

Sheffield Amateur Radio Club

CONSTITUTION

23 February 2009

1. Name

The Club shall be known as the **Sheffield Amateur Radio Club**.

2. Aims

The aims and objectives of the Club shall be to further the interests of its members, and the wider community, in all aspects of amateur radio and directly associated activities and to attract more people into the amateur radio service.

3. Membership

Application for membership shall be open to all persons interested in Amateur Radio and the aims of the Club, regardless of ethnicity, gender choice, religion, political persuasion or physical ability. Applicants shall be proposed and seconded by full members of the Club. The committee shall have the right to vet all applications for membership.

(a) Membership shall be in the following categories:

- **FULL MEMBERSHIP:** Full members must be at least 16 years of age and not prevented from obtaining an amateur radio transmitting licence. Unless subject to 4(b) below, the full club subscription will apply to this membership category.
- **ASSOCIATE MEMBERSHIP:** This is open to those who are interested in the aims and objectives of the club. Access to club facilities for these members shall be determined by the committee.
- **JUNIOR MEMBERSHIP:** is open to any person under the age of 16 years, in full time education and not prevented from obtaining an amateur radio transmitting licence. Membership in this category is free.
- **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.
- **GUESTS:** Paid up members may invite guests to club meetings. Guests may attend no more than THREE meetings, after which a membership subscription will become due.
- **All Full members and honorary members shall have full voting rights.** Associate and Junior members shall not have voting rights. Any member not having an up to date subscription shall not be eligible to vote. Only members with a vote shall be eligible for election to the committee.

4. Subscriptions

- (a) Subscriptions rates shall be set by the committee. 28 days notice of any changes shall be given.
- (b) At the discretion of the Committee, subscription rates will be reduced for those who are unwaged, on benefits, or students or who are under some hardship.
- (c) Subscriptions shall be payable in full in January or in instalments in January, April, July and October.
- (d) Membership shall expire on the last day of December if the whole subscription is paid in January or on the last day of March, June, September or December if the subscription is paid quarterly.
- (e) The financial year shall run from 1st January to 31st December inclusive.
- (f) The charges for GUEST visitors shall be levied at a rate determined by the committee. Such visitors will be limited to 3 visits per year, after which full subscription shall become due, pro rata to the time of year, and at the committee's discretion. Guest visitors are required to sign the attendance book provided at the door at each meeting.
- (g) Other charges (eg a 'door levy') may be applied from time to time, at the discretion of the committee.

5. Finance:

Club monies are to be held in a bank account which the committee shall maintain especially for that purpose. Cheque withdrawals shall require the signature of the Club Treasurer and one other nominated officer of the club.

6. The Club Committee

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

The ethos of the committee shall be one of transparency and consultation with the general membership, based on an understanding that no major decisions will be taken by the committee without full consultation with the club membership.

The committee, in whom the club's property shall be vested, shall consist of:

(a) **A Chairperson** who will preside at all meetings at which he or she is present. No member may hold this position for more than 2 consecutive years. He or she may be re-elected after a break of one year

(b) **A Vice Chairperson** who will deputise for in the Chairperson in his or her absence.

(c) **A General Secretary** who will be responsible for

- (i) keeping the minutes of all formal meetings of the club,
- (ii) ensuring that all correspondence to and from the committee is correctly handled.

(d) **A Treasurer**, who will be responsible for advising the committee on all financial matters, preparing the accounts for audit/independent examination and presenting them at the AGM.

The above posts (a to d) may not be combined with each other.

Any person wishing to stand for election to the above posts (a to d inclusive) must have been a fully paid-up member of the club for a minimum of 12 months prior to election.

The following positions (e to k) may be combined if necessary: (No person may hold more than 2 posts)

(e) **A Social Organiser/Programme Secretary** whose duties are to form and lead a team of members to implement on behalf of the committee the programme of events, the organisation of lectures, visits, demonstrations or other events approved by the committee and to advertise these events locally and nationally, as specified by the committee.

(f) **One or Two Training Officers** whose duties shall be to plan and execute courses of study leading to current examinations for all levels of radio amateur licences.

(g) **Membership Secretary/Subscriptions Officer** to be responsible for the collection of subscriptions, keeping a master roll of members and compiling a register of technical interests of all members.

(h) **Equipment Officer/Librarian** to be responsible for maintaining a list of club equipment, including any equipment that may be loaned out to club members. He or she shall keep a library of club books, journals and items of interest and maintain the club archive.

(i) **Public Relations Officer**, to be responsible for the recruitment and representation of new members and disseminate publicity material at local and national level to promote the interests of SARC.

(j) **Contest Manager**, to form and lead a team/teams of club members to facilitate SARC entries into the major national and international contests. This will include sourcing equipment and submitting log entries.

(k) **Ordinary members**, no more than 2.

Any person wishing to stand for election to committee positions (e) to (k) inclusive must be a fully paid-up member of the club. However, there is no minimum period of membership required for these positions.

The committee shall have powers to co-opt, as required. The number of co-opted members shall not exceed 3 persons. Members may be co-opted for any period of time specified by the committee. Co-opted members may only vote on those matters for which they were co-opted.

