

Appendix E – Grampian Raynet Constitution

1. NAME:

The name of the Group shall be "The Grampian Raynet Group".

2. OBJECTS:

The objects of the Group shall be:-

- (1) The provision of emergency communications for the "User Services" specified in the Amateur Radio Licence.
- (2) To carry out exercises with and assist other organisations to train members in the handling of communication traffic and related matters.

3. AFFILIATION:

The Group shall affiliate to, or have membership of:-

- (1) any other relevant organisation(s).
- (2) "relevant organisation" shall be decided at an Annual General Meeting of the Group and shall remain in force until rescinded at an Annual General Meeting or and Emergency General Meeting called for that purpose.

4. MEMBERSHIP:

Membership of the Group shall be open to:-

- (1) Those persons interested in the work of the Group.
- (2) Persons seeking membership of the Group do not necessarily require to hold an Amateur Transmitting Licence.
- (3) Applicants under the age of 18 providing the written consent of their parent or guardian is given.

Applications for membership shall be made to the Secretary, from whom the appropriate form may be obtained.

The Committee shall have the right to refuse any application.

Membership of then group shall be deemed to have lapsed if the member has not taken part in any of the groups activities for a period of 24 consecutive months. After a period of 18 months with no involvement in the group's activities by that member the secretary will communicate with the member advising the member of their status. A group activity is defined as volunteering for and/or taking part in an exercise or providing a service to the group

5. MANAGEMENT

- (1) The affairs of the Group shall be managed by a Management Committee consisting of a Group Controller and three to five Assistant Group Controllers, a Secretary and a Treasurer. (The posts of Secretary and Treasurer may be combined with any other post on the Management Committee).
- (2) At the first meeting of the Management Committee following the Annual General Meeting, the Committee shall appoint one of their number to be Deputy Group Controller.

6. CO-OPTION:

The Management Committee shall have the power to co-opt, for specific purposes, up to two persons of the Group who shall serve until the next Annual General Meeting.

7. ELECTIONS:

- (1) All members of the Management Committee shall be elected at the Annual General Meeting.
- (2) The Committee shall have the power to fill the office of Group Controller which may become vacant during the year from amongst the Committee membership, such appointment is only valid until the next Annual General Meeting. The vacancy created on the committee shall be filled by co-option.
- (3) Should another vacancy occur in the Management Committee during the current year, then the Committee, mindful of the Group's commitments, should seek to fill that vacancy, either by co-option or call a Special General Meeting for this purpose.

8. CHAIRMAN:

At all meetings, the Group Controller shall preside, in the absence of the Group Controller, the meeting shall elect a Chairman for that meeting only.

9. VOTING:

- (1) At all meetings of the Group and its Management Committee, each member present shall have one vote. The Chairman shall have a casting vote as well as a deliberate vote.
- (2) Voting on normal business shall be by a show of hands unless the members present shall decide otherwise. Voting at elections shall be by secret ballot, and the meeting shall appoint two tellers to supervise the proceedings.

10. QUORUM:

- (1) At any meeting of the Group, a quorum shall be five members at least one of whom shall not be an office bearer.
- (2) At meetings of the Management Committee, a quorum shall be 3. A meeting of the Management Committee may be held using telecommunication techniques to include members who can not be present.

11. CONDUCT

The Management Committee shall have the power to censure or expel any member from the Group who may be found guilty of conduct which brings Amateur Radio into disrepute. Such member shall have the right of appeal to an Annual General Meeting or Special Annual General Meeting of the Group. The decision of such Annual or Special Annual Meeting shall be final.

12. FINANCE AND AUDIT

- (1) The Treasurer shall (i) have the power to open an account in the Group's name with any bank subject to the Management Committee's agreement thereto; and (ii) be responsible to the Management Committee for all receipts and payments on account of the Group, and for keeping such books, records and vouchers of his intrusions as may be required by the Committee.
- (2) The Management Committee shall prepare an inventory of all equipment held by the Group for submission to the auditors at the time of the annual audit of accounts. The said inventory shall, where possible, include (a) from whom the equipment was obtained; (b) cost; (c) current estimated value; (d) where held/loaned to etc.; and (e) any other relevant information.
- (3) The financial year of the Group shall coincide with the date of the August bank statement for that year.”
- (4) The Treasurer shall be responsible for having the annual statement of accounts audited by the Auditors appointed at the Annual General Meeting.
- (5) The audited statement of accounts and inventory for that year will be presented to the Annual General Meeting in accordance with Article 13.

13. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in the month of October in each year or, exceptionally, at any other time determined by the Management Committee. The Notice calling the Annual General Meeting shall be sent to each Member of the Group with the Agenda, Minutes of the previous Annual General Meeting (and any Special General Meeting), Annual Report at least 14 days before the date of the meeting. The venue shall be determined by the Management Committee.

The business of the Annual General Meeting shall be:-

- (1) To approve the Minutes of the previous Annual General Meeting (and any Special General Meeting),
- (2) To receive the Annual Report of the Management Committee.
- (3) To consider and approve the audited accounts.
- (4) To elect the Group Controller.
- (5) To elect Assistant Group Controllers
- (6) To elect a Secretary.
- (7) To elect a Treasurer.
- (8) To appoint 2 Auditors. (persons appointed must not hold any other office)
- (9) To give Notices of Motion(s).
- (10) To transact any other competent business.

14. SPECIAL GENERAL MEETING

(1) A Special General Meeting of the Group shall be called by the Secretary on a requisition in writing signed by 8 current members of the Group or by a quorum of the Management Committee. The requisition shall state the nature of the business for the meeting. Notice of the meeting shall be sent to all members within 10 days of receipt of the requisition.

(2) Such meeting shall be held not less than two weeks or more than four weeks from the date of the Notice.

(3) In the event of a Special General Meeting having not been called within the timescale referred to above, the members signing the original request shall be entitled to convene the meeting at a venue chosen by them and to appoint the Chairman for said meeting, having given due notice to the members as (1) and (2) above.

15. OFFICIAL COMMUNICATIONS

Notices issued via email/FAX/text to members who have so given their consent to the use of these methods will be accepted as valid communication official purposes.

16. MINUTES AND RECORDS

(1) Minutes of all Annual General Meetings and Special General Meetings shall be taken and recorded in the relevant file or Minute Book, and on being approved as a correct record at a subsequent meeting, signed by the person who chaired the meeting at which they were approved, the minute being annotated accordingly. A report on the meeting shall, within 1 month of the meeting, be sent to all members who attend or submitted apologies for their non-attendance.

(2) Minutes of all meetings of the Management Committee shall be taken and recorded in the relevant file kept for that purpose and (a) signed by the person who chaired that particular meeting at the first available opportunity; and (b) sent to all members of the committee as soon as possible after the meeting to which they refer.

(3) Where items are discussed by members of the Management Committee without a meeting being formally called, the discussion shall still be minuted as in normal course, with the annotation that the meeting was not formally convened.

17. DISSOLUTION

(1) In the event of a decision being taken at Annual or Special General Meeting for the dissolution of the Group, the said meeting shall (a) decide as to the disposal of the Group's assets; (b) indicate the manner in which the assets are to be disposed; and (c) appoint a Committee of 5 members to carry out the foregoing decisions and instructions.

(2) The 5 members appointed shall elect their Chairman and thereafter jointly prepare a written report, audited by the current auditors, on the subsequent disposal of the Group's assets and circulate said report to (i) all members who attended the meeting; and (ii) those members who had tendered a written apology for absence.

(3) The final duty of the 5 members appointed shall call and hold a General Meeting to receive the report.

17. CONSTITUTION - ALTERATIONS

(1) Alterations to the Constitution shall only be made at an Annual General Meeting of Members or at a Special General Meeting called for that purpose. Written notice of the proposed amendments must be sent by the proposer to the Secretary at least 21 days before the meeting at which the proposed amendments are to be considered. The Secretary must circulate such Notice to the Members in terms of Articles 13 and 14.

(2) No alteration shall come into force unless it has been confirmed or supported by a simple majority of the Members of the Group present and voting.

This Constitution was approved of the Annual General Meeting of the Group held on 5 October 1996 at 22 Queens Road, Aberdeen

Amended 28/11/99

Amended 15/10/00

Amended 10/02/07

Document Control – Appendix E

Issue	Date	Written By	Approved by	Comments
(01)	11/02/04	GM1XEA		DRAFT – Appendix added
02	14/04/07	GM1XEA	2007 SGM	

Note: this revision record applies to appendix E only.