

JOINING THE FAS

We've recently moved to an on-line membership database. This is used for new applications for membership, annual renewals and also for society data maintenance, as described below.

First Time Applications (or application after a period of lapsed membership):

If you are an Astronomical Society wishing to make a fresh application for FAS membership (as opposed to annual renewal) you should e-mail the Membership Secretary on membership@fedastro.org.uk stating your society's wish to apply to join the Federation and provide the following information:

- The official name of your society, and the post you hold within it.
- The URL of your website (if your society has one) so that we can visit it to find out a little about you, and what you say about yourselves.
- You should confirm that your society is run by a committee of named, electable officers and members, and that you hold an election meeting run on a democratic basis.
- State whether or not your society has a written Constitution. If possible attach a copy of it to the e-mail.
- You should confirm that your society arranges regular meetings for its members.

The Membership Secretary will take the appropriate action to progress your application. On occasions the application might have to be referred to the full FAS Council for a decision.

Assuming approval is given, the Membership Secretary will create a skeleton record for your Society on the FAS database and will provide you with secure access codes. These will enable you to access the record in order to complete the on-screen form that will enable your membership. Before you do so make sure that you have the following information to enter about your society:

- Full contact details for your society's Secretary and Treasurer,
- The full location including PostCode of your meeting venue,
- The number of members of your society.
- You will be presented with options as to whether you wish to take out Public liability Insurance and/or additional copies of the FAS Newsletter. Note that if your Society is itself a Limited Company, or is a spin-off from a Limited

Company, then the PLI Insurers will not accept you as an eligible organisation, and so unfortunately it will not be possible to include you in our PLI scheme. It is important that you ensure that you really are eligible, as you could be liable under the law for any claims made, if you are found to have made an incorrect statement to us about your suitability. Before deciding to take out PLI cover please read the PLI cover section of the FAS website.

- You should also inform us if your society is a registered charity and/or a limited company.
- Further options record your decisions about your society's details appearing on the FAS website, and whether you wish your Secretary's e-mail address to be shown in our FAS Handbook.
- The application will only be completed when the applicant confirms that on behalf of their society he/she has read and agrees to abide by the FAS Constitution. (This can be found at <http://fedastro.org.uk/docs/fasconstitution2010.pdf>)

When the on-line form has been completed the system will calculate the total amount payable. You should print two copies of the resulting statement, one for your own society records, and one to send, together with your cheque, to the Membership Secretary, made payable to The Federation of Astronomical Societies.

Annual Renewal of Membership and PLI

The Membership Secretary will contact existing member societies of the FAS when annual renewal is due and advise the process for renewal using the on-line form.

Keeping your Society's Details Up to Date with the FAS

This is the responsibility of your society! You should access the on-line form using the access codes provided to you, and amend your society's details as appropriate. We won't know that your society has a new Secretary or Treasurer or changed its meeting venue etc. unless you tell us and the way to tell us is via the on-line form.

We do hope the above is all self explanatory, but if in doubt then please contact the Membership Secretary for general enquiries, and our PLI Secretary (plisecretary@fedastro.org.uk) for Insurance matters.