



JOINING THE FAS

We've recently moved to an on-line membership database called Membermojo. This is used for membership, new applications, annual renewals and 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 the annual renewal) you should email 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 position you hold within it.
- The URL of your website or other Internet presence (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, and minutes are kept of the committee meetings and made available to each member.
- State whether or not your society has a written constitution. If it does please attach a copy of it to the email.
- 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 may have to be referred to the full FAS Council for a decision.

Assuming approval is given the membership secretary will create a provisional record for your society on the FAS membermojo database and will provide you with a secure access login. This will enable you to access your record in order to complete the on-screen form that will enable your membership. You will need the following information about your society:

- Full contact details for your society's secretary and treasurer.
- The full location including the address postcode of your meeting venue.
- The current number of members of your society.

You will be presented with options as to whether you wish to take out public liability insurance (PLI). This will be required for protection if your society is involved with the public such as outreach events and observatory visits etc. 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.

Please contact the insurance secretary for any queries:
insurance@fedastro.org.uk

- You should also inform us if your society is a registered charity and/or a limited company.
- 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:
https://fedastro.org.uk/docs/FAS_Constitution_2022_v1.0.pdf

When the on-line form has been completed the system will calculate the total amount payable. Payment can be by BACS, PayPal or cheque. If paying by cheque please make payable to 'The Federation of Astronomical Societies' and send to the Treasurer.

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 Membermojo database using the email login you have chosen 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, contact details etc. unless you inform us and this is only via Membermojo.

We hope the above is all self-explanatory but if in doubt then please contact the membership secretary for general enquiries, and also our PLI secretary:
for insurance matters.

membership@fedastro.org.uk, plinsurance@fedastro.org.uk

* Society also includes: Association, Astronomers, Club, Group, Observatory, Stargazers etc.