



RAY~Link

Issue Six - June 1992

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[We had been hoping to make this issue of RAY~Link a short issue with lots of news but we felt that the Rules and Constitution were too important to hold over. - Ed]

RSGB Council Statement

Following National Raynet Committee's request for clarification of the situation, the RSGB Council issued the following statement which was agreed at their meeting of 16th May 1992:

"RAYNET

"The Radio Society of Great Britain totally accepts that many amateurs who are involved in emergency radio communications wish to be part of an organisation quite separate from the Society. The RSGB has no wish to hinder that taking place.

"However, the RAYNET Committee as currently composed has a Chairman whose term of office is scheduled to expire on 30 June 1992 and the Society recognises the fact that no practical purpose would be served by appointing a new chairman or continuing with the present system now that arrangements for cession from the parent organisation are well in hand.

"Nevertheless, the Society's Council considers that it is of paramount importance that liaison and support should continue to exist between the RSGB and all those involved in this public service aspect of amateur radio.

"Consequently, with effect from 1 July 1992, the responsibility for such liaison and support will be

assumed by an Emergency Communications Officer appointed by the Membership Liaison Committee of the Society.

"In addition, as a continuing sign of its support for emergency radio communications, the RSGB will, for the present time, provide insurance cover for ALL involved in this aspect of amateur radio whether or not they are members of the Society providing their names and callsigns are lodged with the Emergency Communications Officer.

"It is essential that names and callsigns are recorded by group rather than individually and, until an Emergency Communications Officer is formally appointed, groups wishing to record their details should write to the Chairman of Membership Liaison Committee, Clive Trotman, GW4YKL QTHR.

"This statement can be taken as notification of a vacancy for the position of Emergency Communications Officer and any RSGB member interested in serving the Society in this capacity should contact Clive Trotman as soon as possible.

17 May 1992."

Clarification

We are grateful to Clive Trotman for taking the time to attend the Raynet presentation at NEC where he was able to further clarify RSGB Council's position.

Insurance

In particular, the matter of recording details of Group membership was explained. These records are required by the insurance company and for no other purpose. It was agreed that the existing RAYNET Registration records are more than adequate for the task and will be made available to the insurers, should they require them. It is *only* necessary for Groups who wish to be independent to send membership records to Clive Trotman.

(Since the meeting, we have obtained confirmation that all the current insurance policies will continue unchanged.)



**Your Group can really help Raynet now.
A donation of £10 from every Group would
greatly help bootstrap the organisation.**



Emergency Communications Officer
The ECO will be an RSGB honorary officer who will be appointed by the Chairman of the Society's Membership Liaison Committee. The appointment is expected to be made in a few months time. Until then Clive Trotman will stand in for the ECO.

While the exact job description has not been finalised the duties of the ECO will be purely clerical - it will not be an operational post.

There is no intention on the part of the RSGB to set up a rival emergency communications organisation and so it will not be issuing any form of ID card.

Clive was at some pains to point out that Raynet will always be Raynet and that it was merely changing from one management structure to another.

Policy Statement by National Raynet Committee

National Raynet Committee are grateful to RSGB Council for their clear statement of the position. In particular, we are grateful for the insurance arrangements which will considerably ease the immediate financial burden.

We recognise that some Groups may wish to leave Raynet and become independent. We wish them well.

We also would like to make it quite clear that Raynet will work operationally with these groups as if they were still part of the organisation. We will continue to recognise commonly accepted Group boundaries and will not attempt to divide Groups. We expect this approach to be reciprocated.

We very much hope that, in the future, Groups now choosing to leave Raynet will rejoin the parent organisation.

What happens next?

Raynet will continue - there will be no instant change.

Zone Elections

In the very near future, all Zones will be invited to hold elections. They will elect their new Zonal Co-ordinators who will form the new Raynet Committee. A meeting with all the present ZRs is scheduled for the middle of June to work out the exact details. More information in the next issue and on G4NRC (08:30, 3.663 MHz, Sundays).

Until all the elections are complete and the new arrangements in place, the existing ZRs will continue as "trustees" of the organisation with help from the present Raynet Committee.

Constitutional matters

It has been some time since RAY~Link 4. We have received some useful comments and now feel that it is time to gain some professional advice on our "constitution". Consequently, we have asked the Legal

Department of the National Council for Voluntary Organisations to comment on the draft Memorandum and Articles of Association.

A lot of the fine detail of the organisational structure is contained in the Rules. A copy of a draft set of Rules forms part of this issue.

The Articles refer to a default constitution for Groups etc. The constitution in the manual has been extensively rewritten to make it more comprehensive. Our intention has been to make it in a form acceptable to the Charity Commissioners so that Groups etc will be able to gain the benefits of charity registration, should they wish. A copy of the current draft is included in this issue for your comments before going any further with it.

Any constructive comments to the Hon Sec at the usual address (see below).

Finance and Registrations

Raynet will be self supporting from July 1st. Consequently, from that date, there will be a subscription charge on each registration that a group submits - as mentioned in RAY~Link 5.

This will be at the rate of £3.60 per member per year - a very good deal!

To make everyone's life easier, we have produced a registrations cover sheet to help you get the registrations details right. There is also provision on the form for Group Controllers to notify Registrations about change of Membership Officer and renewal period. A master copy is enclosed with this issue of RAY~Link which you are free to copy.

Donations

In order to bootstrap the organisation it needs cash!

We need this cash to continue all the services that you have come to expect ie. registrations; ID cards; continue to copy and post Ray-Link; continue the national User Service liaison; etc etc. In particular there is an immediate requirement for legal advice and fees concerned with registering Raynet with Companies House and the Charity Commissioners.

