

Radio Licences
Register of Members
Minutes Books
Model Rules

The Treasurer shall be responsible for the safe keeping of the following:-

Assets Register
Cheque Book
Financial statements

The assets of the Association shall be stored as the Management and Steering Committees see fit, as decided from time to time.

These By-Laws were initially adopted at a Combined Management and Steering Committee Meeting of the Darling Downs Radio Club Inc. on the 14th of October 1992.

T.P. Walters VK4KTP

Honorary Secretary.

DDRC Inc.

BY-LAWS

of the

DARLING

DOWNNS

RADIO

CLUB

INC.

Reprinted 2015, as amended to the 27th of July 2015

Throughout these By-Laws, various entries have a "Rule number" or a "Rule number.()", appended at the end. This appendage refers to the relevant entry in the *Rules of the Darling Downs Radio Club, Inc.*

43. Funds and Accounts

The Management Committee shall have liability not exceeding \$50.00 per member for immediate availability without prior ratification under the terms of the Model rules (e.g. as two persons are required to sign cheques, \$100.00 is available for utilization outside recognized and recurring debts. If three signatures are on the cheque and cheque butt, then \$150.00 is available).

All payments are to be tabled for ratification at the next Management Committee meeting after payment. Rule 28.(7)

While the Treasurer is, in the first instance, responsible for Bank Account Numbers, Access Codes, and Passwords, for On-Line Banking, and Electronic Funds Transfer (EFT), a copy of all these details is also to be held by the Secretary. Such details are to be reviewed, annually, immediately after the Annual General Meeting, and changed as necessary.

44. Petty Cash

The Secretary shall be advanced a sum of \$20.00 for expenses, the utilization of which shall be on the imprest system. Receipts and cash balance statements are to be available on request. Rule 28.(6)

45. Documents

The Secretary shall be responsible for safe keeping of the following:-

- Attendance Book
- By-Laws
- Common Seal
- Incorporation Document
- Insurance Documents

The findings of those elected to report on such ballot shall not be questioned. Rule 24.(5)

41. Minutes of Meetings

The minutes of all meetings shall be available at the next like meeting of the Association. Social gatherings shall require no formal minutes to be recorded. Rule 24.(10)

42. Common Seal

The Common Seal of the Darling Downs Radio Club, Inc, must be kept in the custody of the Secretary.

Each instrument to which the Seal is attached must be signed by a member of the Management Committee, and countersigned by:-

- a. the Secretary, or
- b. another member of the Management Committee, or
- c. one member of the Steering Committee.

The Common Seal must not be affixed to any instrument except by the authority of the committee, and the affixing of the Common Seal must be attested by the signatures, either of two members of the Management Committee or, of one member of the Management Committee, and one member of the Steering Committee. Rule 27.

All uses of the Common Seal should be recorded in a special register. The register provides a convenient record of the use of the Common Seal together with a cross reference to the Management Committee minute authorizing its use.

By-Laws of the Darling Downs Radio Club Inc.

The following rules for the conduct of business and debate shall be known as:-

By-Laws of the Darling Downs Radio Club Inc.

These By-Laws, or any part thereof, may be suspended, altered or repealed only at a General Meeting of the Association held for that purpose. No other business may be conducted at such meeting.

1. A General Meeting for the purpose of changing the By-Laws shall be convened by the Secretary on the requisition, in writing, signed by not less than one third of the members of the combined Steering and Management Committees, which requisition shall clearly state the nature of the business to be transacted; or
2. A General Meeting for the purpose of changing the By-Laws shall be convened by the Secretary on the requisition, in writing, signed by a number of financial members, not less than two times the number of members of the Management Committee plus one, which requisition shall clearly state the nature of the business to be transacted.
3. Not less than fourteen days notice shall be given by the Secretary to members of a General Meeting being held for the purpose of suspending, altering or repealing the By-Laws. Such notice shall clearly state the nature of the business to be discussed thereat.
4. Such notice shall be deemed given, if such notice is advertised on the Club's nets, or by email. Members unable to receive net broadcasts or access email, should advise the Secretary, in writing, that an alternate method of notice is required. It is the individual member's responsibility to ensure that the contact details held by the Secretary

are correct.

5. In any other such matter affecting a General Meeting held for the purpose of suspending, altering or repealing the By-Laws, the Model Rules 22. (1) to 24. (10) shall affect same.

