
CONSTITUTION of the



**Astronomical
Association of
Queensland**

Revised January 2002

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CONSTITUTION, RULES AND BY-LAWS OF THE ASTRONOMICAL ASSOCIATION OF QUEENSLAND

1. NAME

The name of the organisation shall be:

The Astronomical Association of Queensland, hereinafter referred to as "The Association".

2. OBJECTS

The objects for which the Association is established are as follows:

- 2.1 To foster the science of astronomy.
- 2.2 To advise and assist in developing facilities for the advancement of the Science of Astronomy, and from the generality of this object, to promote or otherwise undertake any activity in connection with the promotion of projects in relation thereto.
- 2.3 To assist and advise in the construction of astronomical instruments, observatories, astronomical facilities and establishments.
- 2.4 To establish and maintain Research Funds to be used to assist research in technical fields in astronomy.
- 2.5 To engage in observational research.
- 2.6 To contribute, exchange and disseminate information of astronomical significance and in relation thereto to publish phenomenon circulars, newsletters and other technical publications including their sale.
- 2.7 To co-operate with or otherwise assist any Government Authority or Department or public or private institution in any matter relating to astronomy, particularly in the State of Queensland.
- 2.8 To prescribe the conditions of eligibility for membership of the Association, the qualifications for the holding of specific membership or office within the Association, and the termination of such membership or office.
- 2.9 To provide for the establishment of Committees of Management, Council or other executive bodies of Association by whatever name called and to prescribe the manner in or by which such bodies are to be elected or appointed, to determine and define the composition and duties of such Committees or other executive bodies and make provision for the removal or suspension of the whole of any such body or member thereof.
- 2.10 To enter into any arrangement for mutuality of interests, co-operation, joint enterprise, affiliation, reciprocal concession or otherwise with any other organisation, association, company or persons, having objectives similar or in part similar to those of the Association, so as to directly or indirectly benefit the Association and its members and to obtain any authority, rights, privileges and concessions which the Association may think desirable and to obtain and to exercise, carry out and comply with same.
- 2.11 To require members of the Association to pay entrance fees, subscriptions and levies; to prescribe the mode of recovery of all or part of unpaid fees, levies or other dues.
- 2.12 To make adequate and lawful provision for the protection and disposition of the property of the Association and for the investment of funds of the Association.
- 2.13 To appoint or elect an Association auditor.
- 2.14 To do all such lawful acts and things as are incidental or conducive to the attainment of the objects of the Association herein provided.

3. CONSTITUTION AND INCORPORATION

- 3.1 The Association shall consist of Full Members, Associate Members and Honorary Members to be granted membership as hereinafter provided.
- 3.2 The Association shall be incorporated by its name as a corporate body in the State of Queensland under the provision of the Religious, Educational and Charitable Institutions Act, 1861-1961.
- 3.3 The President, General Secretary and Treasurer shall constitute the corporation.

4 COUNCIL

- 4.1 The officers of the Association, hereinafter referred to as “The Council”, shall be the President, the Vice-President, the Treasurer, the General Secretary, the Technical Secretary and four (4) Councillors.
- 4.2 The Council shall do all acts in the management of the Association as may be considered for the well-being of the Association and its members and the proper and expedient management thereof.
- 4.3 In addition to any other power conferred by these objects or by these Rules the Council shall have the power to decide and direct any action or policy necessary to the carrying out of all or any of the Objects of the Association or of these Rules and without derogating from the general powers conferred by the Objects or by these Rules, shall have the power from time to time:
 - 4.3.1 To employ any person or persons it considers necessary for the proper performance of the Association’s business or for the carrying out of the Objects of the Association and Rules as provided herein:
The duties, salary and conditions of employment of any person or persons so employed shall, subject to any statutory prescription in respect thereof, be determined by the Council. Any persons so employed shall have no voting rights.
 - 4.3.2 To regulate its own proceedings and time and place of meetings.
 - 4.3.3 To pay all expenses connected with the working of the Association.
 - 4.3.4 To ensure that adequate records and proper records are kept of all proceedings, financial instructions and transactions of the Association and that all books used by the officers, agents and servants of the Association are properly kept, recorded and preserved, and to keep all such other records and accounts as may be by law required or prescribed.
 - 4.3.5 To take any action as may be considered necessary or desirable to give effect in object 2.12.
 - 4.3.6 To provide for the management of the affairs of the Association in any place in such manner as may be necessary or desirable and to appoint any person or persons to be the Attorneys or agents of the Association with such powers and upon such terms as may be thought fit.
 - 4.3.7 To make adequate and lawful provision for the protection and disposition of the property of the Association and for the investment of funds of the Association, and for these purposes and without derogating from the generality of such powers, shall include powers:
 - 4.3.7.1 To accept bequests, donations, and to borrow or raise money in such manner as the Association shall see fit and upon such conditions as may be determined by the Association.
 - 4.3.7.2 To invest and deal with monies of the Association not immediately required in such manner as may from time to time be determined.
 - 4.3.7.3 To keep full and accurate accounts and records in proper form and/or as may be prescribed by law of all funds, investments and financial transactions of the Association.
 - 4.3.7.4 To make and give receipts, releases and other exchanges for money payable to the Association.
 - 4.3.8 To appoint any other committee, council or sub-committee or person or persons as may be considered necessary to investigate and report to the Council or take any other action as may be authorised by the Full Members of the Association at any Ordinary General – or Special Meeting in or upon any matter relating to the carrying out of the Objects of the Association, the welfare of its members generally or business and affairs of the Association.
 - 4.3.9 A member of the Committee who:
 - 4.3.9.1 Becomes a member other than by election, except a member appointed to the Committee pursuant to Clauses 4.3.8 and 4.4 or
 - 4.3.9.2 Is in receipt of any payment or allowance from the organisation for services rendered in any capacity whatsoever shall not have the right to vote at meetings of the Committee.
- 4.4 Should a vacancy occur on the Council by reason of death or resignation of an office-bearer or member of the Council or otherwise howsoever, the Council at its next meeting shall have the power to elect a financial Full Member of the Association to fill the vacancy. Any Full Member so elected shall hold office with the other members of the Council at the time and his office shall terminate with other members of the Council in accordance with these rules.
- 4.5 A member of the Council shall be deemed to have vacated his office if he:
 - 4.5.1 Ceases to be a Full Member of the Association
 - 4.5.2 Becomes unfinancial within the meaning of these Rules.

