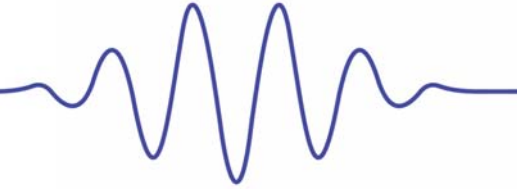




Radio Society of Great Britain

Advancing amateur radio since 1913



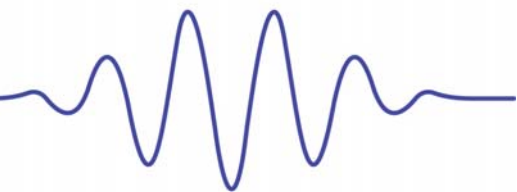
Members' Handbook

Enjoyment
Progression
Community
Service



Radio Society of Great Britain

Advancing amateur radio since 1913



OUR STRATEGY 2017–2022

Our purpose – why we are here

The RSGB exists to protect, promote and enhance the use, understanding and enjoyment of wireless communication.

Our values – the things that underpin everything we do

Enjoyment – of learning about and using wireless communication

Progression – through life-long learning, experimentation and the use of new technology

Community – of diverse but like-minded people where there is mutual respect and strength in numbers

Service – delivered with honesty, integrity and reliability by volunteers and staff

Our goal for 2022 – where we want to be

To have an active and thriving amateur radio community, supported by a strong, representative and influential RSGB.

Our strategic priorities – how we will reach our 2022 goal

Growth – grow and develop amateur radio

Spectrum – maintain and enhance radio amateurs' ability to use the radio spectrum

Participation – support and encourage active participation in amateur radio

Research – promote active involvement in research and technical development

Diversity – encourage and respect the full range of amateur radio activities, in all its diversity

Membership – increase the proportion of radio amateurs who are members of the RSGB

Recognition – support, encourage and recognise our volunteers and staff

Organisation – ensure that the RSGB is an effective, efficient and flexible organisation that works with and listens to our members, clubs and special interest groups to meet the changing needs of the amateur radio community

Footnote: The RSGB represents radio amateurs within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man, both nationally and internationally.



Radio Society of Great Britain

Members Handbook

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Production:

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Cover Design

Kevin Williams, M6CYB

At Your Service!

The Society provides a broad range of services for its members through its professional staff and management at Headquarters and a country-wide force of skilled, dedicated and knowledgeable volunteers. To get the best out of the RSGB it is important that you approach the correct part of the Society. On these pages you will find a practical guide to finding the right person for your enquiry.

YOUR RSGB

The Society's affairs are directed by the Board, supported by the Volunteer Leadership Team comprising the Regional Representatives, Committee Chairs and Honorary Officers. The Board Members and the Regional Representatives are elected by the membership in a postal and electronic ballot.

The day to day running of the Society is the responsibility of the General Manager, supported by the Board Members who liaise with each of the committees.

Each [Director/Board Member] has responsibilities for one or more Committees. The Board Liaison Member for each Committee ensures that communication between the Committees and the Board is maintained.

Full details of Board and Committees' terms of reference can be found on our website.

For HQ staff, both email addresses and telephone details are provided, including the option to select when dialling through the RSGB switchboard (01234 832 700).

Chairmen and Honorary Officers

These are all volunteers and give their time freely to support the Society. Members should respect the fact that many also have full time day jobs, and so email is the appropriate method of communication.

WEBSITE

Main website: www.rsgb.org

Members Pages: Log in using your callsign as the user name and your Membership number, without the leading zeros (see your *RadCom* address label) as the password.

If you need to update your Membership details, please log into Membership Services at: www.rsgb.org/members

SPECIALIST AREAS

The many different activities of the Society are run by its committees, honorary officers and full-time staff. If you wish to take advantage of one of these services or have an administrative enquiry about any one of them, contact details are listed below.

Abuse and Poor Operating

Operating Advisory Service (OAS),
email: oas@rsgb.org.uk, www.rsgb.org/oas/

Amateur Radio Direction Finding

email: ardf.chairman@rsgb.org.uk,
www.rsgb.org/ardf/

Awards

email: awards@rsgb.org.uk
www.rsgb.org/awards/

Contests

email: csc.chair@rsgb.org.uk
www.rsgb.org/radiosport

EMC

email: emc.chairman@rsgb.org.uk,
www.rsgb.org/emc/

General Technical Matters

email: tech.chair@rsgb.org.uk,
www.rsgb.org/technicalmatters/

General Spectrum & Regulatory Matters

email: spectrum.chairman@rsgb.org.uk
www.rsgb.org/spectrumforum/

GB2RS News Service Management

email: gb2rs.manager@rsgb.org.uk

HF Matters

email: hf.manager@rsgb.org.uk

Intruders to the Amateur Bands

www.rsgb.org/intruders/

Microwave Matters

email: mw.manager@rsgb.org.uk

Planning Advice

email: pac.chairman@rsgb.org.uk,
www.rsgb.org/planning/

Propagation Studies

email: psc.chairman@rsgb.org.uk,
www.rsgb.org/psc/

Repeater and Data Communications

email: etcc.chairman@rsgb.org.uk,
www.ukrepeater.net

Training & Education

email: tec.chair@rsgb.org.uk,
www.rsgb.org/clubsandtraining/

VHF Matters

email: vhf.manager@rsgb.org.uk

Youth Committee

email: youth.chairman@rsgb.org.uk
www.rsgb.org/youth-committee

Details of the Society's volunteer officers can be found on the RSGB website

HEADQUARTERS STAFF

For HQ staff below, both email addresses and telephone details are provided, including the option to select when dialling through the RSGB switchboard (01234 832 700).

Subscription renewals

Telephone: 01234 832 700, Option 1

Sales department

(Membership, books and other products)
email: sales@rsgb.org.uk
Telephone: 01234 832 700, Option 2

Amateur Radio Examinations

email: exams@rsgb.org.uk
Telephone: 01234 832 700, Option 3

Technical Amateur Radio Enquiries

email: AR.dept@rsgb.org.uk
Telephone: 01234 832 700, Option 4

Amateur Radio Licensing Enquiries

email: AR.dept@rsgb.org.uk
Telephone: 01234 832 700, Option 4

GB2RS and Club News

email: radcom@rsgb.org.uk
Telephone: 01234 832 700, Option 5

RadCom

email: radcom@rsgb.org.uk
Telephone: 01234 832 700, Option 5

General Manager

email: GM.dept@rsgb.org.uk

HEADQUARTERS AND REGISTERED OFFICE

3 Abbey Court, Fraser Road,
Priory Business Park, Bedford MK44 3WH
Telephone: 01234 832 700
Fax: 01234 831 496

Main website: www.rsgb.org

Log in using your callsign as the user name and your membership number, without the leading zeros (see your *RadCom* address label) as the password.

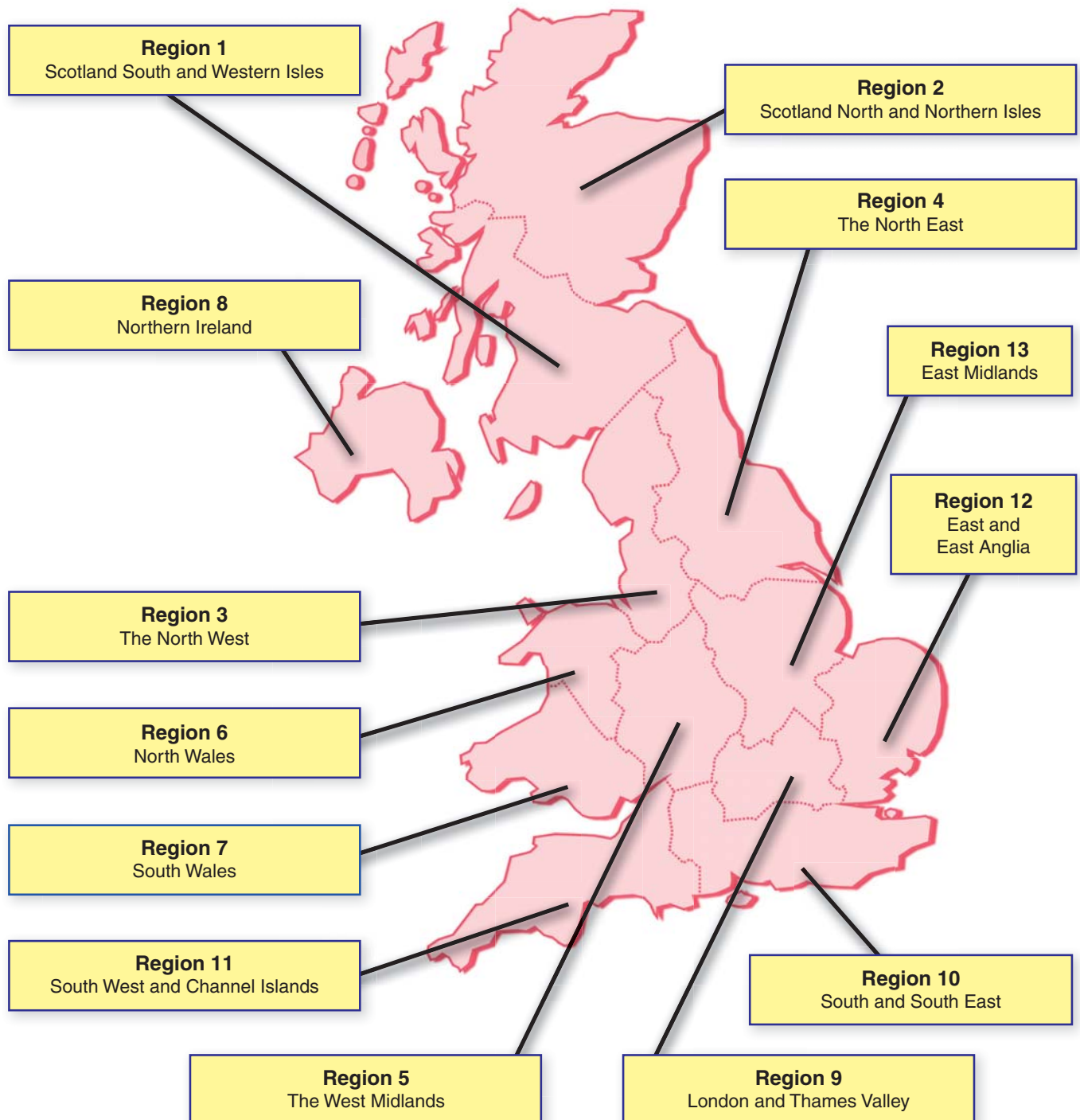
QSL BUREAU ADDRESS

PO Box 5, Halifax HX1 9JR, England
Telephone: 01422 359 362
email: qsl@rsgb.org.uk, www.rsgb.org/qsl



Structure and Representation

For administrative purposes the Society divides itself into regions, each comprising four to six districts. Each region has an elected Regional Representatives (RR) and each district has an appointed District Representatives (DR). The map below identifies the RSGB Regions. On the following pages, listed by Region, you will find details of the relevant Regional Representatives (RR) and the District Representatives (DR) along with contact information on local clubs and societies, examination centres and Emergency Comms Groups.



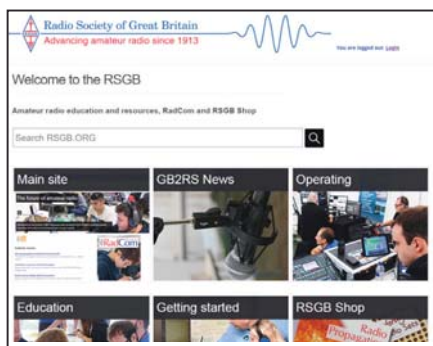
RSGB online

Over 100,000 unique visitors come to rsgb.org every month. There are hundreds of pages of information and links to resources from around the world, plus the very latest news from the world of amateur radio.

PORTAL

rsgb.org

Go straight to key areas of the website from our tablet and mobile-friendly front page. Access the latest news headlines, the main site index, guidance for newcomers and information on training and operating.



MAIN SITE

rsgb.org/main

The main site provides access to all the content in rsgb.org. The latest updates to the website are listed on this page along with our most important current events and activities.



NEWS

rsgb.org/news

The Society's flagship news bulletin GB2RS is published here every Friday, and we add further news items throughout the week. Visit this section for regional, national and world news, plus upcoming special events and all the latest from the world of contesting.

EVENTS

rsgb.org/eventsplanner

UK Events Planner displays a map of forthcoming amateur radio events. Click on the markers to display essential information about each event.

LIVE NEWS

rsgb.org/live

The live news page brings together the RSGB newsfeed, YouTube channel, Facebook page and Twitter feed all in one easy-to-find place. See the latest news, videos and discussions online and keep up to date.



ABOUT US

rsgb.org/main/about-us

A summary of who we are and what we do. You will find information about how we are organised, including details of our committees and teams.

CLUBS

rsgb.org/main/clubs

Club Finder is the UK's most comprehensive and up-to-date listing of amateur radio clubs. Enter your location or postcode and select a travel distance to display clubs near you. Click the markers to display meeting, contact and training information and links to club websites. This section also includes information on how to affiliate your club with the RSGB, as well as details on the Society's insurance scheme for affiliated clubs. You will also find information about special interest groups.

TRAINING

rsgb.org/main/clubs-training

UK Course and Exam Finder allows you to search for courses and exams in your area. You will also find educational resources for your studies, support material for trainers and useful information about exam fees, together with the forms to download.

OPERATING

rsgb.org/main/operating

Information on band plans, awards, beacons and repeaters, emergency comms, the QSL bureau, planning, CW and NoVs, including online applications for selected NoVs.

TECHNICAL

rsgb.org/main/technical

Home to the EMC and propagation pages and a wide range of other specialist information, including space and satellites and microwave operation. There are also links to technical forums and useful apps.

SHOP

rsgbshop.org

Here you can join the Society, renew your Membership and buy RSGB and other publications with a Members' discount. The shop also supplies EMC-related components, RSGB-themed polo shirts and baseball caps, and IOTA merchandise. All major cards accepted.

JOIN

rsgb.org/join

Sign up for RSGB Membership and become part of our 20,000-plus community working for the future of amateur radio.

RSGB FORUMS

forums.thersgb.org

Express your views on a wide range of amateur radio topics. There are two permanent forums on EMC and Radio Propagation, as well as occasional consultations on matters of importance to the amateur radio community.

PUBLICATIONS

rsgb.org/main/publications-archives

Members can read the digital edition of RadCom and search the RadCom archive. You can also browse and purchase the full range of RSGB books.

ARCHIVES

rsgb.org/main/archive

The Photo Archive contains a century of fascinating amateur radio photography, whilst the Events Archive includes preserved material from major RSGB events. Go to the Publications Archive for back issues of current and discontinued publications, including RadCom Basics and RadCom Plus. You'll find material relating to closed consultations in the Consultations Archive.



CONSULTATIONS

rsgb.org/main/rsgb-consultations

A list of current active consultations on matters of importance to the amateur radio community. You are invited to participate. Contains links to relevant forums.

FAQs

rsgb.org/main/faq-2

If you have an amateur radio-related question, chances are it has been asked and answered before. In this section we answer your most common questions on amateur radio, DBS checking, exams, IOTA and how to become a radio amateur.

GET STARTED

rsgb.org/main/get-started-in-amateur-radio

Everything you need to know in one place if you are new to amateur radio, from getting licensed to setting up your first radio shack.

CONTACT

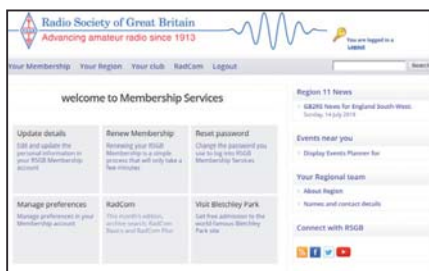
rsgb.org/main/contact

The RSGB's address, phone and fax numbers, and departmental email addresses.

LOGIN

thersgb.org/members/login

The Membership Services portal is the place to update your RSGB account details, renew Membership, reset your login password, update your roles and preferences, read our digital publications and download a free admission voucher to Bletchley Park. You can also browse your region's news and view events taking place in your area. Affiliated clubs and Regional Managers can post events on the UK Events Planner.



SOCIAL MEDIA

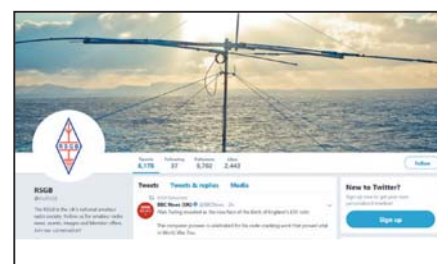
facebook.com/theRSGB

twitter.com/theRSGB

youtube.com/theRSGB

Visit the RSGB's Facebook, Twitter and YouTube channels for breaking news, extra material and a range of videos.

Join the RSGB at: www.rsgb.org/join



VIDEOS

www.rsgb.org/video

Our video library contains a variety of videos from amateur radio promotional films to celebrations of special events. You will also find a large selection of RSGB Convention lecture videos.



Abbey Court

The Radio Society of Great Britain continues to be one of a few radio societies in the world to maintain a full time staff. The Society is now administered from a modern, two-storey, open-plan office situated on the prestigious Priory Business Park in Bedford. No. 3 Abbey Court houses the General Manager's Department, Sales and Accounts, Examinations Department, Website Management, IT, RadCom and RadCom Plus.

RSGB

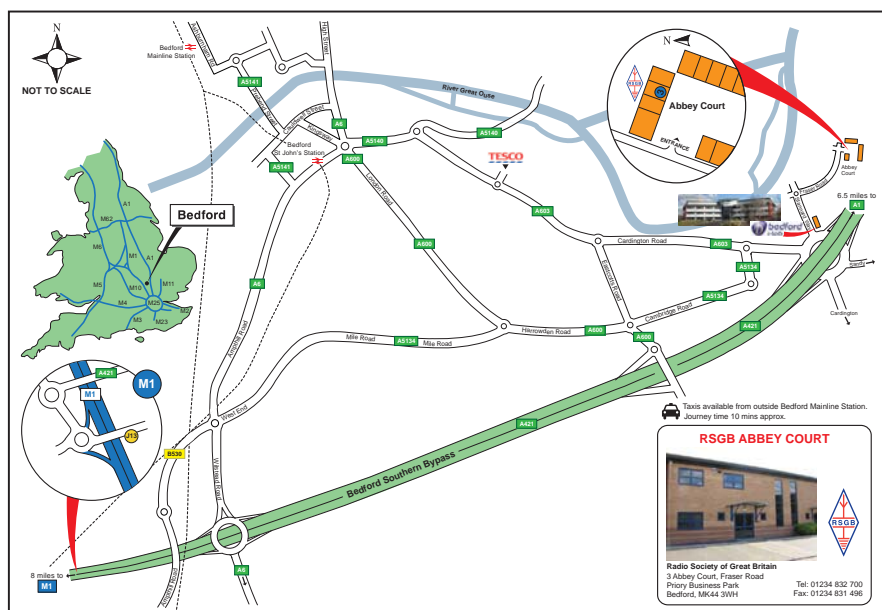
3 Abbey Court, Fraser Road, Priory Business Park, Bedford MK44 3WH

Tel: 01234 832 700

Fax: 01234 831 496

Web: www.rsgb.org

Office hours are Monday to Friday, 8.30am to 4.30pm



RSGB QSL Bureau

Whilst sending cards for a much-prized contact will always be quicker by direct mail, QSLing via the RSGB Bureau remains an extremely cost effective option, indeed the RSGB QSL Bureau enables members to exchange cards worldwide in the cheapest practical way.

How it works

QSL cards arriving at the central bureau are initially separated into UK and Foreign destinations. Overseas cards are sent in bulk to other member societies of the International Amateur Radio Union (IARU). Cards for stations within the UK are sorted into separate callsign groups and sent to the appropriate volunteer collection managers, on a quarterly schedule. They place cards in stamped addressed envelopes (SAEs) provided to them by the call holders.

Who can use The Bureau?

