

# Bylaws of the South East Radio Group Incorporated

Updated 19<sup>th</sup> February 2019

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### **Access to clubrooms**

Any full member who wishes to access the clubrooms out of meeting times may do so and use the equipment using their own callsign/portable and their own licence conditions.

Speak to one of the key holders and they will meet you at the clubrooms to provide entry and lock up afterwards. If an accidental alarm activation occurs, you must ring Blue Lake Security, 87 235664. Their number is also on the outside of the main door.

If the equipment is used it is important to leave it as you found it. For example the TS2000 and its power supply (it also powers the remote internet equipment) and beam rotator must be left on. Volume control must be left fully off. Other equipment should be turned off.

### **Management Committee meetings**

These must be held at least 4 times per club year and may be held concurrently with a business meeting. Meetings may be face to face or via electronic means. The President and Secretary will develop the Agenda. The secretary will take the Minutes of the meeting or, in his/her absence, a person will be nominated from within the committee. Any member of the executive may call an unscheduled meeting of the Committee providing at least 3 days' notice is given.

The meeting shall be chaired by the President or, in his/her absence, the Vice President or if neither are present, a person from the committee chosen by agreement of those attending. All members have one vote although in the event of a tied vote the President will also have a deciding vote.

The executive shall consist of the President, Vice President, Treasurer and Secretary. A quorum shall be half the committee members plus one.

### **Budget**

The Management committee will prepare a draft budget at least one month before the AGM. This will build on ideas from members gained by email and at meetings. Ideas and an estimate of their cost will be collated by the Treasurer before the committee meeting. An example timeline: Members emailed and canvassed (June), Committee develop budget (July), AGM (August).

### **Holders of the keys**

The President, Vice President, Secretary and Treasurer shall each be provided with a key to the clubrooms to be returned to the secretary at the completion of their service.

The remainder of our keys shall be distributed as determined at the AGM.

Conditions for holding a key in addition to the office bearers mentioned above are:

- It is highly desirable that there be at least one key holder in each of Mt Gambier and Millicent.
- The person should be accessible so that others may access the clubrooms (See **Access to Clubrooms**).
- Key holder names to be shown in the key register held by the secretary.

### **Urgent decisions**

If an urgent decision must be made that absolutely cannot wait for a Management Committee Meeting, any two of the Executive (President, Vice President, Secretary or Treasurer), one of whom must be the President or the Vice President, may make a decision. It is highly desirable that every effort must be made to involve all Management Committee members before using this process.

### **Duties of the President**

- To chair meetings of the club and Management Committee except that chairing of the activity night may be delegated to the program officer.
- Assist the Secretary in the preparation of the agenda.
- During meetings ensure that the meeting is run in an orderly fashion, and that all members have the opportunity to speak.
- Ensure that, where practical, all members have the opportunity to be included in decisions and activities.
- Ensure good governance and that the club operates in accordance with the Constitution and Bylaws.
- Support other office bearers where needed.
- Call Committee Meetings.
- The official spokesperson for the club except where otherwise delegated.
- Has a deliberative and if necessary a deciding vote.

### **Duties of the Vice- President**

- In the absence of the President act in his/her stead and to support the President wherever needed.

### **Duties of the Secretary**

- Prepare the agenda in cooperation with the President.
- Prepare and distribute the Minutes of Club and Management Committee meetings to the members via email as soon as possible after the meeting.
- Check the Post Office Box at least twice monthly, one of which will be within a day or two prior to the meeting. Distribute mail if necessary e.g. to the Treasurer. Advise the President of any urgent matters.
- Prepare outgoing correspondence as decided by a meeting.
- In cooperation with the Treasurer keep an up to date list of Full and Social Members.
- Hold the Seal of Incorporation on behalf of the Public Officer.
- Maintain a key register.

## **Duties of the Treasurer**

- Maintain the Club's accounts in good order
- Prepare the Annual Statements and ensure they are audited in good time for the Annual General Meeting.
- Provide a statement of bank balances, expenditure and income for each business meeting or by email to members a week prior to a business meeting to enable decisions that are informed by the state of the club.
- Advise the club of any financial matters that may impact on the club's operations.
- In cooperation with the Secretary maintain the list of financial members.
- Track the expiry dates and ensure the club's licences and site fees are paid on time.
- Holds a key to the post office box. Treasurer and Secretary agree on who accesses the box and when.
- Monitors budget expenditure.

## **Hardship Fees**

If any member experiences hardship in paying their annual fees, he/she should discuss this with the President. The President may, in discussion with the person, decide to waive all or part of the annual fees, develop an instalment plan or combine multiple members of one family into one fee.

The President is empowered to make the decision and will confidentially inform the Treasurer of his decision.

The President's decision is final.

## **Property officer**

If the club chooses it may appoint a property officer. The officer's role is:

- Maintain a record of club property for every item with a value exceeding \$100 (Property Officer's judgement accepted)
- Provide a copy to the Secretary for his/her records.
- Establish a log book showing borrowings by members.

