



**THE ROYAL AIR FORCE  
AMATEUR RADIO SOCIETY**

**CONSTITUTION  
AND  
REGULATIONS**

**19<sup>th</sup> October 2019**

## **Definition of Terms**

1. **Society.** The term “Society” shall mean the Royal Air Force Amateur Radio Society (RAFARS).
2. **Full Council.** The “Full Council” comprises the posts of President, Vice-President and Chairman of the Society plus 8 elected or co-opted councillors.
3. **Council or Councillors.** The “Council or Councillors” comprise the Chairman and 8 elected or co-opted members of The Full Council.
4. **Mail.** “Mail” includes both written and electronic messages which are capable of being produced in written form.
5. **Closed Session.** A “closed session” is a quorate council meeting where no person is present other than council members.
6. **Council Standing Procedures.** The “Council Standing Procedures” are maintained by the Chairman and acts as guidance to Council for the effective day to day administration of the Society.

## **Military Regulations**

7. Nothing in this Constitution and Regulations shall be read or construed as contravening or amending any official order or instruction. In all cases Military Regulations and Procedures will take precedence.
8. In particular the following regulations are appropriate to the RAFARS:
  - a. Queens Regulations (QRs).
  - b. Joint Service Publications: JSPs 101, 440 & 602 leaflet 1038.
  - c. General Administration Instructions: GAI 1055.
  - d. Station and or Unit Standing and Routine Orders.
  - e. RAF Administration: AP3392.

## **Title**

9. The Society shall be known as the Royal Air Force Amateur Radio Society (RAFARS).

## **Aims and Objectives**

10. The aim of the Society shall be to further the interests of its members in all aspects of amateur radio and directly associated activities.
11. The objective of the Society is to promote and foster amateur radio activities within the Royal Air Force (RAF) and through amateur radio, foster bonds between serving members and those who have retired from, or who have a close association with, the RAF.
12. In pursuit of the aim and objective, the Society shall:
  - a. Encourage the use of amateur radio as a link between members of the Society at home and overseas.

- b. Provide advice and whenever possible, practical assistance to enable members to form amateur radio clubs on RAF stations and encourage their affiliation to the Society.
- c. Provide advice to serving members who wish to establish and maintain an amateur radio station wherever they may be stationed.
- d. Stimulate interest in amateur radio as a means of furthering the education of service personnel in electronic engineering and communications skills within the RAF.
- e. Provide advice and guidance to the Ministry of Defence (Air) (MOD(Air)) on matters of policy pertaining to amateur radio activities within the RAF.
- f. Encourage the affiliation of amateur radio clubs in the Air Cadet Organisation (ACO)<sup>1</sup> and other air orientated youth organizations as a means of stimulating interest in both the Society and the RAF.
- g. Produce and distribute the Society journal "QRV" and associated newsletters as a means of communication from the RAFARS Council and to provide a forum for members to exchange views and information on all aspects of amateur radio.
- h. Maintain and publish a comprehensive Society Membership handbook "QRZ".
- i. Maintain amateur radio licenses with call signs relevant to the RAF for use by Affiliated amateur radio clubs and for use by Members, authorised through Council, in order to maintain a Society presence "on the air".
- j. Encourage members to participate in training initiatives leading to the qualification required for the issue of an amateur radio licence.
- k. Promote the Society and the RAF through the participation in exhibitions, conventions, rallies, contests and Special Event amateur radio stations.

## **Society Headquarters**

- 13. The Society's Headquarters shall normally be located at the military formation hosting the RAF Radio School.
- 14. The Society's Radio Station. If no amateur radio Club exists at the Headquarters Unit, the Council may relocate the Radio Station call sign to another suitable formation. In that event the Council retains responsibility for the call sign and a Council member is to be appointed to monitor the activity to ensure that the highest possible standards are maintained.

---

<sup>1</sup> The ACO includes Air Training Corps and the RAF elements of the Combined Cadet Force (CCF).

## Membership

15. Membership shall be open to all persons who are interested in furthering the aims of the Society. The Society shall have 3 grades of membership; Corporate, Associate and Affiliated Club.

a. Corporate Membership will comprise; Patron, Honorary and Full members.

i. An invitation to accept a position as Patron of the Society may only be extended by the President following full concurrence of the Full Council.

ii. Honorary Membership may be granted to any person, who, in the opinion of the Council, has rendered outstanding service to the Society, either directly or indirectly.

iii. Full Membership shall be open to licensed radio amateurs and short-wave listeners who are:

(1) Serving or retired members of the RAF<sup>2 3</sup>.

