

# ROYAL NAVAL AMATEUR RADIO SOCIETY



## CONSTITUTION 2018

# RNARS CONSTITUTION 2018



## 1. NAME

The organisation shall be known as the Royal Naval Amateur Radio Society, hereinafter referred to as the 'Society'.

## 2. AIMS

The aims of the Society shall be to:

- a) Promote and foster Amateur Radio activities within the Service
- b) Stimulate an interest in Amateur Radio as a hobby for all serving or past members of the Royal Navy, Royal Marines and the Merchant Navy.
- c) Promote the RNARS to the Amateur Radio community
- d) Assist Amateur Radio groups and individuals to establish special event stations in support of Society activities.
- e) Liaise with Amateur Radio groups and individuals who wish to be associated with the Society.

## 3. MEMBERSHIP

Membership shall be open, subject to the discretion of the Committee, to all persons and Amateur Radio groups, including Short Wave Listeners with a maritime interest who wish to foster the aims of the Society particularly those who have served or are serving in:

- Royal Navy
- Royal Marines
- Women's Royal Naval Service
- Royal Naval Reserve
- Royal Naval Auxiliary Service
- Merchant Service
- Sea Cadet Corps
- Nautical Training Corps
- Ministry of Defence in a civilian capacity
- Commonwealth & other Navies
- RNLI & Coastguards
- Other organisations or groups approved the Committee

**The grades of membership are:**

- a) **Full Individual Members**, who may be current Amateur Radio licence holders
- b) **Associate Individual Members**, who need not hold a current Amateur Radio licence.
- c) **Life Membership** - open to members who have completed 30 years membership and on payment of a lump sum of five years subscription at the highest rate payable at the time of application.
- d) **Group Members** – incorporated Amateur Radio groups.

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- e) **Family membership** is available where each member in the family group is domiciled at the same postal address.
- f) **Under 25s** who may qualify as either grade (a) or grade (b)
- g) **Affiliated Clubs or Societies** - Any amateur radio club or society whose members have a maritime interest.
- h) **Honorary Membership** may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Society either directly or indirectly.

### Constitutional Requirements For Membership

All members shall abide by the constitution of the Society.

#### **3.1 MISCONDUCT**

- a) The Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters of the full Committee, renders that person unfit to be a member of the Society.
- b) No member shall be expelled without first having been informed of such a complaint made against them, and shall be given an opportunity to appear before the Committee. If it is found there is no case to answer, the Committee shall close the investigation.
- c) All representations shall be investigated by the full Committee, a quorum of Committee members or a sub-committee appointed by the Chair. Sub-committees shall report their findings and conclusions to the Committee at the next committee meeting or, at an extraordinary committee meeting called for that purpose. All information; whether material or otherwise; will be deemed confidential to the Committee, and not publicly made available during investigation. The Committee will discuss and vote on the most appropriate action to take, and will then inform the parties of its decision which is final. And where discretion allows, the outcome published accordingly.
- d) A clash of interest in these circumstances is where a representation of misconduct is a personal matter involving a Committee member, or where a Committee member is the subject of a misconduct complaint. The Committee member shall not take part in any further enquiries or discussions (except as defined in (b) above) of the Committee during its investigation and its findings made known.
- e) Any attempt to influence the outcome of Committee hearings, etc by bullying, obstruction, harassment or intimidating behaviour, or publicly divulging personal or confidential information, or otherwise will be viewed as misconduct.

#### **4. SUBSCRIPTIONS**

- a) The annual subscriptions for membership shall be set by the Committee.
- b) The financial year shall run from 1st April to 31st March.
- c) All subscriptions shall be due and payable at the beginning of the financial year. Members in arrears will have no voting rights.

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- d) A member shall be deemed to have resigned from the Society, if, their subscription has not been received by the RNARS within three months of the Society's financial year-end.
- e) The Committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 1 year at a time.
- f) Any overpayment of subscriptions is non-refundable.

### 5. FINANCE

- a) All money received by the Society shall be promptly deposited in the Society's bank account.
- b) Withdrawals of RNARS funds will require the signature of the Society's Treasurer and one other nominated officer of the Society's Committee.

### 6. POLICIES & PROCEDURES

Occasionally, laws are passed requiring the Society to produce policies and procedures that are in compliance with national legislation. Breaches of the rules may call for corrective action within the sphere of the Society's influence, but may otherwise be offences that have to be reported to the authorities and further actions may lie beyond the remit of the Society. All members are required to read such documents and act in accordance with Section 3 of the constitution.

