



# CONSTITUTION of the NORTH WALES ASTRONOMY SOCIETY

## 1. Name

- 1.1 The organisation described in this constitution will be known as the North Wales Astronomy Society (N.W.A.S.)

## 2. Purpose of the society

- 2.1 The purpose of the society is to:
- Promote the subject of amateur astronomy
  - Provide practical and theoretical sessions.
  - Raise funds for the benefit of the society.

## 3. Office Bearers

- 3.1 The Officer Bearers of the society will be:
- Chairperson,
  - Secretary,
  - Treasurer, and
  - Vice Chairperson.
- 3.2 The committee will consist of the Office Bearers (as indicated above) and a minimum of five members. The committee will have the power to co-opt members as required.
- 3.2 The Office Bearers and all committee members shall be elected at the Annual General Meeting. Only fully paid up members are eligible to vote for the Office Bearers or to stand for election to office.
- 3.3 No member of the society will receive any payment for his or her services as an Office Bearer or as a member.

### ***Removal of office bearers***

- 3.3 An office bearer may be removed from office (but not from the society) by a resolution of a majority of members present at a meeting.
- 3.4 Notice of the intention to move a resolution that an Office Bearer be removed from office must be circulated in a notice calling the meeting to all members of the society at least seven days before the meeting.
- 3.5 The death, resignation or removal of an Office Bearer will create a casual vacancy which will be filled by an election at the following meeting.
- 3.6 Notice of this must be circulated to all members of the society at least seven days before that meeting.

## 4. Membership

- 4.1 Membership is open to any person who wishes to participate in the subject of



amateur astronomy.

- 4.2 An annual fee is to be paid by all members. The amount of the fee for the coming year will be proposed and approved at the Annual General Meeting following recommendation by the committee. The membership year will run from 1 April each year, at which time the fee will be payable.
- 4.3 The membership secretary will keep a list of the names and dates subscriptions are paid. The society secretary will retain the full list of name, addresses, email address, phone numbers and the date membership subscriptions are paid, of all members. This information will be kept confidential and for society use only.

## **5. General Meetings**

The society will hold its meetings on dates set out by the committee. These meetings are open to all members of the society and any other person invited to attend by the society.

## **6. Annual General Meeting or Special Meeting**

- 6.1 The Annual General Meeting will be held within 13 months of the previous AGM.
- 6.2 The business of this meeting will include:
  - Any proposed changes to the constitution.
  - A report on the society's activities for the previous year.
  - The financial year will be from April 1st to March 31<sup>st</sup> and the report will be presented at the meeting.
  - The election of the Office Bearers and Committee Members for the following year.
  - The amount of membership fee to apply for the following year.
- 6.3 Only members of the Society who are present at a meeting, may vote at a meeting. A written record of each meeting will be kept which will be validated at the following meeting and the record manually amended if appropriate then signed as a true record.
- 6.4 The only decisions that are binding on the society are those taken at a meeting constituted in accordance with this constitution.

## **7. Extraordinary Meetings**

- 7.1 An extraordinary meeting of the society can be called:
  - If requested by a General Meeting of the society's at the time and place decided by that meeting;
  - Upon request in writing by at least three members to the Chairperson of the society.
  - All members must be notified of the date, time, venue and purpose of the meeting at least four days beforehand.

## **8. Society Records**

- 8.1 All records of the society including minutes, correspondence, financial



statements, and expenditure remain the property of the society.

8.2 These will be made available in the event of a dispute involving any of these items.

## **9. Finance**

9.1 Expenses that have been incurred with the approval of the committee may be reimbursed on production of a receipt. Society cheques will have to be signed by two of the three Office Bearers nominated by the committee.

9.2 A presentation of the society accounts will be available on request by members and will be presented at each Annual General Meeting.

## **10. Fundraising**

The society may undertake activities to raise funds for the benefit of the society.

## **11. Policies and Procedures**

11.1 The North Wales Astronomical Society will take due consideration of legislation and ensure that arrangements are in place to:

- safeguard the people who meet in the name of the society and
- keep the personal information held to a minimum and stored securely.

11.2 Policies that members should follow relate to Vulnerable Adults; Vulnerable Children and the Data Protection Act.

11.3 The society wishes to extend the membership and outreach to young people, however recognises that there is a responsibility on the parent, guardian or youth leader to ensure that all young people under the age of 16 are accompanied.

## **12. Changes to the Constitution**

12.1 Proposals to change the constitution must be circulated to all members at least one month before the date of the Annual General Meeting. Changes to the constitution can only be made at the Annual General Meeting.

12.2 Proposals to change the constitution will be the first item on the agenda.

## **13. Dissolution**

13.1 The society can only be dissolved by two thirds majority vote of those present at a meeting called expressly for the purpose.

13.2 A notice of any such meeting and of the motion must be circulated not less than fourteen days prior to the meeting and all reasonable steps must be taken to inform all members of the society.

13.3 Remaining Assets to be sold and monies in the Bank Account all to be donated to an approved Charity.

## **14. Approval of the Constitution**

14.1 When signed and dated, this Constitution will have been accepted by the society. Any changes must be made within the rules laid out within.

**Chairperson:**

**SIGNED; 8 MAY 2018**



**Secretary:**

**SIGNED; 8 MAY 2018**