

NORTHAMPTON RADIO CLUB

RULES AND CONSTITUTION

1 TITLE

The Club shall be known as '**Northampton Radio Club**' hereinafter referred to as 'The Club'.

2 OBJECTS

- 2.1 To encourage, assist and extend the knowledge and study of electronics and radio communication and all aspects relating thereto.
- 2.2 To further the objects of the Amateur Radio Movement and to organise meetings, functions, events and lectures appropriate to the interests of club members.

3 SCOPE

This document is a working document and is made-up and in addition to the Constitution established in 1993 and all earlier documents.

4 MEMBERSHIP

- 4.1 Membership shall be open to any person interested in the aims of the Club. The committee shall consider all applications for membership and shall have the power, on behalf of the membership, to accept or reject the application. Subscriptions become due immediately upon a successful application, and then annually, at such a rate and payment date as may be decided by the Annual General Meeting.
- 4.2 All members to abide by the Constitution and Rules at all times.
- 4.3 Any member not paying their subscription within two calendar months of it falling due will be deemed to have resigned their membership.

5 HONORARY LIFE PRESIDENT

- 5.1 The position of Honorary Life President may be bestowed upon any member in recognition of that person's service to The Club.
- 5.2 Once bestowed the position shall only cease by resignation or death.

6 HONORARY LIFE MEMBERSHIP

- 6.1 A nomination for Honorary Life Membership can be proposed by any member of The Club to the committee. The committee will, after deliberation, accept or reject the proposal. The criteria used will include the length of membership, service to The Club, services to the hobby of Amateur Radio, and the ability to accept the honour. If accepted by the nominee, the committee will arrange for a suitable occasion to present the Honorary Life Membership. This will normally be an Annual General Meeting or an Extraordinary General Meeting.
- 6.2 The position of Honorary Life Member once accepted by the nominee includes free membership of The Club and only ceases on resignation or death.

7 SUSPENSION

- 7.1 The committee shall have the right at any time to suspend a person's membership of The Club, should they have any evidence that the member has done anything that might bring The Club or the Amateur Radio Movement into disrepute. An Extraordinary General Meeting of The Club must be called within seven days of the suspension, to take place no later than 21 days of the suspension. The committee will appoint a chairman for the meeting. The Extraordinary General Meeting shall have the power to hear any evidence concerning the suspension and will ensure that the suspended member is given the opportunity to state their case. The Extraordinary General Meeting may then take such action as deemed appropriate after hearing all the evidence. Only those attending the meeting will have a vote, mail (postal or electronic) votes will not be counted at this meeting.
- 7.2 The suspended member will not visit The Club premises or take part in any Club activity.
- 7.3 Suspension or disciplinary action within any other club, group or faction will not be a reason for disciplinary action by The Club.

8 ADMINISTRATION

- 8.1 The committee shall act as trustees of all assets, property and finances belonging to The Club. An elected committee of up to ten members shall administer the affairs of The Club.

- 8.2 The committee will consist of a Chairman, Treasurer and Secretary and seven other members. All must be paid-up members of The Club on the date of election.
- 8.3 Vacancies between elections may be filled by invitation of the committee, i.e. co-opted. The voting membership of the committee shall not be greater than ten at any time. Any additional members invited, for example, to organise a special event, will be non-voting.
- 8.4 The committee shall meet at least once every eight weeks.
- 8.5 It shall be the job of the Secretary to keep detailed minutes of committee meetings, and to place a copy on The Club notice board as soon as possible after the meeting.

9 ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting shall be held between 15 days before and 15 days after the last day of October each and every year.
- 9.2 Notice of the Annual General Meeting must be sent to members no later than 21 days before the meeting.
- 9.3 The Honorary Life President shall preside at the meeting or in his/her absence the Chairman of the committee.
- 9.4 The format of the Annual General Meeting shall be as follows:
- Apologies
 - Minutes of the previous AGM
 - Matters arising
 - Officers reports:
 - Chairman
 - Secretary
 - Treasurer

 - Adoption of subscription rate for the coming year
 - Elections
 - Business of the AGM
- 9.5 Only fully paid up members are allowed to vote.

10 ELECTIONS

- 10.1 The Chairman shall be elected every two years and may be re-elected twice. No person shall be permitted to hold this office for more than three consecutive

periods and must step down after six years. A Chairman retiring after six years in office is eligible for election again after a break of at least two years.

- 10.2 The Secretary shall be elected annually and be responsible for the administration of The Club. They shall be the administrator of The Club's call signs and be responsible for taking and keeping minutes of all meetings. It is also the duty of the Secretary to keep records of The Club and a register of members. The Secretary will conduct The Club's official correspondence.
- 10.3 The Treasurer shall be elected annually and be the custodian of The Club's funds. These will be spent on the authority of the committee and in keeping with the Constitution. It is also the duty of the Treasurer to bill and collect dues from members of The Club. The Treasurer shall be responsible for keeping a detailed ledger of The Club's finances, and shall produce a report for each committee meeting. The Club will open such bank accounts as required. Cheques and any other documents needed to release Club funds for payments from any account must be signed by two of the three signatories designated at the account opening or subsequently changed at the request of The Club committee. The Treasurer shall annually produce an account to be presented at the Annual General Meeting. If The Club's assets balance exceeds the auditable amount as recommended by the Charities Commission, an auditor is to be appointed to audit the accounts for that year. The approval of the committee is required for any expenditure up to one third of the auditable amount. For expenditure in excess of one third of the auditable amount, approval of 51% of the membership is required.
- 10.4 A newly elected Officer of The Club takes office from the conclusion of the Annual General Meeting at which elected.
- 10.5 Committee members are elected annually and specific tasks will be allocated at the first meeting of the new committee.
- 10.6 Nominations for committee members shall be in the hands of the Secretary no later than 24 hours before the Annual General Meeting. Nominations received after this may be accepted at the discretion of the committee. Nominations must be signed by two paid-up members and the nominee. In the event of more than seven nominations being received a paper ballot shall be held.
- 10.7 Retiring committee members are eligible for re-election but shall not be elected en-bloc.
- 10.8 When a ballot is held, voting shall be as follows:
 - Chairman, Secretary and Treasurer – one vote per member for each position
 - Committee members – will be voted on individually
- 10.9 Spoilt or altered ballot papers will not be accepted.