Unlike the RSGB, many other national societies make extra charges for using their QSL service. The RSGB QSL Bureau is an inclusive membership service and operates as follows:

- **UK RSGB members**, including Channel Islands and Isle of Man only, can send and receive their personal cards without additional charges, subject to the conditions shown here.
- **UK non-RSGB members** can collect their personal cards only by using the 'Pay-to-Receive' service but cannot send cards via the bureau. See RSGB website for details
- **Overseas RSGB members** can send their outgoing cards to the RSGB QSL bureau for distribution. UK call holders should collect in the normal way, via their UK callsign. Non-UK call holders should arrange collection via a UK-based QSL manager, who should also be a member.
- **Overseas non-RSGB members** may send cards addressed to UK-based stations only.
- **Affiliated Societies and independent QSL Managers** can send their own cards and those for club members or stations for whom they act, but must include current membership or affiliated club confirmation for every station or group whose cards they wish to send. Cards included from overseas stations and intended for delivery outside the UK will not be processed without proof of membership and will not be returned.

Available Destinations

A full list of IARU partner QSL bureaus can be found at: www.iaru.org/iaruqsl.html Keeping an up-to-date copy to hand is vital when deciding which route to send your card. For example, there are currently no bureaus in, Egypt, Kazakhstan, Morocco, and Mauritius, Sudan and several other African and Caribbean countries, plus many more smaller destinations.

Activity also relates to the frequency with

which cards can be dispatched to a particular destination. This may range from monthly to annually, according to demand and is something to consider before sending your card via the bureau.

Responsible QSLing

The Bureau handles approximately 1.5 million cards per year and is one of the busiest in the world. The Society has a policy of discouraging the sending of cards when they are not wanted or cannot be received.

Active Amateurs, GB and Special events, all Clubs and DXpeditions are strongly advised that 100% QSL outgoing is no longer desirable or cost effective.

Transporting large volumes of cards between bureaus, only to have them ultimately destroyed, returned or uncollected, is disappointing and not eco-friendly.

Tip: Ask yourself... Do I need to send a card for every contact before QSLing? Always ask the other station if they can receive a bureau card, before sending.

Log Book of the World (LOTW)

Receiving a nice card for a memorable contact is always a thrill, never matched by an elec-

tronic confirmation via the Internet. However, do consider the alternatives, uploading your logs to Logbook of The World can automatically confirm some contacts, such as for contests and award purposes etc.

Confirmations via LOTW are easy and work well for everyone, if a few simple steps are followed. See: www.arrl.org/logbook-of-the-world

OQRS systems - the future of QSLing?

Many stations and most DXpeditions and rare calls are now using the worldwide OQRS network and only responding to requests for QSL cards. This online system means there is now no need to automatically send a card, to receive one via the bureau, or direct. Using OQRS also speeds up the system so that it can now be only half the time it presently takes to send and receive a card, with the added benefit of not needing to send yours. Simply put cards are only sent in response to OQRS requests for a card. So if you are sending QSL cards you or your QSL manager will receive an email to generate a genuinely wanted card. This saves time and waste for both the user and the QSL system in general and is therefore recommended as good practice.

In the UK we are fortunate to have the free to use ClubLog, courtesy of Michael Wells, G7VJR and his team. Simply go to, www.clublog.org for more information or to register your call, club, GB station or event and start

Responsible QSLer...

Help us to speed up processing and cut waste for everyone,

- 10 simple things you can do.....
- Ask new contacts, "If I send you a QSL card, do you collect and how? - every time
- If you don't QSL, be polite but honest "Thanks but no thanks" is all it takes
- Please don't say you do when you don't, or ignore the other guy's kind offer
- QSLing 100% outgoing is costly for everyone. Half your cards could be wasted, please check before you send
- Create your own OQRS system or use ClubLog www.clublog.org to reply to incoming requests with a real card, save time and money for you or your club
- Make your QRZ.com QSL details clear, honest and visible
- Amend your online details if you change your QSL status - don't leave it
- QSL info- Direct or via... is confusing. Please clarify what you really mean
- Clubs Calls - Collect only from the calls sub group. For, 'QSL-Direct,' show an address not a callsign as this can change, it's often confusing
- Always collect your cards. - Even if you never send one, they will arrive

Be responsible, it only costs a stamp!



Hand written cards can be easily pre-sorted, using a simple card index box.

uploading your logs

Sending cards via the Bureau

Cards from RSGB members for both UK and worldwide should be sent, suitably packed, to the main UK bureau address: **RSGB QSL Bureau PO Box 5, Halifax HX1 9JR, England.**

Members, clubs or DX groups wishing to send large or heavy packages to the Bureau via carriers other than Royal Mail should

contact the Bureau for an alternative delivery address.

Fair Usage Policy

As part of their subscription, each Member can send up to 15Kgs of cards through the Bureau each year (about 5000 standard cards).

Each Affiliated Club can send up to 20Kgs through the Bureau each year. Additional cards will be charged at £6 per kilo or part thereof.

In the interests of fairness to others, members should only send to the Bureau a maximum of 1kg of cards (approx 300) to any single DXCC entity per month (larger quantities should be sent directly to the bureau in the relevant country - see IARU list online).

Heavy users such as DXpeditions, some clubs, etc, will be required to send the bulk of their outgoing cards direct to the destination countries.

Each batch of cards should contain...

- Proof of current membership; that is an original RadCom address label, taken from the magazine wrapper or printed insert, showing: address, callsign and membership number, not more than 3 months older than the membership expiry date on the label.
As Clubs receive the RSGB Yearbook each year in lieu of RadCom, they should include sufficient information for a check to be made against the Affiliated Societies' register, ideally in the form of a club letterhead, showing the membership number and renewal date. To speed status checking, clubs and groups are asked to ensure that they register club call and contact details at *My Account* directly in the group's name and not as secondary to a personal callsign, or qsl manager.
- Special event stations (GB) and single letter Abbreviated/Contest callsigns should include the membership number and call of the NoV license holder or affiliated club, for contact purposes.

Other important points

- Clubs and QSL Managers sending a bulk dispatch to the bureau should ensure that all callsign holders for whom they send cards are current members of RSGB and should enclose current membership details for every callsign with every batch of cards.
- Members who operate from another station, typically a foreign club call or that of an individual overseas amateur, may send cards for contacts made from that station, provided they clearly identify themselves as the operator and state their UK callsign and membership number on each card.
- Listener report QSLs need sufficient information to be of genuine value to the transmitting amateurs. Reception reports relating to broadcasting stations cannot be accepted.
The bureau system accepts standard cards only no letters, SAEs or money orders.
- All cards, whatever the quantity, should be pre-sorted into alphabetical and numerical country DXCC order (see the Prefix List pages and/or the *RSGB Prefix Guide* which also contains a complete cross

Checklist for sending cards

We need your help to sort more than a million cards each year and reduce delays.

A First, place your cards into three piles...

1. UK destinations

Pre-sort G, M and 2 as per the Sub Managers list.

2. USA destinations

Sort by number only, 0-9, regardless of prefix. Separate cards for Alaska, Hawaii and Puerto Rico.

3. Rest of the World

In DXCC callsign prefix order.

4. Calls with numbers first

Sort in digit order, i.e. 3A, 4X, 8P, 9H etc.

5. Calls with one letter then one number

These come before two letter prefixes, i.e. S5 before SM, etc.

B Check ALL cards for possible 'Via' destinations

Re-sort if necessary, and never rely on your computer print log, for example: F5/G3UGF isn't a French destination.

Africa, Caribbean and DX destinations are mostly QSL Direct only, or via a QSL Manager. Check www.qrz.com

C Pack your cards securely and don't forget

A recent RadCom address wrapper as proof of membership.

Your callsign and return address on the package.

If you put more than ten cards in a C5 envelope, check the dimensions and weight at the Post Office, before sending - don't just post.

Whatever the quantity, never send unsorted cards!

reference and awards section).

- Countries with more than one prefix should be placed together. For example, JA and 7J cards (destined for Japan), F and TK-TM cards (destined for France) and SP, HF and 3Z (destined for Poland) may be grouped together.
- Cards for the USA need be sorted separately into call areas (numbers 0-9), regardless of the prefix letters.

NB: Exceptionally, cards in the number 4 series with either one or two letters before the number are handled by different bureaus and need to be separated, as are cards for Alaska (KL), Hawaii (KH6-7) and Puerto Rico (KP3-4).

- Cards for Russian Federation and former Soviet countries were traditionally grouped together. They now need to be separated into five individual groups; RA-RZ, UA-UI, UJ-UM, UN-UQ and UR-UZ, as they are no longer sent to a single destination in Moscow. See: www.iaru.org/iaruqsl.html
- Cards for UK delivery need to be provided separately to foreign destinations. Our UK sorters currently have to split cards into 40 alpha-numeric categories. For this reason cards should be supplied to us pre-sorted as per the Sub Manager list on the following pages.
- Envelopes, paper or card dividers to separate countries or call groups are not required, as removing these can sometimes slow down the distribution process.
- Cards sent in date/time/logbook or random order are not acceptable, as they typically take up to five times longer to process. Similarly, those with small print or hand written callsigns can be very difficult to process, resulting in delays for other users. The bureau reserves the right, at its discretion, to reject unsorted

cards or those with callsign or routing information in small or difficult to read print. The minimum print size requirement is 12 point.

Tip: If you are unsure about your handwriting, why not ask someone else to check the cards to see if they can easily read the callsigns?

Card issues and some good advice

To avoid possible transit damage and in fairness to others, all cards should be single page, standard postcard sized (140 x 90mm). Card weight/thickness is important and needs to be in the range 130-330gm paper board for easy processing.

Large or unusual shaped cards are extremely difficult to process and most easily damaged when packed, or folded with others.

Thin, small, and paper cards are slow and extremely difficult to handle. They often stick to cards for other destinations, as do homemade cards using photo print or heat laminated paper. This type of card does not travel well, is difficult to write on and is very easily damaged when subjected to humidity or damp – not recommended!

Multiple page and non-standard cards should be avoided, as they increase the Society's workload and overheads, at the expense of other members. They can also significantly reduce the numbers of individual cards per consignment to overseas destinations. In quantity they should be sent direct to overseas bureaus. Therefore, in the interest of fairness to other members, they are sometimes spread over several shipments.

If multiple page cards are used they should weigh no more than a single page standard card typically 3gm maximum and should be pre-folded to clearly show the destination callsign.

Before you send, please check that we can deliver!

Check all Vias before you send, as your card may come back to you, or it may never arrive.

There are many world destinations, but only 190 IARU member and associate Bureaus worldwide.

QSL Routing & QSL Direct

It sounds obvious, but the Bureau can only process outgoing cards if there is a destination to which they can be sent. Before sending cards, therefore, (particularly to rare stations or DXpeditions) please check the recipient's QSL policy. This is usually available on QRZ.com or via a websearch.

Many DXpeditions and rare callsigns only QSL direct, or respond to an OQRS request often via a QSL Manager who may be in another country. These stations are most often located where there is no bureau service and are operated by visiting non-resident Amateurs from another country. Some stations do not QSL at all, so it is vital to check before sending, whatever route you choose.

Please note that outgoing bureau cards where no destination bureau is available, or no clear 'Via' route is indicated, will be recycled.

Tip:

- Ask for the other station's QSL details at the time of the QSO, or by an Internet search before posting.
- Consider posting your most wanted cards direct or to an overseas bureau, if it's active. This helps to speed replies as most bureaus world-wide have backlogs. The IARU world-bureau list can be downloaded at: www.iaru.org/qsl-bureaus.html. It's good practice to check the listings for changes at least twice a year.
- Always search the web and check www.qrz.com first before posting.
- Make sure that any "Via" information on your cards appears directly below, or next to, the station callsign, to avoid being missed. Using a different coloured ink for this purpose is a great help.

For guidance on what information to include on your card (and where), see the example card on page 21.

Using printed labels

Avoid cramming too much information on small printed labels. For health and safety reasons all callsigns should be a minimum of 12 point print size and in common, easy to read fonts such as Arial, Times New Roman, or clear, block capital hand written letters. The bureau system is for the exchange of QSL cards only. Envelopes containing letters, photographs, IRCs, stamped addressed envelopes, awards, certificates and other items will not be processed and should be sent by other means.

Heavy users

Those sending more than a few thousand cards per year should send their largest volumes of cards directly to their top ten destination countries. The remaining balance can be sent via the normal bureau system.

The aim of this is to share some of the burden of cost, without penalising others who may only occasionally send a few more cards than normal. The bureau weighs and notes regular large consignments. Members or clubs may be contacted if their usage becomes excessive, with a request to follow the guidelines above. The IARU bureau list can be found at: www.iaru.org/iaruqsl.html

Packing and posting your cards

The bureau receives many damaged envelopes and packages from both UK and foreign amateurs. It also receives a significant number of requests each month from Royal Mail for payment of additional postage, which are always rejected.

Having first separated pre-sorted, UK destination cards from the rest of the world, please read on...

- Never post loose cards in lightweight or thin envelopes, as they will often cut through the edge of the envelope in transit.
- Always print return address details and callsign on your package, in case it arrives damaged.
- Secure batches of cards with a rubber band or - better still - a banknote style band of thin paper strip, folded around the cards.
- Never place two or more packs of cards side by side in a C5, A4 or larger envelope, as it will fold in transit and split down the middle, allowing the cards to spill out.
- Using lightweight 'Mail-Tuff' style plastic or 'Mail-Lite' style padded bags or Post-Pack envelopes usually avoids this problem.
- Always check the size and weight of your envelopes and packages, before posting as the Post Office now charge by volume as well as by weight.
- The current weight limit for a First Class stamp is 100g, but the package size is limited to 240mm x 165mm and the package should fit through a postal slot only 5mm in height.
- It is possible to send a large envelope A4, or a smaller envelope over 5mm in thickness. This type of envelope is considered to be a 'Large Letter.' Large Letter stamps costs more, but allows the letter thickness to be up to 25mm. 'Second Class Large' offers better value
- The Post Office can supply a paper/card copy of their pricing slot guide for a small charge. Frequent users are advised to obtain a plastic Helix HP5 'Pricing in Proportion' Ruler. It has postal slots built in, to check your packets.

Sending small numbers of cards in separate envelopes is not cost effective for the sender and means much more time spent opening, sorting and checking in the bureau. Sending not more than one pack per month, with your RadCom label, resolves many issues and can save you money.

Recorded delivery is not cost effective.

We receive many packages and we are not always asked to sign for individual items, secure packing and a return address offers better value.

Receiving cards from the Bureau

RSGB is extremely fortunate to have around 40 dedicated volunteer Sub Managers who give freely of their time to support the work of the



Part of the overseas side of the bureau

Bureau and in the service of their fellow radio amateurs. Members' cards are sent to the Sub Managers for onward distribution.

Sub Managers details are subject to change, so it a good idea to check the QSL section of the RSGB website from time to time for the latest information. From the RSGB Home Page click, 'Operating' and follow the links.

Our system relies upon those wishing to receive cards depositing Stamped Addressed Envelopes with Sub Managers, ready for each quarterly despatch.

Members should use SAEs, as Sub Managers are not authorised or insured to accept money in lieu of postage stamps. RSGB is not liable in case of any loss or dispute.

The scheme is open to all RSGB members plus UK-based, pay-to-receive subscribers.

Collection Envelopes

- Envelopes need to be C5 size (160mm x 230mm) and of strong material (see earlier).
- Callsign or Listener number should be printed in the top left hand corner, followed by the a current membership number, immediately below.
- Print the name, delivery address and postcode clearly, as normal.
- Number each envelope sent to the Manager (eg '1 of 6', '2 of 6', '3 of 6', etc) always mark one of them 'Last', so that you will know when a fresh batch should be sent.
- Envelopes are normally despatched every quarter, subject to card availability.
- Always use stamps worded Second or First Class, rather than a numerical amount, as these will be honoured if the postal rate changes.

No delivery in that quarter means 'no cards waiting'.

Cards for amateurs who have not lodged envelopes are not returned to sender and will, at the Sub Manager's discretion, be recycled after a period of three months. Always keep your envelopes up to date. Many volunteer Sub Managers now operate their own websites, with links from the RSGB website, giving cards waiting, envelope status and next anti-

pated delivery details. RSGB requires these lists to be confidential. Members permission to display their callsign and details to others, is a condition of inclusion on any such listing, operated by a volunteer.

It is a good idea to note in your diary to check your Manager's list every quarter.

UK amateurs who do not wish to collect cards or those who use a separate QSL Manager are asked to notify the appropriate Sub Manager as a matter of courtesy and also make this clear at: www.qrz.com

More than one callsign?

Stations changing their callsign as a result of a licence upgrade, or other reason should inform RSGB of their change of status. Contact membership services direct or via the web site. Log in using current call and membership number and enter personal details at the, 'Update Details' page.

Amend your primary callsign and list all previous calls in the additional category. They also need to maintain envelopes with both the new and old QSL Sub Managers. Typically, envelopes for the old callsigns and membership number need to be available for up to five years after the old call is no longer the primary call.

Club stations should enter their callsign details in the club's name and not as a secondary call of a member or QSL manager, as this gives rise to confusion. Please avoid registering calls using optional club identifiers, such as X,S,C,N.

Stations operating from a different prefix, for example G9ABC as GW9ABC/P or GU9ABC/P, need to lodge envelopes with the appropriate Sub Managers for every area of operation, as cards may not be forwarded to the home call.

UK mainland stamps are not valid when sent from the Isle of Man or Channel Islands. Local stamps should be obtained during the period of operation, for use later. When operating outside the UK under CEPT rules, e.g. F/G9ABC, or more importantly with another callsign, it is vital to tell the QSO partner to 'QSL via G9ABC' and not simply state 'via home call'. Registering any foreign calls separately, together with the QSL route and contact email address at: www.qrz.com is extremely helpful to others in these cases.

Requesting a 'Via' call route

In recent years there has been an explosion in the use of 'Via' requests, where amateurs use a QSL Manager, or wish to have cards sent c/o another callsign. Advising your contact to send cards via the personal callsign of the RSGB volunteer Sub Manager is not appropriate, as he/she may change.

In many instances the incoming card does not contain the 'Via' information given during the QSO, the expectation being that the bureau sorters will instinctively know the routing.

With so many cards passing through the bureau each week - and the passage of time - this is simply not practical or possible. Finding the routing is a time-consuming process and no longer a realistic or reliable option for our staff.

This problem can be easily avoided by lodging SAEs with the correct Sub Manager, for the actual call used but bearing any alterna-

tive delivery address, i.e. that of the station's QSL Manager. This should be considered as a more effective solution and is much to be preferred over giving out a QSL Manager or 'Via' details to every contact.

For example, 'G9ABC, QSL via M8ZZZ' can simply be replaced by sending all cards to the G9ABC RSGB Sub Manager, who holds envelopes marked with the street address for M8ZZZ.

In the case of special event (GB calls), together with all Abbreviated/Contest (single letter suffix) callsigns and personal Special Prefix calls (GR. MQ, 2O. MV etc), no Vias are accepted.

All bureau cards for these groups are sent directly to specialist Sub Managers - see list. These Managers will only send cards to the NoV holder, unless an authorised alternative destination is confirmed in writing by the callsign holder and registered via the website.

Remember: Even if you never send a QSL card, someone somewhere, sometime, will send you a card. It would be a shame not to receive it, so please send an SAE to your RSGB volunteer sub manager!

Card design

Whether you are designing and making your own QSL or having it made professionally, **size, quality and design are the most important factors** if you are hoping for a reply.

Gone are the days when cards were printed in a single colour (black), with only a callsign and basic information and which took several weeks to produce. The advent of high resolution digital photography and computers has changed everything. High quality commercial QSL cards are now more interesting, colourful, easier, quicker and much cheaper to produce or change than ever before. What's more, professionally printed cards can and often do work out cheaper than making your own.

All the more reason to consider having a distinctive card that gives not just your station details, but perhaps reflects your radio and other interests, family, pets, location or some other part of your life. Cards can be simple, beautiful, artistic, funny, technical or even something completely unexpected. They make a statement about you - so what does your card say?

The range of choice has never been greater, so just use your imagination. Above all, make your QSL card something of quality that stands out; something that the other station will want to keep and display. If you are sending or receiving a 'gift', make it memorable. It's now possible to collect special interest cards showing planes, trains, ships, cars, families, pets, castles, churches, windmills, lighthouses, motorcycles and many other things, in addition to antenna farms, radios, vintage gear and shack interiors.

