



## **Reading and District Amateur Radio Club**

**R.A.D.A.R.C.**

### **Club Constitution**

This is the revised Constitution, as amended for the AGM held on the 12<sup>th</sup> December 2024.

#### **1. Name**

The Club will be known as the Reading and District Amateur Radio Club. (RADARC)

#### **2. Aims**

The aims of the Club are to further the interests of its members in all aspects of amateur radio and directly associated activities.

#### **3. Membership**

Membership is open, subject to the discretion of the committee, to all persons interested in the aims of the Club.

Members will pay the full subscription unless they are unwaged entitling them to a 50% reduction or under 16 in which case membership is free.

Life Membership may be obtained by any person who pays a one-off fee of 12½ times the then-prevailing full subscription. On receipt of this payment, the person will be treated as if they had paid the full membership fee for the remainder of their life in respect of all voting rights and privileges.

Honorary Life Membership may be granted to any person who, in the opinion of the Committee, has rendered outstanding service to the Club, either directly or indirectly. Such membership will carry the rights of full membership but is free from subscriptions.

The committee may award complimentary membership to candidates who pass any examination organised by the Club. This complimentary membership will cease after the next AGM. Complimentary members does not have voting rights.

Members may invite guests to meeting free of charge. No guest may attend more than three meetings in each year.

All members must abide by the Constitution of the Club. The Committee has power to expel any member whose conduct, in the opinion of the majority of the full Committee, renders that person unfit to be a member of the Club. No Member will be expelled without first having been given an opportunity to appear before the Committee. RADARC is an inclusive club and does not tolerate bigotry in any form.

#### **4. Subscriptions.**

The annual subscription fees for membership are set by the Committee and agreed by the AGM or an EGM called for that purpose.

All subscription fees are due and payable at the beginning of the financial year.

The financial year shall run from the 1st of January to 31st of December each year.

The Committee has the power to waive or reduce the subscription in special circumstances for a period not exceeding one year at a time.

The committee shall have the powers to extend membership for a limited period into a new financial year in extraordinary circumstances. This period will not exceed two calendar months and such powers if invoked will apply universally to all members.

#### **5. Finance**

The Treasurer, Chairman and Secretary control the Club's bank accounts.

The Treasurer, Chairman and Secretary may setup electronic banking services, including facilities to make and receive electronic payments.

All money received by the Club, except petty cash required for activities such as taking membership and operating junk sales, must be promptly deposited in the Club's bank account.

### 5.1 Charitable Donations

- i. RADARC recognises that charitable organisations rely heavily on donations and RADARC wishes to donate to those that are pertinent to the interests of the radio Club.
- ii. RADARC will not contribute to religious or political groups.
- iii. The committee of RADARC are able, at their discretion and without having to get approval from the membership, to make such donations to the total value of £100 per annum in excess of those approved at the AGM or an EGM.
- iv. Charitable donation(s) by the committee may be made to any charitable organisations that meet the requirements specified in (ii) and (iii) of this section.
- v. Any donation to a charitable organisation that does not meet the requirements (iii) of this section it must be approved by the membership at an AGM or an EGM.

### 6. Committee Membership

The Club's affairs are administered by a Committee elected at the AGM. The members will elect individuals to specific offices. The Committee, in whom the Club's property shall be vested, consists of:

A **Chairman** who will preside at all meetings at which he is present.

A **Secretary** who will be responsible for:

- i) Arranging all meetings of the Club throughout the year.
- ii) Ensure all correspondence is correctly handled.
- iii) Keep the minutes of all Committee meetings of the Club.
- iv) Acting as the Chairman in the absence of the Chairman.
- v) Publicising the Club meetings in the amateur radio press and media
- vi) Keeping the RSGB services such as RadCom, GB2RS etc informed of all Club activities
- vii) Arranging local publicity
- viii) Entering candidates to sit the RCE or NRCE at appropriate examination centres.

A **Treasurer** who will be responsible for:

- i) keeping the Club's accounts.
- ii) advising the Committee on all financial matters.
- iii) preparing the accounts, having the accounts reviewed independently and presenting them at the AGM.
- iv) maintaining a list of members.

A minimum of one and a maximum of three Ordinary Members, the number of who will be decided at or before the AGM, and whose duties will be determined from time to time.

The committee shall have the powers to delegate any of their duties to other members of the Club with the agreement of that member. Such delegation will terminate at the end of each year at which time it may be renewed by the incoming committee.

The Committee, at its discretion, may co-opt members to the committee. If these members are additional to the normal Committee strength they will have no Committee voting rights.

If a full committee member resigns, or leaves the Committee within the second half of the year, the Committee may co-opt a member to fill the post without calling an EGM or an election. In this case the co-opted member will have full voting rights.

## **7. Committee Standing Orders**

The quorum for the Committee shall be four people, or if the committee is comprised of only four people, then the quorum shall be three people. 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.

Committee meeting may be called by the Chairman or any three members of the committee.

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

## **8. Annual General Meeting**

The Annual General Meeting will normally be held at the first Club meeting in December each year. At least 21 Days notice must be given to members in writing. If the AGM cannot be held during December it must be held in the following January, and the Committee has the powers to extend the membership and voting rights to include the AGM.

Quorum for the AGM shall be 20% of the membership.

**The agenda of the meeting shall be:**

- i) Apologies for absence.
- ii) Acceptance of the Minutes of the previous AGM.
- iii) Chairman's report.
- iv) Secretary's report.
- v) Treasurer's report and adoption of the accounts.
- vi) Election of the new Committee
- vii) Any Other Business.

Items i to v on the agenda will be chaired by the retiring Chairman, item vi by an acting chairman who is not standing for election to office, the remaining business by the newly elected Chairman.

A member is eligible for election to Committee if nominated by two members, and agreed by the nominee, prior to the closing date for nominations. If there are Committee posts for which eligible nominations have not been received, nominations and agreements in writing may be requested at the AGM.

Agenda items to be raised by members under Any Other Business must be notified in writing not less than 7 days before the AGM.

## **9. Extraordinary General Meeting**

An EGM may be called by the Committee or by not less than 10% of the members of the Club. The committee shall call an EGM within 28 days of receiving a valid request. No other business may be transacted at the EGM.

The quorum for an EGM shall be 20% of the membership.

At least 14 days notice shall be given to all members who were not party to the EGM being called. This notice shall be given in writing.

## **10. Amendments to the Constitution**

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

## **11. Winding up of the Club**

The decision to wind up the Club may only be taken at an EGM or AGM.

The funds of the Club will, after the sale of assets and the payment of all outstanding debts, be disposed of as directed by the members at the final EGM, or as agreed by the members present when the motion in this section was signed.