CONDUCT OF BUSINESS

1. Agenda

The agenda or normal order of business at all meetings shall be as follows:-

- Apologies
- Visitors
- Confirmation of previous Minutes
- Business arising thereof
- Correspondence
- Business arising thereof
- Elections, if any
- Financial Report
- Reports from Members / Committees
- Business arising thereof
- Question time
- Membership Applications / Terminations
- General Business

2. Priority of Motions

Procedural motions shall take precedence at all times. Foreshadowed motions, Executive motions, and motions in writing shall take precedence in General Business.

Notices shall clearly state the nature of business to be transacted at such meetings.

Social gatherings of the Association shall occur on the fourth Monday night of each month at the time nominated by the Management Committee. At this gathering, a brief resume of the combined Steering and Management Committee's activities for the previous month shall be presented, however it shall not be used as a forum for discussion. Sufficient information is to be presented however, for those present to consider whether a formal meeting shall be requisitioned.

Notwithstanding the above, there will be NO formal meetings of the Association held between midnight on the second Monday in December, and the third Sunday in January.

39. Notice of Meetings

Except if such notice of meetings and agenda is required in writing, notice shall be deemed to be given if such notice is given over the Club's nets on HF, VHF, and UHF, and/or to an email address listed on the Members Register. Members unable to receive net broadcasts or access email, should advise the Secretary, in writing, that an alternate method of notice is required. Rule 23.(2)

It is the individual Member's responsibility to ensure that up-to-date contact details are recorded on the Members Register.

40. Secret Ballots

The Chairman shall appoint two members of the Association (one from the combined Steering and Management Committee, and one member not holding a position in the Association apart from membership) to conduct the secret ballot.

35. Register of Members

Members shall only have access to the section of the Register pertaining to themselves and/or their spouse, and in the company of one or more members of the Management Committee. Rule 10.(3)

Members shall not disclose information, nor cause information contained within the Register to become general knowledge.

Any member found guilty of such action shall be expelled from the Association absolutely, and will be ineligible for membership.

36. Management Committee and Steering Committee

The Management Committee shall consist of President, Vice-President, Secretary and Treasurer only.

The Management Committee shall be assisted by a Steering Committee consisting of no more than four (4) financial members who shall be elected from the floor at the Annual General Meeting.

37. Annual General Meeting

The Annual General Meeting shall be held on the fourth (4th) Monday in July, unless delayed by the requirements under Rule 28.(9). Whereby it will be held on the fourth Monday in August. Rule 20.(1)

38. General Meetings

General Meetings shall be held when requisitioned by at least one third of the members of the combined Steering and Management Committees; or when requisitioned in writing by financial members, the number being two times the number of members of the Management Committee plus one.

3. Questions

Questions relating to the affairs of the Club may be put to the Chairman, or through the Chairman to any member.

4. Debate on Answers

Matters contained in answers to questions shall not be debated at that stage.

5. Censure and No-Confidence

Censure motions and motions of no-confidence shall require written notice.

RULES OF DEBATE

6. Intending Speakers

Every member desiring to speak shall either raise their hand or rise in his place and address the Chair. He shall not proceed to speak unless and until he has been addressed from the Chair. All remarks and debate shall be addressed to the Chair only.

7. Order of Speakers

When two or more members rise to speak, the Chairman shall call upon the member who, in the opinion of the Chairman, first rose.

8. Chairman on Feet

Whenever the chairman rises during a debate, any member then speaking or offering to speak shall sit down, and the Chairman shall be heard without interruption.

9. Chairman in Debate

The Chairman may, if he so desires, take part on any debate but shall not move or second a substantive motion unless he first vacates the Chair and invites a temporary Chairman to take his place.

10. Speaking Twice

No member shall speak twice on the same question except in explanation, or by right of reply, or unless the meeting is in Committee, or unless he has special leave of the meeting.

11. Reservation of Speech

The seconder of a motion or amendment may reserve his speech.

12. Right of Reply

A reply shall be allowed to a member who has moved a substantive motion, but not to any member who has moved an amendment. After the mover has commenced his reply, no other member shall speak on the question. The mover shall not be heard in reply until the Chairman has asked if any other member desires to speak or a motion under clause 18 has been passed.

13. Question Put

No member may speak to any question after it has been put by the Chairman and the show of hands or ballot taken thereon.

14. Amendment or Withdrawal by Consent

A motion may be amended or withdrawn by the mover with the consent of the seconder, but should either the amended motion or the original motion be withdrawn, any member present may move the

Fees paid between 1st Oct and 31st Dec inclusive shall be 75% of annual fees due and only be available to new membership applications.

Fees paid between 1st Jan and 31st Mar inclusive shall be 50% of annual fees due and only be available to new membership applications.

Fees paid between 31st Mar and 30th Jun inclusive shall be 100% of annual fees due and cover membership dues until 30 Jun the FOLLOWING year.

