

Constitution and Rules



Of the
East Rand Radio Club of the
South African Radio League
ZS6ERB

Constitution of the East Rand Radio Club of the South African Radio League

1. Name of the Club

1.1. The name of the Club shall be “The East Rand Radio Club” and shall be referred to as “The Club” or “ERB” or “Club 675”

2. Location

2.1. The location of the Club shall be in Ekurhuleni

3. Main Objective

3.1. The main objective of the Club is to protect, promote and foster the interests of amateur radio, electronics and related sciences and encourage self-education in these sciences through technical investigation and activity. In order to achieve the objective the Club may:

3.1.1. liaise and co-operate with, affiliate to other organizations provided that the Club’s sovereignty is not jeopardized.

3.1.2. make representations to authorities or other organizations, in the interests of members or to the Club, in connection with matters affecting amateur radio.

3.1.3. buy, sell, exchange, lend, let or hire accommodation and/or facilities, including radio apparatus, instruments, tools, materials and literature.

3.1.4. promote the image of amateur radio through the public media or by other means.

3.1.5. establish and/or maintain or support an efficient means of amateur radio communication.

3.1.6. raise funds by means of subscriptions and by other means, and invest funds in a matter that the Club may decide upon from time to time.

3.1.7. make, amend, and rescind rules for the organization and running of the Club.

3.1.8. execute all documents and do all things necessary to give effect to this Constitution and Rules, and:

3.1.9. arrange or do such other things as the Club may decide from time to time.

4. Government of the Club

4.1. The Club shall be governed in accordance with its constitution and rules which shall be building upon all voting members of the Club

5. Dissolution

5.1. The Club may be dissolved if, in accordance with the rules –

5.1.1. a motion for such dissolution is submitted to a Special General Meeting or Annual General Meeting of the Club and;

5.1.2. the motion is carried by a majority on not less than two thirds of the members present and voting at such meeting; and

5.1.3. a general postal ballot (including faxes, SMS and e-mail) of all members of the Club shows that not less than two thirds of the participating in the ballot favours the dissolution.

- 5.2. If a motion to dissolve the Club succeeds, all assets of the club shall be reverted to the South African Radio League.
 - 5.2.1. If the club dissolves it may not give any of its money or property to its members or office bearers.
 - 5.2.2. If at the time of dissolution / winding up the club has any debts payable, these debts must be settled in full before transferring any of the assets or properties to the South African Radio League.
 - 5.2.3. The South African Radio League as a non-profit organisation is the sole beneficiary of the East Rand Radio Club in the case of its dismemberment or winding up. This is because the South African Radio League is the representative body for Amateur Radio in South Africa as per the Telecommunications Act 103 of 1996 as amended 2003.

6. Amendments

- 6.1. An amendment to the Constitution or the Rules may be made only under the following conditions:
 - 6.1.1. To effect changes to the constitution an Annual General Meeting or Special General Meeting must be convened and all members notified accordingly.
 - 6.1.2. Changes to the constitution must be entered into the agenda by a motion made by a member of the club. This motion must be seconded and handed in writing to the secretary of the club. Both members must sign this original document. Motions to change the constitution and rules of the club must be sent out in a notice to members.
 - 6.1.3. Notice given of an AGM and SGM must be in accordance with Section 13 of the Rules: Notice. The notice must contain a written account of the changes proposed.
 - 6.1.4. If a majority of not less than two thirds (in the case of the Constitution) or a simple majority (a quorum in the case of the Rules) of the members present and voting at an Annual General Meeting agree thereto and other provisions regarding matters to be discussed at such meetings are complied with. Members must vote at this meeting.
- 6.2. Any amendments to the constitution and rules will be lodged with the South African Radio League and South African Revenue Service.

7. Body Corporate

- 7.1. The organization shall exist in its own right, separately from its members
- 7.2. Be able to own property and other possessions
- 7.3. Be able to sue and be sued in its own name
- 7.4. The East Rand Radio Club is a legal entity on its own, separate from its members.
- 7.5. The East Rand Radio Club shall continue to exist as a legal entity notwithstanding changes in office bearers or members of the club.

