



Fleetwood Radio Enthusiast Group Constitution

1. Name

The Group shall be known as the Fleetwood Radio Enthusiast Group

2. Aims

The aims of the Group shall be to further the interests of its members in all aspects of radio communication and directly associated activities.

3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Group.

(a) Full members. Full members must be 18 years of age or over or must hold the permission of the legal authority necessary to install and operate any transmitting and receiving equipment and conform to the legal legalisation of which frequencies and apparatus they are legally allowed to use.

(b) Student members. Student members must be under 25 years of age and in full-time formal education.

(c) Honorary members. Honorary Life Membership may be granted to any person, who, in the opinion of the Committee, has rendered outstanding service to the Group, either directly or indirectly. Such membership shall carry the rights of full membership but shall be free from subscriptions.

(d) Guests. Members may invite guests to meetings. No visitor may attend more than three meetings in each year. All members shall abide by the constitution of the Group.

(e) 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. No Member shall be expelled without first having been given an opportunity to appear before the Committee. (Quorum of 4 Committee Members)

4. Radio Operation

All members whom wish to install and operate a Amateur radio station must hold the permission of any competent authority and adhere to the licensing conditions of which bands they are licensed to operate on. All members whom wish to install and operate a transmitting or receiving station must adhere to the legal regulations of the radio spectrum.

5. Subscriptions

(a) The annual subscriptions for membership shall be set by the Committee.

(b) All subscriptions shall be due and payable at the 1 June each year. Members in arrears have no voting rights.

(c) The financial year shall run from 1 April to 31 March.

(d) A member shall have deemed to have resigned from the Group, if, by the following 1 June, the subscription has not been paid.

(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.

6. Finance

All money received by the Group shall be promptly deposited in the Group's bank account. Withdrawals require the signature of the Society's Treasure & Chair Person.

7. Membership of the Group's Committee

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

- (a) A Chairperson who will preside at all meetings at which he is present.
- (b) A Vice-Chairperson who will act as chairperson in the absence of the Chairperson.
- (c) A Secretary who will be responsible for: (i) keeping the minutes of all Committee, AGM and EGM meetings of the Group. (ii) ensuring that all correspondence is correctly handled. (iii) maintaining a master roll of members and honorary members. (iv) maintaining a register of Group's equipment. (v) process and maintaining membership applications. (vi) hold the registered postal address of the Group. (vii) arrangements of the Groups insurance and affiliated memberships.
- (d) A Treasurer, who will be responsible for: (i) keeping the Group's accounts. (ii) advising the Committee on all financial matters. (iii) preparing the accounts for audit and presenting them at the AGM. (iv) deposits and withdrawals of funds of the Groups bank accounts.
- (e) 3 Ordinary Committee Members.

8. Committee standing orders

- (a) The quorum for the Committee shall be 4. 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.
- (b) Committee meetings may be called by the Chairperson, Vice Chairperson, Secretary, or Treasurer.

9. Annual General Meeting

- (a) The Annual General Meeting shall normally be held each year. At least 21 days notice shall be given to each member in writing.
- (b) The quorum for the meeting shall be full Committee plus 4 ordinary members.
- (c) The agenda for the meeting shall be: (i) Apologies for absence, (ii) Minutes of the previous AGM, (iii) Chairperson's report, (iv) Secretary's report,
- (v) Treasurer's report, (vi) Election of the new Committee, (vii) Election of auditors, (viii) Other business.
- (d) Items (i) to (v) shall be chaired by the out-going Chairperson, item (vi) by an acting Chairperson who is not standing for election to office, and the remaining business by the newly elected Chairperson.
- (e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.
- (f) Items to be raised by members under other business must be notified to the Secretary not less than 7 days before the AGM.

10. Extraordinary General Meeting

- (a) Extraordinary General Meetings may be called by the Committee or not less than 4 members of the Group, the date of the meeting being the earliest convenient as decided by the Committee. At least 28 days notice in writing must be given to the Secretary, 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.
- (b) The quorum for the EGM shall be full Committee plus 6 ordinary members.

11. IT Officer / Web Master

The group will have a IT Officer and Web Master. This post can be held by the same member and can be held by a Committee on non-Committee member. The responsibilities of the IT officer are to maintain any IT system of the Group. The responsibilities of the Web Master is to Maintain and develop the groups wed sites and social media sites working with the groups press officer.

12. Press officer

The group will have a Press Officer. This post can be held by any Committee on non-Committee member. The responsibilities of the Press officer will be to deal with any press related matters, promote the group within the press, media and social media, working within the Groups web Master within the Groups press and media guidelines and advertising of the Groups events, meetings and activities in relevant publications.

13. Use of the Groups Name and Logo

The Groups Name and Logo must be used on and official documents and only within the Groups Media guidelines.

14. Amendments to the constitution

The constitution may be amended only at by Full Committee agreement called for that purpose.

15. Winding up of the Society

(a) The decision to wind up the Group may be taken only at an EGM.

(b) The funds of the Group, after the sale of all assets and the payment of all outstanding debts, will be disposed of as directed by members at the final EGM.

