



REVISED CONSTITUTION for the COVENTRY AMATEUR RADIO SOCIETY

Approved at an A.G.M. held on 9th October 2013 St Bartholomew's Church Hall, Brinklow Road,
Coventry

1. Name

The society shall be known as the Coventry Amateur Radio Society

2. Aims

The Society aims to promote the study and practice of the science of radio communication, to experiment within the terms of the Amateur Licence and to disseminate among its members knowledge of new trends and developments in the field of electronics.

3. Membership

Membership shall be open, subject to the discretion of the committee, to all persons interested in the aims of the society.

The categories of membership are:

Ordinary Adult member defined as a member who does not meet any of the other membership requirements

Associate Member defined as those less than 21 years of age at the AGM and is in full time education.

Senior Citizen Member defined as permanently retired from occupation. Normally over 65 years of age (60 years of age for women until retirement age is increased). Also those retired due to ill health, and / or disabilities also members who are unwaged.

Out of Area Member defined as those whose abode and permanent address is outside the CV postcode area.

Junior Member defined as those who are under 18 years of age at the AGM and in full time education.

Family Membership defined as consisting of an Ordinary Adult Member, partner and their children.

Any person attending society meetings, who is less than 16 years of age, must be accompanied by a parent/guardian, who must remain with the person for the duration of the meeting.

All members of the Society shall abide by the constitution of the society. The committee shall have the 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 being given an opportunity to appear before the committee.

4. Subscriptions

- a. The annual subscription for membership shall be set by the committee and presented at the Annual General Meeting
- b. The financial year shall run from 1st September to 31st August
- c. Membership shall run from 1st November to 31st October each year
- d. Members joining after 31st January shall normally pay a pro-rotta subscription.
- e. The committee shall have the power to waive or reduce subscriptions in special circumstances not exceeding two years at a time.

5. Finance

Money received by the society shall be deposited in the society's bank account with the exception of petty cash held by the Honorary Treasurer. Withdrawals require the signature of the society's treasurer and one other nominated officer of the society.

The society's accounts shall be audited on an annual basis by two of the auditors, who in turn are appointed at the A.G.M. or an E.G.M. called for the purpose.

5. Membership of the 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

a. The President

- shall be elected by invitation of the committee every three years.
- This person will be entitled to attend all committee meetings ex-officio but will not normally have voting powers.

b. The Honorary Chairman

- Shall ensure that the duties of the committee are carried out.
- Shall provide support to enable committee members to carry out their duties
- Shall have a casting vote at all meetings.

In the absence of the chairman and Vice Chairman from any meeting of the Society, the committee shall elect from their own number a temporary chairman who shall enjoy the same privileges as the chairman.

c. The Honorary Vice Chairman

Shall, when instructed by the Chairman render the Chairman such reasonable assistance as required. Deputise at meetings & events in the absence of the Chairman, attend & participate in committee meetings. Has full voting rights when the chairman is present.

d. The Honorary Secretary

- shall be responsible for the day to day running of the Society
- shall keep the minutes of all general meetings and committee meetings
- prepare the Annual Report for the Annual General Meeting
- conduct correspondence on behalf of the Society.

e. **Honorary Treasurer.**

- shall receive all monies payable to the Society,
- shall pay all monies out on behalf of the Society
- shall maintain the society's bank account(s)
- shall submit a statement of the receipts and expenditure at the annual general meeting in the form of an annual profit and loss account and a balance sheet
- shall maintain an up to date register of members and circulate it to committee members.
- shall provide a cash flow forecast to the committee at the start of each operating year shall submit to the committee prior to an Annual General Meeting recommendations for changes in subscriptions
- shall keep a register of society assets and present these to an Annual General Meeting shall appoint another member of the committee to collect monies in the absence of the Treasurer at a society meeting

f. Three ordinary members one of whom normally should be a junior member.

g. Not more than one co-opted member shall have full voting powers.

The Honorary Chairman, Honorary Secretary and Honorary Treasurer shall be elected annually. The three ordinary committee members shall be elected for a two year period.

6. **Committee Standing Orders**

The quorum for the committee shall be three members. 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.

7. **Annual General Meeting**

- a. The annual general meeting shall normally be held in October.
- b. The secretary shall ensure that members receive a notice of the Annual General Meeting, and nomination papers at least six weeks prior to the meeting.
- c. Nomination papers should be returned to the Secretary three weeks prior to the Annual General Meeting.
- d. In the event that there are no nominations for officers and members of the committee the Honorary Chairman shall have the discretion to receive nominations from the meeting.

In the event there are more one nomination for the posts of Honorary Chairman, Honorary Vice-Chairman, Honorary Secretary, or Honorary Treasurer the Chair of the meeting will appoint two paid up members of the Society to act as tellers. The Honorary Secretary will provide ballot papers. The nominated persons shall not have a vote for the position for which they have been nominated.

A simple majority is required for election.

In the case of nomination of more than three ordinary members of the committee the Chair of the meeting will appoint two paid up members of the Society to act as tellers. The Honorary Secretary will provide ballot papers. The nominated persons shall not have a vote.

The member(s) who receive the highest number of votes will be elected.

The chair of the meeting shall have the casting vote in the event of a tie.

- e. The quorum for the meeting shall be one quarter of the paid up membership.

- f. The agenda for the meeting shall be
- (i) Apologies for absence
 - (ii) Minutes of the previous AGM
 - (iii) President's Report
 - (iv) Chairman's Report
 - (v) Secretary's Report
 - (vi) Treasurer's Report
 - (vii) Auditor's Report
 - (viii) Election of New Committee
 - (ix) Election of auditors
 - (x) Other business

- g. Items (i) to (vii) shall be chaired by the outgoing chairman, item (viii) by an acting chairman who is not standing for office and the remaining business by the newly elected chairman.
- h. Items to be raised by members under other business must be notified to the Secretary not less than three weeks before the AGM.

8. Extraordinary General Meeting (EGM)

may be called by;

(a) The *Honorary* Chairman.

(b) A requisition signed by at least one third of the *total paid up* membership, such a requisition shall be delivered to the Honorary Secretary stating the reason for calling the meeting.

The meeting shall take place as soon as possible after receipt of the requisition and in any case not later than six weeks after the date of receipt. Voting at a special general meeting shall be by a simple majority.

The quorum for the meeting shall be one quarter of the paid up membership.

8. Amendments to the Constitution

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

9. Winding up of the Society

- a. The decision to wind up the society may be taken only at an EGM
The funds of the society shall, after the sale of all assets and the payment of outstanding debts, be disposed of equally amongst its members