



## Northwest Amateur Radio Club Constitution

As amended 4<sup>th</sup> December 2007

### 1 Name

The club shall be known as the NORTHWEST AMATEUR RADIO CLUB, for the purposes of this document it shall hence forth be referred to as 'the club'.

### 2 Aims

The aims of the club shall be to further the interests of the members in all aspects of Amateur Radio by Education and Training, the advancement of licenses and directly associated activities, also any social events based on a friendly standing. The club agrees to uphold and abide by all the laws and provisions thereof of the United Kingdom.

### 3 Membership

**a:** Membership shall be open, subject to the discretion of the general body of the club, to all persons interested in the aims of the club.

**b:** Membership fees are payable annually, and are subject to change via the AGM.

**c:** Under 18s will pay a nominal joining fee subject to change via the AGM

**d:** Full members - must be 18 years of age or over or hold the permission of any competent authority to install and operate an amateur radio station.

**e:** Youth members - will be under 18 years of age and must be supervised by adults who are full members of the club. All youth members will be given membership of the club at the nominal joining fee until reaching the age of 18 years old and will be encouraged to take an active part in all the club's affairs. Youth members will not be eligible for election to the Executive Committee unless 16 years of age or over and will be eligible to vote on club matters at the discretion of the general body of full members.

**f:** Honorary members - Honorary life membership may be granted to any person who, in the opinion of the general body of the club, 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.

**g:** Guests - Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

**h:** All members shall abide by the constitution of the club. The general body shall have power to expel any member whose conduct, in the opinion of at least three or more full members and with the agreement of the executive committee, renders that person/s unfit to be a member of the club. No member shall be expelled without first having been given an opportunity to appear before the executive committee.

### 4 Subscriptions

**a:** The annual subscriptions for membership shall be set at the AGM or at an EGM by majority vote.

**b:** All subscriptions shall be due and payable on January 1<sup>st</sup> following the AGM. Members in arrears have no voting rights.

**c:** New members shall pay a pro-rata subscription at first renewal as set at the AGM or EGM by majority vote.

**d:** The financial year of the club shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

**e:** A member shall have deemed to have resigned from the club if by the following February 1<sup>st</sup> the subscription has not been paid.

**f:** The executive committee, with the permission of the general body, shall have the power to waive or reduce subscriptions in special circumstances for any period not exceeding 101 years at a time.

### 5 Finance

All monies received by the club shall be promptly deposited in the club bank account.

Withdrawals require the signature of the club treasurer and one other nominated officer of the club.

### 6 Membership of the Committee

The club affairs shall be administered by a committee consisting of an executive committee of elected officers and general committee who shall act under the instructions of the general body of the club.

The committee, in whom the club property is vested, shall consist of:-

**a:** Honorary President who shall be appointed and have the privileges as set forth in section 3f. This position is held until resignation by the title holder or the position is revoked under section 3h.

Elected officers:

**b:** Chairperson who will preside all meetings at which he or she is present.

**c:** Vice-chairperson who will act as chairperson in the absence of the chairperson.

**d:** Secretary who will be responsible for keeping minutes of all meetings of the club and ensure all correspondence of the club is correctly handled.

**e:** Treasurer who will be responsible for keeping the club accounts and bank account, advising the committee of all financial matters, preparing accounts for audit and presenting them at the AGM.

**f:** Membership secretary who will be responsible for maintaining a master roll of members and honorary members and deputise for the secretary in his/her absence.

General committee:

**g:** Equipment officer who will be responsible for maintaining an accurate inventory of all club equipment and prepare an audit for the AGM each year.

**h:** Training officer(s) who will be responsible for organising training as required for club members.

**i:** Website administrator who will be responsible for developing and publishing the club website.

**j:** All other members in attendance at the time of the meeting.

### 7 Committee Standing Orders

**a:** The quorum for any committee meeting shall be 3. 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 chairperson, secretary or any vote.

### 8 Annual General Meeting

**a)** The Annual General Meeting shall normally be held on the first convenient Tuesday in December each year.

**b)** At least 28 days notice shall be given to each member in writing, either by letter or notice board and on the club website. It will be the responsibility of each member to check the said notice board or website for calendar of events.

**c)** The quorum for the meeting shall be at least one third full members.

**d)** The agenda for the meeting shall be:

- i) Apologies for absence
- ii) Minutes of the last AGM
- iii) Chairpersons report
- iv) Treasurers report
- v) Election of officers
- vi) Election of auditors
- vii) Amendments to the constitution if required or necessary
- viii) Any other business

**e)** Items i) to iv) shall be chaired by the chairperson. Item v) by an acting chairperson who is not standing for office, the remaining business will be conducted by the newly elected chairperson.

**f)** Nominations for election will only be valid if confirmed by the nominee in writing to the secretary not less than 7 days before the AGM

**g)** Items to be raised by members under 'other business' must be notified to the secretary not less than 7 days before the AGM

### 9 Extraordinary General Meeting

**a:** Extraordinary general meetings may be called by the executive committee or not less than five fully paid up members of the club. The date of the meeting shall be the earliest convenient to the club. 28 days notice must be given in writing to the secretary who will in turn give members at least seven days notice in writing or by notice board of the agenda. No other business may be transacted at the EGM.

**b:** The quorum for the EGM shall be one third full members. If one third full members are not present then any decisions taken only become valid after ratification at the next meeting at which a quorum exists.

### 10 Amendments to the Constitution

The constitution may be amended at any AGM or at any meeting called for and agreed to by a majority vote of the general body of fully paid up members of the club for that purpose.

### 11 Winding up of the society

**a:** The decision to wind up the radio club may be taken only at an EGM

**b:** The funds of the society 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.