Rules of the East Rand Radio Club of the SARL

1. Definitions

- 1.1. In these rules, unless the context otherwise requires –
 - 1.1.1. Words importing the singular shall include the plural and vice versa, and words imparting the masculine gender shall include the feminine gender.
 - 1.1.2. “in writing” shall mean written or printed, or partly written and partly printed. This will include different formats such as e-mail, SMS and fax.
 - 1.1.3. “Committee” means the committee of the Club as constituted in terms of these rules.
 - 1.1.4. “Member” means a duly elected, fully paid up member of the Club.
 - 1.1.5. “Motion” means subject for debate and voting on.
 - 1.1.6. “Clubhouse” means the venue of the Club

2. Membership

- 2.1. Membership shall be open to anyone who has an interest in amateur radio or the activities of the Club, subject to approval of her/his application by the committee
 - 2.1.1. Application shall be made by interested parties in writing in a form decided upon by the committee from time to time, and shall be signed by the applicant.
 - 2.1.2. The secretary shall inform the applicant without undue delay whether his/her application has been successful, but the Club is not obliged to furnish the applicant with a reason if it refuses the application.
 - 2.1.3. Unless stated otherwise in these rules, every member shall have the right to participate in the debates and vote at Club meetings and to be elected to the committee.
 - 2.1.4. There shall be different categories of membership:
 - 2.1.4.1. Full member – Such a member is a paid up member of the South African Radio League, can vote at all Club meetings, and may be elected to the committee. There is no minimum age restriction for being a full member. A full member is entitled to a copy of the newsletter and members’ access to the website. Such a member’s details will be included on the membership list.
 - 2.1.4.2. Family Member – Such a member is related to a full member either by birth or by marriage. If a family member is a member of the SARL, they are considered to be a Full Member. If a family member is not a member of the SARL, they are considered to be a Social Member.
 - 2.1.4.3. Social Member – Such a member is not a paid up member of the SARL. Such a member may vote at Club meetings and may participate in ALL discussions and Club activities. Such a member cannot however be a committee member and cannot vote at the AGM or SGM. Such a member cannot present a motion to the AGM but is however allowed to second any motion brought forward by a full member during any meeting. There is no minimum age restriction for being a social member. A social member is entitled to a copy of the newsletter and members’ access to the website. Such a member’s details will be

included on the membership list with an indication that they are not affiliated to the SARL.

- 2.1.4.4. Life Member – Members can be considered for this membership classification by the committee under the following conditions:
 - 2.1.4.4.1. The member has been a paid up member of the Club for an uninterrupted period of no less than 20 years and will be referred to as an Honorary Life Member.
 - 2.1.4.4.2. The member has shown particular loyalty to the Club over 15 years, serving on the committee for at least 10 years and will be referred to as an Honorary Life Member.
 - 2.1.4.4.3. The member has paid up in full a complete family membership of 30 years minimum and will be referred to as a Life Member (See 3.Subscriptions) However, payments of donations for Life Membership does not automatically qualify a member as an life member. This decision remains with the committee. No refunds are made should the committee turn down the application for life membership.
 - 2.1.4.4.4. A life member is considered a full member or social member of the Club, depending on his/her membership status of the SARL.
 - 2.1.4.4.5. A life member is entitled to a copy of the newsletter and members' access to the website.
 - 2.1.4.4.6. Such a member's details will be included on the membership list with an indication whether or not they are affiliated to the SARL.
 - 2.1.4.4.7. Life members are not obliged to pay annual subscription fees.
 - 2.1.4.4.7.1. No refunds are awarded in the event of death.
 - 2.1.4.4.7.2. Should a member choose to end his or her affiliation of the club, no refunds shall be made on donations made to the club.

3. Subscriptions

- 3.1. Subscriptions shall fall due on 1 April of every year. The membership year is from 1 July of each year to 30 June of the following year.
 - 3.1.1. The subscriptions payable for membership for the ensuing year shall be determined by the committee and ratified by a General Meeting, before they fall due for renewal.
 - 3.1.2. When subscriptions are determined, different subscriptions may be decided upon for various categories of membership.
 - 3.1.3. For the period from 1 April 2015 onwards the annual subscription or any part thereof shall be:
 - 3.1.3.1. Full Member – R 150-00 per annum
 - 3.1.3.2. Family Member – R 150-00 per family member with a maximum of R300-00 per household.
 - 3.1.3.3. Social Member – R 150-00 per annum
 - 3.1.3.4. Life Member – R 6000-00 cash donation for each member, who wishes to be considered a life member.

3.1.4. All subscriptions shall be payable in advance to the treasurer or into the Club's bank account in which case proof of payment shall be furnished to the treasurer.

