

CONSTITUTION OF THE LINCOLN ASTRONOMICAL SOCIETY

(1) THE SOCIETY

- (1.1) The name of the Company of persons interested in astronomy related activities, and based in the Lincoln area, hereinafter called the Society, is the "LINCOLN ASTRONOMICAL SOCIETY"

(2) AIMS OF THE SOCIETY

- (2.1) The aims of the Society are to promote interest in Astronomy and Space Flight, and in scientific, technical and sundry topics related to these two main themes, through meetings of its members, public meetings, exhibitions and visits by members to other groups/ organisations e.g. Schools, Clubs etc.
- (2.2) To encourage active Astronomical observation by Members, Visitors and Visiting Groups.
- (2.3) To provide the best possible observing facilities for all Members.
- (2.4) To create and maintain facilities to encourage:-
- Astronomical Equipment making,
 - Discussions,
 - Tutorials,
 - Lectures.
 - Astronomy related projects.

(3) ASSETS OF THE SOCIETY AND DISSOLUTION

- (3.1) The income and property of the Society shall be applied solely towards the promotion of its aims, and no portion thereof shall be paid by way of dividend, bonus, or profit to members; no officer or member of the Committee shall receive any salary for Committee duties.
- (3.2) It should be noted in this constitution that the 12½" F5 Newtonian telescope and drive corrector mounted in the observatory, is the property of Mr Richard Pennell and shall not be regarded as an asset of the Society.
- (3.3) In the event of Dissolution, the assets of the Society, after all outstanding debts have been paid, shall be distributed to institutions having aims similar to those laid down in this Constitution. Items in the possession of, but not belonging to, the Society shall be returned to their rightful owners.
- (3.4) Dissolution of the Society shall be decided by an A.G.M. or E.G.M. either because it is unable to form a new Committee or by a motion carried by not less than 75% of the membership.

(4) SUBSCRIPTION RATES AND MEMBERSHIP YEAR

- (4.1) The Membership year will run from the 1st of October to 30th of September in the following year.
- (4.2) Members joining between the 1st of April and 30th of September shall only pay half the yearly Subscription rate, and thereafter all Subscriptions will be due on the 1st of October.

(4.3) Normal Rates

There shall be four normal classes of Membership.

- Adults
- Family
- Juniors (under 17)
- Full-time Students (proof will be required)

(4.4) Concessionary Rates

- Unwaged and Over 65s need only pay half the Normal Rates.

- (4.5) Evidence of Payment
A Membership Card will be issued only on payment of the appropriate fee. This will constitute the only evidence of payment, and you may be asked to show it when you arrive at a meeting.
- (4.6) Visitors Fees
Speakers, their families, helpers and drivers will not be expected to pay. All other Visitors will be charged at the Visitors rate for each meeting, payable at the door.
- (4.7) The level of Subscriptions and visitors rates shall only be determined at an Annual General Meeting.

(5) MEMBERSHIP OF THE SOCIETY

- (5.1) An application for Membership must be accepted by the Committee. Acceptance of this Constitution, and agreement to abide by it is a condition of Membership.
- (5.2) Is open to all persons regardless of race, religion, age, gender, disability or status.

(6) THE COMMITTEE AND ITS POSTS

- (6.1) The management of the Society will be vested in a Committee of not less than five democratically elected officers. No officer may hold more than one of the five essential posts, see section (6.2), but may hold any number of posts set out in section (6.3).
- (6.2) The five essential posts of the Committee, to be filled by the minimum number of officers, shall be-
1. Chairman,
 2. Secretary,
 3. Treasurer,
 4. Site Director,
 5. Safety Officer.
- (6.3) In addition to the five posts listed in part (6.2) the Regular Committee shall include officers holding the posts of:
- President,
 - Deputy Chairman,
 - Assistant Treasurer,
 - Visits Organiser,
 - Magazine Editor.
 - Magazine Publisher,
 - Press Officer,
 - Webmaster,
 - Raffle Organiser.
- (6.4) Except for the Official Posts listed in (6.2) and (6.3), new posts may be introduced or existing ones dispensed with by the committee. Changes in the Official Posts must be voted by a General Meeting, but temporary acting Officers may be elected by the committee.
- (6.5) All Committee Members must be 17 years of age or over.

