

SUTTON AND CHEAM RADIO SOCIETY

Rules 19th April 2018

1. Name.

The Society shall be known as "Sutton and Cheam Radio Society".

2. Objectives.

The aims of the Society shall be the furtherance of Amateur Radio, Electronics and associated activities.

3. Management.

The management of the Society shall be in the hands of an elected Committee. The committee will ensure that:-

- i. The society shall be fully compliant with any legal requirement placed upon it.
- ii. Should any conflicts occur, these rules are overridden by the legal requirement to the extent necessary for compliance.

The committee shall consist of:-

Officers:-

- i President (Subject to rule 4).
- ii Chairman.
- iii Vice-Chairman.
- iv Treasurer.
- v Secretary.

and

- vi Four Ordinary Members.

The Committee shall be elected annually at the Annual General Meeting, or in exceptional circumstances at a Special General Meeting and hold office until the next Annual General Meeting. Members with over one year of continuous membership are eligible for nomination as ordinary members and members with over three years continuous membership are eligible for nomination as officers.

Nominees must have a formal proposer and seconder and the Nomination for Membership of the Committee must be received by the Secretary 14 days prior to the Annual General Meeting for officers and 7 days for members positions. Nomination for membership of the committee is automatic for incumbent members that do not wish to step down. Nominations may be made for any position on the committee weather vacant or not.

A quorum shall comprise four members of the Committee, of whom at least two must be Officers.

The Committee shall be empowered to co-opt additional members for specific purposes, except for the office of President. Such co-opted members may sit on sub-committees but have no power of vote within the main Committee. The duration of any such appointment shall not exceed that of the current committee.

The Committee shall be empowered to deal with any matters not specifically covered by these Rules.

A formal record must be kept of all proceedings of the Committee, also Annual and Special General Meetings.

The Committee shall meet at least once every two calendar months.

4. The President.

The Committee may at its discretion and by majority vote, put forward a nominee for the office of President at the Annual General Meeting or a Special General Meeting. Such nominee must have rendered exceptional service to the Society over a long period or be widely known and respected within the Amateur Radio movement. The term of office shall be five years with eligibility for renomination. The office of President may not be filled by co-option.

5. Membership.

Applications for joining or re-joining the Society must be submitted to the Committee.

The Committee has the right to refuse or terminate membership at its discretion and shall not be obliged to give reasons for such refusal or termination.

All members over the age of 18 on 1st April of the current financial year shall be designated Full members of the Society unless they are under the age of 21 and in full time education.

A Junior member is defined as a member under the age of 18 on 1st April of the current financial year unless they are under the age of 21 and in full time education.

Visitors

All visitors must sign the attendance register at each attendance.

By signing the register visitors are granted temporary non voting membership for the duration of the meeting, and as such are bound by these rules.

Visitors may not attend more than 4 meetings per year.

6. Finance.

The financial year shall commence on 1st April and terminate on 31st March.

The society will operate a single deposit account and a single current account only. The current account shall be single signatory by chairman, or secretary, or treasurer only.

The Treasurer shall keep due record of all financial transactions and all assets of the Society for presentation to the Account Examiners at the close of the financial year. All money received by the Society shall be promptly deposited in the Society's Bank Account.

Any cheque book and or bank card will be held by and be the responsibility of the treasurer.

The current account is for day to day expenses. The maximum balance will be determined by the committee and agreed at the AGM by the members. The treasurer is responsible for transferring excess funds into the deposit account on a timely basis.

The deposit account will be overseen by three trustees. Any withdrawal of funds will require three signatures. That of any two trustees plus that of the treasurer. Funds will only be moved into the current account.

A group of three trustees will be responsible for ensuring that the use of deposit account funds are in keeping with the long term sustainability of the society. Trustees are entitled refuse a request for funds from the committee if, and only if, they believe the request is not in keeping with the aims of the society or the wishes of its members.

There shall be three trustees who serve a five year term (provided that they remain members of the society) but are free to step down as they wish. Trustees report directly to the membership and not the committee. Trustees cannot be committee members. The committee may request that a trustee step

down if they feel it is in the best interest of the society. If the trustee objects, the matter will be decided by the membership at the next SGM or AGM.

Nomination to become a trustee is by invitation of the committee or the trustees. Nominations must be seconded by a minimum of two existing trustees should they exist. It is expected that trustees will be long standing and trustworthy members of the society.

Any disagreement between the committee and trustees shall be resolved by a member vote at AGM or SGM.

The accounts shall be examined by two members, duly elected at the previous Annual General Meeting for that purpose, and be presented by the Treasurer at the subsequent Annual General Meeting for adoption.

7. Subscriptions.

The annual subscription for Full and Junior Members shall be such an amount as fixed by formal proposition at the February meeting of the Society, and shall fall due on 1st April each year.

Members who have not paid their current subscription by 30th June may be removed from the membership list (at the discretion of the Committee) and must re-apply for membership should they desire re-instatement.

The committee may at it's discretion accept a lower subscription from any member.

8. Meetings.

A meeting will be held at least once per calendar month, except that an August meeting will be at the discretion of the Committee.

The Annual General meeting shall be held as soon as practicable after the end of the financial year, but not later than 31st May. Notice of this meeting must be given not less than fourteen days previous to the date of the meeting.

A Special General Meeting shall be called by the Committee on receipt of a resolution signed by a minimum of nine Members or twenty percent of the voting membership, whichever is the least, who shall state the purpose of the meeting. At least fourteen days notice shall be given to the membership of such a Special General Meeting which must be held within twenty eight days of the receipt of the resolution.

9. Honorary Titles.

The Committee may nominate individual members for honorary titles on the following basis:-

Honorary Vice-Presidents.

