

H D A R C

HORNDEAN & DISTRICT AMATEUR RADIO CLUB

Code of Practice

Formerly By-laws

This document is to clarify the elected positions and responsibilities of the Horndean and District Amateur Radio Club (the Club) Officers and Committee Members and Members.

Horndean and District Amateur Radio Club has a policy of continuous improvement and will strive to achieve this aim for the membership and the Amateur Radio Community.

This document is not the Constitution and can be changed at any time with the approval of at least 25% of Committee Members at a Committee Meeting either in person or on-line.

All Members

The Club comes first – Do not make decisions with any improper purpose or personal motive; Loyalty to the Club and Amateur Radio comes above personal ambition or ego.

Equality – Everyone involved in Amateur Radio should be treated equally, except for those HDARC membership benefits that are only available to members.

Respect – Respect others by never acting in a way that lessens the pleasure of others; live the values of openness, honesty and integrity always to earn the respect of others.

Respect race, religion, gender, sexual orientation, culture and custom

Accountability – Hold yourself accountable to our members.

Conduct within Committees, working groups, etc

Majority decision-making prevails – Make your points as robustly as you like, but work shoulder-to-shoulder once the decision has been taken

No Conflicts of Interest – Declare all and any, however tenuous. Work though personal networks, but in a transparent fashion.

Confidentiality – Transparency and confidentiality are not mutually exclusive, seen Note 1 below. Do not be tempted to promote one's ego by communicating through use of social media, e-mail, etc during or after meetings.

Notes

1. Meeting input papers, discussion, actions and outcomes shall remain confidential until released to members by publication of the meeting minutes or summary on the CLUBS website or otherwise as determined by the meeting. The use of social media and e-mail to provide real time account is prohibited unless authorised by the Chairman. Eventual publication of the details of the meeting, including the treatment of input, is a matter for the chair of the meeting to determine. Papers and discussions deemed to be confidential shall be so noted by the chair of the meeting and their distribution shall remain confidential until such time as their status is changed to releasable to the full membership

HDARC Ethos

The CLUBS core ethos revolves around the following values and characteristics:

- Ethical, professional and high integrity
- Financially sound
- Innovative, creative
- Respected
- Good value
- Transparent
- Responsive

SELFLESSNESS

Officers of the Club should take decisions solely in terms of the Clubs interest. They should not do so to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Club Officers/Committee members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out Club business, including making appointments, recommending individuals for rewards and benefits, Members should make choices on merit.

ACCOUNTABILITY

Officers/Committee members are accountable for their decisions and actions to the Club membership and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Officers/Committee members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider Clubs interest clearly demands.

HONESTY

Officers/Committee members have a duty to declare any private interests relating to their Club duties and to take steps to resolve any conflicts arising in a way that protects the Clubs members interest.

LEADERSHIP

Officers/Committee members should promote and support these principles by leadership and example.

Chairperson. (Chair)

The Chairperson is the Chief Executive of the Club, and as such is responsible for promoting the interest and activities of the Club. They are also responsible for ensuring that the management is conducted in a professional and legal manner.

The Chair is responsible to all Club Members, Officers and Committee members.

The Chair will attempt to attend all Committee meetings, AGM or any Extraordinary General Meeting or ensure their Vice Chairperson will attend in their absence.

The Chair being informed of any bereavement or serious illness of a member will on approval of the member or their family inform the club of said illness or bereavement.

The Chair is responsible to always uphold the good name and integrity of the Club its activities and Members. Where disputes arise, the Chair has a duty to mediate in an impartial and unbiased manner. The matter will be discussed by the Officers of the Club and a resolution found. This will be documented, the official complaint and the official decisions taken. If expulsion from the Club is deemed to be the appropriate action this will need to be brought to next Committee meeting and will be decided by the Committee. The Chair will inform the Member privately the decision that has been taken.

Where outside activities take place, the Chair is to ensure that resources are available before the activity takes place. If this is a matter of funding, then the Committee will decide if the function is viable.

The Chair will present the agenda to all the members attending Committee meetings and all Officers and Committee members will vote on any recommendations or suggestions and ensure they are fit for purpose.

The Chair will sign all certificates prior to presentation at the AGM.

SECRETARY

The Secretary is to advise the Chairperson on all matters relating to the effective management of the Club and its activities.

The Secretary is to organise Club meetings events, and to ensure such events are relevant, enjoyable and informative.

The Secretary (funds allowing) is to contact speakers and organisations that may benefit, entertain, and educate or stimulate an interest in the Radio Amateur hobby.

The Secretary is to conduct all administrative tasks to ensure that the Club is fit for purpose, legal and will be able to perform as an effective organisation for the benefit of all its membership.

