

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

1. Name

The Society shall be known as the Milton Keynes Amateur Radio Society (MKARS).

2. Aims

The aims of the Society shall be to further the interests of its members in all 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 Society.

(a) **Full Members.** Full members must be 18 years of age or over or must hold the permission of any competent authority to install and operate an amateur radio station.

(b) **Junior Members.** Junior members must be under 18 years of age and in full-time formal education. No membership fee is payable by Junior Members.

(c) **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 shall carry the rights of full membership but shall be free from subscriptions.

(d) **Guests.** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

(e) The Committee has the right to introduce additional types of membership.

4. Code of Conduct.

All members shall at all times

(a) Abide by the constitution of the Society.

(b) Act within the terms of their Amateur Radio Licences.

(c) Not publish or cause to be published any proceedings of the Society without the prior permission of the Committee.

(d) Refrain from any action which is contrary to the interests of the Society.

(e) The Committee shall have power to suspend 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 Society. No Member shall be suspended without first having been given an opportunity to appear before the Committee. The suspended member will not visit the Society Premises or take part in any Society activity.

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

5. Subscriptions

- (a) The annual subscriptions for membership shall be set by the Committee, following consultation with the members, at the Annual General Meeting (AGM).
- (b) The annual subscriptions are payable at the close of each AGM.
- (c) All subscriptions shall be due and payable at the beginning of the subscription year. Members in arrears will be deemed to be not members of the Society and have no voting rights.
- (d) The membership year shall run from the AGM to the AGM of the following year.
- (e) A member shall be deemed to have resigned from the Society, if, by two months after the AGM, the subscription has not been paid.
- (f) The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding one year at a time.
- (g) The Committee will normally allow, at its discretion, a pro rata subscription for the remaining subscription year for those joining mid-year. Pro rata rates will be set by the Committee, and will be advertised on the Society's web site, and shall be due immediately.

6. Officers of MKARS

MKARS affairs shall be administered by a Committee elected at the Annual General Meeting.

The Committee, in whom the Society's property shall be vested, shall consist of:

- (a) A Chairman who will preside at all meetings at which they are present.
- (b) A Vice-Chairman who will act as chairman in the absence of the Chairman.
- (c) A Secretary who will be responsible for taking the minutes of the Committee meetings, and who maintains a register of names and addresses of members and other records as the Committee shall determine.
- (d) A Treasurer who will be responsible for keeping a proper account of the receipts and payments of the Society and of the matters in respect of which such receipts and payments take place, and the liabilities of the Society in books provided for the purpose.

7. Finance

- (a) The financial year shall run from the AGM to the AGM of the following year. Normally this will be from the 1st November to 31st October.

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

- (b) The Society will maintain a bank account. All monies received by the Society shall be promptly deposited in the Society's bank account.
- (c) Bank withdrawals require the signature of the Society's Treasurer and one other nominated Committee officer of the Society.
- (d) The Treasurer shall cause accounts to be prepared, minuted and circulated to members at least 14 days before the Annual General Meeting for approval at the Annual General Meeting.
- (e) The Treasurer shall be responsible for the collection of such subscriptions as may be due to the Society.

8. Committee of MKARS

The Committee shall consist of the Officers and a number of members agreed by and co-opted by the officers to a member of the Committee. The Committee shall have a minimum of 4 and a maximum of 12 members.

The role of the Committee shall be:

- (a) Ensure that the funds and assets of the Society are used to further the interests of the Society and to make reasonable endeavours to achieve the aims of the Society.
- (b) Arrange a programme of events for meetings of the Society which shall include talks and lectures by members or visitors, operation of the society's radio stations, contest and special event stations, surplus equipment sales, social events and other related activities.
- (c) Keep the membership informed of its deliberations and decisions by announcements at meetings of the Society, on the Society's website and by Society social media outlets.
- (d) Agree, document and maintain an Asset Register which shall govern the use, acquisition, retention and disposal of all assets owned by the Society.
- (e) The Asset Register shall be held by the Society and made available on request to members of the Society at the AGM.
- (f) Excepting expenses for the administration of the Society, the Society will not incur expenditure in excess of £500 without the prior approval of a quorate meeting of the Society where a quorum shall consist of 12 Members.