Members who have served as Officers of the Society and have rendered exemplary service over a long period, normally in excess of ten years.

Honorary Members.

Members who have rendered particular service to the Society for a long period, normally in excess of ten years, or who have rendered outstanding service to the Amateur Radio movement.

Nomination must be confirmed by the membership at the Annual General Meeting. Such titles shall be retained permanently and carry full voting rights.

10. Revision of Rules.

Notice of any motion to revise or add to the rules of the Society must be received in writing by the Secretary at least twenty eight days prior to the Annual General Meeting or a Special General meeting together with the name of one proposer and at least one seconder. Such a motion shall be passed only by a majority of those Members at such an Annual General Meeting or Special General Meeting.

10.1 Voting

The voting process will be conducted in accordance with the 'Conduct of Elections' document which will be published by the committee at least 14 days prior to voting taking place.

The lesser of 15 members or 40% of the membership are required to form a quorum for voting purposes at AGM or SGM. Should a quorum not be attainable the meeting shall be postponed until a new meeting can be called.

Those attending meetings where any vote is to take place shall be checked against the latest membership list for eligibility. Those eligible shall be identified by means of a badge, sticker, membership card or similar means. Everyone present shall be recorded in the attendance book.

Non voting attendees shall be asked to move to a separate area while voting is taking place..

All ballots will be secret.

10.2 Election of committee members

Each member gets one vote per vacant position. A single vote may be cast for each preferred candidate. Should multiple nominees achieve the same vote, priority will be given to those with the longest continuous membership of the society.

10.3 Election of officers

Officer positions have full access to the bank accounts and the members must be reminded of this immediately before they vote.

Because officer positions have full access to the society finances, the existing committee has a responsibility to perform reasonable due diligence checks.(e.g searches on 192.com etc)

Nominees may only stand with the prior approval of the committee.

Should a nominee be refused permission to stand they have the right to challenge this with the committee. If the permission is further refused the nominee may further challenge the decision at the AGM or EGM. Each side will have a few minutes to put their case to the members, after which the members take a vote.

Each member may cast a single vote for or against. The nominee must achieve a score greater than 0 in order to become a candidate.

On any occasion where the officers of the society are changed, both incoming and outgoing officers MUST sign the minutes of the meeting. This is required in order to facilitate the changeover of account responsibilities etc

If an officer position is vacant it may be taken over temporarily by an existing officer in order to keep the society functioning. A SGM shall be called within 28 days should a nominee come forward for the position.

If there are no officers elected the existing officers must continue in the position temporarily. In this case any and all operations of the society may be suspended at their discretion. If no one can be found within a reasonable period consideration should be given to the winding up of the society.

11. Winding up of the Society.

The decision to wind up the Society may be taken only at a Special General Meeting. The funds of the Society shall, after sale of all assets and the payment of all outstanding debts be disposed of as directed by the Members at the Special General Meeting.

12. Insurance.

The committee of the Society will arrange public liability insurance with an insurance broker or insurance company unless cover is provided by the Radio Society of Great Britain under arranged Affiliated Society Membership. All Risks cover will be arranged for major items of equipment owned by the Society.

Members and visitors will ensure that any item loaned or used at a meeting or Society event is insured by that person or is loaned or used at their own risk.

13. Risk Assessments

The committee will draw up written risk assessments for all activities that have an elevated risk.

Such activities may include, but are not limited to: working at height, carrying heavy objects, working with high voltages, working with antennas and masts, use of generators, hot work items and noxious chemicals.

14. Young and Vulnerable people

On occasion, club members may come into contact with young or vulnerable people. Even if you have a valid DBS check, **NO MEMBER SHOULD BE ON THEIR OWN WITH ANY YOUNG OR VENERABLE PERSON(s)**. This is to protect all parties.

Young people (under the age of 18) must be accompanied by a parent / guardian at any club event.

Vulnerable adults must be accompanied by a responsible person, at any club event, unless a specific risk assessment has been agreed, and any adjustments for their needs put in place if it is reasonable to do so.

15. Behaviour of Club Members

Payment of a subscription indicates the members agreement to abide by these rules.

The rules apply at all club meetings and events or while representing the society in public places, both real and virtual.

It is the responsibility of each and every member:

- i. To be polite and respectful to others and their property at all times.
- ii. To act safely and responsibly when attending club events.
- iii. To read and comply fully with any risk assessments.
- iv. To follow safety instructions given by a committee member.

Offensive, abusive or violent behaviour will not be tolerated under any circumstances.

For each organised event which may incur risk to club members or the public, an event organiser will be appointed. Those taking part must comply with any safety instructions given by the event organiser.

It is the responsibility of each member to act in a safe manner at all times.

If you are unsure about how to carry out an activity in a safe manner seek advice from a committee member or someone suitably qualified. If in any doubt do not proceed with the activity.
All PPE should be checked before use to ensure it is undamaged and in a serviceable condition.

There will be a time when things need to be done on a spontaneous basis

In these cases, there should be a verbal review between all those present to determine that:

- i. The activity falls under an existing generic risk assessment
- OR
- ii. The activity cannot be delayed.
 - iii. Any PPE necessary is available.
 - iv. There are no ongoing hazards after the activity is completed. e.g. falling masts.
 - v. It is generally safe to proceed for those taking part and those passing by.
 - vi. Permission has been sought from a committee member who will record the activity and assessment as soon as is reasonable.

15.1. Failure to comply with the rules

- i. The society can take no responsibility for the members safety or their actions.
 - a. This may leave the member personally liable should an incident occur.
- ii. The member will be asked to leave the event for their own safety and that of others.
- iii. At the discretion of the committee, membership of the society may be suspended or terminated.