

# North Wiltshire RAYNET - Group Constitution

## Article One – Organisation Name

The Organisation shall be known as the North Wiltshire RAYNET Group, hereafter referred to as the Group.

## Article Two – Objects of the Organisation

**2.1** The object of the Group shall be to provide an additional source of communications for emergencies, disasters or the prevention thereof, and emergency radio communications aid to the listed User Services defined by Ofcom.

**2.2** As part of on-going **training** for members (providing stations for message passing as per 2.1 above), Group members will undertake to provide radio communications support to community group events on request and as agreed with an appropriate User Service.

## Article Three – Membership

### **3.1 Admission and Registration**

**3.1.1 Membership** of the Group is at the discretion of the Group Controller and is open to persons **aged 18 or over**, having demonstrable interest in the furtherance of the Group's objects .

**3.1.2 Associate Membership** of the Group to persons between the ages of **14 and 18 years** requires written consent of parent or guardian. Such persons will not have the right to vote at any meeting, or be eligible for election to any office within the Group.

**3.1.3 A Registered Member** shall mean any person who is an acknowledged member of North Wiltshire RAYNET Group and whose subscription fee, if any, is paid to date.

**3.1.4 Membership** of the Group shall be deemed to have ***lapsed*** if the member has not taken part in any of the Group's activities for a period of **24 consecutive months**, *subject to the discretion of the Group Controller*.

**3.1.5 Registration** of Group members to The Radio Amateurs' Emergency Network (/ RAYNET-UK) will be made via the Group's Controller or Registrations Officer.

**3.1.6 Any Registration fee** may be paid by the Group on behalf of Group members, *subject to the discretion of the Group Committee*.

### **3.2 Discipline**

The Group Committee shall have the power to censure or expel any member guilty of conduct prejudicial to the objects of the Group; provided that no such censure or expulsion shall be made before the member in question has had the opportunity to:

- a) face those alleging such conduct **or**
- b) explain his or her conduct before the Committee

## Article Four - Administration

**4.1** The Group shall be administered by a Committee elected annually at the AGM

**4.2** The Committee shall comprise:

***Chairman (the Group Controller)***

***Deputy Chairman***

***Secretary***

***Treasurer***

***Registrations Officer***

***Training Officer***

***Plus up to TWO other Members***

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**4.3 Membership** The members of the Committee & Officers shall be elected at the Annual General Meeting.

## **4.4 General Powers**

Acting in the general interests of the Group, the Committee shall have the authority to determine the activities and Organisation of the Group and the spending of the Group finances by majority vote.

## **4.5 Voting**

Each elected member of the Committee shall have one vote. In the event of a tied vote in Committee, the Chairman shall have another casting vote.

## **4.6 Casual Vacancies**

The Committee, by resolution, shall replace any member elected at the AGM who retires during the year.

## **4.7 Co-Option**

The Committee shall have the power to co-opt provided the co-opted members ***do not exceed*** the elected members.

## **4.8 Term of Office**

Committee members serve from one AGM to the next.

Any person who has already served on the Committee may be re-elected at the next AGM.

## **Article Five - Finance**

### **5.1 Accounts**

**5.1.1 A bank account** will be opened and maintained in the name of the Group with a financial institution appointed by the Committee.

**5.1.2 The Treasurer** shall be responsible to the Group's members for all finance.

### **5.2 Taxation Powers**

A subscription fee may be levied among members to assist in the financing of the Group's operations. Any amount shall be set by the Committee and becomes due immediately before the Annual General Meeting each year.

### **5.3 Donations**

Where Community event Organisers make **donations** to the Group in acknowledgement of radio communications support provided by Group members, such income shall be placed into the Group bank account and made available for use as agreed by the Committee.

### **5.4 Financial Year**

The Financial Year of the Group shall end on ***30<sup>th</sup> September*** each year.

### **5.5 Requirements for Audit**

The Treasurer shall have the accounts audited, independent of the Committee, by such person(s) elected at the previous AGM, before submission to the membership at the AGM. If the elected auditors are unavailable, the Chairman will appoint alternative auditors. The AGM, by voting on the acceptance of the accounts, will ratify or otherwise the alternative auditors.