Your Group can really help Raynet now. A donation of £10 from every Group would cover all these start up costs. If you can spare this money then please send it to the Hon Sec, Trevor Emery, G3KWU, 75 Haig Road, Bishopstoke, Eastleigh, Hampshire SO5 6JF. Cheques should be made payable to the "Radio Amateurs' Emergency Network". Thank you.

Address for Talk - through permits

G8RWH, Raynet's talk-through manager, had been expecting to move house and has been sending out change of address notices - the move is now a bit delayed, so please continue to send TT permit requests (remembering the SAE!) to 60, Hunting Gate Drive, Chessington, Surrey KT9 2DD. We will let you know when the move does happen.

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RAY~Link is published for the benefit of all members of RAYNET. It is posted to all Controllers, Zonal Representatives and National Committee members who are requested to assist in ensuring a wide circulation amongst the membership of RAYNET.

News for inclusion in RAY~Link should be sent to Ron Cowan, GM4SRL, 516 Clarkston Road, Netherlee, Glasgow, G44 3RT, or faxed to 041-633 5353. Please include an evening and, if possible, a daytime telephone number.

Any constructive comments on the issues raised should be sent to the Secretary: Trevor Emery, G3KWU, 75 Haig Road, Bishopstoke, Eastleigh, Hampshire, SO5 6JF.

Rules

These rules, issued under Articles 78,79 and 80 contain provisions which supplement the Articles of Association. Notes in italics do not form part of the rules but are intended as guidance for interpretation and understanding]

[These Rules are based on the principles outlined in the Green paper that was discussed last November at Umist. Since then, the outlines have been simplified and clarified whilst attempting to make them less severe]

1. Duties and Responsibilities

1.1 The Member

- a) To participate actively as a volunteer in the Radio Amateurs' Emergency Network and its activities.
- b) To offer a reasonable availability of themselves together with their equipment
- c) Each member reports to their Group Controller in all matters relating to the Radio Amateurs' Emergency Network.
- d) When on operational duties, the member shall comply with all reasonable and proper instructions issued by their Group Controller or by the person delegated by their Controller to control that operation.
- e) The individual shall discharge all his obligations including the return of all Company property as required by Article 11 upon membership ceasing for any reason.

1.2 Group Controller

A Group Controller's duties and responsibilities are in addition to those of a member.

- a) To be responsible for the recruitment, organisation and training of members and leading them so as to provide an efficient communications service within the group's area and scope as defined under Article 13.
- b) To establish and maintain good relations with User Services and any other relevant organisations in the Group's area.
- c) The Group Controller reports to the County Controller and is answerable to the members of the Group.
- d) To co-ordinate the activities of the Group with others in the county under the leadership of the County Controller so as to provide a communications service throughout the County.
- e) To assist the group's members to discharge their duties.
- f) To participate in an Appeals Panel when required.

- g) On ceasing to hold office for any reason, the Group Controller shall pass all documentation associated with the post to the successor or to the relevant County Controller or Zonal Co-ordinator.

1.3 Deputy Group Controller

The Deputy Group Controller will stand in for the Group Controller, and will assume all the duties and responsibilities of the Group Controller when that person is unavailable .

1.4 County Controller

A County Controller's duties and responsibilities are in addition to those of a member.

- a) To co-ordinate the activities of the Groups within the County so as to provide a communications service throughout the County.
- b) To establish and maintain good relations with User Services and any other relevant organisations within the County.
- c) To co-ordinate the activities of the County with others in the Zone under the leadership of the Zonal Coordinator so as to provide a communications service throughout the Zone.
- d) The County Controller reports to the Zonal Co-ordinator and is answerable to the Group Controllers in the County.
- e) To assist Group Controllers and members within the County to discharge their duties.
- f) To participate in an Appeals Panel when required.
- g) On ceasing to hold office for any reason, the County Controller shall pass all documentation associated with the post to the successor or to the relevant Zonal Co-ordinator.

1.5 Deputy County Controller

The Deputy County Controller will stand in for the County Controller, and will assume all the duties and responsibilities of the County Controller when that person is unavailable .

1.6 Zonal Co-ordinator

A Zonal Co-ordinator's duties and responsibilities are in addition to those of a member.

- a) To co-ordinate the activities of the Counties within the Zone so as to provide a communications service throughout the Zone.
- b) To establish and maintain good relations with User Services and any other relevant organisations within the Zone.
- c) To co-ordinate the activities of the Zone with others so as to provide a national communications service.
- d) The Zonal Co-ordinator reports to the Committee and is answerable to the County Controllers in the Zone.
- e) To assist County Controllers, Group Controllers and members within the Zone to

discharge their duties.

- o To assist Appeal Panels when required.
- g) To act as a director of the Company and as a trustee of the charity.
- h) On ceasing to hold office for any reason, the Zonal Co-ordinator shall pass all documentation associated with the post to the successor or to the Company Secretary.

1.7 Deputy Zonal Co-ordinator

The Deputy Zonal Co-ordinator will stand in for the Zonal Co-ordinator, and will assume all the operational duties and responsibilities of the Zonal Co-ordinator when that person is unavailable. The deputy shall not assume any duties or responsibilities of the Zonal Co-ordinator as a director of the Company, a trustee of the charity or a member of the (Company) Committee.

2 Membership Registration

[This should clarify the process considerably whilst clearly defining what everyone - from the member up to registrations - has to do]

2.1 General

- a) Members may only be registered to one group.
- b) Members may work or train with any group(s) but only have voting rights with the Group that they are registered to.
- c) Every members shall be issued with an ID card, the possession of which shall be proof of membership. All ID cards remain the property of the Company and must be surrendered to the Company on ceasing to be a member.
- d) In the event that a member applies for membership but does not quote an Amateur Radio Licence callsign then the Company may issue its own membership number.
- e) All correspondence relating to the Company's registrations shall be sent to National Registrations. Any correspondence requiring a reply, including the supply of ID cards, shall be accompanied by a suitable SAE with adequate postage.

