

The committee shall be composed of the Executive and other elected officers of the society.

a).The Executive Officers of the society shall be the President, Vice President, Secretary and Treasurer, who shall be members and who may, if there is no nomination for all of these posts, occupy more than one office. These officers shall form the Executive.

b).The President: A member may be elected to the position of President for a maximum of three consecutive years. Reviewed in February 2020 and modified to, “can sit for the position if no one else submits a nomination”.

c). All other committee members may be re-elected an unlimited number of consecutive times.

d).The Vice President deputises for the President in his/her absence.

e).The Secretary shall keep minutes of committee and other meetings, and handle and record correspondence. *In the absence of the Secretary, any other committee person can be deputised to fill that position for the duration of a meeting.*

f).The Treasurer shall keep books of accounts and compile financial reports. Issue receipts for moneys received. *Prepare a financial statement for the Auditor at the end of each financial year and send this to the appointed auditor in time for it to be presented at the AGM. In the constitution the Treasure shall also keep the members records. This needs to be looked at and perhaps a membership officer should be appointed.*

g). A committee member shall be a natural person.

h). Casual Vacancy. The committee may appoint a member to fill a casual vacancy, and such a committee member shall hold office until the next annual general meeting of the society and shall be eligible for election to the committee without nomination.

i). Non-Elected Officials. The committee may appoint non-elected officials to various posts as deemed required by the committee for the effective running of the society.

j). A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the society has nominated that person at least 21 days before the meeting called for the election/s by delivering the nomination of that person to the committee of the society. The nomination shall be signed by the proposer and by the nominee. Nominees may be nominated for more than one position, but must accept the first position to which they are elected.

k). Lodgement of Nominations: Nomination forms shall be sent out with the relevant Notice of Meeting, and returned to the committee not less than 7 days before that meeting. Where a position does not have a nominee after that time, the existing committee –at its meeting immediately preceding the meeting in question -shall appoint a member to fulfil that role for

the coming year. *There is confusion over this clause, in some parts of this constitution it says nominations must be dated at least 28 days prior to the AGM.*

l). Public Officer: The Secretary shall fulfil this role, ex-officio. The Office of Consumer Affairs shall be advised as required under the Act. *This needs to be looked into and do we need legal protection for this person ?*

### **AHARS Presidential duties**

Hold the key to the club rooms and open the door at 7.00 PM on the third Thursday for the general meetings. *Note: the council only supplies us with one set of keys so it is important either the President or someone he nominates be at the club rooms to open the door.*

- \* Conduct the general meetings and committee meetings whenever possible. The Vice President to deputise when the President is not available
- \* To find guest speakers and presenters for both the general meetings and the fourth Saturday shack sessions. Any committee person can be deputised to carry out this function.
- \* To prepare the calendar file and keep it up to date
- \* To prepare and record the AHARS Sunday Broadcast and make sure it gets to the NERC server by early Saturday afternoon.
- \* Write the AHARS notes for inclusion in the journal Amateur Radio
- \* Prepare an annual report for delivery at the AGM
- \* To send out important mass emails to members when required.

Listen to the Sunday Broadcast as often as possible.

Attend as many shack sessions as possible and if possible attend the second and fourth Friday lunches at the Blackwood RSL

Take part in the Monday night 2 Metre net as often as possible.

The activities marked with an \* above may be carried out by any committee person or someone the President appoints.

### **Committee persons.**

Committee persons are expected to arrive at the club rooms at 7.00 PM on general meeting nights and help with setting up the room. They are also expected not to rush off home until all the chairs and equipment have been put away at the end of the evening.