

# **SUDBURY AND DISTRICT RADIO AMATEURS (SAnDRA) CONSTITUTION**

Originally accepted at the IGM in September 1988. This version includes amendments accepted at the 1995 AGM, 2002 AGM, 2013 AGM, 2019 AGM and 2022 EGM

## **1) GENERAL**

- a) The Group shall be known as **Sudbury And District Radio Amateurs, or SAnDRA.**
- b) The aims of the Group shall be to further the well-being of Amateur Radio and associated activities including education.

## **2) MEMBERSHIP**

- a) Full Membership shall be open to all persons aged eighteen years or over, with junior membership available under 18. All membership shall be by discretion of the Committee.
- b) Honorary membership may be awarded at the discretion of the Group.
- c) In the event of normal meetings being suspended, membership will be extended until the next AGM or EGM is held.

## **3) SUBSCRIPTIONS**

- a) The annual membership subscriptions shall be payable at the October AGM taking into account any changes in the subscription rate brought about by that AGM.
- b) Membership fees payable by Junior Members shall be subject to a 50% concession.
- c) New Members joining the Group other than in October shall have the annual subscription rate reduced by 50% after the following 1st April.
- d) Existing Members shall be deemed to be renewing membership as from the close of the AGM in October.
- e) There will be a three-month period of grace after subscriptions are due before existing Members lose all voting rights and privileges of membership. Renewal after this date will not qualify for a reduction.
- f) Any changes to the subscription rate can only be made at an AGM or EGM.

## **4) GROUP ADMINISTRATION**

- a) The affairs of the Group shall be administered by an Executive Committee with a maximum of six elected persons, all of whom must be Fully Paid-up Members. The Secretary and Treasurer being mandatory and these posts held by different officers.
  - i) A SECRETARY, responsible for correspondence and the general affairs of the Group.
  - ii) A TREASURER, responsible for keeping accounts, making all payments and receiving all moneys on behalf of the Group and depositing them promptly in the Group's bank account. Any withdrawals shall require the Treasurer's plus one of two other designated signatories. He/She shall present a verified annual account to the AGM. Verification to be carried out by one further Committee Member. An overall balance of the finances of the Group should be available at reasonable notice.
  - iii) A CHAIRMAN shall be selected before the beginning of each meeting.
- b) Up to four further Members to assist with the work of the Committee as necessary.
- c) Should a Committee Member not regularly attend Committee meetings, he/she may be excluded by a majority vote of the Committee, and a replacement co-opted as in 4d
- d) Should the Committee suffer a depletion of membership during the year to a minimum of three remaining Members, that remaining Committee shall be empowered to adopt one of the following courses of action:
  - i) Unanimously co-opt any fully paid-up member to serve until the following AGM, whereupon the post becomes vacant and the co-opted member may stand for the post at that AGM, or
  - ii) Call an EGM to elect sufficient Committee Members to fill the vacancy or vacancies, or
  - iii) Choose to continue with the depleted Committee.
- e) If the Committee falls below the number of three active Members, an EGM must be called.
- f) The Committee have the right to initiate the procedure which will allow the Group to terminate the membership of, or refuse membership to, any persons acting in a manner that could bring the name of Amateur Radio into disrepute.
- g) Termination of membership must be by secret ballot, postal-ballot if necessary, of all Fully Paid-up Members. A two-thirds majority being required for the proposed expulsion to be carried.
- h) The Committee can co-opt any person for a period not exceeding six months to assist with specific projects or tasks.
- i) In the event of the October AGM being delayed, the existing Committee will remain until the next AGM or EGM is held and have the authority to Administer the Group as the Committee considers appropriate during this time.

## **5) CONSTITUTIONAL PROCEDURE**

- a) Any proposed item for the AGM must be submitted in writing by the end of the preceding Group meeting.
- b) Changes to the subscription rates must be proposed by the Treasurer at an AGM or EGM and supported by a quorum.
- c) A quorum at an AGM or EGM shall be one third of the Members.
- d) The AGM will normally be held as soon as practical during October.
- e) The fiscal year of the Group shall run from the first day of August to the last day of July the following year
- f) When votes are taken, a motion must obtain a simple majority of the voting Members present.
- g) A quorum at a Committee Meeting, for a decision to be taken, will be three Committee Members.

## **6) WINDING-UP OF THE GROUP**

- a) If at any time it is not possible to elect a Committee, or if the membership decides to wind-up the Group, then an EGM must be called to initiate the winding-up procedure. All the Group's assets shall be used or disposed of as seen fit at the time. It will be the responsibility of the remaining Members to carry out the winding-up of the Group at the EGM.