## **Repeater officer**

The repeater officer will see that the club's repeaters and beacons are maintained and effective. This will include the remote station. A regular report will be made to business meetings. The repeater officer may spend up to \$100 for materials that may be required urgently for repeater/beacon maintenance. The accounts will be ratified at a business or committee meeting. In addition, petrol costs for travel to remote repeater sites (>100km round trip) may be claimed from the club.

## **Education Officer**

The Education Officer will develop an education/examination plan for the year. He/she will ensure there is a supply of Foundation Handbooks at cost to prospective amateurs. The Education Officer will arrange training for new or upgrade licensees upon request. It is expected that experienced club

members will help in this process. The EO will have access to a budget of \$100 for general advertising, brochures etc without seeking prior approval of the club. The accounts will be ratified at a business or committee meeting. The Education Officer will coordinate examinations and the examiners and if necessary liaise with the WIA. A full licence is required. The WIA requires police checks of its examiners.

### **Publicity Officer**

Will ensure the club is well known outside the club itself. Strategies may include:

- A regular report to the SA section of the WIA broadcast.
- Encourage members to prepare articles for the AR Magazine
- Report to the committee on ways to improve our outside image to the community
- Ensure our advertising boards are in good condition and appropriate to the task.
- Encourage the media to attend our functions or consider writing articles for them.

### **The Reidy Park Centre Representative**

The Reidy Park Centre Representative will be elected at the AGM and will represent the club at Reidy Park Centre meetings. If necessary he/she will seek a club member as deputy to help with attendance when he/she is unavailable.

The Reidy Park Centre Representative will report to business meetings either personally or via an email to the President or Secretary when it is appropriate to do so.

The RPCR will act as an advocate for the club as directed by the S.E.R.G.

### **Programme Officer**

The programme officer will, in consultation with members, develop a programme for the activity nights. The Programme Officer may chair the activity nights if so delegated by the President.

### **Ad Hoc Committees**

From time to time special purpose committees will be established by resolution at the business meetings. These may include working parties for particular projects which may include antenna work, tower climbing, building projects such as the shed or the trailer and so on.

In any of these projects where work activity is planned there will be a nominated person (project leader) to ensure the project happens in a safe and timely manner. Knowledge of Work Safety will be an essential part of this responsibility.

### **Visitors**

Visitors are welcome at our meetings. It is expected that after attendance at three meetings (activity or business) in the club's financial year (1 July-30 June), the person will be encouraged to join the club. Attendance at working bees or outside projects such as field days or fundraising events do not count as meetings. The meeting counter is reset at the beginning of the club's financial year.

## **Web Master**

Maintain the club's website.

## **Payment of dues**

Fees become due at the time of the AGM. They will not be accepted in advance at the Convention as the fees will not have been set for the next year.

Fees may be paid in cash or cheque either handed to the Secretary or Treasurer, posted to PO Box 1103, Mount Gambier 5280 or best by Direct Deposit into the club's bank account. Details of the bank account will be on the membership invoice.

Family membership is available where one family member is a full member. Additional members from the same household may join at 50% of the full annual membership fee.

New members will pay fees on acceptance of their nomination. If a person joins after 1<sup>st</sup> January fees will be half the set rate.

Life members are created to recognise outstanding service to the club over an extended period. A life member may choose to pay no further dues or, make a donation of the dues to the club. Any donation will be recognised as such in the member's record.

## **Police Checks**

Any club member who is working with children, may be required to have an appropriate Police Check. This may include, but is not limited to members who assist with Scout or Guide activities and licence exams.

The club's policy on working with children is to be followed. The committee will advise members well in advance of an activity where a Police Check may be required.

Examiners are already required by the WIA to have this check to maintain their registration and this is monitored by the WIA.

## **Borrowing club property**

Club property may only be borrowed with the explicit support of either a club meeting or the President or Vice President. A borrowing sheet or book will hang from a string on the club notice board. Approved borrowings must be written into the book. Headings will be *Name of equipment*, *Date borrowed*, *Date due back* and *Person responsible* for the equipment while it is on loan. Unless specifically approved by a meeting the period of the loan may not exceed two weeks.

The club transceiver and related equipment may NOT be borrowed except for approved club projects such as an Amateur Radio display, convention use, SES emergency, or field day operation.

## **Using club radio equipment**

When using the club radio equipment at the clubrooms as an individual, you should use your own callsign and add the suffix 'portable'. You should follow your licence conditions.

When using the Remote Station from your home you should use your own callsign and follow your licence conditions. A licensed member of the club will be provided with a password for the remote station by contacting the Secretary or the Repeater Officer.

When at an approved club function you may use the club callsign (VK5SR) and follow the licensing conditions of the person who is supervising the station. If this is a full call then the operation is for that of a full licence while the person is present.

Regulations state that when using a club callsign a log book shall be kept. It must have a chronological record of all transmissions, frequency and mode, station communicated with and the name and callsign of the qualified person operating the station.

Note this does NOT apply if you are using the equipment remotely as you are not using the club callsign (licence).

**NOTE:** The Clause under Membership regarding Family Membership was moved as a motion at the Business Meeting held on Friday 16<sup>th</sup> November 2018 and passed unanimously.