

# **THE CONSTITUTION OF THE CANTERBURY ASTRONOMICAL SOCIETY INC.**

**P. O. Box 25-137 Victoria Street Christchurch, New Zealand.**

- 1 Name
- 2 Objects
- 3 Membership
- 4 Life Members
- 5 Alteration of Constitution
- 6 Meetings of Members
- 7 Officers, Committee and Appointees
- 8 Management
- 9 Bank Accounts
- 10 Observatory and Equipment
- 11 Patron
- 12 Common Seal
- 13 Registered Office
- 14 Winding up the Society

By-Laws

Index

**NOTE: This Constitution should be read in conjunction with the By-laws**

## **1 NAME**

The name of the Society is the Canterbury Astronomical Society (Incorporated) and is known in this document as "The Society".

## **2 OBJECTS**

2.1 The Objects of The Society within New Zealand are:

- 2.1.1 To encourage the promotion of the knowledge of astronomy and related branches of science.
- 2.1.2 To associate with astronomical observers and other persons interested in astronomy for mutual assistance and organisation.
- 2.1.3 To publish and circulate astronomical information.
- 2.1.4 To administer trusts and carry out other functions as part of the exclusively charitable nature of The Society.

### 3 MEMBERSHIP

- 3.1 The Society's membership is made up of the persons whose names, addresses and occupations appear in the membership records of financial members of The Society prior to the registration of this Constitution and those persons or bodies admitted by the committee in accordance with this Constitution after the date of registration.
- 3.2 Membership is divided into categories and the amount of subscription is a percentage of the Standard Annual Subscription as stated in the by-laws.
- 3.3 The amount of the Standard Annual Subscription and conditions attached thereto is fixed at the Annual General Meeting or a Special General Meeting of The Society, and each member is liable to pay a subscription each year. The annual subscription in accordance with the by-laws, falls due on April 1, but if unpaid, is not considered to be in arrears until July 1 following.

#### 3.4 REBATES

The subscription payable by any person upon application to become a member of The Society may be reduced, depending upon the percentage of the subscription year remaining at the time of election to membership.

#### 3.5 MEMBERSHIP CATEGORIES:

- 3.5.1 A Senior Member is a person, 18 years of age or over, who pays the full subscription rate and is not eligible for any other membership category.
- 3.5.2 A Junior Member is one whose age is under eighteen years at April 1.
- 3.5.3.1 A Family Membership consists of two or more persons living at the same address. All may take part in Society activities and all members of the family have voting rights. A family membership entitles that family to a maximum of two copies of The Society's magazine.
- 3.5.3.2 One family member aged 18 years or over must be specified as being responsible for the payment of the annual subscription and the residential status of the family membership and shall declare same on request.
- 3.5.3.3 The person responsible for a family membership shall notify the committee if any person, being part of the family membership, permanently leaves the family residence.
- 3.5.3.4 For the purposes of affiliation, each family membership subscription shall be considered to be two members.
- 3.5.4 Superannuitant membership may be applied for by any person on attaining the age of sixty five years.
- 3.5.5 Student membership may be applied for by any persons who are studying full-time at a tertiary institution. To be eligible for the reduced subscription, students over the age of eighteen must, each year, make a written declaration that they are students. If no such declaration is received, the persons revert to senior member rate of subscription.
- 3.5.6 An Overseas Member is a person who lives outside New Zealand.
- 3.5.7 A Life Member is a person who, because of meritorious service to The Society has been granted free membership of The Society, without any reduction in rights and privileges of full membership in accordance with Rule 4.
- 3.5.8.1 Corporate Membership is membership by an organisation.
- 3.5.8.2 The representative of the organisation has the voting rights of one member but cannot take office in The Society unless already a member of The Society in another category.

- 3.5.9 A community Services Card holder is a member who is over eighteen years of age and not a superannuitant, who holds a New Zealand Community Services Card.
- 3.6 APPLICATIONS FOR MEMBERSHIP
- 3.6.1 Every person or organisation wishing to become a member of The Society shall make written application stating name, address and occupation and other details as may be required by The Society. The application shall be proposed and seconded by two financial members of the Society. The application must be accompanied by the appropriate subscription in accordance with the by-laws.
- 3.6.2 The application will be submitted to the Committee at a Committee meeting, and a vote taken, where a simple majority is required to elect the new member.
- 3.6.3 If the application is successful, the Membership Secretary enters the new member into the Society records, informs the new member and supplies that member with a copy of this Constitution.
- 3.6.4.1 The Committee has the right to decline any application for membership for any membership category and is not required to give any reason for doing so.
- 3.6.4.2 Applicants who fail to gain the required majority for election to The Society will have their subscriptions refunded.
- 3.7 Every member is bound by the Constitution and By-laws of The Society. The signature on the "Application for Membership" is conclusive evidence of agreement to comply with the Constitution and By-laws of The Society.
- 3.8 Membership termination
- 3.8.1 Resignation from The Society must be in writing and should be addressed to the Secretary who will ensure that the list of members is updated accordingly.
- 3.8.2 Upon resignation, all property belonging to The Society will be returned in good condition to The Society fair wear and tear excepted.
- 3.8.3 Members whose subscriptions are in arrears by three months may be considered to have let their membership lapse and may be removed from the List of financial members. This termination of membership is done by vote at a committee meeting.
- 3.8.4 Family membership. Non-payment of subscriptions may result in the entire family having their membership terminated as per rule 3.8.3
- 3.9 Loan of equipment.
- 3.9.1 Only financial members may borrow property belonging to The Society. Members shall return borrowed property, in good condition, upon demand of the committee.
- 3.9.2 The Society has the right to demand immediate return of such property or chattels from the member in question where, through the actions of a member of the Society, a non-member has obtained possession of Society property or chattels.
- 3.9.3 If a member refuses to return Society property when requested by the committee, that member becomes liable for expulsion and legal action to facilitate the return of such property.
- 3.10 Expulsion
- 3.10.1 The committee may, by two-thirds majority, vote to expel any member of The Society who has been guilty of misconduct or conduct detrimental to the interests of the Society.

