

# CAMBRIDGESHIRE REPEATER GROUP

## FORMAL CONSTITUTION (Nov 2008)

### 1. Name.

The Group shall be known as the Cambridgeshire Repeater Group, here in known as The Group

### 2. Aims.

- i) **To promote, develop, install and operate repeaters & similar for use by all amateurs and to provide those services for emergency communications should the need arise as part of any civil contingencies.**
- ii) To conduct experiments and tests in order to maintain such installations in accordance with good engineering practice **and site owners contractual requirements.**
- iii) To promote The Group both directly, and via the social organisation known as “Camb-Hams”.

### 3. Management.

- i) The everyday management of The Group, including finance, development, maintenance, installation, negotiation of agreements, and all matters connected with such installations and Aims of The Group shall be the responsibility of an honorary committee consisting of: Chairman, Secretary, Treasurer, Events co-ordinator, Technical Co-ordinator, **Press officer & Group Development/ Membership officer** & two ordinary committee members.
- ii) The committee shall be elected at the Annual General Meeting, normally held in November of each year, the election being the voting of paid-up members present, and hold office for twelve months from their date of election.
- iii) The committee shall be empowered to appoint sub-committees as are appropriate to support the activities of The Group. All such sub-committees shall be chaired by a member of the main committee, and shall serve only for the life of the appointing committee. The chairman of each such sub-committee shall be accountable to the main committee for the activities of their respective sub-committee(s). The committee shall also have the power to co-opt full members as full committee members.
- iv) At meetings of the committee a quorum shall be greater than 50% of the total committee membership and voting shall be by simple majority. If, and only when necessary, the chairman shall have a further casting vote.
- v) Any paid-up member may request, through the chairman, to attend a committee meeting. This is subject to a maximum of two members per meeting. Any one paid-up member may only attend two such meetings in any one year.

**4. The Honorary Chairman shall:**

- Act as chairman for all committee meetings, Annual general Meetings, and Extraordinary General Meetings.
- Be responsible for ensuring The Group is kept aware of external factors likely to affect the operation or aims of The Group.
- Act as co-ordinator ensuring all activities are progressed in an effective manner.
- Act as spokesman for The Group on all external affairs either directly **or Via the Press Officer**

**5. Financial.**

- i) The Honorary Treasurer shall be responsible to The Group and to the committee for:
  - The safe custody of all monies held by The Group.
  - The maintenance of an up-to-date asset register for all Group property and up-to-date insurance as appropriate.
  - The opening and maintenance of suitable Bank or Building Society account(s) in the name of The Group, **including Internet Banking services**
  - Signing all receipts on behalf of The Group.
- ii) The presentation of an Income and Expenditure record and a balance sheet at the Annual General Meeting.
- iii) The committee shall be responsible for the authorisation of all rent, insurance, services and rates as required by the owners of any sites upon which The Group has equipment installed.
- iv) Subject only to (ii) above the committee may not authorise a single payment in excess of £1000 per single item **or £2000 per project** without the authority of The Group in General Meeting. This single payment limit is to be reviewed at each Annual General Meeting.
- v) The committee may not at any time commit more monies, for whatever reason, in excess of monies held in all Group accounts.
- vi) **Every payment by The Group shall be on the authority of the Treasurer and one Officer.**
- vii) At each Annual General Meeting, The Group shall appoint an auditor who shall examine the accounts prior to each Annual General Meeting and report the findings to the Annual General Meeting. The auditor may not serve as a committee member of The Group during their year as auditor.
- viii) The Honorary Treasurer shall make available current accounts for The Group for inspection by any paid-up member of The Group on reasonable request.

**6. Secretarial.**

- i) The duties of the Honorary Secretary shall include:
  - The preparation of minutes of all committee and general meetings.
  - The arranging of all committee and general meetings.

- The timely issue of any meeting notices and agenda.
- The handling of any and all relevant correspondence.
- The preparation of a report on the year's activities for the Annual General Meeting.
- **The circulation and publicising of information via the Press officer concerning the activities and aims of The Group.**
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- The Honorary Secretary shall make available the minutes of committee and general meetings to any paid-up member on reasonable request.
- **Hon Secretary to be correspondence address for the CRG**

**7. Events Co-ordinator**

- i) The Honorary Events Co-ordinator shall be responsible for the organisation and co-ordination of any special fund-raising or promotional **events or activities** for The Group.
- ii) The Honorary Events Co-ordinator shall have the power to co-opt any person or persons to form a working party to assist in 7 (i) above.

**8.**

**Press Officer/Group Development Officer & Membership Co-ordinator**

- i) **Shall release information on behalf of the chairman & the committee.**
- ii) **Shall liaise with other groups and organisations with respect to promoting The Group and its aims.**
- iii) **Shall investigate and work towards obtaining third party funding for The Group from national funding agencies.**
- iv) **Shall generate a newsletter for release quarterly, with updates as required.**
- v) **Shall liaise with the Events Co-ordinator in relation to promotional and fund raising activities to ensure The Group receives maximum possible positive publicity.**
- vi) **Shall maintain an up-to-date list of fully paid members of The Group, and handle all membership applications.**

**9.**

**Technical Group Co-ordinator.**

- i) The duties of the Honorary Technical Group Co-ordinator shall include:
  - Keeping The Group informed on the possible Future developments and co-ordinating any development work.
  - Informing The Group of likely cost in both time and money for current or proposed development work.
  - Be aware of the membership's requirements on potential new developments.
  - Be responsible for ensuring The Group's installations are maintained and developed to good engineering practices and that they conform to their licensed specification.

