

THE ROYAL SIGNALS AMATEUR RADIO SOCIETY

SOCIETY RULES

REVISED & RE-ISSUED May 2018

NAME AND TITLE

1. The Society shall be known as The Royal Signals Amateur Radio Society.

(Abbreviated title: RSARS).

PURPOSE AND OBJECTS

2. The purpose and objects of the Society shall be:-

a. To promote and foster all aspects of Amateur Radio within the Corps and amongst Society members in order to encourage recruiting of radio trades to the Regular and Reserve Army.

b. To assist and advise upon the formation and running of Unit Amateur Radio Clubs and to give Society members all possible information, advice and assistance towards passing the necessary examinations to qualify for the Amateur Radio Transmitting License.

c. To encourage members to take part in Amateur Radio activities and all forms of experimental radio and electronic work, particularly where they affect the work of the Corps.

d. To inform members of Society matters by publication of a journal MERCURY and such other correspondence as may be considered necessary.

e. To provide a central Secretariat to maintain up-to-date membership records.

f. To establish and maintain a Headquarters Amateur Radio Station.

g. To deal with publicity and exhibitions and to be represented at any Amateur Radio meetings that may be considered necessary by the Council

h. To raise, maintain and account for such funds as may be necessary to ensure the proper working of the Society.

MEMBERSHIP

3. The following classes of Membership Society apply:-

a. **FULL MEMBERSHIP** shall be granted to any serving or retired member of Royal Signals, including Royal Signals TA.

b. **ASSOCIATE MEMBERSHIP** may be granted to the following who are not entitled to full membership:-

(1) Any serving or retired member of the British Army or TA.

(2) Any serving or retired member of the Army Cadet Force, Combined Cadet Force or University Officers Training Corps.

(3) Any serving or retired member of a Commonwealth Signal Corps.

(4) Any civilian who is or has been employed by a Royal Signals unit and, if necessary by Council agreement, other MOD (Army) civilians.

(5) Any serving or retired member of a NATO Army Signal Corps who has been attached to, or worked in close liaison with, Royal Signals, subject to the approval of Council.

(6) Any civilian or member of the Royal Navy, Royal Marines, or Royal Air Force who has given or who is giving service in support of the aims of the Society, subject to the approval of Council.

(7) Any serving or retired member of Overseas Signal Corps who has given service or is giving service in support of the aims of the Society, subject to approval of Council.

(8) Any applicant, not fitting into categories 1-7, must have the sponsorship of a member of Council and demonstrate how they would contribute to the Society.

Note: Any proposal under rule (8) is to be agreed by a majority of Council members.

c. **AFFILIATED MEMBERSHIP** may be granted to the following:-

(1) Any Royal Signals Amateur Radio Club of the Regular Army or TA.

(2) Any Amateur Radio Club in the British Army, Regular or TA.

(3) Any Amateur Radio Club or Signals Unit of the ACF, CCF or UOTC.

(4) Any Amateur Radio Club in a Commonwealth Army Signals Corps.

(5) Any recognized UK Radio Club which has a minimum of 3 or more RSARS members on its books. If accepted, one of the proposing RSARS members would be responsible for subscriptions and as with normal membership, if subscriptions are not paid, then the membership becomes archived.

d. **HONORARY LIFE MEMBERSHIP** may be granted to any person who, in the opinion of the Council, has rendered outstanding service to the Society. Such membership shall carry the privileges of Full or Associate Membership (as appropriate) but will be free of all membership subscriptions.

e. It is a condition of membership of the Society that personal data consisting of all members' names and addresses, subscription status and mailing information, be held on a computer system and used for Society purposes only. The Council shall take all reasonable precautions to ensure that this data is not disclosed except to authorised individuals and will not release this information to any non- members. The General Secretary shall keep a list of all authorised recipients.

SUBSCRIPTIONS

4. Membership subscriptions shall be determined by Council and will be set at a level to ensure the satisfactory operation of the Society.

5. The annual subscription rates are published in MERCURY.

6. Annual subscriptions shall be paid when joining the Society and thereafter on 1st January. Payment in advance is not permitted.

7. Overseas members paying by cheque are expected to pay bank charges incurred. Any excess allowance received will be refunded or credited only if so requested by the members, otherwise the excess will be accounted for as a donation.

8. The General Secretary, in consultation with one other member of Council, may waive all or part of the subscriptions of severely disabled persons, or those suffering from genuine financial hardship. Five years unbroken membership must be completed before any such concession is granted.

9. A member shall be deemed to have resigned from the Society if he/she has not paid his/her Annual Subscription by the last day of March. All membership privileges shall cease on that day. A member renewing his/her annual subscription after the last day of March shall be required to pay a supplement of £5 in addition to the annual fee but will retain his/her membership number.

