

## **The Constitution of the Southdown Amateur Radio Society**

**As amended March 2018**

1. The Society shall be known as “SOUTHDOWN AMATEUR RADIO SOCIETY”.
2. The aim and object of the Society shall be to further the well being of amateur radio in all aspects.
3. Membership shall be open to persons who are interested in radio technology and at the discretion of the Committee before whom all applications shall be submitted. A copy of this Constitution will be given to each new member on joining. Each member, excluding family members, shall enjoy full voting rights. Each member will receive the Society’s monthly newsletter and access to online services provided by the Society. Full membership is open to all, regardless of whether eligible under any other class but will be required to pay the full subscription.
4. The names and call signs of applicants will be advertised either online, in the Newsletter, or both, for a period of at least one week prior to the Committee’s decision on their application.
5. Family membership shall be open to the spouse or partner and children, of a full member, in full-time education (but not teachers).
6. Students entering a Course run by the Society shall have Reduced Fee Membership but will be subject to normal joining procedures. This fee to be set each year by the Committee.
7. Honorary 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.
8. Reasons for the non-admission to Membership need not be given.
9. All Members shall abide by the Constitution of the Society. The Committee shall have the power to expel any member whose conduct, in the opinion of at least three quarters 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.
10. Non-members may attend Society meetings for a maximum of three meetings in any one-year and must be introduced by a full member.

## **SUBSCRIPTIONS**

11. The Annual Subscription for the following year shall be fixed for each year at the AGM.
12. Subscriptions shall be due for payment at the 1st January for the year.
13. Family members shall pay a single annual subscription equal to one half of the annual full subscription for the first such member. Additional family members will not be required to pay a subscription.
14. New Members who join the Society after the last day of June shall pay half the annual subscription. This will not apply to the Student Membership Fee.
15. Honorary Membership shall carry the rights of full membership but shall be free of subscription.
16. Any joining fee shall be set at each AGM for the following year.
17. Any member whose subscription is not paid by the 1st Monday of each March shall lose voting rights and shall cease to be regarded as a member.
18. Re-admittance to membership shall be as for initial application.

## **THE COMMITTEE**

19. The Society's affairs shall be administered by a Committee in which responsibility for the Society's property shall be vested. The Committee shall consist of the following:
20. A Chairman who shall act in this capacity at Society meetings and shall have the casting vote, where necessary,
21. A Vice-Chairman who shall act as Chairman in the absence of that Officer.
22. A Secretary who shall deal with the normal secretarial work of the Society.
23. A Treasurer who shall be responsible for the finances of the Society and shall advise the Committee at each of its meetings as to the financial position for the year to date and at each Annual General Meeting present accounts examined by two competent persons but without carrying out an audit. Examiners shall be appointed at the AGM.
24. A Training Secretary who shall be responsible for arranging training and examinations for members with the Society's Trainers.
25. A President and Vice President may be elected as the Members present at the Annual General Meeting see fit.

26. The Committee shall consist of not less than five ordinary Committee members.
27. The Committee shall, as necessary, be reduced to a minimum of six members.
28. The Committee shall appoint an Editor who shall be responsible to the Committee for the production and content of the Society's Newsletter. Such editor will be an ex officio member of the Committee.
29. Should any Committee member fail to attend three consecutive meetings without prior notice of apology for absence, such member shall cease to be a Committee member. Committee members sending apologies must give reasons acceptable to the Committee.
30. The Committee shall have the power to co-opt any ordinary member to the Committee as necessary.

#### **THE COMMITTEE SHALL BE RESPONSIBLE FOR**

31. Producing a monthly newsletter, which shall be the official organ of the Society.
32. Appointing Sub-Committees and Representatives, as they deem necessary in the interests of the Society.
33. The provision of a technical enquiry bureau and library to be available to all fully paid up members.
34. The pursuit of any line of enquiry found necessary or desirable in the common interests of the Society's members.
35. Appointing, as necessary, a Sub-Committee to organise the general running of the Clubroom.
36. A synopsis of the minutes of all AGM and EGM meetings will be published in Airtime.
37. Committee meetings shall be called by the Chairman as and when necessary to transact the business of the Society. Meetings shall be held monthly, with a minimum of six face to face meetings. At the discretion of the Chairman a maximum of six meetings may be conducted by e-mail or other electronic means.
38. The Committee, at its discretion, shall fill casual vacancies among the elected members of the Committee after advertising the vacancy to the Membership through the Society's Newsletter for the previous month.

