

Braintree and District ARS – Constitution 2014

1. The club shall be known as the BRAINTREE and DISTRICT AMATEUR RADIO SOCIETY.
2. The aims and objectives of the club shall be to support and encourage amateur radio communications and the use of computers for communication purposes.
3. References to one gender shall include the other.
4. MEMBERSHIP.

Membership shall be open to all persons at the discretion of the committee.

- a) Junior membership shall be available to persons under eighteen years of age.
 - b) The membership year shall run from 1st July to 30th June inclusive.
 - c) Annual membership fees shall be determined at the Annual General Meeting (AGM) following a proposal from the Treasurer, and shall be payable at the first meeting in July. A door fee shall be determined at the AGM, and shall be paid at each meeting attended unless waived by the committee.
 - d) All members are required to provide the secretary with a completed membership form each year, within 28 days of its issue so the club records may be kept up to date. Changes to a members details should be notified within 28 days.
 - e) Honorary life membership may be granted for outstanding services to the club at the discretion of the committee.
 - f) New members joining the club shall pay a pro-rotta subscription proportional to the length of membership year remaining.
 - g) Existing members shall be deemed to be renewing from the start of the membership year for any renewals up to 3 months late.
 - h) After the first month, members in arrears will cease to be entitled to any membership privileges, including voting at meetings until renewal has been completed.
 - l) If membership renewal is delayed more than 3 months, such renewals will be treated as new membership applications, both financially and in respect of acceptance.
5. The committee may require any member to attend a committee meeting if notice is given at least 7 days prior to the date of the meeting. This may be for disciplinary or other reasons.

6. MEETINGS

An AGM shall be held in May each year. The business to be conducted shall be :-

- a) Apologies for absence.
- b) Minutes of the last AGM and any EGMs held since the last AGM.
- c) Officers reports including presentation of the Audited accounts.
- d) Determination of the forthcoming years membership and door fees.
- e) Election of Officers to serve on the committee.
- f) Business for which notice has been given.

Any proposal to be put to the AGM should, be submitted in writing to the committee meeting preceding the AGM for inclusion in the agenda.

g) Where it has not been possible to give notice of a proposal, it may be included only if the members present agree to its discussion.

7. At least one weeks notice, usually in writing will be given, by the Secretary of any forthcoming AGM or EGM.

- a) An EGM may be called by the chairman or his appointed deputy to discuss any important business.
- b) The chairman, or his appointed deputy shall call for an EGM to be held within 21 days, if requested by at least one-fifth of the paid up membership.

8. No business shall take place at an AGM or EGM unless a quorum is present at the time scheduled for the start of business.

- a) One-third of all paid up members being present shall constitute a quorum except that at a rescheduled meeting those present will form a quorum.
- b) If a quorum is not present at the start of the scheduled meeting the meeting shall be adjourned for at least 14 days.

9. Voting at all meetings will normally be by a show of hands, but if requested by any member, a secret ballot will be held.

- a) When votes are taken at an AGM or EGM, a motion must obtain a simple majority of the votes cast. Abstentions shall not count as cast votes.
- b) A member may nominate any other member, or the Chairman for the time being, to vote on his behalf if he is unable to attend the meeting in person.
- c) Members must be at least 14 years of age to be eligible to vote at meetings and at least 18 years of age to be eligible for election to the committee.

10. COMMITTEE

The clubs affairs shall be administered by a committee of the following 3 named officers and 2 non post members:

- a) A Chairman, who will chair the committee meetings, AGM or EGM and may be an arbiter in any internal disputes. The chairman may nominate a deputy to act on his behalf, in his absence, at any meeting of the club. The chairman will also be responsible for keeping the club in the public eye by providing publicity coverage for the club, and should encourage any fund raising and social activities.
- b) A Secretary, responsible for correspondence and the general running of the club's affairs. He shall take the minutes at committee. AGM or EGM meetings. And keep details of members up to date acting as membership secretary. He will also provide details of committee matters to the editor for inclusion in the next issue of BARSCOM.
- c) A Treasurer, responsible for keeping accounts, making all payments and receiving monies on the clubs behalf, maintaining insurance cover, and presenting an income and expenditure statement at each committee meeting. He shall also prepare and present an audited annual account for the AGM which should be sent electronically to all members, together with copies of the minutes of the last AGM two weeks prior to the AGM. The Treasurer is required to work within normal banking rules, and is authorised to make routine payments without reference to the committee. Any expenditure of club funds must have aproval of the full committee or the majority prior to the purchase

11. The posts of Chairman, Secretary, Treasurer and 2 Non-post members shall be filled by election at the AGM. All posts will be annual appointments.

- a) The 2 non post members will serve on the committee, because of their specialist knowledge on a subject. These members will have voting rights on the committee.

- b) If any post becomes vacant, during the current year the committee shall appoint a member to take on the post for the part of the original appointment period remaining.
 - c) The retiring Chairman, Secretary, and Treasurer are eligible for re-election. This should not be taken as an automatic re election of a post holder. It is considered appropriate and desirable that holders of officer posts change on a regular basis.
 - d) The committee may co-opt additional members as required.
 - e) The committee may at the AGM propose that members who have served the club over a number of years be made honorary members or in exceptional circumstances honorary president.
12. If Officers do not attend two out of three committee meetings or do not take part in the running of the club, they may be excluded from the committee.
- a) If any officer is excluded or resigns, a replacement, where required, shall be found as soon as possible.
13. Committee meetings shall be held at least bi-monthly, on a mutually agreeable date.
- a) The committee shall make the approved minutes available to members on request.
 - b) All decisions of the committee shall be decided by a simple majority of votes.
14. The committee shall appoint an editor of the clubs newsletter,. This post will not be designated as a committee post and as such shall not have voting rights. The appointment shall not be of a fixed duration, but may be terminated by the committee, or the editor at any time.
- a) If at an AGM or EGM, it is decided that a regularly issued newsletter is not required, this post may be left unfilled. There shall be no requirement on the committee to otherwise produce any form of newsletter.
15. The officers have the right to terminate the membership of or refuse membership to any person known to be operating radio, electronic or computing equipment in an illegal way, or acting in a manner that could bring the club into disrepute.
16. WINDING UP
If at any time, it is not possible to elect a committee, or the membership takes the decision to wind up the club, a period of six months will be allowed for either a committee to be elected, or for the membership to reverse its decision.
- a) If at the end of this period, the club is still to be wound up, then ALL assets, monies, goods and equipment, with the exception of any repeater equipment, club trophies, shields and similar physical awards shall be handed over to a Amateur Radio related charity, or otherwise to an organisation with as similar aims as possible, such bodies to be defined by the committee at the time.
 - b) The equipment and assets of GB3BZ shall be held in trust by the repeater keeper for maintaining the operation of the repeater.
 - c) Club trophies, shields and similar physical awards shall be offered to the original donor of each item, If any items are not required by the donor(s), or the donor(s) is/are deceased, the committee shall decide on suitable homes for such items.
 - d) It will be the responsibility of the final committee to wind up the clubs affairs.
 - e) Assets under 16 (a) shall be those items detailed and maintained in the asset register.

Adopted 19th May 2014

Item 10(c) and 16(c) amended 28th May 2019