2.2 Joining

- a) The applicant must complete a copy of the current membership application form available from National Registrations. This, together with a recent passport style photograph of the applicant, shall be delivered to the Group Controller/Membership Officer of the Group with which he wishes to be registered.
- b) A Group may require the prepayment of a subscription from the applicant before accepting the application.
- c) Upon receipt of a completed application the Group Controller/Membership Officer must

send it, within a reasonable period of time, to National Registrations. The application must be accompanied by the photograph and any subscriptions due to the Company at the prevailing rate.

- d) On receipt of the ID card from National Registrations, the Group Controller/Membership Officer must pass it on to the member concerned without delay.
- e) Membership starts when the application has been processed by National Registrations.

2.3 Renewal

Membership renewal is treated in exactly the same way as a new member. The member shall complete the form and enclose any subscriptions due together with the photograph as in 2.2 above. The old ID card does not have to be returned.

2.4 Transfer

Inter-Group transfers are processed in the same way as new membership applications, with the member completing a membership form for the new Group.

2.5 Expiry / Termination of membership

- a) Membership shall expire on the expiry date printed on the member's ID card.
- b) A member may resign from the Company at any time by giving written notice and surrendering the ID card to his Group Controller/Membership Officer who shall then notify National Registrations. Alternatively, the member may deliver the written notice and ID card to National Registrations who shall then notify the relevant Group Controller/Membership Officer.
- c) An individual shall remain liable for the discharge of all obligations including the return of all Company property to the Company notwithstanding his cessation of membership.

2.6 Duration of Membership

- a) The Group may choose the month in which their memberships will expire. The expiry date will be the last day of this chosen month. The Group Controller/Membership Officer is responsible for notifying National Registrations of their choice.
- b) The Group may choose either 1 or 2 years to be their normal membership duration for all the memberships that they renew. The Group Controller/Membership Officer is responsible for notifying National Registrations of their choice.
- c) An initial application, or renewals following a change of Group expiry month (as in 2.6a above), may differ from the normal duration of membership so as to ensure synchronisation of Group members' expiry dates. The

minimum initial duration shall be 6 months. The maximum initial duration shall be 6 months more than that Group's normal membership duration.

2.7 Subscriptions

- a) With every application for membership, the Group Controller/Membership Officer shall enclose a payment to cover the subscriptions due for the total number of applications enclosed. This payment shall be at the prevailing annual subscription rate pro-rata for the number of applications and duration required. Registrations may not be processed unless full prepayment is received.
- b) Subscriptions are non-returnable once registration is completed.

3 Appointments

[The emphasis is now much more on notification rather than ratification - cutting down on the work of the national committee and giving Groups etc more autonomy]

3.1 Group Controllers

The notification of a Group Controller appointment shall be made in one of two ways: *[The common process is when there is an amicable handover but we must allow for exceptional circumstances such as the old Controller moving away, dying...]*

- a) The outgoing Controller shall notify National Registrations, in writing, that he is no longer the Controller, the details of the new Controller and the date of the meeting at which this was agreed. In addition the incoming Controller shall notify National Registrations, in writing, that he has agreed to accept the post. These notifications may be combined into a single letter.
- b) A copy of the AGM/EGM minutes at which the election was held, signed by the meeting chairman and a covering letter containing the details of the new controller and signed by four other members of the Group stating the appointment. Additionally, the incoming Controller shall notify National Registrations, in writing, that he has agreed to accept the post

3.2 County Controllers

The notification of a County Controller appointment shall be made in one of two ways: *[The common process is when there is an amicable handover but we must allow for exceptional circumstances such as the old Controller moving away, dying...]*

- a) The outgoing Controller shall notify National Registrations, in writing, that he is no longer the Controller, the details of the new Controller

and the date of the meeting at which this was agreed. Additionally, the incoming Controller shall notify National Registrations, in writing, that he has agreed to accept the post. These notifications may be combined into a single letter.

- b) A letter containing the details of the new controller and signed by a majority of the elected Group Controllers stating the appointment. In addition, the incoming Controller must notify National Registrations, in writing, that he has agreed to accept the post. These notifications may be combined into a single letter.

3.3 Deputy Controllers

A Group or County Controller may notify National Registrations, in writing, of a deputy, who shall be the second contact point in the event of any problem in contacting the controller.

3.4 Membership Officers

A Group Controller may notify National Registrations, in writing, of a Membership Officer who will handle all correspondence between National Registrations and that Group.

3.5 Reaffirming appointments

Following an AGM or EGM at which the incumbent Controller has been re-elected, he shall notify National Registrations, in writing, of this fact together with notification of current Deputy Controller and Membership Officer if appropriate. *[National Registrations want to hear something from all Controllers at least once a year - largely to avoid the problems caused by Controllers failing to register a change of appointment!]*

3.6 Termination of appointment

All appointments held by a member lapse upon expiry of membership. *[NB If the Group Controller expires then the Group doesn't have a Controller. This can cause significant problems (insurance, liability, loss of mailings from national organisation...)]*

3.7 Reference numbers

National Registrations will issue each Group, County and Zone with a unique reference number. This number should be quoted on correspondence. *[The 'group' number]*

3.8 Application to register a new Group

[This is intended to formalise the present 'common sense' informal arrangement]

- a) Members wishing to form a new Group should make written application to National Registrations together with written evidence of support for the formation of the new group.
- b) The application should include the proposed name, area and scope and, where necessary,

the County within which the Group shall be deemed to lie. *[As defined in the Articles]*

- c) If the members forming the Group are registering at the time of formation, the membership applications must accompany the Group formation paperwork.

