

Constitution of Newbury and District Amateur Radio Society

As approved by the members at the Extraordinary General Meeting of 26th November 2003.

1) Name.

The Society shall be known as the Newbury and District Amateur Radio Society to be abbreviated as N.A.D.A.R.S.

2) Aims.

The aims of the Society shall be to promote the hobby of Amateur Radio and to protect the interests of its members.

3) Membership.

- a) Membership shall be open, subject to the discretion of the Committee, to any persons interested in the aims of the Society.
- b) Classes of membership will be: Full Member, Student Member, Family Membership and Honorary Member.
- c) Student members will pay a reduced subscription and a special subscription will be set for Family Membership. Honorary members will not pay.
 - i) Students are defined as being less than 25 years of age and in full time education.
 - ii) Family Membership is for members of a family as defined at the discretion of the committee.
 - iii) Honorary Life Membership may be granted to any person, who in the opinion of the Committee has rendered outstanding service to the Society. Such membership shall carry the rights of full membership but shall be free from subscriptions.
 - iv) Visitors may attend up to three meetings free of charge at the discretion of the Committee.
 - v) All members to have equal voting rights.
 - vi) All members shall abide by the constitution of the Society.
 - vii) The Committee will have the power to appoint a President of the Society. To be considered for this position a member must have been a member of the Society for at least fifteen years and during that time have made a valuable contribution to the Society. The president will be an ex-officio member of the Committee.

The term of office will normally be for a period of three years at the Committee's discretion. A member may serve for more than one three year period.

viii) **Membership misconduct.**

- d) Any Member whose conduct, either through omission or commission, in the opinion of the Committee is detrimental to the proper interests and welfare of the Society or its members shall be liable for suspension or expulsion from the Society. Such conduct does not necessarily have to take place within the confines of the Society and the conduct need not be solely concerned with Amateur Radio or the aims of the Society.. In any such case the Committee will give the member at least 14 days notice of the intended action and the member shall have the right to be heard by and make representation to the committee before that committee will vote upon such suspension or expulsion. In the event of suspension or expulsion the member will not have the unused part of the subscription fee returned. Any member disagreeing with the decision of the Committee may appeal to the membership attending the next Annual General Meeting against the Committee's ruling. Pending such appeal the member is excluded from all activities of the Society. In particular, the guidelines as laid out in "Radio Society of Great Britain, Child Protection Guidelines" or revision or replacement of that document or leaflet must be strictly observed at all times and by all members.

4) **Subscriptions.**

- a) The annual subscriptions for membership shall be set by the Committee.
- b) All subscriptions shall be due and payable at the Annual General Meeting.
- c) The Committee may, at its discretion, deem membership to continue for a period not exceeding three months from the date of the Annual General Meeting. If the subscription remains unpaid after this three month period then the membership will lapse.
- d) Members in arrears will have no voting rights.
- e) The Committee will have the power to waive or reduce subscriptions in special circumstances, such circumstances will be looked at on a case by case basis.

5) **Finance.**

- a) The financial year shall run from 1st April to 31st March.

- b) All cheques and cash received by the Society shall be deposited into a recognised clearing bank or building society. The Treasurer may keep sufficient cash in hand to meet petty incidental and day to day expenditures.
- c) Any expenditure on behalf of the Society by a Society member up to a maximum of £100 has to be agreed in advance with either the Treasurer or Secretary. Expenditure in excess of £100 must be agreed by a minimum of four members of the Committee.

6) Membership of the Society's Committee.

- a) The Society's affairs will be administered by a Committee elected at the Annual General Meeting.. The Committee will consist of Chair, Vice Chair, Secretary, Programme Secretary, Treasurer and up to three ordinary Committee members. A member may not hold one of these posts consecutively for more than four years, but may be elected to an alternate post after the four year period of service. After a one year break, the member may be elected again to any post.
- b) The committee may co-opt Society members onto the Committee if required and form sub committees if required.
 - i) Roles of the Committee members:
 - (1) Chair. To chair all Committee meetings and ensure the Society operates within the constitution.
 - (2) Vice Chair. To act in absence of Chair.
 - (3) Secretary. To take minutes of meetings and to be responsible for their safe keeping. To handle the Society's correspondence.
 - (4) Programme Secretary. To plan and organise the regular Society's meetings and activities.
 - (5) Treasurer. To record all financial transactions relating to the Society's activities. To provide a duly accurate set of accounts for the Annual General Meeting, checked by an ordinary club member acting as a responsible financial officer. The role of responsible financial officer will be filled either by nomination and election at the AGM or, in the absence of nominations, by co-option to this role by the Chair of the Committee.

