

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 shall be given to each member in writing.
- 3.2. A quorum shall be formed if ten 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 auditor(s)
- 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 member chosen by those members present at the meeting.
- 3.5. 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.
- 3.6. 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.
- 3.7. Two honorary auditors, of whom at least one shall not have served on the Committee during the previous financial year, shall be chosen to peruse and certify the correctness of the Society's books of account as submitted to the AGM. Alternatively, the books may be certified by authorised accountant who shall not be a serving Committee member of the Society.
- 3.8. Any specific item of business for discussion must be notified to the Secretary in writing not less than 14 days before to AGM.

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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 proposer and seconder of each motion.
- 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 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.

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 Committee shall, if practical, meet at least once each calendar month 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.
- 5.4. Four members of the Committee shall form a quorum.
- 5.5. When vacancies occur on the Committee, the Committee may co-opt members of the Society onto the Committee.
- 5.6. Co-opted members of the Committee shall be entitled to full voting rights at Committee meetings.
- 5.7. Co-opted members shall be subject to election at the next Annual General Meeting.
- 5.8. 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 to such sub-committees.
- 5.9. Members of the Society co-opted to sub-committees who are not members of the Committee, may be invited to attend meetings of the Committee but shall have no voting rights.
- 5.10. If there is equality of votes cast for and against by members of the Committee, or sub-committee, on any motion the Chairman of the meeting shall have a second or casting vote.

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- 5.11. Members of the Society shall be allowed to attend Committee meetings at the discretion of the Committee.
- 5.12. 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.

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 audit 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. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.

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8.5. 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.

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 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.

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 constitution was adopted at the Extraordinary General Meeting held at the Royal British Legion Club, Harwell on 10th December 2002.