

RADIO AMATEUR INVALID AND BLIND CLUB

CONSTITUTION



Patron

Lord Rix, Kt, CBE, DL, G2DQU

ADOPTED
ON THE 3RD OF OCTOBER 2009
AT THE CHARITIES ANNUAL GENERAL MEETING
HELD AT THE NATIONAL HAMFEST AT THE NEWARK
SHOWGROUND

RADIO AMATEUR INVALID AND BLIND CLUB
REGISTERED CHARITY NUMBER 802348

CONSTITUTION ADOPTED OCTOBER 3rd 2009

THIS CONSTITUTION REPLACES ALL PREVIOUS CONSTITUTIONS
AND WHERE NECESSARY MAY BE ACTED UPON RETROSPECTIVELY

1. Club.

The Club shall be known as the RADIO AMATEUR INVALID AND BLIND CLUB.

2. Club Objective.

The objectives of the Club shall be the relief of the disabled by the provision of assistance in the field of Amateur Radio, as listeners or as licensed amateurs. The aim of Amateur Radio is self education and the club will do all it can to make this possible for it's members. This objective will be achieved by assisting individuals who are disabled by providing equipment and materials which may be modified or tailored to their specific needs where possible. This assistance may take the form of loan of equipment, grants or advice. Decisions as to who may benefit from these provisions rest with the committee of the club. The club will also endeavor to create a social network through the medium of radio.

In order to achieve the above the Club shall have the following powers:

- (a) To raise funds and invite and receive donations from any person(s) by way of subscriptions and otherwise. The club may accept donations of any financial value, be that money or property for the furtherance of its objectives. The club shall at all times keep to charity law in all its financial dealings.
- (b) Cause to be written, printed and circulated, with or without charge, the club magazine "Radial" and any other written material in order to further the objectives of the club.
- (c) To pursue any lawful activity which will enable the club to fulfill its objectives

3. Membership.

There are three categories of membership:

- (a) Full membership shall be open to persons with disabilities who support the aims and objectives of the Club and who are interested in pursuing self-education through Amateur Radio. Full members must be resident in the United Kingdom and are entitled to full constitutional voting rights. Only a full member may apply for assistance from the club. Full membership does not automatically entitle a member to any assistance available from the Club.
- (b) Supporter membership shall be open to all who are interested in the aims and objectives of the Club, and who wish to support the Club in the furtherance of its objectives, but are not eligible for full membership. UK resident Supporters who pay a yearly subscription, have the same constitutional voting rights as Full members.
- (c) Overseas membership shall be open to persons interested in the aims and objectives of the Club but resident outside the UK. They are not eligible for full membership, election to the Committee, and do not have constitutional voting rights.
- (d) Members in all of the three categories will be entitled to the Club magazine "Radial". The committee shall decide the rate of subscription for each category of membership. These rates may differ from category to category.

- 4.** Both Full and subscription paying Supporter members shall be eligible for election to the committee. Any member whose subscription is six months in arrears may, after

investigation of the circumstances and at the discretion of the Committee, be deemed to have resigned from the Club. No member shall be eligible for election to the committee until they have been a member for at least 12 consecutive months immediately prior to the date of their nomination. Should a committee member be investigated for possible wrongdoing or mismanagement they will be suspended from the committee until the outcome of the investigation.

This investigation must take no longer than six months. If any committee member is the subject of a successful motion of no confidence they will be barred from election to the committee for all time. Any appeal against a motion of no confidence must be made with 28 days of the decision. Such an appeal will be dealt with within six months of the appeal being made. During that time the committee member will be considered suspended.

5. Activities.

The Club may loan equipment to full members for use as part of their amateur radio activity, provided full membership of the Club is retained during the period of loan. Full members must follow criteria decided on by the committee in their application for loan equipment. To be considered for loaned equipment, an individual must be in receipt of Disability Living Allowance, Attendance Allowance, War Pension, or registered blind/partially sighted. Whilst the names of these provisions may change or evolve the fundamental principles will be followed. In case of a dispute the committee may give a person full membership on the presentation of additional evidence from a reputable medical source. Each piece of equipment loaned must be sponsored by an individual known to the member but not living at the same address. The equipment must be insured and well cared for. The Club must be notified of any changes in name or address. Failure to provide this information or to cease paying membership without returning the equipment may result in legal action by the Club to recover said equipment. The Club reserves the right to recover such equipment at any time, at its own expense, if at least 30 days notice is given in writing.

6. Committee.

The committee of the club shall be protected by Trustee Indemnity Insurance provided by the club.

7. A Committee shall administer the affairs of the Club. This will consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Equipment Manager and Radial Editor. These six positions make up the officers of the club. The rest of the committee will consist of up to four ordinary committee members. Ordinary committee members will be expected to fulfill specific roles on the committee to assist with the smooth running of the club. There shall be as many full members of the club on the committee as possible but no fewer than at least one full member of the Club on the Committee. The Committee shall have the power to co-opt other members in a temporary capacity for special purposes or for giving advice. The number of co-opted members shall not exceed one third of the elected Committee members. Co-opted members shall have full voting rights at Committee meetings and contribute towards a quorum. If not already Club members, Co-opted members must become members of the RAIBC. At meetings of the Committee, a quorum shall be 50% of the Committee members plus Chairperson, or Vice-Chairperson or deputy. Including the Chair, Vice Chair or deputy the quorum must include at least three of the committee officers as outlined above.

