitment for all voting positions on the Executive Committee shall be opened and advertised to all group members annually.
2. The recruitment process shall be decided and executed by the outgoing voting Executive Committee members. In particular, before opening recruitment, they must decide the number of Managers to recruit.
 - a.
3. All voting group members shall be eligible to apply for each voting position.
4. All non-voting group members shall be eligible to apply only for non-voting positions.
5. Recruitment must be done in an unbiased manner.
 - a. Conflicts of interest between voting members and applicants must be disclosed by the members, and a majority of the Executive excluding the conflicting members may vote to bar them from voting on decisions regarding the applicant's position.
 - b. Members applying to the incoming Executive may not discuss or vote in decisions regarding the positions to which they are applying, except as provided for in 6.
6. Final decisions on the incoming Executive composition shall be made during a General Meeting at which all applicants to incoming Executive positions are entitled to speak at least once.
7. Positions left vacant after the full recruitment process or after a recall may be filled by resolution of the incumbent/remaining Executive.

8. Finances

1. The Treasurer shall keep an active record of income and expenses.
2. The Treasurer shall present the group's updates on the group's financial position at Executive meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7. The group will not pay salaries to any of its officers.

9. Meetings

1. The Executive Committee shall meet at least monthly. The quorum for Executive Committee meetings shall be a simple majority of the voting members of the Executive Committee.
2. All Directors shall attend Executive Committee meetings to the best of their ability.
3. All members shall be eligible to attend Executive Committee meetings, and to speak unless decided otherwise by a $\frac{2}{3}$ vote of the Executive Committee. All others may speak at Executive Committee meetings only at the invitation of the Executive.
4. A General Meeting may replace an Executive Committee meeting. General Meetings differ from Executive Committee meetings in that:
 - a. Quorum may alternatively be met by a number of voting members of the group equal to the total number of incumbent Directors and Executive Committee members
 - b. The date must be announced to the general membership at least two (2) weeks prior to the date of the meeting, or else quorum is 100% of voting members.
 - c. All voting members are eligible to vote on decisions, and all members are unconditionally eligible to speak.
 - a. Voting members may proxy their vote to any other voting member by indicating their desire to do so to a Manager. The receiving Manager shall ensure such proxying is done fairly and securely.
5. Any voting member may designate an Executive Committee meeting to be replaced by a General Meeting provided it is to consider a proposed constitutional amendment, to appeal their revocation of membership, and/or to recall a member of the Executive Committee. A General Meeting for any other purpose may be initiated by the Executive Committee.

10. Termination of Membership

1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
7. Executive Committee members are subject to the same termination of membership process as general members.

11. Amendments

1. All constitutional amendments - except those pertaining only to section 6 - shall require a 2/3 majority vote at a General Meeting to be passed, if, when the amendment is proposed:
 - a. The club is affiliated with the University of Toronto Students' Union; OR
 - b. The club holds Full Status affiliation with the University of Toronto Engineering Society
2. If none of the conditions under 1. are fulfilled, constitutional amendments require a 2/3 majority vote of the Executive Committee to be passed.
3. All voting members may propose and vote on amendments to the constitution.
4. Voting members may proxy their vote to any other voting member by indicating their desire to do so to a Manager. The receiving Manager shall ensure such proxying is done fairly and securely.
5. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
6. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.