

# Norwich Astronomical Society

## Constitution

Adopted Friday 21<sup>st</sup> July 2018

Version	Changes	Date
1	Sections 7.5 and 7.6	AGM 2007
2	Sections 5.1 and 12.1	AGM 2013
3	Section 2, 3, 4, 5, 6,7.6, 8.9, 10.1, 10.3, 10.6, 11.2 12.1, 12.4, 13 and 14.1	GM 2018 GM 2018 GM 2018

### 1.0 Name

The name shall be the “Norwich Astronomical Society”

### 2.0 Objects

2.1 To promote and to advance public education in the science of Astronomy

2.2 To provide access to the Society facilities for members who wish to practice astronomy.

### 3.0 Powers

3.1 In furtherance of these objects, the Society will:

3.1.1 Hold regular meetings using lectures, discussions films and any other means open to the Society.

3.1.2 Provide access to and maintain the site and facilities of the Society.

3.1.3 Affiliate with other groups of amateur astronomers.

### 4.0 Membership

4.1 Membership is open to anyone (subject to 4.3) who is interested in furthering the purposes of the society, and who by applying for membership agrees to pay the subscription fee and abide by the duty of members (4.2).

4.2 It is the duty of each member of the society to behave with courtesy, respect and consideration for other members, their equipment/property and the equipment/property of the society. Members are also expected to behave appropriately as ambassadors for the society at public meetings, whether held on site or externally.

4.3 The Committee on behalf of the Society reserve the right to terminate or refuse a membership application or renewal if this is believed to be in the best interests of the Society.

4.3.1 If the Committee decides to refuse an application for membership or renewal, they will give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.

4.3.2 The Committee will give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

4.4 Honorary Membership may be given for service to the Society or to the science of astronomy.

4.5 Nominations for Honorary membership shall be made to the Management Committee of the Society, but must be ratified by the General Meeting.

4.6 Membership can be personal, family (any number of people living at the same address) or associate (up to 5 memberships for an organisation).

4.7 Family membership cards can be issued to each individual, under a single unique membership number, where names are provided. Family membership will also be issued with a single Forum username and password (additional logins can be provided upon request).

4.8 All personal data will be held in accordance with the current privacy laws and Data Protection policy of the Society. Personal data supplied as part of the membership process will be held for as long as an individual remains a member of the Society.

## 5.0 Termination of Membership

5.1 Membership of the Norwich Astronomical Society comes to an end if:

5.1.1 The member dies or, in the case of associate membership, that organisation ceases to exist; or

5.1.2 The member fails to renew; or

5.1.3 The membership fee is not paid in full within 1 month of it falling due; or

5.1.4 The Committee decide that it is in the best interests of the Society that the member in question should be removed from membership, and pass a resolution to that effect.

5.2 Before the Committee take any decision to remove someone from membership of the Society they must:

5.2.1 Inform the member of the reasons why it is proposed to remove him, her or it from membership;

5.2.2 Give the member at least 21 clear days' notice in which to make representation to the Committee as to why they should not be removed from membership;

5.2.3 In the event that they appeal, a duly constituted Committee meeting, within 1 month, will consider whether or not the member should be removed from membership, where a majority of the Committee vote for their expulsion they will immediately cease to be a member of the Society;

5.2.4 Consider at that meeting any representation which the member makes as to why the member should not be removed; and

5.2.5 Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

## 6.0 Subscription in Arrears

6.1 If any member fails to pay their annual subscription within 1 month of it falling due, their membership and access to the forum will be cancelled.

## 7.0 Management Committee

7.1 The management of the Society shall be vested in the Chairman, Secretary and Treasurer and whatever group of members (minimum of three) shall be determined to constitute a Committee by the Annual General Meeting.

7.2 The Committee shall have powers of co-option.

7.3 The management of the Society, including the control of expenditure and the recommendation of subscription, shall be in the hands of the Committee.

7.4 Any vacancy of the Officers shall be temporarily filled at the discretion of the Committee, until the next Annual general Meeting.

7.5 The officers of the Society shall be the Chairman, Secretary and Treasurer.

7.6 The Management Committee can assign other roles to either Committee members or non-Committee members as skills dictate, and those people fulfilling the role shall be governed by the Committee.