3.9 Notification of Constitutions

- a) Groups, Counties and Zones must notify the adoption or amendment of their constitution to the Company Secretary. This notification should be performed as soon as reasonably possible following the formal adoption or amendment
- b) In the case of adoption, the notification should be accompanied by a copy of the constitution together with minutes of the general meeting at which it was adopted.
- c) In the case of an amendment, the notification should be accompanied by a copy of the original constitution together with details of the amendments and minutes of the general meeting at which it was adopted.

3.10 Defunct Groups

- a) A Group will be deemed to be defunct if six months have elapsed with no members registered to that Group.
- b) To reactivate a defunct Group, application shall be made as for the creation of a new Group as in 3.8 above.

4 Discipline

[Everyone benefits from a clear and concise statement of what is and is not acceptable within RAYNET. It should be common sense]

4.1 Requirements

At all times whilst on Company business, members are required:

- a) to act lawfully and within the terms of any radio licences that they may hold.
- b) to act in a safe manner to themselves and others.
- c) to comply with the requirements of the Memorandum and Articles of Association together with any rules made under their provisions.
- d) not to use violent, aggressive or grossly discourteous behaviour.
- e) not to act maliciously, deliberately or recklessly so as to cause any organisation or individual who is not a member of the Company to broadcast or form a denigratory or misleading opinion of the Company, its activities or of any of its members. *[This clause is often written as 'not bringing the organisation into disrepute']*

but that is a little vague and could be interpreted too harshly I

4.2 Breaches

If a member is in breach of any of the above requirements then any of his directly superior controllers, his Zonal Coordinator or the Company Chairman may take the following actions:

- a) provide advice or guidance to the member concerned.
- b) issue a verbal warning to the member.
- c) issue a written reprimand to the member.
- d) refer the matter to the Committee. Referrals made by a Controller shall be made through the relevant Zonal Co-ordinator.

4.3 Committee

The Committee, upon receipt of such a referral, and following an appropriate review, may decide that no further action is necessary or may issue:

- a) written advice or guidance to the member concerned.
- b) a written reprimand to the member.
- c) a written notice suspending the member's appointment as a controller.
- d) a written notice terminating the member's appointment as controller.
- e) a written notice suspending the member's membership.
- f) a written notice terminating the member's membership.

4.4 Challenges

A member may challenge any of the above actions by the procedure laid down in the appeals section of these rules.

5 Appeals

[There are a number of places in the Articles where decisions and actions can be challenged. This section sets out exactly how that can be done.]

5.1 Invoking

- a) This appeals procedure shall be invoked under the following circumstances:
- 1) A Group Controller challenges the decision of the Committee to refuse membership to an applicant under Article 6.
 - 2) A member challenges the decision of any of his directly superior controllers or his Zonal Co-ordinator or the Committee to issue advice, guidance, a warning or a reprimand under these rules.
 - 3) A member challenges the decision of the Committee to suspend or terminate his membership under Article 10.
 - 4) A Group Controller challenges the decision of the Committee to suspend or terminate his

- appointment under Article 13.
- 5) A County Controller challenges the decision of the Committee to suspend or terminate his appointment under Article 16.
 - 6) Members challenge the decision of the Committee to withhold approval to establish a Group under Article 13.
 - 7) Members challenge the decision of the Committee to withdraw or withhold approval for the name, area or scope of a Group or the county which the Group is deemed to lie within under Article 13.
- b) This procedure is invoked by serving a notice, in writing, signed and dated, to the Company Secretary giving the reasons for the appeal. The notice of appeal shall be accompanied by any relevant documentation. *[Not ALL documentation is required]*

5.3 Formation of Appeal Panel

- a) A Panel will be appointed by the Company Chairman. It will comprise three controllers, two of whom must be County Controllers. They must be uninvolved in the case and willing to serve on the Panel. The Panel members will select a chairman from amongst their number.
- b) The Panel will be assisted by the Zonal Co-ordinator for the relevant area. (In the case of the Zonal Co-ordinator being named in the appeal notice, an alternative Zonal Co-ordinator will be appointed by the Company Chairman.)
- c) The Company Secretary will supply members of the Panel and the Zonal Co-ordinator with a copy of the notice and any accompanying documentation.
- d) The Panel will decide what investigations the Zonal Co-ordinator or the Panel members will carry out on the Panel's behalf.
- e) These investigations will seek to obtain any relevant written facts, documentation, or written submissions. All correspondence for the Panel should be sent to the chairman of the Panel.
- o) The Panel will collectively consider the results of these investigations bearing in mind the relevant Rules.
- g) If they desire, the Panel may seek verbal submissions to the full Panel or make additional investigations to further clarify their understanding.
- h) The Panel must grant the member or members concerned an opportunity to see the results of its

- investigations and any other pertinent matter and to be heard before a final decision is made,
- i) The Panel will form its conclusion based on their understanding of the balance of probabilities of the facts of the matter. If necessary, it may arrive at a conclusion by majority decision. The Chairman of the Panel shall then submit a report to the Company Chairman. This report will:
 - 1) name all the panel members and the assisting Zonal Co-ordinator.
 - 2) list the dates and venues of its meetings.
 - 3) summarise the written and verbal submissions received by the panel.
 - 4) summarise the details which the Panel considered to be significant in arriving at its conclusion.
 - 5) give the finding of the Panel.

5.3 Reporting

The Committee must accept the Panel's report. The Company Secretary shall then declare its findings by copying the report to the members requesting the appeal.

