

CONSTITUTION

1. TITLE

The Society shall be called “Chester and District Radio Society”.

2. OBJECTS

The Society shall be an organisation whose objectives shall be;

1. The discussion, practice and furtherance of interest in amateur radio and all associated disciplines.
2. The participation in and organisation of social activities whose purpose are associated with the furtherance of amateur radio interest.

3. MEMBERSHIP

An applicant for membership must be proposed and seconded by members with current membership. Such application shall be made to an officer of the Society and shall be deemed accepted if not rejected by the Committee at its next meeting immediately following the receipt of such application.

The Society shall have the power to terminate membership but in so doing, shall have regard to the procedure set out in the **Appeals Procedure Document**, copies of which are kept by the Hon. Secretary and are available to members on request.

4. HONORARY MEMBERSHIP OF THE SOCIETY

The Committee shall have the power to recommend to the AGM for its approval any member for **Honorary Membership** in recognition of his/her outstanding contribution to the work of the Society. A separate record shall be kept of any member so approved.

5. CLASSES OF MEMBERSHIP

- a. **Honorary Member** - (See para. 4 above) A person elected to **Honorary Membership** holds full voting rights and has the option of paying a yearly subscription as they desire.

- b. **Senior Member** - The holder of a **Senior Membership** shall be above 18 years of age and has full voting rights.
- c. **Junior Member** – Members under the age of 18 years will be termed **Junior Members**. They do not hold voting rights and may not hold office and pay an annual subscription at half the normal rate.

6. SUBSCRIPTIONS

- a. The **Annual Subscription** will be an amount as recommended by the Committee and approved by a majority vote at the Annual General Meeting.
- b. Subscriptions for the current year shall be due at the Annual General Meeting.
- c. Any member whose subscription is two months in arrears shall be notified by the Hon. Treasurer and, should it not be paid at the expiration of one month from the giving of such notice, the member shall be deemed to have terminated his/her membership of the Society. The member may be reinstated upon receipt of an application to rejoin the Society.
- d. The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding one year.
- e. Levies upon the membership shall only be decided at an Annual General Meeting or a Special General Meeting.

7. OFFICERS

The Officers shall be:

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| 1. Chairman | 2. Vice Chairman |
| 3. Hon. Secretary | 4. Hon. Treasurer |

- a. The Officers shall be elected annually by secret ballot at the Annual General Meeting and shall hold office from the close of the Annual General meeting at which the election takes place to the close of the next Annual General Meeting
- b. The President shall chair the meeting for the election of the Chairman. In the event of a tied vote for the office of Chairman, the President shall have a second or casting vote. In the absence of the President a further vote shall be taken
- c. In the event of a tied vote for the remaining elections, the Chairman shall have a second or casting vote.

8. COMMITTEE

The Committee shall consist of:

The Officers and

Four members elected at the Annual General Meeting.

9. VACANCIES

Should a vacancy occur in the offices of Chairman, Vice Chairman, Hon. Secretary., Hon. Treasurer or any other office to which an election has been held at the Annual General Meeting, the Society may appoint any member to fill such vacancy until the next Annual General Meeting.

10. FUNCTIONS OF THE COMMITTEE

The Committee shall:

- a. ensure that the funds and assets of the Society are used to further the interests of the Society and to make reasonable endeavours to achieve the objectives in paragraph 2 above.
- b. arrange a programme of events for meetings of the Society which shall include talks and lectures by members or visitors, operation of the society's radio stations, surplus equipment sales, social events and other radio related activities.
- c. keep the Membership informed of its deliberations and decisions by announcements at meetings of the Society and on the Society's website.
- d. agree, document and maintain an Asset Policy which shall govern acquisition, retention and disposal of assets owned by the Society
- e. cause to be produced an inventory of all the Society's assets in accordance with the Society's Asset Policy which shall be published on the Society's Web Site and made available on request to members of the Society at the AGM.
- f. excepting expenses for the administration of the Society, not incur expenditure in excess of £500 without the prior approval of a quorate meeting of the Society.

11. MEETINGS OF THE COMMITTEE

- a. The Committee shall meet on an agreed date normally the second Tuesday of each month.
- b. A special meeting of the Committee may be called at the request of three members thereof, addressed to the Hon. Secretary, giving reasonable notice and stating the object of the meeting. The business

of a meeting thus called shall be that for which it was called and no other.

- c. At all meetings of the Committee, in the absence of the Chairman, the Vice Chairman shall take the chair or in the case of his/her absence the Committee shall appoint one of the Committee as Chairman.
- d. In the event of a tied vote the Chairman shall have a second and casting vote.
- e. Five members shall form a quorum.

12. FINANCE

- a. The Hon. Treasurer shall keep or cause to be kept a proper account of the receipts and payments of the Society and of the matters in respect of which such receipts and payments take place, and of the properties, assets and liabilities of the Society in books provided for the purpose.
- b. The Hon. Treasurer shall produce the account books properly posted up when required by the Committee.
- c. The Committee shall maintain bank accounts for which the mandate for withdrawals shall require the signature of at least two of the following officers: Chairman, Vice Chairman, Hon. Treasurer and Hon. Secretary.
- d. The financial Year shall end on 31st January each year.
- e. The Hon. Treasurer shall cause accounts to be prepared, audited and circulated to members at least 14 days before the Annual General Meeting for approval at the Annual General Meeting.
- f. The Hon. Treasurer shall be responsible for the collection of such subscriptions as may be due to the Society.

