

Otley Amateur Radio Society Constitution

1. Name

- 1.1. The Society will be known as Otley Amateur Radio Society.

2. Aims

- 2.1. The aims of the Society will be to further the interests of its members in all aspects of amateur radio and all associated activities including education, training and the raising of community awareness of amateur radio.

3. Membership

- 3.1. Membership will be open, subject to the discretion of the Committee, to all persons interested in the aims of the Society.
- 3.2. Full Members. Full Members must be 16 years of age or over. Full members do not need to currently hold an amateur radio licence.
- 3.3. Student / Low income Members. Student or Low income members must be in Full or Part Time formal education or low income. Student and low income membership fees will be 50% of the annual membership fee at the current rate. Student members under 16 are welcome providing they are accompanied by an adult over 16.
- 3.4. Honorary Members. Honorary Life Membership may be granted to any person who, in the opinion of the Committee, has rendered outstanding service to the Society, either directly, or indirectly. Such membership will carry the rights of Full membership, but will be free from subscription.
- 3.5. Members of the Society must not pass on information regarding the Society's affairs to trade or business organisations without the prior approval of the committee.
- 3.6. The committee will have power to expel any member whose conduct, in the opinion of at least three quarters of the committee members, renders that person unfit to be a member of the Society, in line with the society's policies. No member will be expelled without first having been given an opportunity to appear before the committee.

4. Subscriptions

- 4.1. The annual subscriptions for membership will be reviewed annually by the committee.
- 4.2. All subscriptions are on an annual basis and will run for 12 months from the receipt of payment
- 4.3. Members will be deemed to have cancelled their subscription should their membership lapse by a period of 3 months.
- 4.4. Members in arrears will have no voting rights
- 4.5. Subscriptions are not refundable unless agreed by the committee.
- 4.6. The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 1 year at a time.

5. Finance

- 5.1. All monies received by the Society will be promptly deposited In the Society's bank account.
- 5.2. Payments to members, companies and other suppliers to OARS should be made by bank transfer whenever possible.
- 5.3. Casual expenditures such as tea, coffee, stamps, fuel etc may be reimbursed in cash.
- 5.4. Any committee member may require the Treasurer to promptly provide a current balance and transaction statement from the OARS online banking system.
- 5.5. To safeguard funds from misuse, dual authorisation is required for payments to a 3rd party.
- 5.6. Standing authority for regular payments will be given to the Treasurer by the committee for regular payments including rent, affiliation fees etc.

6. Membership of the Society's Committee

- 6.1. The Society's affairs will be administered by a committee elected at the Annual General Meeting (AGM). The committee in whom the Society's property will be vested may consist of:
 - 6.2. Chairman who will:
 - 6.2.1. Presides at all meetings at which they are present.
 - 6.2.2. Leads the committee
 - 6.2.3. Ensures committee members fulfil their duties and responsibilities.
 - 6.3. Secretary who will:
 - 6.3.1. Keep the minutes of all meetings of the Society.
 - 6.3.2. Promptly circulate copies of meeting minutes
 - 6.3.3. Ensure that all correspondence is correctly handled.
 - 6.4. Treasurer who will:
 - 6.4.1. Keep the Society's accounts.
 - 6.4.2. Advise the Committee on all financial matters.
 - 6.4.3. Prepare the accounts for audit, and present them at the AGM.
 - 6.4.4. Co-manage the member database
 - 6.5. Shack Manager who will:
 - 6.5.1. Maintain and audit the society radio shack and all equipment within.
 - 6.5.2. Prepare sales of donations and silent key equipment
 - 6.5.3. Arrange and prepare equipment for field days and special event stations
 - 6.6. Assistant Shack Manager who will:
 - 6.6.1. Assist the Shack Manager in the day to day duties outlined above.
 - 6.7. Repeater Keeper who is:
 - 6.7.1. The holder of the NoV for the repeater
 - 6.7.2. Accountable to Ofcom for the provision of the repeater
 - 6.7.3. Alongside members of the committee and society members, will maintain and upkeep the repeater site and equipment
 - 6.8. Training Manager who will:
 - 6.8.1. Actively keep up-to-date with all RSGB Exam requirements and syllabus developments and advise the Committee of the implications of any such developments.
 - 6.8.2. In conjunction with other Committee Members, schedule training and practical sessions

6.9. Events Manager who will:

- 6.9.1. Regularly provide the Committee with a written list of possible future events and activities for discussion
- 6.9.2. Ensure that NoVs are in place in good time for any event as necessary.
- 6.9.3. Publicise in good time to all members forthcoming OARS events and coordinate members' participation at said events.

6.10. Member's Representative who will:

- 6.10.1. Gather the thoughts and views of the members with regard to the goals of the Society and both the day-to-day and long-term planning.
- 6.10.2. Assist all other Committee Members as and when necessary
- 6.10.3. Liaise with the members in communicating the Committee's decisions and plans.

6.11. Media Manager who will:

- 6.11.1. Write and update the Society's Social Media Pages
- 6.11.2. Liaise with local media outlets/organisations to build a presence for OARS and to publicise OARS activities both pre and post event.
- 6.11.3. Notify publications (eg. Radcom and Practical Wireless) of upcoming events
- 6.11.4. Prepare written reports/articles for publications (eg. Radcom, PW, local media) on successful OARS events (with photos where appropriate)

6.12. In addition, a maximum of 3 members of the society can be elected, without specific roles, to advise and assist in decision making and act as the general voice of the members.

6.13. Members may be co-opted into unfilled committee positions between AGMs.

7. Committee procedures

- 7.1. The quorum for the Committee will be more than half.
- 7.2. Committee meetings may be called by the Chairman, the Secretary, or at the request of more than half of the Committee.
- 7.3. A committee member may resign by giving notice in writing to the Chairman, with details of what information pertinent to their role or responsibilities they hold and is what is required for a handover of their role. They must make themselves available for the handover when someone to fill the role (in an interim or permanent capacity) is identified and ensure this takes place in good time. Once notice is received the individual will cease to be a member of the committee.

8. Annual General Meeting (AGM)

- 8.1. The AGM will normally be held within the first 14 days of April each year. At least 28 days notice will be given to all members in writing.
- 8.2. Points to be raised under Any Other Business (AOB) may be notified to the Secretary or Chairman, in writing, at least 7 days before the AGM.
- 8.3. The quorum for the meeting will be one third of the membership, with a minimum of 3 Committee members.
- 8.4. Nominations for Committee Members will only be valid if confirmed by the nominee at the meeting, or previously in writing.

9. Extraordinary General Meeting (EGM)

- 9.1. EGMs may be called by the Committee, or by one third of the members of the Society. The date of the meeting being the earliest convenient, as decided by the Committee. At least 14 days' notice, in writing, must be given to the Secretary, who in turn will advise all members in advance of the agenda. No other business may be transacted at the EGM.
- 9.2. The quorum for the EGM will be one third of the membership, with a minimum of 3 committee members.

10. Amendments to the Constitution

- 10.1. The Constitution may be amended at a general meeting.

11. Winding up of the Society

- 11.1. The decision to wind up the Society may be taken only at an EGM called for that purpose.
- 11.2. The assets of the Society will, after the payment of all outstanding debts, be given to a charitable organisation or organisations, to be decided at the EGM.

12. Donations of items to the Society

- 12.1. Ownership of items will pass to OARS when the items are handed over.