

# **The Federation of Astronomical Societies**

## **CONSTITUTION**

### **1.0 NAME**

1.1 The name shall be known as:-"THE FEDERATION of ASTRONOMICAL SOCIETIES"

### **2.0 OBJECT**

2.1 The object of the Federation shall be to promote the interests of Astronomical Societies, with particular regard to the formation and organisation of Astronomical Societies and their relations with Educational and other Authorities.

### **3.0 MEMBERSHIP**

3.1 Membership shall be open to all Astronomical Societies.

3.2 a. Individuals or Organisations other than Astronomical Societies may subscribe to Publications of the Federation.

3.2 b. Subscribing to Publications does not allow such Individuals or Organisations any voting rights connected with the Federation.

3.3 Applications for membership shall be submitted in writing to the Council of the Federation for approval.

### **4.0 OFFICERS OF THE FEDERATION**

4.1 a. The officers of the Federation are Executive and Non-Executive.

4.1 b. Executive Officers:

i) President      ii) Vice President

iii) Secretary    iv) Treasurer

4.1 c. Non-Executive Officers:

i) Meetings Organiser      ii) PLI Secretary

iii) Editor (FAS Newsletter)    iv) Publications Secretary

v) Membership Secretary    vi) Web-Site Organiser

4.2 Any other Officer proposed by the Council for election at the Annual General Meeting.

### **5.0 ELECTION OF OFFICERS**

5.1 a. The officers of the Federation shall be elected at the Annual General Meeting.

5.1 b. Candidates for election shall be present when their application is considered except as may be agreed otherwise.

5.1 c. Election shall be confirmed by a show of hands, excepting that, if any member raise an objection, a ballot shall be conducted after any objections against the applicant have been heard.

5.2 All Member Societies and the Council shall be entitled to nominate candidates to fill any or all the posts.

5.3 Nominations may be received up to and including the day of the Annual General Meeting.

5.4 All nominated are to be eighteen years or older.

5.5 No more than two people from one Society shall serve as executive officers of the Federation at the same time.

5.6 Only member Societies who are indate with their annual subscriptions will be allowed to nominate.

5.7 Each Member Society are entitled (section 11.05.a refers) to have one vote in the ballot for each post.

- 5.8 A simple majority vote shall decide those elected.
- 5.9 If there is a tie for any post the issue shall be decided by lot.
- 5.10 The officers shall take their posts after their election and remain in post until the next Annual General Meeting or earlier resignation.
- 5.11 No act done in good faith by the Officers of the Federation, whether within the powers of the Federation or not, which shall receive the express or implied sanction of the Members shall be afterwards impeached by any Member Society on any grounds whatsoever, but shall be deemed to be an act of the Federation.

## **6.0 COUNCIL OF THE FEDERATION**

- 6.1 The Federation shall be governed by Council consisting of the Executive & Non-Executive Officers of the Federation together with one representative from each Regional Group.
- 6.2 The Regional Group representative must be a member of one of the Member Societies in that Group.

## **7.0 POWERS OF THE COUNCIL**

- 7.1 a. The Council shall have the power to transact all business relating to the management and direction of the Federation and in particular to:
  - 7.1 b. Decide the general policy for the publication and control of the Federation's Journals.
  - 7.1 c. Appoint committees for special purposes with such powers as may be necessary.
  - 7.1 d. Fill any vacancies among Officers of the Federation during the year, such appointments being valid for the remainder of the year only.
  - 7.1 e. Increase its numbers by co-opting members proposed at a committee meeting for a specific related function as deemed necessary in the interest of the Federation.
  - 7.1 f. Co-opted members shall have no power to vote at any Council meeting.
  - 7.1 g. Administrate within the Federation on any point not covered in this Constitution.
- 7.2 a. If the Federation Council performs an act on behalf of the Federation and a Member Society does not agree with it then this act cannot be overturned.
- 7.2 b. In practice there is always the facility for a Member Society to question the Federation Council at the Annual General Meeting or a Extra Ordinary General Meeting.
- 7.3 a. Any Member Society who acts in such a way as to contravene this Constitution, disrupt Federation Meetings, harass other Member Societies, or in any way acts irresponsibly, or brings the Federation into disrepute with the Public other Member Societies, or acts in the opinion of the Council, in any way outside of the spirit of the Federation's Constitution, shall render that Member Society liable to disciplinary action.
- 7.3 b. Disciplinary action may entail withdrawal of membership and privileges from the Federation and any action resolved by the Council will be final.

## **8.0 MEETINGS OF THE COUNCIL**

- 8.1 The Council shall normally meet quarterly with a minimum of three meetings in a calendar year.
- 8.2 At a Council Meeting the quorum shall be four, at least two of whom shall be Executive Officers of the Federation.
- 8.3 The Presiding Officer shall have no vote except in the case of a tie when The Presiding Officer shall have the casting vote.

