

## CONSTITUTION OF THE CAPE TOWN AMATEUR RADIO CENTRE



1. **NAME:** The Club shall be known as the Cape Town Amateur Radio Centre and will hereafter in this document be referred to as the Club
2. **LEGAL STATUS:** The Club is a voluntary association with its own legal identity which is separate from its individual members. The Club shall continue to exist even if the members change. The Club may own property, operate bank accounts, enter into contracts, and sue or be sued in its own name. The Club indemnifies its office bearers and members from personal liability arising out of any acts or omissions performed in good faith on behalf of the Club.
3. **OBJECTIVE:** To facilitate and co-ordinate activities in the greater Cape Town area with the aim of furthering the interests of its members in all aspects of Amateur Radio and allied activities. To support as much as possible the South African Radio League and the Western Cape Repeater Working Group.
4. **MEMBERSHIP:** There shall be the following Classes of Membership: -
  - 4.1 Ordinary Members;
  - 4.2 Honorary Life Members. This class of membership may be granted to any person who, in the opinion of the entire Committee, has rendered outstanding service to the Club, or to the South African Radio League. In the case of service to the SARL this must have been provided prior to 1st July 1996. Such membership shall carry the rights of full Ordinary Membership but shall be exempt from subscriptions for life.
5. **VISITORS:** Members may invite visitors to attend meetings or members of the public may attend meetings at the discretion of the Chairman.
6. **CONDUCT:** All members shall abide by the Constitution of the Club and the Amateur Code. The Committee shall have the power to refuse to renew the membership of any person whose conduct, in the opinion of at least 75% of the Committee, renders the member unfit to be a member of the Club.
7. **SUBSCRIPTIONS:**
  - 7.1 The annual subscriptions shall be set by the Committee.
  - 7.2 All subscriptions shall be due and payable in advance on 1<sup>st</sup> July each year.
  - 7.3 The financial year shall run from 1<sup>st</sup> July to 30<sup>th</sup> June of the next year.
  - 7.4 A member shall be deemed to have resigned from the Club if he/she has not renewed his subscription by 31<sup>st</sup> August i.e. within 62 days of due date.
8. **FINANCES:**
  - 8.1 The club shall open, maintain and operate from one or more bank accounts domiciled at one or more banks registered in SA.
  - 8.2 Withdrawals, cheques, electronic fund transfers and inter-account transfers shall require the signature or electronic authorisation of any one member of the Administrative Committee with the proviso that all such authorisations shall, in addition, be approved in writing or by email by a second member of the Administrative Committee
  - 8.3 A written statement of Income and Expenditure must be sent to each Committee member each month.

**9. ELECTION AND POWERS OF THE CLUB'S COMMITTEE:**

The Club's affairs shall be administered by a Committee elected by the members at the annual General Meeting. The Committee shall consist of:-

- (a) Chairman who shall preside at all the Club's meetings.
- (b) Secretary who will be responsible for:
  - 9.1 Keeping minutes of all formal meetings of the Club;
  - 9.2 Ensuring that all correspondence is efficiently handled;
  - 9.3 Maintaining a register of all Club members.
- (c) Treasurer who will be responsible for:
  - 9.4 Keeping the Club Accounts;
  - 9.5 Preparation of an Income and Expenditure statement monthly and sending these to each member of the Committee;
  - 9.6 Preparing the Accounts for Audit and presenting same at the Club AGM. These Accounts to include a statement of Income and Expenditure, a Balance sheet showing Assets and Liabilities and an Inventory of all equipment and furniture, etc if applicable.
- (d) Administrative Committee and Activity Convenors:
  - 9.7 The posts of Secretary, and of Treasurer, may be filled by one person.
  - 9.8 The balance of the Committee will comprise Activity Convenors who will be elected by members at the Annual General Meeting and who specifically undertake to manage a particular Activity on a recurring and on-going basis. No expenses for which the Club may be responsible may be incurred by the Activity Convenors without the permission of the Committee. Additional Activity Convenors may be co-opted during the course of the year by the Committee.
  - 9.9 The Chairman, the Secretary and the Treasurer, will make up an Administrative Sub Committee and have the authority to attend to the routine day to day running of the Club's affairs and settle routine accounts. If the Secretary and Treasurer posts are filled by one person, then the third member of the Administrative Sub Committee must be elected at the Annual General meeting by the members. The Administrative Sub Committee may however increase the size of the Sub Committee by Co-opting additional members if this is found to be necessary.
  - 9.10 All other matters will be the responsibility of the Committee. The Committee will only meet when a meeting is convened by the Secretary at the request of the Chairman, or by any two members of the Committee. The particular item/s that will be discussed must be quoted to the Secretary so that he may prepare a suitable Agenda in advance of the meeting.
  - 9.11 The Committee may elect one of the Committee as Vice Chairman. The Vice Chairman will act as Chairman whenever the Chairman is not present at a Club activity.
  - 9.12 Decisions at Administrative Sub Committee and Committee meetings will be by simple majority with the Chairman having an additional casting vote if the voting is equal. At both categories of meeting an attendance of 3 will constitute a quorum.
- (e) Honorary Auditor:
  - 9.13 An Honorary Auditor who need not necessarily be a qualified Professional Auditor must be elected at the Annual General Meeting. His responsibility will be to check the accounts for reasonability and will not be expected to undertake a full and complete audit of the books. The Hon. Auditor shall not be a member of the Committee.

