

# Sheffield & District Wireless Society

## CONSTITUTION

### 1. Name

The Society shall be known as the **Sheffield & District Wireless Society**.

### 2. Aims

The aims and objectives of the Society shall be to further the interests of its members and the wider community in all aspects of amateur radio and directly associated activities and to attract more people into the amateur radio service. The Society aims to foster mutual respect and friendship and promote the enjoyment of amateur radio in and around Sheffield.

### 3. Membership

Application for membership shall be open to all persons interested in Amateur Radio and the aims of the Society, regardless of ethnicity, gender choice, religion, political persuasion or physical ability. Applicants shall not need to be proposed by a current member. The committee shall have the right to vet all applications for membership.

#### (a) Membership shall be in the following categories:

**FULL MEMBERSHIP:** Members may be of any age but those under 18 years must be accompanied by responsible adult when attending meetings.

### 4. Subscriptions

There will be no annual subscription. However, members may be asked to contribute towards any expenses incurred through taking part in events such as Field Days and other contests as well as club trips to rallies and other events. Such expenses will be shared equally among all participants.

Other charges (eg a 'door levy') may be applied from time to time, if the Society has to rent a meeting room for example.

### 5. Finance

Society monies are to be held in a bank account which the committee shall maintain especially for that purpose. Cheque withdrawals shall require the signature of the Treasurer and one other nominated officer of the Society.

### 6. The Committee

The Society's affairs shall be administered by a committee elected at the Annual General Meeting.

The ethos of the committee shall be one of transparency and consultation with the general membership, based on an understanding that no major decisions will be taken by the committee without full consultation with the membership.

The committee, in whom the Society's property shall be vested, shall consist of:

- (a) **A Chairperson** who will preside at all meetings at which he or she is present. No member may hold this position for more than 3 consecutive years. He or she may be re-elected after a break of two years.
- (b) **A Vice Chairperson** who will deputise for in the Chairperson in his or her absence.
- (c) **A General Secretary** who will be responsible for
  - (i) keeping the minutes of any formal meetings of the Society,
  - (ii) ensuring that all correspondence to and from the committee is correctly handled.
  - (iii) keeping an accurate membership list
- (d) **Treasurer** who will handle all monies of the Society and advise the committee on all financial matters and prepare accounts for audit/independent examination and presentation at the AGM.
- (e) **A Programme Secretary/Publicity Officer** who will be responsible for arranging, where required, a programme of Society events such as lectures, visits, demonstrations or other events approved by the committee and to advertise these events locally and nationally, as specified by the committee.
- (f) **Contest Manager** to form and lead a team/teams of members to facilitate Society entries into the major national and international contests. This may include sourcing equipment and submitting log entries.
- (g) **Ordinary members** - no more than 2.

**The posts (a) (b) (c) and (d) may not be combined with each other. However a holder of one of those posts may combine it with one from (e) (f) or (g) if there are no candidates for the latter.**

Any person wishing to stand for election to the posts **(a) to (d)** inclusive must have been a member of the society for a minimum of 12 months prior to election.

Any person wishing to stand for election to committee positions must be a full member of the Society. However, there is no minimum period of membership required for positions **(e) to (h)**.

The committee shall have powers to co-opt, as required. The number of co-opted members shall not exceed 2 persons. Members may be co-opted for any period of time specified by the committee. Co-opted members may only vote on those matters for which they were co-opted.

## **Casual Vacancy**

When a casual vacancy on the committee occurs, the remaining committee shall appoint a substitute, either from its members or by co-option (in which case the limit on the number of co-opted members may be increased to allow for this co-option).

The Chairperson shall immediately call an Extraordinary General Meeting to elect a replacement to serve until the next Annual General Meeting unless there be less than two months to the month of the Annual General Meeting. In this case the co-optee may serve until the Annual General Meeting and no election need be held.

The person appointed shall hold office until the election and may stand for election should he or she be eligible.

