



Cambridge and District Amateur Radio Club

2014 CONSTITUTION

Last amended on 24th January 2014

1. Name

The Club shall be known as the Cambridge and District Amateur Radio Club.

2. Aims

The aims of the Club shall be to further the interests of its members in all aspects of amateur radio and directly associated activities.

3. Membership

Membership shall be open to all persons interested in the aims of the Club.

- (a) Full Members. Full members must be 18 years of age or over, or must hold the permission of any competent authority to install and operate an amateur radio station.
- (b) Student Members. Student members must be under 21 years of age and in full-time formal education. They have no voting rights. Student membership is free.
- (c) Country members. Country members are living beyond the boundaries of Cambridgeshire with little access to meetings. They have no voting rights and 50% of the Full membership fee.
- (d) Family members. This is available to the family of Full members. Family membership carries no voting rights and 25% of the Full membership fee.
- (e) 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.
- (f) Associate Members. Associate members must be under 18 years of age. They have no voting rights. Associate membership is free.

All members shall abide by the constitution of the Club. Members may invite guests to meetings. 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 may be expelled without having been given an opportunity to appear before the Committee.

4. Subscriptions

- (a) The annual subscriptions for membership shall be recommended by the Committee for ratification at the AGM.
- (b) All subscriptions shall be due and payable within two months following the start of the financial year. If after those two months members who have still not renewed their membership have no voting rights until they renew.
- (c) The financial year shall run from 1 January to 31 December.
- (d) A member shall be deemed to have resigned from the Club, if, by the following 31 December 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 1 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 signature of the Club's Treasurer and one other officer of the Club.

Two auditors for the Club's accounts shall be appointed at the AGM.

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 which 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 Secretary who shall be responsible for: (1) Keeping the minutes of all meetings of the Club and publishing them. (2) Ensuring that all correspondence is correctly handled.
- (c) A Treasurer, who shall be responsible for: (1) Keeping the Club's accounts. (2) Advising the Committee on all financial matters. (3) Preparing the accounts for audit and presenting them at the AGM. (4) Maintaining a master roll of members and honorary members. (5) Maintaining a register of Club equipment.
- (d) A Training Co-ordinator who shall be responsible for formal training and examinations.
- (e) A Public Relations Officer (PRO) to generate and publish the Club programme and to coordinate publicity.
- (f) 2 Ordinary Committee Members.
- (g) Not more than 2 Co-opted Members who are permitted to vote, invited to serve by the Committee.

7. Committee standing orders

- (a) The quorum for the Committee shall be four. 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 by any vote of the committee.

8. Annual General Meeting

- (a) The Annual General Meeting shall normally be held on a date in January each year. At least 21 days notice shall be given to each member in writing or by email.
- (b) The quorum for the meeting shall be ten
- (c) The agenda for the meeting shall be: (1) Apologies for absence (2) Minutes of the previous AGM (3) Chairman's report (4) Secretary's report (5) Treasurer's report (6) Election of the new Committee (7) Ratify subscriptions for membership (8) Election of auditors who shall not be members of the Committee (9) Other business
- (d) Items (1) to (5) shall be chaired by the out-going Chairman, item (6) jointly by 2 tellers appointed by the meeting who are not standing for election to office, who will count the ballot slips. The remaining business shall be chaired by the newly elected Chairman.
- (e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- (f) Any opposed or unopposed Committee candidates standing for office shall be elected by ballot at the AGM.
- (g) Retiring Committee members should pass on to their successors at the AGM all Committee documents, keys, records, and other information they hold.

9. Extraordinary General Meeting

(a) Extraordinary General Meetings may be called by the Committee or not less than six members of the Club, the date of the meeting being the earliest convenient, as decided by the Committee and in any event within two months. The Secretary shall give members at least 14 days notice in writing or email of the agenda. No other business may be transacted at the EGM.

(b) The quorum for the EGM shall be 10 or 50% of club membership whichever is the lesser.

10. Proxy Voting

If a member is not able to attend a General Meeting, that member can appoint a proxy in writing, or by email to the Secretary.

11. Amendments to the constitution

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

12. Winding up of the Club

(a) The decision to wind up the Club may be taken only at an EGM.

(b) The funds and assets of the Club shall, after the payment of all outstanding debts, be disbursed as directed by the members at the final EGM.

Amendment Record

Date	Section	Amendment	Entered
10 Sep 2010	All	New Constitution adopted.	
27 Jan 2012	3(b)	Addition: 'They have no voting rights.'	DNF
27 Jan 2012	3(f)	Addition: 'They have no voting rights.'	DNF
24 Jan 2014	6(d,e,f)	Re-designated 6(e,f,g)	DNF
24 Jan 2014	6(d)	Addition: 'A Training Co-ordinator . . .'	DNF
24 Jan 2014	6(g)	Amendment: 'Not more than 2 Co-opted Members . . .'	DNF