**10. ANNUAL GENERAL MEETING:**

- 10.1 The Annual General Meeting will be held before the 31<sup>st</sup> July each year.
- 10.2 The quorum at an Annual General Meeting shall be 15% of the total membership eligible to vote at a meeting. If no quorum is present the meeting must be postponed to a date agreed

upon by the Committee. At the subsequent meeting only 10% of the members will constitute a quorum.

- 10.3 Notice of an Annual General Meeting must be given at least 14 days prior to the meeting and may be posted in the form of regular correspondence or by electronic mail sent to the address recorded in the club's database.
- 10.4 The Agenda for the Annual General Meeting must include at least the following:- Minutes of previous year's meeting, Report from Administrative Sub Committee, Election of Office Bearers and Activity Convenors (Nominations will only be valid if confirmed by the Nominee at the meeting personally or in writing from him in his absence.)  
Other Business  
(Items to be raised by members under Other Business must be conveyed to the Secretary in writing or by electronic mail not less than 7 days before the AGM.)

**11. SPECIAL GENERAL MEETING:**

- 11.1 Special General Meetings may be called by the Committee, or, by not less than 10 members of the Club by giving a written request to the Secretary giving details of the matter to be discussed.
- 11.2 The date of the meeting shall be the earliest convenient as decided by the Committee, but must be within 60 days of receipt by the Secretary of the request to call a meeting.
- 11.3 The Secretary must post written notice to all members at least 14 days before the meeting. Details of the matter/s on the Agenda must be given.
- 11.4 No matter, other than that quoted in the notice may be discussed at the meeting.
- 11.5 The requirements for a quorum and the procedure to be adopted, if there is no quorum, is the same as for an AGM.

**12. AMENDMENTS TO THE CONSTITUTION:**

The Constitution may only be amended by a two-thirds majority at either an Annual General Meeting, or at a Special General Meeting called for that purpose.

**13. AFFILIATION TO THE SOUTH AFRICAN RADIO LEAGUE:**

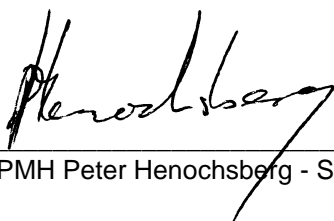
The question of affiliation to the SARL must be discussed at an Annual General Meeting of the Club and any decision in this regard must be made by the majority of members present at the meeting.

**14. WINDING UP THE CLUB:**

- 14.1 Any decision to wind up the Club may only be taken at a Special General Meeting called specifically for that purpose. At such a meeting signed proxies from members shall form part of the quorum.
- 14.2 In the event of the Club being wound up the funds of the Club must be given to an organization/s with similar interests and/or to a Charity or Charities as decided by the members at the SGM. In no circumstances may any of the Funds be passed on to members or ex-members.

Duly approved and signed at the Annual General Meeting in Cape Town on the 27<sup>th</sup> day of July 2013.

Signed: \_\_\_\_\_  
ZS1FW Noel Futter – Chairman

Signed:   
ZS1PMH Peter Henochsberg - Secretary