



# The Radio Amateurs' Emergency Network

Limited by Guarantee. Registered in England No.: 2771954  
Registered Charity 1047725 Registered Office: Hunters Moon, Station Road, Newton-le-Willows, BEDALE. DL8 1SX

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## Notifying The Network of changes in Group or member details

### General

Updates should be notified by one of the Group officers. This would normally be the Group registrations officer, however notification from any officer at Group, County or Zone level will be accepted as valid. The source of the information must be verifiable to prevent malicious changes.

Notification may be done via letter to the "Hunters Moon" address, via the web or e-mail (see below).

### Making / notifying changes

Appointments made at a local level should be notified to the national organisation so that a record can be maintained. This is particularly important in the case of Controllers and Registration Officers as mailings are often directed towards these.

**By post** Send to the Hunters Moon correspondence address.

**By e-mail** Send the updates to [ereg@raynet-uk.net](mailto:ereg@raynet-uk.net). Please include your details so we can validate where the updates have come from.

**Via the website** Select the member or Group to change from "Member Management" in the members' area of the national website [www.raynet-uk.net](http://www.raynet-uk.net).

Group appointments and all personal details can be changed via the members-only web site. Appointment holders can change these details for each Group they have appointments with.

Valid Group appointments are as follows.

*Controller / Deputy Controller / Registrations Officer / Secretary / Treasurer  
Training Officer / Event co-ordinator / User Service Liaison*

### Changes requiring a new ID card

If any member detail changes require a replacement ID (i.e. name, callsign or registration Group), please notify the changes by post or e-mail (not via the website) and request a new card, supplying a new photograph if appropriate. The new ID card will be posted to the Group Registrations Officer.

### Members who have left the organisation

If a member leaves the organisation through actions other than their membership expiring, this should be notified to registrations so that it can be correctly recorded. The reasons that can be recorded are listed below.

#### Leaving reasons

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|------------|---|
| Terminated | means that the member has been required or requested to disassociate themselves with The Radio Amateurs' Emergency Network. |
| Resigned   | means that the member has disassociated him/herself from The Radio Amateurs' Emergency Network of their own volition.       |
| Deceased   | means that the member has died. Every attempt will be made to avoid sending them mail and causing distress to their family. |

Update notes (Rev 07/01)