

# HARWELL AMATEUR RADIO SOCIETY

## CONSTITUTION

1. **Title:**

1.1. The Society shall be known as the Harwell Amateur Radio Society (HARS), hereafter referred as the Society.

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 (AGM) 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, if absent, 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 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. All candidates for election to the committee shall be nominated individually. Members elected to the Committee 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. 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 (EGM) 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.

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 EGM called by the membership shall form a quorum if 10 members are present including the proposer and seconder of each motion. An EGM called by the Committee shall be quorate if 10 members are present including at least one Officer and one Ordinary member.

## Harwell Amateur Radio Society

- 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 by agreement of those present.
- 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 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 The meeting chairman shall 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 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. The Chairman or the Secretary may call additional Committee meetings as required. The Chairman, through 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 Committee member.
- 5.9. If vacancies occur on the Committee, the Committee may co-opt members of the Society on to the Committee to fill the vacancies until the next AGM.
- 5.10. Co-opted members of the Committee shall be entitled to full voting rights at Committee meetings.
- 5.11. 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 on to such sub-committees.
- 5.12. Members of the Society who are not members of the main Committee, may be invited to attend meetings of the main Committee but shall have no voting rights.
- 5.13. In Committee, main or sub, if there is equality of votes cast for and against on any motion then the Chairman shall have a second casting vote.
- 5.14. Members of the Society shall be allowed to attend Committee meetings as observers at the discretion of the Committee.
- 5.15. 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.

# Harwell Amateur Radio Society

## 6. Finance:

- 6.1. The financial year of the Society shall be from 1<sup>st</sup> November to 31<sup>st</sup> October.
- 6.2. The Treasurer shall have charge of and be accountable for 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. The Officers of the Society, as defined in Clause 5.2, shall be authorised signatories to Society bank accounts. Signatures shall be on a two from four basis whenever practical.
- 6.6. Methods of payment shall be as agreed by the Committee e.g. cheque, debit card, or electronic means.
- 6.7. The Treasurer shall have full access to Society bank accounts by electronic means i.e. the internet. Other Officers shall have access to Society bank accounts by electronic means in order to authorise payments created by the Treasurer. The hierarchy of authorisation shall be Chairman, Vice-chairman, Secretary.
- 6.8. Other electronic payment systems e.g. PayPal may be permitted for use by the Committee provided such systems have an account in the name of the Society and are tied to a Society bank account. Such systems shall be used primarily to accept payments to the Society.
- 6.9. A debit card issued against a Society bank account may be used for the sole purpose of the efficient management of Society funds and making payments where no other recognised method is available. The use of a debit card for payment shall be authorised in advance and in accordance with Clause 6.7.
- 6.10. The use of future banking technology shall be assessed by the Committee before implementation provided the requirements of Clause 6.5 can be maintained.
- 6.11. The Treasurer shall pay the reasonable expenses of any invited speaker to Society meetings from Society funds.
- 6.12. The Treasurer shall retain and maintain all records required for accounting purposes.
- 6.13. 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.
- 6.14. When two Officers of the Society are related or from the same household, one shall relinquish the right to be an authorised signatory to Society bank accounts and an ordinary Committee member nominated in their place.

## 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**
  - Honorary membership
  - or**
  - Received a Complimentary 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.

## Harwell Amateur Radio Society

- 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. Complimentary membership may be offered at the discretion of the Committee where this is seen as a method of introduction of a potential new member to the Society. All first time candidates of RCE courses arranged by the Society at any level shall be offered this form of membership. This membership type shall confer full membership rights and be subject to payment of subscription at the end of the complimentary term in accordance with Clause 9.
- 8.6. 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.
- 8.7. 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 AGM.
  - 9.2. All subscriptions shall be due and payable at the AGM.
  - 9.3. Any member who has not paid the subscription by 31<sup>st</sup> 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. **Vulnerable Persons:**
  - 10.1. The Society shall take all possible steps to ensure the safeguarding of children and vulnerable adults, referring to the policy provided by the Radio Society of Great Britain.
11. **Amendments to the constitution:**
  - 11.1. 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.
  - 11.2. All other amendments may only be transacted at the AGM or at an EGM convened for the purpose. Changes to the constitution at the AGM or EGM shall require a two-thirds majority of those present and voting.
  - 11.3. Any amendments to the Constitution shall take effect immediately following the meeting at which they were formally agreed
12. **Winding up of the Society:**
  - 12.1. The decision to wind up the Society shall only be taken at an EGM convened for that purpose.
  - 12.2. 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 Version 3 of the constitution was adopted at the Extraordinary General Meeting held at Didcot Leisure Centre, Didcot on 8 December 2015.