RSGB Bureau reserves the right not to accept, process, or return, cards from any source, containing images or content not directly relevant to Amateur Radio and which in its opinion may be likely to, or does cause offence to those handling or receiving them.

Tip: Remember to tidy up before you take a photo of your station!

The business side of the card is also very important. Here, simple clarity is the key to a good card and to receiving a reply. Use a clear type face that is easy to read. Don't put too much information or too many logos on the card, unless it's a special event when background information is always nice to see. Remember that English is not always a first language, so keep it simple, keep it relevant. Allow enough space to write or print the contact information clearly on the card, ensuring that the destination call is at the **top right, with any via routing details immediately below.**

Many cards now have space to log more than one contact. This is a great eco-friendly idea. See example card below from G4EZT.

Where to buy cards

The RSGB doesn't endorse any particular producer. Take a look at the cards you receive, as they will often include maker's details.

Apart from your local printer and checking with friends, there are now a whole range of specialist online makers offering superb, correctly sized card. We regularly see cards from UK stations being sent to us that have been designed online, some produced in other countries, and many are simply stunning. It is possible to download card making software from the Internet, but so much depends on the actual equipment used to make the card that the results are often disappointing or uneconomic, unless you have access to specialist print and cutting machinery. However, where practical, they do make possible one-off special, individual and personalised cards, for QSLing direct.

Remember: If you have invested time and energy on your station, isn't it right to do the same with your QSL card? Send something you would be pleased to receive.

My QSL Sub Manager is:

Sub Manager details can be found on the rsgb website
www.rsgb.org/qs1

The bureau operates a 24-hour message line for members' QSL enquiries.

Tel: 01422 359362.

When calling, please leave contact details, a brief message and if possible an e-mail address

E-mail: qs1@rsgb.org.uk

please put your callsign series in the subject box

National Radio Centre

The RSGB National Radio Centre is a public showcase for radio communications technology - a technology powering the 21st century economy. The Centre provides the opportunity for members of the public to get 'up close and personal' with the history and technology of radio communications.

This world-class radio communications education centre is situated at Bletchley Park in Buckinghamshire. From the first inventors in the late 19th century through to future radio developments, visitors will find films, interactive displays, hands-on experiments and even the opportunity to go 'on air' in our state-of-the-art amateur radio station.

Visitors learn about the basic principles of radio and discover the history of radio communication. They see how different parts of the radio spectrum have different uses and can explore the different uses of radio and experiment with the building blocks of a radio system.

The NRC also allows visitors to find out about the role of radio amateurs - who push technology to the limits and have fun at the same time.

Visitor numbers

The NRC welcomed over 55,000 visitors through its doors in 2018 and more than 45,000 in the first six months of 2019. Whilst some of the visitors are radio amateurs specifically coming to the NRC, many are not, and it is pleasing to be able to introduce visitors to amateur radio, many for the first time.

The NRC Experience

Starting in the Reception area, visitors learn of the importance of Wireless and the role of the Voluntary Interceptors and Military W1 (Y) Stations in intercepting WWII Morse (CW) messages which were brought to Bletchley Park for decoding. In the main Theatre Zone, a short (looping) film describes the importance and many uses of wireless technology in society today - something easily overlooked in this world of internet and instant mobile phone communication.

Interactive Displays

The National Radio Centre boasts a collection of interactive displays - both hardware and software - and experiments that get visitors 'up-close and personal' with the workings of a radio communications system.

Interactive touch-screen presentations take visitors through key areas of radio technology, while interactive hardware displays allow visitors to explore and discover the technologies that come together to make radio work.

GB3RS

Showcasing amateur radio to visitors, the NRC has a state-of-the-art demonstration radio station, GB3RS. Operational from 160m through to 70cm, GB3RS can communicate on the LF, HF, VHF & UHF bands using CW, SSB, FT8, JT65 & FM. And, with supporting software, the NRC is able to demonstrate many modern communication aids such as WSJT-X, DX Maps, KST Chat and PSK Reporter. Additionally, the station can track and communicate via a number of amateur satellites and monitor the International Space Station. If you're a radio amateur you are welcome to bring your licence (along with photo ID) and operate GB3RS.



International visitors

The NRC regularly welcomes visiting radio amateurs from around the world. Many of the visitors come from Australia, Canada, Germany, Netherlands, New Zealand and the USA, who with a copy of their Full Licence, enjoy operating the RSGB's demonstration station GB3RS.

Special events

The NRC is proud to host a range of special events throughout the year. Once again, the NRC hosted GB1NHS, the NHS amateur radio station, as well as the international Enigma Reloaded event. The Arkwright Trust has held two Foundation Licence training days at the NRC, and the RSGB has held several Build a Radio workshops, with support of the RCF. We have also hosted 'Introduction to Amateur Radio' workshops, and AMSAT-UK held a demonstration day operating via the QOSCAR-100 satellite. ISS link-ups with astronauts and UK schools using amateur radio always proves popular with visitors.

Future Zone

We are grateful to a large number of manufacturers who have donated modern amateur radio equipment to the NRC, making it a state-of-the-art centre.

The RSGB National Radio Centre is located at Bletchley Park, Bletchley, Milton Keynes MK3 6EB. Entry to Bletchley Park museum and the NRC is free to RSGB Members on production of a downloadable voucher available from the RSGB website (www.rsgb.org)

For opening times and other details see: www.nationalradiocentre.com



Morse Tuition, Practice and Assessment

GB2CW

Whilst a Morse qualification is not needed by the present day licence, amateurs are realising that they are missing out on a lot of fun and DX by not using Morse and limiting themselves to part of the total amateur bandwidth available.

Introduction

Since the RSGB introduced the Certificate of Competency, there have been a number awarded. Some have been publicised in the *RadCom*, so the scheme is enjoying a considerable degree of success. Making the Certificate an 'award' rather than something mandatory in order to gain a licence has encouraged a lot of newly licensed amateurs to take up the challenge and achieve a skill that will enable them to work more DX, plus pass on their achieved skills to others. It can be compared to chasing DX certificates where effort is rewarded for the time spent in achieving the necessary qualifications.

The Morse certificate is no different - some will wish to obtain it and some won't. In the same vein, some clubs will embrace the idea and others will not. However, the skill will stay with you for the rest of your life.

International recognition is not an aspiration of the initial scheme, but if that develops later in a non-contentious manner it could be a clear additional benefit for some (provided that it is not abused to gain a higher class of licence overseas than is held here in the UK).

Following some changes at RSGB, the job of Morse Test Coordinator has been taken up by Phill Brooks, G4NZQ. Phil was working with me when I first took the job of GB2CW

Coordinator in 2006. Together we introduced the idea of a Certificate of Proficiency for students when they pass a Morse test. This is not a legal licensing requirement, but does provide stimulus for further improvement and gives the student something to be proud of which can be displayed in the shack.

The initial assessment will require the candidate to receive and send text, including some punctuation, for 3 minutes with no more than three uncorrected errors and will also include some figure groups (receiving and sending). The lowest speed for which the Certificate will be issued is 5WPM, although most people don't bother to start that low. Success in this will merit issuing the Certificate of Proficiency, after which endorsements (or a new certificate) may be obtained at 12, 15, 20, 25, 30WPM, etc. The test will be conducted with

an Assessor only; an Adjudicator is no longer required. All assessments may be taken using equipment chosen by the candidate and appropriate for the speed being examined, including straight keys, paddles, bugs and semi automatic keys. Reception can be either on paper using a pen/pencil or using a computer with a suitable program such as Notepad.

To obtain an endorsement or a new certificate at higher speed, further assessments will also include receiving and sending proficiency in



GB2CW volunteer, Malcolm Prestwood, G3PDH

GB2CW Schedule

HF Transmissions					
Monday	20.00	3.550	G0WKL	Hampshire	
	20.15*	3.555	G0IBN	Essex	
	20.15**	7.035	G0IBN	Essex	
Tuesday	20.00	3.555	GW0KZW	Prestatyn	
Thursday	09.00	3.605	G3UKV	Telford	
Friday	20.00	3.563	GW0KZW	Prestatyn	
VHF Transmissions					
Monday	18.30	145.250	M0APY	Leeds	
Tuesday	09.00	145.250	G4OOC	Pontefract	
	10.00	145.250	G4CCX	Norwich	
	18.00	145.250	M0HAZ	Skegness***	
	18.30	145.250	M0APY	Leeds	
	19.15	145.250	G0BYA	Stafford	
	19.00	145.250	G3LDI	Norwich (Beginners)	
	20.00	145.250	G3XLG	Norwich (Intermediate)	
Wednesday	09.00	145.250	G4OOC	Pontefract	
	19.30	145.250 (USB)	G3XVL	Ipswich	
Thursday	09.00	145.250	G4OOC	Pontefract	
	10.00	145.625	GB3NB reptr		
			G4CCX	Norwich (Beginners preferred)	
	11.30	145.250	MX0NCA	East Runton	
	18.00	145.250	M0HAZ	Skegness	
	18.30	145.250	M0APY	Leeds	
	19.15	145.250	GM0UOU/ GM0EDJ	Elderslie, Renfrewshire ****	
	19.30	145.250	G0TDJ	Crayford (Kent)	
	20.00	145.250	G3PDH	Norwich (Beginners only)	
Friday	18.30	145.250	M0APY	Leeds	
Saturday	08.00	145.250	G4OOC	Pontefract	
Sunday	20.00	145.250 Voice 145.250 CW	G4PVB	St Albans	
Modes: A1A/J3E 144.2508 and all HF transmissions					
F2A/F3E All VHF transmissions					
*** Excluding first Tuesday in each month					
**** (The EARS club call sign MM0PYR will be used for the broadcast)					

a basic rubber-stamp type QSO. This applies also to those wishing to take their initial assessment at a speed higher than 5WPM. Having passed the test, the Certificate will be mailed to the student as a PDF and he can print it out himself.

Regardless of speed, a requirement of every assessment taken will be that all sending will be pre-recorded, to guarantee the speed and ensure integrity of the assessment process. All assessments may be taken using equipment chosen by the candidate and appropriate for the speed being examined, including straight keys, paddles, bugs and semi automatic keys.

Tests over Skype.

Hopefully this will become more common when a suitably easy method of setting this up can be found. This will make taking the test less involved with no travelling for anybody.

Training

The Society is not prescriptive about the method of training used to achieve the Certificate. There are numerous methods of learning Morse code and it is a personal choice as to the method used. Instructors and students will have preferences and individual teaching and learning styles. No written rules are made, but once the code has been learned it is absolutely necessary for candidates to practice regularly. This may be done in a group, such as at a club, by listening to Morse on the bands or by using one of the numerous computer programs available.

The student can supplement individual or group training at clubs; and (ideally) be further supported by the use of an active and well promoted GB2CW broadcast schedule. Regular attendance to a weekly tutorial on the air using GB2CW in an interactive way is extremely beneficial. 2m FM is preferred to achieve this activity and it is normally a lot of fun, especially with mutual competition with other students in the same class.

There is more comprehensive information which adds to and builds on this in the RSGB book *Morse Code for Radio Amateurs*, by Roger Cooke, G3LDI.

Assessments

When a candidate is ready to be tested they should complete the online application form on the RSGB Website. This can be found in the

Operating Section by selecting "Morse"

The application form includes the option for a candidate to express a preference for a face-to-face or online test. It also enables them to choose their preferred Assessor and location. On receipt of the application, the Morse Test Coordinator will contact the applicant's chosen Assessor and e-mail their details to the Assessor. The Assessor will then contact the applicant to make mutually agreeable arrangements for the Test to take place.

Following a successful test, the Assessor will contact the Morse Test Coordinator who will e-mail a Certificate of Proficiency to the applicant. Full details of the testing scheme can be found on the RSGB Website. The address for any enquiries is Phillip Brooks G4NZQ by email to: morse.tests@rsgb.org.uk.

Consistency and integrity

Consistency, integrity and development of the scheme is monitored by a joint committee of the Regional Team and Amateur Radio Development Committee. The terms of reference for the ARDC encompass training and testing, and ensuring that the scheme is conducted in a thoroughly professional and competent manner. This is intended to guarantee that the Certificate is both desirable and that its reputation is respected both in the UK and internationally.

It may also be desirable that the ARDC will in due time extend its focus to further encourage the use of Morse.

Learning Morse

Unlike the Foundation licence, where a course of a few hours learning will probably produce a pass for the candidate, learning Morse Code and becoming a proficient operator is akin to learning a musical instrument. Attending a class once a week will not produce results. Occasional listening on the air is also a waste of time. The student has to be motivated and disciplined. Learning a musical instrument requires constant practice, and that does not mean just ten minutes a day. If you aspire to become a top-notch CW operator, consider at least one or two hours per day practice, EVERY day, not just once a week. This must carry on for a few months to reach acceptable speeds. If you cannot meet those requirements, then Morse is not for you. This cannot be stressed enough. The results you obtain will be well worth that effort.

There is a new way of encouraging learning. In East Anglia, the Norfolk ARC started running two Bootcamps a year, and have around 15 students attend and it is normally a whole day event, running it in three classes and some on-air activity as well. Both sending and receiving are catered for with a range of keys, from straight to the latest in technology, the 9A5N paddle, and Begali paddles too. Es-

sex CW Club copied this and was extremely successful such that they had to hire a village hall! Lots of fun can be had and XYLS usually provide a range of cakes and so on, with lots of tea and coffee. Try it in your Club if you can and it might catch on and provide incentive for more learning and practice. The latest one in Norfolk can be seen in the picture.

Volunteers for the GB2CW scheme

Norwich has five classes running in addition to the evening classes, they have been able to add two day-time classes, 10:00 on Tuesdays and 10:00 on Thursdays. The Thursday morning class is run via the GB3NB repeater to expand the area.

The reduction in volunteers is proving to be difficult problem to address. However, in Norwich Chris G4CCX has taken on the role of tutor, having been a student himself. He is now quite proficient at 25WPM and takes the coffee morning Morse classes.

More volunteers are always needed, so if you feel like taking on a challenge it would be great to hear from you! It is a rewarding thing to do and seeing the progress of the students is reward enough.

The expansion of the GB2CW network has slowed somewhat over the last year and it would be nice to see more people take on an hourly slot once a week. It really isn't that much to ask and the rewards come to both the student and tutor when progress is made. Additional volunteers are always needed to run GB2CW broadcasts, especially in some of the more remote parts of the UK. Broadcasts can take place on several bands, ranging from 3.5MHz to 50MHz. It may only take an hour of your time per week to ensure that amateur radio continues to have a flourishing pool of CW operators to ensure the future of the mode, so please consider helping.

As interest grows, more tutors are needed. It would be very nice to see volunteer instructors in every Club in the UK, and that is what I would like to see as Coordinator. There is a long way to go to achieve anything like that but in order to maintain this quintessential mode used in amateur radio we need a lot more tutors. Remember, some Elmer taught you, so now it's your turn to be an Elmer!

Also, there are gaps in the coverage of Assessors. Assessors are needed in Regions 8 (Northern Ireland), and 11 (South West



GB2CW volunteer, Chris G4CCX



G4PVB teaching with one of the local Norfolk ARC Bootcamp, now a bi-annual event, spring and autumn. This is highly popular and normally has about 16 students attend an all-day session, all ranges from beginners to Full.

England and the Channel Islands). If you live in one of these areas, please consider joining this most worthwhile scheme. We have been fortunate in filling a few areas in the last year or so. However, more are always needed, not only for the vacant areas, but all areas, to act as backup. Full details, including an application form, can be found on the RSGB website at:

<https://rsgb.org/main/operating/morse/certificate-of-competency/the-morse-test/>

Volunteers are scarce and are perceived by some to be those with super human skills and speed in excess of 30WPM. This is far from the truth and if you have a good average skill level of around 15 to 20WPM, you could take on the role of instructor to that level anyway.

Computer programs are used for instruction so therefore the Morse sent is perfectly formed so it is completely straightforward to implement on the air.

Bootcamps

Bootcamps are catching on at last. Rich G4FAD held his first one in Hereford and it was a great success. This is what he had to say about it.

We held our first Hereford Morse Bootcamp with the kind permission of Geoff G8BPN at his QTH which used to be Geoff's electronic factory and it was an ideal building for our purposes and easily had room for the instructors and the 23 students. In the past every town or village had a person who used Morse code in their job and could help an aspiring CW operator. Today this is no longer true and a Bootcamp helps to fill that void.

Judging by the number of people attending, CW is not a dying mode at all. This is one of the most enjoyable ways of learning Morse whilst having a good sociable day out. Try one in your club, you might be surprised.



The Morse Test

Taking the test is a simple three-stage process

Step 1 – When a candidate is ready to be tested, they should click the button below to complete the application form.

The application form includes the option for a candidate to express a preference for either a face-to-face or an online test.

Step 2 – The Morse Test Coordinator will contact an Approved Assessor and email contact details to the candidate who can then get in touch with the assessor and arrange the test.

Step 3 – Following a successful test, the assessor will notify the Morse Test Coordinator who will email a Certificate of Competency to the candidate.

Test structure

The lowest speed for which the Certificate is issued is 5wpm.

This has been chosen as the threshold to encourage learning the Code, to provide early confidence and to encourage moving forward to higher speeds.

It is specifically designed for those who are most comfortable with this rate of progress.

There is, however, no barrier to those who wish to enter the scheme at a higher speed.

Tests are available for 10, 12, 15, 20, 25 and 30 wpm.

The Certificate of Competency Morse test will:

- Require the receiving and sending of plain language*, for three minutes with no more than four uncorrected errors and;
- Require the receiving and sending of numbers, in five figure groups, for one minute with no more than three uncorrected errors.

*The plain language section of the test will include some numbers as well as the more commonly used punctuation marks such as oblique stroke and question mark.

Success in this test will merit issuing the Certificate of Competency, after which further certificates can be obtained for a successful test at a higher speed.

A requirement of every test taken—regardless of speed—will be that all sending by the assessor must be prerecorded, or generated by suitable computer software, application or keyer, at guaranteed speeds to ensure integrity of the testing process and thus prevent appeals in this regard.

Sending tests may be taken using equipment chosen by the candidate and appropriate for the speed being examined including straight keys, paddles, bugs and semi-automatic keys, etc.

Keyboard-generated Morse is not acceptable for sending tests.

The process of taking the test online is as follows:

- This will be via an online sound and video program such as Skype or similar
- The candidate and assessor must ensure that the video cameras are sited so that the assessor and candidate have a clear view of each other—in particular the assessor must be able to watch the candidate keying during the sending part of the test
- In the event of a failure of video during the test, it may continue using sound only, at the discretion of the assessor
- On completion of a successful test, the assessor will email confirmation to the Morse Test Coordinator who will email a Certificate of Competency to the candidate

It should be noted that The RSGB will not pay any expenses incurred by the candidate in connection with undertaking a Morse test.

If any of this causes any difficulties, please contact the Morse Test Coordinator via: morse.tests@rsgb.org.uk



Planning Advice

Many, if not most, radio amateurs never see the need to apply for planning permission for their aerials. After all the aerials work just as well without it and there is a school of thought that if you don't ask for planning permission the Planning Department can't be tempted to say no. This might seem an attractive argument if you use small visually unobtrusive wire aerials, but if you have aspirations of anything more substantial you are likely to fall foul of the local Planning Department.

Urban Myths

Unfortunately, holding an amateur radio licence in the United Kingdom does not convey any special 'rights' under planning legislation to have an aerial and there are a number of urban myths circulating regarding the need for planning permission.

Amateur radio aerials and masts are generally treated as residential development, exactly the same as a garage or conservatory, and will require planning permission unless they come under one of the following categories:

Temporary

Unlike non-residential land which has a limit of 28 days, there are no specific time limits on how long a mast or aerial can be present and still be classed as temporary. It is the degree of permanence that is the deciding factor. The fact that the mast or aerial is installed in a ground socket and can be easily removed is not enough for it to be classed as temporary if it is in regular use.

De minimalist

Visual impact is too small to be a concern to the planning process. There is no legal definition of what is 'de minimalist' and it is left in the first instance to the interpretation of the Planning Department, but it has been successfully argued that a single wire dipole can be classed as de minimalist when it uses existing structures such as a tree to support it. Should you receive an enforcement notice claiming that your installation is not de minimalist and you disagree, you can appeal the enforcement notice.

