

ANDOVER RADIO AMATEUR CLUB

CONSTITUTION – 2000

1. NAME: The club shall be known as the Andover Radio Amateur Club.
2. AIMS: The aim of the club shall be to further the interests of its members in all 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. Membership shall be categorized as follows:
 - a. Full Members - Shall be 18 years of age or over or hold the permission of the competent authority to install and operate an Amateur radio station.
 - b. Student Members - Shall be less than 25 years of age and be in full time formal education. Student members will pay 50% of the Annual Subscription upon proof of student status (Receipt for course fees, Student Union card, etc)
 - c. Associate Members - Shall be limited to visits of 50% of the club meetings. They shall have no voting rights but will be entitled to attend club external activities and competitions. They will pay 50% of the Annual Subscription.
 - d. Senior Members - senior members are deemed to be those who have reached their 65 Birthday when the Annual Subscription becomes due. Senior Members shall pay only 50% of the Annual Subscription.
 - e. Honorary Life Members - Honorary Life members may be nominated by unanimous agreement of the members of the committee at any time up to a maximum of 4 or 10% of the paid up membership. The criteria for the nomination of Life members will be those members who in the opinion of the committee have rendered outstanding service to the Club, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from the annual subscription. Life members who do not attend the club or who have moved away from the Andover area shall not count against this total.
 - f. Guests - Members may invite guests to meetings. No guest may attend more than three meeting per year.
4. CONDUCT: All members shall abide by the Constitution of the Club. The Committee shall have the 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. No Member shall be expelled without been given the opportunity to appear before the Committee.
5. SUBSCRIPTIONS:
 - a. The Annual Membership subscription shall be set by the Committee (Prior to the Annual General Meeting (AGM))
 - b. All subscriptions shall be due and payable at the AGM. Members in arrears forfeit their voting rights.

- c. A Member shall be deemed to have resigned from the club if by the following AGM his subscription has not been paid.
 - d. The committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding one year at a time.
6. FINANCE: All monies received by the Club shall be promptly deposited in the Club's bank account. Cheques for withdrawal shall be signed by either the Treasurer, the Secretary or the Chairman.
7. THE ARAC PRESIDENT: The nomination of the Club President should be made Bi-Annually. The committee shall select from the general membership an individual who in the opinion of the committee has best furthered the interests of the club. This selection shall be confirmed by the membership by a 2/3rds majority vote taken at an EGM in September.

- a. The duties of the club President should include the following:

At the AGM:

- i. The opening of the AGM and Welcome followed by A summary of events in the world of Amateur Radio during the last year.
- ii. The proposal of a vote of thanks to the outgoing committee
- iii. (Following the election of the succeeding President) Words of encouragement to the new committee, a formal vote of thanks to the XYLs providing the AGM catering arrangements and formal closure of the AGM.

A President's term of office shall be 2 years

8. MEMBERSHIP OF THE CLUB'S COMMITTEE, The Club's affairs shall be administered by a committee elected at the AGM. The Committee, in which the Club's property is vested, shall consist of:

- a. A Chairman Who will preside over all meetings at which he is present.
- b. A Vice-Chairman Who will act as the Chairman in the absence of the regular Chairman.
- c. A Secretary Who will be responsible for:
 - i. Keeping the record of decisions for all meetings of the Club.
 - ii. Ensuring that all correspondence is correctly handled
 - iii. Maintaining a master roll of all 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. An Events Manager
- f. Two ordinary members

9. COMMITTEE STANDING ORDERS:

- a. A quorum for the Committee will be 4. In the absence of a quorum, business may be dealt with but any decisions taken only become valid once ratified by the next committee meeting at which a quorum exists.
- b. Committee meetings may be called by the Chairman, Secretary, or any three Full Members of the Committee.
- c. The Chairman may vote. In the event of a tie, he has a second casting vote.

10. ANNUAL GENERAL MEETINGS:

- a. The AGM shall normally be held on the first Tuesday in December each year. Notice of the ARAC AGM will be given in the October/November edition of the ARAC NEWS, which will be repeated on the ARAC Web page (<http://www.arac.co.uk/>) The ARAC NEWS will also contain a form for the nomination of committee members for the succeeding year. Members are required to make nominations for one or more of the seven committee posts. These can include existing committee members. All nominated members must sign the nomination form in advance of the AGM otherwise the form will be null and void when presented at the AGM. All AGM elections shall be conducted by a secret ballot.
- b. A quorum for the AGM meeting shall be 25% of the paid up Membership.