

Club Constitution

CORNISH RADIO AMATEUR CLUB RULES AND CONSTITUTION



Updated: April 2023

- 1: The Club shall be known as the Cornish Radio Amateur Club.
- 2: The aims and purpose of the Club shall be to further the interest in amateur radio.
- 3: Membership shall be open to any person who has a general interest in amateur radio and allied subjects. This will be subject to approval by the executive committee.
- 4: Club rules shall be established at the Annual General Meeting and thereafter shall not be amended or added to except at an AGM or an Extraordinary General Meeting.
- 5: Officers: At the AGM an Executive Committee shall be elected consisting of a Chairman, Vice Chairman, Treasurer and other officers as appear appropriate, together with sufficient Committee members to bring the number up to a maximum of 9. To avoid conflict, officers/committee members cannot be from the same family.
- 6: President: The President for the year following the AGM shall be a member invited to fill the office by the outgoing Executive Committee at the last committee meeting prior to the AGM.
- 7: Management: The management of the Club shall be vested in the Executive Committee. The committee shall have the power to delegate on particular matters to the officers of the Club and such subcommittees may be appointed.
- 8: The Executive Committee shall meet at least five times a year.
- 9: At an Executive Committee meeting not less than 5 Committee members shall constitute a quorum and the dates of all meetings shall be published in the LINK or other suitable means.
- 10: The Chairman, or the Vice Chairman when acting in the Chairman's place, in the event of a voting tie at a committee meeting, shall have a second and casting vote.
- 11: Any member of the Executive Committee being absent from 3 consecutive Committee meetings and failing, after 7 days' notice from an officer of the Committee, to satisfy the Committee that they had reasonable cause, shall be deemed to have resigned from the Committee. The Committee has the power, if it so wishes, to co-opt a replacement to fill the vacancy thus created.

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12: An Auditor or auditors shall be appointed each year by the Executive Committee. They shall not be members of the Executive Committee.

13: An Annual General Meeting shall be held each year in the month of April and at least 14 days notice shall be given to each by notification in the LINK or by any other suitable means. Only fully paid up members will be eligible to vote at the AGM. General Meeting's shall be held at times agreed by the Executive Committee on normal club nights.

14: The Chairman shall submit at each AGM a report on the work of the Executive Committee and the Club's activities during the previous year.

15: The Treasurer shall submit at each AGM a report on the finances of the Club together with an Audited Account. The auditors report shall be read out at the AGM.

16: In addition to the appointment of the Officers of the Club and members of the Executive Committee for the following year the Annual General Meeting shall deal with any matters placed on the agenda by the Chairman. Any member may, not less than 21 days prior to the meeting submit to the Chairman by Notice of Motion an agenda item which the member wishes to put forward at that meeting. All Notices of Motion shall be placed on the agenda by the Chairman. No other business may be discussed or dealt with at the AGM.

17: Any person wishing to stand for election to the committee of the Cornish Radio Amateur Club shall have been a member of good standing in the club for at least 3 years and non returning for 3 years if a previous position held. These persons shall not serve on any other radio club committee. This will be made in writing to the committee no less than 21 days prior to the Annual General Meeting.

18: Extraordinary General Meetings may, for special reasons, be called at any time on 28 days' notice by the Chairman and be called within 28 days (including the date of the notice) on receipt by the Executive Committee of a request signed by not less than ten members of the Club stating the special reasons. The notice convening the meeting shall be notified in the LINK / social media and shall set out the special reasons and the names of the members requesting the meeting. No other business may be conducted at such a meeting.

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19: At Extraordinary Meetings a quorum shall be not less than 12 members.

20: At General Meetings the chair shall be taken by the Chairman, or Vice-Chairman or, in their absence, any Club officer agreed at the meeting.

21: The types of subscriptions and amounts payable will be determined by the Executive Committee from time to time and published in the Link and social media (including the website).

22: Members who have not paid their subscription within 31 days of the AGM shall cease to be members of the Club.

23: The Club promotes inclusion and diversity and welcomes anyone with an interest in amateur radio. Any member who is guilty of conduct which is, in the opinion of the Executive Committee, discriminatory against any member or is detrimental to the proper interests and welfare of the Club shall be liable to suspension and/or expulsion (with a pro-rata refund of their membership payment) from the Club by the Executive Committee. The member will have the right to appeal before the next committee meeting in writing.

24: Duties of the Chairman: The Chairman shall keep, or cause to have kept, proper records of the Club business and carry out the directions of the Executive Committee and prepare an agenda for each meeting in accordance with the rules of the Club. A minutes secretary may be appointed to be responsible for taking minutes of a meeting or meetings and submitting them to the Chairman.

25: Duties of the Treasurer: The Treasurer shall have charge of the funds of the Club. All monies received on behalf of the Club shall be paid to the treasurer who shall, under the authority of the full Executive Committee, pay all demands for which the Club is duly liable. This officer shall keep, or cause to be kept, proper accounts and report on them from time to time to the Executive Committee. The accounting year shall be from the annual AGM to the following AGM.

26: All members of the Club, who have custody of any club property (or monies) shall, on request surrender them to the Executive Committee or produce them for examination. All equipment must be listed with holder's name in the official book held by the Committee.

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27: Donations to the Club may be accepted by the Executive Committee and may be applied to such Club purposes as agreed between the donor and the Executive Committee.

28: In the event of the Club ceasing to function any accumulated funds, including monies resulting from the sale of assets, shall after discharge of all debts and liabilities of the Club, be disposed of to suitable charities to be nominated by the Executive Committee.

29: Completed Cash Books, Minute Books, Annual Statements, Auditors Certificates, Treasurers Reports and the Chairman's Annual Reports shall be retained by the Chairman for three years.

30: The number of free visits by visitors to the Club in any one financial year shall be a maximum of two.

31: Expenditure below 25 times the current Annual Subscription can be authorised by the Executive Committee by majority vote, this vote to take place at a scheduled committee meeting. Proxy voting will NOT be acceptable. Major items of expenditure in excess of 25 times the current annual subscription must, after agreement with the Executive Committee, be authorised at an ordinary General Meeting.

32: Repairs and renewals to Club assets shall be included as a routine item of business at Executive Committee meetings and General Meetings subject to the constraints of Rule 30.

33: Any person under 18 attending any Club meeting or event must be accompanied by an appropriate adult.

34: If any member has a grievance with the club, or any member of the club (including a member of the Committee) they are invited to put this in writing to any member of the Committee, where it will be discussed at the next Committee Meeting.