

ANGLO SCOTTISH REPEATER GROUP

CONSTITUTION

1. INTRODUCTION

This document describes the Constitution of the Anglo Scottish Repeater Group. No part of this document shall be construed as establishing contractual relationship either directly or by implication between the group and any individual member or between members. Changes to this constitution may only be made as described in section 9.6.

2. NAME

The Group shall be known as “The Anglo Scottish Repeater Group”. This name may be abbreviated to the “ASRG” and is referred to in this constitution as “the Group”.

3. AIMS

The aims of the Group shall be to further the interests of Amateur Radio through the design, development and operation of amateur radio repeater sites and related technologies.

4. SCOPE OF THE GROUP’S ACTIVITIES

The group shall provide and operate repeater sites for the purpose of carrying amateur radio traffic originating from fixed stations, mobile stations or internet gateways.

4.1. Repeater Sites

The Group’s geographic area of activity is principally, but not confined to, Cumbria and South West Scotland. Each of the Group’s repeater sites will be constructed, operated and maintained within governing technical and Health and Safety legislation.

4.2. Internet Gateways

The Group operates Internet Gateways providing voice, data and control access to their repeaters. Members or third parties wishing to establish an Internet Gateway link over the air interface into a repeater must obtain permission to do so from the Committee prior to establishing it. Any third party Internet Gateway must be managed responsibly by a full amateur radio license holder who has been granted a Notice of Variation (NoV) by OFCOM allowing them to operate an Internet Gateway.

The Committee may withdraw authorisation for a third party Internet Gateway at any time.

4.3. Website

The Group will operate and maintain a website promoting its activities and providing users with technical information about the repeater sites together with instructions and advice on how to use the repeaters.

4.4. Public Relations

The Group may provide representation at public events or meetings to promote its aims and provide a wider awareness of the Group and its activities.

5. MEMBERSHIP

Membership shall be open, at the discretion of the Committee, to all persons interested in the aims of the Group. Any member intending to use the Group's repeaters must be in possession of a valid and appropriate Amateur Radio license. Two types of membership are available;

5.1 Full Membership

Open to all persons over the age of 18.

5.2 Honorary Membership

Honorary Life Membership may be awarded by the Committee to any person in recognition of outstanding service to the Group.

5.3 Termination

Membership will terminate upon failure to renew the subscription. The Committee holds the power to terminate membership where the activities of an individual are detrimental to the aims and/or reputation of the Group.

6. SUBSCRIPTIONS

6.1 Fee

The annual membership subscription shall be set by the Committee.

6.2 Period

The membership year shall run from the 1st of January to the 31st of December each year.

6.3 Payment

Subscriptions will be paid to the Treasurer. Current membership will lapse, together with any voting rights, if subscription renewal has not been received by the Annual General Meeting (AGM).

6.4 Reduced Subscription

At the discretion of the Committee, an annual subscription may be reduced or waived for an existing member facing special circumstances.

7 DATA PROTECTION

The Committee is required to collect, process and store personal information in order to be able to fulfill its duties and responsibilities under the ASRG Constitution. Personal data will be confined to that which is described as "Legitimate Interest" and which is wholly necessary to administer membership.

Committee members are required by the General Data Protection Regulations (GDPR) to ensure that only personal information in which the Group has a legitimate interest is collected and that it is processed and stored in such a way as to protect it from unauthorised access or disclosure.

The Group's GDPR Policy in Appendix B describes how the committee will treat personal information to ensure that GDPR compliance is met.

8 ORGANISATION

The Group's organisation will comprise of a Committee and general membership. The Group's activities will be managed by the Committee in accordance with the group's aims.

8.1 Election of Members

The Committee will be elected from the general membership and incumbents must have held continuous membership of the Group for a minimum of one year. Normal tenure for Committee membership is one year, running from AGM to AGM. The election or re-election of Committee members by the general membership will take place at AGMs.

8.2 Resignation from the Committee

Where a Committee member is not able to complete a one year term in office they may resign their Committee position. Where possible a reasonable period of notice of resignation should be given to allow time for a replacement to be found. The appointment of a replacement will take place at an AGM or, if one is not imminent an EGM in both cases by general membership vote.

