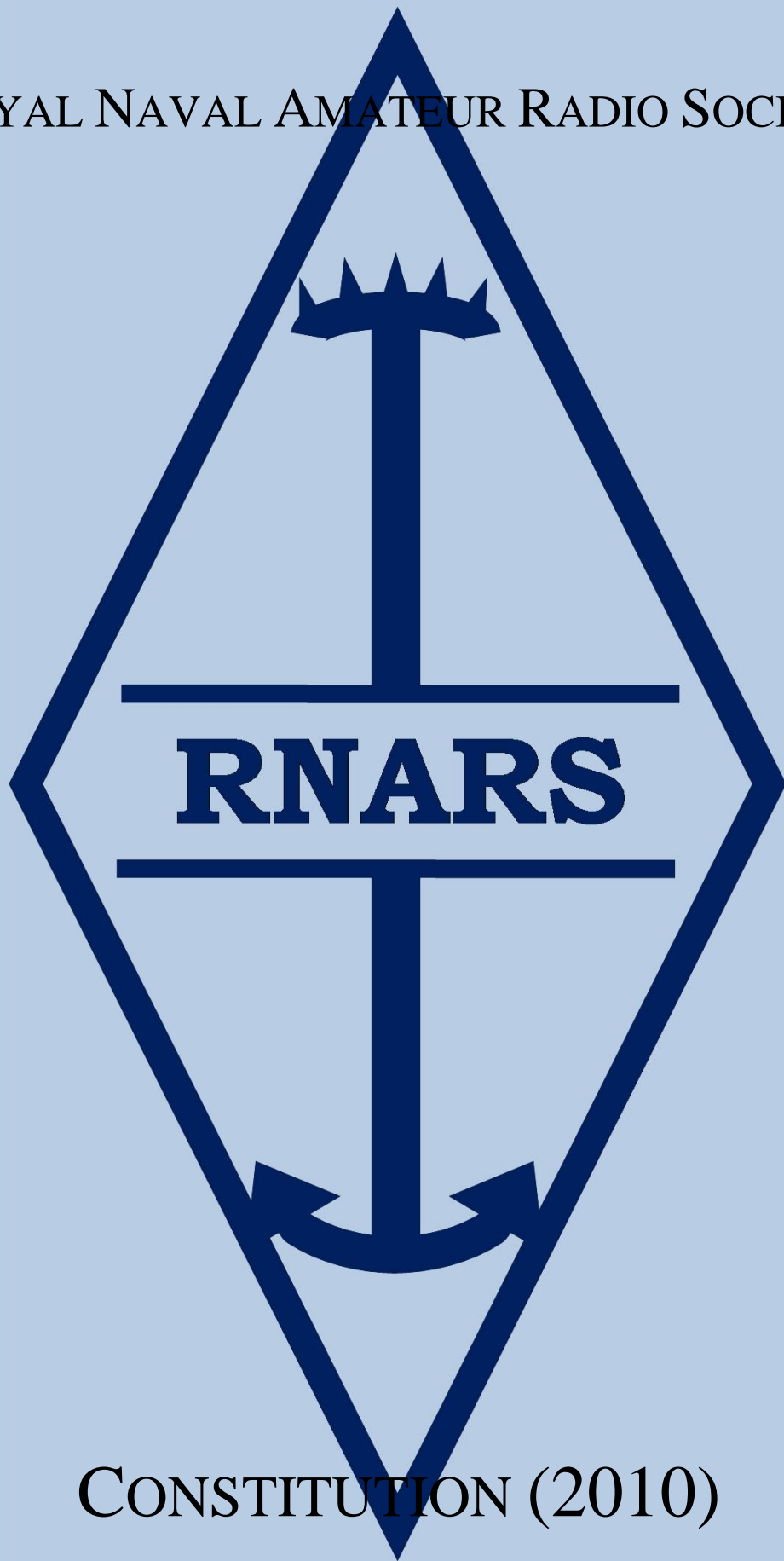


ROYAL NAVAL AMATEUR RADIO SOCIETY



CONSTITUTION (2010)

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## **1. Name**

The organisation shall be known as the Royal Naval Amateur Radio Society, hereinafter referred to as the 'Society'.

## **2. Aims**

The aims of the Society shall be to:

- 2.1. Run an annual fund-raising event to the benefit of the Royal Naval Amateur Radio Society, hereinafter referred to as the RNARS.
- 2.2. Promote the RNARS to the Amateur Radio community throughout the UK and Ireland.
- 2.3. Assist Amateur Radio groups and individuals to establish special event stations in support of RNARS activities.
- 2.4. Act as a link between the RNARS and Amateur Radio groups and individuals who would like to build a relationship with the RNARS.

## **3. Membership**

Membership shall be open, subject to the discretion of the Committee, to all persons and Amateur Radio groups interested in the aims of the Society.

- 3.1. Full Individual Members – must hold a current Amateur Radio license.
- 3.2. Associate Individual Members – need not hold a current Amateur Radio licence.
- 3.3. Life Membership. Is open to members who have completed 30 years membership
- 3.4. Group Members – incorporated Amateur Radio groups.
- 3.5. Family membership is available where each member in the family group is domiciled at the same postal address.
- 3.6. Honorary Members –
  - 3.6.1. Honorary Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Society, either directly or indirectly.
- 3.7. All members shall abide by the constitution of the Society.
- 3.8. 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 Society. No Member shall be expelled without first having been given an opportunity to appear before the Committee.

