

AREC RULES AUGUST 2009



RULES FOR
AMATEUR RADIO EMERGENCY
COMMUNICATIONS

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Preamble

The following Rules for AREC were approved by NZART Council on the 4th day of October 1997 to take effect as a Regulation under clause [9] of the Association Constitution. The Council resolution directed that they are to come into force on the 4th day of October 1997 in place of the old Rules, on which day the old Rules are revoked.

1. Name

The name of the Group shall be “Amateur Radio Emergency Communications” in these rules referred to as ‘the group’, which may be abbreviated to AREC.

2. Definitions

- Area Manager means an Area Manager appointed under paragraph 8(a) of these Rules.
- AREC Manual means the manual of AREC practices and procedures published from time to time by the group, or if no manual is current, means any written directions published from time to time by the National Director in relation to the administration or policy of the group.
- Branch means the branch of the Association to which a section is attached under these rules.
- Civil Defence means the Civil Defence authorities operated under the Civil Defence Act 1983.
- New Zealand Emergency Services means the emergency service including the search and rescue organisation co-ordinated by the New Zealand Police.
- Police means the Police of New Zealand established under the Police Act 1958.
- Section means a section of the group established under these Rules.
- Section Leader means a person holding the office of Section Leader under paragraph 7 of these Rules.

Words and expressions used in these Regulations which are defined in the NZART Constitution have the same meaning as they have in that Constitution.

3. Mission Statement

The mission statement of the group is:

“To be the preferred provider of Emergency Communications to New Zealand Emergency Services”.

4. Objects

The objects of the group are:

- a) To train and provide communications personnel, skilled in assisting organisations during emergencies.
- b) Maintain a close liaison with the N.Z. Police for Search and Rescue.
- c) Maintain a close liaison with Civil Defence.
- d) Maintain liaison with Community Organisations.
- e) Provide and maintain equipment appropriate for emergency operations.

5. Membership

- a) Any member of the Association may apply to become a member of the group and if acceptable to the Section Leader shall be enrolled as a member. A Section Leader shall not enrol persons attached (in terms of clause [7.2] of the Association Constitution) to branches other than the branch to which the section is responsible (in accordance with Clause 6(c) of these rules) unless arrangements have been made with the branch or branches to which the proposed members are attached. This regulation shall not prevent arrangements between Section Leaders for the deployment and interchange of personnel for operational purposes from outside their own sections.
- b) Where a Section has among its personnel, members from a branch other than that to which the section is attached, the Section Leader shall ensure that the other branch or branches are kept informed and are consulted on matters affecting the section as a whole.
- c) A member may resign from the group at any time by giving notice to his Section Leader and may also be deleted from the list of members upon ceasing to take part in the activities of the group.

- d) Upon enrolling a member or upon a resignation or upon deleting a member from the list of members, the Section Leader shall notify the National AREC Secretary.
- e) The National Director shall issue an identification card to each member, which shall remain the property of the group and is returnable on demand.

6. Sections

- a) Any branch of the Association may apply to Council to establish a section and Council, before dealing with the application, shall refer the application to the National Director for a report.
- b) The name of each section shall be "Name of Branch Amateur Radio Emergency Communications" Group.
- c) Each section shall be responsible to a branch for its administration in accordance with these regulations.
- d) It shall be the responsibility of each branch to which a section is attached to:
 - i. ensure that the section remains active and at all times ready and (within the limits of branch finance) properly equipped to carry out its duties as directed by the National Director.
 - ii. ensure that the assets held by the branch for AREC purposes (whether such assets are the property of the branch or of the Association) are fully inventoried and properly maintained by the section.
 - iii. ensure that financial statements for funds and property held by the branch for AREC purposes are prepared and included in the branch accounts. Where appropriate, or where directed by Council or the National Director the accounts shall be properly audited.
- e) Nothing in this part of these regulations shall enable the branch to intervene in the operational responsibility of the National Director, Area Manager, or Section Leader (or any person acting for them) while the section is actually engaged in communication for an emergency or an exercise, or preparing for the same.
- f) A section which has ceased to be active may be deleted from the register of sections by Council upon the recommendation of the National Director.

