

Constitution of the Glasgow University Wireless Society (GUWS)  
*Callsign MSOWSG*

Founded January 2023

1. **Name**

The Society shall be known as the Glasgow University Wireless Society.

2. **Aims**

The aims of the Society shall be to further the interests of its members in aspects of amateur radio and directly associated activities, and where possible provide training, tuition and support for those interested in entering the hobby. The Society will also act as a link to other Amateur Radio Clubs in the area.

3. **Membership**

- a. Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Society
  - i. **Full members.** Full members must be 16 years of age or over, and matriculated students of the University of Glasgow.
  - ii. **Associate Members.** Associate members are current staff, former staff, or alumni, of the University. These members may sit on the Committee but exercise no voting rights.
  - iii. **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 associate membership but shall be free from subscriptions.
  - iv. **Guests.** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.
- b. All members shall abide by the constitution of the Society, including but not limited to the following Society Code of Conduct:  
*Members and guests of the Society will treat each other with respect, adhere to equality best practice, not act in conflict with the interests of the club nor bring the club into disrepute. Members agree to be bound by the University's 'Code of Student Conduct', signed by all matriculated students.*
- c. Any breach of the University's 'Code of Student Conduct' will be referred to the University Senate.
- d. The Committee shall have 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 Society. No Member shall be expelled without first having been given an opportunity to appear before the Committee.
- e. Any complaints should, in the first instance, be directed to the Secretary who will bring it before the Committee within five working days. Should the complaint concern a Committee member, said member will not form part of the meeting. Having met, the Committee will report back to the complainant. If the complainant is dissatisfied with the Committee's response, the

Committee will approach the SRC's Advice Centre for further advice.

#### **4. Subscriptions**

- a. The annual subscriptions for membership shall be set by the Committee.
- b. All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears have no voting rights.
- c. The financial year shall be determined by the Committee.
- d. A member shall be deemed to have resigned from the Society if, by the end of the financial year, his/her subscription has not been paid.
- e. The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding one year at a time.

#### **5. Finance**

- a. All money received by the Society shall be promptly deposited in the Society's bank account, while allowing for the Treasurer to hold up to £100 of Society funds as Petty Cash. Withdrawals require the signature of the Society's Treasurer and one other nominated officer of the Society.

#### **6. Membership of the Society's Committee**

The Society's affairs shall be administered by a Committee elected at the Annual General Meeting, with election taking place by secret ballot. 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 s/he is present.
- b. A Vice-Chairman who will act as chairman in the absence of the Chairman.
- c. A Secretary who will be responsible for:
  - i. keeping the minutes of all meetings of the Society.
  - ii. ensuring that all correspondence is correctly handled.
  - iii. maintaining a master roll of members and honorary members.
  - iv. maintaining a register of Society equipment (if any).
- d. A Treasurer, who will be responsible for:
  - i. keeping the Society's accounts.
  - ii. advising the Committee on all financial matters.
  - iii. preparing the accounts for audit and presenting them at the AGM.
- e. Not more than two Ordinary Committee Members.
- f. Not more than three co-opted members who have full voting powers, and not more than three who are not permitted to vote.

Resignations from the Committee shall be instituted by a letter of resignation to the secretary of the Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.

#### **7. Committee Standing Orders**

- a. A quorum for the Committee shall be at least half of the full membership of the Committee.  
In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.

- b. Committee meetings may be called by the Chairman, the Secretary, or any voting member.

#### **8. Annual General Meeting**

- a. The Annual General Meeting shall normally be held at the beginning of each financial year. At least 21 days notice shall be given to each member in writing or via email.
- b. The quorum for the AGM shall be no fewer than one third of the membership.
- c. The agenda for the meeting shall be:
  - i. Apologies for absence
  - ii. Minutes of the previous AGM
  - iii. Chairman's report
  - iv. Secretary's report
  - v. Treasurer's report
  - vi. Election of the new Committee
  - vii. Election of auditors
  - viii. Other business
- d. Items (i) to (v) shall be chaired by the out- going Chairman, item (vi) by an acting Chairman who is not standing for election to office, and the remaining business by the newly elected Chairman.
- e. Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- f. Items to be raised by members under other business must be notified to the Secretary not less than 21 days before the AGM.

#### **9. Extraordinary General Meeting**

- a. Extraordinary General Meetings may be called by the Committee or not less than four 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 be transacted at the EGM.
- b. The quorum for the EGM shall be no fewer than one third of the membership.

#### **10. Amendments to the Constitution**

The Constitution may be amended only at an EGM called for that purpose.

#### **11. Winding up of the Society**

- a. The decision to wind up the Society may be taken only at an EGM.
- 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.