(7) THE CHAIRMAN

- (7.1) The Chairman will be spokesperson for the Society and shall further its interests to the best of his/her ability.
- (7.2) will address the Annual General Meeting on the affairs of the Society.
- (7.3) will preside at the Annual General Meeting until the temporary Chairman is elected and the serving Committee stands down.
- (7.4) will preside at Main Meetings, Extraordinary General Meetings, Finance Meetings, Committee Meetings and Business Meetings.
- (7.5) In the absence of the Chairman the Deputy Chairman shall preside, and in his/her absence the relevant Meeting shall elect one of the voting members present to preside.

(8) THE SECRETARY

- (8.1) The Secretary will keep the minute books of all proceedings of the Society and the Committee.
- (8.2) will convene meetings, prepare agenda and record transactions at meetings.
- (8.3) will deal with Society correspondence and maintain in good order and safe-keeping all records, documents and books of the Society.
- (8.4) will be responsible for the collation of the yearly lecture programme.
- (8.5) may be assisted in all his/her duties by such persons as the Committee may approve.

(9) THE TREASURER

- (9.1) The Treasurer will be responsible for the financial administration of the Society. He/she will keep proper books of account on behalf of the Society, and will record the assets and liabilities of the Society so as to show a true and fair view of the state of its affairs and explain its transactions.
- (9.2) shall prepare a statement of income and expenditure and a balance sheet to 31st August each year which will be circulated to the Committee in readiness for the Pre-AGM Finance Meeting.
- (9.3) shall cause all monies belonging to the Society to be deposited at such branch of such bank as the Committee direct to the credit of an account in the name of the Society.
- (9.4) shall be responsible for the calling in and collecting of all debts and subscriptions.
- (9.5) must be a party to any decision involving finance, except where this involves petty cash alone.
- (9.6) may be assisted in all his duties by the Assistant Treasurer, or by such persons as the Committee may approve.

(10) THE SITE DIRECTOR

- (10.1) The Site Director will be responsible for attending to the maintenance of the equipment and buildings of the Society and their surrounding grounds.
- (10.2) will, at the earliest possible opportunity, attend to the correction of any defect that may constitute a hazard, that may be brought to his attention by the Committee or a Society member.
- (10.3) will be responsible for ensuring that any building projects, repairs or alterations meet with current relevant regulations.
- (10.4) will be responsible for making available to the Treasurer, estimates for maintenance costs for the forthcoming year, in time for the Pre-AGM Finance Meeting.
- (10.5) shall present to the AGM, a report on the status of the property of the Society.
- (10.6) may be assisted in all his/her duties by such persons as the Committee may approve.
- (10.7) In conjunction with the Safety Officer, he/she will ensure that access to the site and facilities are open to all persons regardless of disabilities but within the fiscal and physical resources available to the Society.

(11) THE SAFETY OFFICER

- (11.1) The Safety Officer will bring to the attention of the Committee or the Site Director, any situation that he/she feels may constitute a hazard to any persons entering the site.
- (11.2) will attend to safety requirements at events held in locations not on Society premises.
- (11.3) will ensure that Members and Visitors to the Society do not enter into activities that may constitute a hazard to themselves or others.
- (11.4) may be assisted in his/her duties by such persons as he/she may appoint without seeking the approval of the Committee.

(12) THE TRUSTEES

- (12.1) The Committee will appoint three trustees to the Society, who shall be entrusted with the safe keeping of Society Deeds.
- (12.2) The Society Deeds will be stored in a secure place, such as (Solicitor's strong room), provided the location is known to all Trustees.
- (12.3) The trustees will ensure that, in the event of Dissolution, the requirements laid down in (3.3) of this constitution are given due attention.

(13) MEETINGS

- (13.1) All Meetings, except some public Meetings, shall be held at the Lecture Hall situated off Westcliffe Street, Burton Road, Lincoln. They will fall under the headings of:

- Main Meetings,
- Workshop Meetings,
- Annual General Meeting,
- Extraordinary General Meetings,
- Finance Meeting,
- Business Meetings,
- Committee Meetings.

(13.2) Main Meetings

Main Meetings (Lecture Nights) shall be held on the first Tuesday of each month, except the January meeting, which will be held on the 2nd Tuesday.

(13.3) Workshop Meetings

- (13.3a) Workshop Meetings shall be held on all Tuesdays, excluding Main Meetings (Lecture Nights) for the undertaking of:

- Observing Sessions,
- Astronomical Equipment Making,
- Discussions,
- Tutorials,
- Astronomy Related Projects.

- (13.3b) A charge, which will be set at the AGM, will be made for attending these meetings.

(13.4) **Annual General Meeting**

This shall be held on the first Tuesday in October.

(13.4a) General conduct of the Meeting

The Meeting shall run according to the following agenda.