- 3.10.2 Not less than seven days before the meeting in which the charge is to be considered, written notice of the charge against the member shall be delivered to each member of the committee and to the member concerned.
- 3.10.3 The member concerned has the right to speak in defence of the charges at the meeting and may be represented.

#### **4 LIFE MEMBERS**

- 4.1 Upon the nomination of five or more members, The Society may award Life Membership to any member who has served The Society with distinction. This requires a two-thirds majority vote of members present at a Special General Meeting or Annual General Meeting.

#### **5 ALTERATION OF CONSTITUTION**

- 5.1 No addition to, alteration of, or rescission of the Constitution shall be approved if it in any way affects Rule 2.1.4 or 14.5, or if it in any way alters the exclusively charitable nature of The Society.
- 5.2 Any proposal to alter any part of the Constitution of The Society is presented as a Notice of Motion at an Annual General Meeting or Special General Meeting. A two-thirds majority vote of members present is required to approve the Motion.
- 5.3 Such proposal to make, amend or rescind this Constitution shall be decided by a two-thirds majority of votes cast by members present at such Special General Meeting or Annual General Meeting.
- 5.4 This Constitution shall come into force upon its registration with the Registrar of Incorporated Societies.
- 5.5 BY-LAWS The Society has the power to make, amend and rescind by-laws consistent with this Constitution for the effective running of The Society's affairs. Any by-law will not be in conflict with or supersede any clause in this Constitution.

#### **6 MEETINGS OF MEMBERS**

##### **6.1 MEETINGS**

Meetings of members are arranged by the Committee. Notice of each meeting is given in the newsletter, stating the business for which it was convened. This information shall be sent to each member at his address as per the Society's Register of Members. Any non-receipt by a member of a notice of a meeting shall not invalidate subsequent decisions of that meeting.

##### **6.1.1 GENERAL MEETINGS**

At least nine general meetings are to be held during each calendar year.

##### **6.1.2 Fifteen members shall form a quorum at all Annual General Meetings and Special General Meetings of members.**

##### **6.1.3 Any person wishing to present a paper or give a lecture at an ordinary meeting of the Society shall seek approval of the Meetings Co-ordinator.**

##### **6.2 ANNUAL GENERAL MEETINGS**

##### **6.2.1 The Annual General Meeting of The Society is held at a time and place that the Committee determines.**

- 6.2.2 At least one month's notice stating the venue, date and time of the Annual General Meeting shall be sent to each member at his address as per the Society's Register of Members.
- 6.2.3 The Annual General Meeting or any adjournment shall consider the election of Officers and Committee, make appointments and have presented the Annual Accounts, President's Report and associated matters including Notices of Motion.
- 6.2.4 The Membership Secretary shall make a full list of members, a list of accredited members, and other lists as may be deemed necessary, available at each Annual General Meeting for perusal by members.
- 6.2.5 An Annual General Meeting is only closed when all of the proposed business of the meeting has been completed. If there is no time to complete the business by a reasonable hour or a quorum can no longer be maintained, the Chairman may move a motion to adjourn the meeting to another date, time or place.
- 6.2.6 Members of the Committee elected at the Annual General Meeting take office immediately upon closure of the meeting.
- 6.2.7 If an Annual General Meeting is adjourned, the outgoing Committee shall remain in office until the meeting is officially closed, even though election of the new Committee may have been completed.
- 6.3 SPECIAL GENERAL MEETINGS.
  - 6.3.1 A request from the general membership to convene a Special General Meeting is not valid unless it is signed by at least five members of The Society. It will state the reason for the calling of the meeting. Requests are delivered to the Secretary who shall give at least one month's notice of the meeting in The Society's newsletter or any other suitable means. The Secretary shall call the meeting within two calendar months of the initial request.
  - 6.3.2 The time normally allotted to any monthly General Meeting of The Society may be used as the opportunity to convene a Special General Meeting as long as clause 6.3.1 is complied with. At the closure of the Special General Meeting, the Chairman may declare the general meeting open and proceed with the business of the general meeting if applicable. No business previously transacted at the Special General Meeting may be reopened for discussion during the general meeting.
  - 6.3.3 The business of a Special General Meeting shall be confined to matters which, in the opinion of the chairman, fall within the stated purpose of the meeting.
  - 6.3.4 A Special General Meeting may be convened for any of the following reasons:
    - 6.3.4.1 Any purpose connected with the objects of The Society.
    - 6.3.4.2 To consider any questions which the Committee considers to be urgent or appropriate.
    - 6.3.4.3 To consider an application to reinstate a member who has been previously expelled.
    - 6.3.4.4 To elect a member to Life Membership.
    - 6.3.4.5 To consider a Motion to wind up The Society.
    - 6.3.4.6 To confirm the motion of a previous Special General Meeting to wind up the Society and, if not already done so, appoint a Liquidator and Trustees in accordance with clauses 14.3 and 14.4
- 6.4 COMMITTEE MEETINGS

