

# Isle of Avalon Amateur Radio Club Constitution



## 1. The Club Name

The club shall be known as the **Isle of Avalon Amateur Radio Club**; often abbreviated for practical reasons to Avalon Amateur Radio Club, or AARC

## 2. Aims

The aims of the Club shall be to further the interests of its members in aspects of amateur radio and directly associated activities

## 3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Club

- (a) Full members. Full members must be 18 years of age or over. Under 18s must be accompanied by an adult who would be the active full member. The under 18 would not pay subs in this case.
- (b) Honorary members. Honorary Life Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Club, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions.
- (c) Associates. Associate members are members whom cannot attend club meetings, but still have a vested interest in the club, thus are unable to access all the club can offer. Associate members pay half subs. Associate membership is offered by the Club at the discretion of the Committee.
- (d) Guests. Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

Prospective members should have attended for at least 2 sessions prior to joining.

All members shall abide by the constitution of the Club. The Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters of the full Committee, renders that person unfit to be a member of the Club. No Member shall be expelled without first having been given an opportunity to appear before the Committee.

## 4. Subscriptions

- (a) The annual subscriptions for membership shall be set by the Committee.
- (b) All subscriptions shall be due and payable either at the beginning of the financial year or alternatively quarterly or monthly in advance as determined by the Committee. Members in arrears have no voting rights.

- (c) The financial year shall be determined by the Committee
- (d) A member shall be deemed to have resigned from the Club, if, by the end of the financial year, the subscription has not been paid.
- (e) The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 3 years at a time

## 5. Finance

All money received by the club shall be promptly deposited in the Club's bank account. Withdrawals require the signature of the Club's Treasurer and one other nominated officer of the Club.

## 6. Membership of the Club's Committee

The Club's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee members so elected shall elect the Officers from within the Committee. The Committee, in whom the Club's property shall be vested, shall consist of:

- (a) A Chairman who will preside at all meetings at which he is present.
- (b) A Vice-Chairman who will act as chairman in the absence of the Chairman.
- (c) A Secretary who will be responsible for:
  - i. keeping the minutes of all meetings of the Club.
  - ii. ensuring that all correspondence is correctly handled.
- (d) A Membership Secretary who is responsible for maintaining a master roll of members and honorary members.
- (e) A Quartermaster who will be responsible for
  - i. maintaining a register of Club equipment
  - ii. the allocation and location of Club equipment
- (f) A Treasurer, who will be responsible for:
  - i. keeping the Club's accounts.
  - ii. advising the Committee on all financial matters.
  - iii. preparing the accounts for audit and presenting them at the AGM.
- (g) Up to 3 Ordinary Committee Members
- (h) Not more than 3 co-opted members who have full voting powers, and not more than 0 who are not permitted to vote
- (i) Committee members need to have been a member of the club for at least 2 years before becoming eligible to stand.

## 7. Committee standing orders

- (a) The quorum for the Committee shall be 3. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.
- (b) Committee meetings may be called by the Chairman, the Secretary or any vote.

## 8. Annual General Meeting

- (a) The Annual General Meeting shall normally be held at the beginning of each financial year. At least 21 days' notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be 3.
- (c) The agenda for the meeting shall be:

- 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. Other business
- (d) Items (i) to (v) shall be chaired by the outgoing Chairman, item (vi) by an acting Chairman who is not standing for election to office, and the remaining business by the newly elected Chairman.
- (e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- (f) Items to be raised by members under other business must be notified to the Secretary not less than 21 days before the AGM.

## **9. Extraordinary General Meeting**

- (a) Extraordinary General Meetings may be called by the Committee or not less than 3 members of the Club, the date of the meeting being the earliest convenient as decided by the Committee. At least 28 days' notice in writing must be given to the Secretary, who in turn shall give members at least 14 days' notice in writing of the agenda. No other business may be transacted at the EGM.
- (b) The quorum for the EGM shall be 3.

## **10. Amendments to the constitution**

The constitution may be amended only at an EGM called for that purpose.

## **11. Winding up of the Club**

- (a) The decision to wind up the Club may be taken only at an EGM.
- (b) The funds of the Club shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by members at the final EGM.

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