7. Officers

- a) The officers of a section shall consist of a Section Leader and such deputies and assistants as the Section Leader himself chooses who shall form a Committee for the section. The Section Leader shall have generally the duties outlined in the AREC Manual, together with such additional duties as the Area Manager may direct.
- b) The Treasurer of the branch to which the section is responsible shall (whether or not the treasurer is formally a member of the section) be ex-officio treasurer of the section.
- c) The Section Leader shall be chosen to hold office for a period of one year in any one of the following ways:
 - i. by appointment by the branch committee at initial formation.
 - ii. by election by the members of the branch as a whole.
 - iii. by election by members of the section.
- d) The method of choosing the Section Leader shall be determined by the branch by its constitution or by resolution of a branch general meeting. Where a branch makes no provision for choosing a Section Leader, then the Section Leader shall be elected by the members of the section.
- e) A Section Leader may be removed from office at any time by a two-thirds majority vote of those present and voting at a special general meeting of the branch to which the section is attached, notwithstanding the manner in which that Section Leader has been chosen for office.
- f) Before passing any such resolution a branch shall give at least thirty days notice to the National Director and the Section Leader and allow both the Section Leader and the National Director to address the meeting at which the resolution is being voted upon.
- g) If, after a period of one year, no new Section Leader has been appointed, the retiring Section Leader shall remain in office until a new appointment is made.

8. Area Managers

- a) Council may upon the request of the National Director appoint Area Managers, who shall have generally the responsibilities outlined in the AREC Manual together with such additional responsibilities as Council may approve.

- b) The appointment of an Area Manager shall be by letters of appointment from the National Director, the terms of which shall be subject to the approval of Council. The letter of appointment shall clearly define the area and clearly state the duties for which the Area Manager is responsible.
- c) The person appointed to be an Area Manager need not be a Section Leader.
- d) Once appointed, the Area Manager shall hold office until the appointment is cancelled by the National Director or by Council.

9. National Director

- a) The National Director shall be appointed by Council and shall hold office from the time of his appointment until the conclusion of the next Annual General Meeting of the Association unless the appointment is sooner terminated by Council.
- b) The National Director shall be directly responsible to Council and shall put into force the policy decided upon by Council.
- c) The National Director shall have the authority directly to communicate with any branch to which a section is attached in relation to matters affecting the group, and may communicate directly with and instruct any Area Manager, Section Leader, or Section Members.
- d) The National Director shall submit a yearly report on the activities of the group to Council.
- e) Council may appoint one or more deputies to the National Director in accordance with clause [4.7 (b)] of the constitution.

10. General Meetings

- a) General meetings of a section may be called at any time. The provisions of the branch constitution relating to the manner of calling general meetings for the branch shall be followed as nearly as practical.
- b) General meetings may be held at the same time as and in conjunction with meetings of the branch provided adequate notice of the business to be transacted has been given.
- c) One-third of the members of the section shall constitute a quorum, unless the National Director directs in a particular case and for a particular meeting that a smaller number shall be sufficient to constitute a quorum.

- d) Where there is doubt as to the proper procedure for calling or conducting a general meeting the National Director may give directions either generally or in respect of any particular general meeting and a general meeting held in accordance with those directions shall be deemed to have been properly convened and conducted.

11. Special Regulations

- a) The provisions of these regulations shall apply to all AREC sections provided that a branch may by its constitution or by resolutions provide for different provisions in respect of its section from the provisions outlined in these regulations.
- b) No such special provisions shall come into force until the actual text of the constitution or of the resolution has been approved by Council after hearing the views of the National Director.
- c) The approval of Council to any such special provisions shall not be given unless the operational responsibility of the National Director in operations and exercises is preserved.

12. Subsidised Equipment

Where a section obtains a subsidy for the purchase of equipment through an application requiring the approval of the National Director, that equipment shall not be sold, exchanged or otherwise disposed of without the written consent of the National Director.

13. General

Sections shall conduct their internal affairs with the minimum of formality but otherwise in accordance with these rules. Subject to paragraph 14 below, should any question of interpretation arise or should any event or circumstances arise for which no provision has been made in these rules, the National Director may give directions in writing, either generally or in a particular case, and such directions shall be binding on the branch and section concerned.

14. Interpretation

Clause [8.3] of the Association constitution shall apply to these Rules as though they were part of the Association constitution.

15. Savings

- a) The persons who hold the offices of Area Officer and Officer Commanding shall when these rules come into force automatically hold the corresponding offices under these rules, that is to say, National Director and Area Manager. Likewise, all Section Leaders shall continue in office as though they had been appointed under these rules.
- b) Anything which was in progress or partially completed under the Rules revoked on the coming into force of these Rules shall be continued or completed as far as is practicable under the corresponding provision of these Rules.

The paragraph numbers included around square brackets have been changed to indicate the new enabling paragraph references as re-presented in the 2003 constitution.