- 6.4.1 Meetings of the Committee are held as frequently as required, and at such times and places as the President or the Committee may decide.
- 6.4.2 In the absence or incapacity of the Secretary, it is the responsibility of the President or Vice President to call any meeting of the Committee.
- 6.4.3 Five committee members form a quorum at any Committee Meeting.
- 6.4.4 All acts done at any Committee Meeting, even if discovered afterwards that there was some defect in the appointment of any committee member, or that any of them were disqualified, shall be taken as if each committee member had been correctly appointed and was qualified to be a committee member.
- 6.4.5 The position of any member of the committee who is absent from two consecutive committee meetings without apology being tendered, shall be declared vacant if the committee so decides.
- 6.4.6 Committee meetings may be attended by any member of the Society but only committee members are entitled to vote. The right to speak by any non-committee member shall be at the discretion of the Chairman.
- 6.5 SPECIAL COMMITTEE MEETINGS
  - 6.5.1 Any five members of the Committee may, by letter, require the Secretary to call a Special Committee Meeting, and if the Secretary fails to call such a meeting, any member of the Committee may call it.
  - 6.5.2 Except by consent of two-thirds of those present at any Special Committee Meeting, no question other than that for which the meeting was called may be considered.
  - 6.5.3 A minimum of three days notice of intention to call a Special Committee Meeting is given by the Secretary to each member of the Committee.
- 6.6 POWERS OF CHAIRMAN AT ALL MEETINGS
  - 6.6.1 The Chairman, has complete control over the conduct and proceedings of meetings, and decides all matters not provided for by this Constitution.
  - 6.6.2 The Chairman may require the proposer of any motion or amendment to write it down, sign it and get it signed by a seconder.
  - 6.6.3 If a Chairman's decision is objected to by at least five members present at that members' meeting, the Chairman may adjourn the meeting for up to one hour so that he can obtain advice. The Chairman may reserve any decision on any matter, including the interpretation of the Constitution of The Society.
- 6.7 VOTING AT ALL MEETINGS
  - 6.7.1 All voting shall be in person and not by proxy.
  - 6.7.2 The decisions of all meetings of both the Committee and of Members are decided by the following method of voting:
    - 6.7.2.1 The Chairman puts the motion to the meeting and then asks for a vote. The vote is normally taken on the "voices" but the chairman may call for "show of hands" if the "voices" is not decisive. Further, any member may request a "show of hands". A "secret ballot" can only be called by a motion. Such a motion must be decided by "show of hands". Voting at any Special General Meeting called to wind up the society, will be carried out in accordance with rule 14.1. Complicated voting, i.e., election of committee, should be by "secret ballot". Appointment of scrutineers may be called for "show of hands", and shall be called for "secret ballot".

6.7.3 Any member wishing to re-open any question previously decided, as evidenced by the Minutes, shall propose at a subsequent meeting, a Motion for the rescission of that decision.

6.7.4 Each member or body shall have only one vote, but in the case of equality of votes, the Chairman may have a second or casting vote.

## 6.8 MINUTES

6.8.1 The Minutes of The Society's Annual General Meetings and Special General Meetings are read and confirmed at the next Annual General Meeting.

6.8.2 The Minutes of Committee meetings are read and confirmed as follows:

- Ordinary Committee meetings at the next ordinary Committee meeting.

- Special Committee meetings at the next ordinary Committee meeting.

6.8.3 The Minutes of the Annual General Meeting are prepared and tabled at the first meeting of the incoming Committee so that decisions made at the Annual General Meeting may be on the agenda and entered into the minutes of the committee meeting.

6.8.4 The Minutes of any sub-committee meeting, if kept, are read at the next Committee meeting, and any decisions made are subject to ratification in accordance with Rule 8.3.3

## 7 OFFICERS, COMMITTEE AND APPOINTEES

### 7.1 GENERAL NOTES:

7.1.1 The nine Officers of The Society are: President, Vice President, Treasurer, Secretary, Membership Secretary, Editor, Librarian, Webmaster and Observatory Director.

