



GLOUCESTER

AMATEUR RADIO AND ELECTRONICS

SOCIETY.

www.G4AYM.org.uk
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MEMBER'S HANDBOOK

8th Edition

Approved by the Committee and circulated for information on 13th August 2018.

**Constitution approved and published by an Annual General Meeting of the Society on
10th September 2018.**

(The Information section may be changed at any time by the Committee)

INTRODUCTION

Gloucester Amateur Radio and Electronics Society (GARES) can justly claim to be one of the oldest societies in Gloucester, if not the oldest.

Records dated from 1921 show that the Wireless Society of Gloucester and the Glevum Radio and Scientific Society were signatories to a petition to the then Postmaster General (the Rt. Hon. F. G. Kellaway, M.P.) requesting facilities for radio telegraphists. These societies had their origins before World War I, were in abeyance during the war, and were reformed in 1919.

As a result of a joint meeting on 21st March 1926, the two societies amalgamated under the name "Gloucester Wireless Club." This title continued until the 1950s when the club became affiliated to the Radio Society of Great Britain (RSGB) and the title "Gloucester Amateur Radio Society" was adopted.

On 13th January 1997, at an Extraordinary General Meeting of the Society, the current name was adopted. The new name reflected an underlying objective to broaden the Society's perspective to cater for those interested in electronics and construction in addition to those purely interested in amateur radio.

Throughout a history spanning a century that has seen greater technological change than any other, the Society has provided a forum for radio and electronics enthusiasts to share in this fascinating and rewarding hobby. Long may it continue.

ACTIVITIES

Weekly Meetings.

GARES meets every Monday evening from 7-30pm to 10-00pm during school term time at Churchdown School, Winston Road Churchdown Gloucester GL3 2RB.

Our web site www.G4AYM.org.uk has full details of how to get there.

Talks and Presentations

On one Monday meeting each month, there is usually a talk or presentation given by a member of the society or occasionally by an invited guest speaker. Please see the club's programme for details.

Subjects are usually of a radio or electronic nature but are occasionally of more general interest.

Guests of members are always welcome.

Construction

GARES is very keen to encourage radio and electronic construction. At Monday evening meetings, other than those given over to talks or presentations, a thriving constructors group gets together which provides an opportunity to build and test projects and circuitry.

This group has proved very popular, especially with those new to construction because there is always someone experienced on hand to give help and advice with problems. Group members have undertaken a range of successful projects from simple audio amplifiers through to a 6m band transceiver.

To encourage members to have a go at constructing, GARES holds an annual construction contest which is usually held in April. The competition is divided into 'simple' and 'complex' sections and prizes are awarded to the winner of each. The 'simple' and 'complex' sections are to encourage the novice constructor while still providing a competitive event for the more experienced. The winners are decided by the members on the night.

Education and licence training.

The society is very keen to encourage the educational value of the hobby. One of the main objectives of the Construction Group is to provide a means for members to broaden their knowledge and understanding of both analogue and digital electronics.

Those who wish to hold an amateur radio licence must demonstrate a basic understanding of electronics and radio theory together with knowledge of radio operating procedures. The Amateur Radio licence has to be attained in three stages: Foundation, Intermediate and Full with increasing privileges at each level. The Society is able to help by offering coaching and advising on courses.

The society is a recognised examination centre, Approved by the RSGB and the RCF (Radio Communications Foundation).

Although there is no longer a requirement to learn the Morse code to operate on the HF bands, Morse still remains very popular and Morse training sessions are available at the club on some Monday evenings and occasionally on 2m FM during the winter months. There are a number of skilled Morse operators in the club who are more than willing to help and encourage.

Amateur Radio Stations

The society holds call signs: G4AYM and G2HX and has full HF and VHF equipment, which may be used by any member of the society who holds an amateur licence. CW, voice and digital modes are available.

Visits

From time to time GARES organises visits to places of interest, usually 'radio related'.

Contests and Special Event Stations.

GARES has a long history of participation in amateur radio contests and special event stations and over the years has operated in both National and club-based events on both HF and VHF. Club based competitions can lead to awards and certificates.

DF Hunts

GARES organises its own Direction Finding (DF) hunts during both the summer and winter months. These sometimes include a picnic, a barbeque or some other social event.

Social Events

Throughout the year, the society organises a number of social events which help to raise funds and which are open to members, their families and guests. The main events are the summer picnic and the Christmas dinner/raffle draws.

Tea, coffee and biscuits are on sale at the Monday meetings.

New Activities

The committee is always ready to listen to members ideas for new activities and events. Talk to any committee member.

