



Colchester Radio Amateurs Constitution

Version May 2015

1. Name

The Club shall be known as the Colchester Radio Amateurs and shall be affiliated to the Radio Society of Great Britain.

2. Address

The Club's address shall be that of the Secretary.

3. Aims / Objectives

- i. The aim / objective of the club shall be to promote the development of knowledge, skills and understanding of Amateur Radio. This may include the provision of tuition, training and support for any member to enable them to gain an Amateur Radio licence.
- ii. The club will function as a non-profit making group for the benefit of any person becoming a member and who may take interest in the subject.

4. Membership

- i. Membership shall be open to all persons interested, at the discretion of the committee.
- ii. The rights and privileges of all members shall be the same, but students and retired persons may be permitted to pay a smaller subscription at the discretion of the committee.
- iii. The Committee may at its discretion grant Honorary Membership.
- iv. Members may invite guests to Ordinary meetings.

5. Organisation

- i. The Club Year shall run from Annual General Meeting to Annual General Meeting.
- ii. The governing body of the Club shall be the Annual General Meeting of Members which shall be the first meeting (other than a Special General Meeting) after 1 October.
- iii. The Annual General Meeting shall elect for the ensuing Club Year:
 - a Chairperson,
 - a Secretary,

- a Treasurer,
- an Events & Equipment Co-ordinator, and
- three Ordinary Members (without portfolio).

These elected Officers shall constitute the Committee.

iv. The Committee shall manage the Club's affairs until the end of the following Annual General Meeting and shall have the power to co-opt up to three other members at its discretion. The continuous tenure of office of Chairman by any one person shall be limited to three years.

v. The Committee may set up Sub-Committees with such membership (including co-option) and for such purposes as may seem expedient from time to time.

vi. If any Office shall fall vacant between Annual General Meetings, the Committee shall have power to appoint another Club member to the vacant Office. This appointment is to be confirmed at the next Ordinary Meeting.

vii. The quorum for Committee Meetings shall be equal to half of the number of current Committee members.

viii. If at a Committee Meeting there shall be an equality of votes then the Chair or acting Chair may exercise a casting vote.

ix. In the absence of the Chair for a Committee Meeting, the members present shall select from amongst themselves an acting Chair for the occasion.

x. The Committee shall arrange the programme of Ordinary Meetings of members and shall be responsible for drawing up an agenda for the Annual General Meeting. At least fourteen days notice shall be given in writing of the date, time, place and agenda of the Annual General Meeting.

xi. At Annual General Meetings or Special General Meetings, one fifth of the membership shall constitute a quorum. If at such meetings a quorum shall not be present, the Annual General Meeting or Special General Meeting shall be adjourned until the next Ordinary Meeting; and at any such adjourned meeting the members present shall constitute a quorum.

xii. On the written requisition of not less than one fifth of the membership, the Secretary, provided that the requisition shall have been received by him/her not less than one month in advance, shall call a Special General Meeting to take place immediately prior to the next Ordinary Meeting or Annual General Meeting. Such a meeting shall deal only with the business for which it is called, which shall be clearly stated in the requisition, which latter shall also state the terms of any Motion which the Requisitioners propose to put to the Special General Meeting.

xiii. At all Meetings, the elected Chair, if present shall preside, but in their absence a member of the Committee shall be elected acting Chair for the occasion.

xiv. The business of the Annual General Meeting shall be:

- a. The reception of the Retiring Committee's Report and the audited accounts for the preceding financial year.
 - b. The election of Officers for the forthcoming Club Year.
 - c. The appointment of an Auditor for the forthcoming Club Year. The Auditor shall not be a present member of the Club.
 - d. The discussion of any motion duly submitted.
 - e. The transaction of any business as the Committee may have arranged, or as the Meeting shall resolve.
- xv. Voting shall be by simple majority indicated by a show of hands, except in the following matters:
- a. Elections to Office, for which the Committee may arrange a secret ballot; in the event of an equality of votes, the Chair may exercise a casting vote.
 - b. Changes of rules or removals of Officers, for which motions shall be carried by a majority of two-thirds of those present and eligible to vote.

6. Finance

- i. The financial year of the Club shall run from 1st September to 31st August.
- ii. The Club's funds shall be collected, held and disbursed by the Treasurer, who shall keep accounts to be audited by a person appointed for the purpose at the Annual General Meeting.
- iii. If a disbursement exceeding £50 and not of routine nature is contemplated, the matter shall be referred to the Committee for their assent.
- iv. The Treasurer shall be empowered to bank the Club's funds with any banking organisation suitable for the purpose and agreed at the Annual General Meeting.
- v. Bank withdrawals (cheques) shall require the signature of two of the three Officers designated by the Committee for this purpose.
- vi. The Auditor shall conduct an audit at the end of the financial year, and also at any such times as the Committee may request.
- vii. The subscriptions and any fees for each ensuing year shall be determined at the Annual General Meeting; recommended by the Treasurer and with the Committee's prior assent.

7. Cessation of Membership

- i. A person shall cease to be a member if:
 - a. He/She shall submit to the Secretary his/her resignation in writing.
 - b. His/Her subscription for the current financial year shall not be paid by 31st December.

c. His/Her behaviour at any time is considered by the Committee to be against the best interests of the Club.

ii. In cases a) and b) above, membership may be resumed at any time without formality provided that the subscription for the year then current be paid.

8. Amendment of Rules

These rules may be amended at any Meeting (other than a Special General Meeting not specifically called for this purpose) provided that written notice of the proposal shall have been given to the membership at least fourteen days prior to the meeting.

9. Dissolution

In the event of a decision to wind up the Club, any assets remaining after the settlement of all outstanding debts shall be given to one or more Charitable Institution(s), having objectives similar to the objectives of the Club, or failing that, shall be applied for some other charitable purpose as determined by the final Ordinary Meeting.

10. Honorary President

- i. The Committee shall be empowered to nominate a club member to the position of Honorary Club President, providing he/she does not hold any other Office.
- ii. The nomination is to be put to the next Annual General Meeting of the Club for ratification.
- iii. After a nomination has been ratified, an existing Honorary Club President shall become an Honorary Past President
- iv. The Honorary Club President shall have a vote at meetings of the Committee.

End