

Dengie Hundred Amateur Radio Society

Constitution

1. Name

The Society shall be known as the Dengie Hundred Amateur Radio Society.

2. Aims

The aims of the Society shall be to

- Further the interests of its members in aspects of amateur radio and directly related activities.
- Educate the public in the benefits of amateur radio, and encourage those interested to participate in the hobby.

3. Equality

The Dengie Hundred Amateur Radio Society (DHARS) welcomes and celebrates the differences our members bring to the Society. The Society will not discriminate between members by reason of age, sexual orientation, gender, disability or religious belief.

4. Safeguarding.

While the DHARS will not discriminate against any member by reason of age, the Society has to take a responsible attitude with regard to the safeguarding of members who may be said to be vulnerable. For this reason the DHARS will require that members or guests who are under the age of 16, must be accompanied by an adult who will be responsible for them – e.g. parent or legal guardian.

5. Membership

a) Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Society. There are three types of membership:

i) Full members

Full members must be 16 years of age or over, or must hold the permission of any competent authority to operate an amateur radio station.

ii) Student members

Student members must be under 21 years of age and in full-time formal education. Such membership shall carry the rights of full membership but shall be free from subscriptions. Any student who does not attend a meeting of the Society for a period of 1 year shall no longer be considered a member.

iii) 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.

b) Members may invite guests to meetings. Guests should sign an attendance register at any meeting they attend. Without the prior agreement of the Committee, no guest may attend more than three meetings each calendar year.

c) All members and guests shall abide by the Constitution of the Society. The Committee shall have the power to expel any member or guest, whose conduct, in the opinion of the Committee, renders that person unfit to be a member of the Society. No member or guest shall be expelled without first having been given an opportunity to appear before the Committee.

d) No member may vote at any meetings of the Society unless they have been a member for at least 90 days.

6. Governance of the Society.

The Society's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee, in who the Society's property shall be vested, shall consist of:

- a) A Chairman who will preside at all meetings at which the Chairman is present. If the Chairman is not present, the vice-Chairman will preside.
- b) A Secretary who will be responsible for:
 - i) Keeping the minutes of all Committee meetings, AGMs and EGMs.
 - ii) Ensuring that all correspondence is correctly handled.
 - iii) Maintaining a master roll of members and honorary members.
 - iv) Maintaining a register of the Society's equipment and fixtures.
 - v) Maintaining a register of any equipment borrowed or loaned, including the name of the persons borrowing/loaning the equipment, and an approximate date of when it is expected to be returned.
 - vi) Ensuring the Society has at least appropriate 3rd party insurance.
- 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 AGM.
- d) Two Ordinary Committee Members, one of whom will be appointed by the Committee to act as vice-Chairman in the absence of the Chairman.
- e) Not more than two co-opted members.

The quorum for the Committee shall be three. 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.

If a Committee member resigns, or is otherwise unable to attend the Society, the remaining Committee members should co-opt another member on a temporary basis as soon as possible. A permanent replacement should be elected at an EGM or AGM. The member who was appointed on a temporary basis may stand for election at the EGM or AGM.

Committee meetings may be called by the Chairman, the Secretary, the Treasurer, or any two full members of the Committee.

The Chairman may vote. In the event of a tie, the Chairman has a second casting vote.

Where the Constitution is silent, or requires interpretation, the Committee shall have the power to make a decision.

7. Declaration of interests

It shall be the duty of every member who either personally or immediate family member, is in any way directly or indirectly interested financially or professionally in any subject to be discussed, to make all members aware of their interest. Such a member may discuss the subject, but may not vote.

8. Subscriptions and attendance fees.

- a) The annual subscriptions and attendance fees for membership shall be set by the Committee

during August each year.

- b) All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears have no voting rights.
- c) The financial year shall run from 1st September to 31st August, but it is acceptable to pay the membership fees at the first meeting in September each year. Payment may be made in cash, a cheque or electronic transfer to the Society's bank account. The Treasurer should be consulted for details of how to pay by bank transfer.
- d) The subscription can be paid by two equal instalments. The first shall be paid at the first meeting in September, and the second instalment on or before 1st March the following year.
- e) A full member joining the Society after the beginning of the financial year will pay a pro rata subscription.
- f) A member shall be deemed to have resigned from the Society, if, by the following 31st August, the subscription has not been paid in full.
- g) The Committee shall have the power to waive or reduce subscriptions in special circumstances.
- h) Each member, aged 18 or over will pay an attendance fee for each Society meeting they attend.
- i) Guests will not pay an attendance fee on their first visit, but will do so on any subsequent visits that year.

9. Finance

All money received by the Society should be promptly deposited into the Society's bank account. However a modest sum of money may be withheld by the Treasurer for petty cash, for which the Treasurer must issue a receipt.

Withdrawals from the Society's bank account require the signature of the two out of the three authorised signatories. These signatories shall be the Treasurer, the Chairman and the Secretary. Depending the sum of money, expenditure will be controlled by one of three ways:

- Item(s) with a total value of £10 or less may be agreed by a consensus of members at a regular Society meeting.
- Items(s) with a total value of more than £10, but no greater than £100, must be agreed by the Committee.
- Items(s) with a total value of more than £100 must be approved by members at an EGM, or an AGM, as long as this is on the agenda of the AGM.

