

# Thames Amateur Radio Group

## Constitution



Throughout this document "Amateur Radio Operators" is abbreviated to "Operators".

Annual General Meeting is abbreviated to AGM.

Extraordinary General meeting is abbreviated to EGM.

Chairman and Vice Chairman is used throughout this document but it is understood that the office of Chairman and Vice Chairman shall be open to all eligible members. The person(s) holding those offices shall choose how they wish to be addressed.

### 1. NAME

The Name of the Club shall be the **Thames Amateur Radio Group**, hereinafter referred to as the Club.

### 2. AIMS

The Club is established to:

- Practice and encourage the art and science of Amateur Radio.
- Promote high standards of operation in accordance with the Amateur Radio Licence.
- Extend Fun and Friendship through Amateur Radio.
- Promote contacts with other operators using radio equipment.
- Educate the public in the benefits and furtherance of Amateur Radio.
- Secure the preservation, protection, improvement and expansion of Amateur Radio, its frequencies and modulation types.

### 3. FUNCTION OF THE EXECUTIVE

In furtherance of the said purposes but not otherwise, the Club through the Executive Committee shall have the following powers:-

1. Promote courtesy and patience amongst Amateur Radio Operators.
2. Provide generic QSL cards displaying Club name and Logo.
3. Promote exchange of QSL cards with other stations.
4. Organise field stations to further the Club's objects
5. Promote research into subjects directly connected with the objects of the Club and to publish the results.
6. To liaise with any National Club or organisation set up to represent Amateur Operators to Government bodies such as OFCOM.
7. To act as a co-ordinating body and to co-operate with Local Authorities, statutory bodies, voluntary organisations, charities and person having aims similar to those of the Club.
8. Liaise with both the Local and National media.
9. To publish papers, reports and other literature.
10. To raise funds and to invite and receive contributions from any person or persons by subscription or donation.

11. To do all such other lawful things as are necessary for the achievement of the stated purposes.

#### **4. OPERATION OF AN AMATEUR RADIO STATION**

In furtherance of the said purposes all members of the Club shall at all times:-

Adhere to the terms of their Amateur Radio Licence and any effective Notice of Variation (N.O.V.) issued by the Amateur Radio Licensing Authority.

#### **5. MEMBERSHIP**

Membership shall, at the discretion of the Executive Committee, be open to all persons who are interested in actively furthering the purpose of the Club. No member shall have the power to vote at any meeting of the Club if his or her subscription is in arrears.

Membership shall be open subject to the discretion of the committee (at least 3 members of the committee agreeing), to all persons interested in the aims of the group.

##### **Full members**

Full members shall be 18 years of age or older or must hold the permission of any competent authority to install and operate an amateur radio station.

##### **Student members**

Student members must be under 21 years of age and be in full-time education.

##### **Guests**

Members may invite guests to accompany them to meetings. No visitor may attend more than three meetings in each year.

All members and guests shall abide by the constitution of the group. The committee shall have the power to expel any member or guest whose conduct, in the opinion of at least three quarters of the full committee, renders that person unfit to be a member or guest of the group. No member shall be expelled without first being given an opportunity to appear before the committee.

#### **6. HONORARY MEMBERSHIP**

Honorary membership shall be granted individually, at the sole discretion of the Executive Committee; to such persons who represent other Societies, Groups, Associations, Organisations or Institutions which the Club wishes to fully co-operate with to further its objects.

Honorary members shall not pay a membership fee nor hold any office of the Club, or form part of a quorum for a Meeting of the Club.

Honorary members may be included in the Club mailing list or emailing list, at the discretion of the Executive Committee. Honorary membership shall be reviewed annually by the Executive Committee and a list of such members shall be presented by the Honorary Secretary at the AGM.

## **7. SUBSCRIPTIONS**

Full Membership shall be: £20/year. Student Membership shall be £12.00/year.

Any other reasonable sum as the Executive Committee shall recommend to members at the AGM shall be payable before the commencement of the AGM each year. Membership shall lapse if the subscription is unpaid 3 months after it is due.

The committee shall have the power to waive or reduce subscriptions in special circumstances for a period not exceeding 1 year. Members terminating their membership or who have their membership terminated by the Executive Committee shall not be eligible for refund of any subscriptions.

## **8. MEMBER'S DATA**

The Club Secretary will perform the role of Data Controller and ensure personal details are collected, stored and deleted in compliance with relevant legislation. The encrypted and master copy will only be shared with Executive Members and if a member requires the contact details of another member they must contact the Secretary by email who will pass their request via email to the member concerned who may then initiate the contact. The Secretary will only act as a conduit if both parties consent to their details being shared. If a member wishes to change or delete any of their information at any time, they can do so by writing to the secretary.