4.5.3 Is absent from more than two consecutive meetings of the Council without leave of the Council or without reasonable excuse.

5 ELECTION OF THE COUNCIL

- 5.1 The Council shall be elected annually by popular vote of financial Full Members only.
- 5.2 The Council shall consist of financial Full Members only.
- 5.3 The Council shall be elected as hereinafter prescribed. All retiring officers shall be eligible for re-election except that no Full Member shall hold the office of President for more than two (2) consecutive years, or any other office for more than three (3) consecutive years, or serve on the Council for more than five (5) consecutive years. All Full Members shall be eligible for re-election to the Council after vacating the Council for a period of not less than one (1) year.
- 5.4 Nominations for the various official positions shall be in writing, shall be countersigned by financial Full Members and shall be lodged with the General Secretary not later than at the last Ordinary General Meeting before the Annual General Meeting. The retiring Council shall nominate financial Full Members for all Council positions. Such nominations shall be added to nominations by other Full Members of the Association.
- 5.5 In the event of offices being contested, the successful candidate shall be determined by secret postal ballot. One (1) week after the close of nominations, the General Secretary shall post to each Full Member a ballot paper listing all the candidates for each position to be contested. The ballot paper shall be accompanied by a letter containing details of the candidate's qualifications as recorded in the membership register. The ballot paper shall contain instructions as to the number of officers required for each position. A Full Member shall vote by deleting the name/names of the candidate/candidates not of his choice for a particular position. A ballot paper submitted and not complying with this rule shall be regarded as informal. The ballot shall close at 7:30 pm (1930 hrs) on the night of the Annual General Meeting and the votes shall be counted at 8:00 pm (2000 hrs) at that meeting. The retiring President shall appoint a Returning Officer and two (2) Scrutineers who shall be financial Full Members of the Association who shall count the votes and inform the retiring President of the results. The results shall then be announced to the body of the Annual General Meeting.
- 5.6 An unopposed candidate for a Council office shall be automatically installed in that office.

6 PRESIDENT AND VICE-PRESIDENT

- 6.1 The President shall be the recognised official principal officer of the organisation. He shall:
 - 6.1.1 Have complete control of the proceedings of the meetings and shall decide on matters not provided for by the Constitution, Rules and By-laws of the Association.
 - 6.1.2 Prepare an agenda before each meeting of the Association he attends and shall ensure that all entitled to receive a notice of meetings, do so.
 - 6.1.3 Have a casting vote in the event of voting on any matter being equal in addition to a deliberative vote, except at Council Meetings.
 - 6.1.4 Open meetings after ascertaining that a quorum is present.
 - 6.1.5 Sign all documents requiring his signature as the Principal Officer of the Association and shall sign all minutes of meetings after the same are duly confirmed.
 - 6.1.6 Generally oversee and ensure the well-being of the Association and its members and the fulfillment of the objects of the Association and when and where necessary, generally enforce the Rules of the Association.
 - 6.1.7 Prepare with office-bearers and members of the Council and other appointments within the Association as may be applicable, the Annual Proceedings of the Association.
 - 6.1.8 Present at each Annual General Meeting his annual report.
 - 6.1.9 By virtue of his office, be an ex-officio member of any other council or sub-committee of the Association appointed by the Council or by the authority arising from a meeting of Full Members of the Association.
 - 6.1.10 Appoint a Returning Officer(s) and Scrutineer(s) during the conduct of votes by ballot(s) and generally oversee the proper and fair conduct of any ballot(s) held and announce the result(s) thereof.
- 6.2 In the absence of the President, the Vice-President shall conduct the duties of the President as nominated by the Council, and in the absence of the President and Vice-President, an ex-officer or member of the Council shall be elected by Council at Council Meetings and by Full Members present at Ordinary General Meetings.

