

STAFFORD & DISTRICTS AMATEUR RADIO SOCIETY

CONSTITUTION

Name

The Society shall be known as the "Stafford & Districts Amateur Radio Society", herein referred to as the Society.

Aim

The aims of the Society shall be to further the interests of its members in all aspects of amateur radio, electronics and its associated activities.

Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the society. It shall be a condition that those persons applying for membership of the Society, shall have their application proposed by and supported by separate existing full members of the Society.

Full membership

Full members must be aged 18 or over.

There will be no membership subscription due by any member in full time education.

Honorary life membership may be awarded to any member, who in the opinion of the committee, has rendered outstanding service to the Society, directly or indirectly. Such membership shall carry the rights of full membership but shall be exempt from all Society subscriptions. For the concession to apply, the member must attend at least one meeting per quarter unless extenuating circumstances prevent their attendance.

Associate membership

Membership of this section is open to partners of full members upon application.

Associated membership shall be exempt from Society subscriptions.

Associate members shall have no voting rights on the running or financing of the Society.

Guests

Members of the Society may invite guests to meetings. No guest may attend more than five meetings per year.

Expulsion

All members 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 having been given the opportunity to appear before the Committee to explain his/her actions.

Regulation and Subscriptions

All prospective members of the Society shall submit a completed application form for membership together with the appropriate fee to the Membership Secretary.

The fee must be paid within the first month or the four meetings attended whichever is greater, after the Committee have agreed/approved the application.

The application must include:-

- Full name.
- Email address, if available.
- Full address, including post code and telephone number where applicable.
- Call Sign or SWL number, if available.
- Name of Proposer and Secunder.

After consideration and acceptance of the application at the next Committee Meeting, the fee and application form shall be passed to the Treasurer. The membership form will then be retained by the Membership Secretary.

All subscriptions shall be set and agreed at the AGM, following prior assessment by the Treasurer as to the expected income and outgoing costs for the coming year.

The Society's subscriptions shall be due at the beginning of each financial year or as directed by the Committee.

Members who are in arrears shall have no voting rights.

The financial year shall run from 1st April to 31st March each year. Any member shall be deemed to have resigned from the Society if within two months of the date of the current AGM, the member's subscription has not been paid.

The Committee shall have the right to waive or reduce the Society's element of an individual subscription in special circumstances for whatever period they consider appropriate.

Society Funds

All remuneration shall be paid electronically, by standing order or BACS, to the Society, without delay.

Withdrawals of funds from the Society's bank/building society account will require the electronic signature of two Committee members who are not beneficiaries. The Treasurer shall maintain full accounts of all transactions made to and from the Society's funds and such written records shall be made available to the Committee at any time.

Officers and Committee

The Society's affairs shall be administered by the Committee elected at the AGM each year, and shall consist of:-

The President

Who shall be appointed by invitation of the Committee, and shall preside at each Annual General Meeting of the Society and any Extraordinary General Meeting held. The President shall normally be 'Guest of Honour' at any function held by the Society, and will be responsible for any presentations.

The Chairperson

Who will normally take the chair at all meetings, and will submit a report on the years' work to members of the Society at each Annual General Meeting. In the absence of the serving Chairperson at a meeting, the Vice Chairperson will Chair the Meeting. If not, a member present may be elected to chair that meeting only.

The Vice-Chairperson

Who acts as Chairperson in the absence of the Chair.

The Secretary

Who shall keep a permanent record of the minutes for each meeting, and will ensure that all correspondence is correctly handled under the guidance of the Chairperson. Minutes shall be taken at each meeting and circulated as soon as possible before the next meeting at which they will be corrected and approved.

The Secretary shall, on leaving office, pass on all Society records within two weeks of leaving office.

The Treasurer

Who will be responsible for preparing and maintaining accounts for transactions involving Society Funds (in line with section 'Society Funds'), and shall submit an Audited Account and report for the previous year, or when required to, by the Committee. Two members of the Society shall be appointed to Audit the statement of accounts. The results of said audit will be recorded with the annual accounts. The accounts shall include an assessment of foreseeable income and expenses for the coming year in order to inform any decision regarding the level of subscriptions to be set.

The Equipment Officer

Shall keep a permanent record of all the Equipment belonging to the Society. He/she will ensure that such equipment is well maintained and will, at the direction of the Committee, arrange for either the replacement, repair, or disposal of equipment.