Permitted Development

The Town and Country Planning (General Permitted Development) (Amendments) (No.2) (England) Order 2008 permits certain alterations and/or improvements to existing dwelling houses without the need for planning permission. Although no references are made in this Order to amateur radio aerials and masts, some radio amateurs have successfully argued under Part 1, Class A of the Order that an aerial, mast or pole to the rear of and attached to a dwelling house is an 'enlargement, improvement or alteration of a dwellinghouse' *provided the aerial or mast does not protrude above the ridge of the roof*. Similarly it has been successfully argued that a freestanding mast up to 3m in height to the rear of the property is also permitted development.

There is currently no legal ruling on whether this type of installation is actually covered by the provision and it is left in the first instance to the interpretation of individual Planning Departments, but it is known that some Planning Departments do accept this argument whilst others don't.

Some planners will seek to limit the size of aerials attached to masts under this Order, but it should be noted that the size restrictions for aerials in this Order refers only to *satellite and microwave aerials*. The Order gives no guidance on HF or other aerials. Similar legislation (often verbatim) exists in other parts of the United Kingdom.

Mobile installation

The legal position regarding mobile masts is uncertain if the mast is used for more than 28 days per year in the one location. Some radio

amateurs have successfully argued that mobile masts are plant and do not need planning permission, whilst others have failed and had enforcement notices served on them.

4 year rule

If your house is not a listed building and you have had your aerials and masts present and unchanged for 4 years or more, no enforcement action can be taken against you. You may be required to prove that the installation has been there for 4 years or more, but this need only be a letter of confirmation from your immediate neighbours or a receipt if it was commercially installed. It also makes sense to take some dated digital photographs of the new system and to note the log. Remember, if you change any part of the installation, e.g. the aerial, the clock starts again for the part you have changed.

A Certificate of Lawfulness for your aerials and mast can be obtained from the Planning Department after four years if you want one, but there is no legal requirement to do this.

Applying for planning permission

Each local authority will have their own planning permission application forms, but they generally follow a similar style. They will typically require you to complete a Householders Planning Application form, a site location plan(s) and a development plan(s) showing the dimensions of the proposed aerial and/or mast and the distances to your property and the boundary with neighbouring properties. The number of copies and scale for these plans will be specified by the Planning Department in their planning pack. The drawings need not be professionally prepared, as long as it is clear what your proposals are and they are to the scale specified by the Planning Department. If you forget to show the aerial on your planning drawings you may receive planning permission for the mast only, without permission to attach any aerials.

You will also need to complete a neighbourhood notification form, detailing your 'notifiable neighbours'. A notifiable neighbour is someone who shares a boundary with your property or directly face any part your property from across the road. It is worth discussing your proposals with them before making your submission, so that when the official notice comes through their door it will not be a surprise. If you have TVI issues get these resolved first, as although TVI is not part of the planning process experience has shown neighbours will just object on other grounds, usually visual amenity.

Before formally submitting your planning application, ask if you can discuss the submission with your Case Officer. Minor changes at this



stage may alleviate any concerns he/she may have, giving your application a better chance of success. You can also contact RSGB HQ to ask to be put in contact with a member of the Planning Advisory Committee, to discuss your proposals prior to submission. A letter of support from the RSGB for your proposed aerial or mast is also available on request.

Refusal to grant planning permission

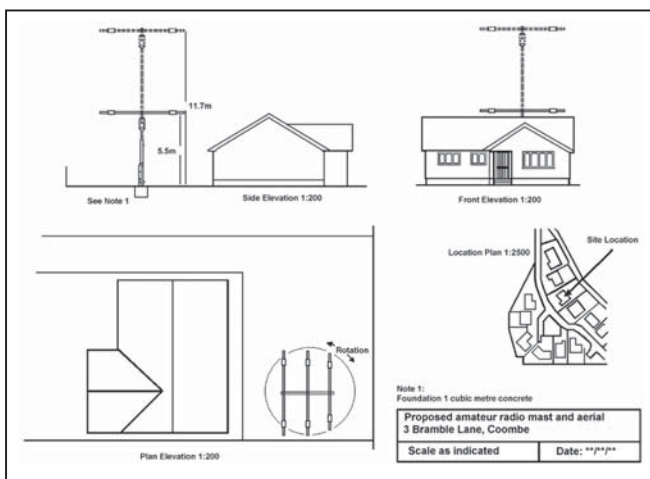
Sadly, not all planning applications are successful and there is sometimes no apparent reason why one Planning Department will grant planning permission for an aerial and mast in one area and another in a neighbouring area will refuse planning permission for a near identical installation.

You will be told why your application was refused. Usually it's on the grounds of visual amenity. Consider if the Planning Department has a valid point. To a radio amateur a large beam is a thing of beauty and a joy to own, but what do your neighbours think? Does it overly dominate the area? The Planning Department has to weigh-up the rights of all involved, not simply take sides. You will usually be able to resubmit a revised application free of charge if it is less than 12 months from the original application. If appropriate, reconsider a less ambitious proposal.

If however you believe the Planning Department has treated your application unfairly you have the right of appeal to the Planning Inspectorate (England and Wales), the Planning Appeals Commission (Northern Ireland) or The Directorate for Planning and Environmental Appeals (DPEA), (Scotland).

The appeal must be made within six months from the planning decision and is usually made in the form of 'Written Submission'. No charge is made for the appeal it is simply a matter of filling in the appropriate form and submitting your evidence in writing. It is also possible to submit your planning appeal electronically, but all documentation must be supplied in an electronic form.

To be successful you must state why you believe the original decision was unsound. Simply saying you disagree or that it will curtail your operations as a licensed radio amateur is not enough. You must establish that the Planning



The kind of drawing that a council will want you to submit with your application.

Department has failed to comply with planning law, policy or guidelines, or has sought to impose a different standard on your application than it has done for others.

The RSGB's Planning Advisory Committee can assist members in the preparation of a planning appeal if required. If you require assistance, contact RSGB HQ who will put you in contact with your nearest Committee member.

If your appeal is not upheld and you have not used up your free resubmission, you can submit a revised proposal free of charge if it is still less than 12 months from the original application.

Enforcement notices

The Planning Department are likely to take enforcement action against you in two circumstances:

1. Where you have erected an aerial or mast which, in the Planning Department's opinion, requires permission and you have not obtained it.
2. Where the Planning Department alleges that you have breached a condition attached to the planning permission they have issued (for example, to keep a mast wound down when not in use).

The first is the most common. If you have not already submitted an application and had it refused the Planning Department will normally write to invite you to submit an application. It is usually worth doing so unless you want to argue that you have permitted development rights for the aerial or they are de minimis.

The Planning Department may serve on you a Planning Contravention Notice. This requires you to give certain information as to ownership or to attend the Planning Department's Offices at a specific date and time to give details of your installation and why you believe it does not need planning permission (for example, because it's permitted development or de minimis). You must comply with the Notice, because if you fail to do so you may be prosecuted.

If the Planning Department is not satisfied with your explanation they may elect to issue you an Enforcement Notice. Planning Departments can only do this if they can give reasons

why they would not consider granting planning permission and may have to justify their decision to the Planning Inspectorate.

If an Enforcement Notice is issued it will set out what the Planning Department want you to do. Usually this will require you to remove the aerial and/or mast.

Should you be served an Enforcement Notice you have two choices:

1. Comply by removing the offending aerial, mast, etc.
2. Appeal.

You must appeal within 28 days of receiving the Notice. Details on how to appeal are available from the Planning Inspectorate, Scottish Government and the Northern Ireland Planning Appeals Commission websites listed below.

If the notice relates to a breach of conditions, the Planning Department may serve on you an ordinary enforcement notice, (against which you can appeal as above), or alternatively a Breach of Condition Notice, against which there is no appeal.

Failure to comply with an Enforcement Notice quickly can lead to legal action being taken against you, so don't ignore them. If the Planning Department considers that the aerial/mast has a severe environmental concern which requires immediate action they can apply to the Court for an injunction. If such an injunction is granted, you must comply or you will be prosecuted.

Planning Advisory Committee

The Planning Advisory Committee exists to assist RSGB members with planning applications, enforcement notices and planning appeals. Committee members will not actually prepare your planning application or submit an appeal on your behalf, but can check your application or provide you with a suggested appeal strategy.

The Committee also provides a guide to the planning process. This is available free of charge from RSGB HQ, or as a download from the member's only website.

Tenancy matters

For tenants, both planning permission and landlord consent are likely to be needed. Obtaining planning permission does not mean the landlord has to agree, so you could find yourself having incurred the expense of obtaining planning permission only to find that the landlord does not agree and so you cannot implement the permission.

Especially for private sector tenants, failure to obtain consent may give the landlord grounds to terminate the tenancy.

The Society cannot become involved in legal disputes between landlords and tenants, but will try to provide advice or to signpost members to other bodies who can help. You may therefore want to contact the PAC Chair before starting - contact details below.



EMC (ElectroMagnetic Compatibility)

The RSGB can offer help to members on EMC matters through its EMC Committee, which consists of volunteers who have professional as well as amateur radio experience in the field of EMC.

Introduction

Operating an amateur radio station in the 21st century in an urban or suburban environment presents particular challenges. Not only may there be limited space for antennas but the presence nearby of other electronic devices can result in emissions raising the noise level on the amateur bands, as well as breakthrough from amateur transmissions into other devices. EMC, or 'ElectroMagnetic Compatibility' is the term used to describe the ability of devices to co-exist without excessive interaction.

Fortunately, cases of breakthrough from amateur transmissions are becoming less frequent, and by following the "Good Radio Housekeeping" guidance can generally be managed. See Avoiding Interference below.

Sadly, however, the combined effect of numerous other electronic devices nearby can add together to form what has been termed 'radio fog', raising local noise floors and impeding communication.

Particular threats

Almost any electronic device has the potential to cause emissions of some sort. Most are benign and conform to relevant Standards, but some have significant potential to cause problems:

- PLT/Powerline devices
 - xDSL wired internet
 - Plasma TVs
 - Switch-mode power supplies (SMPSU)
 - PV Solar Panels
 - Wind Farms
- Plus a plethora of other electronic devices, such as:
- Remote controlled lamps
 - LED low voltage lighting modules
 - RF-excited lighting modules

Many of the sources of interference are familiar to members. The RSGB, through members of its EMC Committee, is represented on international standards bodies working to achieve standards which should allow coexistence of electronic devices with radio communications systems.

Summary

Many complaints of EMC problems can only be solved with the active cooperation of both parties. This requires diplomacy and tact. Whilst Ofcom can sometimes help in difficult cases, the responsibility rests with the individual amateur to try to assess causes of interference or breakthrough, and within limits, to effect a cure. Complaints from neighbours of interference may be related to environmental impact of antennas, so see the Planning Advice pages in this Yearbook and discuss planning issues with the Planning Advisory Committee.

Interference problems are not often understood by complainants or the owners of the offending apparatus, so help them to understand - be a good radio neighbour and be sensitive to their point of view.

Data Transmission Systems Using Telephone Lines & Electricity Cables

Technologies which use the telephone lines and the electricity cables to carry high speed data signals have been a source of concern to radio amateurs for more than a decade. These notes give a brief outline of the radio interference (RFI) threat that may be expected from the various technologies.

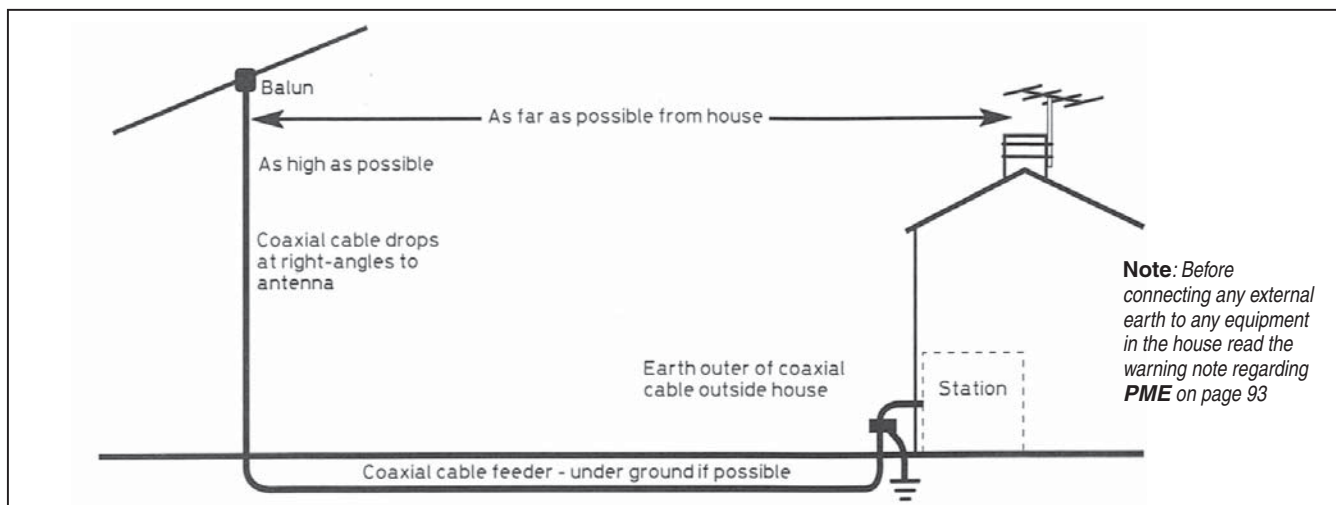
Dial-up modems

These use audio signals on the phone line and have now been almost completely superseded by DSLs and fibre optic links. There are a whole family of DSLs, but the only ones of interest to us are ADSL and VDSL.

ADSL (Asymmetric Digital Subscriber Line)

Techniques and Frequencies used

Generally up to 1.1MHz, but could be up to 2.2MHz. ADSL is usually fed into the phone line at the local exchange, which could be up to 5km from the customer's premises.



Good radio housekeeping – site your antenna and feeder system well away from the house.



Deployment

It is widely deployed in the UK with many millions of customers. The numbers will decline as customers change to VDSL

Interference Potential

In general, interference from ADSL is not a problem to amateur radio but there have been a number of reports of breakthrough to ADSL by amateur transmissions. More information can be found in the EMC Columns of RadCom. An index and link to past issues can be found on the EMCC website.

VDSL (Very High Speed Digital Subscriber Line)

Techniques and Frequencies used

VDSL operates at up to about 17MHz and is launched into the telephone lines at the street cabinet (it is sometimes called FTTC Fibre-To-The-Cabinet). Since only a relatively short length of telephone cable from the street cabinet to the customer is involved (1km maximum), data speeds of up to 40Mb/s are possible.

Deployment

Deployment is well advanced in the UK and the service is now available in most urban and many rural locations. The availability will increase rapidly and it will probably be a major factor in the Government's Broadband Britain policy.

Interference potential

Interference from VDSL is fairly common and usually takes the form of noise which sounds very much like white noise. This masks weak signals giving the effect of poor receiver sensitivity but with a higher than normal background noise reading on the "S" meter. Investigation and mitigation of VDSL interference has become a major issue for the EMC Committee. There is a large amount of information in the EMC column in RadCom and on the EMC web pages. Installations with underground connections seldom exhibit problems.

Until recently installation practice in the UK has been for a technician to install the splitter and modem using appropriate high quality twisted pair cable, but "self install" options are now becoming available. The Society is actively involved in ensuring that this does not become a major RFI threat.

Systems using electricity cables

This is known as Power Line Telecommunications (PLT or PLC). In the USA it is usually known as BPL, Broadband over Power Lines. Low frequency signalling on the electricity mains has a long history, but so far as radio amateurs are concerned PLT refers to Internet access and computer networking and also, recently, to Smart Metering. *See below.*

There are two types of PLT; Access PLT and In-house PLT

Access PLT

Techniques and frequencies used

This is internet access using the mains supply cables mainly using frequencies at the low end of HF band. There are two obvious problems. Firstly, the signal and consequent RFI enter every house on the circuit, whether they want the PLT service or not. Secondly, the data stream is shared by a large number of customers which is a severe constraint on data speed.

Deployment

Access PLT has not been deployed beyond the trial stage in the UK. The availability of other, potentially much faster technologies such as the DSLs and fibre would appear to rule out Access PLT as a practical proposition in Europe. This may not apply in other parts of the world where geography and infrastructure are different.

Interference potential

There is no imperative system requirement to limit launch power, as there is with the DSLs, so ultimately the only limit on radio interference will be the emission regulations.

In-House PLT

This makes use of modems which plug into a mains socket and communicate with one another via the electricity wiring in the house. The modems are called Power Line Adapters (PLAs).

Frequencies used

Systems vary, but typically 4 to 28MHz. Some new devices go up to about 70MHz

Deployment

Apart from computer networking, Power Line Adapters are widely used for video distribution in Internet TV systems (IPTV). Some years ago the devices used by the major provider of this service in the UK emitted serious interference all the time even when not transmitting data.

New standards now require that devices limit their emissions in amateur bands, and are quiescent when no data is being passed.

Interference potential

All PLAs reduce their launch power in the international amateur bands. This is known as 'notching'. This seems to be reasonably effective, though some filling due to intermodulation has been observed. Without the notching the interference on the amateur bands would be intolerable. Discussions on an EMC Standard specific to PLT have resulted in two new Standards EN50561-1 below 30MHz and EN50561-3 above 30MHz. Both seem to give a reasonable degree of protection to the amateur bands. This is too big a subject for these short notes and further information can be found on the RSGB website.

Smart Metering PLT vs. PLS

In 2009 the Government announced that it wished to press ahead with plans for Smart Metering, with a full implementation by 2020. This announcement had been long expected; the RSGB was prepared for it and had been active in the relevant BSI committee.

The European Commission has been working on environmental issues for many years and the 'Energy Efficiency Directive' sets out some clear objectives. We are all aware of the removal of tungsten filament lamps from the market and the efforts to reduce carbon emissions.

Smart Metering in the home is another part of this plan. The emotive words which have caught the eye of radio amateurs are 'Power Line Technology'. Whilst the method of remote reading of the millions of meters has still not been finally decided, it is most likely that it will use established technology, so the immediate alarm is unwarranted since in this case it really means Power Line Signalling (PLS). PLS has existed for over 100 years and is widely used for the control of street lighting, the switching of tariff rates and control of the power grid. It uses very low data rates and a frequency below 150kHz, so this is not the same as broadband PLT. That is not to say that the PLC industry will not press for its technology to be employed. There are many hurdles for either scheme not least of which is the noisy nature of the domestic mains supply.

Smart Network

Smart Networks and Smart Metering complement one another in their aims to improve the overall efficiency of the power distribution and usage. There are considerable challenges that electricity suppliers face with optimisation of the electricity grid, and the Smart Networks initiative seeks to improve things. It will use signalling below 150kHz in what is referred to in Europe as the Cenelec Bands. Whilst there are many political ramifications raised by the proposals, they should have little or no impact on the spectrum assigned to amateur radio.

RSGB has been fully engaged with the development of existing Standards for PLS and will continue to work with the BSI and IEC committees that influence future development as it happens. Members will be informed as developments occur in the EMC column in RadCom or the EMC pages of the RSGB website.

Other Potential Sources of Interference

The emphasis on preservation of the Environment has resulted in many schemes aimed at reducing the use of energy and harvesting of renewable sources. These have inevitably resulted in consequential environmental impact.

Energy Harvesting Systems

Solar panels

The Government incentives offered to house-holders and industrial users have encouraged many electrical power users to install Photo Voltaic (PV) panels on their roofs. These installations are a potential source of RFI. From the outset, it must be said that there are good RFI-free installations, and of course the converse is true.

An installation consists of the solar panels on the roof, and much more importantly an inverter, usually placed somewhere below the roof, which are connected by cabling. The inverter is the source of RFI and the cables are potentially the antenna that radiates the energy. The current UK Government and Ofcom view is that solar PV installations are comprised of separate items of apparatus rather than being an integrated fixed installation. The RSGB's view is that even so, an installer is responsible for ensuring the apparatus meets the EMC compliance requirements when the apparatus is first taken into service (see the section on the EMC Directive). In any case any member contemplating a Solar Energy Harvesting system should check that the installer understands the requirements of the EMC regulations. The industry has given some recognition to the potential RFI problems and lightweight invertors which can be installed within the roof space have been introduced. The interconnection between these is usually quite short and results in very low antenna efficiency, and low radiation. At the same time, much greater care has been taken to ensure that the leakage of RFI from the units is minimised.