5.4 Petition

A further appeal to the Committee may only be made if the above procedure has not been complied with. The appeal must be lodged with the Company Secretary within 6 weeks of receiving the Panel's report. In such a case the Company Chairman will appoint two Zonal Co-ordinators to adjudicate. Their decision shall be final. If the procedural appeal is upheld, the Company Chairman will form a fresh Panel and the disputes procedure will be repeated. *[The recommendation of the Appeals panel is final unless it can be shown that something went wrong with the proper process]*

5.5 Conduct

The Panel will conduct its activities in a confidential manner and will require all others associated with the investigations, including those making the appeal to respect and co-operate with this confidentiality, so long as this does not interfere with any investigations, until its findings are declared. *(Public discussion is unlikely to assist a fair investigation - a fundamental principle of justice]*

Default constitution for Groups/Counties/Zones

The following constitution applies to Groups in the absence of any constitution that they may have adopted themselves.

[Notes in italics are intended as a guide to interpretation but do not form part of the Constitution.]

1. Name

The name of the Association is (hereinafter called 'the Association').

2. Objects

[The objects must be very clearly defined - especially for charities.]

The Association shall be established to support the Radio Amateurs's Emergency Network to relieve distress and poverty resulting from emergencies and disasters and to provide communication services of benefit to the community for use during or in anticipation of but not limited to such emergencies and disasters or in efforts to prevent or mitigate the effects of them and to assist in rescuing those affected or in danger of being affected by them: and in furtherance of the foregoing object to co-operate with and provide assistance to other organisations (including particularly the St. John Ambulance Brigade, St. Andrew's Ambulance Brigade and the British Red Cross Society), to Government, Local Authority, Police, Fire and other public or voluntary services, bodies, institutions, authorities or agencies (whether local, regional, national or international) when they are engaged or when contemplating engagement in activities consistent with the above object.

3 Powers

[Once a charity, it is very difficult to do anything which is not mentioned in the Constitution - even if it is only a very minor part of normal operations. Those mentioned here are standard clauses which cover every aspect (we believe) of Raynet work.]

In furtherance of the foregoing object but not further or otherwise the Association shall have the following powers:-

- a) To provide, retain, co-ordinate and maintain emergency communications by radio, telephone, telex or other systems and to co-operate with other persons and organisations or any international central local or other public authority similarly occupied.
- b) To purchase take on lease or in exchange hire or otherwise acquire and hold any real or personal estate of any kind necessary or convenient for the purposes of or in connection with the Association's business or any branch or department thereof and (subject to such consents as may be required by law) sell, lease or otherwise dispose of or mortgage any such real or personal estate. *[So you can buy, or be given, a radio.]*
- c) To erect construct lay down enlarge alter and

maintain factories buildings works plants and machinery necessary or convenient for the Association's business and to contribute to or subsidise the erection construction and maintenance of any of the same. *[So you can put an antenna on a building.]*

- d) To borrow or raise or secure the payment of money for the purposes of or in connection with the object of the Association on such terms (with any necessary consents) and on such security as may be thought fit and whether by the creation and issue of debenture or debenture stock or otherwise. *[You can buy the radio in installments.]*
- e) To co-operate sub-contract or enter into any arrangements of any kind with any of the organisations or bodies named or referred to in the preamble to this clause or any central local or other public authority or any other body or person whenever it appears to the Association that such co-operation or agreement as aforesaid is likely to assist promote or make more effective any of the work of the Association and may in like manner co-ordinate the activities of the Association with those of any such authority or person.
- f) To foster and undertake research into any aspects of the objects of the Association and its work and to disseminate the results of any such research. *[You can try out new techniques and publish the result.]*
- g) To accept subscriptions donations devise bequests and to issue appeals hold public meetings and take such other steps as may be required for the purposes of procuring contributions to the funds of the Association in the shape of donations subscriptions or otherwise provided that the Association shall not undertake any permanent trading activities in raising funds for its charitable objects.
- h) To take and accept any gift of money property or other assets whether subject to any special trust or not for any of the purposes of the Association. *[You can accept money.]*
- i) To draw make accept endorse discount execute and issue promissory notes bills cheques and other instruments and operate banking accounts. *[You can open a bank account.]*
- j) To invest the moneys of the Association not immediately required for its purposes in or upon such stocks funds securities or other investments in any part of the world whether involving liability or not as the Association shall in its absolute discretion think fit. *[You can open a savings account.]*
- k) To make any donations in cash or assets or establish or support aid in the establishment or support of or contribute or lend money with or without security to or for any charitable institution corporation fund trusts of purposes having or including purposes similar to the object of the Association. *[You can give, or lend, money to similar charities.]*
- l) To cause to be written, and printed or otherwise reproduced and circulated, gratuitously or otherwise, periodicals, magazines, books, leaflets or other documents or films, recorded tapes or any appropriate media. *[You can print leaflets.]*

- m) To cause to be produced and made available such materials, equipment, tools, clothing, supplies and other items as will assist the Association's officers, servants, voluntary workers or members to further the objects of the Association. *[You can make tabards and radios available.]*
- n) To hold exhibitions, meetings, lectures, classes, seminars and courses either alone or with others.
- o) To establish and maintain an information network comprising books journals and other publications films and other audio-visual materials television and radio programmes and other audio materials computerised data and a directory of persons and other resources available for the promotion of the object of the Company. *[You can keep names and addresses of useful people, hold nets, take pictures...!]*
- p) To undertake and execute charitable trusts. *[You can look after other peoples money or belongings for them - eg someone might allow the Group to use a radio on 'permanent loan'.]*
- q) To insure and arrange insurance cover for and to indemnify its officers, servants and voluntary workers and those of its members from and against all such risks incurred in the course of the performance of their duties as may be thought fit. *[You can take out extra insurance.]*
- r) To amalgamate with any company institution society or association which shall be charitable at law and have objects altogether or mainly similar to those of the Association and prohibit the payment of dividend or profit to and the distribution of any of their assets amongst their members at least to the same extent as such payments or distributions are prohibited in the case of members of the Association by the constitution. *[You can amalgamate with an adjacent Group.]*
- s) To pay out of the funds of the Association any proper costs charges and expenses of and incidental to the formation and registration of the Association. *[You can reimburse your Committee any costs of getting set up.]*
- t) To do all such other lawful and charitable things as will further the objects of the Association.

