

Constitution Blackwood and District Amateur Radio Society

Updated 21st July 2017

1. Name

The Club shall be known as the Blackwood and District Amateur Radio Society.

2. Aims

The aims of the Club shall be to further the interests of its members in aspects of amateur radio and directly associated activities.

3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Club

- (a) **Full members.** Full members must be 16 years of age or over.
- (b) **Honorary members.** Honorary Life Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Club, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions. The number of Life members shall be limited to three at any one time.
- (c) **Guests.** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.
- (d) **Expulsions.**

All members shall abide by the constitution of the Club. The Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters of the Committee present and entitled to vote, renders that person unfit to be a member of the Club. No Member shall be expelled without first having been given an opportunity to appear before the Committee and have the reason explained to them in writing, beforehand what exactly it is they are charged with. Any person summoned to attend before the Committee shall be given at least five clear days notice of such meeting

4. Subscriptions

- (a) The annual subscriptions for membership shall from time to time be set by the Committee.
- (b) All subscriptions shall be due and payable at the beginning of the financial year. Members failing to have paid by the 30th September shall be deemed to be members in arrears and will have no voting rights. Members not having paid by the 31st October shall have their membership terminated.
- (c) The financial year shall be determined by the Committee
- (d) The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding TWO years at a time.

5. Finance

All money received by the club shall be promptly deposited in the Club's bank account. Withdrawals require the signature of any two of the executive committee.

6. Membership of the Club's Committee

The Club's affairs shall be administered by a Committee elected at the Annual General Meeting.

The Committee, in whom the Club's property shall be vested, shall consist of:

- (a) A Chairman who will preside at all meetings at which he is present.
- (b) A Vice-Chairman who will act as chairman in the absence of the Chairman.
- (c) A Secretary who will be responsible for:
 - (i) keeping the minutes of all meetings of the Club.
 - (ii) ensuring that all correspondence is correctly handled.
 - (iii) maintaining a master roll of members and honorary members.
 - (iv) maintaining a register of Club equipment.
- (d) A Treasurer, who will be responsible for:
 - (i) keeping the Club's accounts.
 - (ii) advising the Committee on all financial matters.
 - (iii) preparing the accounts for audit and presenting them at the AGM.
- (e) FIVE Ordinary Committee Members.
- (f) The Committee may co-opt committee members to fill any vacancies that may arise. These persons will remain in office until the next AGM.

7. Committee standing orders

- (a) The quorum for the Committee shall be two thirds of the full committee.
In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.
- (b) Committee meetings may be called by the Chairman, the Secretary or any requisition by at least two thirds of the Committee.

8. Annual General Meeting

- (a) The Annual General Meeting shall normally be held during the month of November. At least 14 days shall be given to members via email and a notice displayed on the notice board in the club room.
- (b) The quorum for the meeting shall be one third of fully paid up members.
- (c) The agenda for the meeting shall be:
 - (i) Apologies for absence
 - (ii) Minutes of the previous AGM
 - (iii) Chairman's report
 - (iv) Secretary's report
 - (v) Treasurer's report
 - (vi) Election of the new Committee
 - (vii) Election of auditors
 - (viii) Other business
- (d) Items (i) to (v) shall be chaired by the out-going Chairman, item (vi) by an acting Chairman who is not standing for election to office, and the remaining business by the newly elected Chairman.
- (e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- (f) Items to be raised by members under other business must be notified to the Secretary not less than 21 days before the AGM.

9. Extraordinary General Meeting

- (a) Extraordinary General Meetings may be called by the Committee or not less than one third or 12 members of members of the Club, (whichever is the least), the date of the meeting being the earliest convenient as decided by the Committee. At least 28 days notice in writing must be given to the Secretary, who in turn shall give members at least 14 days notice in writing of the agenda. No other business may be transacted at the EGM.
- (b) The quorum for the EGM shall be one third of fully paid up members.

10. Amendments to the constitution

The constitution may be amended only at an EGM called for that purpose., provided a two thirds majority of those present and entitled to vote is achieved.

11. Winding up of the Club

- (a) The decision to wind up the Club may be taken only at an EGM, provided a two thirds majority of those present and entitled to vote is achieved.
- (b) The funds of the Club shall, after the sale of all assets and the payment of all outstanding debts, be disposed of to a club of similar interest or a charity as directed at the final EGM.