AWARDS AND TROPHIES

The G3MA Memorial Trophy

This new award was instigated in 2010 in remembrance of Pat Perkins G3MA who was for many years secretary of the Society. The trophy, together with a book or book token is awarded to the most successful participant in the operating competitions held each year. As a general principle this award is not routinely given to the same winning member each year as this can discourage other potential participants.

The Morgan Key

This 1940's vintage Morse Key on a wooden plinth was presented to the Society by Tom Morgan, a former chairman and was originally presented at the annual dinner/dance. The key is now presented at the Annual General Meeting and is the only award solely in the gift of the committee. It is awarded to the member who, in the judgement of the committee has contributed most to the furtherance of the Society during the year.

The Stan Cook Shield

This shield was presented to the Society in remembrance of Stan. Cook. It is presented to the winner of the simple section of the annual construction competition.

The Merit Shield

This shield is awarded to the member who has made a major effort for the benefit of the Society in the year.

The Kingscote Award

This award was instigated in remembrance of Tony Kingscote who was chairman of the Society for many years. A shield together with a book or book token is awarded to the winner of the complex section of the annual construction competition.

The Direction-Finding Trophy (The Miller Cup)

This cup was generously donated to the Society by Dave Miller who was a keen 'DFer'. It is awarded to the most successful competitor in the DF hunts run by the Society during the year. This Cup is awarded each year to the winning participant and the **DF shield** to the runner up.

RSGB REPRESENTATION

GARES is affiliated to the Radio Society of Great Britain (RSGB) which provides representation at national and international level on issues that affect the radio amateur. For instance, frequency allocations and licensing conditions.

Through its affiliation and with a good working relationship with the RSGB regional representative, GARES is well able to represent itself and its members at national level.

VISITORS

At GARES, we give a warm welcome to visitors, whether prospective members, visitors from other UK or foreign societies or guests of members. Frequent visitors, however, may be invited to join the society!

INTERNET

GARES has an informative web site WWW.G4AYM.org.uk which includes full details on where to find us.

Health and Safety at GARES.

Gares does not own its own premises and is a tenant of Churchdown School. Gares will however provide, as far as is practicable, a safe environment for Club meetings and activities for members and visitors at Churchdown School and at any other premises at which Club activities take place.

The Club has a duty to comply with such relevant legislation that may exist and may be legally liable for any breaches and so should appoint a 'competent person' as an advisor.

The 'competent person' may be a committee member, a suitably trained club member or a consultant but the club remains legally liable.

All club members have a legal duty to co-operate with the committee on matters of Health and Safety and not to damage or misuse anything provided for Health and Safety.

Members should not act so as to endanger the health and safety of other club members or members of the public.

The Club will provide and maintain equipment for club members use that is suitable for its purpose and maintain it in a safe condition.

As far as is practicable, the Club will plan activities so that they are safe and without undue risks to health and safety.

If in any doubt, speak to the competent person or any committee member but do use COMMON SENSE.

Privacy Notice

We take your privacy seriously and our Privacy Notice is shown below.
The Gloucester Amateur Radio and Electronics Society (GARES) is subject to data protection regulations under UK law, which control the use of personal data.

GARES will:

- Comply with the data protection laws of the UK.
- Only collect personal data (name, address, telephone numbers, email addresses and similar) for the purposes of the administration of the Society and its activities.
- Only contact an individual by post, email or telephone if they have given their explicit permission for that method. An individual can withdraw that permission at any time by contacting the Society.
- Look after the data (it is strictly confidential) and not lose it.
- Allow an individual to see the data held about them, and the Society will correct it, if necessary, or if requested, the Society will delete the data.
- Review data held regularly, and when no longer needed for active use the Society will either delete the data or, if a record is still needed (and the individual has not requested their record to be deleted) reduce the data held to the minimum necessary information.
- Not use the data for business purposes.
- Not pass on the data to a third party without explicit consent to do so.
- Destroy data carefully so it cannot be accessed in future.

Data Protection consent.

We will use your personal information to administer your membership and if you give your explicit consent, this information will also be used to send you details of events, news, occasional flyers and publications.

A form is included in the application for membership.

GARES policy on the Children and Vulnerable Persons.

This society (GARES) fully supports the RSGB's policy on compliance with the present Children and Vulnerable Adults legislation. This may be viewed on the RSGB web site.

We actively encourage participation in the hobbies of Amateur Radio and Electronics experimentation. Consequently, it is not our policy to exclude anyone from membership on grounds of age or disability.

