

## Hucknall Rolls-Royce Amateur Radio Club Constitution

**1. Name:**

The club shall be known as the Hucknall Rolls-Royce Amateur Radio Club, (HRRARC).

**2. Aims:**

The aims of the club shall be to further the interests of its members in all aspects of amateur radio and directly associated activities.

**3. Memberships:**

Membership shall be open, subject to the discretion of the committee, to all persons interested in the stated aims of the club.

- a. Full Members: Full members must be 18 years of age or over, (See 3(c) below). The subscription for such membership shall be decided by the committee (see 4(a) below). For a Full Member to be elected to HRRARC committee in any capacity, or to propose candidates for membership, they must have paid a full membership subscription by the end of July in the current membership year. Full members have voting rights, and the right to hold a proxy vote, in accordance with 8(i) and 8(j), below. Unsupervised access is permitted to the clubroom by full members only who must have held at least 6 months continuous membership. Access details are available from the committee. Access is not permitted to the clubroom by any member that has not paid a full membership subscription in the current membership year unless there is another qualifying full member present.
- b. Family Membership: Family membership shall be available. The subscription for such membership shall be recommended by the outgoing committee at the AGM. Family membership is regarded as consisting of a maximum of two adults and up to four children less than eighteen years of age. Any family member aged eighteen or over will be treated as an adult whilst family members under eighteen will be classed as junior members.
- c. Junior Members: Members less than 18 years of age are not eligible to vote at HRRARC AGM's or EGM, and are not considered as part of any quorum at a meeting. Guests are not allowed to attend the AGM or EGM. Members or guests under the age of eighteen, must be accompanied by a parent, or nominated guardian. The Chairman must be advised in advance as to with whom the guardianship rests prior to the member attending the club with such guardian. The relevant guardianship form must be completed and signed by a parent or legal guardian. The club adopts the policy of the Radio Society of Great Britain on all matters relating to child and vulnerable adult protection.
- d. Guests: Members may invite guests to meetings. No guest may attend more than three meetings. Former club members cannot attend as guests to any club activities within the year following their resignation from HRRARC without prior approval of the committee.

- e. Prospective members shall complete and sign an application for membership. Basic details of the prospective member will then be displayed on the club notice board for 1 (one), calendar month, during which time existing members may comment on the suitability of the candidate, to a member of the committee. The prospective member must then be proposed by a full member of the club.
- f. 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 a majority vote of the full committee renders that person unfit to be a member of the club; or whose behaviour is prejudicial to the good order or good name of the club.
- g. 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 retiring committee at the AGM and ratified by the newly elected committee upon taking office, with a vote of those members present.
- b. All renewal subscriptions shall be due and payable in full, on the 1st of February in that membership year. However, a member will be permitted 28 days exactly from that date in order to pay their membership in full. Renewal reminders will be sent to members that have not renewed by 14th of February.
- c. The financial year shall run from 1st February in each year.
- d. A member shall have deemed to have resigned from the club, if, they fail to pay their subscriptions within the permitted 28 day period as stated above. The chairman may grant an extension in extenuating circumstances.
- e. Members joining up to the end of July in any membership year shall pay the full subscription. Members joining from 1st August shall pay half the current club subscription. The full subscription for the Leisure association shall be paid, this is compulsory. Only those members who have paid a full membership subscription for the current membership year will have the right to propose and stand for the committee at the AGM.
- f. Those wishing to join after the last day of October in any membership year will pay a reduced rate of membership. The subscription for such membership shall be recommended at the AGM and ratified by the newly elected committee upon taking office.

**5. Finance:**

- a. All money received shall be deposited in the clubs bank account, other than a float of an amount agreed by the committee.
- b. Withdrawals require the club treasurer, with at least one other authorised signatory. Authorised signatories will be the treasurer and any other committee member.
- c. The Treasurer shall maintain the banking accounts as the committee rules appropriate or deems as necessary.
- d. An accurate and current statement of the club accounts shall be presented to the committee as required and shall be recorded in the minutes of the respective meetings.