7 TREASURER

- 7.1 The duties of the Treasurer shall be to:
- 7.1.1 Receive all monies paid to the Association.
 - 7.1.2 Issue a receipt for all monies received.
 - 7.1.3 Maintain proper records and accounts showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
 - 7.1.4 Produce his books at the reasonable request of the Council.
 - 7.1.5 Prepare and present at the Annual General Meeting, a Financial Statement and Report as described in Rule 17.3.4.
 - 7.1.6 Maintain a Membership Register in conjunction with the General Secretary as described in Rule 9.1.8
 - 7.1.7 Maintain an Inventory of all property of the Association.
- 7.2 All payments out of Association funds shall be approved by the Council prior to payment.

8. FUNDS OF THE ASSOCIATION

- 8.1 A General Fund shall be established in the name of the Association and such fund shall be in a current or savings account in such bank as the Council may approve. Except as otherwise provided for by these Rules, all fees, levies, contributions or other incoming monies whencesoever derived, shall be paid into such General Fund from which shall be drawn all amounts necessary to defray expenses, salaries, commissions, fees, allowances or other such disbursements approved and decided upon by the Council or at any meeting of Full Members of the Association.
- 8.2 The Council may establish a Special Fund or Funds in the name of the Association which shall be invested in such manner as the Council may approve.
- 8.3 In accordance with Rules 2.4 and 4.3.8 of the Constitution and By-laws of the Association, the Council shall establish and maintain an Association Research Fund, to be known as the Berenice Page Memorial Research Fund. In addition, any gifts of a substantial nature may, at the discretion of the Council, be named after the benefactor as a separate Research Fund. The Funds, hereinafter known as the Research Funds, and without derogating from the general powers of the Council, shall be administered by a Research Committee established in accordance with Rule 8.3.3 for the following purposes:
- 8.3.1 To obtain items and accessories essential for astronomical research projects, to remain the property of the Association until the completion of the research projects.
 - 8.3.2 To provide assistance to financial members for research projects approved by the Research Committee established under Rule 8.3.3
 - 8.3.3 The Research Committee shall consist of five (5) Full Members of the Association, be approved by CSIRO, and shall administer the Research Fund in accordance with the provisions of Sections 73A and 78 (1) (a) (x) of the Income Tax Assessment Act.
 - 8.3.3.1 Members of the Research Committee shall serve for a period as determined by the Council. Any vacancy occurring in the Research Committee shall be filled in accordance with Rule 8.3.3
 - 8.3.3.2 The Research Committee shall elect a Committee Chairman and Secretary, to serve the Research Committee for a period of twelve months.
 - 8.3.3.3 The nomination of the Research Committee Chairman and Secretary for the ensuing twelve months shall be notified to the Council by 31st December each year.
 - 8.3.4 Funds shall be disbursed from the Research Funds for any Research Proposal on the majority recommendation of the Research Committee.
 - 8.3.5 Research Funds shall be requested by submitting in the first instance six (6) copies of a research proposal to the Research Committee Secretary, who shall refer these to the Research Committee for assessment and evaluation with regard to its validity in relation to Rules 2.4 and 4.3.8 in accordance with the following guidelines:
 - 8.3.5.1 The Research Committee shall confirm with the Technical Secretary the availability of any appropriate equipment already held by the Association that could be used for the project applied for.