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## Article Six - Meetings

### **6.1 Annual General Meeting (AGM)**

The Annual General Meeting shall be held no later than the 30<sup>th</sup> November annually.

#### **6.1.1 Notice of AGM**

At least 21 days written notice by either letter or email shall be given to members of the AGM, but non-receipt of such notice shall not invalidate the proceedings.

#### **6.1.2 AGM Business**

AGM business will include:

- a) Minutes of the last AGM, and any EGM held since the last AGM and any Matters arising
- b) Reports from elected Officers
- c) Receipt and, if approved, adoption of the Treasurer's Financial Report for the year
- d) Election of the Committee and its Officers
- e) Election of Auditors
- f) Consideration of addressing *Any Other Business*

#### **6.1.3 Quorum**

A quorum shall comprise half the registered membership or six members, whichever is the smaller.

### **6.2 Extraordinary General Meeting (EGM)**

An Extraordinary General Meeting shall be convened by direction of the Committee or on a requisition to the Chairman stating the business for which the EGM is required, and signed by not less than one-third of the Group's registered members. If the meeting so requisitioned is not convened within 2 months, the said members may convene such a meeting.

#### **6.2.1 Notice of an EGM**

At least 21 days written notice by either letter or email shall be given to members of the EGM, but non-receipt of such notice shall not invalidate the proceedings.

#### **6.2.2 Limitations of an EGM**

The EGM shall deal only with the business for which it was specifically called.

#### **6.2.3 Quorum**

EGM Quorum shall be the same as for the AGM.

### **6.3 Committee Meetings**

Committee meetings shall be convened from time to time by the Chairman.

#### **6.3.1 Quorum**

A quorum for a Committee meeting shall be half the elected Committee members plus one.

### **6.4 Ordinary Meetings**

An ordinary meeting shall be called at the discretion of the Chairman for any purpose, including training, after reasonable notice to members.

#### **6.4.1 Quorum**

No quorum will be required at Ordinary meetings unless Group business is to be conducted involving a binding vote, in which case the quorum and voting rights shall be the same as for the AGM.

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## Article 7 - Voting

### **7.1 Voting Eligibility**

Only persons who are registered members of the Group shall be eligible to vote and any Group meeting.

### **7.2 Voting Method**

Voting at an AGM, EGM or Ordinary meeting requiring voting shall be by simple majority - normally by show of hands. A secret ballot may be held for contested matters.

### **7.3 Proxy Voting**

Proxy voting will not be permitted unless in exceptional circumstances i.e. hospitalisation or at Chairman's discretion.

### **7.4 Secret Ballots**

If a secret ballot is called for, or deemed appropriate by the Chairman, ballot papers shall only be issued to registered members. Two tellers shall be appointed by the Chairman.

## Article 8 – Dissolution of the Group

### **8.1 Calling a Meeting**

If the Committee, by a simple majority, decide at any time that on grounds of expense or otherwise that it is necessary or advisable to dissolve the Group, it shall call a meeting of all registered members of the Group.

### **8.2 Period of Notice**

Not less than 21 days notice of such a meeting shall be given, in writing, stating the terms of the resolution to be proposed.

### **8.3 Power to Dispose of Assets**

If such decision is confirmed by a two-thirds majority of the members voting at the meeting, the Committee shall have the power to dispose of any assets held by or on behalf of the Group.

### **8.4 Disposal of Residual Assets**

Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to such other charitable institution that has objects similar to the objects of the Group as determined by the Committee. If effect cannot be given to this provision then assets shall be transferred to some other charitable purpose.

## Article 9 – Amendments to the Constitution

### **9.1 Voting Requirements**

Any amendments to the Group's Constitution shall be by two-thirds supporting vote of those present at an Annual General Meeting or Extraordinary General Meeting.

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*The above revised Constitution was **formally adopted** unanimously at an EGM - called for the purpose of ratifying this revision, on the **22<sup>nd</sup> October 2016**.*