



**Vintage & Military Amateur Radio Society**

**Policy Document**

# **Constitution**

**V2.21**

**January 2012**

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# Vintage & Military Amateur Radio Society Constitution

## Document History

Date	Issue	Status / Revision
08/01/2010	V 2.0	Draft complete revision
22/05/2010	V2.1	Final version approved by EGM 22/5/2010
22/03/2011	V2.11	AGM 2010 Amendments: AGM 11.1 VC post challenged and not adopted – Clauses 7(ii), 11(h) & 10(e) amended; AGM 12.4 EGM timescale Clause 10(a) amended
16/08/2011	V2.2	AGM 2011 Amendments: AGM 12.1 Aims of Society – existing Clause 2 deleted and text from V1.7 (a –g & i) reinstated, with amended wording of original sub-clause (h) as new Clause 2. AGM 12.2 Members Conduct – existing Clause 4(a) first paragraph deleted and replaced with revised wording.
03/01/2012	V2.21	Clause 6 amended to remove remaining reference to Vice Chairman. Distribution list amended as follows: Members Panel Convenor removed; Archive Group Coordinator changed to Archivist & Webmaster changed to Web Copy

## Distribution List

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# Vintage & Military Amateur Radio Society Constitution

## THE VINTAGE AND MILITARY AMATEUR RADIO SOCIETY: CONSTITUTION

*(as effective from 22<sup>nd</sup> May2010)*

### **(1) Name**

The Society shall be known as The Vintage and Military Amateur Radio Society.

### **(2) Aims**

- (a) To encourage and facilitate the collection, preservation, restoration and use of radio equipment;
- (b) To facilitate the interchange of information between members regarding radio equipment;
- (c) To facilitate the interchange of radio equipment between members;
- (d) To encourage research into the history of the development and use of radio equipment;
- (e) Educating and informing the wider public about radio equipment;
- (f) Maintaining and developing an understanding of practical techniques as applied to radio equipment;
- (g) To co-operate with other societies, museums and organisations with similar interests whether nationally or internationally;
- (h) To work with the RSGB and other appropriate bodies to promote the continued and full use of radio equipment on the amateur bands using all modes available on those bands, but especially historic modes such as amplitude modulation, frequency modulation, and CW;
- (j) To advance promote and sustain the interests of amateur radio in so far as they align with the other aims of the Society.

### **(3) Classes of Membership**

- (a) Membership shall be open to all persons aged 18 or over, interested in any of the aims of the Society, and shall comprise the following:
  - (i) Full members, being aged 18.or over.
  - (ii) Honorary life membership may be granted to any person who, in the opinion of a majority of the members, at an annual general meeting, is considered to have either rendered outstanding service to the Society, or exceptional service to the interests of vintage radio. Such membership shall carry the rights and obligations of full membership but shall be free from subscriptions.
  - (iii) Family membership shall be available for an additional subscription at 25% of the normal UK rate for each additional member. The rights and obligations of such additional members shall be identical to those of full membership and shall be subject to the admission procedures specified below, but shall not extend to the receipt of individual copies of the Society's Newsletter and other publications.
- (b) The committee may, exceptionally, offer membership to a person under eighteen, under such conditions as are seen fit at the time, except that they shall not have a vote.
- (c) All applicants for membership, including lapsed membership renewals, shall have Their names published in the News Letter: if six or more objections to their membership are received, the application shall be rejected.

### **(4) Members Conduct.**

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- (a) The committee have the power to place sanctions up to and including expulsion, against any member whose conduct, in the opinion of at least 75% of the full committee renders that person unfit to be a member of the society, or brings the society into disrepute. A member whose conduct is under investigation shall be given the opportunity to state their position and attend a committee meeting that may be assembled for the purpose, accompanied by one additional member, who can make representations on their behalf. Written representations must be submitted to the Honorary Secretary. Any member expelled shall not be eligible to rejoin for a period of 10 years and shall not be entitled to the return of any subscription.