4 Membership

- a) Membership of the Association shall be open only to current members of the Radio Amateurs' Emergency Network aged over 14 who are interested in furthering the work of the Association and who have paid the annual subscription, if any, as laid down from time to time by the Committee defined below.
- b) Applicants for membership under the age of 18 shall provide the written consent of their parent or guardian.
- c) The Committee defined below shall have the right to approve or reject any application to join the Association. Upon acceptance the Group Controller defined below shall cause the application for membership to be registered with and in such manner as required by the Radio Amateurs' Emergency Network. *[Ties with the membership requirements in the Articles of Association of the*

national organisation.]

- d) The Group Controller must cause any renewal of membership to the Radio Amateurs' Emergency Network which he has received, to be registered with, and in such manner as required by, the Radio Amateurs' Emergency Network provided that the member of the Association:
 - i) is not in arrears with any subscriptions
 - ii) has taken part in any of the Association's activities during the preceding 12 months unless prior agreement has been reached with the Group Controller as defined below.
- e) The Group Management Committee defined below shall have the right for just and substantial reason to terminate the membership of any individual provided that the the member concerned shall have the right to be heard by the Group Management Committee before a final decision is made.
- f) A member may at any time resign from the Association by giving written notice to the Association and discharging all his obligations including the return of all Association property to the Association.

5 Officers

- a) The administrative functions of the Association shall be performed by its officers. These shall comprise:
 - 1) the Chairman of the Association who shall preside at all meetings at which he or she is present. This member shall hold the post of Group Controller.
 - 2) the Vice-Chairman of the Association who shall act for the Chairman in his or her absence. This member shall hold the post of deputy Group Controller.
 - 3) the Secretary who shall be responsible for
 - i) keeping the minutes of all meetings of the Association
 - ii) ensuring that all correspondence is correctly handled.
 - iii) maintaining a register of the Association's equipment
 - 4) Treasurer who shall be responsible for
 - i) keeping proper account of the finances of the Association
 - ii) advising the Committee on all financial matters,
 - iii) preparing the accounts for audit and presenting them at the Annual General Meeting
- b) Only members of the Association may be officers. The positions of Secretary or Treasurer may be held by another officer of the Association, provided that no individual shall hold more than two posts. *[Committee members can wear two hats - but not more than two. However, the controller and deputy must be two different people.]*
- c) An officer upon ceasing to hold office for any reason shall pass all documentation associated with the post to his/her successor or to the Secretary

or Chairman.

6 Group Management Committees

- a) The Association's affairs shall be administered by a Management Committee. Only members of the Association may be members of this Committee. Five individuals shall form this Committee.
- b) The officers mentioned above shall be members of this Management Committee.
- c) The Group Controller may appoint an existing Committee member to be the Membership Officer. The Controller, or if one has been appointed, the Membership Officer, shall be responsible for liaising with the Radio Amateurs' Emergency Network in all matters relating to the registration of the Association's members with the Radio Amateurs' Emergency Network.
- d) Management Committee members shall each have one vote at Committee meetings.
- e) The Management Committee shall have the power to co-opt from the membership of the Association. Co-opted members shall not have any voting rights on the Committee.
- f) The quorum for Management Committee meetings shall be three.
- g) In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum is present.
- h) All Management Committee members shall serve until the conclusion of the next Annual General Meeting of the Association.
- i) Any Committee member may resign by giving written notice to the Chairman or Secretary of the Association.

7 Annual General Meetings

- a) An Annual General Meeting shall be held within 15 months of the previous Annual General Meeting or the formation of the Association. At least 21 days notice shall be given to each member in writing.
- b) The quorum for the meeting shall be one half of the membership of the Association or 8 members which ever is the smaller
- c) The business shall include the:
 - i) minutes of the last Annual General Meeting and of any Extraordinary General Meetings held since the immediately preceding Annual General Meeting,
 - ii) Chairman's report,
 - iii) Treasurer's report,
 - iv) consideration of the audited statement of the accounts for the last financial year.
 - v) election of officers and other Management Committee members, if any.
 - vi) appointment of an appropriately qualified auditor or auditors for the next financial year,
 - vii) transaction of such other matters as may from time to time be necessary.
- d) Nominations for Committee members may only be made by current members of the Association and

will only be valid if confirmed by the nominee at the meeting or previously in writing.

- e) Any defect discovered in the appointment of a Committee member shall not invalidate any acts carried out by that individual prior to the discovery.

8 Extraordinary General Meetings

- a) An Extraordinary General Meeting may be convened by direction of the Management Committee, or on requisition to the Secretary stating the business for which the Extraordinary General Meeting is required and signed by not less than one third of the current membership of the Association able to vote at a General Meeting. If the meeting so requisitioned is not convened within 2 months, the requisitionists may convene such an Extraordinary General Meeting themselves.
- b) At least 21 days written notice of all Extraordinary General Meetings shall be given to all members of the Association.
- c) The business of the Extraordinary General Meeting shall be that for which it is called and no other.
- d) A quorum shall comprise one half of the current membership of the Association or 8 members which ever is the smaller.

