

H D A R C

HORNDEAN & DISTRICT AMATEUR RADIO CLUB

CONSTITUTION

Any reference in this constitution or by-laws to the male gender shall be deemed to include Persons of the Female gender.

1, DESIGNATIONS AND OBJECTIVES.

- I. The Club shall be called the Horndean and District Amateur Radio Club (HDARC) referred to in this document as “the Club”
- II. The objectives of the club are to encourage and stimulate an interest in Amateur Radio in all its forms and to provide facilities for the members to follow such interests.
- III. The club will be affiliated to the Radio Society of Great Britain and may be affiliated to other organisations as considered meaningful in the pursuit of the objectives
- IV. The club shall be non-sectarian and non-political

2. Officers and Committee

The Club shall be managed by the following: -

Chairperson

Vice Chairperson

Club Secretary

Club Treasurer

Up to eight but not less than four Committee Members

The President and any vice-presidents shall be elected at the Annual General Meeting. They will have been a club member for at least ten years and be a full licence holder.

The President and Vice Presidents may attend any of the following AGM, EGM, Committee meetings they may advise but hold a non-voting role.

Honorary members may be appointed by the Committee upon their names being put forward by the Chairperson or President. Such appointments will be in recognition of outstanding service to Amateur Radio at National level or outstanding service to the club.

Both President, Honorary members and vice-presidents as honorary members have no voting rights.

3 - Ordinary Members.

- I. Membership shall be open to anyone, aged over 18 with a genuine but not solely commercial interest in Amateur Radio. Application shall be ratified by the Committee who shall have the power to veto any such application without stating their reason. Any fee paid by the applicant will be refunded.
- II. The period of membership shall be from the 1st November till the 31st October the following year. In the case of new members, it will be from the date of payment until 31st October the following year.
- III. Membership will be terminated on Non-payment of subscription within allotted time (See rule 4v). Through resignation, or through the following actions.
 - a. The Committee shall have the authority to terminate the membership of any individual if their actions are prejudicial to the interests/objectives of the club or the general accepted spirit of Amateur Radio.

In such event the Committee shall deliver a statement to the member setting out the reason why the termination of their membership is under review. the member shall be given the opportunity to select a date within thirty days, convenient to both them and the Committee, on which a meeting shall be held to discuss the matter. At this meeting the member may have the right to invite a third party to assist in the presentation of their case. He shall have the right to call witnesses and, through the Chair, question those initiating the complaint. At the end of the meeting the Committee shall hold a secret ballot as to whether he should remain a member, and the Chairperson will advise the member privately of the ballot's outcome.

3.1- Junior Members.

- i. A member who is under the age of 18 at the due date of subscriptions can become a Junior Member of the club. If they are under the age of 10 then no fees will apply. Over 10 but under 18 at date of subscriptions being due then they will pay half the Ordinary Members fee.

4 – Subscriptions.

- i. The rate of subscription shall be determined by the Committee following a recommendation by the Club Treasurer.
- ii. The Committee shall determine any changes to the rate of club subscription for the following financial year upon information put forward by the Club treasurer at a Committee meeting to be held during September/October of the current financial year.
- iii. The rate of club subscriptions shall be announced as soon as reasonably possible after the meeting, but no later than the last meeting in October prior to the AGM in November. Subscriptions will then fall due at the AGM in November.
- iv. The following categories of membership shall be made available
 - a) Ordinary member - standard
 - b) Junior member – under 18 years of age
- v. Subscriptions must be paid by 1st January following the AGM date.

5 Management.

5.1 Annual General Meeting.

- i. an Annual General Meeting will be held on the first club meeting as soon as practicable after 1st Nov in each year. The date will be set by the Committee and published to members in good time, at least 14 days before the meeting. The Annual General meeting may be held in person at a nominated premises, or on-line or a combination of these dependant on the circumstances.
- ii. At least 14 Days’ notice will be given by weekly email update, and on the club website
- iii. The following items of business shall be transacted: -
 - a) Apologises for absence
 - b) Minutes of the last AGM and the minutes of any interim Extraordinary General Meeting.
 - c) Matters arising from (b)
 - d) President Report
 - e) Chairpersons report and or Club Secretaries report.
 - f) Club Treasures report and Statement of Account for the financial year.
 - g) Proposed changes to the Club Constitution.
 - h) Club Programme for following Year
 - i) Election of the following: -
 - President (if applicable)
 - Chairperson

