



## WORLD WIDE FLORA FAUNA IN AMATEUR RADIO (WWFF) CONSTITUTION

CONTENTS	PAGE
<b>Name</b>	<b>2</b>
<b>Definitions</b>	<b>2</b>
<b>Object of WWFF</b>	<b>2</b>
<b>The Committee</b>	<b>2</b>
Powers and duties	
Appointment	
Proceedings of committee	
Disqualification of committee members	
<b>Voting</b>	<b>4</b>
<b>Minutes</b>	<b>4</b>
<b>Financial reporting</b>	<b>5</b>
Financial year	
Accounts to be kept	
Accounts and reports to be laid to members	
Appointment of auditor	
<b>Winding up</b>	<b>5</b>

## 1 Name

- 1.1 The name of the organisation is **World Wide Flora and Fauna in amateur radio**, referred to herein as 'WWFF'.

## 2 Definitions

- 2.1 '**committee**' means the committee of management of WWFF  
'**WWFF**' means World Wide Flora and Fauna in amateur radio  
'**electronic form**' means Skype, Go To Meeting, Facebook, or some other form of electronic meeting platform.  
'**WWFF participant**' means a person who actively takes part in the WWFF program as either an activator or hunter.

## 3 Object of WWFF

- 3.1 The object of WWFF is:

*'draw attention to the importance of protecting nature, flora and fauna, and to encourage the development of radio skills, especially in portable operations'.*

## 4 The Committee

### 4.1 Powers and duties

- (a) The affairs of the WWFF program shall be managed and controlled by a committee.
- (b) The committee has the management and control of the funds and other property of WWFF.

### 4.2 Appointment

- (a) The Committee shall be comprised of up to nine elected members and five ex-officio members.
- (b) The elected members shall include a Chairperson, Treasurer, Secretary, plus continental representatives for Africa, Asia, Europe, North America, Oceania, and South America.

- (c) The ex-officio members shall include the WWFF Awards Manager, WWFF Directory Manager, WWFF Log Manager, WWFF Logsearch Administrator, and the WWFF Webmaster and Public Relations officer.
- (d) A committee member shall be a natural person.
- (e) The elected members and ex-officio members have full voting rights.
- (f) The Chairperson: a member may be elected to the position of Chairperson for a maximum of four consecutive terms (4 years).
- (g) All other elected committee members are elected for a period of one term (1 year) and may be re-elected an unlimited number of consecutive times.
- (h) Positions for elected members will be declared vacant each year in January through the WWFF website.
- (i) A retiring committee member shall be eligible to stand for re-election without nomination.
- (j) No other person shall be eligible to stand for election unless that person has been nominated at least 28 days before 31<sup>st</sup> January, by delivering the nomination of that person to the secretary of WWFF.
- (k) Notice of all persons seeking election to the committee shall be given on the WWFF website.
- (l) The Deputy Chairperson shall be elected by the Committee.
- (m) Casual vacancy: The committee may appoint a member to fill a casual vacancy, and such a committee member shall hold office until the next WWFF election and shall be eligible for election to the committee without nomination.
- (n) Non elected officials: The committee may appoint non-elected officials to various posts as deemed required by the committee for the effective running of WWFF.

#### 4.3 **Proceedings of committee**

- (a) The committee shall meet together for the conduct of business monthly whenever practicable, but not less than 6 times per annum. Due to geographic issues, these meetings may be in electronic form, e.g. Skype, Facebook, etc.
- (b) The Deputy Chairperson deputises for the Chairperson in his/her absence.

- (c) The Treasurer shall keep books of accounts and compile financial reports.
- (d) Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chair shall have a casting vote in addition to a deliberative vote.
- (e) A quorum for a meeting of the committee shall be one half of the members of the committee, with a minimum of seven.
- (f) A member of the committee having a direct or indirect pecuniary interest in a contract or a proposed contract with WWFF must disclose the nature and extent of that interest to the committee, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose to the committee the nature and extent of his or her interest in the contract prior to it being let.

#### **4.4 Disqualification of committee members**

The office of a committee member shall become vacant if a committee member is:

- I. disqualified from being a committee member; or
- II. permanently incapacitated by ill health; or
- III. absent without apology from more than four committee meetings in a financial year; or

## **5 Voting**

- 5.1 Subject to these rules, every WWFF participant has only one vote on any ballot or at a meeting of WWFF.

## **6 Minutes**

- 6.1 Proper minutes of all proceedings of the WWFF committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- 6.2 The minutes kept pursuant to this rule must be confirmed by the members of the WWFF Committee at a subsequent meeting.
- 6.3 The minutes kept pursuant to this rule shall be signed by the chair of the meeting at which the proceedings took place or by the chair of the next succeeding meeting at which the minutes are confirmed.

- 6.4 Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## **7 Financial reporting**

### **7.1 Financial year**

The first financial year of WWFF shall be the period ending on the next 30 June following the introduction of this constitution, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.

### **7.2 Accounts to be kept**

WWFF shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of WWFF.

### **7.3 Accounts and reports to be laid before members**

The accounts, together with the auditor's report on the accounts, the committee's statement and the committee's report, shall be laid before WWFF participants on the WWFF website at the end of each financial year.

### **7.4 Appointment of auditor**

Once at least in every year the accounts of WWFF shall be examined by one or more properly qualified Auditor or Auditors who shall report to the members.

## **8 Winding up**

- 8.1 In the event of insolvency and no ongoing purpose for the Association the members may agree to wind up the Association, and if there are any assets to distribute, these should be distributed to amateur radio groups with similar objectives and in accordance with the distribution of members'.