- 8.3.5.2 In respect of 8.3.1 the Technical Secretary shall be responsible for the preparation of a submission to the Research Committee describing such equipment as to be acquired by the Association and its proposed research use.
 - 8.3.5.3 Any unincorporated organisation notwithstanding its holding similar aims and objectives, shall not be eligible to apply on its own behalf for a research grant or research funds to the Research Committee under Rule 8.3.2.
 - 8.3.5.4 The Research Committee shall, upon approval or rejection of a proposal, submit a copy of the proposal to the Council accompanied by details of any amendments or conditions imposed.
 - 8.3.5.5 Any announcements that may be issued concerning a grant approved by the Research Committee shall be the responsibility of the Council.
 - 8.3.5.6 Where the proposal has been rejected, reasons shall be given in writing and the proposer may be granted an interview with a member of the Research Committee.
 - 8.3.5.7 The Research Committee shall instruct the Treasurer to disburse money from the Research Funds to Financial Members upon evidence of the satisfactory provision of the goods or services consequent to the proposal.
- 8.3.6 The Research Proposal shall provide:
- 8.3.6.1 An adequate review of the previous relevant scientific literature supported by a list of references.
 - 8.3.6.2 Letters of recommendation from up to two scientists working in the field described in the proposal.
 - 8.3.6.3 A statement of the aims and hypotheses of the research project.
 - 8.3.6.4 Details of proposed methodology.
 - 8.3.6.5 Details of any proposed statistical analyses of data to be accumulated.
 - 8.3.6.6 A time-scale for completion of the project.
 - 8.3.6.7 An itemized list of projected expenditure, showing a budget of expenditure which shall comprise:
 - 8.3.6.7.1 Specifications of various items requested of:
 - A. Equipment
 - B. Maintenance
 - C. Personnel
 - 8.3.6.7.2 Ranking of each of the items in terms of priority:
 - A. That considered essential for the project
 - B. That considered necessary to maintain a reasonable rate of progress to bring the project to completion.
 - C. Other items which would be useful in supporting the project.
- 8.3.7 Recipients of grants from the particular Research Funds shall furnish a summary of work completed for publication in the Annual Proceedings of the Association each year until project completion, which shall include an acknowledgement to the Research Fund.
- 8.3.8 On completion of a Research Project, the recipient shall furnish a detailed report for publication in the Technical Supplement of the Association. If the research project is to be published in an appropriate archivist journal, the recipient shall submit an abstract of the project for publication in the said supplement.
- 8.4 The funds of the Association shall be expended only in carrying out the Objects of the Association or in giving effect to all or any of these rules.
- 8.5 No disbursement shall be made and no monies withdrawn from any account or fund of the Association, except by authority of the Council, or by way of resolution by Full Members at a General or Special Meeting and by means of a cheque for appropriate authority signed by the persons authorised to do so by the Council, with the exception of the disbursement of monies held by the Research Funds in accordance with Rules 8.3.4 and 8.3.5.7, and of which the Council shall be notified by the Research Committee established to administer the Research Funds; provided where the credit balance of any fund, excepting the Research Funds, warrants such action, the Trustees of the Association shall have such power to authorise the transfer of monies from one fund or account to another fund or account of the Association; provided further that the Council may approve that an amount of petty cash or float be made available to the Treasurer to such amount as the Council may from time to time determine.
- 8.5.1 All sums or property paid, contributed or given by any person who, to the knowledge of the Association, has claimed or may claim a taxation exemption in respect of this payment, contribution or gift under Section 73A or Section 78 (1) (a)

(x) of the Income Tax Assessment Act, or any corresponding Section for the time being in force, shall be deposited in the Research Funds.

- 8.5.2 The Council shall decide what portion of other monies received during the year by the Association shall be set aside by the Treasurer and deposited in the research fund.
- 8.5.3 On completion of a Research Project, equipment purchased by the Research Committee for the project shall be disposed of by Council in accordance with the instructions of the Research Committee.
- 8.5.4 Equipment provided to proposers under Rule 8.3.4 shall be subject to annual audit by the Committee Secretary, who shall issue audit returns to recipients currently holding equipment obtained by the Research Committee on 30th November each year. The audit returns shall be completed by the recipient and submitted to the Research Committee.
- 8.5.5 It shall be the recipient's responsibility to see that the equipment purchased on his behalf is adequately protected and secured from theft. It shall be incumbent upon the recipient to notify the Council of any damage or theft incurred upon said equipment. Where it has come to the attention of the Council that equipment held by a recipient has been destroyed, damaged, lost or otherwise impaired, without the recipient notifying the Council, the Council may institute whatever statutory or civil proceedings against the recipient it feels necessary to recover the cost of repairs or loss of the equipment.
- 8.5.6 The Research Committee may, upon such evidence that indicates improper, insufficient or unsatisfactory use of equipment vide Rule 8.5.4, may take possession of such equipment and place it in the custody of the Association until the Research Committee determines its further use.
- 8.6 No honorarium shall be granted to any person from the funds of the Association and no dividend shall be paid to, and no income or property of the Association shall be distributed amongst the members.
- 8.7 The financial year shall be from the 1st January to the 31st December.
- 8.8 All monies shall be banked as soon as practicable after receipt of them.
- 8.9 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.

9 GENERAL SECRETARY AND TECHNICAL SECRETARY

- 9.1 It shall be the duty of the General Secretary to:
- 9.1.1 Keep the minutes of all proceedings of the Association.
- 9.1.2 Attend to all general correspondence as instructed by the Council, and produce such correspondence to the Council.
- 9.1.3 Prepare and distribute notices of meetings to members, including abstracts of the Minutes of the previous meeting to those who were absent.
- 9.1.4 Assist in convening meetings.
- 9.1.5 Advise any apologies for non-attendance received.
- 9.1.6 Provide a copy of the Constitution, Rules and By-laws of the Association at all meetings
- 9.1.7 Supply a copy of the Constitution, Rules and By-laws of the Association to new members.
- 9.1.8 Maintain a register with the Treasurer, together with the following information concerning each member:
- 9.1.8.1 Membership classification.
- 9.1.8.2 Member's degrees, diplomas, profession or occupation.
- 9.1.8.3 Address and telephone number(s).
- 9.1.8.4 Date on which membership was granted.
- 9.1.8.5 Name of proposer and seconder.
- 9.1.8.6 Membership of other astronomical or other allied societies.
- 9.1.8.7 Details of subscriptions paid.
- 9.1.8.8 Details of Association awards from other similar organisations.