10. Any member may resign from the Society at any time by notifying the General Secretary in writing.

11. The Council reserves the right to refuse, or to terminate, membership at any time.

OFFICERS OF COUNCIL

12. The Council shall be responsible for policy and the supervision of the running of the Society, and will comprise the following officers:-
- a. The President who will be nominated by the Signal officer in Chief (Army).
 - b. The Vice-President.
 - c. Chairman who will be the Commanding Officer of the Royal Signals Unit tasked by the Signal Officer in Chief (Army) to be responsible for the HQ station and staff.
 - d. Life Honorary Vice-President. The Council is empowered to appoint by invitation to this office any member who has rendered exceptional service to the Society or to whom the Society wishes to give some special recognition.
 - e. The General Secretary who will normally be serving in Royal Signals and in the same location as the HQ Station, but may, if Council so decides, be a full member.
 - f. The Membership Secretary
 - g. The Treasurer who will normally be serving in Royal Signals and in the same location as the HQ Station.
 - h. The Society Records officer.
 - i. The Editor of MERCURY.
 - j. The Station Manager, who will normally be serving in Royal Signals, should be a licensed amateur.
 - k. The Awards & Contests Manager.
 - l. The QSL Bureau Manager.
 - m. The Serving Members' Representative.
 - n. The Two Representatives of Non-Serving Members who will be appointed by Council for a four year period, alternating every two years.
 - o. The Information Technology Manager.
 - p. The Stores Manager.
13. With the exception of the President and Chairman, members of Council must hold full Membership status unless otherwise agreed by Council.
14. The Council shall meet at least once per year, preceding the AGM, and at any other time considered necessary. Any Member of Council may request a meeting by writing to the Chairman giving full details of the necessity. A quorum will exist if five or more Council members are present at

a Council meeting. Should any Council member hold more than one office, he will be entitled to one vote only.

15. Council shall have the power to co-opt up to a maximum of 4 members of the Society, with their agreement, whom they feel (with or without representation from the membership) would benefit the running and administration of the Society. Such members to be known as Co-opted Members.

RESPONSIBILITIES AND DUTIES - OFFICERS OF COUNCIL

GENERAL SECRETARY

16. The General Secretary is responsible to the Chairman for the efficient day to day running of the Society and will:-

- a. Deal with all incoming correspondence and where appropriate, distribute for necessary action to his assistant(s), if appointed, and to any other members of Council concerned.
- b. Ensure prompt publication and distribution of MERCURY.
- c. Be responsible for the allocation of all Society call signs.
- d. Through the Membership Secretary, inform the appropriate members of Council of changes in membership as they occur.
- e. Deal with publicity for the Society.
- f. Liaise with the Commandant, The Royal School of Signals, or his nominated representative(s), on all Society business as it affects The Royal School of Signals.
- h. Organize and administer the Annual General Meeting.
- j. Assist any Council member as required.
- k. Be allowed to spend up to £50.00 with the agreement of any one member of Council. Such expenditure to be properly accounted for.

17. If the circumstances necessitate Council may permit him to be assisted in these duties in which case he will mutually agree the division of duties with the person(s) concerned, but will retain overall responsibility.

MEMBERSHIP SECRETARY

18. The Membership Secretary is responsible to the General Secretary for:-
- a. Dealing with all membership applications, queries and subscriptions in accordance with rule.
 - b. Maintaining the Society master record of members in conjunction with the Society Records officer, including permanent affiliated numbers.
 - c. Maintaining a MERCURY air mail postage list.
 - d. Producing and distributing a monthly hard copy or update of membership information as at the 1st of each month, for those members as advised by the General Secretary.

SOCIETY RECORDS OFFICER.

19. The Society Records Officer is responsible to the General Secretary for:-
- a. Maintaining an accurate computer record of Society members from information supplied by the Membership secretary.
 - b. Producing labels for MERCURY as required.
 - c. Updating by magnetic media transfer the duplicate membership records held on computer at HQ and with designated Council officers.

THE TREASURER

20. The Treasurer is responsible for:-
- a. Maintaining the Society accounts in accordance with 'Service Funds' Accounting and Audit Procedures.
 - b. The acceptance of all membership fees, donations and monies from stock sales from various members of Council.
 - c. The payment of all monies received into the Society Bank Account. The Treasurer shall not hold more than £50.00 in cash at any one time.
 - d. The payment of all bills on behalf of the Society. Cheques in excess of £100.00 must be countersigned by two nominated Council members.
 - e. The presentation of accounts for audit and the forwarding of the completed AF B1514 to the General Secretary.

- f. The production of the Balance Sheet and Statement of Account, together with a General Report for presentation at the AGM.

THE EDITOR "MERCURY"

21. The Editor of MERCURY is responsible for:-
- a. The preparation of MERCURY, in conjunction with the General Secretary and within policy guidelines laid down by Council.
 - b. Dealing with any correspondence addressed to the Editor of MERCURY either directly or by forwarding it to the Council member concerned for necessary action.
 - c. Including in each edition any membership changes since the previous edition.
 - d. All input to the Society Web Site.

