

ARISS-Europe Terms of Reference

I. Definition

1. ARISS is the common working group of the national amateur radio and amateur satellite radio societies involved in Amateur Radio operations on board the International Space Station (ISS).
2. ARISS-Europe is a subgroup of the ARISS working group.

II. Object

3. The object of ARISS-Europe is :
 - to plan, implement and co-ordinate amateur radio projects and activities on board the International Space Station, in agreement with the ARISS teams worldwide
 - to build flight and monitoring equipment for ISS amateur radio
 - to carry out the technical and operational service for ISS amateur radio equipment
 - to develop operating procedures for ISS amateur radio
 - to plan future development of ISS amateur radio
 - to promote ISS amateur radio in the educational field and toward the general public.

III. Membership

4. Membership of ARISS-Europe shall consist of :
 - all European astronauts wishing to perform amateur radio operations during their flights and owning a corresponding Amateur Radio license
 - European national societies, members of the International Amateur Radio Union, Region 1 (IARU R1), involved in planning, organising and co-ordinating Amateur Radio projects on board of the ISS
 - European AMSAT societies and other European societies, wishing to contribute and introduced by their national IARU R1 society.
5. According to the Memory of Understanding established in Noordwijk, the Netherlands on March 27, 2000 the founding members of ARISS-Europe are :
 - AMSAT-Belgium
 - AMSAT-France
 - AMSAT-Italy
 - ARI
 - DARC
 - REF-Union
 - RSGB
 - UBA
6. Other societies as defined sub 4. are invited to join ARISS-Europe.

IV. Administration

7. ARISS-Europe is administered by a board consisting of :
 - a chairman
 - a technical director
 - two technical counsellors
8. The members of the board are elected for two years terms. They can be re-elected.
9. The renewal of the board is to be organised by the chairman every uneven year :
 - in March, the members are invited by the chairman to present candidates for the board (a chairman, a technical director and two technical counsellors)
 - in June, the chairman shall circulate the curriculum of the candidates by e-mail
 - each member is invited to cast one vote for each seat
 - the votes are e-mailed by the members to the four board officers
 - ballot messages are accepted till the 1 st of September
 - the results of the voting are circulated by the chairman by the 15 th of September
 - the newly elected board takes office on the 1 st of October.
10. All ARISS administrative work is done by e-mail.
11. The chairman may convene a meeting if at least five members agree. The agenda shall be circulated at least two weeks in advance.
12. Every member may ask the chairman for a meeting.
13. As far as possible, the ARISS-Europe administration shall be done on a no-cost basis.

V. Projects and activities

14. Groups or individuals volunteering to build equipment, carry out technical or operational service, develop procedures, etc. shall present their candidature to a member of ARISS-Europe. Only proposals introduced by members to the ARISS-Europe board will be taken into consideration.
15. Any project shall be fully documented. A feasibility study and a funding plan are required. Compliance with Amateur Radio rules is a prerequisite.
16. To be accepted, a project has to be approved by at least fifty percent of the ARISS-Europe members.
17. Approved projects shall be presented to ARISS.
18. ARISS approved projects are to be promoted by the members.

VI. Funding and Expenses

19. Any expenses related to any project shall be duly budgetted.
20. Members may decide to participate to the funding of a common project.
21. Administrative and travel expenses shall be covered by each participating member.
22. No fee or any form of contribution may be imposed on the members.
23. Donations may be accepted to contribute to the funding.

Adopted by the founding members,

July 1 st , 2000