9.1.9 Prepare and present the General Secretary's annual report at each Annual General Meeting as prescribed in Rule 17.3.2.

9.1.10 Advise all applicants for membership of the decision of the Council in this regard.

9.1.11 Post, in the event of contested elections, ballot papers and accompanying personal details of each candidate, as prescribed in Rule 5.5

9.2 It shall be the duty of the Technical Secretary to:

9.2.1 Attend to all technical correspondence as instructed by the Council and produce such correspondence to the Council.

9.2.2 Assist in the convening of meetings.

9.2.3 Prepare circumstances of transient phenomena for publication or delegate such preparation to a member of the Association or, with the approval of the Council, to delegate such preparation in part or in full to resources outside the Association.

9.2.4 Maintain a register of members' observatories and instruments as described in Rule 21.

9.2.5 Prepare and present the Technical Secretary's annual report at each Annual General Meeting as prescribed in Rule 17.3.3.

10. COUNCIL APPOINTEES, ACTING AND ASSISTANT OFFICE-BEARERS

10.1 In accordance with the powers conferred by the Objects, or by these Rules, the Council may have the power to appoint Editors of the Association's publications, Directors of Observational Sections and other Technical Sections by whatever name, and acting as assistant office-bearers: provided that such appointments are made from the Full Membership and that such Full Members so appointed be financial.

10.2 Directors of Observational Sections and other Technical Sections shall be responsible for the administration of their Sections and duties to the Council.

10.3 The Council shall establish the general editorial policies for the publications of the Association. The Editors shall conform to such Council policy.

10.4 Directors of Observational Sections and Editors shall have access to the Council and may attend Council Meetings only for the expressed purposes concerning their respective spheres of responsibility.

10.5 The Council may approve the allocation of Association funds to the Observational, Technical and Editorial Sections upon application to the Council for such assistance by the appointees concerned.

10.6 Directors of Sections and Editors appointed in accordance with Rule 10.1 may resign or retire from such appointment: provided that notice of such intention be delivered to Council at least three calendar months in advance, emergencies excepting.

11. MEMBERSHIP

11.1 Every applicant for admission to membership of the Association shall complete and sign the form of application for membership prescribed from time to time by the Council. The completed application form, together with the current joining fee and annual subscription, shall be forwarded to the General Secretary.

11.2 The General Secretary shall submit every application for admission to membership to the next ensuing Council meeting. Upon an applicant being admitted to membership, notice thereof and any other particulars shall be sent to him/her by the General Secretary.

11.3 Membership of the Association shall be classified as follows:

11.3.1 Full Members:

11.3.1.1 Those who are contributing to research in astronomy or a closely allied science.

11.3.1.2 Those who are engaged in observational work on behalf of or in conjunction with a bona fide astronomical organisation.

11.3.1.3 Those who, in the opinion of Council, have demonstrated a commitment to amateur astronomy and have been active Associate members of the Association for a minimum of two years immediately prior to the date of nomination for full membership, or have had other experience that is considered by Council to be equivalent.

11.3.1.4 Full Members shall not be less than eighteen (18) years of age.

11.3.2 Associate Members

11.3.2.1 Anyone who is desirous of becoming a member of the Association, but whose qualifications do not subscribe to the conditions laid down for Full Members.

11.3.2.2 Any society, association, school or group desirous of becoming a member of the Association, such organisations to be designated as Associate Groups and each Associate Group to be deemed the equivalent of an Associate Member in all respects with the exception of grants from the Research Funds.

11.3.3 Honorary Members

11.3.3.1 Honorary Membership may be conferred upon a person by the Council who, in the opinion and judgement of the Council, has rendered valuable service to astronomy and the advancement of that science.

11.4 Two Full Members may nominate a person for Full or Associate membership. The Council shall determine the eligibility of the nominee after due examination of the qualifications or credentials supporting the nomination, and shall grant membership if supported by five (5) or more members of the Council.

11.5 Appeal against rejection of membership:

11.5.1 A person whose application for membership has been rejected may, within one month after receiving written notification of such rejection, appeal against the decision of the Council to a General meeting of the Full Members of the Association held for the purpose of determining that appeal.

11.5.2 Notice in writing of his/her intention to appeal shall be given to the General Secretary.

11.5.3 The Council shall convene such a General Meeting so that the meeting is held within three months of the date of receipt by the General Secretary of the notice of appeal, at a time suitable to the majority of Full Members to attend thereat.

11.5.4 At such meeting, the appellant shall be given the opportunity to fully present his/her case either orally or in writing or partly by one of these means and partly by the other, and the Council or those members thereof who rejected the application, shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the majority of the financially Full Members present at that meeting.

