

**NUNSFIELD HOUSE (COMMUNITY ASSOCIATION) AMATEUR RADIO GROUP
G3EEO G3ZBI GONHR G8KGC**

Nunsfield House, 33 Boulton Lane, Alvaston, Derby DE24 OFD
Approved at an EGM on 7th July 2023

Group Constitution

- 1) NAME - The Group shall be known as the above, and shall be affiliated to the Radio Society of Great Britain.
- 2) OBJECTIVES AND AIMS - To further the development of Amateur Radio and Electronics in all their aspects.
- 3) EQUALITY AND DIVERSITY The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion and the avoidance of digital exclusion.
- 4) OFFICERS OF THE GROUP - The Officers shall consist of a President, Chairperson, Honorary Secretary and Honorary Treasurer, all elected annually.
- 5) COMMITTEE OF THE GROUP - The Committee of the Group shall consist of up to twelve members in whom the management of the Group shall be vested. Four places shall be occupied by the officers. The remaining eight places on the committee shall be in 2 year terms, arranged such that 50% of these committee members retire each year. Members who attend less than 50% of committee meetings in any year will be retired, but be eligible for re-election.
- 6) ADMISSION - Admission to the Group's meetings and functions shall be open to paid-up members, prospective members and visitors invited by the committee. Prospective members shall be required to submit a membership application to the membership secretary after four visits. Such visits to be actual attendance at the clubs meeting room. Any membership requests as a result of virtual meetings only will be considered on a case-by-case basis by the committee. All applications for membership shall, in the first instance, be an application for associate membership. They shall be submitted to the membership secretary on the appropriate application form signed by two full members, at least one being a committee member not including the membership secretary. The application shall then be approved by the full committee, as defined in the membership process document. Twelve months after first membership, an Associate Member shall, at the discretion of the committee, be accepted as a full member of the Group. The maximum number of paid-up members in any year shall not exceed 80. Some meetings, at the discretion of the committee, may be declared 'open meetings', to which all visitors will be welcome. The AGM & any EGMs shall be for members only (including any appropriate carer/guardian as designated in Membership below) although non-members may attend as observers with the agreement of the committee.
- 7) MEMBERSHIP – Members are expected to be respectful towards others in their behaviour, and to abide by the clubs' rules and policies. Vulnerable adults or children under the age of 18 may become members of the group, in which case a carer or guardian may attend to observe the well-being of the individual. In this case the carer or guardian will not be required to become a member of the group, but must still abide by the club rules and policies.
- 8) SUBSCRIPTIONS - Membership subscription rates are to be reviewed and set annually by the elected committee. Subscriptions are due from the date of the Annual General Meeting.
- 9) ADMINISTRATION OF THE GROUP'S FUNDS - All monies shall be administered by the Hon Treasurer who shall pay all accounts sanctioned by the Group Committee. Bank accounts shall

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be held in the name of the Group, and shall be drawn on with a minimum of two authorised signatories as agreed by the Group Committee. For online payments, all payments should, where possible, use auto notifications of all payments. An audited balance sheet for the preceding financial year shall be presented at the Annual General Meeting. The Group Committee can instruct the Hon Treasurer to produce an interim financial statement at any time. The Group Financial Year shall commence on the 1st January.

- 10) AUDITORS - Two members of the Group, who shall not hold office as defined in rules 3 and 4, shall be elected at the Annual General Meeting to act as auditors of the Group's accounts for the ensuing year.
- 11) ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS - The first general meeting in the month of February shall be the Annual General Meeting, at which all Officers, Auditors and 50% of Committee members shall be elected in accordance with rules 4, 5 and 10 above. Retiring Officers, Auditors and Committee members shall be eligible for re-election. An Extraordinary meeting of the Group can be called by the Group's Committee or on the written request of not less than ten paid-up full members of the Group, the reason for the extraordinary meeting to be stated on the written request.
- 12) POWERS OF VOTING - Only fully paid-up full members, that is not more than one month in arrears with their subscription, shall be eligible to vote on any business affecting the affairs of the Group.
- 13) AMENDMENTS TO THE RULES - Any amendments to the Rules of the Group shall only be moved at the Annual or Extraordinary General Meeting for which seven days notice in writing shall be given to members. All Amendments shall be forwarded to the Hon Secretary, in writing, to reach them at least fourteen days before the date of the meeting, and which must be signed by at least two full members. After discussion by the committee, any proposed amendments with any committee proposals will be circulated by the Hon Secretary with the notice of the Annual or Extraordinary General Meeting.
- 14) CO-OPTING POWERS - GROUP COMMITTEE - The Group committee shall have powers to co-opt further members on to the committee, such changes to be announced at the next general meeting of the Group.
- 15) QUORUM - A Quorum for all meetings shall consist of one third of the membership eligible to attend meetings including virtually.
- 16) RELEASE OF INFORMATION TO THE PRESS - No member shall divulge information to the press appertaining to the Group without prior sanction of the committee of the Group.
- 17) GROUP PROPERTY - The loan of any object belonging to the Group shall be authorised only by the committee and recorded in the appropriate minute book.
- 18) SUSPENSION OF MEMBERS - The power to suspend or expel a member for breach of etiquette or arrears of subscription shall be vested in the committee of the Group.
- 19) SALE OF MEMBER'S EQUIPMENT - 10% shall be deducted from the proceeds of any sale of members equipment organized by the Group and paid into Group Funds. Cash sales only to be permitted. In the case of Silent Key sales, these shall be in accordance with the current 'Agreement for Silent Keys' policy, including the commission rate.

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- 20) OPERATION OF TRANSMITTING EQUIPMENT - The Group's transmitting equipment shall only be operated by members authorised by the committee in accordance with current Ofcom license conditions.
- 21) COMMUNICATIONS - Members will receive notifications and announcements via emails. Where this is not possible a member may opt out, in which case they would receive important communications by post. Members must provide an up-to-date email address in writing to the membership secretary.
- 22) COPYRIGHT PROTECTION - The copying of any copyright information must be in accordance with current copyright legislation, a link to which can be found on the club's website.
- 23) PERSONAL DATA – Personal data will only be used for club purposes. It will not be released externally or to other club members without the express permission of the individual concerned. More details on data protection, including the retention policy, are in the groups GDPR policy which is available on the club's website or by request.