

Constitution and Rules (2009) of:

Airdrie Astronomical Association

The Society shall be called **Airdrie Astronomical Association** hereafter referred to as the **Society**.

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1. The Objectives of the Society shall be:

- (a) To foster, promote and encourage astronomical observations in association with Airdrie Public Observatory within the Airdrie and North Lanarkshire region to all members of the public.
- (b) To foster, promote and encourage the science of astronomy, spaceflight and related sciences through lectures, open days, school activities and other similar events to encourage a popular interest within the Airdrie and North Lanarkshire region to all members of the public.
- (c) To work with other similar societies throughout the UK in the promotion, advancement and education of astronomy and its related sciences.

2. Membership, Structure & Management of the Society:

2.1 **Membership of the society** is open to all members of the public. The membership structure shall be as follows;

(a) The Management Committee Members

The management committee will undertake to hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the Society; in particular, the management committee is responsible for monitoring the financial position of the Society.

The Management Committee will consist of a minimum of:

- (i) **Chairperson:** The chairman of the society will generally chair all meetings and be the official representative of the society.
- (ii) **Secretary:** The secretary of the society will record and publish all meetings of the society and generally act as the official correspondent of the society. The secretary will keep and maintain the society membership details and ensure all committee members are disclosure checked.
- (iii) **Treasurer:** The treasurer will upkeep and maintain the financial records of the society and publish an annual statement each January. The treasurer will ensure the society meets any financial obligations on time and keep the membership up to date regarding other financial matters as required. The treasurer will maintain the funds of the society in an agreed bank account.
- (iv) **Observatory Curator (s):** The observatory curators are appointed in agreement with the district council and will strive to maintain the history and upkeep of the observatory. The curator will work with the society and the district council and will be the official keyholders to the public observatory. Any alterations, items removed, etc from the observatory must first be passed to the curators for approval. Any work to the observatory of an electrical, mechanical or building fixture nature must first be passed via the curators via the Library department for approval.

Other office bearers may include:

Website and publicity coordinator, Librarian, etc. Dual roles may be held if required.

The maximum number of members on the management committee will be no more than seven.

(b) Ordinary Members

Will have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself.

(c) Honorary Members

May be conferred by a General Meeting upon any person deemed to have performed outstanding service to the Society.

(d) The society will operate with the following membership types:

- (i) Adult (Employed) Members (Over Age of 18)
- (ii) Adult (Unwaged / retired) Members (Over Age of 18)
- (iii) Junior Members (Under 18)
- (iv) Honorary Members
- (v) Family Membership (3 or more persons)

Each member (over the age of 18) will be entitled to one vote at the AGM. Note, a family membership will consist of the number of family members i.e. 3 members = 3 votes.

- 2.2 **Junior members under 16 years of age** require parental consent to take part in observation activities and outings.
- 2.3 **The annual subscription** for each form of membership will be determined by the membership at the Annual General Meeting. Renewal of membership due on 1st January each year.
- 2.4 **Membership and participation in activities** shall be open to all with an interest in Astronomy and related subjects, regardless of their gender, sexual orientation, marital status, race, colour, nationality, ethnic origin, religion, beliefs or because of a disability, pregnancy or childbirth, or because they are a member or non-member of a trade union.
- 2.5 **Application for membership.** Any non member who has generally been in attendance at two or more meetings may be invited to join the society. The person who is joining the society will complete an application form and with their signature sign their consent to join.
- 2.6. **The Management Committee**, at its discretion, may refuse to admit any person to membership. That person who has been refused will have the right of appeal and to have their refusal and its reasons recorded.
- 2.7. **Register of members** - The management committee secretary shall maintain a register of members, setting out the full name and address of each member, the date on which he/she was admitted to membership, and the date on which any person ceased to be a member.
- 2.8 **Withdrawal from membership** - Any person who wishes to withdraw from membership shall sign, and lodge with the Society, a written notice to that effect; on receipt of the notice by the Society, he/she shall cease to be a member. In addition, any person who shall fail to pay the subscription by the due date shall cease to be a member six months after that date has passed.
- 2.9 **Expulsion from membership** - Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting, providing the following procedures have been observed:-
- (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion
 - (b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.
- 2.10 **Re-Election** - At each annual general meeting, the members may elect any member to be an Officer (Chair, Secretary and Treasurer) or a member of the management committee. During each annual general meeting, all of the members of the management committee shall retire from office - but shall then be eligible for re-election.

2.11 Termination of position

A member of the management committee shall automatically vacate office if:-

(i) he/she becomes debarred under any statutory provision from being involved in the management or control of a charity.

(ii) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months.

(iii) he/she ceases to be a member of the Society.

(iv) he/she resigns office by notice to the Society.

(v) he/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office.

(vii) he/she refuses to become fully disclosure checked within three months of appointment to the management committee and or refuses to renew his/her disclosure every three years.

3. Society Meetings:

3.1 The Annual General meeting of the society will be held in May of each year. Each office bearer will provide a summary report.

3.2 Weekly meetings will be held (currently in Airdrie Arts Centre) where the emphasis will be on providing a talk, guest speaker or other similar event.

3.3 Extraordinary General Meetings will be held will require 2 weeks advance notice to all members of the society.

3.4 A quorum for any meeting will constitute one third of the paid up membership of the society.

3.5 Every paid up member of the society will have one equal vote at any meeting. If there is an equal vote ie "50-50" then the chairperson shall have the casting vote.