'Children' under the age of 18 years may join the society on the condition that they are accompanied at all society meetings and organised events by a parent or guardian (nominated at the time of joining the society) who is responsible for their safety and wellbeing. Whereas we set no lower age limit we strongly recommend for reasons of safety that a child should be of secondary school age.

The society concurs with the definition of children and vulnerable adults as set out by the RSGB:

A child is someone under the age of 18.

A vulnerable adult is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability and who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation (Department of Health 2002).

Similar considerations apply to both children and vulnerable adults

Any person wishing to join the society who feels that they fall into these categories should state this on application for membership. Under these circumstances we require that the person is accompanied to society meetings and events by a companion (nominated at the time of joining the society) who is responsible for their safety and wellbeing.

We will welcome such individuals as FULL members of the society on the terms and conditions set out in the society's constitution subject to payment of the membership subscription set at the society's annual general meeting (AGM). A parent, guardian or nominated companion will be admitted to the class of ASSOCIATE member as defined in the society's constitution and will not be charged a membership subscription.

APPLICATION FOR MEMBERSHIP

A membership application form together with a Data Protection Consent Form and a Vulnerable Persons Declaration is printed on the following page. Membership runs from AGM to AGM in September each year but new members joining later in the season may be charged at a reduced rate. Applications for membership, which must be accompanied by the appropriate fee, are all subject to approval by the Society's committee which reserves the right to reject any application without giving its reasons. In such a case, the fee will be returned in full.

MEMBERSHIP APPLICATION FORM

Please complete parts 1, 2 and 3 using block capitals including the Declaration if applicable. Parts 4 and 5 are optional. (Please see Privacy Notice above.)

1. Name.....

2. Call Sign.....

3. Address.....

.....

.....Postcode.....

4. Telephone
(Home).....

(Mobile)

5. E-mail.....

Please give your consent to receive communications from GARES by ticking all the relevant boxes below.

Post Email Phone

I wish to apply for membership of the Society and agree to abide by the Constitution and Rules. I agree to my membership details being held on computer.

Signed

Date.....

Are you under the age of 18 years or a 'vulnerable person' within the meaning of the CHILDREN AND VULNERABLE PERSON'S ACT? Yes/No.

If yes, a parent, guardian or nominated companion must complete an additional application for associate membership and sign the declaration below.

I undertake to be responsible for the applicant's safety and wellbeing at all times at all society meeting and organised events which they may attend.

Signed.....

Date.....

CONSTITUTION AND RULES

1. Name

The Society shall be known as:

GLOUCESTER AMATEUR RADIO AND ELECTRONICS SOCIETY.

2. Aims

The aims of the society shall be the furtherance of the hobbies of Amateur Radio and Electronics experimentation.

3. Membership

Membership shall be open, at the discretion of the committee, to all persons interested in amateur radio and/or electronics.

4. Management (This paragraph includes the new committee format)

The affairs of the Society shall be administered by a committee, elected at the Annual General Meeting, in whom the property and finances of the Society shall be vested.

The committee shall comprise:

A **CHAIRMAN** who shall preside at all meetings at which he or she is present.

A **VICE CHAIRMAN** who shall assume the duties of the chairman as necessary.

A **SECRETARY** whose duties shall include: taking the minutes of all meetings of the Society; maintaining a record of all classes of membership; maintaining a register of Society property; dealing with correspondence; ensuring the Society insurances are adequate; arranging meetings and speakers; giving correct notice to members of meetings and advising the chairman of any matters requiring special action.

A **TREASURER** whose duties shall include: properly recording all receipts and payments of the Society; recording all persons paid up as members and those in arrear with subscriptions; advising the committee of the current financial position of the Society; recommending any change in the rates of subscription and presenting an audited balance sheet to the Annual General Meeting.

In addition to the above-mentioned committee officers, the committee shall also include up to **SIX ORDINARY MEMBERS**.

The committee shall have power to fill casual vacancies among their number. The committee shall have power to appoint managers to perform specific tasks. The appointments and their terms of reference shall be reported to and confirmed by the members at the next following General Meeting and at each Annual General Meeting.

5. Meetings (The agenda here is now in line with the current AGM agenda)

Meetings shall be held at places and times determined by the committee.

A General Meeting of the members shall be held each month. The General Meeting held in September shall be the Annual General Meeting.

The Agenda for the Annual General Meeting shall typically be:

Apologies for absence.

Minutes of the previous Annual General Meeting.

Chairman's report.

Secretary's report.

Confirmation of Auditor.

Treasurer's report.

Determination of Subscriptions.

Election of the new committee.

Report names of current managers and their terms of reference.

Other Business.

An Extraordinary General Meeting may be called by the committee or by the Secretary upon written request of ten members eligible to vote.

