

Swindon & District Amateur Radio Club

Constitution

1. Name

The club shall be known as the Swindon and District Amateur Radio Club "SDARC"

2. Aims

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

3. Membership

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

i **Full members.** Full members must be at least 18 years of age.

ii **Student members.** Student members must be under 18 years of age or in full-time formal education

iii **Honorary members.** Honorary 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.

iv **Guests.** Members may invite guests to meetings. Attendance at formal talks may be subject to an attendance fee to be set annually by the committee.

v **President.** The Committee has the power to appoint a Club President, conferred on a member in recognition of services to the Club over an extended period. The President would be an ex-officio member of the Committee.

(b) All members shall abide by the constitution of the Club.

(c) The Committee shall have 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 Club.

(d) No Member shall be expelled without first having been given an opportunity to appear before the Committee.

(e) Any member expelled shall have the right of appeal to the members at an Ordinary Meeting of the club provided notice of at least 14 days is given to the membership. The decision should be based on a simple majority of current members.

4. The Committee

(a) The Club's affairs shall be administered by a Committee, in whom the Club's property shall be vested.

(b) The Committee will be elected annually at the Annual General Meeting.

(c) The Committee shall consist of 4 Officers and 6 Ordinary Committee members

(d) The Committee reserves the right to co-opt additional members to the Committee with full voting powers.

Officers

In keeping with 4(c) above, the four Officer roles shall be:

- i) A **Chairman**, who will preside at all meetings at which he is present. No member may hold this position for more than two consecutive years.
- ii) A **Vice-Chairman**, who will act as chairman in the absence of the Chairman.
- iii) A **Secretary**, who will be responsible for:
 - (a) Keeping the minutes of all meetings of the Club.
 - (b) Ensuring that all correspondence is correctly handled.
- (iv) A **Treasurer**, who will be responsible for:
 - (a) Keeping the Club's accounts.
 - (b) Advising the Committee on all financial matters.
 - (c) Preparing the accounts for audit and presenting them at the AGM.

5. Subscriptions

- (a) The annual subscription fee for membership shall be set by the Committee and ratified by the membership at the AGM or an EGM called for that purpose.
- (b) All subscription fees shall be due and payable at the beginning of the club's Financial Year. Members in arrears have no voting rights.
- (c) The Membership and Financial year shall run from 1st April to 31st March the following year.
- (d) The annual Membership Subscription fee shall be fixed at the Annual General Meeting for that year and shall be paid promptly to a Club officer.
- (e) A member shall be deemed to have resigned from the Club, if, by the 30th November their subscription has not been paid.
- (f) The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 2 years at a time.
- (g) The Student membership will be 50% of the Full Membership fee.
- (h) The Family membership will be 150% of the Full Membership fee for up to 4 family members

6. Finance

- (a) All money received by the Club shall be promptly deposited in the Club's bank account. Withdrawals require the signature of the Club's Treasurer and one other nominated officer of the Club.
- (b) A committee member may spend up to £100 with the authority of 4 other committee members. Anything over £100 must be approved by a quorum of the committee.

7. Annual General Meeting (AGM)

- (a) The AGM shall normally be held no later than the last day in May each year.
- (b) At least 21 days notice shall be given to Members for an AGM.

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

- (c) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- (d) Items to be raised by members under Other Business must be notified to the Secretary in writing/email not less than 14 days before the AGM.

8. Extraordinary General Meeting (EGM)

- (a) EGMs may be called by the Committee or not less than 50% +1 members of the Club.
- (b) The date of the meeting will be the earliest convenient date decided by the Committee.
- (c) At least 28 days notice in writing must be given to the Secretary by those requesting the EGM, who in turn shall give members at least 14 days notice.
- (d) No other business may be transacted at the EGM except that for which the meeting was convened.
- (e) The quorum for an EGM shall be 50% of current members +1

9. Standing orders

(a) Committee

- i) Committee meetings will be held bi-monthly. Additional Committee meetings could be convened as a Special Committee meeting to discuss a particular item.
- ii) The quorum for any Committee meeting shall be 60 percent. In the absence of a quorum, business may be discussed but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.

(b). Annual & Extraordinary General Meetings (AGMs & EGMs)

- i) Motions at all meetings shall be carried by simple majorities, but in the event of a deadlock, the Chairman of the meeting shall exercise a casting vote.
- ii) A secret ballot may be held on any motion if demanded by not less than one third of the Members present and entitled to vote.

10. Amendments to the constitution

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

11. Winding up of the Club

- (a) The decision to wind up the Club may be taken only at an EGM called for that purpose.
- (b) The funds of the Club shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by members at the final EGM.

*This Constitution, amended from that of 2006 to bring it more into line with the RSGB Model Constitution for Clubs, was discussed and agreed unanimously by the 20 current members present at an EGM on 17th February 2011.
(Total 2010-2011 membership=33)*