



# Irish Radio Transmitters Society

Established in 1932

Member of the International Amateur Radio Union

[www.irts.ie](http://www.irts.ie)



## Constitution and Rules

### Constitution

#### 1. Name

The name of the Society shall be "The Irish Radio Transmitters Society", which may be abbreviated to IRTS.

#### 2. Objects

Its objects shall be –

- to promote the study of Radio Communications and its practice between amateurs and experimenters,
- to represent the interests of its members both Nationally and Internationally,
- to facilitate and encourage radio experimentation,
- to obtain the maximum liberty of action consistent with safeguarding the interests of all concerned,
- to facilitate the exchange of information and ideas on this subject among its members and with other interested parties, and
- to participate in other organisations having similar objectives.

#### 3. Membership

Membership is open to any person who is interested in the objects of the Society.

#### 4. Executive

The affairs of the Society shall be managed by a Committee. The Committee may delegate any of its powers to sub-committees.

### Rules

#### Membership

- 1.1 Any person who is interested in the objects of the Society may be admitted to membership.

#### Admission of Members

- 2.1 Persons applying for membership must deliver to the Honorary Treasurer or other Committee member a form of application as prescribed by the Committee.
- 2.2 The form of application for membership shall contain an undertaking to abide by the Rules of the Society, and the regulations as laid down by the Licensing Authority and amended from time to time.

- 2.3 The Committee shall have absolute power to reject any nomination without assigning any reason for such rejection.

- 2.4 A person whose application for admission is accepted by the Committee shall, on payment of the first annual subscription, be admitted to membership of the Society.

#### Affiliation of Clubs, Societies or other bodies

- 3.1 The Society may grant affiliation to any club, society or other body interested in the objects of the Society as defined in the Constitution. Clubs, societies or other bodies which are granted affiliation do not have a vote at general meetings of the Society and have no interest in the property of the Society.
- 3.2 Application for affiliation must be made on a form of application as prescribed by the Committee.
- 3.3 The Committee shall have absolute power to reject any application for affiliation without assigning any reason for such rejection.
- 3.4 The application must be accompanied by the appropriate fee, and must be signed by five members of the Society of whom at least three must be holders of Amateur or Experimenters licences.
- 3.5 Affiliated clubs or societies shall promote the objects and support the policy of the Society.
- 3.6 If the Committee, after due enquiry, consider that any affiliated club, society or other body has engaged in conduct likely to bring the Society into disrepute, the affiliation in question may be terminated following the process set out in Rule 29.1.

#### Subscriptions

- 4.1 Subscriptions for members and affiliated organisations shall be as determined by the Committee from time to time, but subject to any maximum determined by the members in General Meeting. Different subscription rates, including concessionary rates, may be approved by the Committee based on factors including the location, licence status or personal circumstances of members.
- 4.2 Subscriptions shall be payable annually in advance.

- 4.3 The renewal date for new or re-admitted members shall be the first of the month following their admission or re-admission to membership.

### **Subscriptions in Arrears**

- 5.1 If any member shall permit his/her subscription to remain unpaid and in arrears for a period exceeding two months, the Committee may remove his/her name from the register of members.
- 5.2 If the arrears are paid in full before the former member's next renewal date, the Committee shall reinstate his/her name on the register of members.
- 5.3 If any member shall permit his/her subscription to remain unpaid and in arrears for a period exceeding one year, the Committee shall reinstate the former member's name on the register of members if and when either of the following conditions applies:
- (a) The former member pays all arrears in full.
  - (b) The former member reapplies and is re-admitted to membership under Rule 2.1.
- 5.4 A member whose subscription has been in arrears shall not be entitled to any property, goods or services provided to members for the period in which he/she was in arrears.
- 5.5 The provisions of all rules under the heading Subscriptions in Arrears shall apply also to affiliated clubs, societies and other bodies in like manner.