4. Expulsion and lapse of membership

- 4.1. A member's membership may be terminated by the committee if he/she is found guilty of conduct unbecoming a radio amateur or if his/her continued membership is considered incompatible with the aims, well-being or rules of the Club or pleasure of other members
 - 4.1.1. A decision to terminate a membership shall be taken only after the member concerned has had an opportunity to defend him/herself, or if he/she fails to offer an acceptable defence to the committee after having been given reasonable time to do so.
 - 4.1.2. Upon expulsion, a member shall not be entitled to a refund or any portion of his / her subscriptions for the remaining part of the club year.
 - 4.1.3. Life Members that are expelled will not be entitled to a refund or any portion of his / her subscriptions paid.
- 4.2. Anyone who fails to pay his/her membership fee within two calendar months of the date on which it falls due shall cease to be a member of the Club.
- 4.3. Every candidate for membership shall be proposed by one and seconded by another member, to one of whom the candidate shall be known personally.
- 4.4. A member may resign upon written notice to the secretary, and shall not be entitled to a refund of the subscription or part thereof.

5. Finance and Assets

- 5.1. The treasurer shall open an account at a suitable commercial bank in the name of the Club, into which Club monies shall be deposited; provided that the committee may also invest some of the Club's funds in its name in one or more other schemes at commercial financial institutions of standing in order to secure the most favourable terms.
- 5.2. The Club shall not incur debt, and withdrawals from any club account shall require the signature of the Treasurer and one other committee member, who shall satisfy themselves that sufficient funds will remain to cover current and expected liabilities.
- 5.3. The financial year of the Club will expire on the 30th of June of each year, as at which date the treasurer shall prepare an account of the income and expenditure and a balance sheet for that year.
 - 5.3.1. An auditor, appointed in accordance with these rules, shall verify and certify the correctness of the account and both the Auditor and Treasurer shall sign the certificate.
 - 5.3.2. The account, certificate and balance sheet shall be presented at the annual general meeting of the Club for discussion and acceptance by the members.
- 5.4. The treasurer shall maintain a register of all the Club's assets as it is a body corporate.

- 5.4.1. No member or office bearer shall have any rights on the assets or properties of the East Rand Radio Club solely by virtue of being a member or an office bearer.
- 5.4.2. Decisions to dispose of club assets or property and to obtain club assets or property can only be taken only at Annual General Meetings or Special General Meetings with a quorum of members and office bearers present.
- 5.5. Payments made to members:
 - 5.5.1. The only time members may receive payment from the club is to remunerate expenses made by the member on behalf of the club or to remunerate a member for services rendered.
 - 5.5.2. If a member has done work for the organisation the payment received must be a reasonable amount for the work that has been done.

6. Auditor

- 6.1. The committee shall decide on an auditor or an accounting officer at their discretion.

7. Committee

- 7.1. The affairs of the Club shall be administered by a committee of at least five members consisting of a Chairman, Vice Chairman, honorary secretary and honorary treasurer (herein referred to as “office bearers”) and one or more ordinary committee members.
- 7.2. At the annual general meeting of the Club, the members shall elect a committee of fully paid-up members to serve until the following annual general meeting.
 - 7.2.1. The members may decide as to the size of the committee, and shall designate only the chairman, who shall allocate portfolios to the remaining elected committee members at or before the first meeting of the committee.
- 7.3. If a person nominated for election to the committee is not present, his / her nomination shall not be accepted unless he/she has signified in writing to the secretary prior to the meeting that he/she is prepared to accept the appointment if elected.
- 7.4. Only a full member may propose a candidate for election to the committee, and the proposal can be seconded by any other member.
- 7.5. The incoming committee shall meet within two weeks of its election to the committee and shall generally meet once a month thereafter.
- 7.6. Decisions taken at a committee meeting shall require a majority of votes of the committee members present and voting.
 - 7.6.1. In the even of an equality of votes, the chairman shall cast an additional vote.
- 7.7. In the event of a vacancy occurring on the committee for any reason, the members at the next general meeting of the Club shall elect someone to fill the vacancy or authorise the committee to co-opt a volunteer.
- 7.8. The first committee of the Club shall consist of those persons appointed at the meeting at which this constitution is formally adopted by the members of the East Rand Radio Club of the SA Radio League, which the Club shall supersede

with effect from 30 August 2008. The committee shall serve until a new committee is elected on an annual basis thereafter.

7.9. Committee members shall be Club members of 1 year standing.

8. Meetings

8.1. Formal meetings of the Club shall consist of ordinary meetings, annual general meetings and special general meetings

8.2. At any meeting the chairman, or in his/her absence, the vice chairman shall be entitled to take the chair or failing both of them, the meeting shall elect from their own number a member as chairman provided however that at a special general meeting convened upon requisition, the members shall elect from their own number a chairman for that meeting or any adjournment thereof.