9. Society Assets and Equipment

- (a) Any equipment or item donated to the Society must be scrutinised and evaluated by Committee before arriving at the Society's premises. If the Committee agrees to accept the donation, it shall become Society property and will be

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

considered to be a Society asset and entered into the Asset Register. A letter of receipt and acknowledgement will be sent to the donor. The donor will have no future claim over the item(s).

- (b) All items with a value of £25 or greater will be listed on the Asset Register; lesser value items at the discretion of the committee.
- (c) The Committee will review the value of the equipment annually.
- (d) Any item on the Asset Register can only be disposed of with the unanimous approval of the Committee.
- (e) Any member of the Society may borrow Society equipment subject to the approval of a Committee member or another Society member specifically approved by the Committee. The loan shall be recorded in writing and will be normally be for a maximum of three months. Subject to the discretion of the Committee, a loan for a further three months will normally be allowed provided that no other member requires the item.
- (f) Any member borrowing Society equipment will maintain the equipment in full working order and be required to replace or repair the item at his or her own expense if the item is damaged or lost.

A waiver to (f) will be issued to those storing Society equipment on the Society's behalf.

- (g) Any person (Society member or non-member) bringing personal items to Society premises or a Society event does so entirely at their own risk. The Society shall not be liable for loss or damage to personal property.
- (h) No Society member is to re-align, alter, fix, reconstruct, fine tune, upgrade, update, rebuild, improve or in any way reconfigure any of the Society equipment without prior consultation and express approval of the Committee.

10. Meetings of the Committee

- (a) The Committee shall hold regular meetings and meet on an agreed date, normally the first Monday of each month.
- (b) A special meeting of the Committee may be called at the request of three members thereof, addressed to the Secretary, giving reasonable notice and stating the object of the meeting. The business of a meeting thus called shall be that for which it was called and no other.
- (c) At all meetings of the Committee, in the absence of the Chairman, the Vice Chairman shall take the chair or in the case of his/her absence the Committee shall appoint one of the Committee as Chairman.
- (d) In the event of a tied vote the Chairman shall have a second and casting vote.

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

(e) Five members shall form a quorum.

11. Annual General Meeting

(a) The AGM shall normally be held towards the end of October each year.

(b) The order of business at the AGM, hereinafter called the Agenda, shall be;

- (i) To receive and approve the minutes of the last Annual General Meeting.
- (ii) To receive and approve the Chairman's Report.
- (iii) To receive and approve the Treasurer's Report
- (iv) To elect members to the posts of: Chairman, Vice Chairman, Secretary and Treasurer.
- (v) To discuss Any Other Business.

(c) Any member of the Society may submit written proposals for inclusion on the agenda of the AGM to the secretary at least 28 days before the AGM.

(d) Any member may submit written nominations for the new Committee. The nomination must include the signatures of a proposer and seconder who are current members of the society. The nomination must confirm that the person is willing to serve if elected.

(e) The Secretary will draw up an agenda and send it to all members of the Society at least at least 21 days prior to the AGM.

(f) The quorum for the meeting shall be 12 members.

12. Extraordinary General Meeting

(a) Extraordinary General Meetings may be called by the Committee or not less than 10 members of the Society, 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 take place at the EGM.

(b) The quorum for the EGM shall be at least one third of the current society membership. If insufficient members attend, the meeting will be reconvened within 14 days when no quorum size will apply.

13. Amendments to the Constitution

The constitution may be amended by an EGM called for that purpose or at the AGM.

After such amendments, copies of the Constitution will be made available to members of the Society on request.

14. Winding up of the Society

Milton Keynes Amateur Radio Society

Rules and Constitution 2019

(a) The decision to wind up the Society may be taken only at an EGM by a resolution passed by a two-thirds majority of those present.

(b) The funds of the Society 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.

15. GDPR Statement

The Society will acquire, store and handle personally identifying data in compliance with the articles addressed in the General Data Protection Regulations 2018. The Society will maintain and periodically update a privacy policy document that will be publicly available.

ENDS