(2) Serving or retired MOD civilian personnel.

(3) Serving members of the ACO and other air oriented youth organisations.

(4) Serving or retired members of other military service organisations of the UK and its Crown Dependencies.

b. Associate Membership shall be open to any person who does not qualify for Corporate Membership, but wishes to assist the Society in achieving its objectives. Applications for Associate Membership are subject to Council approval. Associate members have no voting rights.

c. Affiliated Club Membership may be granted to amateur radio Clubs as follows:

i. Clubs established at or associated with RAF stations.

ii. Clubs associated with ACO Sqns or other air orientated youth organizations.

iii. Equivalent NATO or Allied Air Force amateur radio clubs.

Affiliated Clubs have no voting rights. Exceptionally, and subject to Council approval, affiliation may be granted to other clubs and organisations having direct relevance to the RAF and/or to amateur radio.

---

<sup>2</sup> IAW GAI 1055

<sup>3</sup> This includes members of the RAF Volunteer Reserve and those Forces previously subsumed into the RAF.

16. Council is empowered to withhold initial membership or withdraw membership of any individual or affiliated club. A minimum of 5 members may also seek the termination of an individual's membership whose actions they consider contrary to the Aims and/or Objectives of the Society. Council requires such submissions in writing and the individuals concerned will be provided an opportunity to state their position. The Council will consider such submissions. In the event that the submission is against a member of Council, or a Council Appointed Post, the matter will be addressed by the Chairman and the Vice-President. Members or affiliated club who wish to terminate their RAFARS membership are to state their resignation (complete with date) in writing to the General Secretary.

### **Subscriptions**

17. With the exception of the Patron, the President, Vice-President and Honorary members, all individual members shall be liable for an annual subscription payable in advance. Fees will be due on 1 April each year and are subject to annual review by the Council and vote at the AGM. The same procedure applies to an administration fee, levied on all members when joining or re-joining the Society. Current subscription and joining costs are published on the Society's Web Site.

18. If a subscription is not received, membership privileges will be withdrawn on 1 August, and membership terminated on 31 December of that year. For those having an application to join the Society accepted after 1 October half the annual subscription for that year will be levied.

19. Corporate members in arrears have no voting rights.

20. Council shall have the power to waive or reduce subscriptions in exceptional circumstances for a period not exceeding 2 years at a time.

### **Accounting and Finance**

21. The financial year of the Society runs from 1 April to 31 March. Prior to the start of each financial year, Council is required to determine a financial plan for the following year. The Treasurer is to prepare the Society Financial Report covering the preceding financial year, for independent examination and publication preceding the AGM. The Treasurer is then responsible for seeking membership approval of the Financial Report at the AGM.

22. All monies received by the Society shall be promptly deposited in the Society's bank account.

### **Governance of the Society**

23. The Society is governed by the Full Council comprising the President, Vice-President, Chairman and 8 elected or co-opted Councillors.

a. The President will be of Air Rank and will be introduced to the Society's affairs.

b. The Vice-President will be a senior RAF officer of the Unit hosting the Society's HQ.

c. The Chairman shall be a licensed serving member of the RAF who is also a corporate member of the Society. Exceptionally, a non-serving corporate member of the society shall be appointed on an interim basis.

d. The remainder of the Council shall consist of 8 Corporate members elected to Council by the Corporate membership of the Society. Members wishing to serve on the Council should forward their nominations to the General Secretary iaw para 25.

The day to day running of the Society is undertaken by the Chairman and the 8 elected or co-opted councillors, each holding a council vote.

24. The Council shall be empowered to appoint additional members to carry out specific tasks on its behalf.

### **Membership of the Society's Council**

25. Election of Councillors is by postal ballot based on a written nomination by 5 Corporate members and countersigned by the nominee, who shall attach to the nomination a statement of how they intend to further the aims and objectives of the Society and, if available, the post they are interested in assuming. Nominations are to be received by the General Secretary no later than 30 June each year. Councillors wishing to continue in post will be included in the postal ballot based on the evidence of their Council attendance record without recourse to further nomination. Following the ballot the Chairman shall appoint Council members to specific posts. A ballot will not be necessary if the number of potential Councillors does not exceed 9 and those seeking election or re-election shall resume their places on the Council, as if elected.

