

Constitution of Newbury and District Amateur Radio Society

As approved by the members at the Extraordinary General Meeting of 25th May 2022

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 to those who are interested in the aims of the Society and shall abide by the constitution of the Society.
- b) Classes of membership will be:
 - (i) Full Member
 - (ii) Honorary Member
 - (iii) Associate Member, which includes:
 - Family member
 - Members under the age of 16
 - Student member
- c) Subject to the discretion of the Committee:
 - (i) Full membership shall be open to persons aged 16 and over.
 - (ii) Honorary members will not pay for subscription.
 - (iii) Associate members will pay a reduced subscription.
 - (iv) Student member is defined as being less than 25 years of age and in full time education.
 - (v) Family Membership is for family members of a Full member, as defined and at the discretion of the Committee.
- d) The Committee may, from time to time, define additional classes of membership and the rights, benefits and subscription associated with each.
- e) All Full and Honorary members shall have equal voting rights.
- f) Associate Members shall not have voting rights and shall not have entitlement to a share of club assets under section 12 of the constitution.
- g) 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.
- h) 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 as President for more than one three-year period.
- i) The committee may define limits on non-members' involvement in club activities.

- j) **Membership misconduct:** 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 and shall lose all membership rights. Any member disagreeing with the decision of the Committee may appeal to the membership attending the next Annual General Meeting. 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, RSGB Safeguarding Children & Vulnerable Adults Policy", 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 on June 1st each year.
- c) If a member has not renewed their subscription by June 1st of the year, the Committee may, at its discretion, continue their membership for a period of no more than a further three months. If the subscription remains unpaid after such an extension, then the individual's membership will lapse.
- d) Members in arrears will have no voting rights and shall lose all membership rights.
- e) The Committee will have the power to waive or reduce subscriptions in special circumstances. Such circumstances will be considered on a case-by-case basis.
- f) New members joining after 1st December, up until the annual renewal date of 1st June, will pay 50% of the annual subscription.

5) Finance

- a) The financial year shall run from 1st April to 31st March.
- b) All cheques, electronic payments 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. Normally, 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. This 4-year rule, and the number of ordinary members, can be changed at the discretion of the Chairman and with the agreement of a 51% or more majority of the Committee.
- b) The Committee may co-opt Society members onto the Committee if required and form Sub-Committees if required.

- c) Roles of the Committee members:
 - (i) Chair. To chair all Committee meetings and ensure the Society operates within the constitution.
 - (ii) Vice Chair. To act as Chair in the absence of Chair.
 - (iii) Secretary. To take minutes of meetings and to be responsible for their safe keeping. To handle the Society's correspondence.
 - (iv) Programme Secretary. To plan and organise the regular Society's meetings and activities.
 - (v) 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.
 - (vi) Ordinary Committee members. To assist the officers in the proper running of the Society by participating at Committee meetings and carrying out delegated tasks.
- d) 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.
- e) 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 and to check that it has been received by the Secretary. Email 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 (AGM) will normally be held in May. At least 28 days' notice will be given in writing to all members. Email 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 shall include:
 - (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
- c) Items (9b.i) to (9b.v) shall be chaired by the outgoing Chair. Item (9b.vi) shall be chaired by an acting Chair who is not standing for office. The remaining business shall be conducted by the newly elected Chair.
- d) Nominations for Committee post.
 - (i) Any member may nominate another member for election, such nomination becoming valid on the nominee's agreement. Any member may nominate themselves for election. All nominations must be received prior to the advertised closing date. In the event of there being no prior nominations to a post, the Chair may, at his/her discretion, accept nominations at the meeting and call for a ballot if required.
- e) Items to be included in the agenda of the AGM must be notified to the Secretary not less than fourteen days prior to the meeting.
- f) No items can be discussed at the meeting that are not on the agenda or have not been previously notified (see (9e) above). The newly elected Chair can at his/her discretion allow such discussion if he or she sees fit to do so.
- g) At the discretion of the Committee, Members may be offered the option of participating in an AGM via electronic means. Such participation shall have the same status as being present in person. Any votes cast by such participants will be tallied by the Chair of the meeting or the Club Secretary.

10) Extraordinary General Meeting

- a) An Extraordinary General Meeting (EGM) 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.
- b) At least twenty-eight days' notice must be given to the Secretary if the meeting is not called by the Committee.
- c) The Secretary will give members at least fourteen days' notice in writing of the date and details of the agenda. Email will be deemed good notice. No other business, other than on the agenda, may be transacted at the meeting.
- d) At the discretion of the Committee, Members may be offered the option of participating in an EGM via electronic means. Such participation shall have the same status as being present in person. Any votes cast by such participants will be tallied by the Chair of the meeting or the Club Secretary.

11) Amendments to the Constitution

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 attending such a meeting, a motion signed by ten Members eligible to vote, or ten percent of the membership eligible to vote, whichever is the smaller, will constitute the same decision.
- b) After payment of all outstanding debts, the assets of the Society will be disposed of between the Full and Honorary members. The disposal will take place at the final EGM or AGM, or as soon as practicable after the meeting, or as soon as practicable following a motion presented and approved under the terms of Clause (12a).