In cases where members wish to borrow equipment, the Equipment Officer will act on the instructions of the Committee and keep a record of equipment borrowed, and obtain the member's signature for its receipt.

The Training Officer

Will be responsible for the coordination and facilitation of:

The organization and administration of training and examinations to prospective candidates wishing to sit their Amateur Radio Exams.

Training and education needs within the club.

Training in operating and station setup to replace the practical training that used to be part of exam training.

Safety and risk reduction within the club.

Membership Secretary

The Membership Secretary shall recruit and assist existing and prospective members of the Society, and keep accurate records of members of the Society. He/she will liaise with the Treasurer to ensure subscription payments are up to date.

General Officer

At least three ordinary members will make up the Committee in total. They will be elected at an Annual General Meeting and will sit for the current period of one year.

The Committee may co-opt one or more members to the Committee for specific reasons; whilst on the Committee they will have full voting rights.

Committee Standing Orders

The Society shall meet weekly on whatever evening and whichever venue is thought most convenient. Committee Meetings will generally be held bi-monthly, may be open or closed, and called by the Chairperson, the Secretary or three full members of the Committee.

There will then be an open meeting at which the committee will seek feedback from the members of the Society. In the intervening months there may be additional Committee meetings, if required to deal with club business.

The Quorum for the Committee shall be five Committee members. In the absence of a quorum, business may be dealt with but any decisions taken will have to be ratified at the next meeting at which a quorum exists.

It would normally be expected that members of the committee who wish to stand down should give the committee at least 21 days notice of their intention. Similarly, any member wishing to stand for committee election would normally be expected to give at least 21 days notice of their intention.

Members seeking election to the Committee will generally have been a full member of the club for the preceding year.

All Committee members shall have the right to vote on issues, except the Chairperson, who may only vote in the event of a tie. The chairperson will have the casting vote.

On standing down or being removed from the Committee, a Committee member must surrender their set of keys.

Annual General Meeting

The Society AGM shall normally be held each year during the month of March. Twenty-one days' notice will be given to all members in writing or by Email.

The Quorum for an AGM shall be one third of the Society's membership.

The Agenda for the meeting shall be:-

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| 1. Apologies in absence. | 7. Membership Secretary's Report. |
| 2. Introduction of the president. | 8. Training Officer's Report. |
| 3. Minutes of the previous meeting. | 9. Equipment Officer's Report. |
| 4. Matters arising. | 10. Election of Officers. |
| 5. Chairperson's Report. | 11. Motions. |
| 6. Treasurer's Report. | 12. Any other Business. |

Items 1 – 9 inc. shall be chaired by the outgoing Chairperson.

Item 10 shall be chaired by the President or in his/her absence by a member not standing for office. The remaining business will be chaired by the newly elected Chairperson.

Nominations for posts on Committee shall only be valid if, either confirmed by the Nominee being present, or prior to the meeting in writing. Balloting for nominations to all posts shall be by a 'show of hands'. Where the number of nominations exceeds the number of posts to be filled, a secret ballot will be conducted.

In the event of a tie at a secret ballot, the acting Chairperson shall have the casting vote.

Motions to be placed before an AGM must be notified to the Secretary in writing a minimum of fourteen days prior to the AGM.

Extraordinary General Meeting

An extraordinary General Meeting may be called by the Committee or by a third of the Society's membership. The date of the meeting shall be the earliest convenient date decided by the Committee.

The Secretary shall give members notice in writing or by Email of the Agenda as soon as practicable. Other business may not be transacted at an EGM. The quorum for an EGM shall be at least one third of the Society membership.

Amendments to the Constitution

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

Amateur Radio licence

The Society may, at the discretion of Ofcom, hold Amateur Radio licences and adopt Amateur Radio Call-Signs.

One such Call-Sign for a full licence holder for this Society shall be G3SBL. The licence holder shall be nominated by the Committee and shall be a full licence holder and a member of the Society.

Affiliations

The Society shall affiliate to the Radio Society of Great Britain, with the agreement and at the discretion of the Committee. The Society shall allow other organisations to affiliate with it. On receipt of such an application to the Secretary of the Society, the Committee will at its discretion decide whether or not to affiliate. Any affiliated organisation shall have no voting rights on the running or financing of the Society.

Winding up the Society

The decision to wind-up the Society, may only be taken at an EGM called for that purpose. The funds of the Society shall, after the sale of all assets and the payment of all debts, be disposed of as directed by members of the said EGM.

The Constitution was last amended on **28th March 2025**.