- ii) So that tasks listed above may be effectively carried out, the Honorary Technical Group Co-ordinator shall have the power to co-opt as many persons as are necessary to carry out the tasks and co-opt as many Technical Sub-Groups as are necessary to meet the technical requirements. These persons need not necessarily be members of The Group.

**iii) No non-members of The Group to work on The Group's equipment, where installed on site, with the exception of Contractors employed by The Group or the owners of the sites used by The Group.**

#### **10. Membership.**

- i) Membership of The Group shall be open to any person, subject to clauses (ii) and (iv) below, who applies in writing, or e mail is prepared to support The Group and its constitution and so take part in the activities or promotion of The Group.
- ii) The committee shall be entitled, giving reasons, to refuse a request from any person to become a member, or revoke their membership, if in their view such a member would restrict the ability of The Group to perform its aims and purposes. Such a refusal or revocation must be notified to the prospective member in writing **or Email** by the Honorary Secretary. The prospective member has the right of appeal to a panel comprising the committee, four Group members selected by the appellant, and chaired by the Honorary Chairman, within four weeks of notification of refusal or revocation from the Honorary Secretary. If the appeal is turned down the prospective member may re-apply for membership after **12 months**.
- iii) On acceptance for membership it is required that the member will be bound by the rules and conditions of Group membership as defined in this document.
- iv) The fee for membership, hereinafter called the subscription, shall be set by The Group at the Annual General Meeting. It entitles the member to full membership until December 31<sup>st</sup> of the appropriate year. The Group is empowered to reduce or waive the subscription in committee in particular cases for groups or individual prospective members at its discretion.
- v) Only paid-up members are entitled to vote at General Meetings or to contribute to discussions of policy at such meetings.
- vi) Every member shall be furnished with a copy of this constitution on first being admitted to membership.

#### **11. General Meetings.**

- i) **Annual General Meeting.** The Group shall meet once a year to receive the reports of the officers of the committee, and to elect the officers for the following year. This meeting is to be held during the month of November of each year. Notification of the date of this meeting shall be sent to each paid-up member of The Group, together with an agenda of the business to be conducted, at least

fourteen days in advance of the meeting. Any decisions reached at this meeting shall only be binding on The Group if:

- a) A quorum is present: a quorum shall be 25% of the current membership and all voting shall be by simple majority.
  - b) A quorum is not achieved at the opening of the Annual General Meeting: In the event of a quorum not being achieved at the start of the Annual General Meeting, the Honorary Chairman shall take a vote of the members present on a proposal to allow any decisions to be voted on. This vote shall be known as the Chairman's vote and must be carried by a two-thirds majority of the paid-up members in attendance. This vote shall be recorded in the minutes of the Annual General Meeting. Any decisions so reached may only be binding on The Group if the proposals have been carried by a two-thirds majority of the paid-up members present. Nominations for membership of the committee may be submitted prior to the meeting in writing or may be given verbally at the meeting, in either case there must be a proposer and a seconder and must be with the consent of the candidate.
- ii) **Extraordinary General Meetings.** The committee may at any time, as and when necessary, call an Extraordinary General Meeting. Such a meeting may also be called if notice in writing is presented to the Secretary and signed by five or more paid-up members of The Group. All members shall be notified in writing of any such Extraordinary General Meeting at least fourteen days in advance of the meeting, together with an agenda for the business to be conducted and proposals to be voted on. No other business may be raised. All decisions shall be reached by a simple majority. The required quorum shall be one half of the paid-up members of The Group at the time the meeting was called. In the event that a quorum is not achieved, the meeting shall be deemed to be void and formally closed by the Honorary Chairman. A further meeting for the same or similar reasons may not be called within the same twelve-month period, January 1<sup>st</sup> to December 31<sup>st</sup>.
- iii) **Proxy voting.** Provision shall be made for members unable to attend an Annual General Meeting to be able to vote in proxy. This provision to be a form sent out with the notification of the Annual General Meeting. This form should be signed by the member requiring the proxy. The person acting as proxy should notify this fact to the Chairman **or Secretary** of the Annual General Meeting prior to the commencement of the meeting. Proxy votes will not count towards a quorum. No provision for proxy votes shall be made for an Extraordinary General Meeting.

## 12. Assets.

- i) All assets of The Group and all licences, contracts, leases or other transactions shall be held on behalf of The Group, save the licence for the installation where the licencor requires this to be in the name of the RSGB.

- ii) The disposal of listed assets belonging to The Group shall not be carried out except by a majority agreement of those present and entitled to vote at a general meeting.
- iii) In the event of The Group being wound up, the assets of The Group shall be disposed of by The Group in general meeting, save that all outstanding debts and accounts must first be settled, if necessary by the liquidation of some assets.

**13. Winding up.**

The Group shall be wound up on the decision of The Group at an Extraordinary General Meeting by a majority of two-thirds of those present and entitled to vote at such a winding up meeting, called by written notification at least fourteen days before the date of the meeting. *The rules for a quorum shall not apply in this circumstance.*

**14. General.**

- i) The Group shall be entitled to offer the benefits and advantages of membership to interested individuals, members or associated groups, particularly those based on similar units or installations.
- ii) This constitution shall not be amended without the authority of an Annual or Extraordinary General Meeting.
- iii) Proposed amendments to the constitution shall only be discussed at an Annual General Meeting and voted in accordance with the majority and quorum rules as laid down in clause 10. Details of any such amendments shall be included in the notice of the meeting.