Casual Vacancy

When a casual vacancy on the committee occurs, the remaining committee shall appoint a substitute, either from its members or by co-option (in which case the limit on the number of co-opted members may be increased to allow for this co-option).

The Chairperson shall immediately call an Extraordinary General Meeting to elect a replacement to serve until the next Annual General Meeting unless there be less than two months to the month of the Annual General Meeting. In this case the co-optee may serve until the Annual General Meeting and no election need be held.

The person appointed shall hold office until the election and may stand for election should he or she be eligible.

7. Committee Meetings:

- (a) At least SIX Meetings a year are to be called, as required.
- (b) The quorum of the committee shall be at least 50% of the elected members of the committee, excluding the chairperson.
- (c) When decisions require a vote, the chairperson may only vote in the event of a tie, when he or she has the casting vote.
- (d) In the absence of a quorum, business may be dealt with but any decisions taken will only become valid after ratification at the next quorate meeting.
- (e) A committee meeting may be called by the chairperson, the secretary or three full members of the committee. At least one week's notice in writing shall be given to all committee members.
- (f) Minutes of committee shall be taken by the Secretary and, after circulation to the committee, a summary will be made available to club members, no more than 14 days after the meeting. The summary may be presented at a club meeting, sent by email and/or published in the club newsletter

8. Suspension of membership

The committee shall have the power to suspend the membership of any member whose actions are deemed to be detrimental to the rest of the membership and to the aims and objectives of the club. This clause is a last resort and will only be invoked when all other ways of solving a dispute have been unsuccessful.

Suspension Procedure:

- (a) The grounds for the suspension shall be posted to the member in writing. The member involved may only have his or her membership terminated at an Extraordinary General Meeting at which time he or she may appeal against any decision taken against them.
- (b) The member shall have the right to respond within 28 days.
- (c) After 28 days, the committee shall meet to discuss the matter further, at which meeting the member shall have the right to be heard, accompanied by a friend or representative if they so desire.
- (d) At the above meeting, the committee shall decide on one of the following 3 actions:
 - To lift the suspension
 - To require the member to absent themselves from club activities for a further 28 days as a cooling off period and/or to require the member to make an apology to the club and anyone affected by their behaviour.
 - To call an EGM whose sole purpose shall be to recommend termination of membership.

The member shall remain suspended until the EGM. The member may attend the EGM with a friend or representative but may not vote.

- (e) The general membership shall be fully informed at every stage of the procedure when this clause is invoked.

9. Auditor/Independent examiner

An auditor/independent examiner shall be elected at each AGM. This person shall **not** be a member of SARC.

10. Annual General Meeting

- (a) The Annual General Meeting shall be held during the month of March at a date, time and venue to be determined by the committee. At least 28 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be one third of the club membership. If after a lapse of half an hour a quorum is not present, then the meeting shall be adjourned to the same day, time and venue (or such other venue as the committee shall determine) the following week. If a quorum is not present at this second meeting then those present shall constitute the quorum after half an hour has elapsed.
- (c) The agenda for the meeting shall be:
 1. Apologies for absence
 2. Minutes of the previous AGM
 3. Chairperson's report
 4. Secretary's report
 5. Treasurer's report

(After the treasurer's report, the existing committee will stand down and the remainder of the AGM will be conducted by a club member, acting as temporary chairperson, who is not standing for the following elections:)

6. Election of committee officers
7. Election of auditor/independent examiner
8. Any other business

- (d) Nominations for committee members shall only be valid if confirmed by the nominee at the meeting, or in writing prior to the meeting. This shall also apply to existing committee members wishing to stand for re-election.
- (e) Existing committee members wishing to stand for re-election must also be nominated and seconded afresh.
- (f) Nominations for officers of the club may be made by any member with full voting rights and shall be submitted to the secretary in writing up to and including the commencement of the AGM. All nominations must be seconded by a member with full voting rights.
- (g) A member may nominate him or herself, provided the nomination is duly seconded by a member with full voting rights.
- (h) Items to be raised under 'any other business' shall be submitted in writing to the secretary no less than 7 days prior to the AGM.
- (i) All voting shall be by show of hands unless a paper ballot is requested by the chairperson or 10% of the members. Voting by proxy is not allowed at any General meeting.
- (j) The term of office of the committee shall run from the close of the AGM until the close of the following AGM, i.e. after "Any other Business" has been concluded.

11. Extraordinary General Meeting

- (a) Extraordinary General Meetings may be called by the committee or not less than 20% of the voting membership, 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 the voting membership.

12. Amendments to the constitution

The constitution may be amended only at an EGM called for that purpose.

13. Winding up of the society

- (a) The decision to wind up the society may be taken only at an EGM.
- (b) Once all outstanding debts and liabilities of the club have been settled, all remaining assets shall be given to a group with similar aims and objectives

14. This Constitution Document

A personal copy of this constitution shall be provided to all club members.

15. This constitution was adopted on the 23rd of February 2009

at an EGM called for the purpose. Its formal adoption was proposed by R. Hart, G4EJL and seconded by G. Warburton, M1GWA and was carried unanimously by all members present.