

Constitution

1. Name

The **Club** shall be known as the **Thurrock Acorns Amateur Radio Club**

2. Aims

The aims of the Club shall be to further the interests of its members in all aspects of amateur radio and directly associated activities.

3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Club.

- (a) **Full members.** Full members must be 18 years of age or over.
- (b) **Student members.** Student members must be under **25** years of age and in full-time formal education at the start of the financial year.
- (c) **Honorary members.** Honorary Life Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Club, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions.
- (d) **Guests.** Members may invite guests to meetings. No visitor may attend more than three meetings in each year.

All members shall abide by the constitution of the Club. 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 Club. No Member shall be expelled without first having been given an opportunity to appear before the Committee.

4. Subscriptions

- (a) The annual subscriptions for membership shall be set by the Committee.
- (b) Student member subscription shall be half the full subscription.
- (c) Students attending mandatory full-time education shall be free from subscriptions.
- (d) All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears have no voting rights.
- (e) The financial year shall run from **1st January** to **31st December**.
- (f) Subscription renewal is due on the 1st of January and a member shall be deemed to have resigned from the Club, if, by the 1st March the subscription has not been paid.
- (g) 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

All money received by the Club shall be promptly deposited in the Club's bank account. Withdrawals require the written agreement of; the Club's Treasurer and at least one other signatory of the Club's bank account, to be retained with the accounts. The Treasurer may, at their discretion retain a small secure float of an amount set by the Committee.

6. General Data Protection Regulation (GDPR)

The club is committed to complying with GDPR and safeguarding members' personal data.

- (a) Consent is obtained to record and share member's details and the hard copy sheet recording this is stored in a locked filing cabinet at the home of the Club Secretary who performs the role of Data Controller.
- (b) The information is transferred to a master excel spreadsheet which is password protected and encrypted by the Data Controller.
- (c) The membership list, and password, is shared only with:
 - The Chair, and Deputy Chair for compliance,
 - Treasurer, for financial audit,
 - Other members of the Committee for resilience if the Secretary is unavailable,
 - The Web Editor for issuance of reminders to members such as club events and renewal of subscriptions,
 - Radio Society of Great Britain (RSGB) for examination purposes who in turn need to share relevant information with OfCom for granting of radio licences,
 - Name and Call-Sign for Newsletter, Website, Twitter or external articles (e.g. RadCom),
 - As required by a legal authority
- (d) If a member requires the contact details of another member they must contact the Secretary by email who will pass their request to the member concerned who may then initiate the contact. The Secretary will only act as a conduit if both parties consent to their details being shared.
- (e) TAARC is a "not-for-profit" Club and exempt from some legislation.
- (f) Concerns should be addressed in the first instance to TAARC Chair.

- (g) The Chair can, at any time, require a copy of the master spreadsheet to ensure compliance.
- (h) Subject Access: A member can apply for a copy of the information we keep by application to the Club Secretary. You will receive the relevant line from the Excel document applicable to you. If a member wishes to change or delete any of their information at any time, they can do so by writing to the Secretary.
- (i) All club officials who at any time held such information will be required to confirm in writing (via email) to the Data Controller that such information has been permanently deleted or destroyed.
- (j) Members' details (all or in part) will be removed on request, or when it is no longer necessary (e.g. lapsed membership), or after 2 years unless a new consent is obtained. This applies to both the paper and electronic copies. A certificate to this effect will be submitted by the Data Controller as part of the Annual General Meeting.

7. Membership of the Club's Committee

The Club's affairs shall be administered by a Committee elected at the Annual General Meeting. The Committee, in whom the Club's property shall be vested, shall consist of:

- (a) **A Chairperson** who will preside at all meetings at which he is present. No member may hold this position for more than two consecutive years unless exceptional circumstances dictate otherwise. They may be re-elected after a break of one year.
- (b) **A Vice-chairperson** who will act as chair in the absence of the Chairperson.
- (c) **A Secretary** who will be responsible for:
 - (i) keeping the minutes of all meetings of the Club's ensuring that all correspondence is correctly handled.
 - (ii) maintaining a master roll of members and honorary members.
 - (iii) maintaining a register of Club equipment.
- (d) **A Treasurer** who will be responsible for:
 - (i) keeping the Club's accounts.
 - (ii) advising the Committee on all financial matters.
 - (iii) preparing the accounts for audit and presenting them at the AGM.
- (e) **Other Committee Members** required to achieve the aims of the Club.

8. Committee standing orders

- (a) The quorum for the Committee shall be at least **half**, including the Chairperson or Vice-chairperson. 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 Chairperson, the Secretary or any vote.

9. Annual General Meeting

- (a) The Annual General Meeting shall normally be held in **March** each year. At least 21 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be **half** the members of the Club.
- (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 Chairperson or the Vice-chairperson, item (vi) by an **acting Chair** who is not standing for election to office, and the remaining business by the newly elected Chairperson.
- (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.

10. Extraordinary General Meeting

- (a) Extraordinary General Meetings may be called by the Committee or not less than **a third** of the members of the Club, 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 **a third** of the members of the Club.

11. Amendments to the constitution

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

12. Winding up of the Club

- (a) The decision to wind up the Club may be taken only at an EGM.
- (b) The funds of the Club 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.

Constitution changed as agreed by members at an EGM on the 15th of May 2018 and applied by Dave (M5ABP) on 15TH May 2018.

Change Log

Update 3

Changes agreed by EGM on the 15th of May 2018. Changes applied by Dave (M5ABP) on 17th of May 2018

Section 6) General Data Protection Regulation (GDPR) added.

All subsequent sections being renumbered.

Update 2

Changes agreed by EGM on the 24th of April 2017. Changes applied by Gordon (M0WJL) On 24th of April 2017

All occurrences of inferred gender have been changed (ie Chairman to Chairperson)

3(b), appended by "at the start of the financial year."

4(a), clarified by adding sub-subsections (i) and (ii).

5, second sentence, "Withdrawals require the signature of the Club's Treasurer and one other nominated officer of the Club." replaced.

6(a), second sentence appended by: "unless exceptional circumstances dictate otherwise."

6(e), "**Three** Ordinary Committee Members." replaced.

6(f), sub-section removed.

7(a), ", including the Chairperson or Vice-chairperson." added to the first sentence.

8(b), "eight" replaced by "half the members of the Club"

8(d), changed from " outgoing Chairman, " to " outgoing Chairperson or Vice-chairperson, "

9(a), changed " **ten** members " to " **a third** of the members "

9(b), changed " **six.** " to " **a third** of the members of the Club."

Update 1

Changes agreed by EGM on the 19th of May 2015. Changes applied by: Gordon (2E0ELI) on 23rd of May 2015

4(c), changed from "A member shall have deemed to have resigned from the Club, if, by the following **31st December** the subscription has not been paid."