

# West Manchester Radio Club

*G3BSA*

*G4MWC*



*GX4MWC*

*GX3BSA*

Affiliated to the Radio Society of Great Britain

## Constitution of the Club

### 1. Name.

The club shall be named "**THE WEST MANCHESTER RADIO CLUB**", hereafter referred to as "the club"

### 2. Aims.

The aims of the club shall be to promote and develop interests in all aspects of Amateur Radio and associated activities.

To provide a forum for like-minded people to meet on a regular basis.

To provide opportunities for theoretical and practical technical training and development. To enhance knowledge and understanding in radio, electronics, and operating skills.

To communicate and promote locally the virtues of the hobby, and to welcome all interested people into its membership.

### 3. Powers.

The club is empowered to organise meetings and events in furtherance of the club's aims.

The club is empowered to raise funds by member subscriptions, meeting attendance fees, and by obtaining grants/funding from other organisations.

The club is empowered to work with other organisations supportive to its aims and to undertake any other lawful activity to further the aims of the club.

### 4. Membership.

The committee shall appoint the club President, who will be ex-officio.

Membership shall be open, subject to the discretion of the committee, to all persons interested in the aims of the club. A candidate for membership shall be proposed by a member of the club and submitted to the committee for their consideration. 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 at least three-quarters of the full committee, renders that person unfit to remain a member of the club. No member shall be expelled without first being given the opportunity to appear before the committee.

All members are deemed to have agreed to their membership details being held on magnetic or other media in compliance with the "Data Protection Act".

#### a) Full Paying Member.

Applicants who are eighteen (18) years or over, join the club as full members with full voting rights at a subscription reviewed annually, unless they qualify for reduced subscriptions as detailed in the categories listed below.

#### b) Honorary Member.

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 subscriptions, as all fees due to the club shall be paid by the club for the Hon. Member whilst he/she remains an active member of the club.

#### c) Junior Member.

Applicants under the age of eighteen (18) years may join the club as junior members. There will be no subscription fee payable in respect of junior members. Junior members have no voting rights, nor are they members of our hosts: Astley & Tyldesley Miners Welfare Institute, nor will they enjoy any of the privileges of that club. A parent or guardian who must be a fully paid up member of the club must accompany junior members under the age of sixteen (16) years.

#### d) Senior Citizen Member.

Members who have reached the age of sixty (60) years shall be eligible to pay, on application to the Treasurer, a reduced subscription, reviewed annually. They shall retain all of the rights of full membership.

#### g) Visitor.

Visitors shall be welcome to attend any ordinary meeting of the club. After attending three (3) meetings in a year, he/she may be invited to join the club. An entry fee, as determined by the committee, shall be payable by the visitor at each visit. Visitors do not hold any member rights.

#### h) Unemployed Member.

Members who do not qualify for reduced subscriptions under any other category and who are unemployed shall be eligible to pay, on application to the Treasurer, a reduced subscription, reviewed annually. They shall retain all of the rights of full membership.

## 5. Subscriptions & attendance fee.

- a) The committee shall set the annual subscription for each of the categories of membership.
- b) Membership subscriptions are due at a date determined by our hosts, Astley & Tyldesley Miners Welfare Club. Members in arrears have no voting rights. Payments after this date may incur a re-joining fee as determined by Astley & Tyldesley Miners Welfare Club.
- c) An attendance fee, fixed at the AGM, shall be payable by each member at each meeting attended, regardless of category of membership, except that admission shall be free for members under the age of eighteen (18).

## Finance.

- a) The Financial Year shall run from the first day in January to the last day of December.
- b) Banking facilities will be provided by Alliance and Leicester, unless otherwise determined by a two-thirds majority vote of the committee.
- c) Withdrawals require the signature of any two (2) of Chairman, Secretary, Treasurer, or another formally nominated Officer of the club.
- d) The accounts shall be audited by two club members who must not be budget holders, and who will be elected by the committee after the AGM.
- e) No member shall derive any financial benefit from the club, except for the payment of reasonable expenses.
- f) No money will be paid out in the name of the club without a receipt being obtained.

## 7. Membership of the Committee.

A committee, elected at the Annual General Meeting, shall administer the club's affairs. The committee in whom the responsibility and control of the club's property shall be vested, will consist of three officers as at a), b) and c) below:- who shall stand for two years.