## 8.0 Election of Officers and Committee

8.1 Any position on the Committee (including the Officers) shall be for the term of three years unless personal circumstances dictate otherwise.

8.2 Nominations for Office or Committee shall be made in writing to the Chairman.

8.3 Elections shall be made at the Annual General Meeting.

8.4 Candidates for election shall be present when their nomination is considered except as may be agreed otherwise by the Chairman.

8.5 Votes for elections shall be made by a show of hands or by secret ballot at the discretion of the Chairman.

8.6 Nominations must be received two weeks prior to the date of the Annual General Meeting.

8.7 All nominated candidates shall have attained the age of eighteen years.

8.8 All nominated candidates shall have paid their annual subscription.

8.9 No more than two members from any Family or Associate membership shall be allowed to serve on the Committee.

8.10 A simple majority vote shall decide those elected.

## 9.0 Management Meetings

9.1 The Management Committee shall normally meet quarterly with a minimum of three meetings in a calendar year.

9.2 At a Committee Meeting, the quorum shall be three, at least one of whom shall be from the Officers.

9.3 Voting at the Committee Meeting shall be by a show of hands.

9.4 The simple majority shall decide any motion.

9.5 In the event of a tied vote the Chairman has the casting vote.

## 10.0 Finance

10.1 Each member shall pay the Society an annual subscription which shall fall due on 1<sup>st</sup> September.

10.2 The first subscription payment shall be due on completion of the application form.

10.3 The Society's accounting year shall commence from 1<sup>st</sup> September and end on 31<sup>st</sup> August.

10.4 The funds of the Society shall be managed by the Treasurer who will produce the audited accounts at the Annual General Meeting.

10.5 The Treasurer will produce a statement of the Society accounts for the attention of any Officer on the Committee if so requested.

10.6 The Treasurer will produce the Society accounts at each committee meeting. If unable to attend such meetings, an up to date statement of the Society accounts will be provided to the Chairman and Secretary, with further copies for Committee members at the meeting.

10.7 The income and property of the Society wheresoever derived will be used solely to promote the Society as set out in this Constitution.

10.8 No member of the Society shall enter into any contract on behalf of the Society or affect changes to the Observatory facilities or carry out any work on behalf of the Society without the prior consent of the Committee.

10.9 The Society may receive donations, grants-in-aid or financial guarantees.

10.10 One auditor shall be appointed from among the members of the Society if possible other than those who constitute the Committee for the time being.

## 11.0 General Meetings

11.1 Notice of a General Meeting and its Agenda shall be sent to all Members at least fourteen days prior to the date of the GM.

11.2 Each member attending shall have one vote.

11.3 A motion shall be carried by a single majority vote.

11.4 The method of voting shall be at the discretion of the Chairman.

11.5 The Chairman shall have no vote except in the case of a tie when the Chairman shall have the casting vote.

11.6 The quorum at such a meeting shall be represented by at least twenty members.

11.7 An Extraordinary General Meeting of the Society shall be convened by the Committee, within 2 months of the written request of six or more of the members, the reason to be published to the members in advance.

#### 12.0 Annual General Meeting

12.1 The Annual General Meeting of the Society shall be held within four months of the end of the financial year.

12.2 The Annual General Meeting shall receive the reports from the Officers on the year's work and the audited accounts.

12.3 The Presiding Officer shall have no vote except in the case of a tie when the Presiding Officer shall have the casting vote.

12.4 Attendance of the Annual General Meeting requires valid membership.

#### 13.0 Alterations to this Constitution

13.1 This Constitution shall only be changed by a majority vote of members present at the General Meeting.

13.2 Written notice of proposed changes shall be sent to all Members at least fourteen days before the date of each such meeting giving details and the reasons for the proposed changes.

13.3 No alteration shall be made to this Constitution which would cause the Society to cease to be a charity at Law.

#### 14.0 Winding up the Society

14.1 Should the Society be wound up for any reason, the complete assets of the Society, including the balance of any funds, shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society, and which prohibits the distribution of its or their income and property amongst its membership.

14.2 Such institution or institutions shall be determined by the Society membership at or before the time of dissolution, and if and so far as effect cannot be given to this provision, then to some charitable object.