

# West Kent Amateur Radio Society

## Constitution

### 1. Revocation

- 1.1 This constitution revokes any previous constitutions of the West Kent Amateur Radio Society (the Society)
- 1.2 This constitution was approved and took effect at an EGM on the 13<sup>th</sup> June 2016.

### 2. Name

- 2.1 The name of the Society shall be: "West Kent Amateur Radio Society".

### 3. Objectives

- 3.1 The objectives of the Society shall be;
  - (a) To further and protect the interests of its members in all aspects of amateur radio.
  - (b) To organise a varied programme of regular meetings.
  - (c) To provide and administer trophies for specified achievements.
  - (d) To organise and encourage members to take part in contests as appropriate.
  - (e) To plan and organise special event stations when appropriate opportunities arise.
  - (f) To plan and organise any other activities relevant to the objectives above.

### 4. Membership

- 4.1 The membership of the Society shall be open to any person with an interest in amateur radio.
- 4.2 Application for membership shall be made through the Society secretary. It shall be subject to the approval of the Committee, who may refuse membership without giving any reason if, in their opinion, the applicant may not be a suitable person for membership. After approval, membership shall not commence until the appropriate subscription is paid.
- 4.3 Acceptance of this Constitution shall be a condition of membership.
- 4.4 The Society shall have the following classes of membership;
  - (a) Full Member – Any member who supports the objectives of the Society and is at least 16 years of age. Full members shall be eligible to vote at Society meetings and may be elected to the Committee.
  - (b) Family Member – Any member of a household living in a single residence who is a relative or has a relationship with a full member who is part of the household; and who supports the objectives of the Society. Family members

over the age of 16 years and not in full time education shall be eligible to vote at Society meetings and may be elected to the Committee.

- (c) Student Member - Any member up to 23 years of age who supports the objectives of the Society, and is continuing in full time education. Student members shall not be eligible to vote at Society meetings or be members of the Committee.
- 4.5 Members may invite guests to Society meetings and events, but no visitor may attend more than four such gatherings per year.
- 4.6 Membership records shall at all times remain the property of the club and shall be private and confidential to the committee. Disclosure to others is not permitted without the written permission of the data subject.
- 4.7 The personal data of members which is retained by the Society and to which the provisions of clause 4.6 above apply, are set out in Annex 1 to this Constitution. The purpose of holding this data is so that contact may be made with individual members by radio, post or electronically, to notify them of Society business and to deal with any relevant emergencies.
- 4.8 Any personal information received by a member in the course of Society activity shall be kept confidential, unless the data subject provides written permission.
- 4.9 Members are NOT required to have a published email address, or be included in any distribution list.

## **5. Termination of Membership**

- 5.1 Membership will be terminated where;
  - (a) A member resigns at any time by giving notice in writing to the Secretary.
  - (b) A member fails to pay the relevant subscription in accordance with the provisions of clause 6.
  - (c) The Committee decides to revoke the membership of any member who, in the majority opinion of the Committee, acts in a manner prejudicial to the good name of the Society, or of amateur radio. In such cases, the member shall
    - be advised of the decision and the reasons in writing.
    - be entitled to appeal in writing to the Secretary within 14 days of receiving the notification, and to meet the Committee to state his or her case on a mutually convenient date at least 14 days after giving notice of appeal
    - be notified of the Committee's decision within seven days of the decision being made.
  - (d) A member dies

## **6. Subscriptions**

- 6.1 The Committee shall recommend the levels of annual subscriptions for the following year before 31 December each year. The recommendation shall be put to the Annual General Meeting, which shall vote to accept it or another sum..
- 6.2 All membership subscriptions shall become due on 1 January each year.
- 6.3 Any member who has not paid the full appropriate subscription by the 28 February, shall cease to be a member of the Society subject to clause 6.5 below.
- 6.4 Anyone joining or rejoining the Society part way through a year shall pay pro rata for the remain months of the Society year.
- 6.5 The Committee shall have the discretion, confidentially, to waive or reduce subscriptions in cases of special circumstance

## **7. Communication**

- 7.1 Communication between Committee members shall, subject to the provisions of clause 7.3, below be by any appropriate method.
- 7.2 Communication between the Committee and the members shall, subject to the clause 7.3 below, be by any method agreed by the members.
- 7.3 Discussions of the Society's internal affairs including matters affecting the membership shall only take place in user groups or similar mechanisms restricted to the Society's membership, other than discussions conducted via amateur radio.

## **8. Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs)**

- 8.1 The AGM of the Society shall be held in April of each year at a time and place decided by the Committee.
- 8.2 Notice of the AGM shall be sent to members at least 21 days before the meeting.
- 8.3 An EGM may be called at any time by the Committee, or shall be convened by the Secretary on a written requisition signed by no less than 1/3rd of members eligible to vote. Notice of an EGM shall be sent to members not less than 21 days before the meeting, unless the matter is clearly urgent and time sensitive. In such urgent cases, seven days notice must be given.
- 8.4 No business shall be transacted at an EGM except for that for which the meeting has been convened.
- 8.5 At an AGM or EGM, the chair will be taken by Chairman of the Society, or the Vice-Chairman in his/her absence. If neither are present at the start of a meeting, a member shall be elected to take the chair.

