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HALTON RADIO CLUB

HALTON RADIO CLUB
Constitution

Last Revised August 2007 v9-2007
Officially accepted as the HRC's Constitution in September 2007.



Halton Radio Club

**Halton Radio Club (HQ)
The Play Centre
Norton Hill
Windmill Hill
Runcorn, Cheshire
WA7 2QE
United Kingdom**

Telephone: 01928 790228 or 01928 770974, 01928 714231

HRC Website: [To be added](#)

HRC Email: hrc-mail@ntlworld.com

Club meetings are held between 7:30 & 9:30pm
Every Thursday evening at:

Halton Radio Club HQ
The Play Centre
Norton Hill
Windmill Hill
Runcorn, Cheshire
WA7 6QE

Tel : 01928 -790228 (Office Hours Only)

The building has full disabled access & plenty of on and off site parking.
Special club events may occasionally be held at other locations.

The Elected Committee

Sam Bell
Paul Jones
Paul Jones
Paul Jones
Eric Harding
Sam Bell

Club President
Chairman
General Secretary
Membership Secretary
Treasurer
Deputy Treasurer

G0SBI
G7IZX
G7IZX
G7IZX
G6UMH
G0SBI

Contact Details

Sam Bell
Paul Jones
Eric Harding

g0sbi@samshome.freemove.co.uk
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1. **The Club:** The Club shall be known as “The Halton Radio Club”. Hereafter known as (The Club).

2. **Our Aims & Objectives:**

The aims of the Club shall be to further interest in all types of radio communications and short wave listening. The Club will endeavor to organize lectures for both educational and informational purposes on all aspects of radio communications including electronics and computers. (This list is by no means exhaustive). The Club will actively encourage non-licensed members to undertake such courses of study to enable them to become licensed.

3. **Equal Opportunities:**

Membership of the Club is open to all persons, irrespective of *age, gender, race, sexuality, domestic status, religion, or disabilities. This list is by no means exhaustive.

(*An appropriate adult must accompany Children under 12yrs).

4. **Management:**

The management and ownership of the Club will at all times be vested in the membership as a whole. However, the membership will elect from their number, individual members of the Club who will be responsible for the management of the Club. This group will be known as the Executive Committee.

5. **Annual General Meeting (AGM):**

An Annual General Meeting (AGM) will be convened to take place in the month of September. At least 28 days notice will be given to the membership, informing them where and when the AGM will take place. Should it be necessary to postpone the AGM, The committee will re-schedule the meeting for no later than 8 weeks after the set date.

The purpose of the AGM will be to:

- Adopt the minutes of the Previous AGM.
- Adopt The Auditors. Report.
- To determine the rates of annual and weekly subscriptions.
- Elect Officers to the Executive Committee.
- To consider proposed changes to the Club’s constitution.
- To vote & except the constitution.
- Meeting closed

6. **Emergency General Meeting (EGM):**

The Executive Committee, or a quorum of at least twenty percent of the membership, may call for an Emergency General Meeting (EGM) at any time during the year. The EGM may be called to discuss any specific item of concern. At least 15-days notice will be give to the membership informing them of the reason for the meeting.

7. **Membership:**

Club membership will be available to all those with an interest in the Clubs activities,

*(Minimum Age limits apply). Visitors may attend the Club on three occasions for free there after if that individual wishes to continue attending he/she will be required to apply for Membership of the Club.

Applications for membership of the Club must be submitted to the membership Secretary.

The membership will be informed of the application and will be given the opportunity to accept or reject the application. Members wishing to raise an objection to an application should advise the Executive Committee accordingly.

For detailed membership information see below.

8. **Single Adult Membership:**

Single adult membership is available to persons of 16years and over. Adult members will have the benefits of Full voting rights, and receive all other club privileges.

9. Family Membership:

Family membership is available to parents and their children of twelve years of age and over. Family Membership shall be defined as one or both Parents and any of their children under the age of 16yrs. Sibling relations, (other than those included in a Family Membership) are to be classed as individuals. (** Family voting rights apply). (See Clause 17.)
The Family Membership Fee shall be the equivalent of two ordinary membership fees.

