



SALISBURY & DISTRICT AMATEUR RADIO SOCIETY

CLUB CALLSIGN G5SRS · AFFILIATED TO THE RSGB

CONSTITUTION

ADOPTED RULES OF THE SOCIETY
· DOCUMENT P0

ADOPTED AT EGM HELD ON	DATE IN FORCE	VERSION	SUPERSEDES VERSION
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1 NAME

The Club shall be known as the Salisbury & District Amateur Radio Society (SADARS).

2 AIMS

The aims of the Club shall be to further the interests of its members in aspects of amateur radio and directly 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. Application shall be made on the Club's membership form.

- (a) **Full members.** Full members must be 18 years of age or over.
- (b) **Junior members.** A person under 18 years of age may be admitted as a Junior member with the written consent of a parent or guardian, given on the Club's parental consent form. Junior members pay the reduced subscription set under clause 4, may not vote and may not hold office, and in all other respects enjoy the rights of membership. A Junior member becomes a Full member on reaching the age of 18.
- (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 subscriptions.
- (d) **Guests.** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

Accompaniment of those under 18. A person under the age of 18, whether a member or a guest, shall be accompanied at every Club activity by their parent or guardian, who remains responsible for them throughout. The Club does not admit an unaccompanied person under 18 to any meeting or activity, and does not take charge of a young person in a parent's absence. The Committee may agree in writing, in advance, that a named adult over 18 stands in the parent's place on a particular occasion.

All members shall abide by the constitution of the Club and by the policies adopted by the Committee under clause 14. The Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters 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 an opportunity to appear before the Committee.

4 SUBSCRIPTIONS

- a. The annual subscriptions for membership shall be set by the Committee and presented to the Annual General Meeting for approval. Separate rates may be set for Full members, Junior members and members in concessionary circumstances.
- b. All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears have no voting rights.
- c. The financial year shall be determined by the Committee.
- d. A member shall be deemed to have resigned from the Club, if, by the end of the financial year, the subscription has not been paid.
- e. The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding one year at a time.

5 FINANCE

All money received by the club shall be promptly deposited in the Club's bank account. Withdrawals require the approval of the Club's Treasurer and one other nominated officer of the Club. Expenditure incurred on behalf of the Club shall be reimbursed only on a claim supported by receipts and approved by the Treasurer or the Committee. The Treasurer shall keep a register of subscriptions received.

6 MEMBERSHIP OF THE CLUB'S COMMITTEE

The Club's 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 Chairman who will preside at all meetings at which he is present.
- b.** A Vice-Chairman who will act as chairman in the absence of the Chairman.
- c.** A Secretary who will be responsible for:
 - i.** keeping the minutes of all meetings of the Club.
 - ii.** ensuring that all correspondence is correctly handled.
 - iii.** maintaining a master roll of members and honorary members.
 - iv.** maintaining a register of Club equipment.
 - v.** making the constitution and the Club's policies available to any member on request.
- d.** 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 for independent examination and presenting them at the AGM.
- e.** Ordinary Committee Members.
- f.** Not more than two co-opted members who have full voting powers, and not more than two who are not permitted to vote.
- g.** The Committee shall in addition appoint a Safeguarding Officer, and may appoint a Station Manager, a Training Co-ordinator and such other officers as it considers necessary. An appointee need not be a member of the Committee. The Safeguarding Officer shall not be the Chairman, and a deputy shall be appointed.

7 COMMITTEE STANDING ORDERS

- a.** The quorum for the Committee shall be two thirds. 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 Chairman, the Secretary, or any two members of the Committee.

8 ANNUAL GENERAL MEETING

- a.** The Annual General Meeting shall normally be held at the beginning of each financial year. At least 21 days notice shall be given to each member in writing.
- b.** The quorum for the meeting shall be three members. Proxies do not count towards the quorum.
- c.** The agenda for the meeting shall be:
 - i.** Apologies for absence
 - ii.** Minutes of the previous AGM
 - iii.** Matters arising from those minutes
 - iv.** Chairman's report
 - v.** Secretary's report
 - vi.** Treasurer's report and adoption of the accounts
 - vii.** Appointment of an independent examiner of the accounts
 - viii.** Approval of the subscription rates for the coming year
 - ix.** Election of the new Committee
 - x.** Motions notified under paragraph f
 - xi.** Other business
 - xii.** Date of the next Annual General Meeting
- d.** Items (i) to (viii) shall be chaired by the outgoing Chairman, item (ix) by an acting Chairman who is not standing for election to office, and the remaining business by the newly elected Chairman.
- e.** Nominations for Committee members shall be made on the Club's nomination form, shall be proposed and seconded by Full members, and shall be confirmed by the nominee at the meeting or previously in writing.
- f.** Items to be raised by members under other business must be notified to the Secretary not less than 21 days before the AGM.
- g.** A Full member entitled to vote who is unable to attend may appoint the Chairman of the meeting, or another Full member who will be present, to vote on their behalf. The appointment shall be made on the Club's proxy