However, it is also true to say that the move towards so called 'transformerless' invertors has presented new challenges. These invertors, using solid state commutation to create the 50Hz AC signal, produce high frequency spikes which leak more readily from the unit housing. The EMC Committee is continuing to gather information on PV systems, and this information will be published in David Lauder's regular RadCom EMC column, and subsequently in the Yearbook.

Wind Farms

It is not necessary to travel very far in the UK to see a hilltop wind farm installation, and members have expressed concerns regarding how these will affect the amateur bands. An installation consists of the wind turbine itself and a complex control system at the base of the mast. There are a number of arrangements available for feeding 50Hz energy into the National Grid. Almost all of these involve complex electrical conversion of the voltages and current, with the inevitable switched mode power convertor playing an important part.

The most probable cause of RFI from a wind farm is from the electrical control systems at the base of the tower, with once again the cables connected to the top acting as an antenna. Although these are usually screened within the metal structure, at ground level there may be feeds to the control systems that radiate.

The EMC Committee is gathering information from members and David Lauder will be making measurements on actual installations. These will be reported in his regular column.

Utility Services

A regular source of complaints to the EMC Committee comes from members who live in a rural, normally quiet location. An unexpected high noise level appears on the lower HF bands. In almost all cases the mains power feed is overhead.

As well as the possibility of arcing on the power line itself, frequently the cause has been found to be thyristor controlled motors installed in pumping stations operated by the water or sewage utility. The problem seems to be that the installing electricians have little or no knowledge of RF grounding. Overhead power lines accentuate the radiation, acting as long wire antennas. Fortunately, the RFI is evident on MW broadcast stations, and is easily demonstrated with a portable radio as coming from an enclosure housing a pump. The advice from the EMCC has been to contact the Utility, who will usually be sympathetic to the problem.

Solid State Lighting

LED lamp modules are tumbling in price and becoming more attractive as an energy saving method. Reservations regarding the suitability in the domestic environment are being overcome, with units available with more acceptable colour temperature characteristics. This has led more homeowners to consider using LEDs in down-lighters in kitchens and bathrooms.

There are two types of LED modules available for the consumer.

- 1) Replacement for the GU16 and MU11 series, which operate from 230V AC. These units incorporate the electronics to convert the mains to a constant current DC supply, suitable for the LED array.
- 2) GU16 and MU11 Series, which operate on 12V DC. These contain the necessary electronics to provide the constant current supply for the LEDs.

The LED modules which operate on 230V are tested to existing standards, which ensure that the emissions are generally well-controlled and cause few known problems. The LED modules that operate on 12V do not fall under any specific standards regime and are a very variable bunch. Tests have identified some modules that create very high levels of RFI.

One of the issues with the 12V units is that they are often considered as replacements in installations which are already equipped with so called 'electronic transformers'. These are in fact SMPSUs which convert 230V mains to 12V DC.

When a 12V LED replacement is connected to these with one SMPSU operating on one frequency, and the power convertor in the lamp module operating at a different frequency, and with different peak load demands, there are problems that compound to produce RFI. Work by DARC in Germany has resulted in the submission of a paper to CISPR, requesting a programme of work aimed at introducing a standard for 12V LED modules. In the meantime work is continuing to identify rogue modules and to make the membership aware.

RF-excited Lamp Modules

Fortunately the threat posed by the introduction of RF Excited Plasma lighting modules has diminished, as the work on producing even more efficient LED modules has taken over.

These modules are produced mainly for street lighting and are still being installed and pushed by some suppliers. The EMC Committee has received very few complaints regarding these lamps in recent times.

Putting the RFI in context

Background noise on the HF bands

How much noise would one expect in a typical residential location?

Situations where there are continuous, high level broadband sources of interference are unusual in residential areas, though they are common in industrial/commercial premises. In residential locations broadband noise is usually relatively low, with occasional periods of high level noise. In addition there may be high levels of narrowband interference on specific frequencies. Where there is continuous broadband noise in a residential location it is likely to be something specific like an alarm system or some device such as a switch mode power supply.

The RSGB EMC Committee rule of thumb, for the HF amateur bands, is that in a residential area the ambient noise should not exceed 0dBuV/m measured on a horizontal dipole 10m away from



the house (measured in a 9kHz bandwidth, quasi peak). This figure is a bit optimistic below 7MHz but is definitely pessimistic above 14MHz. Measurements at 28MHz should show a noise level well below 0dBuV/m. See 'Notes on the RSGB Observations of the HF Ambient Noise' on the EMC Committee website.

The natural noise on HF can be as high as 30 or 40dB above thermal, and this defines the ambient noise floor. This means that fairly high S-meter readings can occur even when no man-made noise is present. It is possible that readings as high as S5 to S6 may be seen at certain times particularly at night.

Vertical and poorly balanced horizontal antennas tend to pick up more noise than a well balanced horizontal dipole. This really comes under the heading of Good Radio Housekeeping (EMC Leaflet **EMC 10**).

Are You Getting Interference?

The RSGB wants to establish the extent of interference to the radio spectrum from switched mode PSUs, data-over-mains, xDSL, wind farms, Solar PV and other interfering devices. We are therefore asking everyone who is experiencing local interference to help us.

Most data-over-mains devices are 'notched', so that they do not cause high levels of emissions on amateur bands. However, elsewhere in the shortwave spectrum there remains the possibility of interference.

We should all remember that there are other forms of interference to the enjoyment of our frequencies - from local switch-mode power supplies, some plasma televisions, electrical machinery, etc. Please also remember that there is a high level of natural noise on the lower frequency bands. The EMC Committee needs feedback from members on the radio frequency interference (RFI) they are experiencing. Please report problems through the RSGB EMC forum <http://forums.thersgb.org/index.php?forums/emcmatters/>

For the latest information see the EMCC Section of the RSGB website.

There are three simple steps to take:

1. Identifying the form of interference

You should first check that the equipment in your own house is not the source of the interference. There are 'hidden' sources in many everyday pieces of electronic equipment so we recommend that, if you can, you turn off all your power circuits at the circuit-breaker except the one powering your receiver (or use a battery powered receiver) and double check that there is nothing in your own home contributing to the interference. It is easy to overlook a small device that could be the source of the problem. If you switch off all the breakers except one, make sure there is nothing connected on the remaining live circuit other than the receiver you are using. Be sure that you warn all other people in the household that the power, including lighting, may go off.

You should now try to determine what the interference is caused by, because there are many other possible interfering signal sources. SMPSUs are high on the list, because of the millions of them that are now in use, so tune across the affected bands using the AM detector position on your receiver and turn off the AGC. Compare the sound of your interference with the sound clips available on the website.

If you are reasonably sure that the interference comes from a PLA device (the sound clips may help), then tune outside the amateur band, and check if the level of the interference increases. What you should hear is that the interference increases rapidly as you tune outside of the amateur bands. If it does, it is more likely than not that you have identified a PLA device, whilst if it is more broadly observed across the spectrum a SMPSU may be the culprit.

Make a note of the amateur bands affected, and the strength of the interference as indicated on your S-meter including any frequencies where a step change is evident and the size of the step. You might also like to record the interference level on some of the shortwave broadcast bands. If you have access to an SDR or band scope a capture using this is useful evidence and helps in diagnosis.

2. Tell RSGB

Post a description of the interference and any additional information on the RSGB EMC forum. The RSGB will try to offer advice and in some cases will assist in preparing the information for a formal complaint to Ofcom.

Just as important is the database which we build up from complaints will help us in our discussions with Ofcom. Remember we are interested in knowing of all forms of interference.

3. Making a Complaint to OFCOM

A complaint of interference can be made directly to OFCOM but this should not be done without careful thought. Recently OFCOM have advised the RSGB that they have received a number of complaints where the interference was within the limits one would expect at a particular location. This was put down partly to the wide publicity surrounding RFI issues and also to the popularity of SDRs (Software Defined Radios) which, while giving a fascinating picture of the radio spectrum, are open to misinterpretation where interference is concerned. This, it is claimed, is stretching their limited resources which should be going into "serious" cases. OFCOM's position is that interference should be judged by its effect in actual operating conditions. Without taking any position on the validity or prevalence of this situation, the RSGB has agreed to advise members not to complain to OFCOM before discussing the situation with the EMCC.

Contact the EMCC by any of the means listed under "Getting Help and Advice". Your query will be dealt with directly or if necessary passed on to a committee member who deals specifically with your type of problem.

Of course this does not prevent any radio amateur (or any other person) from contacting OFCOM directly if they so wish, but it is hoped that it will at least help to facilitate official action where it is really needed.

Complaints Procedure

TV and Radio interference

The BBC has responsibility for investigating complaints of interference to domestic radio and television. All complaints should be made to the BBC. You can find the BBC's diagnostic guidance at the following address: www.radioandtvhelp.co.uk/interference/rtis_tv/radcom_tools

This page also carries useful commentary for any of your neighbours who may be affected by your transmissions. There is also a facility to contact the RTIS where the basic diagnostic guidelines have not helped. If, following the investigation by the BBC, there is evidence of interference caused by something which is unlawful, the BBC may refer your case back to Ofcom for possible enforcement action.

Interference to amateur radio

Amateurs often mistakenly believe that the 'non-protected' status of the Amateur Radio Service means they are not entitled to any action in the case of interference caused to them. In fact, 'non-protected' is only in respect of interference from other authorised services operating in the same bands. Amateurs are as entitled to protection from external interference as any other radio user, although we must accept that Ofcom will have to give priority to safety of life and business radio users.

I'm Causing Breakthrough

Nowadays it is unusual for interference to be caused by a faulty transmitter and though interference from harmonics and other spurious emissions is occasionally encountered. By far the most common cause of interference from amateur stations is breakthrough.

Breakthrough is caused by the fundamental of the transmitter getting into nearby electronic equipment and causing it to malfunction. Most modern electronic equipment is designed to have a reasonable immunity to radio frequency fields, but this may not be enough to

cope with the large fields which can arise from a nearby amateur transmitter.

The most important factor in reducing breakthrough to radio and electronic equipment is good radio practice and particularly the siting of antennas. This is sometimes called good radio housekeeping. Leaflet EMC10 sets out the factors you should consider if you live in close proximity to neighbours and wish to minimise breakthrough problems. See also Avoiding Interference below.

Increasing Immunity

The simplest and, in most cases, the only way of increasing the immunity of radio or electronic equipment is by the use of ferrite chokes on the leads to the affected device. A choke is made by winding the lead onto a suitable ferrite ring. Where a lead comprises a pair of wires such as an audio lead the ferrite choke attenuates the common-mode currents picked up from the nearby transmitter while the wanted differential currents are not affected. Where the lead is a coaxial cable the same effect takes place and the wanted signal passes down the coax unaffected while the current on the braid is attenuated. This type of choke is often used on TV aerial leads. In this case they are called braid-breakers. The low-loss coax used for TV downleads is not suitable for winding on a ferrite ring so it is usual to use a short length of thinner 75 Ohm coax with connectors at each end. If possible 12 to 14 turns should be wound onto the core, though it is not necessary for the cable to be tight on the core. It is only necessary for the cable to pass through the ring to make a "turn". Ferrite rings available from the RSGB are about 12.7mm thick and one ring is sufficient. At one time thinner rings were popular and two of these were stacked together to make a thicker core. More information of ferrite chokes can be found on the EMCC website.

In cases of breakthrough to neighbours' equipment it is particularly important to be diplomatic. Quite often complaints about breakthrough are exacerbated by other grievances such as unsightly antennas (from the neighbours point of view) or by unrelated causes of friction. Leaflets EMC 01, EMC 02, EMC 05 and EMC 08 are written with minimal technical jargon so that they can be given to neighbours if appropriate.

Avoiding Interference

Avoiding interference from the transmitter

Spurious Emissions

At one time complaints of interference to TV from harmonics of amateur transmitters were a major concern in amateur radio. Nowadays complaints of this type are rare mainly because TV is now transmitted Digitally via satellite or terrestrial signals, but also because transceivers, whether home brew or commercial, are designed with reduction of harmonics and other spurious emissions in mind.

Spurious emissions do still occasionally cause problems, for instance when harmonics of a 2m transmitter fall onto a UHF TV frequency or a harmonic of an HF or 50MHz transmitter might fall on a VHF radio frequency. Such cases are easy to identify by considering the frequency of the station being interfered with and the operating frequency of the amateur station. The solution is to check that the transmitter is working correctly and if necessary fit a low pass or band pass filter. Further information on spurious emissions can be found in the Radio Communication Handbook.

It is worth noting that interference to digital TV will not cause the typical picture and audio degradation which was associated with analogue TV, but will cause the picture to 'freeze', appear as blocks, or possibly disappear altogether until the receiver re-synchronises. These effects can also be caused by a number of signal degradation situations not related to amateur radio.

Breakthrough

When the fundamental signal from the transmitter gets into radio and electronic devices and causes interference it is usually called "breakthrough" to emphasise the fact that it is not caused by a fault at the transmitter but a lack of immunity of the victim equipment.

Breakthrough can be to either radio or non-radio equipment such as telephones or audio units. Most cases of HF interference to radio and TV are actually breakthrough, with the fundamental of the amateur signal getting in via the braid of the antenna coax or the mains lead, and causing overloading and inter-modulation effects.

There are two ways of tackling breakthrough problems.

1. By taking care to operate the amateur station so as to minimise RF energy getting into nearby radio and electronic equipment. This has been called good radio housekeeping and is covered in more detail in EMC leaflet 10.
2. By increasing the immunity of the affected equipment. See *I'm Causing Breakthrough* above.

Avoiding interference to amateur radio reception

There are three ways of dealing with interference to reception

1. Tackling the interference at source

This is the best option and should always be considered first. The object is to track down the source of interference and then persuade the owner to take action to suppress it or modify the use of the offending device so as to minimise the effect on your amateur operation.

This will probably not be too much of a problem if the device is in your own home, but may be much more difficult if it is in a neighbouring property. Possible actions depend on whether the device is compliant with EMC regulations or not, but the golden rule is that any approach to neighbours should be diplomatic. It is not possible in these notes to do justice to this difficult subject. Further information can be found in EMC Leaflets 04 and EMC 09. Post on to the RSGB EMC forum or contact the EMC helpline if you need specific help.

2. Reducing the coupling

The term good radio housekeeping was coined to cover breakthrough situations and especially to publicise the need to operate an amateur station with 'due care and attention' and to bear in mind the reasonable expectations of neighbours see EMC Leaflet 10. For the purposes of these notes, good radio housekeeping has been expanded to include a discussion of the application of these principles to minimising received interference.

When the station is located in a residential area, siting the antenna in relation to surrounding properties is of major importance. Antennas should be as far from your own and neighbouring houses as possible, and as high as practical. This applies to both transmitting and receiving, since situations which cause breakthrough will also couple noise from the same wiring back to the antenna.

Some HF antennas can function near ground level, but this is not a good policy from the EMC point of view.

On HF there is, however, one big difference between transmission and reception. This is that, regardless of any local noise, there is an ambient noise level on the HF band, which greatly outweighs the thermal noise generated in the receiver front end. So, unless the antenna is very inefficient, the ambient noise dictates the received noise level. This means that it might be better for reception to mount a small, relatively inefficient, antenna in a place where local interference is least; high up and far from buildings. In special circumstances it might be worth considering an active antenna. Apart from this, good housekeeping rules for HF receiving and transmitting antennas are the same. They should be:

a – Horizontally Polarised. House wiring tends to look like an earthed vertical antenna and is more susceptible to vertical radiation. Likewise - but for rather more complex reasons - vertical receiving antennas tend to be noisier than horizontal ones.

b – Balanced. Out-of-balance currents on feeders generate vertically polarised radiation and likewise tend to pick-up vertically polarised noise.



RADIO SOCIETY OF GREAT BRITAIN

THE COMPANIES ACT 1985 COMPANY LIMITED BY GUARANTEE Memorandum of Association

1. The Name of the Company (hereinafter called "The Society") is "RADIO SOCIETY OF GREAT BRITAIN".
2. The registered office of the Society will be situated in England.
3. The objects for which the Society is established are:
 - (a) To succeed to and take over such of the property, rights and obligations of the existing Radio Society of Great Britain as may lawfully be acquired and taken over by the Society.
 - (b) To promote the general advancement of the science and practice of Radio Communication or other subjects allied thereto, and to facilitate the exchange of information and ideas on these subjects among its members and to obtain the maximum liberty of action consistent with safeguarding the interests of all concerned, and for this purpose:
 - (1) To hold Meetings of the Society for reading and discussing communications bearing upon radio science or the application thereof or upon subjects relating thereto;
 - (2) To hold or promote exhibitions of instruments, apparatus or other appliances connected with radio science or its applications;
 - (3) To print, publish, sell, lend or distribute the proceedings or reports of the Society or any papers, communications, works, or treatises on the Amateur Service, radio science, or its applications, or subjects connected therewith in the English or any foreign tongue or any abstracts or translations thereof or extracts therefrom;
 - (4) To take charge of the books, pamphlets, publications, manuscripts or instruments at present in the possession of the Radio Society of Great Britain, and to observe and perform the Trusts of any deed affecting the same or any of them, or to form any additional library of books, works, manuscripts on radio communication or the application thereof or other subjects allied thereto;
 - (5) To borrow or raise money as the Society may think fit;
 - (6) To make grants of money, books, medals, apparatus or otherwise for the purpose of promoting invention and research in radio communication or its applications or in subjects connected therewith;
 - (7) To form Sections of its Members united in pursuit of some common interest;
 - (8) To affiliate with itself British, European and any other societies world-wide, interested in radio communication or other subjects allied thereto;
 - (9) To purchase, for the purpose of resale, components, papers, books, apparatus and other items relating to radio communication and subjects allied thereto;
 - (10) To act under agreement on behalf of government agencies for the purpose of issuing licences and variations thereto;
 - (11) To develop and conduct examinations for the purpose of the furtherance of knowledge in the Amateur Service;
 - (c) To purchase, take on lease, or otherwise acquire, and also let, lease, or to dispose of any premises or other property for the purposes of the Society
 - (d) To consider, originate and support improvements in the law which may seem directly or indirectly conducive to any of the Society's objects, and to resist and oppose alterations therein which may seem to the Society directly or indirectly adverse to the interests of the Society or its members or any section thereof;
 - (e) The doing all such other lawful things the Society may think fit. Provided that the Society shall not support with its funds any object or endeavour to impose on or procure to be observed by its Members or others any regulation, restriction or condition which if an object of the Society would make it a Trade Union. Provided also that in case the Society shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Society shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Managers or Trustees of the Society shall be chargeable for such property as may come into their hands, and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Managers or Trustees have been if no incorporation had been effected, and the incorporation of the Society shall not diminish or impair any control or authority exercisable by the Chancery Division, the Charity Commissioners over such Managers or Trustees, but they shall, as regards any such property, be subject jointly and separately to such control or authority as if the Society were not incorporated. In case the Society shall take or hold any such property which may be subject to any trusts, the Society shall only deal with the same in such manner as allowed by law having regard to such trusts.
4. The income and property of the Society shall be applied exclusively in the promotion of the foregoing objects, and no dividend shall be paid to its Members or any of them; but these restrictions shall not prevent the payment to any Member (including any Member of the Council of the Society) of interest on money lent, or rent for premises leased by him or her to the Society, nor the payment of appropriate fees or other remuneration for original literary or other material accepted by the Society for publication or inclusion in any of its publications.
5. The liability of the Members is limited.
6. Every Member of the Society undertakes to contribute to the assets of the Society, in the event of the same being wound up during the time that he is a member or within one year afterwards, for payment of the debts and liabilities of the Society contracted before the time at which he ceases to be a member, and of the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding £1.00 (one pound sterling).
7. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but shall be given or transferred to some other institution or institutions, having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Society under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Society at or before the time of dissolution, or in default thereof by such Judge of the High Court of Justice as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.
8. True accounts shall be kept of the sums of money received and expended by the Society, and the matters in respect of which receipts and expenditure take place, and of the property, credits, and liabilities of the Society; and, subject to any reasonable

restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Society for the time being, shall be open to the inspection of the members. Once at least in every accounting period, the Society will call for the accounts of the Society to be examined, and the correctness of the balance-sheet ascertained by one or more properly qualified Auditor or Auditors. We, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association:

H.C.L. HOLDEN. Brig.-Gen., 2 St. John's Park, S.E.2 (Army Retired Pay); MAURICE CHILD, 60 Ashworth Mansions, Maida Vale, W.9 (Director of Company); O.F. BROWN, 13 Hampstead Way, N.W.11

(Civil Servant); J.H. REEVES, 2 Penywem Road, S.W.5 (Tutor); H.R. HALLIWELL, 2 Princes Road, Crumpsall, Manchester (Electrical Engineer); GERALD MARCUSE, Queens Park, Caterham (Merchant); H. BEVAN SWIFT, 49 Kingsmead Road, Tulse Hill, S.W.2 (Electrical Engineer).