9 Voting at all Meetings

- a) At General Meetings each current member of the Association registered by the Association with the Radio Amateurs' Emergency Network shall be entitled to one vote. *[Members holding a current ID card who are also members of this Group.]*
- b) Questions arising at any meeting shall be determined by a simple majority of those present. Voting by proxy shall not be permitted. Voting shall normally be by show of hands. If a secret ballot is called for, or deemed appropriate by the chairman of the meeting, ballot papers shall only be issued to those present at the meeting.
- c) The chairman may vote. In the event of a tie, the chairman shall have a second or casting vote.

10 Standing Orders and Rules

- a) The Management Committee shall have the power to adopt and issue Standing Orders and/or Rules for the Association. Such Standing Orders shall come into operation immediately provided always that they may be subject to review by the Association at an Annual or Extraordinary General Meeting and shall not be inconsistent with the provisions of this Constitution or the Memorandum and Articles of Association of the Radio Amateurs' Emergency Network. *[Any Rules can be challenged by the membership by holding an EGM. They have to be in keeping with the Raynet activities as laid down in the Articles of the national organisation.]*

11 Mandating of Controllers

Unless a motion has been passed at a General Meeting, the Chairman may vote as he/she sees fit at any County/Regional/Island or Zonal General Meetings he/she may be a member of. *[If members wish their GC to vote exactly as they say then they must hold an EGM - this*

can easily be a small part of an ordinary meeting but it guarantees that everyone knows about it and has an opportunity to vote.}

12 Finance

- a) All moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose provided that nothing contained in this Constitution shall prevent the repayment to any member of the Association including any Committee members of reasonable out of pocket expenses. *I No free trips to the Bahamas.]*
- b) The accounts shall be audited at least once a year by the auditor or auditors appointed at the Annual General Meeting as aforesaid.
- c) A banking account shall be opened in the name of the Association with such financial institution as the Management Committee shall decide. The Management Committee shall authorise in writing the Treasurer and up to two other members of the Management Committee to sign cheques on behalf of the Association. All cheques must be signed by at least two of the authorised signatories.

13 Subscriptions

A subscription may be levied amongst the members of the Association. The amount of the subscription, if any, and the due date shall be determined from time to time by the Management Committee. The Management Committee shall have the power to waive or reduce subscriptions either generally or specifically as they see fit.

14 Trust Property

The title to all real or personal property which may be acquired by or on behalf of the Association shall be vested in such number of individual persons (not being members of the Committee) as the Association shall determine from time to time at an Extraordinary or Annual General Meeting. *[Legally, unincorporated associations cannot own property - it must be held in trust by one or more individuals.]*

15 Alterations to the Constitution

Any alteration of this Constitution shall receive the assent of at least one half of the full membership of the Association and voting at a General Meeting especially called for the purpose. Provided that notice of any such alteration shall have been received by the Secretary in writing not less than 28 clear days before the meeting at which the alteration is to be proposed. At least 21 clear days' notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the Secretary to each member of the Association provided that no alteration shall be made which would have the effect of causing the Association to cease to be a charity at law or would be inconsistent with the provisions of the Memorandum and Articles of Association of the Radio Amateurs' Emergency Network. *[Changing the constitution is a serious matter and shouldn't be pushed through without an opportunity for debate by as many members as possible.]*

16 Dissolution

- a) The decision to wind-up the Association may only be taken at an Extraordinary General Meeting. In the event of there not being a quorum within 30 mins of the time stated for the start of the Extraordinary General Meeting, the Officers shall have the power to wind-up the Association. *[This prevents any possibility that the Group cannot wind itself up if it has too few members to be quorate.]*
- b) In the event of the decision to wind-up the Association, the Officers shall have the power to dispose of any assets held by or on behalf of the Association.
- c) Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to those of the Association as the Officers may determine.

17 Notices

- a) A notice may be served by any member of the Management Committee acting on behalf of the Association on any member personally or by sending it through the post in a prepaid letter addressed to such member at the address registered with the Radio Amateurs' Emergency Network, and any letter so sent shall be deemed to have been received within 3 days of posting.
- b) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, a person entitled to receive notice shall not invalidate the proceedings at that meeting.
- c) If a member is present at a meeting, it shall be deemed that proper notice had been received by that individual.

18 Interpretation

- a) For the interpretation of this Constitution, the Interpretation Act 1978, shall apply as it applies to the interpretation of an Act of Parliament.

— END —

Counties / Regions / Islands

The following constitution applies to County, Region or Island in the absence of any constitution that they may have adopted themselves.

Where this Constitution is intended to apply to a County, Region or Island then the following sections completely replace the sections in the Group constitution above.

4 Membership

- a) Membership of the Association shall be open to each Group Controller and one Deputy Group Controller nominated by that group's Management Committee whose groups' scope is defined by the

Radio Amateurs' Emergency Network to be within the county / region / island. *[Deputies have an entitlement to attend - especially important if the Controller cannot get there.]*

- b) the officers of the Association as defined below.
- c) A member may at any time resign from the Association by giving written notice to the Association and discharging all his obligations including the return of all Association property to the Association.

5 Officers

- a) The administrative duties of the Association shall be performed by its officers. These shall comprise:
 - 1) the Chairman of the Association who shall preside at all meetings at which he or she is present. This member shall hold the post of County/ Regional/ Island Controller.
 - 2) the Vice-Chairman of the Association who shall act for the Chairman in his or her absence. This members shall hold the post of deputy County/ Regional/ Island Controller.
 - 3) the Secretary who shall be responsible for
 - i) keeping the minutes of all meetings of the Association,
 - ii) ensuring that all correspondence is correctly handled,
 - iii) maintaining a register of the Association's equipment
 - 4) Treasurer who shall be responsible for
 - i) keeping proper account of the finances of the Association,
 - ii) advising the Committee on all financial matters.
 - iii) preparing the accounts for audit and presenting them at the Annual General Meeting.
- b) Only current members of the Radio Amateurs' Emergency Network may be officers of the Association. The positions of Secretary or Treasurer may be held by another officer of the Association, provided that no individual shall hold more than two posts.
- c) An officer upon ceasing to hold office for any reason shall pass all documentation associated with the post to his/her successor or to the Secretary or Chairman.