7.1.2 The Committee consists of twelve members including the Officers of The Society. Any Officer of the Committee other than the President may hold a second office if so elected at the Annual General Meeting. No member may hold more than two offices.

7.1.3.1 Appointments from within the membership are: Trustees, Deputy Director and Publicity Officer (appointed by committee) Appointees are not members of the Committee unless they are actually elected to the committee in their own right.

7.1.3.2 The Society shall appoint a solicitor and auditor.

7.1.4 After nominations for the offices (seconded and with the nominee's consent) have been received, the members of the Committee and appointees are elected by ballot where necessary.

7.1.5 The committee has the power to co-opt to itself or to sub-committees and fill any vacancy including offices and appointments.

7.1.6 All members of the Committee must be financial members of The Society.

7.1.7 The term of the committee shall be until the next Annual General Meeting. Any officer or member of the committee may seek re-election.

### 7.2 DUTIES:

7.2.1 President and Vice President

7.2.1.1 The President may act as Chairman at meetings of Committee and of The Society.

7.2.1.2 In the absence of, or at the request of the President, the Vice president may act as Chairman. If neither is present, or are not willing to take the chair, a Chairman will be elected by the members present.

- 7.2.2        Treasurer:
- 7.2.2.1      The Treasurer receives and banks all moneys received by The Society and keeps account and other financial books of The Society. He issues cheques, duly signed by at least two trustees in accordance with Rule 9.2, to pay for all accounts and reimbursements approved by the Committee.
- 7.2.2.2      He prepares the annual accounts and the balance sheet. He has the accounts audited by The Society's Auditor before he presents the accounts at the Annual General Meeting. He files any necessary copies of the accounts with the Registrar of Incorporated Societies.
- 7.2.2.3      The Treasurer annually prepares a detailed report of the income and expenditure of The Society and of the state of The Society's funds.
- 7.2.2.4      The Treasurer shall table at the committee meeting immediately prior to the Annual General Meeting, the draft accounts of The Society along with any recommendations for changes in the Standard Annual Subscription rate and any other budgetary matters.
- 7.2.3        Secretary and Membership Secretary:
- 7.2.3.1      The Secretary keeps the minutes of the Committee meetings of The Society, arranges the business of the meetings, conducts the correspondence and generally acts under the instructions of the President or of the Committee.
- 7.2.3.2      The Membership Secretary keeps the register of members containing their names, addresses, occupations and the dates on which they became members and ceased to be members in accordance with legislation. Twice-yearly, at the February and August Committee meetings, he presents to the Committee a list of all members, distinguishing financial from unfinancial ones. A copy of the register of current members is made available for inspection at each Annual General Meeting.
- 7.2.4        Editor:
- 7.2.4.1      The Editor edits and controls the design and production of all the publications of The Society in accordance with the wishes of the committee.
- 7.2.4.2      At least once during each calendar year, the society's newsletter shall contain the editor's conditions of acceptance of material for publication.
- 7.2.5        Librarian:
- 7.2.5.1      The Librarian takes charge of the books and publications belonging to The Society.
- 7.2.5.2      The Librarian keeps records of the movement of books and publications to and from The Society's Library.
- 7.2.5.3      The Librarian shall present a draft annual report on the Library to be tabled no later than the Committee meeting prior to the Annual General Meeting.
- 7.2.5.4      The Librarian shall maintain the books and publications belonging to the society in a tidy manner; make available to members a library catalogue; and ensure that publications that are no longer of use are deleted. New additions to the library shall be advertised in CASMag.
- 7.2.6        Director and Deputy Director
- 7.2.6.1      The Director oversees the operation and maintenance of The Society's observatory.
- 7.2.6.2      The Director shall maintain an up-to-date list of accredited members a copy of which is kept at the Observatory.



- 7.2.6.3 The Director shall present a draft annual report on the operation and maintenance of the Observatory to be tabled no later than the committee meeting prior to the Annual General Meeting.
- 7.2.6.4 The Deputy Director shall assist the Director as required and, in the absence of the Director, shall carry out the duties of the Director.
- 7.2.6.5 Both the Director and Deputy Director must be accredited.
- 7.2.7 Webmaster
- 7.2.7.1 The Webmaster will keep the website of the Society up to date, and provide rapid response in cases where the website is used for communication of activity status.
- 7.2.7.2 The Webmaster will liaise with the web host service provider as required to maintain service. The Webmaster will maintain registration of the cas.org.nz domain.
- 7.2.8 Auditor
- 7.2.8.1 The auditor examines the accounts of The Society and supplies an audit certificate to the Treasurer.
- 7.2.8.2 The Auditor is not eligible to be a trustee or signatory on The Society's bank accounts.