- Vice Chairperson
 - Club Secretary
 - Club Treasurer
 - Up to eight but not less than four Committee members.
 - Agenda Items (these must be given to the Club Secretary two weeks before the AGM)
 - Club Awards
 - Any Other Business
- iv. Written statements in respect of (b), (d) and (e) together with a list of members as at the date of the meeting will be available to all members.
 - v. Such matters under the heading of Any Other Business as may require further research before resolution shall at the discretion of the Chairperson, be placed on the agenda for the next Committee meeting. The findings of the Committee on such matters will be promulgated on the minutes of the meeting and made available on the Club's website and or Weekly newsletter.
 - vi. A list of candidates for election as officers and members of the Committee shall be sent out via the weekly email at least two weeks prior to the meeting. The names of proposer and seconder and the candidate's signature to indicate that they are prepared to stand for election.
 - vii. Only ordinary members will be allowed to vote at an Annual General Meeting. This may be in person, via on-line or in response to a pre-circulated form that must be received by the chairman either electronically or by hand prior to the meeting.
 - viii. In the event of a tied vote the Chairperson shall have the casting vote unless for the position of Chairperson and then the outgoing Vice chairperson will have the casting vote.
 - ix. Twenty five percent of the membership at the time of the meeting shall form a Quorum. In the event of this not being obtained the Chairperson shall announce a date on which the postponed meeting will take place. This date is to be within one calendar month of the original meeting. Should a Quorum not be obtained at this second meeting then the Committee shall meet to consider winding up the Club.

5.2 Extraordinary General Meeting

- i. An Extraordinary general Meeting shall be governed by Club Secretary or Chairperson within thirty days of having been directed so by the Committee, or upon his receipt of a written request for such a meeting signed or electronic means by 5 members and stating the reason for the meeting.

- ii. At least fifteen days' notice of the meeting and the business to be conducted shall be given to the members in writing by post or electronic means.
- iii. No other business will be discussed during the meeting.
- iv. Rule 5.1 iv and Rule 5.1 ix as applicable to Annual General Meetings will apply to Extraordinary General Meetings.
- v. Twenty five percent of the membership at the time of the meeting shall form a Quorum, In the event of this not being obtained the Chairperson shall decide whether to postpone the Meeting to a later date or carry the matter forward to the next Annual General Meeting providing this fall within the following three Months. If a quorum cannot be obtained at the second meeting the matter shall be carried forward to the next Annual General Meeting.

5.3 Committee Meetings.

- I. The day-to-day administration of the Club shall be undertaken by the Committee, it shall meet as often as is necessary in the interest of the Club but not less than 4 times per annum excluding AGM or EGMs.
- II. Five Committee Members including the Officers of the Club shall form a Quorum.
- III. At the first Committee Meeting following a AGM or EGM the Club Secretary will make available the minutes of that meeting and any matters arising from it be deliberated.
- IV. At the first Committee meeting following an AGM the Committee may require a manager for any other areas of responsibility as may arise where individual control and organisation is required.
- v. The Committee shall have the power to co-opt additional members to the Committee and appoint Sub-Committees for special purposes. The Chair or Vice-Chairperson, Club Secretary and Club Treasurer shall be members of all such Sub-Committees in addition to those appointed.

- VI. At each Committee Meeting an Agenda, the minutes of the previous meeting and a statement of account shall be promulgated.

- VII. The Committee shall have the power deal with any matter concerning the management of the Club for which provision is not made elsewhere in this Constitution or by-laws.

6. Finance

- I. The Financial year will run from nominally from 1st November till 31st October but based upon the dates of receipt of the Bank Statements.
- II. The club funds will be held in an account with a recognised bank. All financial interactions shall be signed or authorised by two authorised signatories. These being Chairperson, Vice-Chairperson, Club Treasurer or the Club Secretary.
- III. If the Club Treasurer is not available for any reason illness etc then the Chairperson or Vice Chairperson will undertake the role, until such time that the Club Treasurer is available, or a new Club Treasurer can be appointed. The decision to appoint a new Club Treasurer shall be made at a Committee meeting and ratified by a Quorum of the club membership either in person or on-line.
- IV. The Internal Accounting system of the Club shall be as agreed with the Honorary Inspectors and be such that all monies held in connection with major projects, Equipment, Rallies Silent Key Sales and other special activities as directed by the Committee shall be identifiable and Accountable.
- V. The Club Treasurer shall present a Statement of Account to date at each Committee meeting, together with all supporting documents. Before the Annual General Meeting the accounts will be available for inspection by the Honorary inspectors. The books will close for inspection purposes on the first Club meeting in October of that year. Notice will be sent out in September to all members that any claims must be with the Club treasurer by 1st October of that year.
- VI. Any use of Club Funds involving a total expenditure of £500.00 or more in connection with any one project shall be put to the Membership at that time for ratification, by electronic means or in person at a Club Meeting where at least 25% of the total Membership at that time.
- VII. In the event of the dissolution of the Club the Committee shall be responsible for realising the assets of the Club and their fair disposals agreed with the remaining members or their transfer to another Club who have the same objectives as Horndean and District Amateur Radio Club.

7. Changes to the Constitution

Changes to this Constitution shall only be made at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. The wording of the proposed change together with the signature of the proposer and seconder shall be in the hands of the Club Secretary no later than 30 days before the meeting in paper or electronic form.

8. Library and Loan Equipment.

Such items may be loaned for a period under the Terms and Conditions as set by the Committee. A member borrowing such items will be responsible for their safe keeping and condition. Horndean and district ARC reserves the right to recover any cost associated with non-return or damage beyond reasonable wear and tear of such items. The cost of repair will be decided at a Committee meeting.