8.3 Committee Organisation and Roles

The Committee organisation, responsibilities and accountabilities are as follows;

8.3.1 Chair

Responsible for ensuring that the Group's aims are met by;

- a) Setting agendas in conjunction with the Secretary.
- b) Chairing meetings ensuring that the agenda is adhered to and that they start and end on time.
- c) Managing discussions fairly and efficiently ensuring that all have a chance to present views and that they receive thorough consideration.
- d) Confirming any agreed outcomes, making sure that the meeting understands the decisions and that any actions are clearly assigned and accepted.
- e) Ensuring that the schedule of annual meetings is adhered to.
- f) Calling Emergency General Meetings (EGM) if required.

8.3.2 Secretary

To serve as the key administrator for the Group by;

- a) Making sure that the Group works within the Constitution.
- b) Preparation of agendas with the Chairman.
- c) Arranging meeting venues.

- d) Recording the minutes of all meetings together with details of any assigned actions.
- e) Keep records of all information about the Group.

8.3.3 Treasurer

The Treasurer is responsible for managing the Group's finances by;

- a) Maintaining the Group's Bank Account(s).
- b) Recording all income and expenditure.
- c) Collection and banking of subscriptions.
- d) Maintaining a list of members.
- e) Payment of any standing charges associated with the operation of the Group such as insurance premiums, licenses etc.
- f) Preparation of financial reports for the meetings.

8.3.4 Repeater Keepers

Repeater Keepers will hold operational responsibility for any assigned sites ensuring that the sites are maintained in a safe condition and the equipment functions as specified.

- a) Coordinate visits by Group members to the sites providing safety briefings where necessary.
- b) Act as or in collaboration a technical expert in recommending changes or enhancements to the site equipment, being the Group's point of contact for such changes or enhancements.
- c) Perform or collaborate with technically competent members of the Group to carry out routine or remedial maintenance of site equipment.
- d) Ensure that any interference issues with other site users are investigated and resolved.

8.3.5 Webmaster

The Group's Webmaster will develop and publish the ASRG Website ensuring that it contains up to date and relevant information about the Group and its repeaters.

8.3.6 Ordinary Members

A minimum of four and up to seven ordinary members will serve as Committee members to support the operation of the Committee and represent the general membership at Committee meetings.

8.3.7 Co-opted Members

The Committee may co-opt members with non voting rights as required to assist in meeting specific circumstances.

8.4 COMMITTEE STANDING ORDERS

8.4.1 Quorum

A minimum of four members must be present at a meeting to form a quorum.

8.4.2 Voting Rights

Each member will hold one vote and decisions at meetings will be made on a majority basis. The Chairman will hold an additional casting vote which he may use at his discretion to create a majority outcome.

8.4.3 Ordinary General Meetings

The group shall hold regular meetings for the purposes of keeping members up to date with progress and operation of the group. Attendance will be voluntary but no policy decisions may be taken unless the required quorum of Committee members is present.

8.4.4 Annual General Meeting

The Annual General Meeting (AGM) of the group shall be held during the month of January and notice shall be given to the membership at least one month in advance, of the meeting date and time. Policy votes shall be by a show of hands.

The agenda for the AGM shall be;

- a.) Apologies for absence
- b.) Minutes of the previous AGM
- c.) Chairman's report
- d.) Secretary's report
- e.) Treasurer's report
- f.) Election of the new Committee
- g.) Other business

8.4.5 Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called by the Committee or at the written request of 20% of the membership. The date of the meeting shall be the earliest convenient as determined by the Committee. Notice of an EGM together with the agenda shall be given to members in writing, at least 14 days before the meeting date.

No other business may be transacted at an EGM.

8.4.6 Amendments to this Constitution

Amendments or changes to this constitution may only be made following the AGM or any EGM called to decide upon an amendment.

9 RSGB Affiliation

The Group may at its discretion be affiliated to the RSGB.

