

# **MIDLANDS AMATEUR RADIO CLUB**

## **CONSTITUTION**

**2004**

# **MIDLANDS AMATEUR RADIO CLUB CONSTITUTION**

*As approved and adopted at a Special General Meeting held on 21st June 2000*

## **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. Management**

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

## **5. Committee**

- 5.1 The Committee shall consist of seven members, as follows :
  - Chairman
  - Vice-Chairman
  - Secretary
  - Treasurer
  - Three other members

- 5.2 The Chairman and six members shall be elected at each Annual General Meeting. Office bearers shall be appointed by the Committee at its first meeting following an Annual General Meeting. The Committee may appoint a member of MARC to fill a casual vacancy, or may co-opt a member of MARC for a specific purpose, provided that such appointment or co-option shall not extend beyond the next Annual General Meeting.
- 5.3 Nothing shall prevent a member of the outgoing Committee from seeking re-election at an Annual General Meeting, save that no member shall be entitled to stand for re-election as Chairman after having served as such for three consecutive years.
- 5.4 No existing Committee shall be re-elected at an Annual General Meeting "en bloc".
- 5.5 Each member of the Committee shall have one vote. In the event of an equality of votes, the Chairman shall have a casting vote.
- 5.6 Four members of the Committee shall constitute a quorum.
- 5.7 The Committee shall meet on not less than eleven occasions during the Club year.
- 5.8 The Committee shall cause minutes to be kept of all Club meetings and shall ensure that proper books and records are kept and maintained.
- 5.9 The Committee may appoint subcommittees as it may deem necessary from time to time.
- 5.10 Any member of the Committee who absents himself from three consecutive meetings of the Committee without due cause or justification and who fails to tender his apologies therefore, shall cease to hold office.
- 5.11 A member of the Committee wishing to resign from the Committee may do so provided such resignation is tendered to the Chairman in writing.

## **6. Membership**

- 6.1** Subject to Clause 8 - Election of Members - membership of MARC shall be open to all interested persons. There shall be three classes of member: Full member, Associate member, and Long Service member.
- 6.2 Full Member:** A person who has fully paid his current MARC membership fees for this class of member.
- 6.3 Associate Member:** A person as defined below who has fully paid his current MARC membership fees for this class of member.
- 6.3.1 Student:** A person who is aged 25 years or less, and who is enrolled full time at a School or a University or a Technikon.

**6.3.2 Joint member:** The spouse or partner of a Full member.

**6.3.3 Country:** Any class of member who is normally resident not less than twenty kilometres from the main Post Office of Pietermaritzburg, provided that such member shall have applied in writing to the Secretary of the Club for classification as a Country member.

**6.4 Long Service Member:** A full member who has not less than ten years membership of the Club, who has been recommended for "Long Service Membership" by the Committee, and who has been elected accordingly by a majority of fully paid up members at any general meeting of the Club, shall be entitled to receive a special Certificate setting out his or her citation as determined by the Committee.

**6.5 Voting Rights:** All members, regardless of class, shall be entitled to vote at any meeting of MARC, provided they have paid their current membership fees in full.

**6.6 Membership Fees:** Membership fees shall be determined from time to time by the Committee. Such fees shall become due on the first day of the Club year. Where outstanding fees have not been paid by the 30th September immediately following the start of a Club year, membership shall be terminated. 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 subscription 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.

**6.7** 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.

## **7. The MARC Year**

The MARC Year shall commence on the 1st July of one year and end on the 30th June of the following year.

## **8. Election of Members**

- 8.1 Every application for membership shall be in the form prescribed by the Committee, signed by the applicant and by a proposer and a seconder who shall be fully paid up members.
- 8.2 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.

## **9. Membership Documentation**

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 and Rules.

## **10. Annual General Meeting**

10.1 An Annual General Meeting shall be held within three months of the end of the MARC year.

10.2 The notice convening the meeting, the agenda and a Proxy Form shall be posted to all paid up members at least three weeks before the date of the meeting.

10.3 Prior to the start of the meeting, nominations for the Committee may be submitted in writing to the Secretary duly signed by the Nominee, a 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.

### **10.4 The Agenda shall be:**

10.4.1 Minutes of the previous Annual General Meeting.

10.4.2 Matters arising there from.

10.4.3 Chairman's report

10.4.4 Adoption of Chairman's report

10.4.5 Treasurer's report

10.4.6 Adoption of Treasurer's report and audited accounts.

10.4.7 Election of Committee.

10.4.8. Election of Chairman

10.4.9 Appointment of Auditor

10.4.10 Any other business, subject to prior notice of the details thereof being given to the Secretary.

10.4.11 Break

10.4.12 Awards and Prize-giving.

10.5 A quorum shall consist of 20% of the total number of members registered as fully paid up on that date, including qualifying proxies.

10.6 If a quorum is not present at any Annual General Meeting 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 Annual General Meeting, whatever members present shall constitute a quorum.

## **11. Special General Meeting**

- 11.1 A Special General Meeting may be called by the Committee at any time by giving notice thereof as for an Annual General Meeting. The Committee shall in like manner call a Special General Meeting upon receiving a requisition in writing for the same stating the purpose thereof signed by at least 20% of the total number of members registered as fully paid up on that date.
- 11.2 The notice, convening the Meeting shall .state the purpose thereof. and at the meeting no other matter shall be discussed.
- 11.3 No business shall be transacted at any Special General Meeting 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.
- 11.4 If a quorum is not present at any Special General Meeting 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.

## **11. Audit**

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

## **13. Banking**

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

## **14. Indemnity and Liability**

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

## **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. Amendments to the Constitution**

17.1 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 Special General Meeting.

17.2 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.

## **18 Winding Up**

In the event that MARC shall be wound up, which shall only be by majority vote taken at a Special General Meeting. the net worth of MARC shall be disposed of as directed by a majority of paid up members present at such Special General Meeting.

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