

HARWELL AMATEUR RADIO SOCIETY CONSTITUTION

1. Title:

- 1.1. The Society shall be known as the Harwell Amateur Radio Society, hereafter referred as the Society.
- 1.2. The Society name may be abbreviated to HARS as required.

2. Aims:

- 2.1. The aims of the Society shall be to promote the study and enjoyment of amateur radio by its members by means of lectures, classes and discussions and providing equipment which will enable them to participate in activities on the air.

3. Annual General Meetings:

- 3.1. The Annual General Meeting shall normally be held in December. At least 21 days notice of the AGM shall be given to each member in writing.
- 3.2. A quorum shall be formed if ten or more members are present.
- 3.3. The agenda for the meeting shall include but not be limited to:
 - (i) Apologies for absence
 - (ii) Minutes of the previous AGM
 - (iii) Chairman's report
 - (iv) Secretary's report
 - (v) Treasurer's report
 - (vi) Election of the new Committee
 - (vii) Appointment of account scrutineers (see 3.8).
- 3.4. The chair shall be taken by the outgoing Chairman or, in their absence, by the Vice-chairman. If neither is present the chair shall be taken by a Committee member chosen by those members present at the meeting.
- 3.5. All members are eligible to vote at an AGM.
- 3.6. If there is equality of votes cast for and against by members present on any motion the Chairman of the meeting shall have a second or casting vote.
- 3.7. Nominations for all Committee posts shall be proposed and seconded by members present or previously submitted in writing to the Secretary. Officers of the Society must be nominated individually. Ordinary committee members may be nominated collectively provided all are standing for re-election or individually if not. The elected Officers of the Society shall take up their posts after the close of the AGM.
- 3.8. Two Society members, independent of the Committee, may be chosen and agreed by those members present to scrutinise and check the correctness of the Society's Accounts to be presented at the next AGM. The posts shall be honorary.
 - 3.8.1 Alternatively, a scrutineer, independent of the Society, may certify the Society's Accounts.
- 3.9. Any specific item of business for discussion must be notified to the Secretary in writing not less than 14 days before the AGM.

4. Extraordinary General Meeting:

- 4.1. An Extraordinary General Meeting may be called at the discretion of the full Committee or within 28 days of receipt by the Secretary of a written request signed by not less than 10 members of the Society. Any request for an EGM must be accompanied by the text of the motion(s) to be put, along with the names of the proposer and seconder of each motion.

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- 4.2. The Secretary shall give not less than 21 days notice to members in writing of the agenda. No other business may be transacted at the EGM.
- 4.3. An Extraordinary General Meeting called by the membership shall form a quorum if ten members are present including the proposer and seconder of each motion. An EGM called by the Committee shall be quorate if ten members are present.
- 4.4. If the proposer or seconder of a motion is unable to be present due to a justifiable reason, then a Committee member may present the motion on their behalf.
- 4.5. All members are eligible to vote at an EGM.
- 4.6. If there is equality of votes cast for and against by members present on any motion the Chairman of the meeting shall have a second or casting vote.
- 4.7. Any member who is unable to attend the EGM due to a justifiable reason, may vote by proxy. Any such proxy must be declared to the Chairman in writing at or before the start of the meeting.

5. Management:

- 5.1. The management of the Society's business shall be vested in the Committee comprising the Officers of the Society and up to six ordinary members.
- 5.2. The Officers of the Society shall be:
 - (i) Chairman
 - (ii) Vice-Chairman
 - (iii) Secretary
 - (iv) Treasurer
- 5.3. The Chairman shall take the chair and preside over meetings. Sub-Committees may also be chaired by the Chairman or other appointed person.
- 5.3.1 He or she will also be responsible for the overall conduct of such meetings and guiding the committee on the management of the Society.
- 5.3.2 In the absence of the Chairman the Vice Chairman shall conduct the meeting.
- 5.4. The Vice Chairman shall support the Chairman and deputise for him or her in the absence of the Chairman.
- 5.5. The Secretary shall be responsible for the maintenance of the Society records and proceedings of all General and Committee meetings and shall receive records of all Sub Committee meetings.
- 5.6. The Treasurer shall be responsible for maintenance of the Society's financial records on behalf of the Committee.
- 5.7. The Committee shall, if practical, meet at regular intervals and at a venue agreed by the Committee. The Chairman or the Secretary may call additional Committee meetings as required. The Chairman or the Secretary may postpone or cancel a Committee meeting if circumstances dictate.
- 5.8. Four members of the Committee shall form a quorum of which at least one shall be an Officer and one an ordinary member.
- 5.9. If vacancies occur on the Committee, the Committee may co-opt members of the Society onto the Committee for the remainder of the year.
- 5.10. Co-opted members of the Committee shall be entitled to full voting rights at Committee meetings.
- 5.11. Co-opted members shall be subject to election at the next Annual General Meeting.
- 5.12. The Committee may appoint such sub-committees as it considers necessary for the efficient discharge of its functions from among members of the Committee and may co-opt other Society members onto such sub-committees.
- 5.13. Members of the Society co-opted to sub-committees who are not members of the main Committee, may be invited to attend meetings of the main Committee but shall have no voting rights.
- 5.14. In committee, main or sub, the Chairman shall vote only in the case of an equality of votes and this will constitute a casting vote.

