

Constitution

Of

Llandrillo College and Coastal Astronomy Society

1. Name

The organisation described in this constitution will be known as the Llandrillo College and Coastal Astronomy Society. (L.C.C.A.S.).

2. Purpose of the society

The purpose of the society is to:

- Promote and raise awareness of amateur astronomy to the general public.
- Provide practical and theoretical sessions in order to encourage the enjoyment of the night sky to the budding astronomer.
- Provide an educational resource in the community to introduce young people to the science of astronomy and the discovery of the night sky.
- Support the continuing provision of the GCSE Astronomy course at Llandrillo College by offering free membership and free access to equipment, facilities and lectures to students.
- Support local efforts to reduce light pollution.
- Raise funds for the benefit of the society.

3. Office Bearers

The executive committee of the society will be a quorum that consists of the Chairperson, the Secretary and two members of the society. The committee will have the power to co-opt members as required for positions on the committee.

The Office Bearers and all other committee members shall be elected at the Annual General Meeting. Only fully paid up members are eligible to vote for the Office Bearers or to stand for election to office.

All committee members including Office Bearers must not be absent for three consecutive meetings without good reason will be deemed to have given up their post on the committee.

An office bearer may be removed from office (but not from the society) by a resolution of a majority of members present at a meeting.

Notice of the intention to move a resolution that an Office Bearer be removed from office must be circulated in a notice calling the meeting to all members of the society at least seven days before the meeting.

The death, resignation or removal of an Office Bearer will create a casual vacancy which will be filled by an election at the following meeting.

Notice of this must be circulated to all members of the society at least seven days before that meeting.

4. Membership

Membership is open to any person who wishes to participate in the subject of amateur astronomy.

An annual fee is to be paid by all members. The amount of the fee for the coming year will be proposed and approved at the Annual General Meeting by the committee. The annual membership fee will be paid at the beginning of April.

The membership secretary will keep a listing of the names and addresses of all members. This information will be kept confidential and for society use only.

No member of the society will receive any payment for his or her services as an Office Bearer or as a member.

New members must be proposed and seconded by existing members.

5. **General Meetings**

The society will hold its meetings on dates set out by the committee. These meetings are open to all members of the society and any other person invited to attend by the society.

Only members of the society who are present at a meeting, may vote at a meeting. A written record of each meeting will be kept which will be validated at the following meeting.

The only decisions that are binding on the society are those taken at a meeting constituted in accordance with this constitution.

6. **Annual General Meeting**

The Annual General Meeting will be held once every calendar year. The committee will give at least 2 weeks public notice stating the time, place and the business to be transacted.

Each member present shall have one vote, and voting will be decided by a simple majority of the votes cast. The Chair's declaration as to the results of the voting and his/her decision of procedure shall be final.

The business of this meeting will include:

- Any proposed changes to the constitution.
- A report on the society's activities for the previous year.
- The financial year will be from April 1st to March 31st. This report will be presented.
- The election of the Office Bearers for the following year.
- The amount of membership fee to apply for the following year.
- A.O.B.

Any items requiring discussion on the agenda must be submitted to the secretary in writing at least three weeks prior to the date of the meeting.

7. Extraordinary Meetings

An extraordinary meeting of the society can be called:

- If requested by a General Meeting of the society's at the time and place decided by that meeting;
- Upon request in writing by at least three members to the Chairperson of the society.

All members must be notified of the date, time, venue and purpose of the meeting at least four days beforehand.

8. Society Records

All records of the society including minutes, correspondence, financial statements, and expenditure remain the property of the society.

These will be made available in the event of a dispute involving any of these items.

9. Finance

The society will maintain a current and deposit bank account with The Natwest Bank.

Expenses that have been incurred with the approval of the committee may be reimbursed on production of a receipt.

The mandate for signature of cheques will be the treasurer and one of the other office bearers of the society. All office bearers will be mandated as signatories of society cheques.

A presentation of the society accounts will be available on request by members and will be presented at each Annual General Meeting.