### **Continuous Membership**

- 6.1 Continuous Membership is calculated from the date of first admission to membership, or from the date of the most recent re-admission to membership if membership has lapsed at any time.
- 6.2 The Committee may grant concessions or privileges to members based on their length of Continuous Membership.

### **Financial Years**

- 7.1 The Society's financial year shall begin on the first day of January in each year, and end on the thirty-first day of December in that year.

### **Expulsion of a Member**

- 8.1 A member who is considered by the Committee, after due enquiry, to have engaged in conduct likely to bring the Society into disrepute may be expelled from membership of the Society following the process set out in Rule 29.1.

### **Committee**

- 9.1 The Committee of the Society shall consist of
- (a) The President – who will act as Chairman of the Committee – and
  - (b) The Vice-President, and
  - (c) Eleven members of the Society, who have been members for not less than three years, and of whom not more than two may be non-holders of amateur or experimenters licences, and
  - (d) Members co-opted under Rule 10.1 or Rule 10.2, and
  - (e) The Immediate Past-President, who shall be a member of the Committee for one year immediately following his/her term as President, if willing to serve.
- 9.2 Seven members of the Committee shall form a quorum.
- 9.3 Each Committee member, present at a Committee Meeting, shall be entitled to vote.
- 9.4 So far as possible the Chairman of the Committee shall endeavour to reach decisions by consensus. However, where a vote is necessary decisions shall be by simple majority of those present and entitled to vote.
- 9.5 In the event of an equality of votes on any question at a Committee Meeting, the Chairman shall exercise a second or casting vote.
- 9.6 Members who are not Committee members under Rule 9.1 but who are in attendance at a Committee meeting through their holding of an office or because they are representing an affiliated club, society, other body or region, shall not be entitled to a vote.
- 9.7 The Committee shall conduct the affairs of the Society, and shall present a report to the Annual General Meeting.

### **Co-option to Committee**

- 10.1 If a vacancy should occur on the Committee, from among those referred to under Rule 9.1(c), the Committee shall have power to co-opt a member for the remainder of the year.
- 10.2 In addition, the Committee shall have power to co-opt not more than three additional members for the remainder of the year.

### **Terms of Office**

- 11.1 The President, Vice-President and members of the Committee shall be elected annually as provided in Rules 23 and 24, and shall hold a term of office until the next Annual General Meeting or until their successors have been elected.

- 11.2 No person may hold the office of President for more than three consecutive terms.
- 11.3 No person may hold the office of Vice-President for more than three consecutive terms.
- 11.4 No person who is a member of the Committee under Rule 9.1(c) may serve more than three consecutive terms.
- 11.5 Notwithstanding Rule 11.2, a retiring President may continue to be a member of the Committee, as provided in Rule 9.1(e) irrespective of the period of his/her term of office as President.

**Meetings of the Committee**

- 12.1 Committee meetings, of which there shall be at least six during the year, shall be held on such dates, and at such times and places as may be arranged by the Committee.
- 12.2 The business at Committee meetings shall be as set out in the notice convening such meetings.

**Absence from Meetings**

- 13.1 A member of the Committee absent from more than three consecutive Committee meetings shall, unless excused by virtue of having tendered an apology, be deemed to have vacated office, and the Committee shall have power to fill the vacancy under Rule 10.1.

**Sub-committees**

- 14.1 The Committee shall have power to appoint sub-committees to carry out any duties which in the opinion of the Committee could best be dealt with by a sub-committee.
- 14.2 Non-members of the Committee may be appointed to serve on sub-committees.
- 14.3 Sub-committees shall have such power as is delegated to them by the Committee of the Society.

**Officers**

- 15.1 As soon as practicable after the Annual General Meeting, the President shall have a Committee meeting convened, at which the Committee shall, from amongst their own number, elect the Honorary Secretary and Honorary Treasurer.
- 15.2 The Committee may also at this meeting, or as soon as practicable thereafter, appoint Officers to perform such duties as the Committee may allot to them. While the persons appointed to such posts must be members of the Society, they need not necessarily be chosen from the members of the Committee. However, they may attend and participate in committee meetings as the circumstances require.

