

MIDLANDS AMATEUR RADIO CLUB

CONSTITUTION

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As approved and adopted at a Special General Meeting held on 18 September 2010

1 Name

The name of the Club shall be the "Midlands Amateur Radio Club" and shall hereinafter be referred to as "MARC".

2 Objectives

- 2.1 The promotion and advancement of Amateur Radio as a hobby.
- 2.2 The enhancement of Amateur Radio as a means of technical self-training, especially of young people.
- 2.3 The promotion of technical and scientific investigation in the field of radio communication.
- 2.4 The promotion of good two-way relations with the South African Radio League, and with other radio clubs and societies.
- 2.5 The promotion of Amateur Radio as a means of providing relief in the event of disasters.
- 2.6 The encouragement of international goodwill and fellowship.

3 Powers

For the furtherance and carrying out of its objectives MARC may acquire, own, possess, and dispose of all property of MARC of any nature whatsoever, purchase, take on lease or exchange, hire or otherwise the acquisition of any real right or personal property, moveable or immovable, or interest therein, and borrow such sums of money as may from time to time see fit and to do all other things which MARC may think necessary or convenient for its purposes.

4 Membership

Subject to Clause 5 - Election of Members - membership of MARC shall be open to all interested persons. With the exception of Honorary Life Membership members, all types of membership categories are only deemed valid if paid up.

- 4.1 **Full Member:** A person, holding an Amateur Radio licence issued by ICASA, hereinafter referred to as a licenced member.
- 4.2 **Affiliate Members:** Licenced members residing outside the club's repeater network.
- 4.3 **Disabled Member:** A licenced member, suffering from a debilitating condition. At the discretion of the Committee, special annual subscription fees may be considered.
- 4.4 **Honorary Life Membership:** This may be granted to any licenced member of the club who has held a radio amateurs licence for an unbroken period of 20 years, has been a member of MARC (formally the Pietermaritzburg Branch of the SARL) for an unbroken period of more than 10 years and, who in the opinion of the Committee of MARC, has given long and meritorious service to MARC. Such membership shall be free from basic annual subscription. Honorary Life Members shall have the same rights and privileges as full members. A candidate for the award may be nominated by two long standing members of the club and unanimously ratified by the entire committee, or nominated by the committee and approved by their unanimous vote. Not more than 10% of the total members of the club shall hold this category of membership at any one time.
- 4.5 **Student:** A full time scholar or student, at a recognised learning institution, with a maximum age of 23 years.
- 4.6 **Listeners:** Unlicenced members who have an interest in radio and electronics.
- 4.7 **Voting rights:** Only Full Members, Affiliate Members, Disabled Members, and Honorary Life Members may vote.

- 4.8 **Code of conduct:** All members shall abide by the constitution of the club and by the general Amateur's Code, originally written by Paul M. Segal, W9EEA in 1928. The committee shall have the 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.

5 Election of Members

- 5.1 Every application for membership shall be in the form prescribed by the Committee, signed by the applicant, proposer and a seconder who shall be fully paid up members.
- 5.2 All applications for membership must be accompanied by the requisite subscription, which shall be refunded in full if the application should be rejected by the Committee.
- 5.3 Upon acceptance of an application for membership, the new member shall be entitled to receive a certificate of membership and a copy of the constitution.

6 Management

The affairs of MARC shall be managed by a committee, hereinafter called "The Committee".

7 Committee

The Committee shall consist of:

- 7.1 **Chairman** - to preside at all meetings at which he is present. No member may hold this position for more than three consecutive years. The Chairman shall be elected by the committee members.
- 7.2 **Vice-Chairman** - to act as Chairman in the absence of the Chairman.
- 7.3 **Secretary** - to be responsible for

- 7.3.1 Keeping of the minutes of all meetings of the club.
- 7.3.2 Ensuring that all correspondence is handled correctly
- 7.3.3 Maintaining a comprehensive database of all members.
- 7.4 **Treasurer** - to be responsible for
 - 7.4.1 Keeping the Club's accounts and assets' register.
 - 7.4.2 Advising the Committee and Members on financial matters.
 - 7.4.3 Preparing accounts and presenting audited accounts at the AGM.
- 7.5 **Committee Members** - the number of committee members shall not be less than four.
- 7.6 **Additional Members** - may be co-opted into the committee, or to fill a vacancy on the committee, by the committee, as required.
- 7.7 Each member of the Committee shall have one vote. In the event of an equality of votes, the Chairman shall have the casting vote.
- 7.8 At least 60% of the Committee members shall constitute a quorum. In the absence of a quorum, the meeting shall be postponed until a quorum exists at a reconvened time and place.
- 7.9 Correspondence by electronic media, such as email and Skype, will be accepted as an acceptable medium for holding committee meetings. A 60% quorum per item raised applies to this correspondence.
- 7.10 The Committee shall cause minutes to be kept of all Committee and Club meetings, including those via electronic media, and shall ensure that proper books and records are kept and maintained.
- 7.11 The Committee may appoint subcommittees as it may deem necessary from time to time.