8. The committee shall meet at least four times a year excluding the AGM. In this constitution the expression meeting includes, except where inconsistent with any legal obligation: a physical meeting, a video conference, an internet video facility, any similar electronic method allowing simultaneous visual and audio participation, and telephone conferencing. No decisions can be made without a quorum or the presence of the Chair, Vice-Chair or a committee member appointed by the Chair as deputy. The Chair shall have a vote on all decisions and in the event of a tie may use a casting vote. This casting vote may be used by the Vice-Chair or the Chairs appointed deputy in his or her

absence. Ordinary members are not entitled to attend committee meetings. At the request of the committee an ordinary member may be invited to attend a meeting. They will not be entitled to vote at said meeting. An AGM must be a physical meeting to allow ordinary members access to such a meeting.

9. The Committee shall be empowered to appoint a President and Vice Presidents as it sees fit, who shall be entitled to attend Committee meetings in an honorary capacity. They shall have no vote.
10. If during his or her tenure any officer, Committee member, President or Vice President of the Club is;
 - (a) deemed to have behaved in a manner contrary to the aim and objects of the Club,
 - (b) has been convicted of a criminal offence involving deception or dishonesty,
 - (c) adjudged bankrupt,
 - (d) become of unsound mind,
 - (e) in any other way deemed to have brought the club into disrepute,then said person shall be invited to submit a statement in writing or to appear before the Committee to show cause why they should not be requested to resign. A request for resignation shall be subject to the vote of two thirds of the full committee. A simple majority of the two thirds of the committee will result in resignation. Failure to resign formally within 14 days will automatically mean that the person has been expelled. In a similar way, a member can also be requested to resign. If despite the occurrence of any of the above, the committee wishes a member to remain in his or her position, an application to the Charities Commission will need to be made for a waiver of disqualification as in cases 10 (b) or (c). Where possible the committee members privacy would be protected in any communication on the above subject with the membership.
11. Any equipment held by committee members on behalf of the RAIBC to assist them in their duties must be insured by the member at all times. Said equipment must be returned to the committee when an individual is no longer a committee member, changes role on the committee or is requested to do so by a majority of the committee.

12. Finances.

The financial conduct of the Club must be at all times in line with Charity law. Each purchase made over the value of £50 must be agreed upon by a simple majority of the club committee. Any expenditure below £50 must be with the consent of the Chairperson who must justify such expenditure to the Club if so required. All expenditure must be conducted via a Purchase Order system, which will track all of the clubs expenditure. There shall be no more than four signatories to the bank account(s) held by the club. These shall include the Treasurer and Chairperson. Each cheque must be signed by at least two of the signatories. None of the bank signatories may be related by blood, marriage, civil partnership or common law relationship. At the end of each financial year, the club's accounts must be examined by an external source, that is an individual not serving on the committee. This will be done even if not required by charity law.

13. No committee member shall be paid by the Club except for reasonable expenses incurred in the furtherance of their duties as committee members.

14. AGM and Committee Elections.

The Club shall hold an Annual General Meeting each year at which reports and externally examined accounts shall be presented for the previous year. At the Annual General Meeting a quorum shall be 50% of the Committee members plus Chairperson, or Vice-Chairperson or deputy. Including the Chair, Vice Chair or deputy the quorum must include at least three of the committee officers. Committee posts that will be due for re-election and the incumbents who wish to serve a further term will be announced in the spring copy of Radial. All nominations for election to these posts must be received and seconded by the copy date of the summer Radial. The names of all those standing for election will then be published in the summer edition of Radial. That

edition of Radial will contain a voting form enabling postal votes from the members. No nominations from the membership will be accepted after the copy date for the summer Radial. The club Officers, Chairperson, Vice-Chairperson, Secretary, Treasurer, Equipment Manager and Radial Editor shall serve for three years. If a position of Club Officer is filled between AGM's, the individual must stand for election at the subsequent AGM, providing notice is given in the summer Radial. If the summer Radial has already been published without notice being given to the membership, the individual may remain in place until the AGM the following year, when they will stand for election as above and may serve for a subsequent three years. There is no limit on the length of a time an officer may serve the club. All other committee members including co-opted members, be they officers or not, shall stand down and be eligible for re-election after one year. If the position of Ordinary Committee Member is filled between AGM's, the individual must stand for re-election at the subsequent AGM, providing notice is given in the summer Radial. If the summer Radial has already been published without notice being given to the membership, the individual may remain in place until the AGM the following year, when they will stand for re-election as above. As at an ordinary committee meeting the Chairman will have a casting vote. The Annual General Meeting shall be held as soon as possible after the end of the Club's financial year on 31st March. This must be no later than the 31st of December of the same year, and 14 clear days notice shall be given to the membership.

15. An Extraordinary General Meeting of the Club may be called by the Committee or by at least 10% of members of the club on written request to the Secretary. At least fourteen clear days notice shall be given to the membership of such a meeting, and the purpose of the meeting shall be set out in detail in the notice of the meeting.

16. Constitution Changes

Alteration to this Constitution shall receive the assent of two thirds of the full and associate members present and voting at the Annual General Meeting or an Extraordinary General Meeting. The Secretary of the Club must receive a resolution for the alteration of the Constitution at least 56 days before the meeting at which the resolution is to be considered. At least 14 clear days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. There shall be no alteration to Clause 2 (objects) or Clause 18 (dissolution), without the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction having been obtained. No alteration shall be made which would have the effect of causing the Club to cease to be a charity in law.

17. Postal votes shall be available to members on constitutional matters.

18. Dissolution

The Club may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which 21 clear days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Club once all debts, dues and liabilities have been paid. Any property that remains shall not be paid to or distributed among the members of the Club. Such assets and funds shall be given or transferred to any other charitable institution or institutions having similar objects to the club. If no such charity exists then any other charity which the members decide upon may become beneficiaries of said funds and assets.