## 8 MANAGEMENT

- 8.1 The management and control of the affairs of The Society are in the hands of the Committee, subject to instructions given to them at any meeting of members. They may exercise all powers and do all acts and things which may be exercised or done by The Society in accordance with this Constitution.
  - 8.2.1 The Committee, on behalf of The Society, may make any payments for expenses or otherwise and exercises all administrative powers as may be necessary to carry into effect the objects of The Society.
  - 8.2.2 The Committee may engage, remunerate, control and dismiss any servants or paid officials of The Society.
  - 8.2.3 The Committee may buy, sell or mortgage property, enter into contracts and negotiate agreements on behalf of The Society.
  - 8.2.4. The Committee may, on behalf of the Society, make investments or take up loans in order to further the aims and objects of the Society. The Society will not make loans to Members or to any other individual.
- 8.3 SUB-COMMITTEES
  - 8.3.1 The Committee may, by resolution, appoint a subcommittee to deal with any matter. Any Sub-committee shall consist of no less than three members, one of whom should liaise with the Committee. The Sub-committee's terms of reference, powers and ability to call for observers shall be worded in the resolution.
  - 8.3.2 A Sub-committee makes recommendations, adopts resolutions and carries out acts as if it were the Committee. However, any such motions passed or acts done must be within the following voting restrictions:
    - A unanimous vote in a Sub-committee of three members
    - At least a three-quarters majority in a Sub-committee of four members
    - A simple majority in a Sub-committee of five or more members

8.3.3 All recommendations, resolutions and actions taken by any Sub-committee shall be reported to the next Committee meeting, where the recommendations, resolutions or actions, are subject to approval. Any recommendation, resolution or act of a Subcommittee may be altered, amended or cancelled by any subsequent Committee meeting by a simple majority vote of the members at that meeting.

8.3.4 Any Sub-committee may be dissolved at any time by resolution of the Committee.

## **9 BANK ACCOUNTS**

9.1 The Society keeps bank accounts at banks that the Committee decides by resolution. The bank accounts are operated by the Treasurer, and other trustees appointed by The Society.

9.2 Transfer of monies between accounts shall be done with approval of the Committee. All withdrawals will be made by cheque signed by at least two of the trustees. The Society shall not make payments in cash.

## **10 OBSERVATORY AND EQUIPMENT**

10.1 The Society's instruments and equipment are to be operated in a safe manner. Any equipment loss, damage or failure is to be reported to the Director or Deputy Director, or in their absence, to any member of the Committee, without undue delay.

10.1.1 A register of the Society's assets shall be maintained by the Secretary. The sale or disposal of any asset must be approved by a majority vote of the Committee.

10.2 A booking system for each of the Society's fixed telescopes and other equipment shall be maintained by the Observatory Director. This system shall be readily accessible to members.

10.3 Any member using the facilities at The Society's observatory notifies his presence by an entry in the observatory logbook.

10.4 Operation of any instrument or piece of equipment belonging to The Society must be under the control of an accredited member.

### **10.5 ACCREDITING**

10.5.1.1 The Committee appoints an Accrediting Panel consisting of at least four accredited Senior members. The committee may appoint additional Senior accredited members to the panel as required.

10.5.1.2 Any member of the Panel may resign from the Panel by either verbal declaration at a Committee meeting or by written notification to the Secretary. The Committee may terminate the appointment of a panel member with notification of termination given in writing.

10.5.1.3 Accrediting Panel members will normally hold an appointment for three years during which time activity with the equipment would be recorded in the observatory log book.

10.5.2 The Accrediting Panel is to be regarded as a standing sub-committee of the Society.

10.5.3 Any member wishing to use The Society's instruments or equipment must either first become accredited or be accompanied by and supervised by an accredited member.

10.5.4 Any member of The Society may apply to the Accrediting Panel for accreditation on any of the Society's fixed telescopes or observing equipment. When the appointed accreditor

is satisfied that the applicant is competent to operate the equipment unsupervised, the accreditator issues a User's Certificate to the member.

A register of accredited users shall be kept by the Observatory Director.

- 10.5.5 Applications for accrediting from members under the age of fifteen are not normally accepted. However, the Committee may accredit such a person on recommendation of the Accrediting Panel.
- 10.5.6 Any non-accredited member who uses or damages The Society's equipment is liable for expulsion and legal action may be taken to recover the value of the damage caused.
- 10.5.7 Loss of Accreditation
  - 10.5.7.1 The Committee may cancel the accreditation of any member who damages the Society's equipment through negligence or operates it in an unsafe manner.
  - 10.5.7.2 Any member whose membership lapses, resigns or is expelled for any reason automatically loses his accreditation and would need to reapply after being re-elected as a member.
  - 10.5.7.3 Any member's accreditation may be suspended by the Observatory Director or Deputy Director or Officer of the Society for the negligent or unsafe use of the equipment. Any suspension given in this manner will be temporary until confirmed or otherwise dealt with at the next meeting of the Committee. The member concerned may attend that part of the meeting dealing with the suspension to speak in his own defence.
  - 10.5.7.4 Members may have their accreditation suspended if the equipment is not logged as being operated or maintained by them for a period of three years. To have accreditation restored, a refresher course will be required. Any member who is not logged as operating the equipment for a period of five years shall have their accreditation cancelled.