8 Membership Fees

- 8.1 Annual membership fees shall be set by the Committee.
- 8.2 All membership fees shall be due and payable at the beginning of the financial year.
- 8.3 The MARC financial year shall run from 1 July to 30 June of the following year.
- 8.4 Members, who have not paid their membership fees within 2 months of the start of new financial year, shall be deemed to have resigned from the club. Only members, defined in clause 4.7, who are paid up for the current year, may vote.
- 8.5 The committee shall have the power to waive or reduce membership fees in special circumstances for a period not exceeding two years at a time. A concession for this can be applied for.
- 8.6 A new member joining MARC, at any time between the first day of September in anyone year and the last day of June in the following year, shall be required to pay a pro rata membership fee based on the number of months between his date of joining and the end of the Club year, provided that such subscription shall be not less than the equivalent of one sixth of the relevant annual fee.
- 8.7 Upon the resignation of a member, membership fees paid by that member shall not be refundable either in full or in part nor shall such fees be transferable to any third party.

9 Finance

- 9.1 Withdrawals require the signature of two of the three nominated committee members.
- 9.2 The committee shall cause proper statements to be kept, current and open for inspection, showing income and expenditure of the club.
- 9.3 An Assets Register, wherein shall be reflected all assets of the club, shall be kept by the Treasurer. Any decision to

dispose of, or add to, or in any way alter the assets register, must be approved at a club meeting .

10 Banking

- 10.1 A bank account or accounts (cheque account and/or investment account) shall be opened in the name of MARC with a recognised bank.
- 10.2 This/these account/s shall be operated on the joint signatures of any two of the following: Chairman, Vice-Chairman, Secretary, and Treasurer.
- 10.3 The bank shall be entitled to act upon a certified copy of the relevant minutes of an Annual or a Special General Meeting. Certification shall be by any two of the following: Chairman, Vice-Chairman, Secretary, and Treasurer.

11 Audit

A suitably competent person shall be appointed as Honorary Auditor for the ensuing year at each Annual General Meeting.

12 Annual General Meeting

- 12.1 An Annual General Meeting (AGM) shall be held within three months of the end of the MARC year.
- 12.2 The notice convening the meeting, agenda and proxy form shall be emailed or posted to all members qualified to vote, as per 4.7, at least three weeks before the date of the meeting.
- 12.3 Prior to the start of the meeting, nominations for the Committee may be submitted in writing to the Secretary, duly signed by the Nominee, Proposer and a Secunder, all of whom shall be fully paid up members of MARC. Prior to the election of Committee Members, the Secretary shall announce the names of all members thus far nominated, and shall call for any other nominations, which may be proposed and seconded from amongst

those members present at the meeting, provided that all such Nominees, Proposers and Seconders shall be fully paid up members of MARC.

- 12.4 Any Member with voting rights, who is not able to personally attend an AGM, is entitled to appoint any member of MARC who is entitled to vote, to attend the AGM and vote on his behalf. Any vote so cast shall be binding as if cast by the member. This proxy vote can however not be used by the proxy holder to vote himself into any position.
- 12.5 The quorum for the meeting shall be 20% of voting members, including proxy votes.
The Agenda shall be:
 - 12.5.1 Notice of the meeting
 - 12.5.2 Apologies for absence
 - 12.5.3 Minutes of the previous AGM.
 - 12.5.4 Matters arising therefrom.
 - 12.5.5 Chairman's report.
 - 12.5.6 Treasurer's report.
 - 12.5.7 Election of the Committee.
 - 12.5.8 Appointment of an Auditor.
 - 12.5.9 Any other business, subject to prior notice of the details thereof being given to the Secretary.
 - 12.5.10 Awards and Prize-giving.
- 12.6 If a quorum is not present at any AGM within thirty minutes of the time fixed for it, the meeting shall be postponed by the Chairman to a later date, not exceeding thirty days from the date of the original meeting, and at such postponed AGM, whatever members present shall constitute a quorum.

13 Special General Meeting

- 13.1 A Special General Meeting (SGM) may be called by the Committee at any time by giving notice thereof as for an AGM. The Committee shall in like manner call a SGM upon receiving a requisition in writing for the same stating the purpose thereof signed by at least 20% of the total number of members, qualified to vote, as per 4.7.
- 13.2 The notice convening the SGM shall state the purpose thereof, and at the meeting no other matter shall be discussed.
- 13.3 No business shall be transacted at any SGM unless a quorum of members be present, and the quorum shall be 20% of the total number of members registered as fully paid up on that date, including qualifying proxies.
- 13.4 If a quorum is not present at any SGM within thirty minutes of the time fixed for it, the meeting shall be postponed by the Chairman in accordance with the appropriate provision for an Annual General Meeting.

14 Amendments to the Constitution

- 14.1 No alteration or amendment to the Constitution shall be made except at a Special General Meeting prior to which notice of such alteration or amendment has been given in the notice advising members of such SGM.
- 14.2 An affirmative vote of not less than two thirds of the number of fully paid up members present, including qualifying proxies, shall be required to pass any resolution under this clause.

15 Interpretation

The Committee shall be the sole authority for the interpretation of the provisions of the Constitution and any rules or regulations made thereunder and its decision shall be final.

16 Matters not Covered

Any question or matter which arises that is not provided for herein or in any rules and regulations in force from time to time shall be determined by the Committee.

17 Indemnity and Liability

- 17.1 Office bearers of MARC shall be indemnified out of MARC funds for all acts performed in good faith on behalf of MARC.
- 17.2 No member of MARC shall be liable for more than his annual subscription.

18 Winding Up

- 18.1 The decision to wind up the club may be taken only at a SGM by majority vote.
- 18.2 The net worth of MARC shall be disposed of as directed by a majority of members, qualified to vote as per 4.7, present at such SGM.

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