11.5.5 Where a person, whose application is rejected does not in the time prescribed by this Constitution, appeal against the decision of the Council, or so appeals but the appeal is unsuccessful, the General Secretary shall refund to him/her the amount of the annual subscription paid to the General Secretary.

11.6 A member may resign from the Association in writing only. No subscription or part thereof shall be refunded.

11.7 Nominations shall lie on the table for not less than three weeks from the date of the Council Meeting at which they are submitted.

12. DUTIES OF MEMBERS

12.1 Each member of the Association shall be bound by the Objects, Rules and By-laws of the Association during the term of membership. Upon admission to the Association, a member shall be supplied with a copy of these Rules gratis, but any further copies requested by a member shall entail a cost as determined by the Council from time to time.

12.2 Where any dispute arises between members of the Association, the members concerned shall immediately notify the General Secretary who shall, without delay, take such steps as are necessary to bring the matter before the Council whose resolution of the matter shall be binding upon the members concerned.

12.3 It shall be the duty of members to notify the General Secretary of their changes of address and other personal details. It shall be the duty of members to notify the Technical Secretary of any modifications or additions to registered observatories or instruments.

13. RESIGNATION AND TERMINATION OF MEMBERSHIP

13.1 A member may resign his membership of the Association by giving not less than one (1) month's notice in writing to the General Secretary of his/her intention to resign from the Association.

13.2 On termination of any member's membership by resignation or otherwise, such member shall continue to be liable for all fees and levies or other amounts due and unpaid at the date of such termination.

13.3 If a member:

13.3.1 Is convicted in a Court of Law of an indictable offence; or

13.3.2 Fails to comply with any of the provisions of this Constitution; or

13.3.3 Conducts him/herself in a manner to be considered to be injurious or prejudicial to the character or interests of the organisation; the Council shall consider whether his/her membership shall be terminated.

13.4 The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Council resolves to terminate his/her membership, it shall instruct the General Secretary to advise the member accordingly. The member may, within one month after receiving such written notification, appeal to a General Meeting of Full Members.

13.5 Notice in writing of his/her intention to appeal shall be given to the General Secretary.

13.6 The Council shall convene a General Meeting so that such meeting is held within three months of receipt by the General Secretary of a notice of intention to appeal, at a time and place suitable to the majority of Full Members to attend thereat.

13.7 At such meeting, the appellant shall be given the opportunity of fully presenting his/her case either orally or in writing or partly by either of these means and the Council or those members thereof who intend to terminate his/her membership, shall subsequently likewise have the opportunity of presenting its or their case.

13.8 The appeal shall be determined by the vote of a majority of the financial Full Members present at that meeting.

13.9 Where a person whose membership the Council intends to terminate, does not appeal against the decision within the time provided by this Constitution, or so appeals but his/her appeal is unsuccessful, the membership of that person shall thereupon be deemed to be terminated.

14. SUBSCRIPTIONS

14.1 The membership fee shall be such amount per Full Member and Associate Member as may be determined from time to time by a Special Meeting of Full Members of the Association. It shall be the responsibility of the General Secretary to ensure that the membership of the Association be informed within twenty-eight (28) days of the adoption of such determination: provided that persons elected to membership after the first (1st) day of October in any year, shall pay the annual dues for that year and shall be deemed to be financial for the following financial year beginning the first (1st) of January.

14.2 The entrance, or joining, fee shall be the amount applicable to Full and Associate Members alike as may be determined by Full Members at a Special Meeting of the Association.

14.3 Members who are under the age of eighteen (18) years, or full-time students, or in receipt of retirement annuities or pensions, shall pay two-thirds of the amount applicable to Associate Membership.

14.4 A member whose membership has fallen three (3) months in arrears shall be struck from the membership of the Association and shall not be reinstated in membership until the full arrears due by the member are paid to the Association.

14.5 The Council or any Special Meeting of Full Members or the Association shall have the power to impose a levy not exceeding one year's subscription upon each and all members of the Association, the purpose of such levy being to increase the General Fund or Account, or to provide, maintain or increase benefits to members. The General Secretary shall notify all members in writing of any levy and the amount thereof.

14.6 Any member forfeiting rights of membership shall not be eligible for membership rights until all monies owing to the Association are paid for the time before such forfeiture took place, plus all the monies for which he/she would have been liable had he/she remained a financial member of the Association; provided that Council may waive all or any part of the member's arrears or dues owing to the Association.

15. COUNCIL MEETINGS

15.1 The Council shall meet before each General Meeting and whenever else deemed necessary by the Council.

15.2 Any four (4) members of the Council may request a Council Meeting and the President shall convene a Special Council Meeting at one (1) week's notice in respect of such Special Meeting.

