

# DARWIN AMATEUR RADIO CLUB

## CONSTITUTION

4 DEC 89

### Preamble

The Darwin Radio Club was formed on 7 Nov 66. The name of the club was changed to the Darwin Amateur Radio Club Inc in October 1972. Over the years membership of the club has varied from twenty-five to fifty rarely climbing above that.

Up until 1985 the club met in various locations around Darwin. Since early 1985 the club has become established in clubrooms at Sports House, Fannie Bay.

### 1. NAME OF CLUB

- 1.1 The name of the club shall be the 'Darwin Amateur Radio Club Incorporated', (hereinafter referred to as 'the Club')

### 2. OBJECTIVES

- 2.1 To foster an interest in Amateur Radio amongst the general community.
- 2.2 To erect, maintain and operate for the benefit of members, an official Amateur Radio Club station on such terms and conditions as may be determined by members.
- 2.3 To provide instruction and assistance for persons interested in increasing their knowledge in radio theory or studying for an amateur certificate.
- 2.4 To assist the Wireless Institute Civil Emergency Network (WICEN) and other emergency services by providing communications when appropriate.

### 3. MEMBERSHIP

- 3.1 Eligibility - membership of the club is open to any person who has a desire to take up or maintain an interest in amateur radio.
- 3.2 Nomination - any person seeking membership of the club must be nominated and seconded by two persons who are financial members of the club, and their names shall be advised to a general meeting of the club.
- 3.3 Objection to nomination - objections to the nomination, if they are to be considered, must be lodged in writing with the secretary within five (5) days of the meeting to which the nomination was submitted.
- 3.4 Election to membership - the membership shall be determined by the next meeting of the Management Committee.
- 3.5 Classes of membership - the following are the classes of membership:
- Full Membership - persons 18 years of age and over
- Family Membership - which may include husband, wife, full time students and persons less than 18 years of age.
- Junior Membership - persons less than 18 years of age and full time students under 25 years of age.

Life Membership - persons so elected by an Annual General Meeting of the club, on the recommendation of the Management committee. A Life Member shall be exempt from the payment of fees, and shall be entitled to all membership privileges.

- 3.6 Persons elected to membership of the club shall pay the appropriate fee within 30 days of their membership being approved.
- 3.7 Financial Member - for a member to be deemed financial the annual fee must be paid no later than the first Monday in March.
- 3.8 Patron - the club may elect a Patron.

#### 4. MEMBERSHIP FEES

- 4.1 The Annual General Meeting, on the recommendation of the Management Committee shall determine the level of Membership fee to be paid by each class of member.
- 4.2 The Membership fee shall cover the year from January 1st to December 31st and shall be payable no later than the first Monday of March in each year.
- 4.3 Members joining the club during the course of the financial year shall pay a fee proportional to the months remaining in the club year.

#### 5. MEETING

- 5.1 General Meetings - meetings shall be held from February to December inclusive on dates determined by a General Meeting or by the Management Committee.
- 5.2 Special Meetings - shall only be held on receipt of a written request to the Secretary, signed by not less than five (5) financial members. Such a request shall state the purpose for which the meeting is required.

Within 7 days of receiving a request for a Special Meeting the Secretary shall arrange for the meeting to be convened, and shall mail to all financial members, not less than 14 days prior to the meeting, a 'Notice of Meeting' which shall advise the date, time and place of the Special Meeting and details of the business to be considered.

At a Special Meeting only the business listed in the Notice of Meeting shall be transacted.

- 5.3 Annual General Meeting - the Annual General Meeting of the club shall be held on the first Monday of December.

#### 6. VOTING

- 6.1 Any member who is financial is entitled to vote at any meeting of the club.
- 6.2 Proposals may be determined by a simple majority of the members present.
- 6.3 The Chairperson shall not have a deliberative vote, however in the event of a tied vote may exercise a casting vote.

#### 7. OFFICERS

- 7.1 The Officers of the club shall be elected at the Annual General Meeting and shall hold office from January 1st to December 31st.
- 7.2 The officers of the club shall be:

President  
Secretary

Vice President  
Treasurer

Station Manager

- 7.3 Other Officers may be elected from time to time as may be considered beneficial for the proper management of the club.
- 7.4 Any Officer shall, except under extra-ordinary circumstances, give at least one (1) months written notice to the Secretary of their intention to resign their position.
- 7.5 Should an office become vacant a General Meeting may elect a replacement who shall hold office until the next Annual General Meeting.
- 7.6 Public Officer - the Secretary shall be the Public Officer.

## 8. MANAGEMENT COMMITTEE

- 8.1 There shall be a Management Committee, which, subject to any restrictions imposed on it by the General Meeting shall:
- a. install and maintain all equipment, repeaters and beacons approved by the General Meeting,
  - b. develop and administer the annual programme of club activity,
  - c. arrange for the provision of a broadcast of amateur news,
  - d. arrange for the production of a club magazine,
  - e. administer the financial affairs of the club, and,
  - f. exercise other responsibilities as may be determined by a meeting of the club.
- 8.2 The Management Committee shall comprise the Officers of the club and other persons elected from time to time by a meeting of the club.
- 8.3 At least 14 days notice of any proposal to elect persons to the Management Committee shall be given in writing to all members. The notice shall include the names of persons nominated for election.
- 8.4 Quorum - a quorum for a Management Committee meeting shall be four (4) persons.
- 8.5 Executive Committee - there shall be an Executive Committee which shall comprise the President, Vice President, Secretary, Treasurer and Station Manager.
- 8.6 The Executive Committee may meet only to transact business of an urgent nature, where it is not possible for the matter to be determined by the Management Committee.

## 9. FINANCE

- 9.1 The club Financial Year shall date from January 1st to December 31st.
- 9.2 The Management Committee shall cause to be opened and maintained such accounts with such banks or financial institutions as it considers appropriate.
- 9.3 All monies received by the club shall be paid to the credit of the club account or accounts referred to above.
- 9.4 All withdrawals from the club account or accounts shall be by cheque, signed by any two (2) of the following - President, Vice President, Secretary, Treasurer.
- 9.5 Subject to the determinations of a General Meeting, money in any club account shall only be applied, by or with the authority of the Management Committee, and only for the purposes of the club.

- 9.6 The Management Committee shall cause to be kept proper accounts and records of the transactions and affairs of the club and shall do all things necessary to ensure that all payments out of the monies of the club are correctly made and properly authorised and that adequate control is maintained over the funds of, or in the custody of the club and over the incurring of liabilities by the club.
- 9.7 The Management Committee shall annually, arrange for an auditor to inspect the accounts and records of the club.
- 9.8 A member of the club, or an employee of a member of the club is not eligible to be appointed or act as auditor.
- 9.9 The Audited Financial Statement shall be presented to a General Meeting of the club as soon as practicable after the completion of the club financial year.

10. ASSETS

- 10.1 The Management Committee shall cause to be kept proper records of all property lent to, or owned by the club and shall ensure that adequate control is maintained over the use of all such property.

11. WINDING UP

- 11.1 In the event of the winding up or the liquidation of the club:
- a. all donors shall be given the right to repossess or otherwise dispose of the equipment and materials they donated,
  - b. all equipment purchased or constructed by the club shall be disposed of and the proceeds after payment of debts, shall be distributed at the sole discretion of the management Committee.

12. AMENDMENTS TO CONSTITUTION

- 12.1 No alteration to this Constitution shall be made except by resolution of a General Meeting of the club.
- 12.2 Advice of any proposed alterations to this Constitution must be mailed to all financial members of the club, at their last known address, at least 14 days prior to the meeting at which the proposals are to be considered.

December 1989