33. Management Committee Meetings

That meetings of the Management Committee be meetings open to all financial members, however no voting privileges exist. Association members without voting privileges attending such meetings shall be entered into the Attendance Register as VISITORS. (Any attendee not a voting committee member shall be deemed a 'visitor')

Not less than fourteen days written notice shall be given for Association members wishing to address Management Committee meetings. Such notice shall clearly state the nature of such business to be discussed thereat. Rule 15.(6)

34. Appeal against Termination or Rejection of Membership

Notwithstanding Rule 9.(3), any member appealing against termination of membership shall be considered a financial member until the conclusion of the appeal. Rule 9.(3)

Notwithstanding Rule 9.(3), any member appealing against rejection of membership shall not be considered a financial member until the successful conclusion of the appeal. Rule 9.(3)

Life membership shall be available to:-

Any person or persons, who through their actions, be it directly associated with Amateur Radio or not, achieve outstanding results, dedication beyond the commonly accepted normality, or other outstanding qualities that the members or Management Committee of the Association desire to bestow recognition of such actions.

Life membership shall be by the following procedure:-

Nomination with signatures of nominee, proposer and seconder accompanied with a brief resume of event/s or actions leading to the nomination to be lodged with the Secretary no later than fourteen days prior to the Management Committee meeting at which such nomination is to be tabled.

Acceptance of such nomination shall be advised at the next General Meeting.

The bestowal of life membership shall relieve the payment of membership fees, however other fees as set from time to time shall remain due. Rule 4.(1)

Members not grouped into one of the categories mentioned above, shall be classed as Ordinary Members and shall pay full membership fees as decided by the Association from time to time. Rule 4.(1)

Fees are currently [2015/2016] in the ratio of \$19 / \$25 / \$30, being for Student / Pensioner / Ordinary, or any ratio considered suitable by any General Meeting, with an emphasis on low student fees being retained.

Fees paid between 1st July and 30th Sep inclusive shall be 100% of annual fees due.

motion or amended motion at that meeting. After a motion has been moved and seconded, in open meeting, it may be only withdrawn by leave of the meeting.

15. Amendments

- a. Whenever an amendment, duly moved and seconded is made upon any motion, no second amendment shall be taken into consideration until the first amendment shall have been disposed of.
- b. If that amendment be carried, it shall then be put as an original motion, upon which a further amendment may be moved.
- c. If the first amendment be negated, then a further amendment may be moved to the original motion, but only one amendment shall be submitted to the meeting for discussion at any one time.
- d. When amendments have been proposed and negated or withdrawn, the question shall be put as originally proposed.
- e. An amendment whose effect would be to negate or completely alter the intention of the original motion shall not be considered.

16. No Seconder

Any motion or amendment not seconded shall not be further discussed. "Lapsed for want of a seconder" shall be the only entry made in the Minutes beside the motion.

17. Relevancy, Courtesy and Decorum

- a. The Chairman shall confine every member to the subject matter of debate, and shall call to order, any member who shall make personal reflections upon, or impute improper motives to another member.
- b. It shall not be in order for any member to interrupt a speaker except for through the Chairman.
- c. A member who considers themselves to have been misrepresented by a speaker, may, by leave of the meeting and/or the Chairman, interrupt the speaker in order to correct the alleged misstatement, but they shall not be permitted to enter into argument.
- d. No member shall speak unless there is a motion on the books, or is required by the Agenda, or by leave of the meeting or unless the meeting is in Committee.

18. Procedural Motions.

A motion on any subject shall not be submitted until the motion under discussion shall have been disposed of. The motion under discussion may be disposed of by withdrawal, adoption, or rejection of the motion, or by one of the following motions:-

- a. **GAG:** "That the motion now be put". Discussion, amendment or adjournment are not allowed. It may be applied to an amendment as well as a motion. The Chairman has absolute discretion whether to accept it or not; he should be satisfied that the matter has been reasonably and adequately debated. The motion may be moved while another person is speaking.

30. Specific Questions

No specific question or motion need be on the books to allow discussion.

31. Contempt

The Chairman may call to account any member he considers to be acting in a manner as to constitute contempt to the Chair.

The meeting may demand an apology, expel the member from the meeting, "hear him no longer" for the duration of the meeting, or set some other suitable punishment as it sees fit.