15.3 Five (5) members of the Council shall constitute a quorum.

15.4 The format of Council Meetings shall be as follows:

15.4.1 Apologies.

15.4.2 Adoption of the Minutes of the previous Council Meeting.

15.4.3 Business arising out of the Minutes.

15.4.4 Outgoing and incoming general and technical correspondence.

15.4.5 Business arising from such correspondence.

15.4.6 Accounts.

15.4.7 Assessments of membership eligibility and decisions on granting new memberships.

15.4.8 General business.

15.5 Questions arising at any meeting of the Council shall be decided by a majority of votes and in the case of equality of votes on any question at any meeting of the Council, the question shall be deemed to be decided in the negative.

16. ORDINARY GENERAL MEETING

16.1 Ordinary General Meetings shall be held at such place and time as determined by the Council.

16.2 The format of the Ordinary General Meetings shall be as follows:

16.2.1 Apologies

16.2.2 Adoption of the Minutes of the previous Ordinary General Meeting.

16.2.3 Business arising from those Minutes.

16.2.4 Correspondence that, in the opinion of the Council, relates to the business of the Ordinary General Meeting, and business arising therefrom.

16.2.5 Announcement of new memberships granted.

16.2.6 The General Secretary's report.

16.2.7 The Technical Secretary's report.

16.2.8 The President's report.

16.2.9 Presentation of papers, guest lectures, seminars or other items as determined from time to time by the Council.

16.2.10 Directors of Sections' reports.

16.2.11 Tabling of observations.

16.2.12 Items of astronomical interest.

16.2.13 General Business.

16.3 The President may appoint a Convening Chairman to chair that part of the Ordinary General Meeting described in Rule 16.2.9.

17. ANNUAL GENERAL MEETING.

17.1 The Annual General Meeting of the Association shall be held no later than the end of March of each year.

17.2 The format of the Annual General Meeting shall be as follows:

17.2.1 Apologies.

17.2.2 Adoption of the Minutes of the previous Annual General Meeting and business arising therefrom.

17.2.3 Correspondence that, in the opinion of the Council, relates to the business of the Annual General Meeting and the business arising therefrom.

17.2.4 Presentation of the Annual Report to be opened by the President and in accordance with the following procedure:

17.2.4.1 President's annual report as prescribed in Rule 17.3.1.

- 17.2.4.2 General Secretary's annual report as prescribed in Rule 17.3.2.
- 17.2.4.3 Technical Secretary's annual report as prescribed in Rule 17.3.3.
- 17.2.4.4 Treasurer's annual report and financial statement as prescribed in Rule 17.3.4.
- 17.2.4.5 Election and installation of office-bearers.
- 17.2.4.6 Guest lectures, presentation of papers and other items as decided by the Council from time to time.

17.3 The annual report shall proceed as follows:

17.3.1 President's annual report:

- 17.3.1.1 Reports of the activities and major business negotiated during the year by the Council.
- 17.3.1.2 Reports of various sub-committees' activities.
- 17.3.1.3 Progress of research by the Association.
- 17.3.1.4 Details of public service rendered by the Association.
- 17.3.1.5 Reports on matters concerning Association policy or policies.
- 17.3.1.6 Reports on the activities of Sections and Editors.

17.3.2 General Secretary's annual report:

- 17.3.2.1 Report on membership status.
- 17.3.2.2 Nature and number of meetings.
- 17.3.2.3 Visitors to the Association.
- 17.3.2.4 Attendances at meetings.
- 17.3.2.5 Details of assistance from the Research Funds.
- 17.3.2.6 Administrative and business matters.

17.3.3 Technical Secretary's annual report:

- 17.3.3.1 Review of observational activities during the year including associated work with other organisations.
- 17.3.3.2 Reports from the Directors of Sections.
- 17.3.3.3 Reports from Directors of Observatories.
- 17.3.3.4 Reports from individual observers.
- 17.3.3.5 Tabling of publications in archivist journals by members.
- 17.3.3.6 Table of members' contributions to publications.
- 17.3.3.7 Nature of technical assistance to the public or to private institutions in accordance with Object 2.7.

17.3.4 Treasurer's annual report:

- 17.3.4.1 Financial statement.
- 17.3.4.2 Financial report.
- 17.3.4.3 Audit report.

18. SPECIAL GENERAL MEETINGS.

18.1 Ten (10) Full Members shall constitute a quorum for Ordinary and Annual General Meetings.

18.2 A Special General Meeting shall be convened by Council when deemed necessary or upon the presentation of a petition signed by ten (10) Full Members in which is stated the purpose for which the meeting is required. Such special meetings shall be convened within one (1) calendar month of the receipt of the petition by the Council.

18.3 If within one half-hour from the time appointed for a meeting, a quorum of Full Members is not present, the meeting, if convened on the requisition of Full Members, shall be dissolved, in any other case, it shall stand adjourned to the next scheduled monthly meeting at the same time and place: and if at the adjourned meeting a quorum of Full Members is not present within one half-hour of the time appointed for the meeting, the Full Members present shall be a quorum.