9. Club Station

A Club Station may be provided for the use of appropriately licensed Members and or appropriately licensed and under appropriate supervision as within the terms and conditions of the licence held, overall responsibility for the Club Station will be the responsibility of the Station Manager.

10. Club Trophies.

Rules for HDARC Trophies.

The HDARC trophy.

Awarded at the AGM. Only open the HDARC members. Qualifying period is November 1st to next September 30th. Worked stations, the last letter of whose callsign makes up the phrase set for that year. Winner chooses next year's phrase announced at AGM.

The phrase for 2023-2024 will be published on the Club's website and sent out on weekly update after the AGM

That is 56 letters (different stations contacted). Closing date October 1st. Logbook extract entries showing station contacted, date, time, band, mode, RS(T) to Awards manager

Stuart GOFYX Memorial Trophy. Awarded to the HDARC member who has worked the most stations in the period from November 1st to October 1st of the following year. All contacts must be made on the 6 metre (50 MHz) band using only SSB modulation.

Constructors Award.

The Constructor's Award is open to HDARC Members only. There is no limit on the number of entries submitted per person, per category, but each project must be submitted with a separate application form which are available during Club nights via the committee. Projects may be scratch built or from kits. All non-winning entries may be re-entered into the competition in subsequent years, but the winning project of each category may not. There will be a panel of 3 judges, who are not themselves participating in the competition. Once the judges have agreed on each category winner, a presentation of awards and certificates will be made at the AGM of that year. The winner from each category will receive a winner's certificate and a trophy which they

hold for 11 months. This trophy must then be returned to a member of the HDARC committee one month prior to the following year's AGM presentation. In the event of a tie the winners will proportionally share the length of time in which they hold the trophy. All entrants that participated in either constructors or Club project, will receive a certificate of entry. PLEASE NOTE: That whilst every possible care will be taken of projects submitted for entry, HDARC or its representatives will NOT be held responsible for any loss howsoever caused. It is the responsibility of each entrant to make necessary arrangements for their project(s) to be collected directly after judging has taken place. The HDARC reserve the right not to accept any project for entry into the competition which is deemed to be potentially dangerous. There are 3 levels of entry

: A. Level 1. (Novice): This is aimed at a person who has never had experience or constructed much in the way of electronics. Progression from Level 1 to 2 is mandatory after competing for two full seasons, or after winning Level 1 within that or the previous year. The purpose of this is to encourage progression in electronics and to allow other entrants a chance in winning in future seasons.

B. Level 2. (Intermediate): This is aimed at a person who has constructed some electronic circuits or has won the Level 1, category prior. At the discretion of the judges, it is possible that more than one entrant at Level 2 may be promoted to Level 3. C. Level 3. (Advanced): This is aimed at a person who is or was involved in the electronics industry or has progressed from Level 2. If however, the quality of work drops in two consecutive years from a person in Level 3, they may be moved back to Level 2 to enable Level 3 to be kept to a higher standard. Projects either finished or under construction, must, be accompanied with a written description of the objectives of the project and its operation, together with any circuit diagram(s) and a components list, etc. This must be submitted to the Awards committee at the latest on the Club meeting prior to the advertised judging date, together with the entry form. Marks will be deducted if any of the above are not provided. As part of the Award Structure, the winner of each category must agree to their project being published in the Club's "Weekly Update". This to include project objective, components list, circuit diagram, a photo if available and details of any improvements that may have been made

The G4BEQ CW Proficiency Award.

The award is for any HDARC members who have taken an interest in Morse code (CW).

The applicant must be able to send and receive Morse code at 5-12 words per minute (wpm) and will need to send a short sentence decided by the tester, and similarly receive a short sentence. This can be sent on-air or at a Club meeting by arrangement.

The first successful candidate each period (November 1st to September 30th the following year), will receive a Platinum certificate. The next successful candidate will receive a Gold certificate, then Silver, then Bronze for all others.

The Alan Blake Memorial Trophy (commemorating the late MØSNT Alan Blake, member of HDARC)

Awarded at the AGM to the person who, in the opinion of the committee, has contributed most to the furtherance of the hobby by being involved with the delivery or receiving of HDARC training, or who is otherwise part of the training team.

The Harold Newton Award (commemorating the late Harold Newton G6VBH, member of HDARC).

Awarded by the committee (who are ineligible for it), to the Club member whose actions, in their opinion, have contributed most to the Club in the past year. Awarded at the AGM.

The John Taylor-Cram Scribe Award (donated by the late 2E1COC, John Taylor-Cram, member of HDARC).

Awarded to the person contributing the most interesting article to the Club newsletter. Presented at the AGM each year.

The Mike Matthews Award for proficiency in CW (commemorating Mike Matthews, G3JFF, member of HDARC).

Only open to HDARC members. 50 different CW contacts required, of which at least 5 must be with HDARC members. Awarded annually and presented at the AGM. Qualifying period is October 1st to September 30th the following year.

The Sid Jenkins Memorial Trophy.

In memory of Club founder Sid Jenkins G4CHO. Awarded at the AGM to the winner of the Annual Club project.