- 15.3 If the Committee, after due enquiry, determines that an Officer is not carrying out his or her duties in a satisfactory manner, the officer may be removed from that office following the process set out in Rule 29.1. In this respect, "Officer" includes all those appointed under Rules 15.1 and 15.2 as well as Regional Representatives appointed under Rule 17.2 and Trustees elected under Rule 32.1.

**Representatives of Affiliated Clubs and Societies**

- 16.1 The members in each affiliated club, society or other body may elect a representative and an alternate annually to attend Committee meetings, subject to including among their members at least five paid-up members of the Irish Radio Transmitters Society .
- 16.2 The name of this representative and alternate, who must be a member of the Irish Radio Transmitters Society, is to be advised to the Honorary Secretary for accreditation not later than two weeks after the club or society AGM of the appropriate year.

**Regions**

- 17.1 The area administered by the Society shall be divided into Regions, the number and boundaries of which are to be determined by the Committee from time to time.
- 17.2 In each Region, the Committee may annually appoint a member of the Society to represent the Society's interests within that Region, to be known as the "Regional Representative". Regional Representatives may attend and participate in Committee meetings as necessary.

**President**

- 18.1 The President shall chair all meetings of the Society.
- 18.2 In the absence of the President, the Vice-President shall undertake his/her duties.
- 18.3 In the absence of both the President and the Vice-President, a Chairman shall be elected from the members present at the meeting.
- 18.4 The President shall formally address the Society during his/her term of office.

### **Honorary Secretary**

- 19.1 The Honorary Secretary –
- shall be responsible for the proper recording and preservation of the decisions taken at all meetings of the Society and of the Committee, and
  - shall issue all notices of meetings of the Society and the Committee.

### **Honorary Treasurer**

- 20.1 The Honorary Treasurer –
- shall have charge of all Society funds,
  - shall keep correct accounts and books showing the financial affairs, receipts and disbursements of the Society,
  - shall present to the Committee regular financial statements and submit to the Annual General Meeting an audited Statement of Accounts as required under Rule 26.2, and
  - shall keep, or arrange to have kept, an up-to-date register of all members.

### **Bank Accounts**

- 21.1 The funds of the Society shall be deposited in accounts in approved banks or other financial institutions.
- 21.2 All payments must have the sanction of the Committee.
- 21.3 Cheques drawn on the Society's bank account shall be signed by the Honorary Treasurer and any one of the following: the President, the Honorary Secretary, or another member of the Committee who has been nominated for this purpose and duly authorised by resolution of the Committee.

### **Retirement or Resignation**

- 22.1 Upon retirement from any office or appointment or on resignation from the Society, the person concerned shall hand over to his/her successor, or to the President, all funds, books of account, minute books, trophies or other Society property in his/her possession or under his/her care.

### **Nominations for Office**

- 23.1 The Committee shall, at least twenty-eight days prior to the Annual General Meeting, send to all paid-up members a list showing the nominees of the Committee for the offices of President and Vice-President, and also nominees for each of the eleven Committee positions specified in Rule 9.1(c), who are eligible and willing to serve for the ensuing year.

- 23.2 The names of the other members eligible and willing to serve as President, as Vice-President or as Committee members shall be added to the list upon receipt of nominations in writing, by any ten members in the case of a nominee for the Presidency or Vice-Presidency, or by any two members in the case of a nominee for any of the eleven Committee positions.

- 23.3 Nominations under Rule 23.2, accompanied by the written consent of the nominees, shall be addressed to the Honorary Secretary, and must reach him/her within fourteen days of the list being issued under Rule 23.1.

