

The South Manchester Radio and Computing Club Constitution

1. Title

The Club shall be known as South Manchester Radio and Computing Club (SMRCC) also known as the South Manchester Radio Club (SMRC) hereafter referred to as The Club. The aims of the club shall be:

1. **a)** To further the interests of all aspects of amateur radio and directly associated activities.
2. **b)** To encourage fellowship amongst the membership group.

2. Membership

Membership shall be open, subject to the discretion of the committee, to all persons interested in the aims of the club in the following categories:

1. **a)** Full Member
2. **b)** Student Member ----- Student membership will be offered to someone in full time education. Subscriptions shall usually be at half the normal rate.

To facilitate a speedy process, temporary membership will be extended to any potential new member after attending two Club meetings or to persons undergoing training for the Amateur Radio Licence Examination. Full membership status will be confirmed or rejected by the Committee at their next meeting when the membership fee must be paid.

The Committee can present a case to be agreed at the AGM for any individual who has given long and loyal service to the Club be afforded a Presidency or Honorary Life membership.

3. Subscriptions

a) The Committee shall determine, prior to the AGM, the subscription for the year. In determining the subscription, the Committee shall take into account, in particular, any increase notification to the Club in the fees payable by the Club to other Associations or Organisations and which shall become payable by the Club during the year for which the annual membership fee is being determined.

The Committee will inform the members the membership fee in the calling papers for the AGM.

b) All subscriptions shall be due and payable by 8 weeks after the date of the AGM each year.

c) Members in arrears have no voting rights and shall not be entitled to participate in the privileges of the Club until such subscriptions have been paid in full.

d) A member shall be deemed to have resigned from the club if subscriptions have not been paid as per para 2b above.

4. Finance

All money received by the club shall be promptly deposited in the club's bank account. There should be a minimum of three committee members authorised to sign on said bank account on behalf of the club. Withdrawals require the signature of two said authorised members. In the event that the Treasurer may not be one of the two signatories he/she should be notified before any such transactions take place.

5. Committee

The club's affairs shall be administered by a Management Group (The Committee) elected at the Annual General Meeting (AGM). Persons standing for committee membership must have been club members for over 12 months. The committee, in whom the club's property shall be vested, shall consist of an odd number of members currently 5 from whom the following club officers will be drawn:

a) The Chair who will be selected from the committee on a rotating basis and must not chair more than two consecutive committee meetings and to then be disqualified from further Chair duties for the next two committee meetings. A Chair will also be appointed by the Committee for oversight of any AGM or EGMs (Extraordinary General Meeting). All members will stand down just before the AGM and become eligible for re-election. No Committee Member will continuously serve for more than 5 years.

b) The Secretary who will take minutes of all meetings of the committee and at AGM's and EGM's

c) The 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 audit by the committee and/or others and presenting them at the AGM.

2. Committee Standing Orders

a) The quorum for the committee shall be a 51% of its members. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification by a majority of committee members.

b) Committee meetings will take place every three months or as soon as practicable thereafter Meetings will commence April each year. Further meetings may be called by any committee member.

3. Annual and Extraordinary General Meetings (AGM & EGM)

For the purpose of voting at any General Meeting a member may appoint a proxy to vote in person on their behalf, either at the proxy's discretion or in accordance with any specific instruction given to the proxy. The proxy may be the Chair or another member of the club and any such appointment must be made in writing (including by email). All Proxy votes are to be ratified by the committee member that holds the membership register and confirms the member is fully paid up. Any valid proxy vote is counted as though the member is present and is included in the total for a quorum.

8. AGM

The AGM shall be held normally in May each year. In exceptional circumstances only, the AGM may be delayed but must be held as soon as practicable. At least 21 calendar days notice shall be given in writing to all members, on the club email reflector or by any electronic means.

The agenda of the meeting shall be:

- a)** Report from the Committee/ Apologies for absence.
- b)** Minutes of previous AGM.
- c)** Committee's (Secretary's) report.
- d)** Treasurer's report and presentation of audited accounts.
- e)** Election of Committee posts (Nominations for committee shall only be valid if confirmed by the nominee at the meeting or previously in writing).

Auditors shall be two club members who are not on the committee.

9. EGM

- a)** An EGM may be called by the committee, or by no fewer than eight members of club or 1/3 of the current membership, whichever shall be the smaller. The meeting should be held within 30 calendar days with at least 14 calendar days notice which must be posted on the Club reflector or notified to all members by other electronic means.
- b)** The quorum for the meeting shall be 40% of those members who have full voting rights, including any members voting by proxy.
- c)** Voting rights. Members shall each have one vote. They must either be present or have appointed a proxy. Any proxies should be evidenced in writing (email will suffice) and notified to the Secretary prior to the commencement of the meeting.

Amendments to the Constitution

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

10. Misconduct

No member has the authority to suspend or force a member to leave the Club. Only the Committee shall have the power to require the resignation of any member of The Club who, in their opinion, by reason of misconduct, or undesirable behaviour, is unfitted to remain a member. No obligation to refund any subscription, annual, or otherwise, shall be attached to The Club in respect of such action.

12. Club Licences

Club call-signs/licences will be held by one or more members of the club who are full licence holders. Conditions for the holding of the club call-signs are set out in Annexe A of this document

13. Rules

The committee may from time to time make such reasonable and proper rules, policies or bye laws as they may deem necessary or expedient for the proper conduct and management of the club, but such rules, policies or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules, policy or bye laws currently in force must be made available to any member of the club on request.

14. Winding up the Club

- a)** The decision to wind up the club may only be taken at an EGM, having given 28 days notice to all paid up members of this intent.
- b)** In the absence of a quorum at such a meeting, a motion signed by 8 members shall constitute the same decision.
- c)** The funds of the club after sale of all assets and the payment of all outstanding debts, shall be given to the Radio Society of Great Britain, with a request that if possible the same are to be used for amateur radio in the Greater Manchester Area. For the avoidance of doubt no member of the club shall have any interest in such funds.