8.3. The Club, or groups of members, may in addition arrange other meetings to pursue specific interest of such members, for example to conduct lectures, demonstration or experiments etc. The participants shall arrange among themselves as to how such meetings should be controlled and conducted.

9. Ordinary Meetings

9.1. The committee shall arrange meetings as often as the Club may from time to time for the transactions of its business, which shall include;

9.1.1. to approve, or otherwise amend, the minutes of the previous meeting

9.1.2. to discuss any matters arising from those minutes or carried over from the previous meeting

9.1.3. to consider the statement of revenue and expenditure, if any, prepared by the treasurer

9.1.4. to consider and transact such other business that is appropriate at an ordinary meeting

10. Annual General Meeting

10.1. At the annual general meeting the business to be transacted shall be;

10.1.1. to amend, if necessary, and approve the minutes of the previous general meeting

10.1.2. to receive the annual report from the committee

10.1.3. to receive the audited account of income and expenditure and the balance sheet and auditor's report if any

10.1.4. to elect members to the incoming committee

10.1.5. to consider and transact such other business that may or ought to be transacted at an annual general meeting.

10.2. A member who desires to file notice of any motion or matter of importance which is to be considered or transacted at an annual general meeting shall, not later than the ordinary meeting immediately preceding the annual general meeting, lodge in writing with the secretary full particulars of the relevant subject. Such notice shall be signed by the proposer and seconded.

11. Special General Meeting

- 11.1. A special general meeting may be convened by the committee at any time.
- 11.2. The secretary shall convene a special general meeting when requisitioned by not fewer than five members of the club, for a date not later than 21 days after receipt of the requisition.
- 11.3. The business of a special general meeting shall be restricted to that of the notice requisitioning the meeting and any matter arising there from.

12. Quorum

- 12.1. The quorum necessary for the transaction at any committee meeting shall be a majority of the full number of committee members.
- 12.2. For the purpose of transacting any business at any other meeting, a quorum at the time of voting on a resolution shall consist of fifteen (15%) percent of the number of members of the Club in person; provided that a quorum shall in no case consist of fewer than five members in person or by proxy.
- 12.3. If, within thirty minutes after the time appointed for a meeting, a quorum is not present, the meeting shall be cancelled.

13. Notice

- 13.1. All general meeting or any adjournments thereof shall be convened by the secretary, and announced over the Club's Sunday bulletins
 - 13.1.1. Notices shall be posted to all members (including e-mail, SMS and Fax) at least thirty days before a special general meeting and shall specify the date, place and hour of the meeting and , except in the case of ordinary meetings, the nature and business to be transacted. It shall not be necessary to serve notice of ordinary meetings that are held at the customary venue onj the customary day of the month.
 - 13.1.2. Notices of meetings my be included in the Club newsletter(frequency of publication to be decided) provided that the notice requirements where prescribed will be met.
 - 13.1.3. The accidental omission to give notice to, or the non receipt of notice or any meeting by any members, shall not invalidate the proceedings or resolutions taken at such meeting.

14. Voting

- 14.1. Except as provided elsewhere all decisions taken at meetings of the Club shall require a majority of the votes of members present and voting or, in the case of a ballot by all members of the Club, a majority of the votes received from members by the due time.
- 14.2. At any meeting which business is being transacted;
 - 14.2.1. all questions shall be decided by a show of hands, provided that, if the circumstances warrant it, or at any specific request of a member, voting shall be by way of ballot
 - 14.2.2. each members hall have one vote only and
 - 14.2.3. if a ballot is held, at least two scrutinisers shall be appointed to count the votes and report to the chairman.

15. Special Ballot

15.1. If requisitioned by not less than ten members, either before or immediately after any vote has been taken by show of hands or ballot, a special ballot of all Club members shall be undertaken.

15.1.1. To this end, the secretary shall post voting papers to all the Club members, clearly indicating the question at issue and requesting the return of the voting papers to reach the secretary by 16:00 on a date not later than seven days before the next ordinary meeting of the Club.

15.1.2. At least two scrutinisers shall be appointed at the meeting at which the ballot was requisitioned to count the votes and report to the chairman.

16. Minutes

16.1. Minutes shall be kept of the proceedings at all meetings at which business is transacted, and shall be amended if necessary, and adopted at the next meeting, provided that in the case of a special general meeting, this shall be done at the next ordinary meeting.