## **11 THE SOCIETY MAY ELECT A PATRON.**

## **12 THE COMMON SEAL**

- 12.1 The Common seal of The Society shall not be affixed to any document unless it is accompanied by the signatures of two officers. The seal shall be used only upon resolution of the Committee.
- 12.2 The Seal shall be held in the custody of the Secretary.

## **13 REGISTERED OFFICE**

- 13.1 The Registered Office of The Society shall be located at the Joyce Memorial Observatory, Bells Road, West Melton.
- 13.2 The postal address of The Society shall be at a place that the committee from time to time shall decide.

## **14 WINDING UP THE SOCIETY**

- 14.1 A motion to wind up The Society must be determined by a simple majority vote taken by secret ballot at a Special General Meeting called for that purpose. Any notice of motion shall comply with rule 6.3.1 and sub-clauses.

- 14.2 If such a resolution is passed, a second Special General Meeting must be called not earlier than thirty days from the first Special General Meeting called to consider the motion to wind up The Society, to confirm the resolution to wind up. This is to be done by a simple majority vote. If the resolution is lost, then the earlier resolution lapses.
- 14.3 If the confirming resolution is passed, then the members must appoint one or more liquidators to pay The Society's debts and set up Trust funds to the value of the Joyce Bequest and any other trusts.
- 14.4 The members present shall elect no less than three nor more than six persons, one being The Society's appointed solicitor, to be the Trustees of the Joyce Bequest Trust Fund.
- 14.5 In the event of the dissolution or winding up of The Society, surplus assets shall be given or transferred to such charity or charities of an astronomical or scientific nature within New Zealand, to be determined by the members at or before the time of dissolution, or in default thereof, by a judge of the High Court of New Zealand.

## **Canterbury Astronomical Society (Inc.)**

### **BY-LAWS**

- |    |                                    |
|----|------------------------------------|
| 1  | Regulations                        |
| 3  | Membership                         |
| 5  | Alteration of Constitution         |
| 6  | Meetings of Members                |
| 7  | Officers, Committee and Appointees |
| 10 | Observatory and Equipment          |

**NOTE:** These By-Laws should be read in conjunction with the Constitution of the Canterbury Astronomical Society.

## **1 REGULATIONS**

- 1.1 The Committee has the power to promulgate regulations for the day-to-day running of various Society activities.
- 1.2 Any regulation shall not be in conflict with or supersede any clause in the Constitution or be in conflict with or supersede any by-law.
- 1.3 Any notice of motion to amend or rescind any regulation or By-law shall be by notice of motion signed by not less than three financial members.
- 1.4 These By-laws shall come into effect immediately. Any Change in the By-laws cannot alter or supersede the Constitution.

### **3.2 SUBSCRIPTION CRITERIA**

- 3.2.1 The subscription rates and dates of subscription year shall be published in each copy of CASMAG
- 3.2.2 Criteria for student, Family and other special subscriptions shall be published in the first CASMAG of the new year.
- 3.2.3 The categories and percentages of the Standard Subscription shall be:
  - Senior and Overseas, 100%
  - Junior, Superannuitant, Student & Educational, Community Services Card holder, 50%
  - Family, 150%
  - Corporate, 300%
  - Life and Founder, 0%

### **3.3 SUBSCRIPTIONS**

- 3.3.1 All persons proposed for new membership in the period January 1st to March 31st, may be granted membership to March 31st of the following year. (i.e., for a maximum period of 15 months) This subscription shall be at the 100% rate for individuals and 150% rate for Families.
- 3.3.2 Any new member, not having previously been a member, may have their first annual subscription reduced if they join the Society part way through the year. The reduced percentage of the Standard Subscription shall be as follows: June 1 to September 30, 50%; October 1 to December 31, 75%.
- 3.3.3 Every new member shall be supplied with information about the Society, its activities, and the facilities available at West Melton.
- 3.3.4 All Members who have not paid in advance, shall receive an invoice for subscriptions for the ensuing year in their March issue of CASMAG, a reminder in the April Issue and a final notice in the May issue (See 3.8.3 in the Constitution).

### **3.5.7 LIFE MEMBERS.**

- 3.5.7.1 The number of Life Members in The Society at any time shall be no more than ten percent of the total membership notwithstanding a decline in membership numbers.

### **5.2 CONSTITUTION CHANGES.**

- 5.2.1 Any proposed motion to alter any part of the Constitution of The Society shall be signed by at least five members and sent to the Secretary. The notice of motion shall be published in the newsletter within two months. At least a month's notice shall be given to all members of the date of the Special General Meeting or Annual General Meeting which will be held to discuss and vote on the motion.