## **9. WORLD WIDE WEB**

Providing funds allow the Executive Committee shall ensure that a web address is maintained for the furtherance of the Club's objects

## **10. CLUB EMAIL**

Providing funds allow the Executive Committee shall ensure that an email address is maintained for the furtherance of the Club's objects.

## **11. MEETINGS**

By definition all members shall be invited to attend all General Meetings. For Members to vote at General Meetings (AGM or EGM) they must be 18 years or over and fully paid up members for a period of six months.

An Annual General Meeting shall be held in or about November of each year to receive the Executive Committee's report and accounts and to elect Officers and Members of the Committee.

Extraordinary General Meetings may be called at short notice to deal with an issue(s) that arises which requires the input of the entire membership and is too serious or urgent to wait until the next AGM.

An EGM may be called by a majority of the Officers or at the written request of 2/3rds or more members whose subscriptions are paid-up.

The Quorum for a General Meeting shall include 3 Officers, (one of whom shall either be the Chairman or Vice-Chairman) and at least one ordinary full member.

The Committee shall decide when ordinary meetings shall be held.

## **12. OFFICERS**

Nominations for the election of Officers shall be made, in writing, to the Honorary Secretary before the 30<sup>th</sup> September. Nominations shall be supported by a seconder and the consent of the nominee must first have been obtained.

The Nominee shall have already served as a member of the Committee for a period of at least a year and seconders must have completed a full year of Membership and be fully paid-up members before the AGM.

If there are no Nominee's from the Committee then a Nominee can be elected from the membership but must have completed a full year of Membership and be fully paid-up members before the AGM.

"The election of Officers shall be completed prior to the election of further Committee Members. Nominees for election as Officers or Committee members shall declare, at the AGM at which their election is to be considered, any financial or professional interest known or likely to be of concern to the Club. Restrictions may apply to persons who are serving committee members of other radio clubs/societies. This does not include National Bodies or Repeater Groups.

The Officers of the Club shall consist of:-

**CHAIRMAN**  
**VICE CHAIRMAN**  
**HONORARY SECRETARY**  
**HONORARY TREASURER**

All of whom shall relinquish their office every year and shall be eligible for re-election at the AGM. A President and Vice President may also be elected at a General Meeting of the Club, for periods to be decided at such a meeting. The Executive Committee shall have the power to fill casual vacancies occurring amongst the Committee.

## **13. THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management and administration of the Club. The Executive Committee shall consist of the Officers plus a minimum of 2 and a maximum of 4 Full members.

The Quorum for a Committee Meeting shall include 3 Officers (one of whom shall either be the Chairman or Vice-Chairman) and at least 2 ordinary committee members.

The Committee shall have the power to co-opt further members (who shall attend in an advisory and non voting capacity). The President and Vice President may attend any meetings of the Executive Committee but shall not vote at any such meeting. In the event of equality in the votes cast, the Chairman shall have a second or casting vote.

## **14. SUB COMMITTEES**

Rev 3, 17<sup>th</sup> March 2018

The Executive Committee may constitute such sub committees from time to time as shall be considered necessary for the purposes as shall be thought fit. The Chairman and Secretary of each sub committee shall be appointed by the Executive Committee and all actions and proceedings of each sub committee shall be reported to and be confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any sub committee.

#### **15. DECLARATION OF INTEREST**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Club (including any meeting of any Committee or Sub-committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

#### **16. EXPENSES OF ADMINISTRATION & APPLICATION OF FUNDS**

The Executive Committee shall, out of the funds of the Club, pay all proper expenses of administration and management of the Club. After the payment of the administration and management expenses and the setting aside to reserve such sums as may be deemed expedient, the remaining funds of the Club shall be applied by the Executive Committee in furtherance of the purposes of the Club.

#### **17. INVESTMENT**

All moneys at any time belonging to the Club and not required for immediate application for its purpose shall be invested by the Executive Committee in or upon such investment, securities or property as it may think fit, subject to such authority being required by law.

#### **18. SIGNATORIES**

The Executive Committee shall set up all ordinary banking, savings and investment accounts to ensure that all financial transactions require at least two signatories. The Signatories shall be the Treasurer and one or more delegated Officers. The Executive shall have the power to appoint one Ordinary Committee member to be a co-signatory with the Treasurer if it is deemed expedient. No co-signatory shall be related to, married to, or cohabiting with the Treasurer.

#### **19. AMENDMENTS**

This Constitution may be amended by a two-thirds majority of members present at an AGM or EGM of the Club, provided that 28 days notice of the proposed amendment has been given to all members.

#### **20. NOTICES**

Any notice required to be given to any member by this Constitution shall be deemed complete if left at, or sent by prepaid post to, the last address notified by the Secretary.