## **9. Procedures at Annual or Extraordinary General Meetings**

- 9.1 A quorum for an AGM or EGM shall be one third of eligible voting members.
- 9.2 Resolutions at an AGM or EGM shall be passed by a simple majority of votes cast by members present eligible to vote.

- 9.3 Each eligible member shall have one vote on each resolution.
- 9.4 In the event of a tied vote, The Chairman may cast a second, deciding vote.

## **10. Management Committee**

- 10.1 A Committee shall be elected at each Annual General Meeting to safeguard and promote the objectives of the Society and to administer the affairs of the Society, and to be responsible for its assets.
- 10.2 The Committee shall consist of the Officers of the Society - a Chairman, Vice-Chairman, Secretary and Treasurer - plus a maximum of three other members eligible to vote.
- 10.3 The Committee shall have the power to co-opt any member or members to act as advisors for specific purposes. Members co-opted for this purpose shall not be entitled to vote at Committee meetings.
- 10.4 The Committee shall have the power to form any Sub-Committee that it deems necessary. The Chairman of any Sub-Committee shall be an elected Committee member.
- 10.5 A quorum at Committee meetings shall comprise not less than four elected members, with not less than two being Officers of the Society.  
In the absence of a quorum, Society business may be dealt with, but any decision taken will only become valid after ratification at the next quorate meeting.
- 10.6 If an AGM fails to fill any Officer post, the AGM shall elect a committee of up to seven members eligible to vote, including any elected Officer. This Committee at its first meeting shall elect Officers to any vacant post.
- 10.7 If a Committee vacancy occurs between AGMs, the Committee shall fill the vacancy by co-opting any eligible voting member without election. Members co-opted to fill a vacancy shall be able to vote at Committee meetings..
- 10.8 The Committee shall take office immediately at the conclusion of the AGM at which it is elected, and shall retire at the conclusion of the next AGM.
- 10.9 No member shall hold any particular Officer post for more than three consecutive years, or hold the post again without a break of at least one year.
- 10.10 Nominations for Committee members will only be valid if confirmed by the nominee at the meeting, or previously in writing to the Secretary. Each candidate's proposer and seconder must be a member of the Society.
- 10.11 The principal duties of the Committee roles shall be;
- (a) Chairman – to preside at all Society meetings when present.
  - (b) Vice-Chairman – to take the role of Chairman, in the absence of the Chairman.
  - (c) Secretary to:

- i. Record and keep minutes of all Society meetings
  - ii. Ensure that all correspondence is correctly and promptly handled.
  - iii. Maintain a roll of members.
  - iv. Maintain a register of Society equipment.
  - v. Ensure that those holding callsigns held on behalf of the club periodically revalidate them in accordance with the licence requirements.
- (d) Treasurer to:
- i. Keep the Society's accounts.
  - ii. Advise the Committee on all financial matters.
  - iii. Prepare the Society's accounts for audit and to present these at the AGM.
- 10.12 The Committee shall endeavour to meet at least quarterly.

## **11. Members' Activities**

- 11.1 Members taking part in the activities of other clubs or societies do so as individuals and not as representatives of this Society unless authorised by the Committee.

## **12. Society Finances**

- 12.1 The Society's financial year shall run from the 1<sup>st</sup> January to the 31<sup>st</sup> December.
- 12.2 The elected members of the Committee shall have joint responsibility for the finances of the Society and shall not give approval to any activity, or event, likely to jeopardise the financial well-being of the Society.
- 12.3 The Treasurer shall maintain one or more bank account(s) in the name of the Society as agreed by the Committee. The Officers of the Society shall be signatories, and any expenditure shall require at least two signatories. The Committee shall be empowered to determine from time to time what other signatories, if any, are to be appointed.
- 12.4 Any transfer of funds from a Society account to a third party must be approved by two of the authorised signatories and subsequently ratified by vote of the Committee.
- 12.5 A member of the Society shall be appointed at each Annual General Meeting to audit the Society's accounts for the current financial year. This member shall not be a member of the Committee.

### **13. Amendments to this Constitution**

13.1 This constitution may be amended either at EGM of the Society called for that purpose, or at an AGM, provided that details of the proposed changes have been notified to the members with the agenda for the respective meeting.

### **14. Cessation**

14.1 In the event of a decision by the majority of members at an EGM that the Society should be closed, the Treasurer shall settle all outstanding debts and liabilities on behalf of the Society. If necessary, any assets of the Society shall be sold in order to do this.

14.2 Once the requirements of clause 14.1 have been met, any remaining assets (cash and non-cash) shall be donated to any other amateur radio club(s), charities or any other good cause supporting amateur radio, as agreed by the members at the EGM at which the resolution to close the Society is passed.

### **15. Administrative Matters**

15.1 The Society shall retain affiliation to the Radio Society of Great Britain.

15.2 The Society shall follow all RSGB Codes of Conduct, and all RSGB protocols and guidance concerning the safeguarding of children and vulnerable people.

15.3 The Society shall be an equal opportunities organisation.

15.4 The Society will not discriminate on the grounds of disability, age, gender, marital status, sexual orientation, race, ethnic origin, nationality or political or religious beliefs.

### **Annex 1**

The personal data referred to in clause 4.7 of this Constitution are:

- Name
- Callsign(s) (if any)
- Postal address
- Email address (if any)
- Telephone number(s)