## **7. Committee Meetings:**

- (a) At least SIX Meetings a year are to be called, as required.
- (b) The quorum of the committee shall be at least 50% of the elected members of the committee, excluding the chairperson.
- (c) When decisions require a vote, the chairperson may only vote in the event of a tie, when he or she has the casting vote.
- (d) In the absence of a quorum, business may be dealt with but any decisions taken will only become valid after ratification at the next quorate meeting.
- (e) A committee meeting may be called by the chairperson, the secretary or any three full members of the committee. At least one week's notice in writing shall be given to all committee members.
- (f) Minutes of committee shall be taken by the Secretary and, after circulation to the committee, a summary will be made available to club members, no more than 14 days after the meeting. The summary may be presented at a Society meeting, sent by email and/or published in the Society newsletter

## **8. Suspension of membership**

The committee shall have the power to suspend the membership of any member whose actions are deemed to be detrimental to the rest of the membership and to the aims and objectives of the Society. This clause is a last resort and will only be invoked when all other ways of solving a dispute have been unsuccessful.

### **Suspension Procedure:**

- (a) The grounds for the suspension shall be posted to the member in writing. The member involved may only have his or her membership terminated at an Extraordinary General Meeting at which time he or she may appeal against any decision taken against them.
- (b) The member shall have the right to respond within 28 days.
- (c) After 28 days, the committee shall meet to discuss the matter further, at which meeting the member shall have the right to be heard, accompanied by a friend or representative if they so desire.
- (d) At the above meeting, the committee shall decide on one of the following 3 actions:
  - To lift the suspension
  - To require the member to absent themselves from Society activities for a further 28 days as a cooling off period and/or to require the member to make an apology to the club and anyone affected by their behaviour.
  - To call an EGM whose sole purpose shall be to recommend termination of membership.

The member shall remain suspended until the EGM. The member may attend the EGM with a friend or representative but may not vote.

- (e) The general membership shall be fully informed at every stage of the procedure when this clause is invoked.

## **9. Auditor/Independent examiner**

If required, an auditor/independent examiner shall be elected at each AGM.

## **10. Annual General Meeting**

- (a) The Annual General Meeting shall be held during the month of April at a date, time and venue to be determined by the committee. At least 28 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be one third of the membership. If, after a lapse of half an hour, a quorum is not present, then the meeting shall be adjourned to the same day, time and venue (or such other venue as the committee shall determine) the following week. If a quorum is not present at this second meeting then those present shall constitute the quorum after half an hour has elapsed.
- (c) The agenda for the meeting shall be:
1. Apologies for absence
  2. Minutes of the previous AGM
  3. Chairperson's report
  4. Secretary's report
  5. Treasurer's report
- (After the treasurer's report, the existing committee will stand down and the remainder of the AGM will be conducted by a club member, acting as temporary chairperson, who is not standing for the following elections:)
6. Election of committee officers
  7. Election of auditor/independent examiner
  8. Any other business
- (d) Nominations for committee members shall only be valid if confirmed by the nominee at the meeting, or in writing prior to the meeting. This shall also apply to existing committee members wishing to stand for re-election.
- (e) Existing committee members wishing to stand for re-election must also be nominated and seconded afresh.
- (f) Nominations for officers of the Society may be made by any member with full voting rights and shall be submitted to the secretary in writing up to and including the commencement of the AGM. All nominations must be seconded by a member with full voting rights.
- (g) A member may nominate him or herself, provided the nomination is duly seconded by a member with full voting rights.
- (h) Items to be raised under 'any other business' shall be submitted in writing to the secretary no less than 7 days prior to the AGM.
- (i) All voting shall be by show of hands unless a paper ballot is requested by the chairperson or 10% of the members. Voting by proxy is not allowed at any General meeting.
- (j) The term of office of the committee shall run from the close of the AGM until the close of the following AGM, i.e. after "Any other Business" has been concluded.

## **11. Extraordinary General Meeting**

- (a) Extraordinary General Meetings may be called by the committee or not less than 20% of the voting membership, 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 one third of the voting membership.

## **12. Amendments to the constitution**

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

## **13. Winding up of the society**

- (a) The decision to wind up the Society may be taken only at an EGM.
- (b) Once all outstanding debts and liabilities of the Society have been settled, all remaining assets shall be given to a group with similar aims and objectives

## **14. This Constitution Document**

A personal copy of this constitution shall be provided to all club members.

## **15. This constitution was adopted on the 6th November 2013**