

# Gwent RAYNET Group – Constitution

## 1. Name

The Group shall be known as the **Gwent RAYNET Group** (hereinafter referred to as “the Group”).

## 2. Aims

The primary aim of the Group shall be the provision of communications for the User Services on an ad-hoc basis and subject to the authorisations in the Amateur Radio Licence, together with the carrying out of exercises to train members in such activities.

## 3. Membership

- 1) Membership shall be open to all persons interested in the aims of the Group and wishing to assist in communications in the Gwent area or other areas in which the Group may be involved from time to time.
- 2) The Committee of the Group shall have the discretion to withhold or withdraw membership from any individual.
- 3) Membership shall be in three categories:
  - 1) *Full* – such a member shall be a licensed radio amateur and will be likely to attend at least two in three Group meetings and events per year.
  - 2) *Reserve* – such a member shall be a licensed radio amateur and will be likely to attend at least one in three Group meetings, but may be available more regularly for Group events during the year.
  - 3) *Associate* – such a member shall be currently unlicensed but having an interest in the Aims of the Group.
- 4) Persons aged 16 or under will require the consent of a Parent (or Guardian) to join the Group, and the consent of a Parent (or Guardian) to participate in any Group event.
- 5) Such categories of membership shall not serve to affect a member's participation in any Group activity.
- 6) All members shall abide by the Constitution of the Group. The Committee shall have the power to expel any member whose conduct, in the opinion of at least three-quarters of the Group membership, renders that person unfit to be a member of the Group. No member shall be expelled without first having been given an opportunity to appear before the Committee.
- 7) Members may occasionally invite prospective members or other interested persons to Group meetings.

## 4. Group Administration

The affairs of the Group shall be administered by a Committee elected at each Annual General Meeting. The Committee, in whom the Group's property shall be vested, shall consist of:

- 1) A Group Controller (Chairman), who will preside at all Group meetings at which he is present and will:
  - 1) be responsible for the overall running of the Group;
  - 2) be responsible for maintaining a membership database and “Callout Charts”.
- 2) Two Deputy Controllers (Deputy Chairmen), one of whom shall:
  - 1) preside over any meeting at which the Group Controller is not present;
  - 2) act as Controller during any other absence of the Group Controller.
- 3) A Treasurer, who will be responsible for:
  - 1) keeping the Group's accounts;
  - 2) advising the Committee on all financial matters affecting the Group;
  - 3) preparing the accounts for audit and presenting them at the AGM.
- 4) Two ordinary Committee Members who will also act as Auditors for the Group's Accounts.

## 5. Finance

- 1) Any fees or subscriptions shall be due and payable as deemed necessary by the Committee. Members in arrears shall have no voting rights.

- 2) The Committee shall have the power to waive or reduce any fees or subscriptions in special circumstances.
- 3) All monies received by the Group shall be promptly deposited in the Group's bank account. Withdrawals from the account will require the signatures of the Treasurer and Group Controller.

#### **6. Committee standing orders**

- 1) The quorum for the Committee shall be three. 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 exists.
- 2) Committee meetings, if required, may be called by the Group Controller, Deputy Controller(s), Treasurer, Ordinary Member(s) or by any four non-Committee members.

#### **7. Annual General Meeting**

- 1) The Annual General Meeting shall normally be held in March or April each year. At least 14 days notice of the AGM shall be given to each member.
- 2) The quorum for the meeting shall be two-thirds of the membership.
- 3) Only current Members of the Group shall be entitled to vote at the Meeting. The voting method shall be decided at the Meeting.
- 4) The agenda for the meeting shall be:
  - 1) Welcome and Apologies for absence;
  - 2) Minutes of the previous AGM;
  - 3) Matters Arising from the Minutes of previous AGM;
  - 4) Group Controller's Report;
  - 5) Treasurer's Report and Accounts;
  - 6) Election of the Group Committee;
  - 7) Any other business.
- 5) Items 7.4.1 to 7.4.6 shall be chaired by the out-going Group Controller (Chairman), and the remaining business by the newly elected Group Controller (Chairman).
- 6) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- 7) Items to be raised by members under "Any other business" must be notified to the Group Controller not less than 7 days before the AGM.

#### **8. Extraordinary General Meetings**

- 1) Extraordinary General Meetings may be called by any three Committee members or not less than fifty percent of members of the Group; the date of the meeting being the earliest convenient as decided by the Committee.
- 2) For any EGM, at least 21 days notice in writing must be given to the Group Controller who, in turn, shall give members at least 14 days notice in writing of the agenda. No other business may be transacted at the EGM.
- 3) The quorum for the EGM shall be fifty percent of the members.
- 4) Only current Members of the Group shall be entitled to vote at the Meeting. The voting method shall be decided at the Meeting.

#### **9. Amendments to the Constitution**

- 1) The Constitution may be amended only at the AGM or an EGM called for that purpose.

#### **10. Winding up of the Group**

- 1) The decision to wind up the Gwent RAYNET Group may be taken only at an EGM.
- 2) The funds of the Gwent RAYNET Group shall, after the sale of all assets and payment of all outstanding debts, be disposed of as directed by members at the final EGM.