Dated the 22nd day of July 1926.

Witness to the above signatures, FEARNLEY OWEN,
St. Michael's Alley, Cornhill, E.C.3 (Solicitor).

Amended by special resolutions passed on: - 18 December 1953;
8 December 1984; 4 December 1993; 2 December 2000;
6 May 2006.

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION OF RADIO SOCIETY OF GREAT BRITAIN

(As adopted by Special Resolution passed on 2nd December 2000 and amended by special resolution passed on the 6th May 2006) further amended on 19 April 2008, 19 November 2011, 17 November 2012, 12 April 2014, 21 April 2018, 19 July 2019 and 24 October 2019.

INTERPRETATION

1. In these Articles: -

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.

References to "Section" refer to the relevant sections of the Act. "the Society" means the Radio Society of Great Britain.

"the Articles" means the Articles of Association of the Society.

"the Bylaws" means the bylaws of the Society for the time being in force.

"Member" means any Member of the Society, as defined in Article 3 below.

"the Board" means the board of the Society.

"President" is the President of the Society for the time being. "Board Member" means any member of the Board of the Society.

"Regional Representative" means a candidate duly elected by the Membership to serve on the Volunteer Leadership Team

"Nominated Director" means a Board member appointed following nomination by the Nominations Committee for approval by the membership in election

"Elected Director" means a Board member appointed after being proposed by Members and approved by the membership in election

"Chairman of the Board" means the person elected by the Board from time to time to act as its Chairman.

"Volunteer Leadership Team" means the Board, Regional Representatives, Committee Chairs, Honorary Officers, General Manager and senior HQ staff as determined from time to time by the Board.

"executed" includes any mode of execution.

"Office" means the registered office of the Society.

"the Seal" means the common seal of the Society.

"Secretary" means the Company Secretary of the Society or any other person appointed to perform the duties of the Secretary of the Society, including a joint, assistant or Deputy Secretary. "the United Kingdom" means Great Britain and Northern Ireland.

"clear days" in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

"the RSGB Year" means 1 January to 31 December inclusive in each calendar year.

Words importing the singular number only shall include the plural number, and vice versa; words importing the masculine gender only shall include the feminine gender; and words importing persons shall include corporations.

Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these regulations become binding on the Society.

OBJECTS

2. The Society is established for the objects expressed in the Memorandum of Association.

MEMBERS

3. The subscribers to the Memorandum of Association of the Society and such other persons as are admitted to membership in accordance with these

Articles shall be Members of the Society. Every person who wishes to become a Member shall deliver to the Society an application for membership in such form as the Board requires, executed by him. The Society may reject any application for membership without giving a reason.

A Member may at any time withdraw from the Society by giving at least seven clear days' notice to the Society. Membership shall not be transferable and shall cease on death.

GENERAL MEETINGS

4. All general meetings other than annual general meetings shall be called extraordinary general meetings.

(a). Any Member or Members wishing to call a general meeting of the Society shall deposit at the Office of the Society a requisition containing the signed declaration of not less than 300 paid up Members of the Society, on one or more similar documents and which also states the terms of the resolution which is to be proposed as a special resolution or extraordinary resolution of which constitutes a resolution requiring special notice and shall indicate the general nature of the business to be transacted at the meeting and the Board shall convene an extraordinary general meeting within 8 weeks of receipt of such requisition. If there are not within the UK sufficient Board Members to call an extraordinary general meeting, any Board Member shall call an extraordinary general meeting.

NOTICE OF GENERAL MEETINGS

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice, but a general meeting may be called by shorter notice if it is so agreed:

- in the case of an annual general meeting, by all the Members entitled to attend and vote thereat; and
- in the case of any other meeting by a majority in number of the Members having a right to attend and vote being a majority together holding not less than ninety-five per cent. of the total voting rights at the meeting of all the Members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting shall specify the meeting as such. The notice shall be given to all the Members, to the Board Members and to the Auditors in accordance with Articles 58 -61 inclusive.

6. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

7. No business shall be transacted at any meeting unless a quorum is present. Fifty persons present in person or by proxy entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member or a duly authorised representative of a corporation shall be a quorum.

8. If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or such time and place as the Board may determine.

9. The Chairman of the Board or in his absence some other Board Member nominated by the Board shall preside as chairman of the meeting, but if neither the Chairman nor such other Board Member (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Board Members present shall elect one of their number to be chairman and, if there is only one Board Member present and willing to act, he shall be chairman.

10. If no Board Member is willing to act as chairman, or if no Board Member is present within fifteen minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to be chairman.

11. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time, and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

12. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands, a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded;

(a) by the chairman; or
(b) by at least five Members having the right to vote at the meeting; Or
(c) by a Member or Members representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting; and a demand by a person as proxy for a Member shall be the same as a demand by the Member.

13. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

14. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

15. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

16. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.

17. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

18. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

19. A resolution in writing executed by or on behalf of each Member who would have been entitled to vote upon it if it had been proposed at a general

meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more Members.

VOTE OF MEMBERS

20. On a poll every Member present or by proxy shall have one vote.

21. A Member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his receiver, curator bonis or other person authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the Board of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as is specified in accordance with these Articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.

22. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

23. The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Board may approve)-

"I/We, [], of [], being a Member/Members of the above-named Company, hereby appoint [] of [], or failing him, [] of [], as my/our proxy to vote in my/our name and on my/our behalf at the annual/extraordinary general meeting of the Company to be held on.....20.., and at any adjournment thereof. Signed this day of20..."

24. Where it is desired to afford Members an opportunity of instructing the proxy how he shall act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Board may approve)-

"I/We, [] of [], being a Member/Members of the above-named Company, hereby appoint [] of [], or failing him, [] of [], as my/our proxy to vote in my/our name and on my/our behalf at the annual/extraordinary general meeting of the Company, to be held on [], and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows: Resolution No. 1 *for *against

Resolution No. 2 *for *against.

*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed this [] day of []"

25. The appointment of a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Board may;

(a) in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Society in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

(b) in the case of an appointment contained in an electronic communication, be received at an electronic address specified in the notice convening the meeting or in any instrument of proxy sent out, or invitation contained in an electronic communication to appoint a proxy issued by the company in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

(c) in the case of a poll taken more than 48 hours after it is demanded, be

deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or

(d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the Secretary or to any Board Member; and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.

26. A vote given or poll demanded by proxy or by the duly authorized representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Society at the office or at such other place at which the instrument of proxy was duly deposited or, where the invitation to appoint a proxy was contained in an electronic communication at the electronic address specified for that purpose before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

GOVERNANCE OF THE SOCIETY

27. The Society is a company limited by guarantee under the Companies Act 1985. Under the Act, the general governance of the Society is the responsibility of the Board of Directors. Subject to Article 28, the Directors of the Society will be the Elected Board Members, Nominated Board members, co-opted members and the President.

NUMBER OF BOARD MEMBERS

28. Unless otherwise determined by ordinary resolution, the number of Board Members, shall not be less than eight and will be made up as follows:

- (a) the elected President
- (b) four nationally Elected Members
- (c) three Nominated Directors
- (d) Members co-opted by the Board under Article 37

All Members of the Board will hold responsibilities as described by the Companies Acts and from time to time set out in the Bylaws.

POWERS AND RESPONSIBILITIES OF THE BOARD

29. Subject to the provisions of the Act, the Memorandum and these Articles and to any directions given by special resolution, the business of the Society shall be managed by the Board who may exercise all the powers of the Society. Members of the Board carry a responsibility to the membership for strategy, scrutiny and operations review of all aspects of the Society's operations, including the creation and maintenance of a strategic plan and full overview of its delivery.

No alteration of the Memorandum or Articles and no such direction shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this regulation shall not be limited by any special power given to the Board by these Articles and a meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.

30. The Board may, by power of attorney or otherwise, appoint any person to be the agent of the Society for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of his powers.

DELEGATION OF BOARD'S POWERS

31. The Board may delegate any of its powers to any committee consisting of one or more Board Members. It may also delegate to any person holding executive office such of their powers as it considers desirable to be exercised by him. Any such delegation may be made subject to any conditions the Board may impose and either collaterally with or to the exclusion of its own powers and may be revoked or altered. Subject to any such conditions, the proceedings of committees with powers delegated from the Board shall be governed by these Articles regulating the proceedings of the Board so far as they are capable of applying.

APPOINTMENT AND RETIREMENT OF BOARD AND REGIONAL REPRESENTATIVES

32. Board Members

Unless otherwise stated at the date of appointment, elected and nominated Board members shall initially hold office for three years (a "Term"). Such Board members may serve two consecutive Terms but must leave the Board at the end of their second consecutive Term for a period of at least one year. After one year, if elected, they may serve for a similar period as a new

Board member or President; or they may be appointed to the Board under Article 37. Members appointed under Article 37 shall retire at the end of their period of appointment, after which they may (subject to term limits) stand for election or nomination. An appointment of less than six months under Article 37 shall not be taken into account when calculating Terms.

33. The President

The President will be appointed to office by election by the Members. The President shall hold the office for two years, save where there are exceptional circumstances to meet a specific need as determined by the Board, where the appointment as President may be extended for a further year.

If the office of President is vacant, or the elected President is indisposed and unable to fulfil the role of President, the Board shall have the power to co-opt a person it considers suitable for such a period as appears to the Board to be appropriate provided that the period shall end not later than the date of the next AGM. Completion of a two- or three-year Term of office as President shall complete the relevant Term on the Board. Where this was the first Term, the retiring President may stand for election again as a Board member for a second three-year Term.

33a The Chairman of the Board

The Chairman of the Board shall be appointed by the Board from amongst its number. The Chairman shall not normally be the President. Appointment of the Chairman is not subject to term limits (save as imposed by those for Directors) but shall be reviewed by the Board each year.

33b Volunteer Leadership Team

The Board, Regional Representatives, Committee Chairs, Honorary Officers, General Manager and senior HQ staff as determined from time to time by the Board, shall comprise the "Volunteer Leadership Team" of the Society.

33c Nominations Committee

The Nominations Committee shall comprise the Company Secretary, one elected Director and one nominated Director (one of whom shall be the Chairman of the Board) and two from the Volunteer Leadership Team, one of whom shall be a Regional Representative and one of whom shall be from the rest of Volunteer Leadership Team. The Nominations Committee shall consider and submit to the Board the names of candidates to be endorsed as nominated Directors by the membership in secret ballot at or prior to the AGM.

34 Regional Representatives

Regional Representatives will, unless removed, remain in office for three years from the date of their election. Three years in office will be called a "Term". Regional Representatives may serve two consecutive Terms but shall retire at the end of their second consecutive Term; provided that the Board shall have the power to waive this requirement (after unsuccessful advertisement of the vacancy) if it considers that it is in the best interests of the Society that the incumbent shall complete a third or subsequent Term. In the case of co-opted Regional Representatives, they shall retire at the end of their year of co-option, after which they may (subject to the term limits) stand for election.

35. Maximum Service on the Board

A Board member may, therefore, complete a maximum of two Terms of office of three years, plus a period on the Board as President, of either two years, or three years where the appointment is extended to meet a declared need pursuant to Article 33 above. The appointment to the Board as President may occur either during the two Terms or immediately following the two Terms, after which the person in question may not be re-elected or re-appointed for one year, when if appointed or elected, may serve for a similar period as a new Board member or President.

36. The Board shall send to each Member entitled to attend and vote at general meetings of the Society a list of all Regional Representatives and Board Members subject to retirement at the next following annual general meeting and of all other Members eligible for nomination as Regional Representatives or Board Members or President. No person shall be appointed or re-appointed as a Regional Representatives or Board Member unless he is nominated by not less than 10 Members entitled to vote. No person shall be appointed as President unless he is nominated by not less than 25 Members entitled to vote and drawn from at least three regions. In the case of nominations for President, at least five of those nominating shall be from the Volunteer Leadership Team of the Society.

Notice shall be given to the Society in accordance with the terms of the Bylaws for the time being in force, of any person nominated as Regional Representative or the Board Member, stating the particulars which would, if he were so appointed, be required to be included in the Society's register of Board Members, together with notice executed by that person of his willingness to be appointed or re-appointed. In the event that the number of valid nominations exceeds the number of vacancies, a ballot of the Members shall be held. The ballot shall be conducted in accordance with the relevant Bylaws for the time being in force governing the method and timing of such ballots.

37 Casual vacancies

The Board may appoint a Member who is willing to act as a Board Member, either to fill a vacancy or as an additional Board Member, provided that the appointment does not cause the number of Board Members to exceed any number fixed by or in accordance with these Articles or Bylaws as the maximum number of Board Members.

DISQUALIFICATION AND REMOVAL OF BOARD MEMBERS

38. The office of a Board Member shall be vacated if:

- (a) he ceases to be a Board Member by virtue of any provision of the Act or he becomes prohibited by law from being a Board Member; or
- (b) he shall for more than six consecutive months have been absent without permission of the Board from meetings of the Board held during that period and the Board resolve that his office be vacated or
- (c) he becomes bankrupt; or
- (d) he is, or may be, suffering from mental disorder and either-
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
- (e) he resigns his office by notice to the Society; or
- (f) he shall be requested in writing to resign by all other Members of the Board; or
- (g) he ceases to be a Member of the Society.

REMUNERATION OF REGIONAL REPRESENTATIVES AND BOARD MEMBERS

39. Regional Representatives and Board Members shall not be entitled to any remuneration.

REGIONAL REPRESENTATIVES AND BOARD MEMBERS' EXPENSES

40. Regional Representatives and Board Members may be reimbursed reasonable expenses in accordance with the relevant Bylaws and expense policy of this Society for the time being in force.

BOARD MEMBERS' APPOINTMENTS AND INTERESTS

41. Subject to the provisions of the Act, and provided that he has disclosed to the Board the nature and extent of any material interest of his, a Board Member notwithstanding his office

- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Society or in which the Society is otherwise interested;
- (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, anybody corporate promoted by the Society or in which the Society is otherwise interested; and
- (c) shall not, by reason of his office, be accountable to the Society for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

42. For the purposes of Article 41:

- (a) a general notice given to the Board that a Board Member is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Board Member has an interest in any such transaction of the nature and extent so specified; and
- (b) an interest of which a Board Member has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

PROCEEDINGS OF THE BOARD

43. Subject to the provisions of these Articles, the Board may regulate its proceedings as it thinks fit. A Board Member may, and the Secretary at the request of a Board Member shall, call a meeting of the Board. It shall not be necessary to give notice of a meeting to a Board Member who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman of the Board shall have a second or casting vote. Meetings of the Board shall be held no less than four times each year.

44. The quorum for the transaction of the business of the Board may be fixed by the Board and unless so fixed at any number shall comprise two thirds (rounded down to the nearest integer, if necessary) of the total membership of the Board.

45. The continuing Board Members or a sole continuing Board Member may act notwithstanding any vacancies in their number, but, if the number of Board Members is less than the number fixed as the quorum, the continuing Board Members or Board Member may act only for the purpose of filling vacancies or of calling a general meeting.

46. The Chairman shall chair every meeting of the Board at which he is present. But if there is no person holding that office, or if that person is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Board Members present may appoint one of their number to be chairman of the meeting.

47. All acts done by a meeting of the Board, or of a committee of the Board, or by a person acting as a Board Member shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Board Member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Board Member and had been entitled to vote.

48. A resolution in writing signed by all the Board Members entitled to receive notice of a meeting of the Board or of a committee of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) a committee of the Board duly convened and held and may consist of several documents in the like form each signed by one or more Board Members.

49. The Board, or a committee of the Board, may agree to hold meetings by electronic means including audio or video conferencing, a series of telephone conversations, e-mail, or by exchange of facsimile transmissions that are additionally addressed to the Company Secretary. The views of the Board, or a Committee of the Board, as ascertained by the above means shall be treated as votes in favour of or against a particular resolution. A resolution passed at any meeting held in this manner and signed by the Chairman shall be as valid and effectual as if it had been passed at a meeting of the Board (or, as the case may be, of that committee) duly convened and held. Any meetings conducted by any of the above means may be deemed to be held in the location either where the majority of the Board Members are physically situated, or where the Chairman is physically situated, or as determined by the Board Members at the meeting itself. The quorum for the transaction of the business of the Board shall be five although in respect of meetings conducted by any of the above means, the Board Members need not be present in the same physical location for the meeting to be quorate.

50. Save as otherwise provided by these Articles, a Board Member shall not vote at a meeting of the Board or of a committee of the Board on any resolution concerning a matter in which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Society unless his interest or duty arises only because the case falls within one or more of the following paragraphs:

- (a) the resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Society or any of its subsidiaries;
- (b) the resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Society or any of its subsidiaries for which the Board Member has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security;
- (c) his interest arises by virtue of his subscribing or agreeing to subscribe for any debentures of the Society or any of its subsidiaries, or by virtue of his being, or intending to become, a participant in the underwriting or sub-underwriting of an offer of any such debentures by the Society or any of its subsidiaries for subscription, purchase or exchange. For the purposes

of this regulation, an interest of a person who is, for any purpose of the Act (excluding any statutory modification thereof not in force when this regulation becomes binding on the Society), connected with a Board Member shall be treated as an interest of the Board Member.

51. A Board Member shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.

52. If a question arises at a meeting of the Board or of a Committee of the Board as to the right of a Board Member to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any Board Member other than himself shall be final and conclusive.

SECRETARY

53. Subject to the provisions of the Act, the Company Secretary shall be appointed by the Board for such term, at such remuneration and upon such conditions as it may think fit; and any Secretary so appointed may be removed by it.

MINUTES

54. The Board shall cause minutes to be kept for the purpose:

- (a) of all appointments of officers made by the Board; and
- (b) of all proceedings at meetings of the Society and of the Board, and of Committees of the Board, including the names of the Board Members present at each such meeting.

THE SEAL

55. The Seal shall only be used by the authority of the Board or of a Committee of the Board authorised by the Board. The Board may determine who shall sign any instrument to which the Seal is affixed and unless otherwise so determined it shall be signed by a Board Member and by the Secretary or by a second Board Member.

TREASURER

56. The Treasurer shall be appointed by the Board for such term, at such remuneration and upon such conditions as it may think fit; and any Treasurer so appointed may be removed by it. No person who is a Member of the Board shall be appointed to hold office as Treasurer.

ACCOUNTS

57. No Member shall (as such) have any right of inspecting any accounting records or other book or document of the Society except as conferred by statute or authorised by the Board or by ordinary resolution of the Society.

NOTICES

58. Any notice to be given to or by any person pursuant to these Articles (other than a notice calling a meeting of the Board) shall be in writing or, with the prior agreement of the Member, in electronic form or in accordance with section 369(4A).

59. The Society may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at his registered address or by leaving it at that address, or in electronic form or in accordance with section 369(4A).

60. A Member present, either in person or by proxy, at any meeting of the Society shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

61. Proof that an envelope containing a notice was properly addressed, prepaid and posted, or a dated record of electronic mailing, shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

DISSOLUTION

62. Clause 7 of the Memorandum of Association relating to the winding up and dissolution of the Society shall have effect as if the provisions thereof were repeated in these Articles.