- a) **A Chairman**, who will preside at all meetings attended. In the event of the chairman's absence at a committee meeting, a member will be elected from those present to be acting chairman for that meeting.
- b) **A Secretary**, who will be responsible for :-
  - i) Keeping minutes of all meetings of the club and its committees.
  - ii) Ensuring that all correspondence is correctly handled.
- c) **A Treasurer**, who will be responsible for :-
  - i) Keeping the club's accounts in good order.
  - ii) Advising the committee on all financial matters.
  - iii) Preparing the accounts for audit and presenting them at the Annual General Meeting.

And,

- d) A maximum of ten (10) ordinary committee members, as elected at the Annual General Meeting, or as co-opted by the existing committee. Each member will be charged with a particular responsibility.
- e) No committee member may hold more than two positions of responsibility.

No member of less than one year's full membership shall be eligible for election to the committee.

## 8. Committee Standing Orders.

- a) The quorum shall be two-thirds of the committee, which must include at least one officer of the club. In the absence of a quorum, business may be dealt with, but any decisions taken will only become valid after ratification at the next meeting at which a quorum exists. In the event of a tie, the Chairman has an additional casting vote
- b) The Chairman, Secretary, or any three full members of the committee will call a minimum of four (4) committee meetings per year.

## 9. Annual General Meeting.

- a) The Annual General Meeting shall normally be held in January each year. At least twenty-one (21) days notice shall be given to each member in writing, if different. Only fully paid-up members may attend the AGM and be eligible to vote.
- b) The quorum for the Annual General Meeting shall be twenty (20) members, or twenty per cent (20%) of the membership, whichever is the least.
- c) The Agenda of the meeting shall be:-
  - i) Chairman's opening remarks.
  - ii) Apologies for absence.
  - iii) Minutes of the previous meeting.
  - iv) President's remarks.
  - v) Treasurer's report.
  - vi) Letters to the committee.
  - vii) Any special resolutions
  - viii) Election of officers.
  - ix) Presentation of awards.
- c) All nominations for officers and committee members must be proposed and seconded, and will only be valid if confirmed by the nominee. The Secretary must be notified of any such nominations at least one meeting prior to the Annual General Meeting. In the absence of nominees for any committee position, the serving committee member will be automatically nominated and deemed to be re-elected, without vote, providing that they are agreeable to continue in office for a further term.
- d) Items to be raised at the Annual General Meeting must be notified, in writing, to the Secretary, at least two (2) weeks prior to the Annual General Meeting.

## **10. Extraordinary General Meetings.**

- e) An Extraordinary General Meeting (EGM) may be called for a specific reason by the committee; or not less than ten per cent, (10%), or ten (10), fully paid up members of the club, whichever is the least; by application, in writing, to the Secretary.
  - f) The Secretary must be given twenty-eight (28) days to reply to the request and to arrange a meeting. Members of the club, must then be given at least twenty-one (21) days notice of the meeting, which must be held within sixty (60) days from the date of the original request.
  - g) No other business may be transacted at an E.G.M, other than that for which the meeting was called.
- d) The quorum for an Extraordinary General Meeting shall be twenty-five (25) members, or twenty-five per cent (25%) of the membership, whichever is the least.

## **11. Amendment to the Constitution.**

The constitution can only be amended at the AGM or at an Extraordinary General Meeting called specifically for that purpose supported by a general vote in favour of the changes.

## **12. Website.**

The club's website will be managed by a Webmaster who must be a member of the committee, unless otherwise decided by a two-thirds majority vote of the committee.

## **13. Disbanding the club.**

- h) Any decision to disband the club can only be taken at an Extraordinary General Meeting called specifically for that purpose.
- i) Members of the club must be given at least twenty-eight (28) days notice of such a Meeting.
- j) If, by a majority of two thirds of the members present at this meeting, it is decided to disband the club, all goods and apparatus belonging to the club shall be sold and, after payment of all debts owing by the club, the remainder shall be distributed to amateur radio societies, clubs, or groups with similar aims to the West Manchester Radio Club, or, as otherwise directed by the members at this EGM.

By order of the Committee.