3.6 A member who wishes to appoint a proxy to vote on his/her behalf at any meeting must lodge with the secretary, prior to the time when the meeting commences, a written proxy form, signed by him/her. A proxy will have the same voting rights as any other ordinary member.

4. Money, Annual Accounts, Finances, Recording Finances

4.1 A minimum amount of £100 will be maintained in the society bank account at all times to cover any unforeseen costs.

4.2 No money or property of the Society or gain arising from carrying on of the Society shall be applied otherwise than for the benefit of the Society as a whole or for some charitable or benevolent purpose, or purposes chosen by resolution of a General Meeting.

4.2 Cheques on behalf of the Society must be signed by two of the Officers of the Committee.

- 4.4 Full accounts of the financial affairs of the Society shall be maintained by the Treasurer. A copy of the annual accounts for the Society year ending 5 April shall be made available to members at the Annual General Meeting each May.

5. Equipment

- 5.1 All equipment, books, data, acquired by the Society shall remain the property of Society.
- 5.2.1 Members will take full responsibility for equipment borrowed and in making good any damage whilst in the borrower's possession. Any member borrowing a piece of equipment MUST return the item at the request of any Committee member.
- 5.3 No equipment will be removed from the Observatory without the approval of the curator(s).

6. Alterations to the constitution of the society

- 6.1 The constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at a general meeting, providing due notice of the meeting, and of the resolution, is given in accordance with the current constitution rules.

7. Public Meetings / Airdrie Public Observatory

- 7.1 The society will continue to work with the district council and adhere to the rules and regulations of the district council in the safe operation of the Public Observatory.
- 7.2. The curators will liaise with the district council / Library department on all important matters regarding the observatory and advise the membership of any changes as soon as they occur.
- 7.3 Curators will be nominated by the society and ratified in agreement with the district council.
- 7.4 The society will assist the district council operate open days and similar events within the time and cost constraints afforded and to the best of the societies abilities.
- 7.5 All persons reporting to the observatory during Library hours will sign themselves in at the library front desk
- 7.6 Curators will ensure they dress smartly in an appropriate manner befitting the occasion in which the observatory is being used.
- 7.7 Curators will hold keys to the observatory. Secondary keyholders will only be allowed if the curators and district council are in full agreement.

8. Winding Up / Dissolution of the society

- 8.1 The Society may be dissolved by resolution passed at the Annual General Meeting or any Extraordinary General Meeting provided that:
- (i) at least one months notice in writing of the proposal to dissolve the Society has been given by the Secretary to every member, and
 - (ii) at least two-thirds of the members vote in favour of the proposal for which proxy and postal votes would be accepted.

- 8.2. After discharging all liabilities the remaining assets of the Society will be donated to other charitable astronomical societies or bodies as decided by the remaining members.

9. Data Protection

- 9.1 The Society will store data in the form of a list of members' names, addresses, telephone numbers and e mail addresses. Committee members will hold a copy, securely and in confidence, SOLELY for use in contacting members. The Society subscribes to the principles of Data Protection set out below, but the Society is exempt from registering (notifying) as a Data User since the use of data is limited. Members may examine their data entry, and if incorrect ask for it to be modified.

Data Protection Principles:

Personal Information must be

1. Fairly and Lawfully Processed
2. Processed for Specified Purposes
3. Adequate, relevant and not excessive
4. Accurate, and where necessary, kept up to date
5. Not kept for longer than is necessary
6. Processed in line with the rights of the individual
7. Kept secure
8. Not transferred to countries outside the European Union
9. Persons under the age of 16 need parental consent for data to be stored.

10. Child and vulnerable person protection

(a) Responsibilities

The Society will:

- (i) Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in **astronomy-related activities** safely. The Management Committee shall all agree to Disclosure Scotland checks, and any other such members that shall be responsible for supervising all activities involving children and vulnerable adults.
- (ii) Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- (iii) Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- (iv) Protect children and vulnerable adults from abuse and to minimise risk to themselves.
- (v) Ensure that an authorised official (one who has been subject to a Disclosure Scotland check carried out by the Society) be present at every activity attended by a child or vulnerable adult parent or guardian of the child or vulnerable adult is not present.
- (vi) Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- (vii) Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures.

- (vii) Review and evaluate this Policy and these Procedures on a regular basis.

(b) Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from Society activities. Their natural sense of fun and spontaneity can blossom in a positive environment created by such organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- (i) The welfare of children and vulnerable adults is of primary concern.
- (ii) All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- (iii) It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- (iv) All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- (v) All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

(c) Review

This Policy and these Procedures will be regularly monitored and reviewed:

- (i) In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within the society.
- (ii) Following any issues or concerns raised about the protection of children or vulnerable adults within the Society.
- (iii) In all other circumstances, at least annually.

11. Original members and management committee

The original members of the management committee, and the positions held by each, at the date of adoption of this constitution, shall be as set out below.

This constitution was adopted on 29th May 2009

Name	Position	Signature
Paul Clark	1. Treasurer 2. Curator	
Aileen Malone	1. Secretary	
Arthur Bannister	1. Chairman	
Graham Dale	1. Librarian	

Raymond McCall	1. Committee Member	
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