10 WINDING UP OF THE GROUP

The Group may only be wound up following a decision to do so that is made at an EGM. In the event of a decision to wind up the group, the EGM will appoint Trustees who will be responsible for administering the closure of the group and the disposal of its assets in accordance with the following.

10.1 Equipment

All equipment will be removed from site and disposed of either by free donation to an established UK repeater group for use on their sites, or sold and the proceeds placed into the Group's funds.

10.2 Finances

After paying all costs associated with the removal of equipment and making good of sites together with settling any outstanding amounts to debtors, the remaining funds will be donated in full or divided across registered UK based charities and organisations. The proportions will be decided and set by the EGM.

10.3 Miscellaneous

Any low value sundry items may be disposed of by the Trustees in any way seen fit.

END

Appendix A to the ASRG Constitution

Glossary of Terms

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| Amateur Radio | Licensed radio communications for non commercial use for which users must have obtained a recognized level of technical expertise. |
| OFCOM | Office of Communications. The independent regulator and licensing authority for United Kingdom telecommunications. |
| Notice of Variation | An extension to a license which is issued by OFCOM to permit the special operation of a communications system not covered by the general license. |
| Repeater Site | An automatic wireless installation that re-broadcasts signals received on one frequency onto another for the purpose of extending coverage. |
| Internet Gateway | A technique for providing Internet originating Amateur Radio voice traffic to a repeater, either by direct connection to the repeater equipment or by accessing the a repeater over the air interface by means of an internet enabled computer connected to a radio transceiver. |
| RSGB | The Radio Society of Great Britain. A national body representing Amateur Radio in the United Kingdom. |

Appendix B to the ASRG Constitution

General Data Protection Regulation (GDPR) Policy

B.1 Introduction

The Anglo Scottish Repeater Group (ASRG) is a non-profit organisation set up to maintain and operate Amateur Radio Repeaters in North Cumbria and Southern Dumfries and Galloway. This policy explains how ASRG manages the collection, processing and storage of personal data to meet GDPR compliance.

The ASRG Website is used only to announce operational information relating to the ASRG sites and does not collect personal data. However, as it provides links to third party sites it is also brought within this policy.

B.2 Personal Data Collection

The ASRG only collects data of a *legitimate interest* which is necessary to administer membership. This data is confined to a name and callsign and is collected by means of members completing a membership form at the point of joining the ASRG.

B.3 How is Personal Data Used?

The ASRG uses personal data to record membership. This data is not published elsewhere, shared with third parties or used for marketing purposes.

B.4 How is Personal Data Stored?

Personal data is stored by the appropriate ASRG committee members as documentation within their personal IT equipment. Committee members holding personal data are responsible for taking all reasonable precautions to secure the data by preventing unauthorised access to their IT equipment and then data held on it.

Individual personal data is stored for the duration of membership of the ASRG. Should membership lapse the respective personal data will be deleted from the membership records.

B.5 How do I Access My Personal Data?

You have a right to review what personal data is held by the ASRG relating to you. For any questions about this contact the Secretary via the ASRG Groups.io site or by email at enquiries@asrg.co.uk

B.6 ASRG Website

The ASRG website (www.asrg.co.uk) does not collect personal data or cookies which could be used to identify the use of the web site by any individual.

The ASRG website carries links to other organisations which share similar aims and goals to those of the ASRG. The GDPR policies of these organisations fall outside of this policy. For further information contact the administrators of those sites.

B.7 ASRG Groups.io Site

The ASRG use a Groups.io site for general technical discussion and communication about events and operating status of its sites. The Groups.io site is an open forum which does not store or display Personal Data. As such its use falls outside of this policy.

Members should be aware that in subscribing to Groups.io their email address will be visible to other Groups.io users. Additionally, they should take care not to post anything that may compromise their own personal cyber security or that of others.

B.8 GDPR Policy Review

The ASRG will periodically review this policy to ensure that it remains fit for purpose, revising content and associated practices where necessary to ensure that GDPR compliance is maintained. Revisions will be recorded in the Revision History section of the Constitution document.

Appendix C to the ASRG Constitution

Revision History

Issue

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| 1.0 | 18/01/2023 | Initial release. |
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