10.10 The Chairman of the Annual General Meeting and two members not nominated for office shall count the votes and announce the result.

10.11 The Chairman of the Annual General Meeting will not cast a vote unless a deciding vote in the event of a tie is required.

11 COMMITTEE PROCEDURE

The committee shall normally meet as decided by the committee at a mutually convenient time and place available to all committee members.

12 COSTS AND EXPENSES

Expenses incurred by Officers and committee members can only be claimed where prior approval has been obtained. A receipt must be produced before the Treasurer can issue any monies.

13 QUORUM

A quorum (minimum number of members to conduct substantive business) for The Club committee shall be 50% of the elected or co-opted members including the Chairman. At inquorate meetings non-policy decisions shall stand but at any inquorate meeting any member shall have the right of veto. If during a meeting one or more members leave the meeting and the number falls below the quorate number then the meeting shall be suspended and all unfinished business postponed. Alternatively the meeting can be declared inquorate and continued as such.

14 MEETINGS

Committee members shall attend all committee meetings unless good reason is given for non-attendance. Any member not attending for two consecutive meetings without good reason shall be removed and replaced where required by a co-opted member.

15 NON-PERFORMANCE

Regular non-performance of committee duties shall also result in removal from the committee and replaced where required by a co-opted member.

16 EXTRAORDINARY GENERAL MEETINGS

16.1 An Extraordinary General Meeting shall be called in any one of the following circumstances:

- When so required by the committee
- Whenever a member has been suspended
- When so requested in writing to the Secretary or Chairman, the letter being signed by at least 10 paid-up members, and giving the reason for the request

- Whenever the total cash assets of The Club fall below £100
- 16.2 The Secretary must send notice of the Extraordinary General Meeting to all members no later than 21 days before the meeting, the notice to include the agenda. Only those items on the agenda may be discussed at the Extraordinary General Meeting. Voting may be either by a simple show of hands or by a paper ballot as the meeting decides. The chairman of the meeting shall be decided by the members present. The chairman will have no vote at the meeting unless there is a tie. In the case of a tied vote the chairman shall have a casting vote. A quorum for an Extraordinary General Meeting shall be no less than one third of the paid-up membership of The Club. Votes will be accepted by mail (postal or electronic) from members unable to attend in person.

17 CHANGES TO THE CONSTITUTION

The Constitution shall only be changed at an Extraordinary General Meeting called for that specific purpose. Any changes will require the votes of no less than one third of those eligible to vote at the meeting (including votes by mail) and will take immediate effect. Any proposed amendments to the Constitution or Rules of The Club must be notified in writing to the Secretary no less than 14 days before the Notice announcing the date and time of the Extraordinary General Meeting to consider the proposed changes.

18 WINDING UP PROCEDURE

If for any reason The Club is about to, or is likely to, be wound up, an Extraordinary General Meeting shall be called after extensive publicity. The funds of The Club shall, after the sale of all assets and payment of all debts, be disposed of as directed by members at the final Extraordinary General Meeting.

19 CLUB EQUIPMENT

- 19.1 Any equipment or item donated to The Club must be scrutinised and evaluated by The Club committee before arriving at The Club premises. If The Club committee agrees to accept the donation it shall become Club property and will be considered to be a Club asset. A letter of receipt and acknowledgement will be sent to the donor. The donor will have no future claim over the item(s).
- 19.2 The committee will maintain an inventory of all equipment (to be called the Asset Register) belonging to The Club.
- 19.3 All items with a value of £20 or greater will be listed on the Asset Register, lesser value items at the discretion of the committee.
- 19.4 The committee will insure the equipment for its replacement value.

- 19.5 The committee will review the value of the equipment annually at the time of Insurance renewal.
- 19.6 Any item on the Asset Register can only be disposed of with the unanimous approval of the Club committee.
- 19.7 Any member may borrow Club equipment subject to the approval of a committee member or another Club member specifically approved by the committee. The loan shall be recorded in writing and will be for a maximum of 7 days. A loan for a further 7 days will be allowed provided that no other member requires the item.
- 19.8 Any member borrowing Club equipment will be required to replace or repair the item at his or her own expense if the item is damaged or lost.
- 19.9 Any person (Club member or non-member) bringing personal items to Club premises or a Club event does so at their own risk. The Club shall not be liable for loss or damage to personal property.
- 19.10 No Club member is to re-align, alter, fix, reconstruct, fine tune, upgrade, update, rebuild, improve or in any way reconfigure any of the Club equipment without consultation and express approval of the committee.

20 ASSOCIATIONS

The Club will not be expected to join or affiliate itself to any other faction, association, group or organisation except after consultation and a vote at an Annual General Meeting or Extraordinary General Meeting. The Club shall not be liable for any running costs or litigation within any such faction, association, group or organisation.

21 GDPR STATEMENT

Northampton Radio Club will acquire, store and handle personally identifying data in compliance with the articles addressed in the General Data Protection Regulations 2018. The club will maintain and periodically update a privacy policy document that will be publicly available.