10. Junior Membership:

Junior membership is available to persons between the age of 12 and 16 years old. Junior members may not be elected to an officer post on the Executive Committee. Junior's members may not vote on club business but their views and comments will be considered. Other than the clause above, junior members will enjoy all of the rights of an adult member. The Junior Membership Fee shall be the equivalent of half of the current rate of single adult member.

11. Children under 12yrs. (None members)

Children under 11years of age may only attend meetings or a place where the club has been invited If accompanied by an appropriate adult. The adult will be directly responsible for the conduct of the children in their care.

12. Honorary Membership:

Honorary Membership may be granted to an individual for outstanding services rendered to the Club. In order to bestow this award, two officer members must submit a proposal to the Annual General Meeting. The Membership will decide whether to accept the proposal. An Honorary Member will retain the same rights as other adult members. He/she will still be liable for weekly subscriptions but will be exempt from the annual registration fee. An honorary member may still be considered for the position of president. (If within the HRC code of conduct rules, they deem it necessary to do so, the Executive Committee has the authority to revoke an honorary membership at any time.)

13. President:

Only an Honorary or fully paid up adult member will be considered for the office of President. This position may be awarded to an individual for outstanding services rendered to the Club over a number of years. At least two-officer members must submit a proposal to an Annual General Meeting. The Membership will decide whether to accept or reject the proposal. The President will retain the same rights as other adult members, and will still be liable for weekly subscriptions but will be exempt from the annual registration fee. Only one person may be awarded this honor at any given time. (If within the HRC code of conduct rules, they deem it necessary to do so, the Executive Committee has the authority to revoke his/her presidency at any time).

14. Joining Fees & weekly subscriptions:

A Membership fee will be payable at current subscription rates after an application to the HRC has been accepted. Thereafter a Re-Registration Fee will be required annually in April of each year. Membership will automatically lapse if the member has not re-registered by 1st May. In hardship cases, instalments can be arranged upon request to the membership secretary. Persons wishing to join the club between the months of April to September will be liable to pay the full subscription fee. Persons wishing to join the club between the months of October to March will be liable for half the subscription fee. Thereafter they will be liable to pay the full subscription fee. No part of the membership or re-registration fee will be refundable.

The annual Subscription rates and the weekly entrance fees are set at the AGM & reviewed annually However if it is considered necessary the weekly entrance fee may be increased or decreased at any time Providing a special meeting is called to discuss that specific item.

15. Executive Committee:

- Subject to the direction of the Club in general meetings, the Executive Committee has the authority to determine policy and the general management of the Club.
- The executive committee shall comprise: the Chairperson, Secretary, Treasurer and any other posts deemed necessary by the membership.
- Elected Officers should familiarise themselves with the role to which they have been elected by reading the appropriate Job Description (See Appendix 2).
- The Executive Committee shall have the authority to make emergency decisions. Any such decisions must be ratified at the next full club meeting.
- The Executive Committee shall not exceed eleven Eleven in number.

Nominations to the executive committee must be proposed by a member and supported by a seconder. The nominee must be an Honorary, or fully paid up adult member in order to stand for election. Officers elected onto the executive committee shall be elected by the membership at the AGM and will serve for a one-year term. If more proposals are tabled than there are vacancies, an election shall take place.

Executive Committee functions may be created, amalgamated or abolished, as the committee deems necessary, without the need to call an EGM, AGM or any other special meeting.

Should circumstances deem it necessary, Executive Committee members may be required to fulfill the duties of more than one post. A person who agrees to hold more than one office on the executive committee will only have the right to vote once on a specific issue no matter how many positions they hold.

The Chairperson will have the same voting rights as other members of the Executive Committee. However, in the event of a tied vote, the Chairperson shall have the authority to use a casting vote.

16. Finance:

All financial matters will be executed in accordance with The Financial Rules of the Club (See Appendix 1.)

The clubs financial year will run from the 1 April to 31 March. Before the night of the AGM, two members of the Club will be selected by the membership to act as auditors. The equipment officer will submit a report of the annual Equipment Audit to the Auditors. The Auditors will inspect the Club's Account Books a report of their findings will be presented to members at the AGM.

