

ANDOVER RADIO AMATEUR CLUB

CONSTITUTION - January 2018

- 1 NAME: The club shall be known as the Andover Radio Amateur Club.
- 2 AIM: 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 categorised 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 by invitation shall be limited to visits of 50% of 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 are those who have reached their 65th Birthday when the Annual Subscription becomes due and shall pay only 50% of the Annual Subscription thereafter.
 - e) 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 at the time of decision. 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 are unable to 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. Guests may not attend more than three meetings 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 having been given the opportunity to appear before the Committee.

5 SUBSCRIPTIONS:

- a) The Annual Membership subscription shall be set following a recommendation by the Treasurer and approved by the Committee (prior to the AGM).
- b) All subscriptions shall be due and payable at the first meeting in July after 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 or her 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, the Chairman or the Vice-Chairman.

7 THE ARAC PRESIDENT: The nomination of the Club President should be made Bi-Annually. The Members shall select from the general membership an individual who in the opinion of the Members has best furthered the interests of the club. This selection shall be confirmed by the membership with a majority vote taken at an AGM. The selection procedure shall be the same as for any other Member. A President's term of office shall be 2 years and he or she may be re-elected. The duties of the club President should include the following:

a) 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.

b) At other times:

- i) Welcoming guests and new Members and presenting or introducing them to other Members.

The post of President shall not preclude the holder from taking up other posts on the Committee but he or she will not have an additional Presidential vote.

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 or she 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 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. In particular:
 - (1) The preparation of an annual budget.
 - (2) A proposal for subsequent year's membership fees prior to the AGM.
 - (3) Preparing the accounts for Audit and presenting them at the AGM.
 - (4) Making available a balance statement for each Committee meeting.
 - (5) Providing cash for floats at Boot Sales etc.
- e) A Membership Manager who will be responsible for :
 - i) Maintaining a master roll of all Members.
 - ii) Collecting the annual subscriptions.
- f) An Events Manager will be responsible for organising any event that the Committee has agreed to attend or participate in. The Committee will be advised by him or her on the viability of proposed events and will look to him or her for costings prior to the event being mounted.
- g) A Website Manager who will be responsible for keeping the ARAC website and FaceBook page up to date following decisions by the Committee and by including information from other sources as editor.
- h) One ordinary Member who will be expected to bring to the Committee the views of the general membership and any other matter relating to the sound running of the club.

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 will 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 other Members of the Committee.

c) During voting, in the event of a tie, the Chairman will have 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 announced at the first Tuesday meeting in November, sent by email to all Members and will be repeated on the ARAC Website (www.arac.org.uk). Nomination forms for Committee Members for the succeeding year will be accessible for download on the Website and will also be available at the first Tuesday meeting in November. Members may make nominations for one or more of the eight 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 / Extraordinary General Meeting (EGM) shall be 25% of the paid-up membership.

11 ARAC CONSTITUTION: This constitution may be revised by the Committee at the request of 2/3rds of the general membership. Once drafted the proposal must be circulated to all paid up Members no less than THREE weeks before the AGM or before an EGM held for the purpose of constitutional revision. An EGM may take place on a normal club night provided that the membership is notified to that effect.