

**AUTOMATED RADIO FREQUENCY AND MICROWAVE MEASUREMENT
SOCIETY**

**CONSTITUTION
ISSUE 3 - 22/11/10**

1. The name of the society shall be “Automated Radio Frequency and Microwave Measurement Society”.
2. The object of the society shall be to provide on a biannual basis a forum for the furtherance of co-operation and understanding of members interested in Automated, Radio Frequency and Microwave measurements and design techniques in the broadest sense.
3. The business of the society, except as otherwise provided in the rules, shall be managed by an Executive Committee consisting of the officers of the club (as listed in Appendix A), all of whom are elected from year to year at the Annual General Meeting. The Executive Committee shall meet at least twice per year, or when the Honorary Chairman deems it necessary. The Executive Committee, as they deem it expedient, and in the event of a vacancy in any office, shall appoint a member of the society to fill any vacancy until the next General Meeting. Any four members of the Executive Committee shall form a quorum. All proposals of the Executive Committee shall be decided by majority vote. All Officers of the society have the right to one vote per proposal (either at the meeting or by written proxy). The Chairperson shall have the deciding vote in all cases.
4. An Annual General Meeting will be held once per year, normally coinciding with a normal meeting of the society. The notification of this meeting will be included in the call for papers, no further notification will be given. The Honorary Secretary shall also convene an Extraordinary General Meeting of the members of the society at any time if requested to do so by notice in writing signed by not less than TEN members of the society. TWENTY members of the society shall form a quorum at any General Meeting.
5. The society membership will be on attendance of any normal Meeting/ Conference. But shall lapse six months from attendance of the last meeting unless confirmed in writing that said membership shall be continuing, formal apologies for absence or any suitable correspondence. The Executive Committee shall have the power to exclude any member of the society who they deem to be disruptive or in any way contrary to the spirit or well being of the society.
6. The Committee shall be responsible for defining and ensuring a disciplinary procedure related to expulsion.
7. Should any member of the society wish to complain about any matter connected with the society or its members, or to make any suggestion which in the member’s

opinion would be in the interest of the society, the member must do so in writing to the Chairman or any other member of the Executive Committee, who shall bring the matter before the next meeting of the Executive Committee or General Meeting as appropriate.

8. The members in General Meeting may, by TWO-THIRDS majority vote cancel, amend or add to any rules of the society, provided that any proposal to cancel, amend or add to the rules is notified to the Honorary Secretary so that it may be circulated to the members with the notices convening the meeting.

9. The Executive Committee shall have the authority to administer and approve the expenditure of the society's money. Exceptional expenditure may be agreed by the Treasurer in consultation with the Chairperson and one other Executive member.

10. Society members holding society money do so under the understanding that they take all reasonable precautions to protect it. The Executive Committee should be responsible for ensuring that an asset register confirming the location of society equipment is maintained.

11. Any society member authorised to hold society money must account for it to the Treasurer or an Officer of the society appointed in the Treasurer's absence) at each Executive Committee Meeting.

12. The bank accounts of ARMMS shall be held with HSBC with authority for the Treasurer and a deputy, approved by the Executive Committee, to sign.

13. The society may be dissolved only upon the approval of two-thirds majority of the eligible voting membership of the society as defined in Paragraph 5. Upon dissolution of the society, all assets of the society will be liquidated and all outstanding debts will be settled. Any remaining funds shall be distributed to a registered charity voted on the approval of two-thirds majority of the eligible voting membership. In the event of the entire society's membership having lapsed, the charity will be chosen by a majority verdict of the remaining executive committee.

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**APPENDIX A TO CONSTITUTION
OFFICERS OF THE CLUB
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1. Chairman
2. Secretary
3. Treasurer
4. Exhibition Organiser
5. Web Organiser
6. Publicity
7. Hotel and Prize coordinator