The assets of the Club shall be applied solely for the promotion of the Club's Aims and Objectives as set out in this constitution. With the exception of legitimate expenses, none of the assets of the Club shall be paid or transferred to the ownership of any individual

17. Voting & Nominations:

Only Honorary or fully paid up adult members of the Club will be entitled to vote on issues raised at any of the clubs meetings. Voting shall be by a show of hands. The Chairperson will not normally take part in any vote taken. However, in the event of a tied vote, the Chairperson shall use a casting vote to resolve an impasse.

(See note to executive committee above)

Where a family membership is taken, the family must nominate from amongst their number, one principle member who will have one vote for the family on any specific issue. Children under the age of 16 years do not have any voting rights individually or as part of a family membership.

However, their comments and feeling will be considered in the decision making process.

Nominations may also be made on the night of the AGM.

Proxy Votes:

If a member is unable to attend meetings at which a vote is to take place, they may send their written proxy vote to the secretary to arrive no later than two days before the meeting. A proxy vote must contain the member's name.

It must also show clearly the issue they are voting for, and whether they are for or against the Motion.

Nominations:

If a member is unable to attend meetings at which he/she wishes to nominate someone, they may send their written nomination to the secretary. To arrive no later than two days before the meeting. It must include the members name, and who they wish to nominate and to what position.

A person who agrees to hold more than one office on the executive committee will only have the right to vote once on a specific issue. (See clause 15.)

18. Club Mail:

We will endeavour to deliver any mail or messages to the members with the minimum of delay.

Club mail will be sent to one of the contact addresses the Secretary holds for you.

It is in the member's interest to keep both the Secretary and membership secretary informed of any changes to your details. Failure to do this may result in club mail not being delivered.

19. Notification & Deadlines:

HRC will endeavor to give the following notice to all members accordingly.

At least 28 days notice for AGM.

At least 15 days for an EGM.

At least 21 days notice for a Special or Extra special Meeting.

At least 7 days notice for any other meeting.

At least 28 days notice for membership renewals.

The Secretary must receive any proposed changes to the constitution no later than the 30 June.

Proxy votes must be delivered to the secretary no later than 2 days before AGM.

Written Nominations must be received no later than 2 days before AGM.

All members will receive notification of any proposed changes to the constitution or appendix's.

20. Changes to the Constitution and appendixes:

Proposed changes to the constitution must be submitted in writing to the secretary no later than 30 June to enable discussion of the proposals at the first appropriate Club meeting in July.

The Executive Committee will consider any proposals received and if necessary arrange an appropriate meeting for July, This will allow the membership to decide if any of the proposal should be accepted. Only successful proposals accepted at the July meeting will be presented for ratification at the forthcoming AGM.

Proposed changes to the constitution will normally, only be ratified at the appropriately convened AGM.

However, should a proposal be received or an occasion arises at any other time, that requires an immediate change to the constitution the executive committee will consider the proposal and if in their wisdom they deem it necessary call an EGM.

Changes to any of the appendices may take place at an ordinary meeting providing At least 21-days notice is given to the membership and a majority agrees to the changes.

21. Dissolution & distribution of club assets:

If circumstances arise that require the Club's activities to be discontinued a Special Emergency Meeting will be convened. Members will be given a minimum of twenty-one days notice of such a Special Emergency Meeting .

The Special Emergency Meeting will consider only one subject, "The Dissolution of the Club". A vote to dissolve the Club must be by majority of no less than 80% of the registered membership. All bank accounts held on behalf of the club will be closed. Any Club assets remaining after debts & liabilities have been paid; will be transferred to The Radio Amateur Invalid and Blind Club.

22. HRC's Code of Conduct

The HRC's Code of conduct may be altered to include further rulings at any time providing prior notice has been given to the membership, and are agreed by a majority, any amendments must be entered in the minute's book

Whilst in the Club Headquarters or when on any official Club business, members are expected to conduct themselves in a manner that will not knowingly bring the Club into disrepute.

Members will observe any local rulings and all appropriate Radio Licensing Terms & Conditions.