10. Annual General Meeting (AGM)

- a) The Annual General Meeting (AGM) shall normally be held early in October each year. At least 21 days notice shall be given to each member.
- b) Members will be notified of the meeting by e-mail and asked to confirm receipt of the email. If an email confirmation is not received, the Secretary shall attempt to contact the member by telephone to a UK telephone number given to the Secretary. If the Secretary feels it is appropriate, additional method(s) may be used to make a member aware of the meeting.
- c) The quorum of the meeting shall be five.
- d) At the AGM, all officers, two elected Committee members and all co-opted members shall retire but are all eligible to stand for re-election to the Committee.
- e) The outgoing Chairman shall chair the AGM and he/she will serve until the conclusion of the meeting. Likewise, the outgoing Secretary shall remain the Secretary until the conclusion of the meeting.
- f) The agenda for the meeting shall be:
 - i) Apologies for absence.
 - ii) Minutes of the previous AGM and matters arising from those minutes.
 - iii) Chairman's report.
 - iv) Secretary's report.

- v) Treasurer's report.
 - vi) Election of Chairman.
 - vii) Election of Honorary Treasurer.
 - viii) Election of the Secretary.
 - ix) Election of two Ordinary Committee members.
 - x) Election of auditors.
 - xi) Other business.
- g) Nominations for Committee members shall only be valid if confirmed by the nominee at the meeting or previously in writing or e-mail to the Secretary.
- h) Items to be raised by members under “*Other business*” must be notified to the Secretary not less than 10 days before the AGM.

11. Extraordinary General Meeting (EGM)

- a) Extraordinary General Meetings may be called by the Committee, or not less than five members of the Society. The date, time and location of the meeting will be decided by the Chairman, who should make all reasonable efforts to select a time that is acceptable to as many members as possible.
- b) At least 21 days notice must be given to the Secretary, who in turn shall give members at least 14 days notice of the agenda. **If any issue is extremely urgent, as agreed by at least two members of the Committee, these notice periods may be reduced, but not to any less than 14 and 7 days respectively.**
- d) The Secretary should communicate notice of the EGM using the methods of an AGM, described in section 10.b.
- e) The quorum for the EGM shall be ten members of the Society, or one quarter of the membership, whichever is the smaller.
- f) No other business may be transacted at the EGM.

12. Amending the Constitution

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

13 Asset Management

If equipment or fixtures belonging to the Society are believed to be no longer required, the Committee shall act in the following way.

- Members must be made aware of what items(s) are being considered for disposal. Members will be notified by e-mail, and asked to confirm receipt of the email. If an email confirmation is not received, the Secretary shall attempt to contact the member by telephone to a UK telephone number given to the Secretary. If the Secretary feels it is appropriate, additional method(s) may be used to make a member aware of this.
- There shall be a consultation period of 21 days for members to make their views known to the Committee.
- A final decision, as to whether to dispose of the item(s) will be made by the Committee.
- If the Committee decides to dispose of items(s) which were donated, and the donor is a current Society member, that member shall have the right to determine what happens to the item, including the returning of the item to him or her.
- If the Committee decides to dispose of items purchased by the Society, or donated by anyone other than a current member, then a method of disposal (e.g. throw away, donate, sell, auction, etc.) must be agreed by the Committee, and if to be sold, at an agreed price.

If the Society receives a request to borrow equipment or fixtures

- Members must be made aware of who has requested to borrow the items. Members will be notified by e-mail, and asked to confirm receipt of the email. If an email confirmation is not received, the Secretary shall attempt to contact the member by telephone to a UK telephone number given to the Secretary. If the Secretary feels it is appropriate, additional method(s) may be used to make a member aware of this.
- There shall be a consultation period of 21 days for members to make their views known to the Committee.
- A final decision, as to whether to loan the item(s), and under what conditions, will be made by the Committee.

If a member wishes to borrow an item for the Society from a third party, then that member is personally responsible for loss or damage, unless borrowing the item has been agreed in advance by the Committee, and recorded in the minutes.

14. Changes to the Society's meeting place.

If out of choice or necessity, at least 25% of members of the Society wish to change the meeting place, an EGM **must** be called. If it is proposed to move the Society to land which is believed to be privately owned, the Secretary must perform a search of the Land Registry to determine the legal owner(s) of the land. If it is proposed to move the Society to land which is not privately owned, all reasonable efforts should be made to determine if the person(s) agreeing to accept the Society are authorised to do so.

15. Security

No member must be given keys, entry codes or similar that could compromise the security of the Society, unless they have been a member of the Society for at least 6 months, and have attended at least 8 meetings of the Society. The Committee has the right to waive this requirement for returning members. Only Committee members are permitted to give keys, entry codes or other similar information.

When any member leaves the Society who has had access to such information, locks and/or entry passwords should be changed to protect both the Society and the ex-member.

16. Winding up 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 all outstanding debts, be split equally between any charities proposed at the EGM. Such charities must be registered with the Charities Commission.

Version 3.1. Date: 16/12/2015. Accepted unanimously by the members at an EGM held on Monday 8th Feb 2016.