

## **Constitution of the Carnegie Mellon University Silicon Valley Wireless Innovators**

Adopted: November 26, 2013

### **Preamble**

This association is organized to serve the interests of those at CMU Silicon Valley who are radio amateurs or are interested in amateur radio. We, the undersigned constitute ourselves the Carnegie Mellon University Silicon Valley Wireless Innovators (CMUSV-WI), herein referred to as the “association,” 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 CMUSV students to take on leadership roles in the association and the larger community; and,
4. conduct association programs and activities as to advance the general interest and 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 CMU 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 association-maintained amateur radio station, W6CMU, is to follow the best engineering and operating practices and is to be operated in strict accordance with the Federal Communications Commission (hereinafter: FCC) regulations embodied in Part 97 of Title 47 of the Code of Federal 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.

### **Article I – Name**

The name of this organization is the **Carnegie Mellon University Silicon Valley Wireless Innovators (CMU-SV WI)** association.

### **Article II – Membership**

All faculty, staff and students affiliated with Carnegie Mellon University, Silicon Valley, interested in Amateur Radio communications shall be eligible for membership. The requirements for membership shall be:

1. Interest in amateur radio.
2. Approval by the Executive Committee.
3. Satisfactory academic standing, as determined by the University, for currently enrolled student members
4. Attendance at one association meeting and one association event.

To retain membership, a member must:

1. Actively participate in one or more association activities.
2. Pay dues promptly, in accordance with the Bylaws.

Removal from membership:

Members may be removed from the association by the Executive Committee for failure to comply with the Constitution or Bylaws. In this case, the Executive Committee must notify the membership of this action and the reasons for it as soon as is practical, and in any case no later than the next meeting of the General Assembly. If so removed, any dues paid by the member will be refunded.

Non-voting members:

The Executive Committee may approve the addition of various external members (such as Alumni, Adjuncts and External Advisors) as members, provided they pay dues and participate in accordance with this Constitution and Bylaws, except that they may not vote in the General Assembly, and may not serve as Officers.

### **Article III - General Assembly**

1. The General Assembly shall consist of all members present at a regularly scheduled meeting.
2. Meetings of the General Assembly may be called by the Executive Committee or by two-fifths of the Membership.
3. The voting Quorum of the General Assembly is defined as at least 50% of the voting members of Membership.
4. A General Assembly meeting should be held at least once a semester, typically near the beginning of the semester.
5. Action of the General Assembly shall be made by simple majority of the Quorum. Any powers not specifically delegated to the Executive Committee are vested in the General Assembly.
6. If a Quorum is not present at the General Assembly, the Executive Committee, at its discretion, may conduct an electronic ballot of all voting members for time-sensitive decisions. In this case, Action shall be made by a simple majority of the voting members of Membership.

### **Article IV - Officers**

The officers of the association shall be the President, Secretary-Treasurer, and Technical Operations Manager, as detailed in Article V.

## **1. Nomination and election process**

The officers shall be elected at the first meeting of the academic year, and their terms of office shall be one year (12 months). Terms shall begin immediately following the election. Nominations will be solicited by email in advance of this first meeting of the year. Vacancies shall be filled by special election at the first regularly scheduled meeting following a resignation, approved leave of absence or removal if office no longer actively fulfilling their obligations as officer.

## **2. Qualifications for each office**

Officers may be any CMU-SV faculty, staff or student, provided they are licensed US radio amateurs of at least General level, and are association members in good standing. However, the Technical Operations Manager must hold a valid US amateur license of Extra class.

## **3. Confirmation of the election process**

Should the General Assembly elect a slate of officers not meeting these requirements, the new secretary-treasurer is required to officially communicate this fact to the Faculty Advisory Board, (See Article VI) who will choose within one week to certify or nullify these results. If the newly elected secretary-treasurer, or in his/her absence, another qualified individual, does not report to the faculty advisory board within one week, the election is nullified; if the faculty advisor board, having been advised of the election results does not respond within one week, the result is certified.

## **4. Officer removal process**

Officers may be removed from office by a three-fourths vote of the Membership.

## **Article V - Offices**

**President:** The duties of the President shall be:

1. Preside over meetings of the Executive Committee and the General Assembly.
2. Represent the association in relations with the Administration of Carnegie Mellon University and of Carnegie Mellon University, Silicon Valley. The President may choose to delegate this responsibility.
3. Execute the decisions of the Executive Committee.
4. Enforce this Constitution and the Bylaws.
5. Consult and Coordinate with the Faculty Advisory Board

**Secretary-Treasurer:** The duties of the Secretary-Treasurer shall be:

1. Maintain a record of the proceedings of all association meetings.
2. Maintain a roll of the Membership.
3. Carry on the general correspondence of the association.
4. Report all actions of the Executive Committee to the Faculty Advisory Board.
5. Provide notice of meetings to all members as specified by the Bylaws.
6. Handle all monies, funds, bills, and accounts of the association.

7. Present a financial report at each meeting.
8. Perform the duties of the president in his or her absence.
9. The Secretary-Treasurer may choose to delegate the sending of meeting invitations and the keeping of meeting minutes to willing association members.