### **Election**

- 24.1 If, following the time stipulated for receipt of nominations under Rule 23.3, more than one valid nomination has been received for the office of President or for Vice-President, or if the number of valid nominations for membership of the Committee exceeds the number specified under Rule 9.1(c), voting papers containing the names of all persons duly nominated for such offices or membership of the Committee shall be prepared by the Honorary Secretary and sent to all members. To be eligible for inclusion in the election, each voting paper must be completed and returned to the Honorary Secretary by the date mentioned therein.
- 24.2 Should no additional valid nominations have been received by the Honorary Secretary by the expiry date as mentioned above, the persons named on the list originally sent out by the Committee shall be deemed to have been elected and it will not be necessary to prepare or issue voting papers.

### **Auditors**

- 25.1 Two members of the Society shall be elected as Honorary Auditors by a simple majority of votes of members at each Annual General Meeting.
- 25.2 The Honorary Auditors shall audit the accounts for the current year and, if found in order, shall certify them for submission to the next Annual General Meeting.
- 25.3 In the event of either or both the Honorary Auditors being unable to act for any reason, the Committee shall appoint a member or members, not being members of the Committee, to perform the duty.
- 25.4 No officer of the Society or member of the Committee shall be eligible to act as auditor for any year or part of a year during which he/she held office or was a member of the Committee.

25.5 The Committee may appoint a professional auditor to audit the accounts for any year, in which case the Honorary Auditors will not be required in that year.

### **Annual General Meeting**

26.1 The Annual General Meeting of the members shall be held during the months of March or April in each year at such time and place as may be appointed by the Committee.

26.2 At such meeting an audited statement of the accounts of the Society for the year ended on 31st December prior to the meeting shall be laid before the members with the report of the Committee for that year.

26.3 The Honorary Secretary shall send to each member at least twenty-eight days notice of an Annual General Meeting, such notice to include an agenda for the meeting.

26.4 An attendance of 25 members, or 5% of the then current members, whichever is the lesser, shall constitute a quorum for the Annual General Meeting.

### **Special General Meeting**

27.1 A Special General Meeting shall be convened by the Honorary Secretary when required by the Committee to do so, or at any time not more than 8 weeks after receipt by him of a requisition, stating the purpose for which the meeting is required, and signed by at least 30 members.

27.2 No business or matter other than that contained in the Notice convening the meeting, as issued by the Honorary Secretary, shall be discussed at a Special General Meeting.

27.3 The Honorary Secretary shall send at least twenty-eight days notice of a Special General Meeting to each member.

27.4 An attendance of 25 members, or 5% of the then current members, whichever is the lesser, shall constitute a quorum for a Special General Meeting.

### **Voting**

28.1 With the exception of any member who is a minor under the Age of Majority Act, 1985, each member shall have one vote on any issue at a General Meeting.

28.2 Voting at General Meetings shall be conducted as follows –

- In the case of an election for the office of President or Vice-President or membership of the Committee, voting shall be by way of a poll, with ballot papers distributed by post as

provided for in Rule 24.1. Members who have not returned ballot papers ahead of the meeting may complete a ballot paper at the meeting. The candidate(s) obtaining the most votes will be deemed to be elected.

- Any decision to proceed with an expulsion, removal or termination under Rule 29.1(d) will be carried out by way of secret ballot among the members present at the meeting. The outcome of this ballot will be determined by a simple majority of those voting.
- In all other cases, voting will be by way of a show of hands. With the sole exception of votes on changes to the Constitution or Rules, as noted under Rule 34.3, such issues will be decided by a simple majority of those present and voting.

28.3 In the event of an equality of votes on any question, other than an election, the presiding Chairman shall exercise a second or casting vote.

28.4 In the case of a contested election under Rule 24.1, the names of the candidates on the voting papers shall be in alphabetic sequence, by surname, for each contested office.

28.5 In an election for the office of President or Vice-President, each voting member shall give one vote to one candidate for each office. The candidate receiving more votes than any other candidate for such office shall be deemed to be elected.

28.6 In an election for Committee members to be elected under Rule 9.1(c), each voting member shall give one vote to each of a maximum of eleven candidates. The eleven candidates receiving more votes than any remaining candidates shall be deemed to be elected.

