

## CONSTITUTION OF TORBAY AMATEUR RADIO SOCIETY

1. The Society shall be known as the **TORBAY AMATEUR RADIO SOCIETY**.

2. The aim and purpose of the Society shall be:

- a) To further the interest in Amateur Radio and kindred subjects.
- b) Actively to recruit.
- c) Provide for the needs of recruits and newcomers within Amateur radio.

3. The Membership of the Society shall be open to persons with a genuine interest in Amateur Radio and kindred subjects.

### MEMBERSHIP CLASSES

**Full Members** - Single full membership - Full voting rights.

**Joint Full Members** - Joint full membership OM & XYL - Full voting rights.

**Junior Membership** – Those under 18 years or aged under 21 years on Jan 1<sup>st</sup> and in full time education. No voting rights.

**Associate Membership** - Resident outside Torbay/Newton Abbot area. - No voting rights.

**Life Member** - Single full membership for life - Full voting rights

**Family Membership** - Adults - Full voting Rights, includes family members who would normally be a junior member - No voting Rights for members who would normally fall in the junior membership category.

4. The Officers and Committee shall be elected at the Annual General Meeting and shall comprise of a Chairman - Secretary - Treasurer and a minimum of five, maximum of eleven other members. Previously elected members shall be eligible for re-election. Any vacancies arising between Annual General Meetings may be filled for 'the remaining period by means of co-opting by the General Committee.

The President shall be ex-officio with full voting powers. The office of President shall not require an annual vote. The President shall remain in office until he intimates that he wishes to relinquish such office and shall with the concurrence of the Committee nominate his successor. In the event of the latter circumstance not being applicable the office shall be selected by paper ballot.

5. An auditor shall be appointed by the Committee each year. The said appointed person shall not be a member of the general Committee.

6. Should a member of the committee not be able to attend a committee meeting, the Secretary should be informed. Any committee member failing to attend three consecutive committee meetings without reasonable cause

shall be liable to be treated as having relinquished their office and cease membership of the General Committee. If such a case should arise, the committee shall discuss the circumstances and the member informed. The member will be given the right of reply before the membership of the committee is terminated

**7.** The Chairman shall have the casting vote at all Committee Meetings.

**8.** The Committee shall have the power to elect Sub-Committees for whatever reason it shall deem necessary. Members of such an elected Committee shall not have voting power on the General Committee.

**9.** Not less than six members of the General Committee shall constitute a quorum.

**10.** Any major decisions taken by the Committee shall be made known to the membership at the first Monthly Meeting following such a decision and through the media of the Society Magazine/News Sheet,

**11.** The Annual General Meeting shall be held in the month of February each year, All fully paid up members shall be notified in writing by the Secretary fourteen days prior to the date of such meeting.

**12.** The Secretary shall give a report on the work of the Committee and any sub-committee, also a review of the Society's activities over the preceding year.

**13.**

a) The Treasurer shall submit Audited Accounts and a report on the Society's financial position, together with any recommendations he or she considers necessary. The Treasurer shall also ensure that any paid up member shall be provided with a copy of the Audited Accounts on request.

b) All society funds shall be used exclusively for the benefit of the society, unless specifically authorised by a quorum of committee members. No member shall receive any payments from society funds apart from the reimbursement of legitimate expenses

**14.** The Election of Officers. Nominations shall be notified to the Secretary prior to the Annual General Meeting.

**15.** Motions. Prior notice of such shall be given in writing to the Secretary.

**16. EXTRAORDINARY GENERAL MEETINGS** may be called by the Committee or not less than ten full members of the Society, when such a request must be in writing to the Secretary signed by those members requesting such action and stating the reason.

The Secretary must then call the meeting giving members at least fourteen days notice of the date and agenda. That meeting being called no more than 30 days hence. No other business may be transacted at the EGM. The quorum for an EGM shall be at least 25 members.

**17. VOTING.** Only Full Members shall be eligible to vote. Junior Members and Associate Members shall not have the power to vote.

**18. SUBSCRIPTIONS.** These shall be fixed at any General Meeting and shall be payable on the first day of January each year. Any member failing to do so by the date of the Annual General Meeting shall be deemed as no longer a member of the Society and must apply for re-election in writing. Subscription fees shall be payable in full or half fee if joining after the last day of June.

**19. HONORARY MEMBERS.** Shall be made at the discretion of the General Committee and made known to the General Membership. Honorary Membership to be reviewed on the anniversary of such bestowal.

Honorary members will pay their subscriptions in accordance with their class of membership as defined by Rule 3.

(amended Feb 02)

**20.** Any member of the Society guilty of conduct which in the opinion of the General Committee is not in the interest of the said Society or of its welfare shall be liable to dismissal, the offending member or members shall be notified in writing and given the right of appeal

**21. DUTIES OF SECRETARY.** He or she having been so elected shall cause to be kept proper records of the club matters and carry out to the best of his or her ability the directions of the General Committee and any correspondence as so required.

To prepare an agenda for each Committee and Monthly Meeting as so held.

**22. DUTIES OF TREASURER.** The treasurer shall have charge of the Society Funds. All monies received must be paid to the Treasurer who shall pay all demands as so directed by the General Committee. The Treasurer shall ensure that true and accurate records of all monies are kept and report on same to the General Committee as and when so

requested. The Financial Year shall be from the first day of January to the last day of December.

**23.** Rules and regulations shall be made at the Annual General Meeting and shall not be changed or amended except at such a meeting or on calling of a Meeting Extraordinary.

**24.** The General Committee shall have the power to make bye-laws and to deal with any matter which may arise and not covered by Society rules.

**25.** Cash Book - Balance Sheets - Cheque Books and Treasurer's Reports - Minute Book - Secretary's Reports - Stationery and other such items held to carry out the duties of the Secretary and Treasurer shall be retained in good order by such elected persons during their terms of office.

**26.** In the event of the cessation of the said society - all funds including fixed assets shall after all liabilities have been discharged be distributed among Charities to be nominated by the Committee duly appointed for such contingency.

**27.** Application for Membership to the Society shall be made in writing to the Secretary for consideration of the General Committee.

**28.** The Attendance Book shall be signed by those present at each meeting.

**29.** The Torbay Amateur Radio Society shall not be held responsible under any circumstances whatsoever for injury to persons or persons loss or damage to property on the premises of the Society or in connection with the said Society.