### **6.2.3 ANNUAL GENERAL MEETING**

- 6.2.3.1 The agenda for the Annual General Meeting shall include:
  - (a) Apologies for absence
  - (b) Minutes of the last Annual General Meeting - read and confirm

- (c) Adoption of Treasurer's report
  - (d) Receive and adopt the audited Balance Sheet and Financial Report for the Financial Year ending December 31 previously
  - (e) Set the standard annual subscription rate for ensuing year
  - (f) Elect the Officers - President, Vice President, Secretary, Treasurer, Editor, Membership Secretary, Librarian, Webmaster and Observatory Director  
The Observatory Director must be accredited on all equipment
  - (g) Elect the committee - maximum (including officers) of twelve
  - (h) Receive and adopt the President's Report
  - (i) Appoint Deputy Observatory Director who cannot take office until he has been accredited on all equipment (this period not to exceed three months)
  - (j) Appoint signatories to operate The Society's bank accounts
  - (k) Appoint Auditor and Solicitor
  - (l) Receive other reports
  - (m) Notices of motion for constitution amendments
  - (n) Other notices of motion
  - (o) General business
- 6.2.3.2 No person who is absent from the A.G.M. shall be elected to office unless the chairman is in receipt of an apology and the member has directly confirmed his/her willingness to stand to the proposer and seconder.

## **6.4 PUBLICITY OFFICER**

The Committee shall appoint a Publicity Officer or Publicity Committee at the first committee following the A.G.M. This annual appointment may be made from outside the committee membership.

## **7.2.2 TREASURER DUTIES**

- 7.2.2.6 The Treasurer in consultation with the Auditor shall, at the Committee Meeting prior to the AGM, make recommendation of any change to the standard subscription that will be put before the AGM.

## **7.2.3 MEMBERSHIP SECRETARY**

- 7.2.3.2 The Membership Secretary shall ensure the security of the membership database by not passing on all or part of the database to any unauthorised person or organisation. Any printout that must under Constitution rules be displayed, shall not disclose information that would be considered private under the Privacy Act.

## **7.2.4 EDITOR**

- 7.2.4.3 The Editor shall be responsible for the publication of the society's magazine, CASMAG. CASMAG shall be the official publication of the Society and shall be produced at least ten times per year.

- 7.4.2.4 CASMAG shall carry the notifications of all Members' Meetings, Special General Meetings, Annual General Meetings and shall also publish any notices of motion or other special requirements in regard to those meetings.
- 7.2.4.5 CASMAG shall publish as near as practicable to the Annual General Meeting the President's Report, Financial Report and Balance Sheet of the audited accounts.
- 7.2.4.6 Any member wishing to have an article or paper published in CASMAG or other publication of the Society shall in the first instance, forward a copy to the editor who may request the approval of the Committee before publication.

## **10 OBSERVATORY AND EQUIPMENT**

- 10.1.1 The Director (or the Deputy Director in the absence of the Director) shall be responsible for the booking of the use of the observatory and equipment.
- 10.1.2 Use of the Observatory facilities by non members or groups not under the direct control of accredited members must be referred to the committee for approval.
- 10.1.3 All persons using the facilities at the observatory will record the fact in the observatory log, and will also report any faults, breakages or the running out of any consumables and relocation of equipment, in the log and, where appropriate, to the Observatory Director.

# Canterbury Astronomical Society (Inc.)

## INDEX Constitution & By-Laws

*Clause numbers are in parentheses. By-Laws are marked [B]*

### A

- Accreditation applications from Juniors (10.5.5)
- Accrediting (10.5)
- Accrediting Panel as a subcommittee (10.5.2)
- Adjournment of AGM (6.2.5 & 6.2.7)
- Alteration of Constitution (5)
- Amending Notices of Motion (1.3[B])
- Annual General Meetings
  - Agenda at (6.2.3.1[B])
  - Things done at (6.2.3)
  - Quorum at (6.1.2)
- Application for membership (3.6)
- Appointments (7.1.3.1)
- Auditor (7.1.3.2)
- Auditor, duties of (7.2.8)

### B

- Bank accounts, control of (9)
- By-laws
  - Conflicts with Constitution (1.2[B])
  - Making of (5.5)

### C

- Categories and % of Subs. (3.2.3[B])
- Chairman
  - Objection to decisions of (6.6.3)
  - Powers of (6.6)
- Committee
  - Co-options to (7.1.5)
  - Made up of (7.1.2)
  - Taking office (6.2.6)
- Committee Meetings
  - Calling of (6.4.1)
  - Quorum at (6.4.3)
  - Right to speak at (6.4.6)
  - Voting at (6.4.6)
  - Illegal acts by (6.4.4)
- Committee Positions
  - Vacancies (6.4.5)
- Common Seal (12)
- Community Services Card holder, definition of (3.5.9)
- Constitution
  - Alteration of (5)
  - Binding on members (3.7)
  - Changes to (5.2.1 [B])

- Corporate member, definition of (3.5.8)
- Criteria for special subscriptions (3.2.2[B])

### D

- Database security (7.2.3.2.1 [B])
- Dissolution of Society (14)
- Duties of
  - Auditor (7.2.8)
  - Editor (7.2.4), (7.2.4 [B])
  - Librarian (7.2.5)
  - Membership Secretary (7.2.3.2)