13. HONORARY SECRETARY

- a. The Hon. Secretary shall keep or cause to be kept the minutes of all meetings of the Society and of the Committee.
- b. He/she shall summon all meetings and shall maintain a register of names and addresses, and other records as agreed by individual members of the Society, as the Committee shall determine.
- c. He/she shall take such steps as the Radio Society of Great Britain may request as regards the election of members as representatives to the RSGB.

14. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Society shall be held on the first Tuesday in April of each year, not less than seven days' notice in writing having been given to members. Eleven members shall form a quorum.
- b. The order of business at the Annual General Meeting, hereinafter called the **Agenda**, shall be;
 1. To receive and approve the minutes of the last Annual General Meeting.
 2. To receive and approve the Chairman's Report.
 3. To receive and approve the Hon. Treasurer's Report and the Audited Accounts of the Society for the year to 31st January previous.
 4. To receive the record of attendance at Committee meetings of retiring members of the Committee.
 5. To elect members to the posts of: Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer.
 6. To elect four members to serve on the Committee.
 7. To elect an Honorary Auditor.
 8. To discuss any other business.

Nominations for Officers and Committee Members may be submitted to the Hon. Secretary before or at the Annual General Meeting.

Motions to be raised under Agenda Item 8 must be signed by the proposer and seconder and submitted to the Hon. Secretary at least fourteen days before the Annual General Meeting.

15. SPECIAL GENERAL MEETING

1. A Special General Meeting may be called by the Committee or at the written request of eleven members addressed to the Hon. Secretary and stating the object of the meeting.
2. The date and time of such a meeting shall be fixed with not less than fourteen days notice to members. The business of a Special General Meeting shall be that for which it is called and no other.

16. THE CHAIR

At all meetings of the Society the Chairman shall preside or, in his/her absence, the Vice Chairman or in his/her absence the meeting shall appoint one of the Committee or, failing them any member of the Society as Chairman.

17. VOTING

Motions submitted to the Annual General Meeting or a Special General Meeting shall be determined by simple majority vote of those present.

A secret ballot shall be held if called for and agreed by the Meeting. In the event of a tied vote the Chairman shall have a second and casting vote.

18. PRESIDENT OF THE SOCIETY

1. The Committee shall recommend to the AGM for its approval any member of the Society for the position of President.
2. The President shall be entitled to attend all meetings of the society including all Committees and shall maintain an overview of the affairs of the Society.
3. The President will have no right to vote at committee meetings.
4. The President may retire by resignation or by determination of an Annual General Meeting.

19. BYE LAWS

The Committee shall recommend to the Society such bye laws for the regulation of the proceedings of the Society as may from time to time be necessary provided always that such bye laws are not inconsistent with this constitution.

20. CODE OF CONDUCT

Members shall:

1. observe the constitution and bye laws at all times.
2. act within the terms of their Amateur Radio Licences when engaged directly in activities on behalf of the Society at all times.
3. not publish or cause to be published any proceedings of the Society without the prior permission of the Committee.
4. refrain from any action which is contrary to the interests of the Society.

21. ALTERATION OF THE CONSTITUTION

1. The Constitution may be altered by a resolution, approved by a simple majority of those present, at an Annual General Meeting or a Special General Meeting provided that notice of the proposed alteration(s) shall have been received by the Hon. Secretary at least twenty eight days before the date of the Meeting.

2. At least fourteen days notice of any such meeting shall be sent in writing to each member of the Society setting out the details of the proposed alteration(s) together with the names of the Proposer and Seconder.

22. CLOSURE OF THE CHESTER AND DISTRICT RADIO SOCIETY
 1. Where a decision is made to terminate the Society all equipment shall be offered for sale on the open market at the best possible price.
 2. Where items remain unsold they may be freely donated to neighbouring amateur radio clubs.
 3. After all debts and liabilities have been discharged the assets of the Society shall be disposed of as directed by members at the final Special General Meeting.

BYE LAWS

1. The Society shall, if agreed by the Committee, publish any records of its meeting or lectures delivered to it provided that they do not infringe any copyright law.
2. Visitors are permitted to attend meetings of the Society subject to such regulations as the Committee may from time to time prescribe.
3. Visitors will pay a fee at a rate set by the Committee.
4. The Society shall at all times be covered by appropriate Public Liability Insurance.
5. Any AGM or Special General Meeting shall be held at premises currently recognised as the Societies headquarters.
6. Equipment owned by the Society shall be available for loan to current members in accordance with the Society's Asset Policy.
7. Communications that need to be in writing within the Society will preferably be by electronic means i.e. Internet & Email. Those members who wish to receive written information by postal delivery must notify the Hon Secretary. Members are responsible for ensuring that the Hon Sec has their current postal or email addresses as appropriate.