6 County/Regional/Island Management Committee

- a) The Association's affairs shall be administered by a Management Committee. All the members of the Association shall form this committee.
- b) Management Committee members shall each have one vote at Management Committee meetings.
- c) The Management Committee shall have the power to co-opt any current member of the Radio Amateurs' Emergency Network. Co-opted members shall not have any voting rights on the Management Committee.
- d) The quorum for Management Committee meetings

shall be half of the membership of the Association and must include at least one representative from each of two different Groups.

- e) In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum is present.
- 0 Any Management Committee member may resign by giving written notice to the Chairman or Secretary of the Association,
- g) All officers shall serve until the conclusion of the next Annual General Meeting of the Association.

9 Voting at all Meetings

- a) At General Meetings each elected Group Controller, or their proxy, shall be entitled to one vote. No other person may vote. Group Controllers shall have due regard to the wishes of their group members when applying their vote. *[Just one vote per Group - even if the Deputy is also present. Group Controllers should consult their members especially when voting for their County Controller.]*
- b) Questions arising at all other meetings shall be determined by a simple majority of those present. Voting by proxy shall be permitted. Voting shall normally be by show of hands. If a secret ballot is called for, or deemed appropriate by the chairman of the meeting, ballot papers shall only be issued to those present at the meeting.

— END —

Zones

The following constitution applies to Zones in the absence of any constitution that they may have adopted themselves.

Where this Constitution is intended to apply to a Zone then the following sections completely replace the sections in the Group constitution above.

4 Membership

- a) Membership of the Association shall be open to each Group Controller and each County/ Regional/ Island Controller whose group's or county's/ region's/ island's scope is defined to lie within the zone.
- b) The officers of the Association as defined below.
- c) A member may at any time resign from the Association by giving written notice to the Association and discharging all his obligations including the return of all Association property to the Association.

5 Officers

- a) The administrative duties of the Association shall be performed by its officers. These shall comprise:
 - 1) the Chairman of the Association who shall preside at all meetings at which he or she is

present. This member shall hold the post of Zonal Co-ordinator. Should for any reason he be disqualified under the Articles of Association of the Radio Amateurs Emergency Network Ltd to be the Zonal Co-ordinator then he shall immediately vacate the post of Chairman. *[Elected ZCs form the national committee -if a ZC is disqualified under the Articles then he cannot serve as ZC, so he must also stand down as chairman of the Zonal association.]*

- 2) the Vice-Chairman of the Association who shall act for the Chairman in his or her absence. This members shall hold the post of deputy Zonal Co-ordinator.
- 3) the Secretary who shall be responsible for
 - i) keeping the minutes of all meetings of the Association.
 - ii) ensuring that all correspondence is correctly handled,
 - iii) maintaining a register of the Association's equipment
- 4) Treasurer who shall be responsible for
 - i) keeping proper account of the finances of the Association,
 - ii) advising the Committee on all financial matters,
 - iii) preparing the accounts for audit and presenting them at the Annual General Meeting.
- b) Only current members of the Radio Amateurs' Emergency Network may be officers of the Association. The positions of Secretary or Treasurer may be held by another officer of the Association, provided that no individual shall hold more than two posts.
- c) An officer upon ceasing to hold office for any reason shall pass all documentation associated with the post to his/her successor or to the Secretary or Chairman.

6 Zonal Management Committee

- a) The Association's affairs shall be administered by a Management Committee. All the members of the Association shall form this Committee.
- b) Management Committee members shall each have one vote at Management Committee meetings.
- c) The Management Committee shall have the power to co-opt any current member of the Radio Amateurs' Emergency Network. Co-opted members shall not have any voting rights on the

Management Committee.

- d) The quorum for Management Committee meetings shall be half of the membership of the Association.
- e) In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum is present.
- 0 Any Management Committee member may resign by giving written notice to the Chairman or Secretary of the Association.
- g) All officers shall serve until the conclusion of the next Annual General Meeting of the Association save for the Chairman who shall serve for a period of three years commencing on the first day of January following their election.
- h) In the final year of the chairman's period of office, or in the event of a vacancy, the Management Committee shall ensure that an election for the position of Chairman is arranged so as to permit notice to the Company Secretary of the Radio Amateurs Emergency Network Ltd of the result of the election no later than 15th November in that year. This notification must include a declaration of the results of the election, signed by the election scrutineers or tellers, and a signed declaration of willingness to accept the position by the new chairman. *[This is to ensure that new ZCs are elected and form part of the national committee. The dates are required due to the need to inform Companies House of a change of directors (ZCs in our case) within a fairly short period.]*

9 Voting at all meetings

- a) At General Meetings each elected Group Controller and each elected County/Regional/Island Controller, or their proxy, shall be entitled to one vote. No other person may vote. Controllers shall have due regard to the wishes of their group members when applying their vote. *[Just one vote per Controller- even if the Deputy is also present. Controllers should consult their members especially when voting for their Zonal Co-ordinator.]*
- b) Questions arising at all other meetings shall be determined by a simple majority of those present. Voting by proxy shall not be permitted. Voting shall normally be by show of hands. If a secret ballot is called for, or deemed appropriate by the chairman of the meeting, ballot papers shall only be issued to those present at the meeting.

— END —