(6) Ordinary Committee members. To assist the officers in the proper running of the Society by participating at Committee meetings and carrying out delegated tasks.

ii) The Committee will be responsible for maintaining the list of the Society's property and assets. This may be delegated to the Treasurer if the Committee so decide.

iii) The Committee will be responsible for maintaining the list of the Society's members. This may be delegated to the Treasurer if the Committee so decide.

7) General Standing Orders.

a) A quorum for general meetings will be 20% of the membership.

b) All motions must be seconded.

c) A member who is unable to attend a general meeting will be allowed a proxy vote. It is this member's responsibility to send, in writing, his/her voting intention to the Secretary prior to the general meeting. E mail will be deemed good notice.

8) Committee Standing Orders.

a) The quorum for the Committee will be four.

b) Committee meetings are called by the Chair, or in exceptional circumstances by any three members of the Committee.

c) The Chair will have the casting vote in ballots.

9) Annual General Meeting

a) The Annual General Meeting will normally be held in May. At least 28 days notice will be given in writing to all members. E mail will be deemed good notice. In the event that the Annual General Meeting cannot be held in May it will be held as soon as practicably possible after this time. The Committee will have the power to extend membership rights accordingly.

b) The agenda for the meeting will be:

i) Apologies for absence.

ii) Minutes of the previous Annual General Meeting.

iii) Chair's report.

iv) Secretary's report.

v) Treasurer's report

vi) Election of new Committee.

vii) Election of a responsible financial officer.

viii) Other business

(1) Items (i) to (v) shall be chaired by the out going Chair.

(2) Item (vi) by an acting Chair who is not standing for office

(3) Remaining business by the newly elected Chair.

c) Nominations for Committee post.

i) A member will become eligible for election if he/she has been nominated by two members prior to the closing date for nominations which will be notified in advance of the meeting. A nomination will only be valid if confirmed by the nominee. In the event of there being no prior nominations for a post the Chair may, at his/her discretion, accept nominations during the meeting.

d) Other business.

i) Items to be included must be notified to the Secretary not less than fourteen days prior to the meeting.

ii) No items can be discussed at the meeting that are not on the agenda or have not been previously notified, see (i) above. The newly elected Chair can at his/her discretion allow such discussion if he or she sees fit to do so.

10) Extraordinary General Meeting.

a) An Extraordinary General Meeting may be called by the Committee or by not less than five members of the Society. The meeting will be convened at the earliest practicable date as decided by the Committee. At least twenty eight days notice must be given to the Secretary if the meeting is not called by the Committee. The secretary will give members at least fourteen days notice in writing of the date and details of the agenda. E mail will be deemed good notice. No other business, other than on the agenda, may be transacted at the meeting.

b) Each item on the agenda will be decided by a simple majority of the members present. In the event of a "tie" the Chairman will have a casting vote.

11) Amendments to the Constitution.

a) The Constitution may only be amended at an Extraordinary General Meeting called for that purpose.

12) Winding Up.

- a) The decision to wind up the Society can only be taken at an Extraordinary General Meeting or Annual General Meeting. In the absence of a quorum at such a meeting, a motion signed by ten members or 10% of the membership, whichever is the smaller, will constitute the same decision.
- b) The assets of the Society will be disposed of as directed by the members at the final Extraordinary General Meeting or Annual General Meeting, or as directed by members in a motion presented under the terms of paragraph 13(a) above, after payment of all outstanding debts.

This amended constitution was accepted by the members at the Extraordinary General Meeting held on 26th November 2003 at 19:30 in Newbury Rugby Club Committee Room.

Chair date.....

Secretary date.....