



## Constitution of the Letchworth and District Astronomical Society

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason for Change</b>
2017	09/11/2017	S Jenkins	Annual review including version history and reason for review; plus amendments to student membership, personal data usage, subscriptions, Committee team resignations
2018	11/05/2018	S Jenkins	Updated to reflect GDPR.

These changes to the Constitution were reviewed and agreed by the Society membership at the EGM on 30<sup>th</sup> May 2018.

# **Constitution of the Letchworth and District Astronomical Society**

## **1. Name**

1.1 The Society shall be named “The Letchworth and District Astronomical Society” (hereafter called the “Society”)

## **2. Aims and Objectives**

2.1 The Society shall be run for the benefit of its members to support and encourage their interest in Astronomy

2.2 To hold regular monthly meetings where members may meet and socialise with like-minded individuals within the hobby.

2.3 To hold observing sessions, Star Parties and other events for members and the general public.

2.4 To provide, where possible, equipment that members may use to develop their interest and skills.

2.5 To provide a focal point for astronomical activity in the area.

## **3. Affiliations**

3.1 The Society shall affiliate to the following bodies: Federation of Astronomy Societies (FAS) and any appropriate organisation at the discretion of the Committee.

## **4. Membership**

### **4.1 Categories of Membership**

The Society shall have four categories of membership:

4.1.1 Full Members (available to all persons interested in astronomy)

4.1.2 Associate Members (available to the family of full members living at the same address)

4.1.3 Student Members (available to students eighteen years old or under or to mature students with a further education email address)

4.1.4 Honorary Members (elected at the discretion of the Committee or at an AGM)

### **4.2 Voting Rights**

Only Full Members who have fully paid up subscriptions and Honorary Members will have voting rights.

### **4.3 Subscriptions**

4.3.1 The annual subscription rates and monthly meeting fees will be determined by majority vote at a Committee meeting or at the A.G.M. or an E.G.M. Annual subscriptions must be paid by March 31st of any year or membership otherwise its privileges will cease effective 1<sup>st</sup> April.

4.3.2 There is no annual subscription for Associate Members, Student Members or Honorary members.

4.3.3 Monthly meeting fees are payable by all members, including student members, with non-members charged a higher fee.

### **4.4 Removal of Membership**

4.4.1 The Committee shall have, at its absolute discretion, the power to remove from membership any person whose conduct is objectionable or likely to bring the Society into disrepute. Any person so aggrieved by the decision of the Committee shall have the right to appeal at the next A.G.M. or E.G.M. specifically called to address the issue.

4.4.2 The Committee will remove membership privileges from any person who has not paid the full year membership fee within 3 months of the annual renewal date and/or contact by email or letter cannot be made and payment is not forthcoming.

### **4.5 Personal Data**

4.5.1 Personal information will be requested of members to allow effective running of the society. The society will be compliant with GDPR regulations and will publish a Data Protection Policy statement on the website. This will be reviewed annually.

## **5. Committee**

5.1 The day to day running of the Society and its administration shall be carried out by a Committee to be elected by simple majority vote at the Annual General Meeting.

5.2 The Committee shall comprise the Honorary President, Chairman, Secretary, Treasurer, Membership Secretary, Speaker Organiser, Webmaster, Observatory Manager, and up to three Ordinary Members.

5.3 The quorum for meetings of the Committee shall be five members.

5.4 The Committee may co-opt any willing Society members to fill any vacant positions until the next Annual General Meeting. This requires a majority vote at a Committee meeting.

5.5 The Committee may, by an absolute majority, remove an elected member from the Committee for good cause. The aggrieved member shall have the right to appeal at the next A.G.M. or E.G.M specifically called to address the issue.

5.6 If a Committee member resigns they are deemed to resign from the position they held and from the Committee.

## **6. Annual General Meeting (A.G.M.)**

6.1 The Annual General Meeting shall be held in December or (following) January of each year.

6.2 The A.G.M. shall follow the format below;

- A. Approval of the minutes of the last meeting.
- B. Matters arising from the last minutes
- C. Review of the year from the chair.
- D. Financial Report from the treasurer.
- E. Reports from other officers as required
- F. Amendments to the constitution.
- G. Elections of the Committee for the following year.
- H. Any other business

6.3 The quorum for an A.G.M. shall be 20 members.

## **7. Extraordinary General Meeting (E.G.M.)**

7.1 An E.G.M. may be convened at the request of the Chair or shall be convened by written request to the Chair and Secretary signed by ten members of the society.

7.2 The Secretary shall give at least two weeks' notice of an E.G.M. to all members of the Society through the Society Membership list.

7.3 The quorum for an E.G.M. shall be 20 members.

## **8. Finance**

8.1 The financial affairs of the club shall be in the hands of the Treasurer, who will keep records of the accounts and submit them, together with supporting vouchers, receipts, bank statements and any other relevant documents for the annual audit.

8.2 The Society's accounts shall be audited annually prior to the A.G.M. by an auditor appointed by the previous A.G.M.

8.3 The Committee shall not enter into any financial transaction that cannot be met from the current financial assets held within the accounts. No member shall enter into any financial transaction on behalf of the Society without a majority vote from the Committee or A.G.M.

## **9. Observatory**

9.1 The operational care and control of the Observatory and Telescopes shall be in the hands of the Observatory Manager with overall management remaining the responsibility of the Committee.

9.2 A safety inspection shall be carried out annually.

## **10. Trustees**

10.1 The property of the society shall be vested in Trustees who shall be not less than two and not more than four in number, and who shall be appointed by the Committee.

10.2 The property of the Society shall be vested in the Trustees to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the Minute Book shall be regarded as conclusive evidence).

10.3 The Trustees shall be indemnified against risk and expense out of the society property.

10.4 The Trustees shall hold office until death or resignation or until removal from office by the Committee. Thereafter, the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination, the Treasurer of the Society from time to time, is now nominated to appoint new Trustees of the Society within the meaning of the Trustees Act 1925 Section 36 and he/she shall by Deed appoint the person or persons so nominated by the Committee.

## **11. Property**

11.1 The Society may from time to time purchase or acquire items connected with astronomy or to aid the running of the Society. No such assets may be disposed of without the consent of the Committee

11.2 The Committee shall be responsible for all items purchased, acquired or held by the Society. The Treasurer must keep a record of all associated transactions.

## **12. Dissolution**

12.1 In the event of the dissolution of the Society, every effort must be made to preserve such of its property and assets.

12.2 The Financial assets of the Society shall be released and after payment of debts and expenses, the remainder shall be equally divided between all Full Members to a maximum of that year's subscription per member. Any surplus shall be disposed of by direction of the Trustees, to one or more like-minded organisations.

12.3 The property of the Society shall be the responsibility of the Trustees to deal with and dispose of in an appropriate manner.

## **13. Disclaimer**

13.1 The Society and Trustees shall not accept liability for the death or injury to any member or guest whilst attending a Society function.

13.2 The Society shall accept no liability for the personal belongings or equipment of Members or guests unless specifically agreed beforehand by the Committee.

13.3 While the Society encourages the participation of juniors in many of its activities, the responsibility for and behaviour of any juniors attending Society activities ,remains the sole responsibility of the parents or guardians.

## **14. Amendments to Constitution**

14.1 This Constitution may be amended by an A.G.M. or an E.G.M. convened for that purpose subject to a majority support by voting members attending the meeting.

14.2 Notice of a proposed alteration to this Constitution must be given in writing to the Secretary and shall be notified by him to members at least fourteen days prior to the meeting by an announcement through the Society Membership list.