The Secretary must ensure that all records are up to date be it written or electronically stored i.e. Committee Meeting minutes, and all meetings have been informed to the relevant Club members in the timescale required by the Constitution.

TREASURER

The Treasurer must ensure all monies are correctly accounted for.

The Treasurer will ensure that monies or cheques are issued for services rendered to the relevant committee members or are to claimants in a timely fashion by cheque or electronically.

The Treasurer will advise the Chairperson and Club Secretary on expenditure and budget requirements where or when required to do so.

It is essential that the Treasurer retains a correct record of all Club accounts for the purpose of our annual AGM. Ensuring that the books balance and all receipts are accounted for and to ensure they are examined by two members prior to the AGM.

The Books close at end of First Meeting in October and all members wishing to make a claim for expenses must have the receipt in by that time. The treasurer will ensure the Club Secretary has informed the membership of such fact by the weekly email starting in September.

The AGM Examination of the books must be witnessed to demonstrate the Club follows a code of due diligence and best practice, since all accounts must be open to scrutiny. The treasure will produce a Statement of Accounts at every AGM and Committee meeting.

The Treasurer is the main signatory and holder of Club cheque book; Cheques cannot be authorised without the co-signature of the Chairperson, or the Club Secretary be they written or electronic.

The Treasurer is also required to keep a sum of petty cash for any sundry items that may be required; these must correctly be recorded, as well as signature and receipt of all purchases or payments made.

Any Silent Keys or surplus equipment sales must be receipted and any contributions to the club correctly recorded with the receipt.

The use of electronic banking is always the preferred method but may not be appropriate for sundry items I.E Milk Coffee.

Membership Secretary

The role of Membership Secretary is to assist the Treasurer when and where appropriate. The Membership Secretary is to ensure Club subscriptions are paid in to the Treasurer within the required period as stated in the Club Constitution.

The Membership secretary must also inform the Treasurer of lapsed members so that they can then be removed as well as those who have gone silent key.

Should a lapsed member wish to rejoin, the Membership Secretary will inform the lapsed member that he will have to pay the full membership subscription.

Other duties of the membership Secretary are to issue current Club membership badges/ Cards and joining instructions & other information to new members as well issuing new membership cards annually upon receipt of their annual subscriptions.

The Membership Secretary must apply due diligence regarding membership details, therefore be aware of GDPR and comply with it.

Permission of members must be obtained via the membership form for their details to be added to the weekly email update list and if granted details sent securely to the Club Secretary for inclusion on that email list.

The Membership Secretary will compile a list of members first names and Call signs only for publication at the AGM. No members personal details will be kept after the person has left or gone silent key, under the Clubs Data Policy.

COMMITTEE

Elected committee members are required to undertake designated duties that befit their experience, and they are happy to undertake. This will ensure that all activities and events the club undertakes will be adequately represented in all the relevant areas and activities. The rationale for this is that the Club can confidently conduct its activities with professionalism and purpose.

The committee members are to assist the Club officers with ideas, advice, and suggestions which will generate and stimulate interest and attract new members to our organization. Members of the Committee from time to time may be asked assist or stand in for other Committee members or officers when on holiday or temporarily unable to perform their respective duties.

The Chair and its officers will support and encourage all members of the Club committee assisting or guiding if required.

RADIO STATION MANAGER

The role of the Radio Station Manager is to ensure the Caravan at the Fort our Special Events Stations and other radio related activities are managed efficiently and are fit for purpose.

Which means that the Radio Station Manager must be a full license holder.

The responsibilities of this post, requires the management of operators, loggers, and necessary administrative staff. Ensure all stations are effectively manned and equipped and relevant special event licensees are always there.

The Station manager must remind the teams that members of the public will or are likely to visit the stations. Therefore, must ensure for example that, Health & Safety requirements and personal protection equipment is available and in date and worn when where required. There are no trip hazards, and all wires are safe from the public. Fire extinguishers if required must be in date and full.

The Special Event Stations are the flagship of the Club. The Station Manager is to remind all personnel involved in our activities the importance of how the members of the public perceive our hobby and us.

TECHNICAL ADVISOR

The Technical Advisor will consult with the Station Manger on all matters relating to the Clubs radio equipment.

The Technical advisor must ensure all club equipment is serviceable and conforms to the relevant standards and regulations and advise the committee and its officers on all matters of a technical nature, and advice of the viability of any upgrades that may be required later.

The Technical Advisor is responsible for the maintenance of the Club radio and all electrical related items and technical manuals. No other individual unless authorised by the Technical Advisor are permitted to repair, upgrade, or interfere with any of the Clubs electrical equipment.

The Technical advisor will give advice on any matter relating to construction of equipment and projects, mainly because of EMC compatibility issues.