- Reports of the Committee,
- Appointment of a Temporary Chairman,
- Current Committee stands down,
- New Committee elected,
- Any other business,
- Close of the A.G.M.

(13.4b) Voting, General

Only Members aged 17 or over will be allowed to vote.

(13.4c) Voting, The Chairman's Vote

Chairman shall have a casting vote, as well as his/her vote as a normal Member. This vote is to be used only to break a deadlock.

(13.4d) Proxy Votes

Any Member may appoint a Proxy to vote for them.

(13.5) **Extraordinary General Meetings**

Calling an E.G.M.

Any five Members, whether Committee Members or not, may call for an E.G.M. At least one calendar month's notice must be given to all Members, in writing, and meetings shall be conducted in the same manner as an Annual General Meeting, where applicable.

(13.6) **Finance Meeting**

(13.6a) This will be held no later than the third Tuesday of September each year, and as soon as possible after the end of the Financial Year.

(13.6b) The Society's financial year will run from the 1st of September to the 31st of August in the following year.

(13.6c) The Treasurer or the Assistant Treasurer must be present at this meeting.

(13.6d) Conduct of the Meeting.

A Finance Meeting of five Committee Members will constitute a quorum.

(13.7) **Business meetings**

(13.7a) These meetings shall be to discuss and to find ways and means of achieving the aims of the Society, and shall be announced at a Main Meeting or General Meeting. All Members are entitled to attend, but only Committee Members are allowed to vote.

(13.7b) Conduct of the Meeting.

A Business Meeting of five Committee Members will constitute a quorum.

(13.7c) Meetings which do not constitute a quorum may discuss matters, and take note of the view of any Ordinary Members present, and though the Meeting may not take any decisions, they may make formal recommendations.

(13.7d) The Meeting shall run according to the following agenda:

- Reading of the Minute of the previous Business Meeting,
- Business laid out in the agenda.

(13.7e) Voting, The Chairman's Vote
Chairman shall have a casting vote, as well as his/her vote as a normal Member. This vote is to be used only to break a deadlock.

(13.8) Committee Meetings

(13.8a) The purpose of these Meetings shall be to conduct Business that would be inappropriate to discuss in the presence of Ordinary Members of the Society, for example in the case of disciplinary matters. They shall be conducted in the same manner as Business Meetings, where applicable, but only Committee Members will attend these Meetings.

(13.8b) A complaint regarding the conduct of a member should be submitted in writing to either the Chairman or Secretary of the Society. A meeting will then be held to discuss whether the member has committed serious misconduct, or activities that are calculated to be prejudicial to the interests of the Society, or its Members collectively. These Meetings will be held discretely, and at all times every attempt will be made to minimise any embarrassment to the Member concerned, and to the Society and its Members generally.

(13.8c) Conduct of the Meeting.
A Committee Meeting of five Committee Members will constitute a quorum.

(14) USE OF THE SOCIETY'S EQUIPMENT AND PREMISES

(14.1) All Members may use the equipment, but unless they are on the approved list of Equipment Users, they must be accompanied by a Listed Member.

(14.2) Members who wish to use the equipment unaccompanied must undergo a short training course supervised by two Members who are on the approved list.

(14.3) Members on the approved list may borrow keys for observing sessions but must return them to a Committee Member as soon as their observing session is over.

(14.4) In exceptional circumstances, keys may be issued on a long term basis to an approved Member who wishes to carry out an extended period of observing.

(14.5) A person must normally have been a Society Member for a minimum of two years before he may have unaccompanied access to the Society Grounds.

(14.6) Only Committee Members shall be permanent key holders to the Society, and will, on leaving the Committee, return any keys in their possession.

(14.7) All keys to Society Premises will remain the property of the Society, and will be returned to a Committee member when no longer needed, or on ceasing to be a Member of the Society.

(14.8) The Society lecture hall may, at the discretion of the Committee, be hired out to groups or persons who are not Society Members, providing the use of these premises is not prejudicial to the interests of the Society, and that terms and conditions of hire are clearly understood by all parties concerned.

(15) COPYRIGHT

(15.1) The copyright of articles freely given for publication in the Society magazine, or any other Society publication, shall remain the property of the author.

(15.2) The Society reserves the right to republish articles, for its own benefit only, in part or in full, provided the content of the article remains unaltered, and the author is given full credit for the article.

(15.3) The Society will own the copyright of articles purchased for Society publication.

(16) ALTERATIONS

(16.1) No alterations to this constitution shall be made unless supported by more than 50% of the members present at an A.G.M. or E.G.M.