

# **FARNBOROUGH & DISTRICT RADIO SOCIETY**

Affiliated to the Radio Society of Great Britain

**G2DX**

**G4FRS**

**G6FRS**

## **CONSTITUTION & RULES**

### **Certificate of Authenticity**

We certify that this document, consisting of six pages (including this one) each signed by us, is a true statement of the Constitution and Rules of the Farnborough & District Radio Society as at the closure of the Annual General Meeting held on 25 November 2009.

Signed:

Signed:

C.A.E. Boys, G8BCO/M0FRS  
Chairman

G.A. Roff, G3TJI  
Hon. Secretary

## 1. GENERAL

- (a) The Society shall be known as the Farnborough and District Radio Society.
- (b) The objects of the Society shall be to promote any activity compatible with Amateur Radio and to encourage the education of the members in the science and practice of Radio Communication.
- (c) Visitors from other amateur radio clubs and societies and from other districts are welcome at all meetings.
- (d) The Society shall meet at least once a month at such time and place as decided by the Committee.

## 2. MEMBERSHIP

- (a) Membership of the Society shall be open to all persons who:
  - (i) Submit a completed and signed application form which shall include an undertaking by the applicant to abide by the Rules of the Society.
  - (ii) Are approved by the Committee.
- (b) Categories of membership:
  - (i) Full membership.  
This is open to all persons who satisfy the conditions specified in Rule 2(a).
  - (ii) Spouse membership.  
This is open to the spouses of full members.
  - (iii) Country membership.  
This is open to all persons who satisfy the conditions specified in Rule 2(a) and whose main residence is outside a 50 mile radius of the Society's main meeting place.
  - (iv) Associate membership.  
This may be granted at the discretion of the Committee to those persons who wish to be members of the Society but who are rarely able to participate in the Society's activities.
  - (v) Honorary membership.  
This is a privilege granted at the discretion of the Committee.
- (c) Subscriptions:  
Annual Subscriptions shall be due as from the closure of the Annual General Meeting.  
The Standard Annual Subscription shall be £22.50.

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Except as provided for in Rules 2(d) and (e), the Standard Annual Subscription shall be payable by members except for those in the following categories:

- (i) Those under 16 years of age.
- (ii) Those under 25 years of age and in full-time qualifying education.
- (iii) Spouse members.
- (iv) Those who are 65 years of age or over.
- (v) Those in receipt of a means-tested State benefit.
- (vi) Country members.
- (vii) Associate members.
- (viii) Honorary members.

A Nominal Annual Subscription of £1.00 shall be payable by those in categories 2(c)(i) and (ii).

A Reduced Annual Subscription of 50% of the Standard Annual Subscription shall be payable by those in categories 2(c)(iii), (iv) and (v).

A Country Annual Subscription of £6.50 shall be payable by those in category (vi).

The Committee reserves the right to require proof of entitlement to pay a Nominal, Reduced or Country Subscription.

No subscription is required from members in categories 2(c)(vii) and (viii).

- (d) Except as provided for in Rule 2(e), a new member of the Society shall pay an initial subscription determined by the Committee, and that subscription shall be in respect of the period from the date of joining to the closure of the following Annual General Meeting.
- (e) A member may elect to pay a subscription greater than that required by Rule 2(c) or (d) but if the amount paid exceeds the Standard Annual Subscription then the excess shall be recorded in the Society's accounts as a donation to the Society's funds.
- (f) Subscriptions shall fall due at the closure of the Annual General Meeting. The Hon. Secretary shall send to all members an application form for renewal of membership along with the notice of the Annual General Meeting required by Rule 4(b). Any member who does not return his/her form, together with any subscription payable, to the Hon. Treasurer and Membership Secretary within three months of the closure of the Annual General Meeting will be deemed to have terminated his/her membership.
- (g) The Committee reserves the right to terminate the membership of any member acting in a manner detrimental to the interests of the Society.

### **3. MANAGEMENT**

Signed:

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Chairman

G.A. Roff G3TJI  
Hon. Secretary

- (a) A President shall be elected annually at the AGM. The President shall be an ex-officio member of the Committee and all sub-committees (*vide infra*).
- (b) The Society's affairs shall be managed by an elected Committee in whom the Society's property shall be vested.
- (c) The Committee shall comprise seven members:
  - President (see Rule 3(a))
  - Chairman.
  - Honorary Secretary.
  - Honorary Treasurer and Membership Secretary.
  - Three others.
- (d) Additional non-voting members may be co-opted by the Committee. A member (with power to vote) can be co-opted onto the Committee to fill a vacancy resulting from resignation or prolonged absence of an elected member.
- (e) A quorum for voting purposes in the Committee shall be four; in the event of equal voting the Chairman shall have a second casting vote.
- (f) Minutes shall be kept of all Committee meetings.
- (g) The Committee shall appoint such sub-committees as it deems necessary for the conduct of Society business. The Chairmen of sub-committees must be members of the main Committee and decisions taken by sub-committees must be ratified by the main Committee.
- (h) Should a Committee member not attend for three consecutive Committee meetings it will be deemed that he/she has tendered his/her resignation. N.B. The Committee does not have to accept it.
- (i) Manual financial records shall be perpetuated by the Hon. Treasurer and Membership Secretary in the system introduced during 1980. It is at the discretion of the Hon. Treasurer and Membership Secretary as to whether he/she elects to operate a manual or computerised accounting system. The software package must be one that is recognised by HM Customs & Excise. For example Sage or Quicken meet this criterion. Either system must commence on the 1<sup>st</sup> October of each year. Records may not be a mix of manual and computer in any one year. The society shall purchase the Software involved and the Hon. Treasurer and Membership Secretary is to be responsible for the safe custody of the software package. To vary the contents of this rule requires a successful resolution at an Annual General Meeting or at an Extraordinary General Meeting with the voting stipulation as in 4 (e).

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- (j) In the event that insufficient members can be elected to form a Committee of seven, the number may be reduced to not less than four, and must include a Chairman, Honorary Secretary, Honorary Treasurer and Membership Secretary, and one other.

#### **4. ANNUAL GENERAL MEETING**

- (a) There shall be an Annual General Meeting at which audited accounts shall be presented. The AGM shall be held not earlier than five and not later than eight weeks after the end of the Society's financial year.
- (b) Every member shall be notified not less than 14 days in advance of the AGM in writing, either by hand or to the address shown in the Society's records.
- (c) The AGM shall be chaired by the retiring Chairman. Full minutes must be kept and the retiring Hon. Secretary shall take the minutes.
- (d) The President and all Committee members shall retire at the AGM. Nominations for the President and the following year's Committee accompanied by the nominees' consent to nomination must be received by the Hon. Secretary by the date set for the AGM.
- (e) Motions to amend the rules, with proposer and seconder, shall be submitted to the Hon. Secretary in writing not later than one week after the end of the Society's financial year. Advice of such proposed amendments shall accompany the notice of the AGM sent to all members. Motions to change the rules and financial motions shall require a majority of two-thirds of the members present entitled to vote. Other motions require a simple majority.
- (f) All members except associate members are entitled to one vote on any motion. Voting will be carried out by a show of hands.

#### **5. EXTRAORDINARY GENERAL MEETING**

- (a) An Extraordinary General Meeting may be called by the Committee or by at least 10 Members of the Society giving notice in writing to the Hon. Secretary stating the business for which the meeting is called.
- (b) An Extraordinary General Meeting must be held within six weeks of notice being given.
- (c) Only business for which the meeting was expressly called shall be discussed at such a meeting.

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- (d) Every member shall be notified in writing to the address shown in the Society's records ten days in advance of the EGM and notice of the business to be discussed shall accompany this notice.
- (e) Voting rules for an EGM shall be as for an AGM (Rules 4(d), 4(e) and 4(f)).
- (f) Full minutes must be kept of an EGM.

## **6. FINANCE**

- (a) The Society's financial year shall end on the 30<sup>th</sup> September.
- (b) The Committee shall cause proper books of accounts to be kept.
- (c) The Society's accounts shall be audited after the end of the financial year. The Auditor shall be appointed by the Committee, and if a member of the Society shall not be a Committee member.
- (d) The Society's funds shall be held by the Hon. Treasurer or placed in such accounts as are approved by the Committee. Two signatures (any two from those of the Chairman, Hon. Secretary and Hon. Treasurer) shall be required on cheques and withdrawal notices.
- (e) The Hon. Treasurer shall be empowered to pay on demand up to £50.00 and such recurring bills as have been previously agreed by the Committee. All other expenditure shall be approved by the Committee, unless the expenditure on any one item exceeds £200.00, when it shall be referred to the membership at a meeting for a decision.
- (f) In the event of the Society being wound up the realisable value of all assets shall be donated to local charities if under £100.00; if £100.00 or more it shall be divided between members in proportion to the amounts of their subscriptions paid in respect of the current financial year.
- (g)
  - (i) The Society shall maintain a reserve fund; the amount to be held in the fund to be determined at each AGM and capable of being amended at an EGM called for that purpose.
  - (ii) The Committee shall, subject to the limitations imposed by Rule 6 (e), be empowered to spend some or all of the reserve fund, subject to the proviso that the Committee shall use its best efforts to restore the fund to the amount determined under sub-clause (i) of this clause as soon as is reasonably practicable.

Signed:

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Chairman

G.A. Roff G3TJI  
Hon. Secretary