- Observatory Deputy Director (7.2.6.4)
- Observatory Director (7.2.6.1)
- President (7.2.1),
- Secretary (7.2.3)
- Treasurer (7.2.2)
- Vice President (7.2.1.2)
- Webmaster (7.2.7)

### E

- Editor
  - Duties of (7.2.4)
  - Other duties (7.2.4[B])
- Equipment loss, damage or failure (10.1)
- Expulsion from Society (3.10)
  - Right to speak in defence of (3.10.3)
  - Vote on (3.10.1)

### F

- Family member, definition of (3.5.3.1)

### G

- General Meetings, quorum (6.1.2)

### I

- Information given to new members (3.3.3[B])

### J

- Junior member, definition of (3.5.2)

### L

- Late payment of subscriptions (3.3.4[B])
- Lectures, presentation of (6.1.3)
- Librarian, duties of (7.2.5)
- Life member, definition of (3.5.7)
- Life Membership
  - Granting of (4)
  - Number of (3.5.7.1[B])
- List of members at AGM (6.2.4)
- Loan of equipment, conditions of (3.9)
- Loss of Accreditation (10.5.7)

### M

- Management of the Society (8)
- Meetings, number of general (6.1.1)
- Meetings of members (6)
- Members bound by Constitution (3.7)
- Membership
  - Application for (3.6)
    - General (3)
    - Lapse of (3.8)
    - Senior Members (3.5.1)
    - Termination of (3.8)
  - Membership Application (3.6)
    - Duties of Membership Secretary (3.6.3)
    - Duties of Committee (3.6.1)
    - Declining an application (3.6.4.1)
    - Membership categories (3.5)



Membership Secretary  
    Membership Secretary, duties of (7.2.3.2)  
    To supply list of members at AGM (6.2.4)  
Minutes of AGM  
    Tabling at Committee meeting (6.8.3)  
Minutes, reading of (6.8.1)

## **N**

Name of Society (1)  
Nominations for Office (7.1.4)  
Notices of Motion  
    Amending By-laws (1.3[B])  
    Rescinding By-laws (1.3[B])

## **O**

Objects of Society (2)  
Observatory and Equipment (10)  
Observatory bookings (10.2)  
Observatory Deputy Director,  
    Duties of (7.2.6.4)  
Observatory Director  
    Absence of (10.1.1 [B])  
    Duties of (7.2.6.1)  
Observatory logbook. (10.3)  
Office, nominations for (7.1.4)  
Officers of Society (7.1.1),  
Operation of instruments (10.1)  
Overseas member, definition of (3.5.6)

## **P**

Papers  
    Presentation of (6.1.3)  
    Publication of (7.2.4.6[B])  
Patron (11)  
Postal address of Society (13.2)  
Presentation of lectures (6.1.3)  
Presentation of papers (6.1.3)  
President, duties of (7.2.1.1)  
Property, liability for return of (3.8.2)  
Publicity Officer or Committee (6.4[B])  
Publishing sub. rates & dates (3.2.1[B])

## **Q**

Quorum  
    Committee Meetings (6.4.3)  
    General Meetings (6.1.2)

## **R**

Regulations  
    Promulgate (1.1[B])  
    Conflicts with Constitution (1.2[B])  
Registered Office (13.1)  
Reports in CASMAG (7.2.4.5[B])  
Rescinding Notices of Motion (1.3[B])

Resignation from CAS (3.8.1)  
Resignations  
    Returning property upon (3.8.2)  
    Secretary's duties (3.8.1)

## **S**

Secretary, duties of (7.2.3.1)  
Security of member database (7.2.3.2.1[B])  
Superannuitant member, definition of (3.5.4)  
Senior member, definition of (3.5.1)  
Society Management (8)  
Society Name (1)  
Society Objects (2)  
Solicitor (7.1.3.2)  
Special Committee Meetings (6.5)  
Special General Meetings (6.3)  
    Business at SGM (6.3.3)  
    Notification of (6.3.1)  
Standard Annual Subscription (3.2)  
Student member, definition of (3.5.5)  
Subcommittee, creation of (8.3)  
Subscription  
    Categories and percentages (3.2.3[B])  
    Changing the rate of (7.2.2.6[B])  
    Corporate membership (3.5.8.1)  
    Criteria for special categories (3.2.2[B])  
    Family membership (3.5.3.1)  
    Junior members (3.5.2)  
    Late payment of (3.3.4[B])  
    Life members (3.5.7)  
    New member subscriptions (3.3.1[B])  
    Overseas members (3.5.6)  
    Publishing rates and dates (3.2.1[B])  
    Rebates (3.4)  
    Superannuitants (3.5.4)  
    Standard Annual (3.2)  
    Student membership (3.5.5)

## **T**

Termination of membership (3.8)  
Treasurer, duties of 7.2.2)

## **V**

Vice President, duties of (7.2.1.2)  
Voting at committee meetings (6.4.6)  
Voting at meetings (6.7)

## **W**

Webmaster, duties of (7.2.7)  
Winding up the Society (14)