#### **4. Subscriptions**

Subscriptions will be the main income of the society and the means by which the main operations of the society will be funded.

- 4.1. The annual subscriptions for membership shall be set by the Committee.
- 4.2. All subscriptions shall be due and payable at the beginning of the financial year.  
Members in arrears will have no voting rights.
- 4.3. The financial year shall run from 1st April to 31st March
- 4.4. A member shall be deemed to have resigned from the Society, if, their subscription has not been received by a member of the Committee within three months of the Society's financial year-end.
- 4.5. The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 1 year at a time.

#### **5. Finance**

- 5.1. All money received by the Society shall be promptly deposited in the Society's bank account.
- 5.2. Withdrawals require the signature of the Society's Treasurer and one other nominated officer of the Society's Committee.

#### **6. Membership of the Society's Committee**

- 6.1. The Society's affairs shall be administered by a Committee elected at the Annual General Meeting.
- 6.2. Only Full and Life Members may hold a seat on the Committee.
- 6.3. No member shall hold a seat on the Committee for more than two years without re-election.
- 6.4. The Committee, in whom the Society's property shall be vested, shall consist of five officers, plus at least one Ordinary member, without portfolio, for each 10 Full/ Life Members (or part-thereof).
- 6.5. The officers of the committee shall consist of:
  - 6.5.1. A Chairman who will preside at all meetings at which he is present.
  - 6.5.2. A Vice-Chairman who will act as chairman in the absence of the Chairman
  - 6.5.3. A Secretary responsible for keeping the minutes of all meetings of the Society, ensuring that all correspondence is correctly handled.
  - 6.5.4. A Membership Secretary responsible for maintaining a master roll of members and honorary members.

- 6.5.5. A Station Manager responsible for maintaining a register of Society equipment.
- 6.5.6. A Treasurer, who will be responsible for:
  - 6.5.6.1. Keeping the Society's accounts.
  - 6.5.6.2. advising the Committee on all financial matters.
  - 6.5.6.3. Preparing the accounts for audit and presenting them at the AGM.
- 6.5.7. A Publicity Manager who will be responsible for:
  - 6.5.7.1. Issuing press releases to the national and local press.
  - 6.5.7.2. Providing the Web Master with content for the web site.

## **7. Committee standing orders**

The Committee shall function in the following manner:

- 7.1. Committee meetings may be called by the Chairman, or a quorum of the Committee.
- 7.2. Due to the likely dispersed nature of the Society's Committee, Committee meetings may take place either in a physical geographic location, or a virtual location over the Internet.
- 7.3. The quorum for the Committee meeting shall be 66% of the Committee members .
- 7.4. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next Committee meeting at which a quorum exists.

## **8. Annual General Meeting**

The Annual General Meeting, hereinafter referred to as the 'AGM', shall be conducted in the following manner:

- 8.1. The AGM shall normally be held on the second Saturday of October each year.
- 8.2. All correspondence to members regarding the AGM shall be emailed to members with an email address, and mailed through the postal service to those without an email address.
- 8.3. At least 21 days' notice shall be given to each member in writing/email.
- 8.4. The quorum for the meeting shall be 20% of the voting members.
- 8.5. The agenda for the meeting shall be:
  - 8.5.1. Apologies for absence
  - 8.5.2. Minutes of previous AGM
  - 8.5.3. Chairman's report
  - 8.5.4. Secretary's report

- 8.5.5. Treasurer's report
  - 8.5.6. Election of new Committee
  - 8.5.7. Election of auditors
  - 8.5.8. Other business
- 8.6. Items 1 to 5 (above) shall be chaired by the out-going Chairman, item 6 by an acting Chairman who is not standing for election to the Committee and the remaining business by the newly elected Chairman.
- 8.7. Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing/email.
- 8.8. Items to be raised by members under other business must be notified to the Secretary no later than 14 days before the AGM.
- 8.9. A full agenda, including items to be raised by members, will be mailed/emailed to members no less than 7 days before the AGM.

## **9. Extraordinary General Meeting**

Extraordinary General Meetings, hereinafter referred to as an EGM, shall be conducted in the following manner:

- 9.1. An EGM may be called by the Committee or not less than 10% of the voting members of the Society.
- 9.2. All correspondence to members regarding the AGM shall be emailed to members with an email address, and mailed through the postal service to those without an email address.
- 9.3. The date of the EGM shall be the earliest convenient date as decided by the Committee.
- 9.4. At least 28 days' notice shall be given to each member in writing/email.
- 9.5. No other business may be transacted at the EGM.
- 9.6. The quorum for the EGM shall be 20% of the voting members of the Society.

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

- 10.1. The constitution may be amended only at an EGM called for that purpose.
- 10.2. Where an EGM is to coincide with the AGM, the business of the EGM shall be conducted after the AGM.

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

Should the Committee decide to wind up the Society:

- 11.1. The decision to wind up the Society may be taken only at an EGM.

11.2. The funds of the Society shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as a donation to a recognised Charity(s) to be decided at the time by the Society at the winding up General Meeting.

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