The business of the Extraordinary General Meeting shall be confined to the matters stated in the request.

Notice of the Annual General Meeting or of an Extraordinary General Meeting shall be given by the Secretary not less than twentyone days before the date of the meeting.

The notice shall state the business to be discussed.

A request by a member to call an Extraordinary General Meeting or to include an item on the agenda of the Annual General Meeting under "Other Business" shall be made to the Secretary in writing not less than one month before the date of the meeting.

A nomination for election to the committee shall be valid only if:

The member nominated has been a member for not less than the previous twelve months, and the nomination is confirmed by the nominee in person at the meeting or previously in writing to the Secretary.

At the discretion of the Chairman of the meeting, candidates for membership of the Society and visitors may attend meetings of the Society and, at his/her invitation, may speak but not vote.

6. Quorum

The quorum for the Annual General Meeting or an Extraordinary General Meeting shall be twenty members or twenty five percent of the total membership, whichever is less.

A quorum for a meeting of the committee shall be three.

7. Voting

Voting shall be by show of hands or by ballot as decided by the Chairman. In addition to his/her vote as a Member, the Chairman of a meeting shall have a casting vote.

Proxy votes shall not be allowed at any meeting.

A two thirds majority of the members present and eligible to vote shall be required to carry a motion seeking to alter the Constitution and Rules of the Society or, a motion proposed at an Extraordinary General Meeting.

A simple majority shall carry any other motion.

8. Classes of Membership (see Para 11 below for rates)

The Society shall consist of the following Classes of Membership: -

Full Members, and Family Members over the age of 18, who shall have full voting rights.

Junior Members (those under the age of 18) are permitted when accompanied by an appropriate parent or responsible adult. Junior Members shall not have any voting rights.

Life Membership is a special honour awarded by the Committee to someone who is a current member of GARES, and who has made a very significant effort to benefit the club over a period of time. A Life Member's subscription will be waived, and they shall have a vote at a General Meeting.

Honorary membership is a special honour awarded by the Committee to someone who is NOT a member of GARES, but who has made a very significant effort to benefit the club either immediately or over a period of time. An Honorary Member will not pay a subscription, and they shall not have a vote at a General Meeting;

Old age, infirmity or length of membership alone will not be a qualification for either Life or Honorary Membership. These will be awarded sparingly to deserving cases only, and the total number in each category shall not normally exceed five, or five percent of the total membership, whichever is the greater.

Associate membership may be awarded by the Committee on a case-by-case basis. Associate members shall have no voting rights. Examples where this may be awarded are: -

- where, by reason of distance from the Society or otherwise, a member is unable to enjoy the full activities of the Society;

- where responsible adults who are accompanying children or vulnerable adults do not themselves wish to be full members.

The Committee will in each case determine the subscription payable by Associate members, and this will be reviewed annually.

9. Election to Membership

A candidate for membership shall send to the Secretary an application, setting out his or her name, address and any other particulars which the committee may reasonably direct agreeing to be bound by the Constitution and rules of the Society, together with the appropriate subscription.

Election of members shall take place at a duly convened meeting of the committee.

Candidates shall be elected by a simple majority.

10. Termination of Membership

Should the conduct of a member be considered contrary to the interests of the Society or its aims, the matter shall receive the attention of the committee. The member shall be called upon for a satisfactory explanation or for his or her resignation; failing which he or she shall be liable to expulsion from the Society subject to a right of appeal to a General Meeting.

Any person ceasing to be a member shall forfeit all rights to claim upon the Society, its property or funds.

11. Subscriptions

There shall be a flat rate membership fee for all individual members whether in education, employment or in retirement.

There shall also be a flat rate 'family membership' fee where there are two full adult members in that family. e.g. Husband and Wife or Parent and Child.

Junior members shall be charged at a reduced rate.

Subscriptions shall become payable at the Annual General Meeting or with application for membership.

The membership of any member who has not paid their subscription within three months of its becoming due shall be treated as lapsed.

12. Alteration to Constitution and Rules

No change to the Constitution and Rules of the Society shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened by the committee for the purpose.

A copy of the proposals shall be made available to each member in writing at the General Meeting previous to that at which the matter is to be discussed.

13. Winding Up

The winding up of the Society shall require a motion at an Extraordinary General Meeting.

The committee shall be responsible in a winding up for realising the assets of the Society and paying all outstanding debts.

Any balance remaining thereafter shall either be distributed to the paid-up members in proportion to their annual subscription rates, or be given to an organisation with similar interests, or be given to a charitable organisation as determined by the members.