

Example Constitution for Affiliated Clubs

1. Name

The Club (1) shall be known as the

2. Aims

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

3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Club

- (a) **Full members** Full members must be 16 years of age or over.
- (b) **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.
- (c) **Guests** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

All members shall abide by the constitution of the Club. 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 shall be expelled without first having been given an opportunity to appear before the Committee.

4. Subscriptions

- (a) The annual subscriptions for membership shall be set by the Committee (3).
- (b) All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears have no voting rights.
- (c) The financial year shall be determined by the Committee
- (d) A member shall be deemed to have resigned from the Club, if, by the end of the financial year, 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...years at a time (4).

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 nominated officer of the Club (5).

6. Membership of the Club's Committee

The Club's affairs shall be administered by a Committee elected at the Annual General Meeting (6). The Committee, in whom the Club's property shall be vested, shall consist of:

- (a) A Chair who will preside at all meetings at which he is present.
- (b) A Vice-Chair who will act as Chair in the absence of the Chair.
- (c) A Club Secretary who will be responsible for:
 - (i) keeping the minutes of all meetings of the Club.
 - (ii) ensuring that all correspondence is correctly handled.
 - (iii) maintaining the definitive register of members and honorary members.
 - (iv) maintaining a register of Club equipment.
- (d) A 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 and presenting them at the AGM.
- (e)Ordinary Committee Members (8).
- (f) Not more than.....co-opted members who have full voting powers (8), and not more than.....who are not permitted to vote (9).

7. Committee Standing Orders

- (a) The quorum for the Committee shall be..... (10).

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 Chair, the Secretary or any vote.

8. Annual General Meeting

- (a) The Annual General Meeting shall normally be held at the beginning of each financial year. At least 21 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be..... (11).
- (c) The agenda for the meeting shall be:
 - (i) Apologies for absence
 - (ii) Minutes of the previous AGM
 - (iii) Chair's report
 - (iv) Club Secretary's report
 - (v) Treasurer's report

- (vi) Election of the new Committee
- (vii) Election of auditors
- (viii) Other business

- (d) Items (i) to (v) shall be chaired by the outgoing Chair, item (vi) by an acting Chair who is not standing for election to office, and the remaining business by the newly elected Chair.

- (e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.

- (f) Items to be raised by members under other business must be notified to the Club Secretary not less than 21 days before the AGM.

9. Extraordinary General Meeting

- (a) Extraordinary General Meetings may be called by the Committee or not less than.....members of the Club, 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.....(11).

10. Amendments to the Constitution

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

11. Winding-up of the Society

- (a) The decision to wind up the Club may be taken only at an EGM.
- (b) The funds of the Club shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by members at the final EGM (12).

* Club is used to denote any club or similar organisation wishing to apply for affiliation

Notes on Example Constitution

- (1) It is recommended that the words 'amateur radio' appear in its title.
- (2) It is useful to specify which groups have voting rights and whether reduced subscriptions apply, particularly for students in full time education.
- (3) Alternatively, the subscription may be recommended by the Committee for ratification at the AGM.
- (4) This period perhaps should not exceed one to three years to avoid placing an undue burden on future Committees
- (5) There are great advantages in running the Club's finances on a strict basis, although a less formal arrangement may still be effective.

- (6) There are two methods for electing the Committee: the more common is for the meeting to elect the Committee members and for the latter in turn to elect the officers from within the Committee; alternatively, the members may elect individuals to specific offices. The method adopted will need to be specified.
- (7) The number of Ordinary Committee members should be related to the size of the Club. Remember that being a committee member is an essential part of the training of the future officers of the Club.
- (8) These can replace elected Committee members who have left the Committee
- (9) These can be people who need to be familiar within the work of the Committee such as the editor of the Club magazine or the press officer.

- (10) This can be expressed either as a fixed number or, for example, as at least half or two-thirds of the full membership of the committee.
- (11) This can be set either as a fixed number or a fixed percentage of the membership (state which members are to be included), or both "whichever is the smaller/greater". It is probably safer to make the numbers on the small side so as to ensure that the meeting can take place.
- (12) Such as, among its members, to a charity, or to a club of similar interest.