28.7 In the event of a postal vote or secret ballot, three scrutineers shall be appointed from the floor of the Annual General Meeting or Special General Meeting as the case may be.

28.8 No election candidate may be a scrutineer.

28.9 The scrutineers shall open and count the votes, and report the result to the presiding Chairman, who shall announce the result to the meeting.

28.10 The decision of the scrutineers on the validity of any voting paper shall be final.

28.11 In the event of a tie in an election, the scrutineers shall draw lots, in the presence of the Meeting, to decide the result.

### **Expulsion of a Member, Removal of an Officer or Termination of Affiliation**

29.1 Where consideration by the Committee of one of the following arises –

- expulsion of a member, under Rule 8.1,
- removal of an Officer, under Rule 15.3, or
- termination of affiliation, under Rule 3.6,

then the following provisions shall apply:

- (a) The member, Officer, club, society or other body involved (the “respondent”) shall be informed in writing of the proposed expulsion, removal or termination and the reasons for the proposed move.
- (b) Within 21 days of being so notified the respondent may submit a written response to the notification, which must then be considered at a Committee meeting. The response may include a request to address the Committee, which request shall not be unreasonably refused.
- (c) Having considered any response received in accordance with (b) above – including if relevant a personal address by the respondent or his/her/its representative – the Committee may then make a decision on the expulsion, removal or termination, as the case may be.
- (d) If the decision of the Committee is to proceed with the expulsion, removal or termination, the respondent shall have the right to appeal to, and be heard at the next Annual General Meeting of the Society which shall have the power to ratify or reject the action of the Committee. Notice of such an appeal must be submitted not more than 21 days after the Committee’s decision is communicated to the respondent and not less than 56 days prior to the Annual General Meeting.

### **Exclusions From Discussions**

30.1 Matters of a sectarian, religious or party political nature shall be excluded from all discussions at Society meetings.

### **Legal Actions**

31.1 The Society shall sue in the name of the Honorary Secretary or such other Officer as may be determined by the Committee.

### **Trustees**

32.1 The members in General Meeting shall have power to elect Trustees for the purpose of holding the Society's interest in property or investments for the benefit of the members. The Trustees shall not be beneficially entitled to any of the property or assets of the Society.

32.2 The Trustees, who shall be members of the Society, shall deal with the property and investments of the Society as directed by the Committee, and insofar as the assets of the Society may be deficient, the Trustees and the Committee members shall be indemnified by the members of the Society against liability and expenses incurred by them, by reason of their position as Trustees or members of the Committee, unless they act negligently or in bad faith.

32.3 Trustees shall hold office for life, subject to these Rules, until resignation or removal from office or resignation from membership of the Society.

32.4 Trustees may attend Committee meetings but shall not have voting rights.

### **Honorary Memberships**

33.1 Honorary Membership, or the position of Honorary Vice-President of the Society, may be conferred by the Committee on persons who in their opinion have rendered distinguished service to the Society or who have made an acknowledged eminent contribution to Amateur Radio, or to radio research, communication or experimentation, or to a related subject.

33.2 The Committee shall announce the names of such persons at the next Annual General Meeting.

33.3 Honorary members, including Honorary Vice-Presidents, shall have all the rights and duties of members, except that they shall not be liable to pay an annual subscription.

### **Alteration of Constitution or Rules**

34.1 No alteration or amendment to the Constitution or Rules of the Society shall be made unless proposed in writing by the Committee or by at least thirty members.

34.2 Every such proposed alteration or amendment shall be discussed and voted upon at a Special General Meeting held not more than eight weeks after the proposal thereof.

34.3 No alteration or amendment to the Constitution or Rules shall be deemed to be carried unless supported by the votes of at least two-thirds of the members present and voting at such Special General Meeting.

**As adopted by the society at  
a Special General Meeting  
on 25 April 2010.**