form and shall reach the Secretary not less than 48 hours before the meeting. A member may hold no more than two proxies.

9 EXTRAORDINARY GENERAL MEETING

- a. Extraordinary General Meetings may be called by the Committee or not less than three members 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 the same as the AGM, and paragraph 8g applies to voting at an EGM.

10 AMENDMENTS TO THE CONSTITUTION

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

11 WINDING UP OF THE CLUB

- a. The decision to wind up the Club may be taken only at an EGM.
- b. The funds of the Club shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by members at the final EGM.

12 CLUB STATION AND EQUIPMENT

- a. The Club holds the callsign G5SR5. The station shall be operated only within the terms of the licence, and a record shall be kept of each operating session showing the operator and, where the operator is supervised, the member supervising.
- b. A register of Club equipment shall be maintained, showing what is held, its condition and where it is kept.
- c. Club equipment may be lent to members with the authority of the Station Manager or a Committee member, and the loan and its return shall be recorded. A borrower is responsible for equipment while it is in their care.

13 SAFETY AND LICENCE COMPLIANCE

- a. The Committee shall ensure that a written risk assessment is prepared for the Club's regular meetings and for each off-site activity, that it is reviewed at least annually, and that it is brought to the attention of those taking part.
- b. An assessment of electromagnetic field exposure shall be held for the Club station and for any station operated in the Club's name, as required by the licence, and shall be reviewed when the station changes.
- c. Accidents, injuries and near misses occurring at Club activities shall be recorded and reported to the Committee.

14 POLICIES, SAFEGUARDING AND RECORDS

- a. The Committee shall adopt, and review at least annually, a safeguarding policy and a privacy notice, and may adopt such other policies as it considers necessary. Adopted policies bind members in the same way as this constitution.
- b. Every person under 18, and every adult at risk, taking part in Club activities is protected by the safeguarding policy, including the requirement in clause 3 that a person under 18 is accompanied by a parent or guardian. Concerns shall be referred to the Safeguarding Officer and, where the policy requires, to the statutory agencies.
- c. Personal data held by the Club shall be used only for the purposes set out in the privacy notice, kept securely by the officers who need it, and retained no longer than that notice provides.
- d. Minutes, accounts and the records required by this constitution shall be passed to a successor on a change of officer.

ANNEX A FORMS AND RECORDS REFERRED TO IN THIS CONSTITUTION

This annex is for guidance and is not part of the rules. The Committee may add to it or change it without an EGM.

FORM	RECORD	CLAUSE	FORM	RECORD	CLAUSE
M1	Membership application and renewal	3, 4	A3	Proxy form	8g
S1	Parental consent, under 18	3(b), 14	F1	Cash sheet and reconciliation	5
V1	Visitor and guest record	3(d)	F2	Expenses claim	5
C1	Club station operating log	12(a)	F3	Subscription register	4, 5
C2	Equipment loan record	12(c)	H1	Risk assessment	13(a)

FORM	RECORD	CLAUSE	FORM	RECORD	CLAUSE
C3	Equipment inventory and PAT record	6c(iv), 12(b)	H2	EMF assessment	13(b)
A1	Notice of AGM and agenda	8(a), 8(c)	H3	Accident and incident report	13(c)
A2	Nomination form	8(e)	P1 / P2	Safeguarding policy · Privacy notice	14

CERTIFICATE OF ADOPTION

We certify that this is the constitution of the Salisbury & District Amateur Radio Society as adopted by the members at the Extraordinary General Meeting recorded above, in accordance with clause 10, and that it supersedes all earlier versions with effect from the date shown. A copy is held by the Secretary and is available to any member on request.

CHAIRMAN — SIGNATURE

SECRETARY — SIGNATURE

DATE