#### **ANNUAL GENERAL MEETING (AGM)**

39. The Annual General Meeting shall be held in March of each year.

40. The AGM shall be held for the purpose of accepting the minutes of the last AGM, to hear the Chairman's report and Treasurer's report, to elect the Officers and Committee for the coming year, to agree any alteration or additions to the Constitution and to award the Society's trophies for the purposes for which they were intended. The trophies may be presented at a later date.
41. Notice of the AGM together with the agenda will be published in the preceding January issue of the Society's Newsletter.
42. Nominations for the posts of President, Chairman, Vice-Chairman, Secretary, Treasurer and Training Secretary will be invited in the January issue of the Society's Newsletter and must be submitted to the Secretary by the end of the first full week in February. The Secretary will confirm with nominees that they are willing to stand for office. A list of nominations received together with voting slips, where necessary, will be published in the February issue of the Society's Newsletter. No Member shall serve more than FIVE years consecutively in the same principal office.
43. The Financial year will run from January to December Inclusive.
44. Members unable to attend the AGM, and wishing to vote on published Nominations and Proposals, must post their vote, which must be signed by the member, with full name in capitals, to the Secretary to be received no later than the Friday immediately preceding the AGM. It should be clearly marked on the outside of the envelope indicating that it is a postal vote and will only be opened by the Chairman at the AGM and handed to the Teller.
45. Three tellers will be appointed from the members present to provide for an accurate count of all votes cast including those, if any, that are received by post. At the same time they will ensure that all persons who have cast a vote either by post or in person were eligible to do so.
46. Nominations for the remainder of the Committee, may be made at any time prior to and including the AGM.
47. Proxy votes will not be permitted at any time.
48. In the event of only one nomination being received for any particular post then the person nominated will be considered to be elected unopposed subject to a show of hands when a simple majority (for or against) will apply.
49. When two or more persons are nominated for any post an election will be conducted by means of a show of hands from those present together with a count of postal votes received. The Chairman shall be responsible for ensuring the proper conduct of the election and shall take any necessary steps to secure an accurate count. Members who have submitted a postal vote and are present at the AGM may NOT also vote in a show of hands. A simple majority will apply.

50. Should no nomination be received for a particular post then the Committee, at its discretion, may appoint a member to that post from within the Committee.
51. Notice of any proposal for an alteration or addition to the Constitution must be received by the Secretary in writing by the end of the first full week in January preceding the AGM. This proposal shall be signed legibly by the Proposer and Seconder who must be Fully Paid up Members at the time of submission.
52. Alterations to the Constitution may only be made at an AGM or Extraordinary General Meeting (EGM).

### **EXTRAORDINARY GENERAL MEETING (EGM)**

53. An EGM must be called by the Secretary at the request of the Committee or ten percent of the membership. Any demand for an EGM must specify the Motion to be discussed and be supported with fully legible and identifiable members details signed and dated by ALL those making the demand.
54. Notice of such EGM must be given in writing to all members with at least fourteen days notice and the motion for debate.
55. Such EGM must be held within thirty-five days of that notice.
56. Motions shall be carried at an EGM by a majority of two-thirds of those present and eligible to vote.
57. Only motions notified to members in accordance with rule 50 shall be considered by an EGM.
58. Twenty per cent of those entitled to vote shall form a quorum at an AGM or EGM.

### **GENERAL**

59. In the event of the winding up of the Society's affairs the assets shall be distributed equally to the members of FIVE years current standing. Members joining after the 31<sup>st</sup> December in the year preceding such winding up shall have any fees paid refunded but shall not receive any part of the assets of the Society.
60.
  - a) All property on loan to the Society will be returned to the Hon. Secretary who will forward to the registered owner.
  - b) All assets of the Society will be amortised. The Final Accounts will be audited.
  - c) All keys to shacks MUST be returned to Hon. Secretary who will return them to their owners.
  - d) All Licences held by the Society will be cancelled with OfCom.

61. A copy of the Society's Constitution will be displayed in the Society's clubroom.
62. Access to the Clubroom shall be available through the authorised key holders to all Society members and accompanied guests on production of a valid membership card.
63. Participation in organised courses shall be open to members subject only to any course fees being paid in advance. Refunds and reductions will be made only in special circumstances at the discretion of the Committee.
64. The Society's radio station is available for use by RAYNET through the authorised key holders.
65. A fully paid up member may introduce any number of his or her immediate family, (subject to rule 4), as a family member for a single annual subscription equal to one half of the annual full subscription. Such family members will not be eligible to vote or receive any assets in the event of the Society's dissolution.
66. The Society should produce a list of members' names and addresses with call signs And Radio interests. Members who do not wish their details to appear on the list must opt out in writing by the last Monday of February EACH year. Those opting out will only have their Call signs listed.
67. When any member is approached by a representative of a SILENT KEY all contacts shall be made with TWO designated Members present at all times, a copy of the terms of the request lodged with the Hon. Secretary together with a full Inventory of any equipment to be disposed of. This Inventory will be published in "Airtime" with any known prices. All approaches will be made through the designated Members not direct to the vendor. All sale proceeds shall be considered a donation to the Society, unless a percentage agreed with the vendor is deemed worthwhile by the Committee.
68. No member or members shall enter into any verbal or written agreement, contract or understanding with a third party that could place a commitment upon the Society in any financial or actual physical presence without the knowledge and approval of the full Committee.