Any member who contravenes this code or who acts in a disreputable manner will be asked to desist. If the conduct persists, the member will be requested to leave the venue. Members shall at all times treat the premises, staff and other members with the utmost respect. Members shall refrain from shouting or acting in an abusive or aggressive manner. Members are expected to show the same respect to local residents by arriving and leaving the Headquarters quietly. We would also like to encourage members to refrain from using bad language, especially when juniors are present.

The Building Manager respectfully request that no alcoholic beverages be consumed on the premises. The only exemption to this rule is when the club is holding an official social event.

Under no circumstances should members smoke inside the premises at any time.

Any member who contravenes the Clubs Code of Conduct may become the subject of a Disciplinary Hearing. A Panel, comprising three officers and two lay members of the club, will be convened. At the earliest possible convenience to all concerned, the Disciplinary Panel will be provided with relevant facts to enable them to recommend an appropriate solution to the problem in hand.

The Disciplinary Panel will report their findings to a meeting of members. The Membership will then decide the appropriate course of action to be followed.

23. Appendices:

Providing prior notice has been given to the membership, and are agreed by a majority, amendments to the following set of appendices may be changed at ordinary meetings of the Club.

Any amendments must be entered in the minute's book.

Declaration

We declare that this constitution was agreed by the members present at the AGM,
Which took place on (____ / ____ / 2007)

President: Signature: _____ Date : ____ / ____ 2007

Chairperson: Signature: _____ Date : ____ / ____ 2007

Vice Chairperson: Signature : _____ Date : ____ / ____ 2007

Treasurer: Signature : _____ Date : ____ / ____ 2007

Other : _____ Date: ____ / ____ 2007

Other : _____ Date: ____ / ____ 2007

For a full list of committee members, see page 2 of this Document as a whole.

Appendix One.
Financial Rules.

The management and ownership of the Club are vested in the membership as a whole.

The Club's bank account will be held at the Royal Bank of Scotland, Halton Lea, Runcorn. Signatories to the account will be limited to the following Officer's of the Club.

- i. The Treasurer
- ii. The Chairperson
- iii. In addition, another named individual.

Their names will be recorded in the Minute Book and the Bank will be informed.

The Treasurer is responsible for keeping the Club's financial affairs in order.

Income will be deposited into the bank account at the earliest opportunity large amounts of Club Funds should not be kept at home.

It is expected that in the course of time the Club will incur certain expenses. Officers or other members performing duties on behalf of the Club are required to keep records of any expenditure for which they are liable. The objective is to facilitate the efficient management of the Club's activities and simultaneously to maintain an audit trail.

The Executive Committee may approve expenditure to a maximum of £100.

Expenditure in excess of £100 must be sanctioned at a meeting of members.

The Treasurer and another signatory must authorise all cheques.

The Treasurer is responsible for keeping the following records.

- 1) A Petty Cash Receipt Book. (With duplicates)
- 2) The Main Account Book will have a hard back and be of the none loosed leaf type.
- 3) A record of weekly subscriptions.

Only legitimate expenses incurred on behalf of the Club will be paid for out of the club's finances.

Invoices or receipts must be obtained for any goods or services purchased on behalf of the club.

Only original invoices or receipts are acceptable as proof of purchase. Photocopies will NOT be accepted).

Only officers may authorize a purchase that is to be invoiced at a later date.

The Treasurer may pay for routine expenses such as the rent for holding meetings, without seeking approval.

Details of such transactions must be included in the quarterly financial report to members.

Before a cheque is authorised the corresponding receipt(s) or invoice(s) must be checked, validated and passed to the Treasurer.

The Treasurer will number the transaction and record the details in the main account book.

No member may authorize his or her own expenses.

Expenses paid to members will be recorded in the receipt book. A signature must be obtained and be counter signed by the officer authorizing the payment. A duplicate copy will be given to the recipient.

Once paid, an invoice or receipt will be endorsed accordingly and must include the number of the corresponding cheque.

A financial report must be presented to the membership at the AGM.

The treasurer must keep the membership informed of any changes to the clubs finances, throughout the year.

The Treasurer must make the account books available for inspection to any fully paid up member providing reasonable notice is given.

Appendix Two.

