

# FARNBOROUGH & DISTRICT RADIO SOCIETY

Affiliated to the Radio Society of Great Britain

G2DX

G4FRS

G6FRS

## CONSTITUTION

### Certificate of Authenticity

We certify that this document, consisting of four pages (including this one), each signed by us, is a true statement of the Constitution and Rules of the Farnborough & District Radio Society as at the closure of the Extraordinary General Meeting(EGM) held on 28/09/2016.

Signed:

Signed:

Date:

Date:

K.J. Wood, G7BCS

P. Manning, G1LKJ

Chairman

Secretary

## **1. Name**

The Society shall be known as the Farnborough and District Radio Society.

## **2. Aims**

The aims of the Society 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 Society (see note 1).

- a) Full members. Under 18's must have parental or guardian agreement to membership.
- b) Student members. Student members must be under 25 years of age and in full-time formal education.
- c) Honorary members. Honorary Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Society, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions. Honorary members must confirm to the secretary on an annual basis that they wish to continue with their membership.
- d) Spouse/Civil partner membership. This is open to the spouses/civil partners of full members, who do not hold a license.
- e) Country membership. This is open to all persons who satisfy the conditions specified in Rule 3(a) and whose main residence is outside a 50 mile radius of the Society's main meeting place.

Guests. Members may invite guests to meetings. No guest may attend more than three meetings in each year.

Where membership has lapsed, a new membership form must be submitted re-applying for membership.

All members shall abide by the constitution of the Society and complete an annual membership application form.

The Committee shall have power to expel any member whose conduct, in the opinion of at least 75% of the full Committee, renders that person unfit to be a member of the Society. No Member shall be expelled without first having been given an opportunity to appear before the Committee.

## **4. Subscriptions**

- a) The annual subscriptions for membership shall be recommended by the Committee for ratification at the AGM.
- b) All subscriptions shall be due and payable within 1 calendar month of the AGM. Members in arrears have no voting rights.
- c) A member shall have deemed to have resigned from the Society, if, by 2 calendar months after the AGM, the 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 1 year at a time.

## **5. Finance**

- a) The financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September.
- b) All money received by the Society shall be deposited in the Society's bank account (a maximum amount of £60.00 may be held as a cash reserve).
- c) The Treasurer shall be empowered to operate any account via the Internet, in which case the Committee shall require that the Hon. Treasurer shall be the Primary User, and the Committee shall appoint one or more Society members, one of whom shall not be the Chairman or Secretary, to be Secondary Users with power to monitor, but not operate, the account(s).

- d) All cheques require the signature of the Society's Treasurer and one other nominated officer of the Society.
- e) The committee shall ensure an adequate reserve is maintained to cover any fixed liabilities.
- f) All expenditures up to £200 shall be preapproved by the committee. Any amount above this must be referred to the membership.
- g) A person external to the committee, appointed at each AGM, shall review the accounts following each financial year end.

## **6. Membership of the Society's Committee**

The Society's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee, in whom the Society's property shall be vested, shall have as a minimum:

- a) A Chairman who will preside at all meetings at which he is present and is an ex-officio member of all sub committees.
- b) A Vice-Chairman who will act as chairman in the absence of the Chairman.
- c) A Secretary who will be responsible for:
  - i. Keeping the minutes of all meetings of the Society.
  - ii. Ensuring that all correspondence is correctly handled.
  - iii. Maintaining a master roll of all members with contact details.
- d) A Treasurer, who will be responsible for:
  - i. Keeping the Society's accounts.
  - ii. Advising the Committee on all financial matters.
  - iii. Preparing the accounts for presentation at the AGM.
  - iv. Maintaining a register of Society equipment.
- e) A Maximum of 3 Ordinary Committee Members.
- f) The committee may co-opt up to 2 members who have full voting powers and not more than 3 who are not permitted to vote.

## **7. Committee standing orders**

- a) The quorum for the Committee shall be 4. 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 Chairman, the Secretary or any vote by a quorum of the committee.

## **8. Annual General Meeting**

- a) The Annual General Meeting shall normally be held on the fourth Wednesday of November each year. At least 21 days' notice shall be given to each member either in writing or byemail.
- b) The quorum for the meeting shall be 35% of the eligible voting membership.
- c) 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. Presentation of accounts
  - vii. Recommendation of subscriptions for the following membership year
  - viii. Election of the new Committee
  - ix. Presentations
  - x. Other business
- d) Items (i) to (vii) shall be chaired by the out-going Chairman, item (viii) by an acting Chairman who is not standing for election to office, and the remaining business by the newly elected Chairman.

- e) Nominations for Committee members will only be valid when proposed in writing to the secretary 14 days prior to the AGM. The nominations will then be confirmed by the nominee and a seconder at the AGM.
- f) Voting will be by ballot paper
- g) Items to be raised by members under other business must be notified to the Secretary not less than 21 days before the AGM.

#### **9. Extraordinary General Meeting**

- a) Extraordinary General Meetings may be called by the Committee or not less than 12 members of the Society, the date of the meeting being the earliest convenient as decided by the Committee. At least 28 days' notice in writing must be given to the Secretary, who in turn shall give members at least 14 days' notice in writing of the agenda. No other business may be transacted at the EGM.
- b) The quorum for the EGM shall be 35% of the eligible voting membership

#### **10. Amendments to the constitution**

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

#### **11. Winding up of the Society**

- a) The decision to wind up the Society 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.

#### Notes

(1) Membership may include, for example, youngsters, the family and friends of full members whose interest is in the social side rather than amateur radio, or local persons of influence whom it is wished to link with the Society.