The committee may dismiss from the committee any committee member whose conduct, in the opinion of all the other members of the committee, renders them unfit to remain in office.

- (b) Complaints by members.

Any complaint about the conduct of any member must be made to the Chairman in writing.

- (c) Members shall not use the Society's logo or name for any purpose without permission of the Committee

### **(5) Subscriptions**

- (a) The annual subscription shall be fixed at the annual general meeting.
- (b) The financial year of the Society shall run to 31st December. Initial subscriptions are due and payable on being accepted as a member. In the case of a member accepted more than six months after the beginning of the financial year, the initial subscription shall be half the annual rate.
- (c) Annual subscriptions for the renewal of membership shall be due and payable on the first day of the Society's financial year. Membership shall lapse at the expiry of two calendar months from when the subscription becomes due yet remains unpaid, and any person whose subscription remains unpaid for two months shall be treated as a new applicant for membership should he wish to rejoin the Society.
- (d) A late renewal charge shall be levied for renewals received more than one month after they were due.

### **(6) Finance**

All money received by the Society shall promptly be deposited in the Society's bank account: withdrawals shall require the signature of any two of the three nominated officers of the Society. The three shall be Chairman, Secretary and Treasurer.

Committee members shall be entitled to travelling expenses for general and committee meetings, and for any other necessary pre-authorised expenses incurred on behalf of the society. Members acting on behalf of the committee are entitled to reimbursement of necessary pre-authorised expenses

### **(7) Membership of the Society's Committee**

The Society's affairs shall be administered by a Committee elected at the annual general meeting: they shall hold office until the conclusion of the next annual general meeting.

- (a) The Committee shall have been members of the Society for at least six months prior to the election and consist of:

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- (i) A Chairman, who must have been a member of the committee for at least one year prior to taking office, and who chairs all meetings.
  - (ii) A Secretary who will be responsible for: taking the minutes of all meetings of the Society, ensuring all correspondence is punctually answered and maintaining a register of the Society's assets.
  - (iii) A Membership Secretary who will be responsible for maintaining a master roll of members of the Society, receiving new membership applications, renewing existing memberships, and making members' details available to those authorised to receive them.
  - (iv) A Treasurer who is responsible for keeping the Society's accounting records, preparing the annual accounts, presenting them for approval at the Annual General Meeting, and ensuring that payments to creditors are made in a timely fashion.
  - (v) A Publications Manager, who is responsible for all Society publications and publicity material
  - (vi) Two ordinary members.
- (b) The committee may co-opt anyone on to the committee for a specific purpose or project.
- (c) In the event of a tied vote, the Chair will have casting vote.

### **(8) Publications**

The Publications Manager shall be responsible for all Society publications in any media, and for the Society's publicity material. The manager shall appoint an Editorial Board to assist him with all aspects of publications. Decisions of the Publications Manager regarding publication of material may be appealed to the Committee, whose decision is final.

### **(9) Annual General Meeting**

- (a) The Annual General Meeting (AGM) shall, except in the event of special circumstances, be held within six months of the end of the financial year. Two months notice of the AGM must be given in a society publication of the date and venue, such notice calling for members business to be notified to the Secretary not less than six weeks prior to the meeting. Members business that includes a motion for debate shall be seconded in writing by two members. Notification of such business, together with voting and proxy forms, shall be published not less than four weeks prior to the meeting. No member may propose more than three motions. Committee motions do not require seconding, but shall be the result of a unanimous committee decision.
- (b) A quorum for the AGM shall be ten members present in person or by proxy. Notwithstanding the absence of a quorum, the election of committee shall be valid if at least ten members have cast their votes either in person, by post or by proxy.
- (c) The agenda shall contain:
- (i) Apologies for absence
  - (ii) Appointment of two members to act as scrutineers.
  - (iii) Acceptance of minutes of the previous AGM.
  - (iv) Chairman's report.
  - (v) Secretary's report.
  - (vi) Treasurer's report, which shall include a presentation of the annual accounts, and any recommendation regarding variation of the subscription.
  - (vii) Any other reports from committee members