Job Description's

The Chairperson or his Deputy

1. The Chairperson shall be responsible for conducting meetings of the Club.
2. The Chairperson will endeavour to ensure members have the opportunity to participate in discussions at Club meetings.
3. The Chairperson shall be responsible for conducting all voting procedures at Club meetings.
4. The Chairperson shall have the authority to call an Extra Ordinary Meeting. This can be achieved by requesting the Secretary to advise the members that an extra ordinary meeting is required. The advice should include the reason for this meeting and should be dispatched in sufficient time to allow a minimum of fifteen days notice.
5. In the event of a tied vote the chairperson will have the casting vote. (See voting rights)

The Vice Chairperson

The Vice Chairperson will deputize if the Chairperson is absent from the meeting.

The Secretary:

1. The Secretary or a deputy shall be responsible for keeping a record of minutes at all Club meetings.
2. Will be responsible for all correspondence to and from the Club.

The Treasurer:

Will be responsible for the Club's financial affairs according to the Financial Rules contained in Appendix One of this constitution.

The Membership Secretary:

1. Shall keep a record of all current members.
2. Will ensure that the Secretary is supplied with a copy of the records
3. Will administer applications for membership and renewals.
4. A record of money collected must be maintained and transferred to the Treasurer with the minimum of delay.

The QSL Manager:

1. Will ensure that the appropriate Sub managers are supplied with envelopes and QSL cards.
2. Requests for Club QSL cards should be honoured with the minimum of delay.
3. Shall be responsible for the Club's logbooks & log sheets.
4. Shall ensure that radio operators have sufficient log sheets when radios are operated at Club Meetings or events.
5. Shall transfer details of contacts made, from log sheets into the logbooks for information purposes, with the minimum of delay.

Events & Publicity Manager:

1. Will actively seek and welcome ideas from members for functions or events.
2. He/she will be responsible for organizing activities and events to promote the Club
3. Shall be responsible for procuring the services of guest speakers.
4. Will also be responsible for distribution of club publicity information and advertisements.
5. He/she will also ensure any information regarding events is passed on to the secretary for general announcement to the membership and to the webmaster for inclusion on the web

The Equipment Officer:

The equipment officer will oversee & control the movement of all club equipment.
A catalogue of current club equipment must be maintained.

Details must include

1. The serial number.
2. A description, including its known condition.
3. Location where the equipment is being stored.
4. If on loan, to whom the equipment has been lent and the duration of the loan.
4. The signature of the borrower.
5. The officer's signature and any comments when the equipment is returned.

A full stock check of club equipment shall be made prior to the Annual Audit and a report submitted to the Auditors. *See Auditors report contained in Clause 16. Finance.*

A copy of the current Equipment Catalogue should be given to the secretary.

The current Equipment Catalogue should be available for scrutiny by paid up members.

Appendix Three **Equipment Owned or loaned to the Club**

If Our Equipment is insured and a potential claim for an insured risk should arise, the membership will be Informed at the earliest opportunity. The members will decide if a claim should be made or that the Club will stand the loss.

If a member is requested to lend an item of personal equipment to the Club it will be covered by the Club Insurance. Cover will continue until the item is returned to its owner.

Any member attempting to make a fraudulent claim against the Club or its Insurers will be considered to be in breach of the Code of Conduct of this Constitution and may be required to appear before a Hearing Panel as stipulated in clause 22.

A request to borrow personal equipment on behalf of the Club must be made by at least two Committee Members. The Two Committee Members must check items of personal equipment borrowed on behalf Of the Club to ensure that it is in the condition stated by the owner.

A receipt in recognition of the loan will be given to the lender.

Members who wish to borrow club equipment.

Only members will be allowed to borrow club equipment,

A request to borrow club equipment must be made to the executive committee.

A member must be appropriately licensed to use the equipment they intend to borrow.

In order to prevent mal-function or damage they should familiarize themselves with the equipment they Intend to borrow by reading the manual or requesting tuition.

Members and visitors Personal belongings

Halton Radio Club cannot be held responsible for any members or visitor's personal belongings or equipment, While attending the Club HQ or other venue.

Members who bring their own equipment to the club do so at their own risk and are fully responsible for its safekeeping.

End

Official HRC Constitution

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