



CONSTITUTION OF THE WYTHALL RADIO CLUB

1. NAME

The name of the Club shall be known as WYTHALL RADIO CLUB. (And referred to in the constitution as the Club).

2. AIMS

The aims and object of the Club shall be to further the interests and well being of all aspects of amateur radio and associated activities.

3. MEMBERSHIP

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

- (a) Full Members:
Full members shall be fully paid up members of the Club and have full voting rights at the Clubs AGM or any EGM that may be called.
- (b) Student Members
Student members must be under 25 years of age and in full time education but will still carry the rights of full membership.
- (c) Honorary Members
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 shall carry the rights of full membership but shall be free from subscription.
- (d) Senior Members
Senior members shall be full members, who have reached the age of 65 years.
- (e) Members Guest(s)
Members may invite guests to meetings of the Club. No visitor may attend more than four meetings each year, after which they are required to become members of the Club.

All members shall abide by the constitution of the Club. The committee shall have the power to expel any member whose conduct, in the opinion of 75% 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 the opportunity to appear before the committee.



ALL MEMBERS OF THE CLUB WILL BE REQUIRED TO BE MEMBERS OF THE WYTHALL COMMUNITY ASSOCIATION AND COMPLY WITH THE RULES AND CONSTITUTION OF THE ASSOCIATION.

4. GENERAL ACTIVITIES

Various instructional or educational lectures, fund raising and social events will be organised at meetings for Club members and guests, only in connection with the Club. Notice of such meetings will be given and additional costs of such meetings will be levied by admittance fees, if necessary.

5. SUBSCRIPTIONS

- (a) The annual subscriptions for membership shall be recommended by the committee and will require ratification at the AGM.
- (b) All subscriptions shall be due and payable at the beginning of the financial year. Members more than Three months in arrears shall have no voting rights.
- (c) The financial year shall run from 1 September to 31 August.
- (d) A member shall have deemed to have resigned from the Club, if, by the following financial year-end the subscription has not been paid.
- (e) The committee shall have the power to waive or reduce subscription in special circumstances for a period not exceeding one year at a time.
- (f) A reduced subscription is payable by Student and senior members of the Club this being half that of full membership or a level as many be decided at the AGM.

6. FINANCE

All money received by the Club, with the exception of a small cash float, shall be promptly deposited in the Club bank account. Withdrawals from the Club bank account require the signatures of two officers or one officer and a committee member who has been authorised by the committee. It is **not** permitted for two authorised signatories to be related or to be living within the same household to sign the withdrawals together. The Club shall raise its revenue by various activities throughout the year in connection with the Club's normal activities. The Club treasurer shall make available Club's bank statements at three monthly intervals or as required, given reasonable notice by members of the Club and she/he shall endeavor to pay all monies owed by the Club on time.

7. CHILD PROTECTION POLICY

The club will adopt a Child Protection Policy based on the recommendations of the Radio Society of Great Britain. Further the committee will appoint a Child Protection Officer in order to ensure that members and new members are aware of the policy and that it is implemented in its dealings with young and or vulnerable people who may attend the club for whatever reason.



8. MEMBERSHIP OF THE CLUBS COMMITTEE

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

- a) A Chairperson who will preside at all meetings at which he/she is present.
- b) A Secretary who will be responsible for :-
 - i) Keeping the minutes of all meetings of the Club, and make them available for inspection at reasonable notice.
 - ii) Ensuring that all correspondence is correctly handled.
 - iii) Maintaining a master roll of members and honorary members
 - iv) Maintaining a register of the Clubs equipment
- c) A Treasurer, who will be responsible for :-
 - i) Keeping the Clubs accounts and financial matters in proper order.
 - ii) Advising Committee on all financial matters
 - iii) Preparing the accounts for audit and presenting them at the AGM.
- d) Minimum of six ordinary committee members
- e) Committee may co-opt members on to the committee at any time throughout the year as they see fit. These can be persons who are of value to the Club due to their particular knowledge, skill or expertise or can be replacements for elected committee members who have left the committee.
- f) The responsibilities of the Club officers may be varied or delegated by the committee as they see fit, providing the above responsibilities are dealt with throughout the year in a proper manner.
- g) Committee members who do not attend two consecutive committee meetings, subject to apologies, shall be deemed to have resigned from committee.
- h) Members may not be elected to the committee unless they have completed at least one year Full membership or under clause 7e
- i) Members may not be elected to an officer's position unless they have completed at least one full year as a committee member or unless they are co-opted by the committee under clause 7e.

9. COMMITTEE STANDING ORDERS



- (a) The quorum for the committee shall be 50% of the full committee. 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.
- (b) Committee meetings may be called by the Chairperson, the Secretary or Three members of the committee
- (c) The Chairperson may vote. In the event of a tie he/she has a second casting vote.
- (d) The committee shall ensure the proper running of the Club affairs throughout the year.

10. ANNUAL GENERAL MEETING

- (a) The annual General meeting shall normally be held on a Tuesday in October each year. At least 21 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be 25% of the total membership of the Club
- (c) The Agenda for the meeting shall be:-
 - (i) Apologies for absence
 - (ii) Minutes of the previous AGM
 - (iii) Chairpersons report
 - (iv) Secretary's report
 - (v) Treasurers report
 - (vi) Election of Club Chairperson, Secretary, Treasurer and Committee
 - (vii) Election of auditors
 - (viii) Any Other Business
- (d) Items (i) to (v) shall be chaired by the out going Chairperson, item (vi) by an acting Chairperson who is not standing for election to office, and the remaining business by the newly elected chairperson.
- (e) Nominations for officers and committee numbers of the Club will only be valid if confirmed by a nominee at the meeting or previously in writing.
- (f) Major items of business to be raised by members under Any Other Business must have been discussed at the committee meeting prior to the AGM.

11. EXTRAORDINARY GENERAL MEETING

- (a) Extraordinary General Meetings may be called by the Committee or by not less than 20% of the total membership of the Club, the date of the meeting being the earliest convenient as decided by the committee. At least 28 days notice in writing must be given to the Secretary, who in turn shall give members at least 14 days, notice in writing of the agenda. No other business may be transacted at the EGM.
- (b) The quorum for the EGM shall be 25% of the total membership of the Club



12. AMENDMENTS TO THE CONSTITUTION

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

13. WINDING UP OF THE CLUB

- (a) The decision to wind up the Club may be taken only at an EGM
- (b) The Clubs assets, after settlement of all outstanding debts, shall be handed over to Wythall Community Association or another registered charity as decided at an EGM.