

RIPON AND DISTRICT AMATEUR RADIO SOCIETY

1. Name

The name of the Society shall be the Ripon and District Amateur Radio Society.

2. Objects

The objects of the Society are

- (a) To advance the status of Amateur Radio.
- (b) To further the interests of members in all aspects of Amateur Radio.
- (c) To provide members with training in Amateur Radio.

3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the objects of the Society.

- (a) **Full Members.** Full Members must be 18 years of age or over and will be entitled to full voting rights after one calendar year of membership.
- (b) **Associate Members.** Associate Members must be under 18 years of age or in full time education. Associate members under the age of 18 will not have voting rights. Associate Members who are under the age of 15 must be accompanied by a Full Member who will be responsible for their conduct.
- (c) **Honorary Life Members.** Honorary Life Membership may be granted to any person who, in the opinion of the Committee, has rendered outstanding service to the Society. An Honorary Life Member will have full voting rights and will be free from subscription.
- (d) **Honorary Members.** The period of Honorary Membership shall be at the Committee's discretion and will be free from subscription. Full voting rights will be accorded to Honorary Members.
- (e) **Guests.** Members may invite guests to meetings. No guest may attend more than two meetings in six months.
- (f) Every member must hold a copy of the constitution and sign a document to say that they agree with the Constitution.
- (g) All members shall abide by the Constitution of the Society and the Society Rules. 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 Society. No member shall be expelled without first having been given an opportunity to appear before the Committee.

4. Subscriptions

- (a) The annual subscription for Full Members shall be as determined at a General Meeting.
- (b) An Associate Member, or person in education shall pay half the normal subscription.
- (c) Members joining after 1st August shall pay half subscription for the current financial year
- (d) The financial year shall run from 1st January to 31st December.
- (e) The subscription is due on 1st January, and members in arrears will forfeit their voting rights.

5. Finance

- (a) All money received by the Society shall be deposited in the Society's Bank account and used for the benefit of the Society and any other purpose the Committee deems necessary or desirable. The Society may hold a Petty Cash Account for the Receipt and Disbursement of minor expenditure amounting to sums of less than £25. Any sums in excess of £25 in the Petty Cash Account shall be promptly passed to the Treasurer for banking. A proper record of all Petty Cash receipts and payments shall be maintained.
- (b) Withdrawals require the signature of the Treasurer and one other nominated officer of the Society.
- (c) Society funds shall not be allowed to fall below those required to support the Society's future commitments as determined by the Committee.

6. Membership of the Society's Committee, and Office Bearers

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

- (a) A Chairman who will preside at all meetings at which he is present.
- (b) 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 members and honorary members
 - (iv) Maintaining a register of Society equipment.
- (c) 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 audit and presenting them at the AGM of the Society.
- (d) A Licence Holder responsible for the licences held by the Society.
- (e) Two members, one of which may be an Associate Member.
- (f) If the total Society Membership (all categories) exceeds 40 (forty) on the 31st December preceding the AGM then an additional non-portfolio Committee Member shall be appointed.

7. Duties of the Committee

- (a) The quorum for the Committee shall be four members or 50% of the committee members whichever is the fewer. 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, or on the written request of any three Committee Members. There shall be a minimum of three Committee Meetings per annum. The proceedings and decisions of each Committee Meeting shall be recorded by the Secretary (or other appointed person in their absence).
- (c) The Committee shall be responsible for the management of the Society. The Committee shall have the following powers and obligations:
 - (i) To establish, furnish and equip a premises for use by the Society members for Amateur Radio activities.
 - (ii) To purchase, hire, make or provide and maintain, and to sell or otherwise dispose of, equipment for use by members as the Society may think fit.
 - (iii) To promote and hold contests, field days and other amateur radio activities.
- (d) All monies disbursed on behalf of the Society shall first be authorised by the Chairman, Secretary and Treasurer of the Society.
- (e) If any member of the Committee fails to attend Committee meetings for a period of three months without having given reasonable explanation of their absence, they shall, at the discretion of the Committee, be deemed to have vacated their appointment.

8. General Meetings

- (a) There shall be two classes of General Meetings:
 - (i) Annual General Meeting (AGM)
 - (ii) Extraordinary General Meeting, (EGM).
- (b) The AGM will normally be held on the second Thursday in May. Notice in writing by mail or email of such AGM, accompanied by the annual statement of account, and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting.
- (c) The agenda for the AGM shall consist of the following:
 - (i) Confirmation of the minutes of the previous AGM
 - (ii) Consideration of the accounts
 - (iii) Election of office bearers and Committee Members

- (iv) Such other matters as the Committee may decide, or as to which notice shall have been given by mail or email by a member, or members, to the Secretary at least four weeks before the date of the meeting.
- (v) Quorum for the AGM shall be not less than 25% of the voting membership or 10 voting members whichever is the fewer.
- (d) An Extraordinary General Meeting (EGM) may be called for any specific purpose by the Committee. Notice of such meeting shall be given to all members not less than 14 days before the date thereof. Any member may give their vote to any other which will be separately logged by the Secretary at the meeting.

9. Equipment belonging to the Society

- (a) All equipment on Society's premises must comply with current safety legislation or must be labelled or separated in such a way that power is not applied. Initial supervision from a competent person is required before any equipment is switched on.
- (b) No Society equipment may be repaired or modified without consent of two Committee Members and those members must not allow any safety aspects to be infringed. A competent person must oversee any such work.
- (c) Every member is responsible for care of equipment, whether in the Society premises, or on loan to them.
- (d) Any item on loan must be itemised in the Loan Book, which is on permanent display in the Club. All items on loan will be cleared by a Committee Member and must normally be returned the following week or shortly thereafter. Equipment residing at another site for the purposes of contest or demonstration must be listed in the Loan Book and be periodically validated by the Committee.

10. Amendments to the Constitution

Amendments to the Constitution of the Society must be approved by at least two-thirds majority of the members at a General Meeting of the Society 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 EGM, either to a charity or to a society of similar interest.

May 2016