**Technical Operations Manager:** The duties of the Technical Operations Manager shall be:

1. Assist the trustee in any or all dealings with the FCC.
2. Maintain the station equipment in accordance with the radio laws of the United States, the Bylaws of this association, and the rulings of the Executive Committee.
3. Supervise and assist in projects undertaken by the association and give reports on station activities at each meeting of the General Assembly.
4. Assure that association members are checked on the proper operation of association equipment before operation of that equipment is permitted.

## **Article VI – Faculty Advisory Board**

The Faculty Advisory Board shall consist of at least three faculty members.

At least one member of the Faculty Advisory Board should be a US amateur radio licensee, of at least General level. Other are encouraged to hold licenses.

The goal of this Board is to act as a steering committee, to provide advice, and to ensure continuity as the officers get replaced each academic year. The initial Board members will be nominated by the founding members and subsequently new or replacement members will be nominated by the current Faculty Advisory Board and approved by the Director of the Silicon Valley Campus.

Individual members serve no more than four years, with a goal of staggered appointments to enhance continuity. Any member of the Board may also serve as an Officer of the Executive Committee, but this is not required.

One member of the Faculty Advisory Board or designee shall hold the station license and shall be the trustee for the station. The Board will be chaired by one of the members.

The Faculty Advisory Board can recruit and appoint one or more External Advisors, who must be experienced US amateur radio licensees, of at least General level.

## **Article VII - Executive Committee**

The Executive Committee shall consist of the officers of the association. The Executive Committee shall have the power to:

1. Authorize all association projects.
2. Enforce this Constitution.
3. Authorize expenditures not to exceed a limit to be defined in the bylaws between any two meetings of the General Assembly, but in no case is the Executive Committee or any subset thereof permitted to authorize expenditures in excess of the Association's uncommitted cash-on-hand nor to take on debt obligations on behalf of the Association.

4. Appoint committees to handle special duties. The bylaws may specify committees that must be appointed.

Meetings of the Executive Committee may be called by the President or by any three association members. To transact business, at least two officers must be present. All Executive Committee action shall be taken by a simple majority of all officers, using phone or email if necessary.

#### **Article VIII - Meetings**

Association meetings shall be held at least monthly during the regular school year. The time, place, and manner of notification shall be set by the General Assembly and included in the Bylaws.

#### **Article IX - Dues**

The General Assembly may include in the Bylaws a levy on the membership if it is deemed necessary for the operation of the association. Failure to pay such dues shall be grounds for expulsion from the association.

#### **Article X - Station Access**

All members in good standing shall have access to the association station. To retain such access, a member must pay any required dues at the beginning of each academic year or on joining the association during the year. Members may be barred from the association station by the Executive Committee to avoid suspected hazards to the station or suspected violations of the Constitution, Bylaws, applicable FCC Rules and Regulations, or any additional rules to which the Association may, from time-to-time, be subject to by landlords. In this case, the Executive Committee must notify the membership of this action and the reasons for it as soon as is practical, and in any case no later than the next meeting of the General Assembly.

#### **Article XI - Amendments**

A vote of at least three-fourths of the General Assembly is necessary to amend this Constitution. A vote of at least two-thirds of the General Assembly is necessary to amend the Bylaws. Neither this Constitution nor the Bylaws may be amended without each member in good standing being mailed or given written notice of intent to amend at least two weeks prior to such amendment.

#### **Article XII - Bylaws**

1. Meetings shall be held, unless otherwise announced, at the association ham-shack or in a designated conference room, at 18:00, prevailing local time, on the first Thursday of each month.
2. In order to facilitate proper operation of the association, a levy of \$20.00 per year will be applied to all members of the association.
3. The Secretary-Treasurer (or delegate) shall notify the Membership via electronic mail three days prior to all meetings.
4. The Secretary-Treasurer shall submit a proposed association budget to the Executive Committee and the Faculty Advisory Board for approval two weeks after the first

General Assembly of each academic year before submitting the resultant budget to the General Membership.

5. The Secretary-Treasurer and any other officer may jointly authorize any expenditure that has been published in the association budget and approved by the Faculty Advisory Board subject to the limitations of Article VII.3 of the Constitution.
6. The Technical Operations Manager shall designate conditions and a procedure for signing association equipment out to association members.
7. The Executive Committee may not expend more than \$150 between any two association meetings, unless approved in advance by the Faculty Advisory Board and in accord with the published budget.

### **Adopted**

This constitution was adopted at the first regular meeting of the association on Nov 26, 2013 after due notification of the membership, through votes of the General Assembly, composed of:

- Ahmed Bougacha – KK6HAP
- Arjun Athreya – KK6HPL
- Bob Iannucci –W6EI
- David Witkowski – W6DTW
- Derek Kozel – AG6PO
- Martin Griss – KJ6MIN
- Maxim Kovalev – KK6HAI
- Nagasrikanth Kallakuri – KK6GZS
- Patrick Tague – W6PDT
- Rishik Dhar – KK6HAO