32. Classes of Membership

Student membership shall be available to:-

- a. Any person who is presently enrolled in day full-time Secondary education classes; or
- b. Any person who is currently at Tertiary institutions, and has gone directly into full or part-time Tertiary education from Secondary education and shall pay Student membership fees, the value as decided by the Association from time to time. Rule 4. (1)

Pensioner membership shall be available to:-

All aged, invalid or other classes of State pension recipients who currently hold valid pension cards and shall pay Pensioner membership fees, the value as decided by the Association from time to time. Rule 4.(1)

All financial motions must be in the hands of the Treasurer at least seven (7) days prior to the meeting at which they are to be tabled. The Chairman may refuse to accept any such motion not so presented, with the exception of Budget Amendment motions.

28. Committee of the Whole

A committee of the whole may be appointed at any time by the resolution:- "That this meeting do now resolve itself into a Committee of the Whole".

The matters referred to this Committee shall be those requiring attention to detail, a report or for any other purpose. On the Association about to discuss the details of the Estimates of the Budget, it shall be assumed to go automatically into Committee. Similarly also at the Financial Statement at the Annual General Meeting.

Debate on the details of proposed Rules and By-Laws, etc., according to the discretion of the meeting, shall be considered in Committee, after adoption of the proposals.

When the matters referred to the Committee have been disposed of, the Association meeting shall resume, and the report of the Committee shall be proposed to the meeting for adoption of the principal of the proposals.

29. Reports of Committee of Whole

When the matters referred to the Committee have been disposed of, the Association meeting shall resume, and the report of the committee shall be proposed to the meeting for adoption, implementation or otherwise disposed of.

On the motion being passed, the mover of the original motion has the right of reply, and the vote must then be taken without further debate.

b. **ADJOURNMENT OF DEBATE:** The adjournment must be to a definite date and time and place. The meeting continues but the particular motion is adjourned. The motion can only be moved at the conclusion of a speech.

Amendments as to time and place and date of the adjourned debate are the only amendments permissible. The mover has the right of reply and the right to re-open the debate in its subsequent resumption, but otherwise the rule regarding second speeches applies.

Although at first rejected, a motion to adjourn debate may be moved again at a later stage of the discussion.

c. **ADJOURNMENT OF MEETING:** The adjournment of the meeting may be moved during the course of the debate in a particular matter, but only by a person who has not moved, seconded, or spoken to that matter or any amendment thereto.

The only amendment allowed is to time, place, and date of the adjourned meeting. If no date is fixed, it shall be the next General Meeting of the Association. If a date is specified, the adjourned debate takes precedence over any other business at that meeting.

19. Priority of Procedural Motions

Irrespective of the fact that there is a substantive motion on the books, a procedural motion may be moved, and if accepted and in order, shall take precedence.

20. Putting the Question

At the close of discussion on a question, the Chairman shall request the Secretary to read the motion, or motion as amended. He shall then put the question to the meeting.

Amendments shall be disposed of in a similar manner.

21. Point of Order

Any person may at any time rise and address the Chairman on a "point of order". The member then speaking resumes his seat at once until the point of order has been decided. The objector must state at once he is taking a point of order and must confine his observations to the point of order raised. A point of order should be taken immediately the breach occurs. A speaker brought to order should be given the opportunity to speak briefly on submissions, but new matter must not be introduced nor the point debated. Every point of order raised must be followed by a definite ruling and the Chairman's decision is final and may not be discussed.

22. Point of Information

Points of information may be asked and given, but they must be relevant to the discussion. The Chairman has an absolute discretion whether to allow them or not.

23. Chairman's Ruling

The decision of the Chairman, on the interpretation of Rules and By-Laws, practices, procedures, and on all points of order, shall be final and binding on the meeting.

24. Disorder Adjournment

In the event of a meeting getting out of control, or in the event of riotous behaviour or other conduct leading to the hurt or neglect of the Associations' business, or for any such cause deemed sufficient by him, the Chairman may at his discretion adjourn or declare closed the meeting.

25. Dissent from Chairman's Ruling

Notwithstanding anything contained within these By-Laws or the Model Rules, the ruling of the Chairman may be challenged by the motion:- "That this meeting dissents from the Chairman's ruling". On such a motion being proposed and seconded, the Chairman shall vacate the Chair, inviting the Vice-President to succeed thereto without motion. In the event that the Vice-President is absent or won't succeed to the Chair, a financial member may be appointed for the duration of the dissenting motion only.

The mover of the motion shall speak thereto; the deposed Chairman shall reply, and the motion shall be put without further debate. On such a motion there shall be no issue of confidence, and immediately after the vote, the deposed Chairman shall resume the Chair.

26. Time Limits

No member shall speak on any question for more than five (5) minutes at the most without leave of the meeting.

27. Budget Estimates and Financial Motions

Budget estimates shall be provided by the Treasurer at the next meeting, provided at least one weeks notice has been given.