The Technical Advisor must ensure such equipment is correctly calibrated and recorded as such when required.

AWARDS MANA GER

The Awards Manager must consult with both the Secretary and the Club Station Manager, who will confirm contacts made during Club nets and other events.

Other duties are to design the award certificates and consult with the Clubs printer on layout and amounts required.

The Awards Manager will ensure that all awards are present at the AGM for presentation.

He will collate the results and who the awards are for and give the names and Award to the Club Secretary ready for the presentation of the Award at the AGM.

Events Secretary

The Events Secretary has the responsibility of organizing the Club social calendar. The Events Secretary must consult with the committee and its officers on all matters relating to the Clubs Social calendar.

The Events Secretary must ensure all social venues are correctly advertised therefore will have to consult with the Club Secretary for the inclusion of the intended Event into the Weekly Email Update. Where any expenditure is required, the Social Secretary must consult with the Committee who will vote on the expenditure.

Other duties are to organise and administer the club night raffles and other fundraising social activities.

EDITOR

The Editor is responsible for the management of the Club Journal and will have the final decision on its editorial content. The Editor is to ensure that the copy is correctly formatted and edited. Moreover, to ensure relevance and it is topical.

The Journal must not contain any copy that may be libelous or offensive to its readership or permissions not sought regarding copyright, The Journal will be ready for distribution on the 3rd Thursday of every other month, unless otherwise stated. The editor must be mindful of GDPR and the Club Privacy Policy.

The duties of the Editor are sponsorship arrangements. The Treasurer will consult with the Editor regarding monies collected.

The Editor will accept both hard and electronic copy and must be familiar with the relevant computer software and methods of computer editing. The Journal will be sent out electronically to member and be placed on the Clubs website

The Editor is to remind all members that a scribe award is presented to any member of the Club who contributes sufficient copy worthy of note; this will be subject to the Editor's discretion.

Training Manager.

The Training Manager must ensure that they have read the RSGB child/young adult guidelines and that they ensure they are strictly adhered to.

All training staff must be aware of the RSGB child protection guidelines.

The Training manger must update all training staff of any changes to these guidelines.

The Training Manager after liaising with the Training Secretary/Treasurer is to ensure all monies for courses are paid up front. (Without exception).

The Training Manager is to ensure all training aids are up to date, relevant and fit for purpose.

The Training Manager must try to instil the ethos of the Club, and they are sometimes first port of call and are talking to potential members and so must be good ambassadors for the Club.

Training Secretary

The Training Secretary will advise students on course availability at the time of enquiry together with the costs involved.

The Training Secretary will liaise with the Training Manager and discuss final numbers.

The Training Secretary will ensure students have got correct training manuals and any administration required for the course

The Training Secretary is to ensure that all candidates have paid by checking with the Club treasurer prior to the start of the course.

Course availability will be advertised within the Clubs website and RadCom.

Logistics Manager

The role of the Logistics Manager is to provide security of all Club equipment, buildings and trailer mast and Club Caravan.

The Logistics Manger is to ensure that the trailer mast is fit for purpose (may never be roadworthy).

They are to ensure that the relevant equipment is available and taken to the Various Event Stations or Competitions being held. That the equipment is in working order and is in the Club loan Inventory.

The Logistics Manager is to ensure all Club Equipment is on the Club Inventory stating what the equipment is any Serial Nos and marks dents scratches etc. Photo records of such equipment to show any marks,

- All equipment that needs testing will be labelled with the date of the test /calibration clearly identified on the individual item which must also be recorded in the equipment logbook with all relevant comments. Any item of equipment with an out-of-date label must not be used, until a full inspection and test has been carried out to ascertain its serviceability.

All equipment deemed unsafe, or unrepairable, must be identified as such with a label and recorded in the equipment logbook. It then must be isolated and disposed of with approval of the Committee.

Any items of Equipment that is ON LOAN to a club member the item's will be recorded and signed for by the member, If the equipment is permanently up the Fort, then this will be its location, not on loan.

Any equipment brought to the club by any member, will be clearly marked with the members name and the Logistics Manager informed of what it is and serial numbers etc this will be entered onto a separate Inventory so that a check is kept of who owns what and its location.

COMMITTEE MEMBER

Any committee member, who has not been given an elected task, will assist other members of the committee and its officers in any of the above posts.

Although all the above posts have been defined, they are subject to change and ongoing improvement, when and whenever necessary.

PRESIDENT

The post of President is a committee elected post.

It is an Honorary post. It is up to the discretion of the officers and committee as to who should be invited to take up this post on behalf of the Club.

The President of the Club has no veto over any decisions made by the Officers, Committee or membership of the Club.

Their primary role is to give guidance should the officers or committee require it as well to promote the aims of the Club where and when needed.