**6. Membership of the Committee:** Club affairs will be administered by a committee elected at the AGM. The committee, in whom the clubs' property shall be vested, will consist of:

- a. **A Chairman:** who will preside at all meetings at which he is present, and in the event of a tied vote, will have a casting vote. The Chairman may nominate a deputy on a permanent or ad hoc basis for all committee meetings, with the exception of the AGM or any EGM that may be called.
- b. **A Secretary** who will be responsible for:
  - i. Keeping the minutes of all meetings of the club.
  - ii. Maintaining a master roll of members.
  - iii. Holding a register of club equipment.
  - iv. Maintaining the club constitution and standing orders.
- c. **A Treasurer** who will be responsible for:
  - i. Keeping the club accounts.
  - ii. Advising the committee on all financial matters.
  - iii. Presenting a statement of club accounts to the committee for recording in the club minutes, quarterly, starting with the first committee meeting following election to the post of Treasurer, or additionally as directed by the Chairman.
  - iv. Presenting accounts for audit and presenting them at the AGM.

- d. **Committee members:** A minimum of one but up to four ordinary committee members.
- e. No other person other than the elected officers and committee members may attend committee meetings without the express permission of the Chairman in advance of the meeting.

#### 7. **Committee & Standing Orders:**

- a. The quorum for the committee shall be a majority of the full committee, including the Chairman. In the absence of a quorum, business may be dealt with, but any decisions made shall only become ratified at the next committee meeting at which a quorum exists.
- b. A committee meeting may be called by the Chairman, the Secretary, the Treasurer or any committee member.
- c. Standing orders: The committee may from time to time instigate standing orders to promote the efficient, effective and safe operation of the club.
  - i. Standing orders will be effective for one year from the date of their inception, as recorded in the minutes of the respective committee meeting, unless rescinded earlier by the committee.
  - ii. Standing orders will be published on the club website in a secure member's area in addition to being posted on the club notice board.
  - iii. It is the responsibility of members to familiarise themselves with current club standing orders, and ignorance of such standing orders will not be deemed an excuse for infringement.
  - iv. Standing orders will not infringe upon, or change in substance or spirit the articles of the constitution.

#### 8. **Annual General Meeting:**

- a. The Annual General Meeting, (AGM), shall be held in January of each year.
- b. The quorum for the meeting shall be 50% of subscribed full members, (see 3(a), 3(b) & 3(c) above), including proxy votes, (See 8(i) and 8(j) below).
- 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. Proposal for membership subscription.
  - vii. Election of new committee.
  - viii. Ratification of membership subscription proposal.
  - ix. Election of Auditors.
  - x. Other business.
- d. Items (i) to (vi) shall be chaired by the outgoing Chairman, item (vii) 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 if confirmed by the nominee at the meeting or previously in writing. This may be varied with the express permission of the Chairman.
  - f. Nominations for officers of the club or committee shall be given to the secretary, 21 days prior to the date of the AGM.
  - g. Nominations will only be accepted on the nomination form provided by the club.
  - h. Items to be raised by members under other business must be notified to the committee 21 days before date of the AGM.
  - i. A full member, (see 3(a), above), may hold the proxy vote for one other full member. Holders of proxy votes must inform the Chairman in writing, seven full days in advance of the meeting, of the proxy they hold, for the vote to be valid.
  - j. A full member may give his vote by proxy only through one other full member.

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

- a. Extraordinary general meeting may be called by the committee or not less than 50% of the members of the club. The date of the meeting being the earliest convenient as decided by the committee. At least seven days notice in writing must be given to the committee or Secretary, who in turn shall give members at least fourteen days notice. No any other business may be transacted at the EGM.
- b. The quorum for the EGM shall be 50%, including proxy votes, (See 8(i) and 8(j) above).
- c. A full member may cast his vote once through a proxy vote as detailed in 8(i) and 8(j) above.

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

The constitution may be amended only at an EGM.

**11. Winding up of the Club:**

- a. The decision to wind-up the club may be taken only at an EGM.
- b. The funds of the club shall, after the sale of assets and payment of all outstanding debts, be disposed of to the Radio Communications Foundation (RCF) at the RSGB.

**12. Publishing the Constitution of HRRARC:**

The constitution of Hucknall Rolls-Royce Amateur Radio Club shall be published on the official club website, as a change protected portable document format (pdf) file.