#### **21. DISCIPLINARY ACTION**

The Executive Committee shall after due consideration have the power to suspend or expel any member, who offends against this Constitution, the rules or Byelaws of the Club, or whose conduct in the opinion of the Executive Committee is contrary to the interest of the Club or injurious to its reputation.

The Executive Committee shall have the power to expel any member without explanation.

Any person shall, upon ceasing to be a member of the Club forfeits all rights and claims upon the Club, its property or funds.

## **22. COMMITTEE MEETING AGENDA**

Ordinary Committee Meetings shall be run and recorded in a structured manner including the following agenda:-

DATE & TIME

LOCATION

MEMBERS PRESENT

APOLOGIES

MINUTES

MATTERS ARISING

CORRESPONDENCE

REPORTS

MEMBERSHIP & RENEWAL

SCHEDULED BUSINESS

ANY OTHER BUSINESS

DATE OF NEXT MEETING

TIME MEETING ENDED

All business shall be directed at the Chairman who shall control the meeting, ensuring all members are given an equal opportunity to speak. The Chairman's word shall be final.

### **23. ANNUAL GENERAL MEETING**

The financial year of the Club shall close on the 31<sup>st</sup> March each year. A report of the years work and the financial statement will be presented to the Meeting.

AGM's shall be run and recorded in a structured manner including the following agenda:-

DATE & TIME

LOCATION

PRESENT COMMITTEE

MEMBERS PRESENT

APOLOGIES

ADOPTION OF PREVIOUS AGM MINUTES

MATTERS ARISING

OFFICER'S REPORTS

CHAIRMAN

HON SECRETARY

TREASURER

**ELECTIONS**

CHAIRMAN

OFFICERS

COMMITTEE

MOTIONS

ANY OTHER BUSINESS

DATE TIME OF THE NEXT AGM

CLOSE MEETING

TIME MEETING ENDED

All business shall be directed at the Chairman who shall control the meeting, ensuring all members are given an equal opportunity to speak. The Chairman's word will be final.

### **24. RECORDING MEETINGS**

A Club meeting minute book shall be kept by the Honorary Secretary, before any meeting shall commence a committee member shall be appointed to record minutes. At the next meeting they shall firstly be circulated prior to the meeting for approval and then signed by the Chairman, or in their absence, the Vice Chairman.

## **25. CONSTITUTION ENACTMENT**

It is understood that from the date this Constitution is adopted by a majority of paid up members at a General Meeting it supersedes all previous Rules, Byelaws, Agreements, subscriptions and common practises hitherto used.

## **26. WINDING UP**

The Club may be dissolved by a two-third majority of members voting at an AGM or Special General Meeting of the Club and confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting.

If a motion for the dissolution of the Club is to be proposed at an AGM or an EGM, this motion shall be referred to specifically when notice of the meeting is given.

In the event of the dissolution of the Club the available funds of the Club shall be transferred to such one or more charitable institutions as shall be chosen by the Executive Committee and approved by the Meeting of the Club at which the decision to dissolve the Club is confirmed.

On dissolution the Minute Books and other records of the Club shall be deposited with Southend Records Office.

**END**

*Thames Amateur Radio Group (November 2014)*

### **Appendix 1.**

## **Thames Amateur Radio Group Policy relating to Club Callsign "GX0TRG" and other Special Event Club Callsigns**

### **Use of Club Callsign**

This document summaries the policy for use of Club Callsigns , based on OfCom licence conditions.

Our Club Callsigns can only be operated by a member of Thames Amateur Radio Group (TARG) who holds a valid Full UK Amateur Radio Licence and who has been given permission by holder of the Notice of Variation and Club Secretary.

### **Use by Foundation / Intermediate Licence Holders**

Members of TARG with a valid UK Foundation or Intermediate Licence may operate using the Club Callsign under the direct supervision of a Club Member who holds a valid Full Licence.

Supervision is defined as being in the same room or location and able to stop any operation outside the licence conditions.

Without supervision, the Club Member must use their own callsign and adhere to their own licence conditions and power restrictions.

### **Use by Non-Licensed persons**

A Non-licensed person is permitted to send a greetings message using the Club callsign only under the direct supervision of a member of TARG who holds a valid Full Licence. The Supervisor must operate the controls.

Rev 3, 17<sup>th</sup> March 2018



The exception to this is where a non-licensed person is on a recognised training course , in which case they can operate the radio under the supervision of a TARG ,member who holds a valid full Licence.

### **General**

Permission must be obtained from the holder of the NoV when the Club's primary callsign is to be used at a location other than the Main Operating Address (Currently Jubilee Hall, Canvey Island).