THE AWARDS AND CONTESTS MANAGER

22. The Awards and Contests Manager is responsible for organizing and running all Society Award Schemes and Contests, details of which shall be published in MERCURY from time to time. He is responsible for the allocation of temporary affiliated numbers.

THE HQ STATION MANAGER

23. The HQ Station Manager is responsible for:-
- a. The day to day running of the HQ Station, and any other HQ mounted special event station, including its operation within the terms of the License, QSL activity, cleanliness, serviceability and maintenance.
 - b. Any HQ station property when used for special events, displays and exhibitions which have been approved by the President or Council.
 - c. The disposition and accounting for any property, stores and equipment purchased or made available to the Society.
 - d. Preparing the property book(s) for audit and in conjunction with the General Secretary agreeing the depreciation rates for and the current value of all items of property. (These values are to be agreed by Council before presentation for audit).
 - e. Informing the Council of any item of property that requires major repair or replacement as and when necessary.

THE QSL BUREAU MANAGER

24. The QSL Bureau Manager is responsible for the efficient running of the RSARS QSL Bureau, including acceptance and delivery of members' QSL cards.

25. The QSL Bureau Manager shall not be responsible for:

a. The delivery of cards held for Members unless such members lodge at the Bureau five UK second class stamps from which four C6 size SAE's will be provided.

b. QSL cards which are sent for members who do not collect. Such cards will be returned to the sender in the next envelope to be dispatched.

26. Neither the Society nor the RSARS QSL Bureau Manager can accept responsibility for QSL cards mislaid, or lost in the post.

SERVING MEMBERS' REPRESENTATIVE

27. The Serving Members' Representative will co-ordinate and direct aid towards the formation of unit clubs/stations, bring to the attention of Council those problems particular to serving members in following the recreation of Amateur Radio, and distribute publicity to units.

NON-SERVING MEMBERS' REPRESENTATIVES

28. The Non-Serving Members' Representatives will be the Council contact for all non-serving members of the Society. In consultation with the General Secretary and other Council members he shall where appropriate have responsibility for all matters concerning Society nets and frequencies and be required to assist the General Secretary with organisation and support for any Exhibition or Rally in which the Society is involved excluding HQ station activity and Service-appointed display and recruiting teams.

INFORMATION TECHNOLOGY MANAGER

29. The Information Technology Manager is responsible for the efficient administration and technical operation of all Society data related services (except the content of the RSARS Web Site).

THE STORES MANAGER

30. Is responsible for Society stores and, in consultation with Council, pricing policy. He will be responsible for the holding of stock, re-ordering, and dealing with orders from the membership.

DATA PROTECTION ACT 2018

31. The membership Secretary also undertakes the role of Data Controller and decides what data is collected, what it is used for and, who it is shared with. Data is shared with the Membership Secretary, GenSec, Treasurer, QSL & Awards managers for the sole purpose of administering RSARS. Communication and storage of data is in encrypted form. Data is also encrypted to form an archive as a Historical Record of the Membership.

ANNUAL GENERAL AND OTHER MEETINGS

32. The Annual General Meeting shall be held on a date and at a place to be decided by the Council. The General Secretary shall issue notice of the AGM to members as early as possible.

33. Copies of the Agenda and the latest audited accounts shall be available to members attending the AGM.

34. The Agenda shall include reports by the General Secretary and Treasurer and such other Council members as considered necessary. Changes in Council members will be confirmed at the AGM.

35. Extraordinary and other meetings shall be held as and when considered necessary.

AGM - NOMINATIONS, PROPOSITIONS AND VOTING

36. Propositions and proposals may be submitted in writing at any time to the General Secretary, but must reach him not later than one month prior to the date of the AGM. Propositions so submitted must be signed by the proposer and a seconder, who must be fully paid-up members of the Society.

37. All classes of membership shall be entitled to ONE vote only. This includes Affiliated Clubs who are responsible for ascertaining from their own members how this vote shall be cast.

38. At the AGM the Council may decide not to ratify any decision resulting from a vote taken by the members present, but to refer the matter under consideration to all members. In the latter case ALL aspects of the matter, both FOR and AGAINST, shall be outlined in MERCURY and members asked to complete a Postal Ballot Slip.

39. The Council is not bound to ratify any or all decisions resulting from any Vote or Postal Ballot. However, it is unlikely that Council will veto members' decisions unless they are not in the best interests of the Society, the Corps or the Army.

AFFILIATION

40. The Society shall apply for Affiliation to the Radio Society of Great Britain, the official Amateur Radio organisation in Great Britain.

SOCIETY RULES

41. The Chairman and the Council are the only authority empowered to alter the Rules of the Society.

CONDUCT

42. The Society and its members shall, at all times, conduct their affairs in such a manner that discredit is not brought upon members, the Society, the Corps or Amateur Radio.