26. The post of Serving Members' Representative shall be filled by a serving member of the Society elected only by the serving membership.

27. An independent board of 2 persons will be established to open and count ballot votes and provide a written report to Council of the results. All ballot reports will be published in the Society Journal and ballot papers will be retained for one year. The new Council takes office immediately after the Society AGM following the ballot and remain in post until the close of the next AGM.

28. Council Posts and Responsibilities. The posts and responsibilities of The Full Council are as follows:

a. The President of the Society is an ex-officio appointment. He is invited to take up appointment following a recommendation to the Council by the Vice-President. The President is required to represent the views of the Society at the MOD.

b. The office of Vice-President is an ex-officio appointment. The Vice-President is responsible for the proper conduct of Society affairs.

c. The Chairman is appointed by the Vice-President, on recommendation of the Council, and is responsible for managing Council activities in accordance with Council Standing Procedures and this Constitution.

d. The General Secretary is responsible for the general administration of Society matters.

e. The Treasurer is responsible for the conduct of all financial, accountancy and expense matters relating to the Society, in accordance with national financial legislation and subject to the limits set by Council.

f. There are 6 Ordinary Members of Council. The Chairman will designate their council duties and issue written terms of reference, specific to their roles. The names of Councillors and their portfolio responsibilities will be published in the Society Journal and the Web Site.

### **Council Meetings and co-option to Council**

29. Quorum. A quorum will exist if 5 Council members are present at the Council Meeting. In the absence of a quorum action shall be taken iaw Council Standing Procedures. If a quorum cannot be formed then business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.

30. The Council meets at least 3 times per annum, such meetings are chaired by the Chairman or a Councillor elected by Council to act in his absence. Minutes are to be taken and made available to Members on application to the General Secretary. Each Councillor may exercise a single vote and motions are decided by simple majority. In the case of a tied vote the Chairman may cast a deciding vote. Council meetings may be called by the Chairman or the General Secretary. Any Councillor may request a meeting by applying to the Chairman by mail, giving the reasons for the meeting.

31. Council may co-opt a corporate member of the Society to fill any Council vacancy for a period up to the next AGM. A co-opted Member has a Council vote.

32. The Council may appoint Society Members to posts or sub-committees to address specific subjects. Such appointees may attend Council meetings as observers but travel expenses will only be paid if their attendance is requested by Council. Councillors may be included in such appointments. The names of those holding these Council Appointed Posts and the composition of sub-committees, along with their portfolio responsibilities, will be published in the Society's journal. A member holding a Council Appointed Post does not hold a Council vote.

33. Members may also visit as observers at Council meetings. Anyone wishing to visit is to apply through the General Secretary.

### **Annual General Meeting**

34. The Chairman will call and chair an AGM annually where the names of persons elected to serve on the new Council will be announced. Minutes are to be taken and made available to Members on application to the General Secretary. A report of the work of the retiring Council and on the progress of the Society is presented together with a summary of accounts for the last financial year. All Members of the Society are entitled and encouraged to attend the AGM.

35. Matters requiring a vote at the AGM shall be decided by a simple majority vote of those corporate members present who are entitled to vote. In the case of a tied vote the Chairman may cast the decisive vote.

36. Items to be raised by members under 'Other Business' must be notified to the General Secretary before the date stated in the AGM calling letter.

### **Extraordinary General Meetings**

37. Extraordinary General Meetings (EGM) may be called by the Council or by 20 corporate members in writing to the General Secretary stating the purpose of the meeting. Council shall decide the date of the meeting to allow the General Secretary to issue a calling notice and agenda to the membership not less than 28 days before the date of the meeting. No other business shall be conducted at the EGM.

38. The quorum for an EGM shall be at least 20 corporate members.

### **Amendments to Regulations**

39. Council is responsible for periodically reviewing the Constitution, the supporting Service publications and Council Standing Procedures. Members may request changes, in writing, to the Constitution but not any other document.

a. Council shall decide which if any changes are to be made to the Constitution.

b. Council shall advise the membership with the specific detail of each proposed change to the Constitution for the approval of the membership by postal ballot.

### **Winding up of the Society**

40. The decision to wind up the Society may be taken by the Council after seeking the advice of the Vice-President or by the membership at an EGM.

41. After the sale or disposal of all assets and the payment of all debts the funds of the Society shall be disposed of in accordance with RAF regulations. If practical and possible the views of the membership obtained at the final EGM shall be taken into consideration.