19. VOTING.

19.1 Only Full Members and Honorary members shall be entitled to vote at any meeting.

19.2 Except as stated, all voting shall be by show of hands.

19.3 Every question, matter or resolution shall be decided by a majority of votes of the financial Full Members present.

19.4 Every financial Full Member present shall be entitled to one vote and in the case of an equality of votes, the Chairman shall have a second or casting vote.

19.5 Voting shall be by show of hands or a division of members, unless not less than two (2) financial Full Members present demand a ballot, in which event there shall be a secret ballot.

20. MANAGEMENT OF THE ASSOCIATION.

20.1 Except as otherwise provided by this Constitution, Rules and By-laws, and subject to the resolution of the Full Members of the Association carried at any Annual, Ordinary or Special Meeting, the Council shall have:

20.1.1 The general control and management of the administration of the affairs, property and funds of the Association.

20.1.2 Authority to interpret the meaning of this Constitution and on any matter relating to the Association on which these Rules and By-laws are silent.

20.2 The Council shall have the power to make By-laws subject to approval by Full Members at a General Meeting. All By-laws shall be binding upon members unless repealed by the Council or by a resolution of Full Members at a General Meeting or the Association.

20.3 Any dispute or difference which may arise as to the meaning or interpretation of those Rules and any By-laws or as to the powers of the Officers or the Council or the validity of any election or proceeding of the General Meeting, shall be determined by the Council whose decision shall be final and binding.

21. REGISTRATION OF MEMBERS' OBSERVATORIES.

21.1 The Technical Secretary shall maintain a register of members' observatories and instruments, which shall contain the following details:

21.1.1 Owner.

21.1.2 Location and geographic co-ordinates.

21.1.3 Dimensions.

21.1.4 Type of roofing.

21.1.5 Major equipment.

21.1.6 Accessories.

21.1.7 Timekeeping and receiving facilities.

21.1.8 Type of research or observational program or programs involved.

21.1.9 Telephone number.

21.2 The register of members' instruments shall contain the following details:

21.2.1 Owner.

- 21.2.2 Location.
- 21.2.3 Specification of equipment.
- 21.2.4 Accessories.
- 21.2.5 Actual or proposed tasks.

22. PUBLICATIONS OF THE ASSOCIATION.

- 22.1 In accordance with the Objects of the Association, the Association may publish or disseminate phenomenon circulars, newsletters, technical publications, special reports as well as the Annual Proceedings of the Association as provided by Rule 17.3.
- 22.2 The Council may appoint Editors from the body of the Full Membership of the Association who shall be responsible to the Council for the production of the various publications as described in Rule 22.1.
- 22.3 Directors of Sections may recommend to the Council the production of phenomenon circulars and Section reports and may present annual reports of Sections for inclusion in the Annual Proceedings.
- 22.4 The Annual Proceedings of the Association shall be published by a date as directed by the Council from time to time.
- 22.5 The Council reserves the right to determine editorial policy, content and layout of any of the Association's publications, but may take into cognisance any technical advice or recommendations made by Editors and Directors of Sections.
- 22.6 Every financial member shall be entitled to receive one (1) copy of each newsletter and the Annual Proceedings.
- 22.7 Members of the Association's sections shall receive copies of section reports as determined by the respective Directors and produced at their discretion.
- 22.8 The Council may approve the production of technical publications as recommended by the Council or by a member of the Association. Such publications may be sold or disposed of in a manner to benefit the Association, the funds from which shall be placed in an account as determined by the Council. The Council may approve the payment of out-of-pocket expenses incurred by a member producing such a publication or publications.
- 22.9 Nothing in these Rules shall constrain a member from producing or publishing his own publication for his own financial or technical benefit, provided that in these circumstances such member has no right or claim for any expenses from the Association incurred by such publication.
- 22.10 The Council at its discretion, may enter into a business association with a member of the Association on a basis to be determined between the parties concerned for the production of a written work relating to the science of Astronomy, provided that any such enterprise be sanctioned by Full Members at an Ordinary or Special Meeting. No member shall have any voting rights in relation to any contract with the Association when such member is a party to the contract is his own right.

23. ASSOCIATION LIBRARY AND LIBRARIANS.

- 23.1 The Association may maintain its own library, under the management of a Librarian or Librarians appointed by the Council from the body of Full Membership of the Association, and assist the Librarian(s) from the Full or Associate Membership of the Association.
- 23.2 The Council may institute a Library Lending Policy for the benefit of the membership of the Association and implemented by the Librarian(s).
- 23.3 The Librarian(s) shall be responsible to the Council for all reasonable security precautions to safeguard the contents of the library from negligent loan, theft or other misdemeanour, and shall maintain a Library Register, which shall include all Library property and contents, as well as conditions pertaining to the borrowing from the Library by its members.

24. INSURANCE.

- 24.1 The Council may take such steps as are necessary to insure Association property, such insurance and insurance organisation to be determined by the Council.

25. COMMON SEAL.

- 25.1 The Association shall have its name inscribed upon a common seal that shall be held by the President.

