The Constitution of the North Staffordshire Astronomical Society

2019

The Constitution of
North Staffordshire Astronomical Society

Declaration

This is to confirm that the contents of the above Constitution of the North Staffordshire Astronomical Society has been agreed upon by the membership of the North Staffordshire Astronomical Society at the Annual General meeting held on **3rd** April **2018** at 21st Hartshill Scout Group HQ, Mount Pleasant, Newcastle-under-Lyme, Staffordshire.

Signed:

Name: B. PARAMORE

Date: **15-4-18**

Capacity: Chairperson

Signed:

Name: DW RICHARDSON

Date: **15-4-18**

Capacity: Secretary

Signed:

Name:

Date: **15-4-18**

Capacity: Treasurer

Title

1) The Society shall be named The North Staffordshire Astronomical Society.

Objects

2) The objects of the Society within the catchment area of North Staffordshire and the surrounding areas will be the promotion of astronomy, and the provision of facilities for active participation in astronomical observation.

Management

3) In furtherance of the objects but not further or otherwise the Society shall have the following powers:

(a). the organisation of regular meetings for lectures and discussion.

(b). The dissemination of current astronomical information.

(c). the foundation and maintenance of an observatory, and, or equipment. The organisation and training of members in observational techniques.

(d). such other means as the Committee shall from time to time decide.

4) The management of the Society shall be vested in the committee, who shall be solely responsible for the organisation, activities and finances of the Society.

5) The Committee shall consist of a Chairperson, Vice Chairperson, Treasurer and Secretary plus two other members. Members of the committee may be called upon to undertake other specific responsibilities at the discretion of the Chairperson or, in his/her absence, his/her deputy. Ordinary members may only attend organisational meetings at the invitation of the Chairperson. In the event of the Committee failing to reach agreement on any issue the Chairperson shall have a casting vote.

Membership

6) The Treasurer shall be responsible to the Committee for all financial affairs of the Society. He/she shall receive all money due to the Society and shall pay all sums due by the Society. He/she shall keep the Society accounts and prepare an income and expenditure account for presentation at every Annual General Meeting. His/her signature shall be sufficient receipt for monies due to the Society. A bank account shall be maintained in the name of The North Staffordshire Astronomical Society. All cheques drawn on the account must be completed in full before being signed by two of the elected officers, Chairperson, Treasurer or Secretary.

7) Only paid up members shall be eligible for election to the committee. The Committee shall be subject to re-election at every Annual General Meeting.

8) The Committee shall have power to fill vacancies arising between Annual General Meetings, and shall have power to co-opt additional members as required, provided that such co-opted members shall automatically retire at the succeeding Annual General Meeting.

9) The Committee shall have power to appoint sub-committees to carry out specific functions. The Convener of a sub-committee shall ordinarily be a member of the Committee and shall report to the Committee.

10) Membership of the Society shall be open to any interested person at the discretion of the Committee.

11) The Committee shall also be empowered to recommend to the Annual General Meeting the appointment of Honorary Members. The total number of Honorary Members at no time to exceed five.

12) The Committee shall have power to terminate the membership of any person who in their view has acted against the Society's positive interests. Such person shall have the right of appeal against the expulsion. The society has the right to refuse membership.

13) All members shall, upon notification of their membership being confirmed, be liable to pay an Annual Subscription, with the exception of Honorary Members and under 16's.

Meetings

14) The amounts of the Entrance Fee or Annual Subscription shall be determined by the society for the coming year at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose. The 12 month subscription shall be due you join the society. You will have an option to renew 12 months from this date.

15) A member is entitled to the concessionary membership subscription when he/she reaches the statutory retirement age.

16) The Annual General Meeting shall ordinarily be held on the first Tuesday in April, or on a date as close to that as can be arranged, Written notice shall be given to the membership at least two weeks prior to the date of the meeting.

17) At the Annual General Meeting the Officers shall present their reports, the election of the Committee shall be held and the rates of Entrance Fee and Annual Subscription for the current year fixed. At an Annual General Meeting 15 members shall constitute a quorum

ELECTION PROCEDURE

Any member of the committee intending to step down from their role should announce this to the Secretary by the February meeting, if possible. This does not imply that any committee member wishing to step down at a later stage cannot do so.

A brief description of the committee position requirements and responsibilities together with a list of vacant positions at that point in time will be made known to all members via email after the February meeting.

Any member of the Society wishing to stand for a committee position should make their intentions known to the Secretary prior to the March meeting, if possible. The committee will inform the membership at the March meeting of all candidates that wish to stand for a position. A member cannot put themselves, or another member, forward for a position on the Committee at the AGM for any position that has a volunteer standing.

If there is no candidate standing for a vacant committee position, it is possible for a member to stand on the night of the AGM for election.

Any committee member wishing to stand again for their position should make their intentions known prior to the March meeting and this will be announced at the March meeting to the membership.

A list of persons standing for the various positions will be distributed to the membership via email after the March meeting.

The election of members will be carried out on the night at the AGM, following the existing procedure of proposing and seconding a person for a position.

If there should be more than one person standing for the same committee position, a vote will be carried out on the night by a show of hands from the membership. If the vote is tied then this will be decided by the toss of a coin.

18) An Extraordinary General Meeting (E.G.M.) shall be convened by the Chairperson, Treasurer or Secretary or a minimum of 10% of the society membership. An E.G.M. may be convened upon a written request presented to any of the committee members. The written notice convening the Extraordinary General Meeting shall be issued to members not less than two weeks prior to the date of the meeting and shall specify the business to be transacted thereat, and no other business shall be permitted. At an Extraordinary General Meeting fifteen members shall constitute a quorum.

19) General Meetings shall ordinarily be held on the first Tuesday of the months September to June inclusive. All meetings shall be held at the discretion of the Committee, who shall be responsible for deciding the time and place of the meeting, arranging the programme, and notifying the membership. Additional meetings, observing sessions, etc., may be arranged at the discretion of the Committee.

Amendments to the Rules

20) No alteration to the Constitution and rules of the Society may be made except at an Annual General Meeting or an Extraordinary General Meeting convened for the purpose.

Dissolution

22) The Society may be dissolved by a resolution passed by two-thirds majority of those present at an Extraordinary General Meeting convened for the purpose of which 21 days notice shall have been given to the members. Such resolution shall give instructions for the disposal of any assets held by or in the name of the Society provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be given or transferred to such other charitable institution or institutions having objects similar to or all of the objects of the Society.

Children attending meetings or Society run activities

23) Children aged under 16 to be accompanied by a responsible parent or responsible person appointed as guardian.

24) All activities where children are involved, to be subject to risk assessment and subject to the provisions mentioned in clause 23.

25) A suitably fit and proper person to be given the role of risk assessor where the safety and welfare of children are involved.

26) That person to be named and to be the first person involved in any matters regarding the welfare of children.

Data Protection

The Society will comply with the data protection principles under the Data Protection Act and any equivalent or associated legislation ("the Act") and the Society's Data Protection policies (in so far as they are relevant) in respect of the Processing of the Personal Data.

All posts to the society's Facebook group or page to be vetted before published publicly.

North Staffordshire Astronomical Society

2019