16.1.1. The minutes, once adopted, shall be signed by the chairman and secretary, provided that in the case of a special general meeting the chairman of that meeting, and the Club secretary shall sign the minutes.

17. Proxy

17.1. Every member shall be entitled to be represented by proxy, provided that the person acting as proxy is entitled on his/her own behalf to be present and vote at the meeting.

17.1.1. The instrument appointing a proxy shall be in writing on a form acceptable to the committee, and shall be valid for only one meeting or any adjournment thereof and shall reach the secretary at least thirty minutes before the commencement of the meeting and indicate clearly how the grantor wishes his/her vote to be recorded in each matter to be discussed. A proxy granting carte blanche to the person acting as proxy shall not be acceptable.

18. Interpretation

18.1. In the event of ambiguity or uncertainty regarding the provisions, or any matter not provided for in this Constitution and Rules, the decision of the committee shall be final unless and until the Club decides the question otherwise at any annual or special general meeting or by postal ballot

19. Register of Members

19.1. The committee shall keep and maintain a register clearly showing the name, address and call sign, if any, of every member, the date of election as member, whether his/het subscription has been paid for the current year and the date of payment and any other particulars that may be required for the efficient functioning of the Club.

20. Logo of the Club

- 20.1. The logo of the East Rand Club consists of the following:
- 20.1.1. Name in English and Afrikaans. The Club was initially established in 1937 as an English speaking Club, but the changing demographics in later years saw the addition of Afrikaans speaking members, making the Club fully bilingual in later years
 - 20.1.2. Modified SARL logo with Club call sign in Old Gold and Navy Blue sporting the national antelope the “Springbok” in an outline of Africa. The international Amateur Radio Logo is infused in the design showing the antenna at the top, with feed line showing outgoing signal and incoming signals into the circle containing Africa with the variable capacitor linked to ground representing the various bands used by radio amateurs. The gold banner showing the call sign of the Club is set below the circle at the southern tip of Africa.
 - 20.1.3. Green Laurel representing the prestigious and longstanding history of the Club being one of the oldest of its kind in South African history. The wreath also alludes to the desire of the members to be the best possible amateur radio operators in keeping with the amateur radio code.



21. Website Address

- 21.1. The website address of the club is <http://www.zs6erb.co.za>
- 21.2. The domain is registered under the name of Chris Gryffenberg ZS6COG, P.O. Box 1284, Heidelberg 1438
- 21.3. A website administrator is appointed by the committee to maintain and update the online presence of the Club.
- 21.4. The website is also referred to as the “Online Carrier”

22. Club Address

- 22.1. Physical Address
 - 22.1.1. East Rand Radio Clubhouse, Arrowe Park, Ebenezer Street, Benoni, 1500
- 22.2. Postal Address
P.O Box 1284, Heidelberg, 1438 poste restante OM Chris Gryffenberg ZS6COG

23. Bulletins

- 23.1. Weekly bulletins of general interest to members of the Club is transmitted on:
 - 23.1.1. Monday evenings at 19h00 SAST
 - 23.1.2. Sunday Morning rebroadcast at 08:45 SAST
- 23.2. Frequencies allocated for this purpose are:
 - 23.2.1. 145-675 MHz, FM Repeater situated in Brakpan, Ekurhuleni
 - 23.2.2. 438-975 MHz, FM Repeater situated in Brakpan Ekurhuleni
 - 23.2.3. 7.074 MHz LSB propagation permitting
 - 23.2.4. 3.710 MHz AM propagation permitting
- 23.3. Pertinent club news bulletin items will be composed in both English and Afrikaans

24. Newsletter

- 24.1. The Club newsletter is known as the “ERB Carrier”
- 24.2. The newsletter is given out periodically, determined by the editor.
- 24.3. The newsletter is produced in printed format and portable document file (PDF) format
- 24.4. The newsletter is distributed at meetings and via e-mail.

25. Historical Time Line

- 25.1. Initial Establishment of the **East Rand Branch** of the South African Radio league on 1 January 1937.
- 25.2. Changing of status from a Branch to a Club on 1 July 1996 and thus forth referred to as the **East Rand Radio Club**.

26. Licenses held by the Club

- 26.1. ZS6ERB - Club Call sign
- 26.2. ZU9 NRG - 2 Metre Repeater: 145-675 MHz FMN East Rand Repeater
- 26.3. ZU9 NRJ - 70 Cm Repeater: 438 975 MHz FM East Rand Repeater
- 26.4. ZS0ERB - APRS Digipeater Network: 144-800 MHz

End of the Constitution and Rules of the East Rand Radio Club of the SARL