

THE CONSTITUTION OF THE DRAGON AMATEUR RADIO CLUB

last updated November 2015

- 1) The Club shall be known as the "DRAGON AMATEUR RADIO CLUB".
- 2) The aims and object of the Club shall be to further the well-being of all aspects of amateur radio and associated electronics.
- 3) Membership shall be open, at the discretion of the Committee, to all persons interested.
- 4) Application for membership shall require a PROPOSER and a SECONDER, the PROPOSER and SECONDER being fully paid up members of the Club. The application will be presented to the Committee and if accepted, will be authorised by the Chairman.
- 5) The annual subscription shall be determined by the Committee and is due on 1st October each year. Membership entitles the member, plus one of his immediate family to enjoy Club facilities. A New Member who joins after 31st March shall pay half the amount of the annual subscription. The term "New Member" means a person who joins the Club for the first time or a person who re-joins the Club after a lapse of membership of at least five years.
- 6) Visitors and Guests are welcome to attend up to three meetings but must then apply for membership if wishing to continue attending the Club and/or using its facilities. A Visitor or Guest is considered to be someone who has not attended the Club in any capacity within the previous 5 years.
- 7) Non-payment of the subscription removes all voting rights. Failure to pay the subscription by the end of October also removes access to all Club facilities; if still unpaid at the end of the calendar year that person will be deemed to have resigned and will need to reapply if wishing to remain a member, and to pay the full amount of the annual subscription
- 8) 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 and for the decision to have been ratified at an ordinary Club meeting by 75% of the members present.
- 9) The affairs of the Club will be administered by the Committee which will be elected at the AGM. The Committee, in whom the property of the Club shall be vested will consist of:
 - (a) THE CHAIRMAN- whose duties will include conducting Committee and full Club meetings, welcoming visiting speakers, visitors and members of other Clubs, and furthermore representing the Club at other meetings, conferences and activities such as the Committee think will be in the interests of the Club. The Chairman shall have a casting vote. The Chairman will serve for a maximum continuous term of 3 years and will be ineligible for re-election for 12 months after vacating the post.

(b) THE VICE CHAIRMAN - whose duties will be in the absence of the Chairman to deputise in the duties listed in paragraph 9(a) above.

(c) THE SECRETARY - whose duties will consist of the responsibility for taking minutes, drafting agendas, dealing with correspondence and any other duty mutually agreed upon by the Secretary and the Committee.

(d) THE TREASURER - who will be responsible for presenting an income and expenditure account and balance sheet for the year ended 30th September, duly examined by a person appointed by the Committee, to each member at the AGM. Collecting annual subscriptions, providing receipts, maintaining an up-to-date Club account and any other duties mutually agreed upon between the Treasurer and the Committee. All cheques will be signed by two of the Officers listed in (a) to (d), one of whom will normally be the Treasurer.

(e) ORDINARY COMMITTEE MEMBERS - four in number. The Committee shall decide which duties are to be delegated to ordinary members.

10) The quorum for the Committee shall be four-sixths of the Committee one of whom must be the Chairman, or in his absence, the Vice chairman. 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.

11) A Committee member shall attend one in four Committee meetings and if that condition cannot be met a replacement for the said position shall be found at an ordinary meeting. A full Committee meeting must be held at least four times during the said Committee's term of office. If this condition is not met and minuted the Chairman shall ask for a vote of confidence at an ordinary meeting.

12)

- a) The Committee shall have the power to co-opt TWO further members from the Club if deemed necessary.
- b) The Committee shall also have the power to appoint and draw up job descriptions for the following officers who need not be members of the Committee but must be accountable to the Chairman and the Committee:
 - 1. An Equipment Officer who is responsible for the Club's equipment.
 - 2. A Station Manager/Managers who is/are responsible for running the Club's RadioStations.
 - 3. A QSL Manager who is responsible for the Club's logbooks and QSL cards.
 - 4. An Editor who is responsible for the Club's Newsletter.
 - 5. A Publicity Officer who is responsible for the publicity of the Club's Activities.

13) THE ANNUAL GENERAL MEETING.

Notice of the AGM shall be given to members at least one calendar month before the AGM. The AGM will be held during the month of November. The Agenda will consist of:-

- (a) Chairman's Report.

- (b) Treasurer Report, which will include the balance sheet.
- (c) Election of: 1. Chairman. 2. Vice Chairman, 3. Secretary. 4. Treasurer. 5. Four Ordinary Committee Members.
- (d) Any other business appertaining to the AGM.

Items for discussion as "ANY OTHER BUSINESS" must be given, in writing or email, to the Secretary, at least two weeks prior to the AGM. Voting shall be by the show of hands, two thirds of which shall be considered as constituting a majority, from those present and eligible to vote. Proxy votes will not be accepted.

14) EXTRAORDINARY GENERAL MEETING.

An EGM may be called by:

- (a) A majority vote in Committee.
- (b) At the request of 20% of the fully paid up members.

Notice of an EGM shall be given to the Secretary at least one calendar month before the required EGM date. The Secretary will inform members, in writing or email, as soon as possible after notice has been given. Motions proposed at an EGM shall be carried by a majority of two thirds of those present and eligible to vote, proxy votes will not be accepted. The minimum number of members required to constitute an EGM shall be 30% of the fully paid up members.

15) Amendments to this constitution may be proposed by any four members and must be submitted in writing to the Secretary. The constitution may only be amended at the AGM or at a specially called EGM. No vote on an amendment to the constitution shall be valid unless at least 30% of the membership is present.

16) Club assets will only be disposed of through the Committee and must be authorised by the Chairman, Treasurer and Secretary.

17) WINDING UP.

In the event of the winding up of the affairs of the Club and after the settlement of all outstanding debts, any remaining assets to be: -

- a) Handed over to a recognised Charity agreed upon by the membership present at the winding up, and/or
- b) Given to a similar Club or Society as agreed by a majority vote of members present, who are entitled to vote.

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