BYLAWS

63. The Board may from time to time make such Bylaws as it may deem necessary or expedient or convenient for the proper conduct and management of the Society and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of foregoing, it may by such Bylaws regulate:-

- (i) The admission and classification of Members of the Society, and the rights and privileges of such Members, and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members.
- (ii) The conduct of Members of the Society in relation to one another, and to the Society's servants.
- (iii) The setting aside of the whole or part of parts of the Society's premises at any particular time or times or for any particular purpose or purposes.
- (iv) The procedure at committees of the Society in so far as such procedure is not regulated by these Articles.
- (v) And generally all such matters as are commonly the subject matter of Society rules. The Society in general meeting shall have power to alter or repeal the Bylaws and to make additions thereto and the Board shall adopt such means as they deem sufficient to bring to the notice of Members of the Society all such Bylaws, which so long as they shall be in force, shall be binding on all Members of the Society. Provided, nevertheless, that no Bylaw shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or Articles of Association of the Society.

INDEMNITY

64. Subject to the provisions of the Act but without prejudice to any indemnity to which a Board Member may otherwise be entitled, every Board Member or other officer or auditor of the Society shall be indemnified out of the assets of the Society against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the cost from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Society.

BYLAWS OF THE RADIO SOCIETY OF GREAT BRITAIN Amended 17 December 2014 and 17 February 2018

1.0 INTERPRETATION

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.

"the Society" means the Radio Society of Great Britain.

"the Articles" means the Articles of Association of the Society.

"the Bylaws" means the bylaws of the Society for the time being in force.

"Member" means any Member of the Society, as defined in Article 8 below.

"the Board" means the Board of the Society.

"President" is the President of the Society for the time being.

"Board Member" means any member of the Board of the Society.

"Regional Representative" means a candidate duly elected by the Membership to serve as Regional Representative and on the Volunteer Leadership Team

"Nominated Director" means a Board member appointed following nomination by the Nominations Committee for approval by the

membership in election

"Elected Director" means a Board member appointed after being proposed by Members and approved by the membership in election

"Volunteer Leadership Team" means the Board, Regional Representatives, Committee Chairs, Honorary Officers, General Manager and senior HQ staff as determined from time to time by the Board.

"executed" includes any mode of execution.

"Office" means the registered office of the Society.

"the Seal" means the common seal of the Society.

"Secretary" means the Company Secretary of the Society or any other person appointed to perform the duties of the Secretary of the Society, including a joint, assistant or deputy secretary.

"the United Kingdom" means Great Britain, Northern Ireland The Isle of man and the Channel islands..

"clear days" in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the

day for which it is given or on which it is to take effect.
 “the RSGB Year” means 1 January to 31 December inclusive in each calendar year .

Words importing the singular number only shall include the plural number, and vice versa; words importing the masculine gender only shall include the feminine gender; and words importing persons shall include corporations. Unless the context otherwise requires, words or expressions contained in these Bylaws bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these regulations become binding on the Society.

2.0 OBJECTIVES OF THE SOCIETY

The Radio Society of Great Britain is a Company Limited by Guarantee, registered under the Companies Acts. The objectives of the Society are given in its Memorandum and Articles of Association.

The objectives include:

- To promote the general advancement of the science and practice of radio communication.
- To facilitate the exchange of information and ideas on these subjects amongst its Members.
- To obtain the maximum liberty of action consistent with safeguarding the interests of all concerned.

Services provided by the Society’s Headquarters staff and by volunteer effort from Members include:

- Essential links with outside bodies such as Ofcom; IARU; ITU; British Standards Institution; IET and the Radio Communications Foundation.
- Organisation of exhibitions, conventions, rallies, round tables, special meetings. Provision of technical and other information through publication of periodicals, the RSGB website and books
- Organisation of general operating services such as Observation Service and Intruder Watch.
- Provision of news and information through such mediums as may be deemed appropriate, which may include GB2RS news broadcasts; diary of events; information sheets; headline news service; film / tape / slide / video library and Internet based services.
- Providing direct services to Members as may be determined from time to time.

3.0 STRUCTURE OF THE SOCIETY

3.1 Governance of the Society

The Society is a company limited by guarantee under the Companies Act 1985. Under the Act, the general governance of the Society is the responsibility of the Board acting within the Memorandum and Articles of Association.

Board

Board Members will be appointed and serve as defined in the Society’s Articles of Association.

Regional Representatives

Members of the Society in each region shall elect their Regional Representative (the number and composition of the regions being as determined by the Board and recorded in the Bylaws of the Society). Details of the Regional Representative roles and responsibilities are given at Appendix 1.

Patron

The President may, from time to time and on the advice of the Board, invite an appropriate person to be a Patron of the Society.

Voluntary Support

A significant part of the workload of the Society is carried out by the Standing Committees. The Society has Regional Representatives , District Representatives, Committee Chairs, Honorary Managers, Officers or organisers and a number of representatives on outside bodies. Appropriate terms of reference are given in the later sections of these Bylaws. Volunteer officers of the Society (including Board and Regional Representatives) are expected to have e-mail facilities and be prepared to conduct much of the business of the Society by electronic and virtual working. The Board, Regional Representatives, Committee Chairs, Honorary Officers, General Manager and senior HQ staff as determined from time to time by the Board, shall comprise the “Volunteer Leadership Team” of the Society.

3.2 President

The President shall be any Member of the Society who, in the view of the membership, has rendered outstanding service to the Society or who has made acknowledged eminent contribution to radio research, experimentation, communication or a related subject and who can in the opinion of members fittingly represent the Society in such office.

The Member appointed to fill the office of President will be determined through a ballot of Members.

A President may be removed from office by a unanimous decision of the rest of the Board. The President is an ex-officio member of all committees of the Society. The President will enjoy the privilege of Life Membership after his period of office.

3.3 Treasurer

The appointment of the Treasurer is defined in the Articles of Association.

3.4 General Manager

The General Manager shall be appointed by the Board, and administer the Society based on an employment contract for such term, at such remuneration and upon such conditions as the Board may think fit, and any General Manager so appointed may be removed by the Board.

3.5 Company Secretary

The appointment of the Company Secretary is defined in the Articles of Association.

3.6 Responsibilities of Members of the Board and Regional Representatives

In addition to the responsibilities defined in the Articles of Association all Members of the Board carry a responsibility to the membership for strategy, scrutiny, operations review of all aspects of the Society’s operations, including the creation and maintenance of a strategic plan and full overview of its delivery.

Regional Representatives, have responsibility for the representation of Members interests to the Board, promotion of the Society and its strategies to members and co-ordination of Society activities in their regions. In partnership with their District Representatives , they arrange and / or attend local gatherings of Members and bring to the notice of the Volunteer Leadership Team as appropriate any matters of general concern in the regions. (See Appendix 1)

3.6.1 All Directors, whether nationally elected, nominated or co-opted to the Board have an equal responsibility in law to the Members. All Directors will therefore be registered with Companies House upon appointment.

4.0 Nomination and Election of Board Members and Regional Representatives

The procedure for the nomination and election of Members to the Board and of Regional Representatives is as defined in the Articles of Association and below.

4.1 The President, Board and Regional Representatives’ terms of office start immediately after the AGM. Not later than 1 January in each RSGB year the Secretary shall send to each Member entitled to vote a list of those Board and Regional Representative who, to the knowledge of the Secretary on the preceding 1st December, will retire at the succeeding AGM, indicating those who are willing to accept nomination and eligible for re-election and whether the vacancies so arising are to be filled by election of a Member to the Board or by the election of a Regional Representative. Similarly, the Secretary shall indicate whether a vacancy exists for President for the forthcoming period.

4.2 Upon receipt of the Company Secretary’s notification of vacancies and by not later than the date set out in the notification any qualifying Member may seek election (where a vacancy exists) as President, Elected Director or Regional Representative. He/she should do so in writing (by posted hard copy or a signed document scanned, and emailed with a hard copy by post) to the Company Secretary at HQ. To form a complete application, they must enclose the following in writing:

- a) Signed consent to accept office if elected.
- b) Confirmation that the Member believes they meet the published “Requirements for Office”, as determined by the Board from time to time.
- c) A statement that they will observe the Society’s Code of Conduct and Core Ethos, and support the Society’s strategies.

d) A statement as to whether the nomination is for a President, Board Member, or Regional Representative. For Regional Representative the Member seeking office must state their address and confirm that their permanent or main residence is in the Region for which they seek nomination.

e) A statement declaring any commercial interest in the field of amateur radio.

f) A CV or statement of 100 words maximum describing pertinent experience. Any of the following should be mentioned:

1. Involvement with decision making in organisations of similar or larger size than the RSGB

2. Experience of RSGB procedures or committee membership

3. Writing for RSGB publications

4. Any duties as an RSGB local representative

g) A CV in not more than an additional 100 words (250 for Board and President candidates) including what they hope to achieve if elected. Candidates should note:

1. Extravagant or nonsensical promises will be edited by the Secretary as holders of these Offices are expected to act as part of a team. Otherwise statements will be published verbatim.

2. The CV and Statements will be circulated with the ballot papers, published in Radcom and on the RSGB website.

3. The CV must include a recent head-and-shoulders photograph which is suitable for publication.

h) A list of names of their nominators as described in 4.3 below.

4.3 Nominations must be made by the method stated in the Secretary's notification of vacancies:

a) The nominations must be received by the Secretary at HQ no later than the date set out in the notification and will only become effective once the written consent of the nominated Member to accept office if elected is received.

b) Any ten Members entitled to vote may nominate any qualified Member as candidate for Elected Director by sending to the Secretary their respective nominations.

c) Any 25 Members entitled to vote (of whom at least five shall be from the Volunteer Leadership Team of the Society), drawn from at least three Regions may nominate any qualified Member as candidate for President by sending to the Secretary their respective nominations.

d) Any ten Members entitled to vote and resident in the Region for which an election is being held may nominate any qualified Member as candidate for Regional Representative by sending to the Secretary their respective nominations.

4.4 Each such nominator shall be entitled to nominate only one Member for appointment as President or Director. For the avoidance of doubt, nominators may nominate only one Member as Regional Representative but may also nominate another Member as President or Director.

4.5 Any candidate nominated to stand for election as President may, if they so wish, stand in the ballot for Elected Director(s), if not elected President.

4.6 Where a vacancy among the Regional Representatives occurs other than under Article 4.1 of the Bylaws, the Board shall have power to appoint any qualified Member to fill the vacancy subject to the appointee having their permanent address within the relevant Region.

5.0 BALLOT FOR ELECTION AS PRESIDENT AS REGIONAL REPRESENTATIVE AND THE BOARD

5.1 In the event that the number of valid nominations under 4.2 exceeds the number of vacancies arising under Article 4.1 of these Bylaws a ballot shall be held. Voting in the election for President or to the Board or as Regional Representative shall be conducted by way of a manual system involving a paper document and/or by way of an electronic system involving an electronically generated document. Both systems shall be described as a "ballot paper".

5.2 If a ballot is required then the Board shall send to each Corporate Member (as defined in Article 8.0 of these Bylaws) entitled to vote, not later than 21 days before the date of the election, a ballot paper containing names of all Members duly nominated and setting out the names of the Members by whom they are nominated.

5.3 The ballot papers shall provide a space in line with the name of each candidate thereon and each Corporate Member voting shall place a cross in the space against the name of each candidate for whom he desires to vote but so that the number of names so marked with a cross shall not in any case exceed the number of names to be elected to the respective

offices. The ballot papers, marked as determined by the Board from time to time, shall be returned so as to reach the Secretary not later than twenty four hours before the date fixed for the Election. In the ballot for the Regional Representatives, no Member shall vote for more than one Regional candidate and both voter and the candidate for whom he votes shall be resident in the same Region.

5.4 In the case of ballot for the President, candidates may also stand for election to the Board (to allow for them being unsuccessful in the ballot for President). In such case, the number of candidates voted for by each Member for Directors may be increased by one, to allow for one of the Director candidates being appointed President.

5.5 Each Corporate Member may vote for fewer candidates than there are vacancies to be filled. Any ballot paper which does not comply with all the requirements of this and the preceding Bylaw shall be null and void.

5.6 The Society shall use the service of an external independent organisation (eg Electoral Reform Services (ERS)) to oversee and administer the conduct of the election.

5.7 In the event of it not being possible to report the election of the prescribed number of persons to fill the vacancies on the Board or Regional Representative owing to an equality of votes, the names of the candidates having the same number of votes shall be submitted to the President who shall determine by his casting vote or votes which candidate or candidates having equality of votes shall be elected.

5.8 The Society shall announce the results of the ballot within forty eight hours of completion of the Election. Notices will be posted in RadCom, GB2RS and on the 'members only' section of the website

6.0 GUIDANCE FOR THE CONDUCT OF BOARD MEETINGS

The Standing Orders are contained in Appendix 2.

7.0 RSGB AFFILIATED SOCIETIES AND CLUBS

7.1 The Society may admit clubs and societies interested in radio research, experimentation, communication or related subjects to such privileges of affiliation to the Society as shall be laid down by the Board from time to time.

7.2 The annual subscriptions to be paid by such societies shall be fixed by the Board.

7.3 After due notification an affiliated society which is two months in arrears with its annual subscription or which does not comply with the Society's requirements of Affiliated Society's may be dis-affiliated by order of the Board. Further details are given in Appendix 3. Prior to making a dis-affiliation order the Board will give the Affiliated Society in question the opportunity to make representations to a Panel of Board members by whatever means are, in the view of the Board, practical and expedient.

8.0 MEMBERSHIP

The Society shall consist of Individual Members and Honorary Members (hereinafter together called "Corporate Members") and Junior Members. The rights and privileges of every member of any class shall be personal to himself, and shall not be transferable or transmissible by his own act, or by operation of law.

The Society may admit such persons as may be hereinafter qualified as Individual Members, Honorary Members and Junior Members respectively. The Society shall maintain a proper Register of Members, where details of Members shall be recorded.

8.1 CORPORATE MEMBERS

Corporate Members must be 16 years or over.

8.2 HONORARY MEMBERS

Honorary Members shall be persons who have rendered outstanding service to the Society or have made acknowledged eminent contributions to radio research, experimentation or communication or a related subject and shall be elected by the Board.

Honorary Members shall have all rights and duties of Members, except that they shall not pay an annual subscription under 9.0 hereof.

8.3 JUNIOR MEMBERS

Junior Members are those people under the age of 16 and shall have no vote. On attaining the age of 16 a Junior Member will be deemed to be a Corporate Member.

8.4 LIFE VICE-PRESIDENTS AND HONORARY VICE-PRESIDENTS
Corporate Members who have rendered outstanding services to the Society are eligible to be elected by the Board as Life Vice-Presidents. Distinguished persons shall be eligible for election by the Board as Honorary Vice-Presidents.

8.5 ADMISSION OF MEMBERS

1. Honorary Members, Life Vice-Presidents and Honorary Vice-Presidents may be proposed, and a ballot held, at a meeting of the Board. Every such election shall be announced at the next Annual General Meeting of the Society. Not more than two Honorary Members may be elected in any one year.
2. Any person wishing to become a Member of the Society shall apply to the Society on a form which shall be provided for that purpose.
3. An applicant whose application is rejected will not be considered again for membership within twelve calendar months of the rejection.
4. An applicant for membership of the Society shall not become a Member until such time as his subscription payment shall have been received by the Society.

8.6 CALLING A MEETING

Any Member or Members wishing to call a special meeting of the Society shall deposit at the Registered Office of the Society a requisition containing the signed declaration of not less than 300 paid up members of the Society, on one or more similar documents and which also states the terms of the resolution which is to be proposed as a special resolution or extraordinary resolution of which constitutes a resolution requiring special notice and shall indicate the general nature of the business to be transacted at the meeting.

9.0 SUBSCRIPTIONS AND RESIGNATION OF MEMBERS

9.1 The annual subscription for Corporate Members and Junior Members shall be such as the Board may from time to time decide.

9.2 Where two or more Corporate members live at the same address they shall be entitled to a Joint Family Membership. One "core membership" will attract the full fee for the grade of membership whilst the other members of the joint family membership will not be charged an annual fee. If the "core member" lapses all others within the joint family membership will also lapse. All members of the joint family membership will enjoy full membership privileges with the exception of RadCom where one copy of each issue will be provided to the household. The fee for this membership will be equivalent to two full membership fees less 40%.

9.3 Upon the conditions of the preceding paragraph ceasing to apply such Members shall forthwith be required to pay the full subscription appropriate to their category of membership.

9.4 Subscriptions shall be payable in advance and may be paid in one or more instalments as shall be determined by the Board from time to time. The first subscription shall be due (subject to any instalment arrangements) on joining and subsequent annual subscriptions shall be due (subject to any instalment arrangements) either on the first day of the month in which the Member joined in each year or on such common renewal date as shall be determined by the Board from time to time.

9.5 Every Member desiring to resign from membership shall give notice thereof in writing to the Society addressed to the Secretary and shall be liable for all subscriptions due up to the receipt of such notice by the Society.

9.6 No Member whose subscription is in arrears shall be entitled to receive notice of or to attend or take part in the meetings or other activities of the Society, neither shall he be entitled to nominate any person to serve on the Board, as Regional Representative or in any other capacity, or to propose any candidate for membership, or to vote at any meeting of the Society or upon any ballot.

9.7 Any Member who is two months or more in arrears with his subscription shall be deemed to forfeit his claim to membership and to all the privileges thereof, and it may be recorded in the Register of Members that his membership has been terminated but he shall nevertheless remain liable to pay the arrears of subscription due at the time of such termination. The Board shall have power to reinstate any person whose membership has been terminated. Notwithstanding anything in these Bylaws, the Board shall have the power to specify from time to time any individual Members or classes of Members, or applicants for membership for whom payment of the full subscription would be in the opinion of the

Board be unduly burdensome and to resolve that those so specified shall be liable, either indefinitely, or for such period as the Board may prescribe to pay only a reduced or no subscription, and from time to time to vary the amount of the reduction in the case of any Member or classes of Members as the Board may think fit.

10.0 EXPULSION

10.1 At a meeting specially convened for the purpose, the Board may expel any Corporate Member or Junior Member who shall have acted wilfully in contravention of these Bylaws, or who shall in the opinion of the Board have been guilty of such conduct as shall have rendered it undesirable in the interests of the Society that he should continue a Corporate Member or Junior Member thereof, and the Board may remove from the Register of Members the name of any person who is expelled and any person so expelled shall not be entitled to have returned to him any moneys paid by him as entrance fee, subscriptions or otherwise.

10.2 No motion of expulsion shall be put to a meeting of the Board unless two thirds of the Board Members are present and unless two thirds of such Board Members present vote in favour of expulsion the motion shall be lost. No person shall be expelled unless and until he has been given reasonable notice of the meeting at which his expulsion is to be proposed and is afforded a proper opportunity of being heard at such meeting in his own defence. No motion for expulsion shall be for more than one person but there is no limit to the number of motions for expulsion which can be proposed at any such meeting of the Board.

