

## **Default Group Constitution**

This is a template for a Group constitution. An electronic copy of this is available in the Forms Pack (Part Three of this manual).

If no constitution exists or cannot be traced this constitution will be deemed to apply to any RAYNET Group.

### **Article One – Organisation Name**

The Organisation shall be known as (insert name of Group), hereafter referred to as the Group.

### **Article Two – Objects of the Organisation**

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

### **Article Three - Membership**

#### **3.1 Admission and Registration**

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 furtherance of the Group's objects

3.1.1 Admission 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.

3.1.2 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 12 consecutive months, or the subscription has not been paid by (insert date).

3.1.3 Registration of Group members to The Radio Amateurs' Emergency Network will be made via the Group's Controller or Registrations Officer.

#### **3.5 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 had had the opportunity to:

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

## **Article Four - Administration**

### **4.1 Committee**

The Group shall be administered by the elected Committee which shall comprise a Chairman, who shall be the Group Controller:

Deputy Chairman  
Secretary (who may also be the Registrations Officer)  
Treasurer  
Three other members.

### **4.2 Trustees (Omit if Group is not a registered charity)**

The Committee shall be the "Charity Trustees" within the meaning of Section 97 of the Charities Act 1993.

### **4.3 Casual Vacancies**

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

### **4.4 Co-Option**

The Committee shall have the power to co-opt provided the co-opted members do not exceed the elected members. Co-opted members do not have voting rights on the Committee.

### **4.5 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.

### **4.6 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.

### **4.7 Election**

- a) The members of the Committee shall be elected at the Annual General Meeting.
- b) No person shall be eligible to stand for the Committee who has not been a member of the Group for at least one year.
- c) A separate ballot shall be held for the election of all named officers, that is: Chairman/Controller, Deputy Controller, Secretary, Treasurer.
- d) A ballot by multiple votes shall be held for the election of the three ordinary members of the Committee.
- e) Voting in any ballot shall be by simple majority.

A secret ballot will be held for contested posts.

#### **4.8 Term of Office**

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

### **Article Five - Finance**

#### **5.1 Taxation Powers**

A subscription 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. The Treasurer shall be responsible to the Group's members for all finance.

#### **5.2 Financial Year**

The Financial Year of the Group shall be from [insert dates here]

#### **5.3 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.

### **Article Six - Meetings**

#### **6.1 Registered Member**

The term "registered members" shall mean any person who is an acknowledged member of (insert name of Group) and whose subscription, if any, is paid to date. Only such persons will be eligible to vote.

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

The Annual General Meeting shall be held in (insert month).

##### **6.2.1 Notice of AGM**

At least 14 days written notice shall be given to members of the AGM, but non-receipt of such notice shall not invalidate the proceedings.

##### **6.2.2 AGM Business**

AGM business will include:

- a) Minutes of the last AGM, and any EGM held since the last AGM. Matters arising
- b) Chairman's report

- c) Secretary's report
- d) Receive and, if approved, adopt the Treasurer's financial report for the year. Elect Officers of the Committee (Article 4.7)
- e) Elect Auditors
- f) Consider any Other Business

### 6.2.3 Quorum

A quorum shall comprise half the registered membership or 8 members, whichever is the smaller.

### 6.2.4 Voting Eligibility

Only persons who are fully paid up and registered members of the Group shall be eligible to vote at the AGM.

## 6.3 Extraordinary General Meeting (EGM)

An Extraordinary General Meeting shall be convened by direction of the Committee or on the requisition to the Chairman stating the business for which the EGM is required, and signed by not less than one-quarter 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.

### 6.3.1 Notice of an EGM

At least 14 days written notice shall be given to members of the EGM, but non-receipt of such notice shall not invalidate the proceedings.

### 6.3.2 Limitations of an EGM

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

### 6.3.3 Quorum

EGM Quorum shall be the same as for the AGM.

### 6.3.4 Voting Eligibility

Only persons who are registered members of the Group shall be eligible to vote (see 6.1)

## 6.4 Committee Meetings

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

### 6.4.1 Quorum

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

## **6.5 Ordinary Meetings**

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

### **6.5.1 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.

## **Article 7 - Voting**

### **7.1 Voting Method**

Voting shall normally be by show of hands, by registered members of the Group.

### **7.2 Proxy Voting**

Proxy voting will not be permitted. (Or, if to be permitted give criteria and method)

### **7.3 Secret Ballots**

If a secret ballot is called, 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 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 having objects similar to the objects of the

Group as the Committee may determine and if and in so far as effect cannot be given to this provision then 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.

*The following should only be included if the Group is applying for Charity status.*

### **9.2 Effects of Status**

No amendment shall be made which would have the effect of causing the Group to cease to be a Charity at Law.

### **9.3 Reference to the Charity Commission**

No amendment shall be made to Article 2 (objects), Article 8 (dissolution) or to Article 9 (Amendments) without the written consent of the Charity Commission or any other body having charitable jurisdiction.