## **9.0 REGIONAL GROUP FORMATION**

- 9.1 Subject to the Councils approval a Regional Group may be formed by a number of Member Societies of the Federation according to geographical location and social contact.
- 9.2 The Member Societies shall decide how their Regional Group shall be governed.
- 9.3 The Regional Group shall appoint their Regional Group Representative.

## **10.0 FINANCE**

- 10.1 Each Member Society shall pay to the Federation an annual subscription that shall fall due on the 1st April.
- 10.2 a. The first annual subscription shall become due upon acceptance by the Council of an Astronomical Society as a Member of the Federation.
- 10.2 b. It shall be paid within eight weeks of receipt by the Society of written notice of acceptance.

- 10.3 A Society admitted in the last three months of the Federation's subscription year i.e. between 1st January and 31st March in any year, shall pay the first annual subscription of only 50% of the full subscription otherwise due.
- 10.4 a. The Council may, at its discretion, reduce to 50% the first annual subscription of Societies that, at the time of their application for membership, have been in existence for less than two years or have a membership of fifteen or less.
- 10.4 b. Where the applicant is the Astronomical Section of a larger body, the membership shall be that of the Astronomical Section alone and not of the complete body.
- 10.5 A Society failing to pay the first annual subscription shall be struck out of the Federation.
- 10.6 A Member Society failing to pay annual subscription by the end of the subscription year to which it relates i.e. 31st March, shall be suspended from membership of the Federation until such time as the arrears and the current annual subscription are paid.
- 10.7 a. The Federation's accounting year shall commence on the 1st. April and end on the following 31st. March.
- 10.7 b. The funds of the Federation shall be managed by the Treasurer who shall produce the audited accounts at the Annual General Meeting.
- 10.7 c. The Treasurer will produce a statement of the Federation's Accounts for the attention of any Officer on the Council if so requested.
- 10.7 d. The Treasurer will produce the Federation's Accounts at each Council Meeting. If unable to attend such Council Meeting, an up to date statement of the Federation's Current and Deposit Accounts will be provided to the President and Secretary with further copies for Council Members at the meeting.
- 10.8 The income and property of the Federation whencesoever derived shall be used solely to promote the Federation as set out in the Constitution.
- 10.9 No member of the Federation shall enter into any contract on behalf of the Federation without the prior consent of the Council.

#### **11.0 ANNUAL GENERAL MEETING**

- 11.1 The Annual General Meeting of the Federation shall be held normally in the autumn.
- 11.2 Notice of the Annual General Meeting and the Agenda shall be sent to all Member Societies at least four weeks before the date of the meeting.
- 11.3 The Annual General Meeting shall receive the reports of the Council on the years work and the audited accounts.
- 11.4 The Annual General Meeting shall settle the annual subscription for the coming year.
- 11.5 a. Each paid up Member Society shall have one vote.
- 11.5 b. A motion shall be carried by a simple majority vote.
- 11.5 c. The Presiding Officer shall have no vote except in the case of a tie when The Presiding Officer shall have the casting vote.
- 11.6 The quorum at the Annual General Meeting shall be represented by at least 10% paid up Member Societies.

#### **12.0 EXTRA-ORDINARY GENERAL MEETING**

- 12.1 a. An Extra-Ordinary General Meeting of the Federation may be convened by the Council.
- 12.1 b. An Extra-Ordinary General Meeting of the Federation shall be convened by the Council at the written petition of 20% or more of the total paid up Astronomical Societies of the Federation to the Secretary.
- 12.1 c. Notice of an Extra-Ordinary General Meeting shall be sent to all Member Societies within three weeks of the receipt of such a request.
- 12.1 d. At least four weeks notice shall be given of the Meeting.
- 12.1 e. The notice shall state the business petitioned and only such business shall be discussed at the Meeting.
- 12.2 The quorum at such a meeting shall be represented by at least 20% paid up Member Societies.

- 12.3 Each paid up Member Society shall have one vote (section 11.05.a refers).
- 12.4 A motion shall be carried by a simple majority vote.
- 12.5 The Presiding Officer shall have no vote except in the case of tie when The Presiding Officer shall have the casting vote.

**13.0 ALTERATION TO THE CONSTITUTION**

- 13.1 This Constitution shall only be changed by a simple majority vote at an Annual or Extra-Ordinary General Meeting.
- 13.2 Written notice of proposed changes shall be sent to all Members Societies at least four weeks before the date of such meeting giving such details and the reasons for the proposed changes.

**14.0 WINDING UP OF THE FEDERATION**

- 14.1 a. Should the Federation be wound up for any reason the complete assets of the Federation, including the balances of any grants made by the Federation to Regional Groups shall be placed in the hands of trustees appointed by, and independent of the Federation.
- 14.1 b. Any assets shall be wholly devoted to charitable aims similar to those of the Federation at the sole discretion of the Trustees.

**15.0 COPYRIGHT**

- 15.1 a. All previous editions of the Federation of Astronomical Societies Constitution are now replaced with this edition.
- 15.1 b. Copyright © Federation of Astronomical Societies - September 2006