11.0 COMMITTEES

a) The Chairman of each committee shall be appointed by the Board and may be removed from office at any time following an opportunity to address the Board, by a vote exceeding two-thirds of the Board Members present.

b) Where a change of Committee Chairman is involved, the Board will normally advertise the post in the Society's journal RadCom. A Panel led by the relevant Board Liaison Member will be arranged to interview suitable candidates. The Panel will recommend a suitable candidate to the Board for endorsement

c) Each Committee Chairman will be responsible for the appointment of committee members other than ex-officio members, and for terminating their membership. The size of the committee must not exceed any number specified by its terms of reference without the permission of the Board.

d) All Full Members of the committee must be Members of the Society unless a specific waiver has been approved by the Board. The President or a Board member designated by the President to represent him may attend meetings of all committees and working groups. They may not be part of its quorum, nor vote.

e) With the agreement of the Committee Chairman, members of the Society's staff may attend committee meetings. They may not vote, hold office or form part of the quorum.

f) Wherever practicable, committees are encouraged to meet by "virtual" means.

g) A Board Member will be appointed as a Liaison Member of each committee. The role of the Liaison Member is to provide Board-level oversight of the work of the Committee. They will ensure that issues raised by the Committee are considered by the Board, and that relevant Board policies and decisions are communicated to the Committee Chairman. In the event of a complaint about a Committee, the Liaison Member will investigate on behalf of the Board.

h) A Committee Chairman may, at his discretion, appoint a category of Corresponding Members who are committee members who do not attend meetings except at the specific invitation of the Committee Chairman.

i) Visitors may attend meetings at the specific invitation of a Committee Chairman at their own expense. Corresponding Members, Liaison Members and visitors have no vote nor form part of the quorum.

j) In appointing new committee members, the Committee Chairman may adopt any reasonable procedure in cooperation with the President or the Board Liaison member, including advertising the vacancy in the Society's Journal, giving details of the qualifications required and the conditions under which the committee meets and holds. The Committee Chairman is responsible for notifying the General Manager of any change in committee composition.

k) The committee shall serve on an open-ended basis subject to determination by the Board.

l) The committee shall elect a Vice-Chairman and appoint a Minutes Secretary. Minutes should be prepared and accepted by the committee, and published on the committee's web pages within three weeks of the committee meeting concerned, along with any relevant input papers. The exceptions to this rule concern matters that are of a personal or

commercial nature, or sensitive operational matters, where a confidential annex to minutes along with input papers may remain confidential to the committee, General Manager and other Committee Chairmen and Hon. Officers. Where such confidential minutes exist the General Manager shall be sent a copy. In preparing committee minutes, the progress on the agreed programme for the year should be clearly distinguished from routine committee work.

m) Meetings shall be called by the Committee Chairman, the Board, General Manager, or by a quorum of the committee.

n) The quorum for a committee meeting shall be that specified by the terms of reference of the committee. If a quorum is not reached, the Committee Chairman at his discretion may conduct the meeting as though a quorum were present with the proviso that any decisions recorded have to be ratified by the next meeting at which a quorum is present.

o) Committee procedures shall generally follow the principles laid down in the Articles of Association and Appendix 2 to these Bylaws.

p) It is the responsibility of the Committee Chairman to deal with all matters within the competence of the committee and to decide which matters are sufficiently important to require and seek the prior authority of the Board. In conducting its work, the committee shall be mindful of the need to provide a responsive and customer-oriented service to members. At the initiative of the Board or General Manager, a committee may be asked to agree service level targets for its work.

q) Each Committee Chairman shall be responsible for ensuring adequate liaison with other committees and relevant outside bodies.

r) A Committee Chairman shall attend a Board meeting on request in order to answer any questions concerning the work of his committee, or may ask to attend the Board personally when decisions affecting the work of his committee are likely to be made. Requests by the Board or Committee Chairmen must be made in writing to the Society Secretary at least 14 days prior to a Board meeting, accompanied by sufficient information to enable an adequate response to be made.

s) Towards the end of each committee year, each Committee Chairman shall produce and present to the Board a written report concerning the work of the committee, with particular emphasis on the objectives agreed by the Board at the beginning of that year. The report will include the proposed programme and new objectives for the following year, for approval by the Board. The report will form the basis of the Annual Report to Members.

t) Every three years of their tenure, each Committee Chairman will be invited to attend the Board to discuss the work of their Committee

u) No later than at the end of the first year in office the Committee Chairman shall prepare a succession plan for the Chairmanship and any other key roles within the committee

v) In September each year each Committee Chairman will prepare an annual budget for submission to the General Manager. The budget will include travelling, subsistence and out-of-pocket expenses for Full Members, Liaison Members and Corresponding Members, and for any project work envisaged in the year.

w) All claims for reasonable out-of-pocket expenses incurred by volunteers or invited visitors shall be submitted in accordance with the Society's expense reimbursement procedures.

x) Committee Chairmen will be members of the Volunteer Leadership Team of the Society and will meet in that forum from time to time.

y) Wherever possible, the Board shall arrange regular meetings of the Volunteer Leadership Team as an aid to communication and effective interworking.

z) As volunteers for the Society, every Committee Chairman and Member will be required to sign up to the RSGB Code of Conduct and observe the RSGB Core ethos

APPENDIX 1 - REGIONAL MANAGEMENT

Regional and District Representatives: Terms of Reference

Roles and Responsibilities

Job Title: RSGB Regional Representative (RR)
Reporting to: General Manager

Responsible for:

- representing the position of the Society to all radio amateurs in the Region.
- representing the views of members to the Board.
- contributing to the Society's strategy and policy development and implementation through membership of the Volunteer Leadership Team.
- liaising with Committee Chairmen and Honorary Officers in connection with regional activity.

- undertaking recruitment and retention campaigns in the Region.
- undertaking inspections of new examination centres at the request of RSGB HQ.
- undertake inspections of examinations at the request of the RCF Quality Assurance Manager.
- managing, supporting and advising the District Representatives located within the Region.
- visiting clubs to maintain contact, present the RSGB position and to recruit new members.
- providing a presence at nominated rallies in the Region, acting as the RSGB representative.
- attending RSGB meetings as required.
- submitting a quarterly activity and financial report to the General Manager.
- confirming and organising District Representatives appointments.
- controlling District Representatives and personal expenditure within the Region including timely authorisation and submission of expenses.

The post holder accepts and follows the RSGB's core Ethos values and Nolan's 7 principles of governance (see Annex A), and does this in part by application of the Code of Conduct detailed in Annex B. The post holder agrees to conform with the RSGB's policies and procedure as set out in the Policy and Procedure Manual.

Competencies

- he time, energy, interest and willingness to serve.
- experience of managing people.
- the ability to communicate effectively, both verbally and in writing.
- the ability to comment on and comprehend the main drivers of amateur radio.
- IT literate and have access to computer facilities.
- able to travel throughout the Region and to meetings in other parts of the country.

Term of Office:

Initially 3 years, or as defined in the Bylaws. RR's may be removed at any time by the Board through the process of the Performance Counselling procedure for volunteers.

Appointment to office as a RR

RR's are elected by the members in the Region. Candidates must be

- A Corporate Member of at least 2 year's standing
- A resident within the region he/she wishes to represent

The candidate must submit the following:

- Written application to represent the area.
- A declaration of any commercial interest in Amateur Radio.
- That he / she agrees to his/her e-mail address, address and telephone number being published if he/she is elected.

Elections to vacancies are held annually. RR's may stand for re-election and details of the election process are given in the Society's Policy and Procedure Manual.

Job Title: District Representatives (DR)
Reporting to: RSGB Regional Representative

Responsible for:

- representing the position of the Society to all radio amateurs in the sub-Region.
- representing the views of members to the RR.
- taking part in recruitment and retention campaigns in the Region.
- undertaking inspections of new examination centres at the request of RSGB HQ.
- undertake inspections of examinations at the request of the RCF Quality Assurance Manager.
- visiting clubs to maintain contact, present the RSGB position, recruit new members and identify issues for consideration by the RR.
- providing a presence at nominated rallies in the Region, acting as the RSGB representative.
- deputising for the RR as required.

The post holder accepts and follows the RSGB's core Ethos values and Nolan's 7 principles of governance (see Annex A), and does this in part by application of the Code of Conduct detailed in Annex B. The post holder agrees to conform with the RSGB's policies and procedure as set out in the Policy and Procedure Manual.

Competencies

- the time, energy, interest and willingness to serve.
- the ability to communicate effectively, both verbally and in writing.
- the ability to comment on and comprehend the main drivers of amateur radio.
- IT literate and have access to computer facilities.
- able to travel throughout the Region and to meetings in other parts of the country.

Term of Office:

One year, from 1 October to 30 September or if newly appointed after 1 October until 30 September following. A DR may be appointed for subsequent terms as required by the RR. They may be removed from office at any time by the relevant Regional Representative but only after the Regional Representative has complied with the policies and procedures relevant to this action as set out by the Society from time to time

Appointment to office as a DR

Suitable candidates who are Corporate Members can be nominated by members within their area or invited to apply to represent Members resident in their area.

Candidate's Qualifications:

The candidate must normally be:

- A Corporate Member of at least 2 year's standing
- A resident within the area he/she wishes to represent.

However, these qualifications may be waived by the agreement of the Board if it decides it is in the interests of the Society to do so.

The candidate must submit the following:

- Written application to represent the area where he/she resides.
- A declaration of any commercial interest in Amateur Radio.
- Consent to accept office, if appointed.
- A declaration that he/she is a Member.
- That he / she agrees to his/her e-mail address, address and telephone number being published if he/she is elected.
- These declarations, together with nominations, may conveniently be made using the Candidate's Form for the Nomination of a District Representative available on request from the candidate's RSGB Regional Representative or: The General Manager, RSGB Headquarters, 3 Abbey Court, Fraser Road, Priory Business Park, Bedford, MK44 3WH.

Confirmation of District Representative Appointments

- Where vacancies occur due to resignations or other circumstances new DR's will be appointed by the RR. On appointment the RR will inform the General Manager RSGB HQ who will issue a letter of appointment and amend the RSGB HQ database accordingly.
- Regional Representatives have the authority to initiate procedures to remove DR's from office where they no longer serve the best interests of the areas they represent.

Annex A to Appendix 1

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

- Ethical, professional and high integrity
- Financially sound
- Innovative, creative
- Respected
- Good value
- A "Can do" organization
- Credible (delivers on its promises) and authoritative
- Transparent
- Responsive

The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office 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 public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office 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 public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Annex B to Appendix 1

RSGB Code of Conduct

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

Equality – Everyone involved in Amateur Radio should be treated equally, except for those RSGB 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 at all times in order to earn the respect of others.

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

Accountability – Hold yourself accountable to our members.

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 they may seem. Work through personal networks, but in a transparent fashion.

Confidentiality – Transparency and confidentiality are not mutually exclusive, see note 1 below. Use the Chatham House Rule (note 2). 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 RSGB 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 meeting chair. Eventual publication of the details of the meeting, including the treatment of input papers, is a matter for the chair of the meeting to determine. Until such determination by the chair of the meeting their distribution shall remain confidential.

2. Chatham House rule "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed". May be applied at the discretion of the meeting.

APPENDIX 2 - STANDING ORDERS FOR BOARD MEETINGS

Note: these standing orders are also intended to apply wherever practicable to meetings of committees of the Board.

1. The place and time of routine Board meetings shall be fixed by the Board in session. Non-routine meetings may be called by the Company Secretary under the direction of the President or not less than three Board members. At least 21 days notice must be given.

2. The chair shall be taken by the Chairman or, in his / her absence, by the President or another Board member nominated by the members present at the meeting.

3. The quorum for the Board shall be five.

4. The routine business of the Board may consist of:

- a) Apologies for absence.
- b) Declaration of any conflicts of interest.
- c) Approval of the minutes of the previous meeting.
- d) Matters arising not covered by agenda items: information only.
- e) General Manager's Report including Health and Safety report.
- f) Financial Report.
- g) Commercial Report.

- h) Agenda items for decision.
- j) Other business as defined in (5).

Items 4c, 4e, 4f, 4g, and 4h require documentation to be circulated 7 days in advance of the scheduled date of the meeting. The remaining items may be omitted from the agenda when appropriate. Suggested amendments to the previous meeting's minutes must be notified in writing to the Minutes Secretary, at least 7 days prior to the following meeting.

5. The item "Other Business" should be taken as item 4j. It covers urgent matters of which it has not been possible to give formal notice, as defined in 6, but which has received the Chairman's permission to be raised at some point during the meeting.

6. Proposed agenda items apart from "Other Business" as defined in 4 and 5 above, shall be submitted to the Secretary as formal proposals which he must receive at least 7 days before the Board meeting, for circulation to the Board. The documentation should be self-contained, provide a complete briefing and include details of any financial implications. The Chairman will decide whether such items will be placed on the agenda of the following or subsequent meetings - or referred directly to appropriate bodies for comment.

7. Any Board Member who is personally concerned in any matter under consideration shall declare his interest and retire during the discussion, not voting thereon.

8. At the request of any Board Member, voting shall be by ballot.

9. Questions normally shall be determined by a simple majority of the votes of those present. In the case of an equality of votes, the Chairman shall have a second or casting vote.

10. If at any meeting business be introduced of which notice has not been given as a formal resolution at either the previous meeting or in the notice calling the meeting, any Board Member present shall be entitled to require that no vote or decision shall be taken on such business until the next Board meeting. When necessary for reasons of timing a postal or electronic vote may be substituted for a show of hands at a Board Meeting.

11. The ruling of the Chairman on any question under the Standing Orders, or on points of order or explanation, shall be final unless challenged by not less than five Members, or a majority of the Members present vote to the contrary.

12. Notwithstanding the above, the Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.

13. With the agreement of a majority of the Members present, observers may be invited to attend all or any part of a Board meeting.

14. Proper minutes shall be taken of all business transacted at each meeting. Minutes are prepared by the Company Secretary, and circulated on the understanding that they are strictly confidential to recipients, and may not be disclosed to any other party. The approved Minutes of the Board will be made public through the RSGB Members only Web site, as well as to Committee Chairmen and Honorary Officers via suitable electronic means.

15. The Board operates on the principle of collective responsibility. Board Members and former Board Members are expected to support the views and decisions of the Board on which they serve or have served, whether or not they personally agree with them.

16. Board Members likely to incur abnormal expenditure on Society business (i.e. anything other than normal out-of-pocket and travel) are required to obtain prior authorisation from the Chairman of the Board.

17. Board procedures shall be based on the Bylaws, Memorandum and Articles of Association and the relevant parts of the Companies Acts.

18. Whilst acknowledging that Board Members are Directors of the Company with every legal right to visit RSGB HQ, it is not only

courteous, but also assists in practical arrangements, that this should only take place after prior liaison / notification with the General Manager or his nominated deputy to whom the purpose of the visit should be indicated. Board Members visiting HQ for any purpose are required to sign the visitors' book, observe any security measures in force, observe all Health and Safety regulations and comply with all current rules relating to conduct whilst in the building.

19. A Board member can be disqualified from service under Article 38.

Note 1: A resolution in writing signed by all Members of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board.

APPENDIX 3 - RSGB AFFILIATED SOCIETIES, GROUPS AND CLUBS

Note: In this Appendix, the term "Society" refers to the Affiliated Society or Club, and not to the Radio Society of Great Britain, which is referred to as the RSGB.

RSGB Groups

RSGB Groups consist of ten or more RSGB Members organised to hold regular meetings and other events to promote the interests of the RSGB in a community. Appropriate officers should be properly elected. RSGB Groups are afforded the same facilities as Affiliated Societies, provided that:

- (a) Appropriate officers are properly elected.
- (b) All Members are fully paid-up Members of the RSGB, a full list of Members to be provided on application. Registration forms are available from RSGB Headquarters and on completion should be sent to the appropriate Regional Council Member for approval, as listed in the RSGB's Journal.

Affiliated Societies and Clubs

Many local societies or clubs interested in amateur radio and related subjects become affiliated to the RSGB. This does not imply any accountability on the part of RSGB for management of the society or club, but simply affords certain benefits to societies so affiliated, as follows:

- 1. Publicity for club activities through "Club News" each month in the RSGB's Journal.
- 2. Full facilities of the RSGB QSL Bureau for cards bearing the club station callsign.
- 3. Book purchases at a discount via RSGB.
- 4. Freedom to borrow RSGB films, tapes and display materials. (This facility is also available to certain non-affiliated groups such as schools.)
- 5. Freedom to participate in the RSGB Affiliated Societies Contests.
- 6. Receipt of the RSGB Yearbook.

Application Procedure

Clubs and Societies which wish to become affiliated to the Radio Society of Great Britain (RSGB) should make a formal application to the Society's General Manager, using the standard membership application form, signed by the club Chairman or Honorary Secretary. The application form should be accompanied by:

- (a) A copy of the constitution of the club or society.
- (b) A list of officers.
- (c) A statement of the number of members and the proportion who are members of the RSGB.

All societies, clubs or groups seeking affiliation with the RSGB are required to have a constitution that either adopts the RSGB model constitution, or observes the principles enshrined in the model constitution in relation to the exclusion of members, resolution of disputes and the principles on natural justice in such matters. Affiliated societies are expected to act in the interests of Amateur Radio in the UK and not to take any actions that might damage the reputation of the Amateur Radio Service.

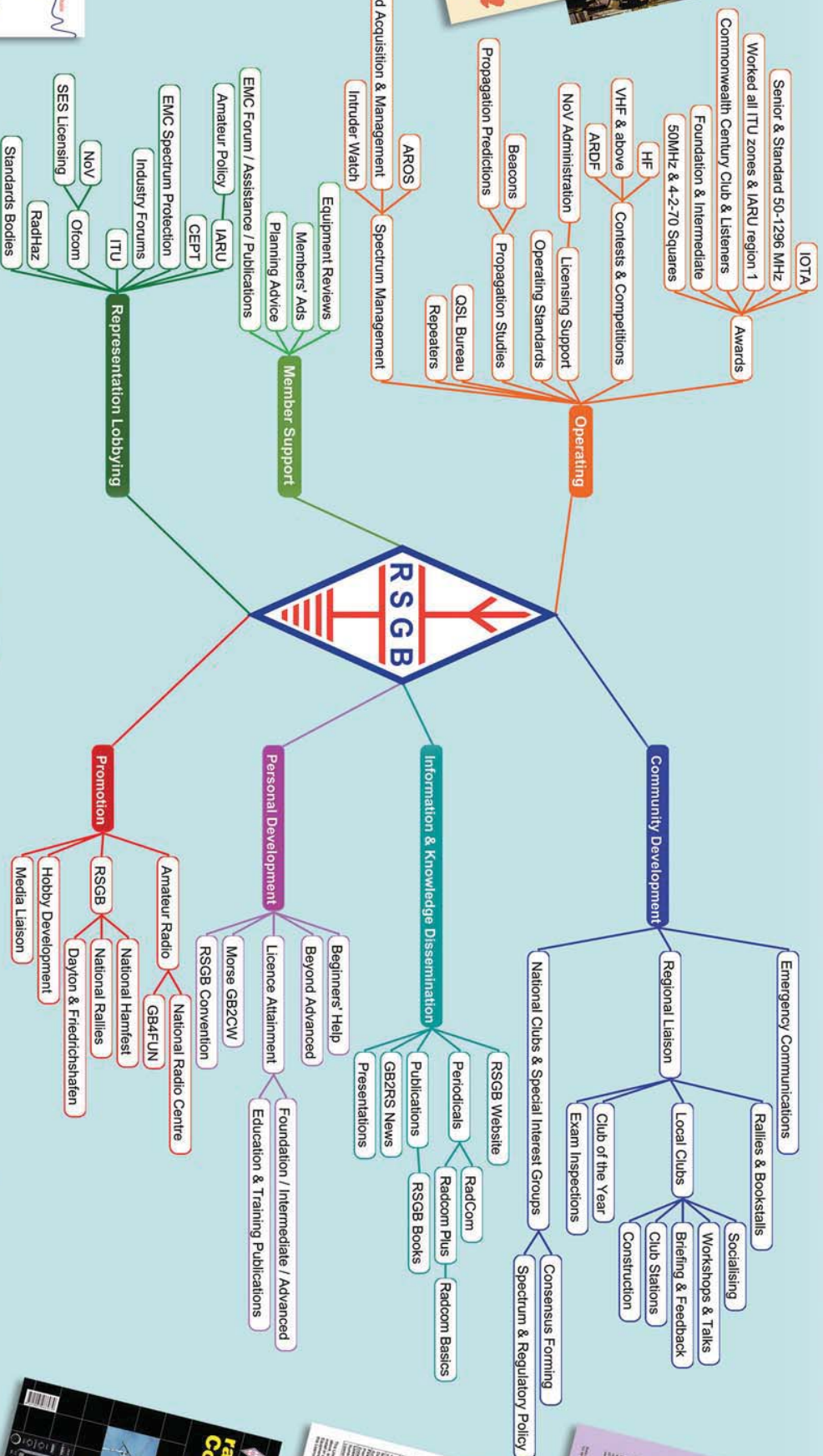
The RSGB will not normally become involved in club affairs. Exceptionally the RSGB may seek involvement where it appears a member has been excluded, or otherwise disadvantaged in violation of the club constitution.

Model Constitution for RSGB Affiliated Societies.

A model constitution for an Affiliated Society is available on the RSGB website www.rsgb.org or on application to the Society's headquarters.

Radio Society of Great Britain

Benefits that keep you on the air





Radio Society of Great Britain

3 Abbey Court, Priory Business Park, Bedford, MK44 3WH. Tel: 01234 832 700 Fax: 01234 831 496

www.rsgb.org