

Concordia University Amateur Radio Club

Constitution

Revision 3.3 – 28th of July 2023

## Article 1: Definitions

1. CSBC: Concordia Student Broadcasting Corporation, whereas CUARC falls under the CSBC umbrella along with CJLO. The CSBC is the final arbiter in all matters relating to the CUARC constitution, and financial matters.
2. ISED: Innovation, Science, and Economic Development Canada. Formerly known as Industry Canada.
3. His / he / himself also refer to her / she / herself and do not imply any preference.
4. Individual refers to students or community members.

## Article 2: Name

1. The name of the association is "Concordia University Amateur Radio Club", hereafter referred to as "CUARC".
2. Also known by the ISED call sign VE2CUA.
3. Also known by the ISED call sign VE2RCU.
4. Also known by the ISED call sign VE2CLO.

## Article 3: Objectives

1. CUARC's objective is to help students and community members to gain knowledge and expertise about Amateur Radio and related pursuits.
2. The motto of CUARC is "learn, and share what you learn."

## Article 4: Membership

1. Eligibility
   1. Membership is open to all Concordia students and faculty who are interested in Amateur Radio.
   2. Concordia University students and faculty are considered members upon registration with the Executive.
   3. Community individuals are considered members after paying an annual fee determined by the CSBC Board and upon registration with the Executive.
2. Rights of Members
   1. All members shall have voting privileges in elections and general meetings of CUARC.
   2. All members shall be eligible to sit as Executive members.
   3. All members shall be entitled to participate fully in meetings and other activities, and benefit from the services of CUARC.
   4. Operation of any amateur radio equipment will be governed by internal CUARC policies and ISED regulations.
3. Responsibilities of Members
   1. Members are responsible for informing themselves of CUARC policies.
   2. Members are responsible for the careful handling of CUARC property. Defacement, destruction and/or theft of CUARC property are strictly prohibited.
   3. All members will treat other members respectfully.
   4. Non-compliance with this Constitution will be addressed by the Executive and may result in the loss of membership privileges.
4. Executive Members
   1. Executive positions are to be considered as volunteer positions, and any Executive member may step down or appoint an alternative member to fill a vacancy as needed.
   2. Primary Positions can include but are not limited to;
      1. Administrative Manager;
      2. Financial Director;
      3. Campus Outreach Director.
5. Assistant Members
   1. Assistant positions are to be considered as volunteer positions, and any Assistant member may step down from their position as needed.
   2. An Assistant position can be created by any Executive by submitting a proposal to the Administrative Manager.
      1. Description of the Assistant position to be created.
      2. Expected responsibilities of the Assistant.
   3. Upon approval by the Administrative Manager, the new Assistant position will report to the requesting Executive.
   4. Assistant positions can include, but are not limited to:
      1. Technology Coordinator (reports to Administrative Director);
      2. Licensing & Training Coordinator (reports to Outreach Director);
      3. Event Coordinator (reports to Outreach Director).
   5. Assistant positions are non-executive positions and thus do not share the same status as an executive member.
6. Fees
   1. The members fee shall be determined by the CSBC Board. This fee shall correspond with the member fee of the other CSBC organizations.

## Article 5: Election Procedures

1. In order to manage the operations of the CUARC, a dedicated Executive body will be selected by popular will, or via an appointment from current Executive members.
2. The membership therefore invests its authority in the Executive. Ultimate authority remains with the whole group in its membership, to which the Executive is responsible and reports.
3. The Executive can be elected at a General Meeting, if required, in which:
   1. Nominations shall come from the floor;
   2. All candidates shall have the opportunity to present themselves, and members present at the meeting shall have the opportunity to ask questions of the candidates;
   3. Any candidates who cannot be present due to extenuating circumstances may present a written platform that will be read on their behalf;
   4. To be elected, candidates must receive a simple majority of ballots cast where each candidate is voted on individually;
4. The operation of these elections will be overseen by an impartial (non-CUARC member) electoral officer, who will be appointed by CSBC in consultation with CUARC for that purpose.

## Article 6: Meetings

1. Annual General Meetings
   1. CUARC shall hold an Annual General Meeting each year in either the fall or winter term at a time and place determined by the Executive in accordance with this Constitution.
   2. Quorum is set at seven (7) members.
   3. The AGM will be publicized for two (2) weeks prior to its date (not including the day of) by:
      1. Postering in a visible location outside of the CUARC offices on campus and;
      2. Listing the AGM on the CUARC website and on all active channels of communication related to CUARC (eg: email lists, social media platforms).
   4. The AGM agenda shall include:
      1. Executive report;
      2. Financial report of the last fiscal year;
      3. Any agenda item, other than a constitutional amendment, provided it is brought up by a member to the attention of the Executive at least ten (10) working days prior to the AGM;
      4. An Executive election, if deemed necessary.
   5. Any motion to be voted on at the AGM shall be decided by simple majority vote of members present.
2. Special General Meetings
   1. Any matter which needs urgent and special attention that falls outside of the time frame, or the basic structure of the AGM can be discussed and decided on a at a Special General Meeting (herein known as an SGM) of the CUARC membership at any time throughout the year.
   2. SGM can be called:
      1. By decision of the Executive;
      2. By petition of twenty-five (25) percent of the members;
      3. Automatically in the case where there are vacancies in the Executive in one (1) or more positions.
   3. If an SGM is called by petition, the Executive of CUARC shall organize the meeting within twenty-eight (28) days.
   4. Quorum and voting procedure at an SGM shall be the same as for an AGM, simple majority.
   5. The SGM will be publicized with a minimum of one (1) weeks notice:
      1. Postering in a visible location outside of the CUARC offices on campus;
      2. Listing the SGM on the CUARC website and on all active channels of communication related to CUARC (eg: email lists, social media platforms).

## Article 7: Amendments to this Constitution

1. Constitutional amendments shall be made at a General Meeting provided that fifteen (15) days prior notice to working of the amendment is readily available to members. It requires a simple majority vote.
2. If a simple majority vote is not reached, the General Meeting may elect to vote on changes clause-by-clause.
3. CUARC Constitutional amendments require the approval of the CSBC Board to be adopted.

## Article 8: Separability of Articles

In any case of the provisions contained in this Constitution or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained in this agreement shall not in any way be affected.