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- 5.15. Members of the Society shall be allowed to attend Committee meetings at the discretion of the Committee.
- 5.16. The Secretary shall be responsible for the maintenance of records of the proceedings of all General, Committee and sub-committee meetings. A sub-committee may appoint its own chairman and secretary. Any such sub-Committee must forward copies of all sub-Committee minutes to the Society Secretary for record keeping purposes.

6. Finance:

- 6.1. The financial year of the Society shall be from 1st November to 31st October.
- 6.2. The Treasurer shall have charge of all Society funds. All subscriptions, fees, donations and other income shall be paid to the Treasurer as soon as reasonably practical after receipt.
- 6.3. The Treasurer shall ensure that a receipt is issued in an approved form for all monies paid to the Society and shall retain a copy of each receipt.
- 6.4. The Treasurer shall ensure that a receipt is received in respect of any expenditure incurred by the Society and that all payments are made in a timely manner.
- 6.5. Payments out of Society funds shall, as far as reasonably practicable, be made by cheque drawn on the Society's bank account and signed by any two of the following: the Chairman, the Treasurer, the Secretary.
- 6.6. The Treasurer shall pay the reasonable expenses of any invited speaker to Society meetings from Society funds.
- 6.7. The Treasurer shall retain and maintain all records required for accounting purposes.
- 6.8. Any funds of the Society not required for immediate purposes may be invested or held on deposit at the discretion of the Committee. Any losses incurred in connection with such investments shall be a charge upon Society funds. Any interest or profit realised shall be used for such purposes as the full Committee may determine.

7. Meetings Venue:

- 7.1. The meetings of the Society shall be held in suitable premises arranged by the Committee.

8. Membership:

- 8.1. A person shall be deemed a member of the Society if:
 - They have paid the appropriate subscription
 - or
 - they have Honorary membership.
- 8.2. Subject to the discretion of the Committee, membership shall be open to any person with an interest in amateur radio in any of its forms, whether licensed or not.
- 8.3. Applications for membership may be considered by the Committee. In such cases applicants shall be notified of the Committee's decision in writing. The Committee is not bound to give reasons for its decision regarding any application.
- 8.4. Honorary membership may be conferred by the Committee on any person who has rendered outstanding service to the Society either directly or indirectly. Honorary membership shall carry the rights of full membership but shall be free of subscription.
- 8.5. Members may invite guests to Society meetings. No guest may attend more than three meetings in any one year. The Chairman of the meeting reserves the right to refuse a guest entry to a Society meeting or to request a guest to leave.
- 8.6. All members shall abide by the constitution of the Society. The Committee shall have the power to terminate the membership of any member whose conduct, in the opinion of the full Committee, renders that person unsuitable to remain a member of the Society. No member shall be expelled without first having been given an opportunity to appeal to the full Committee.

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9. Subscriptions:

- 9.1. The annual subscription for membership shall be set by the Committee and shall be implemented at the Annual General Meeting.
- 9.2. All subscriptions shall be due and payable at the Annual General Meeting.
- 9.3. Any member who has not paid the subscription by 31st March following the AGM shall be deemed to have resigned from the Society.
- 9.4. Members joining and paying the full subscription during the three months prior to the AGM shall not be required to pay a further subscription for the following year. If the subscription is increased at the AGM, the difference shall be payable.

10. Amendments to the constitution:

- 10.1. Any amendment required due to circumstances beyond the control of the Society shall be undertaken by the Committee. The membership shall be informed of these changes at the earliest opportunity.
- 10.2. All other amendments may only be transacted at the Annual General Meeting or at an Extraordinary General Meeting convened for the purpose. Changes to the constitution at the AGM or EGM shall require a two-thirds majority of those present and voting.
 - 10.2.1 Any amendments to the Constitution shall take effect immediately following the meeting at which they were formally agreed.

11. Winding up of the Society:

- 11.1. The decision to wind up the Society shall only be taken at an Extraordinary General Meeting convened for that purpose.
- 11.2. The funds of the Society shall, after the liquidation of assets and payment of all outstanding debts, be disposed of as directed by the members present at the final EGM.

This revised version 2 of the constitution was adopted at the Extraordinary General Meeting held at the Royal British Legion Club, Harwell on 9 December 2008.