### 7. MEMBERSHIP OF THE SOCIETY'S COMMITTEE

- a) The Society's affairs shall be administered by a Committee elected at the AGM.
- b) Only Full and Life Members may hold a seat on the Committee.
- c) No member shall hold a seat on the Committee for more than two years without re-election.
- d) The Committee, in whom the Society's property shall be vested, shall consist of five Officers, plus up to five Ordinary Members.
- e) The Officers of the Committee shall consist of:
  - i. A Chairman, who will preside at all meetings at which he is present.
  - ii. A Vice-Chairman, who will act as chairman in the absence of the Chairman
  - iii. A Secretary, responsible for keeping the minutes of all meetings of the Society, ensuring that all correspondence is correctly handled.
  - iv. A Membership Secretary, responsible for maintaining a master roll of members and honorary members.

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- vi. A Treasurer, who will be responsible for:  
Keeping the Society's accounts.  
Advising the Committee on all financial matters.  
Preparing the accounts for audit and presenting them at the AGM.

They will also be supported by:

- vii. A Station Manager, responsible for maintaining a register of Society equipment.
- viii. A Web Master who will be responsible for the upkeep of the Society's web site
- ix. A Publicity Manager who will be responsible for issuing press releases to the amateur radio, national and local media and providing the Web Master with content for the web site.
- x. A Data Communications Manager
- xi. A Newsletter Editor
- xii. A Commodities Manager who is responsible for acquiring approved commodities for sale
- xii. An Ex-officio appointed by the establishment in which the Society is based.

### **8. COMMITTEE STANDING ORDERS**

The Committee shall function in the following manner:

- a) Committee meetings may be called by the Chairman, or a quorum of the Committee.
- b) The quorum for any Committee meeting shall be a minimum of five full members.
- c) In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next Committee meeting at which a quorum exists.
- e) Committee meetings may take place either in a physical geographic location, or a virtual location over the Internet due to the likely dispersed nature of the Society's Committee.
- (f) The Committee shall have the power to appoint such sub-committees and representatives, and co-opt members onto the committees, as they may deem necessary in the interests of the Society.
- (g) At meetings of the Committee, or any Sub-Committee appointed by the Chair, each member shall have a vote and the Chair of each committee shall have a casting vote.



### 9. ANNUAL GENERAL MEETING

The Annual General Meeting, hereinafter referred to as the 'AGM', shall be conducted in the following manner:

- a) The AGM shall normally be held on the second Saturday of October each year.
- b) All correspondence to members regarding the AGM shall be promulgated in the Society's newsletter, e-mailed to members, who have provided the Society with an e-mail address, and mailed through the postal service to those without an e-mail address.
- c) A minimum of 21 days notice shall be given to each member in the Society's newsletter, in writing electronically or by post as appropriate.
- d) The quorum for the meeting shall be a minimum of 20% of the voting members in attendance at the AGM. Proxy votes from voting members for specific items shall be included in the quorum for those items.
- e) The agenda for the meeting shall be:
  - Apologies for absence
  - Minutes of previous AGM
  - Chairman's report
  - Secretary's report
  - Membership Secretary's report
  - Treasurer's report
  - Station Manager's report
  - Newsletter Editor's report
  - Data Communications Manager's report
  - Election of new Committee
  - Election of auditors

#### Notes:

The first nine actions and reports shall be chaired by the out-going Chairman; Election of new Committee will be conducted by an acting Chairman who is not standing for election to the Committee and the remaining business by the newly elected Chairman.

- f) Nominations for Committee members will only be valid if proposed and seconded by other members of the Society in writing electronically or by post in due time before the meeting or proposed and seconded at the meeting.
- g) Items to be raised by members under other business must be notified to the Secretary a minimum of 21 days before the AGM.
- h) A full agenda, including items to be raised by members, will be distributed to members no less than 7 days before the AGM.



**10. EXTRAORDINARY GENERAL MEETING**

Extraordinary General Meetings, hereinafter referred to as an EGM, may be called by the Committee, or, by not less than twenty full members of the Society in writing to the Secretary.

- a) All correspondence to members regarding the EGM shall be sent direct to members electronically or by post as appropriate.
- b) The date of the EGM shall be the earliest convenient date as decided by the Committee.
- c) A minimum of 28 days' notice shall be given to each member electronically or by post as appropriate.
- d) No other business may be transacted at the EGM other than that for which the meeting was called.
- e) The quorum for the EGM shall be a minimum of 20% of the voting members of the Society.

**11. AMENDMENTS TO THE CONSTITUTION**

- a) The constitution may be amended only at an EGM called for that purpose.
- b) Where an EGM is to coincide with the AGM, the business of the EGM shall be conducted after the AGM.

**12. WINDING UP OF THE SOCIETY OR MERGING WITH OTHER ORGANISATION(S)**

- a) The decision to wind up the Society or to merge with other organisation(s) may be taken only at an EGM.
- b) The funds of the Society shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as a donation to an established and recognised Charity or charities or to the organisation(s) with which the Society is to merge and will be decided by the Society at the final EGM.

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