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- (viii) Election of officers and committee. All positions will be voted upon, even where only one candidate is nominated.
  - (ix) Election of two members of the Society, not being members of the Committee, who shall examine the annual accounts. In the event that such an appointment cannot be made, or that a member appointed at the AGM subsequently proves unable to act, the Committee shall be entitled to appoint a suitable member (not also being a member of the Committee) to act in such capacity.
  - (x) Any member's business which has previously been notified to the Secretary: any motion shall be accompanied by the names of two members seconding the motion.
  - (xi) Any other business which can properly be conducted as such at an AGM.
- (d) Voting shall be by simple majority of those voting in person and by proxy and by post. Any member may appoint a proxy (who must be a paid-up member of the Society) to vote and speak on his behalf at the AGM: the appointment of the proxy must be in writing signed by the member and deposited with the Secretary at least seven days before the date when the meeting is intended to be held. Such appointment remains valid for the duration of the AGM, and any adjourned meeting thereof. Postal votes must be received by the secretary at least seven days before the date of the meeting
- (e) Any member present may call for a secret ballot i.e. by means of voting papers, on the election.
- (f) During the election for officers and committee, an acting chairman from the members present who are not standing for election, shall preside.
- (g) Within two months of the AGM, a report of the meeting shall be given in the Society Newsletter.
- (h) If the Chairman is not present at the AGM, the members present shall elect a member to be chairman of the meeting.
- (i) Any dispute about procedures to be followed in the meeting shall be settled by reference to 'The ABC of Chairmanship', by Walter Citrine.

### **(10) Extra-ordinary General Meeting**

- (a) An extra-ordinary general meeting (EGM) can be called by the Committee or by not less than five members. On receipt of the notice calling the meeting, which shall include the agenda item(s), the Secretary must within 14 days set a date, which shall be within 3 months of the receipt of EGM calling notice, for the meeting. The requirements for notification of the venue, time, date, postal voting, proxy voting and appointment requirements, and report of the EGM, shall be the same as those for an AGM, but notification to members shall be made within 28 days of receiving the call for an EGM. The notification must include the Agenda and any other relevant documents. The date set must be such that members have at least 28 days notice from the expected date of receipt of such notice, said expected date being determined by the class of postage used for the notification. Proof of bulk posting of such notice shall be considered to be proof of delivery.
- (b) Any member may appoint a proxy (who must be a paid-up member of the Society) to vote and speak on his behalf at the EGM
- (c) Only business shown in the agenda may be conducted at an EGM.
- (d) A quorum for an EGM shall be ten, present in person or by proxy.

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- (e) If the Chairman is not present at the EGM, the members present shall elect a member to be chairman of the meeting.
- (f) Within two months of the EGM, a report of the meeting shall be given in the Society Newsletter.
- (g) Any dispute about procedures to be followed in the meeting shall be settled by reference to 'The ABC of Chairmanship', by Walter Citrine.

### **(11) Amendments to the constitution**

The constitution may be amended only as an agenda item at the AGM, or at an EGM called for that purpose, and by the agreement of two thirds of those voting, either in person or by proxy.

### **(12) Winding Up**

- (a) The decision to wind up the Society may be taken only at an EGM called for that purpose. and on the agreement of a simple majority of those present in person or by proxy. Where the total membership is 10 or less, rendering it impossible for such a meeting to be quorate, then a quorum shall be a majority of the membership attending.
- (g) The funds of the Society shall, after sale of assets and payment of outstanding debts, be disposed of as directed by the members at that meeting.
- (c) In disposing of the Archive, the members shall make it a priority to find a new owner for it who will continue to make it accessible to the vintage radio community in the UK, rather than achieving the best possible sale price.