

# Dorking and District Radio Society

## Constitution

### 1. Name

The Society shall be known as the Dorking and District Radio Society.

### 2. Aims

The aims of the Society shall be to further the interests of its members in all 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 Society.

a) **Full Members.** Full members must be 18 years of age or over or must hold the permission of any competent authority to install and operate an amateur radio station.

b) **Student Members** Student members must be under 25 years of age in full-time formal education.

c) **Honorary Members** Honorary Life 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. Such membership shall carry the rights of full membership but shall be free from subscriptions.

d) **Guests** Members may invite guests to meetings.

All members shall abide by the constitution of the Society. 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 the opportunity to appeal before the Committee.

### 4. Subscriptions

a) The annual subscriptions for membership shall be recommended by the Committee and agreed by the Members.

b) All subscriptions shall be due and payable on 1<sup>st</sup> January and cover the following 12 months. Members in arrears have no voting rights.

c) The financial year shall run from 1<sup>st</sup> November to 31<sup>st</sup> October.

d) A member shall have deemed to have resigned from the Society if, following 30<sup>th</sup> June 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 one year at a time.

### 5. Finance

All money received by the Society shall be promptly deposited in the Society's bank account, or temporarily held in a cash float by the treasurer, up to a limit agreed by the

committee. Withdrawals by cheque and amendments to account access require the signature of two nominated members of the committee, all of whom shall have electronic access to inspect the account at any time.

Withdrawals by electronic funds transfer and from the cash float may be authorised by the treasurer, who shall immediately notify the other nominated officers. A non-committee member of the society shall also be proposed and agreed by a quorum of non-committee members to view the account from time to time but not to authorise payments.

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

The Society's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee, in whom the Society's property shall be vested shall consist of the Officers and up to five Ordinary members.

a) A Chairman who will preside at all meetings at which he/she is present. No member may hold this position for more than five consecutive years. He/she may be re-elected after a break of one year. In the absence of the Chairman, any nominated member of the committee may temporarily act in the role of Vice-Chairman.

b) A Secretary who will be responsible for:

(i) keeping the minutes of all meetings of the Society.

(ii) ensuring that all correspondence is correctly handled.

(iii) maintaining a master roll of members and honorary members.

(iv) maintaining a register of Society equipment.

c) A Treasurer who will be responsible for:

(i) keeping the Society's accounts.

(ii) advising the Committee on all financial matters.

(iii) preparing the accounts for audit and presenting them at the Annual General Meeting.

d) Up to five Ordinary Committee Members.

e) Not more than two co-opted members of the Society who are not permitted to vote.

### 7. Committee standing orders.

a) A quorum for the Committee shall be four containing at least two Officers and two full Committee members. 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.

b) Committee meetings may be called by the Chairman, the Secretary or any

vote of at least 50% of the membership.

### 8. Annual General Meeting

a) The Annual General Meeting shall normally be held at the first Society meeting in November each year. At least 21 days' notice shall be given to each member in writing.

b) The quorum for the meeting shall be 40% of the membership.

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) Election of auditor

(viii) 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

An extraordinary general meeting must be held within 56 days

a) of being required by a resolution by the Committee; or

b) of being requested by at least 50% of the membership by letter addressed to the Secretary stating the purpose of such meeting and proposing, if any, a resolution to be voted upon at that meeting.

The Secretary must give at least 28 days' notice of such EGM to every member.

The quorum for an EGM is 40% of the membership.

No business other than that advised in the notice of the meeting shall be transacted at the EGM

### 10. Amendments to the constitution

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

### 11. Winding up of the Society

a) The decision to wind up the Society may be taken only at an EGM.

b) The funds of the Society shall after the sale of all assets and the payment of outstanding debts, be disposed of as directed by members at the final EGM.