

# Chipping Norton Amateur Astronomy Group

## Constitution dated March 2023

### 1) Name of the Group

The Group shall be called The Chipping Norton Amateur Astronomy Group or CNAAG

### 2) Objectives

The objectives of the Group are:

- promoting an interest in astronomy by presenting talks and observing programmes for Group members and;
- engaging with members of the public through organising or participating in outreach events.

### 3) Membership

Membership of the Group shall consist of the following membership categories:

- Adult - individual membership;
- Family - family groups.

### 4) Management Committee

The management of the Group shall be by a Committee of no more than nine Members, including some or all of the following posts: Chairman, Secretary, Treasurer, Events Secretary, Membership Secretary and Webmaster.

Each named Officer position as above may be shared by two or more Committee Members, provided that the overall size of the Committee does not exceed nine members.

The Committee will hold a minimum of three meetings per year, the quorum being four Members and to include at least two Officers. The minutes of these meetings will be available on request to the Secretary.

The Committee shall be elected at the Annual General Meeting.

The Committee shall have the power to co-opt other members at their discretion.

The Members of the Committee are hereby indemnified by the Group in respect of any liability reasonably and properly incurred by them on behalf of the Group, and all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Group's Activities.

### 5) Voting and Attendance

Only current members shall have the right to propose candidates for election to the Committee, to vote at meetings and to serve as Officers of the Group. All members shall have the right to attend meetings and astronomy observing sessions, and to introduce visitors to meetings.

### 6) Admission to membership

Prospective members may apply to join the Group by completing a form available by email or post from the Membership Secretary or from [www.cnaag.com](http://www.cnaag.com)

The Membership Secretary shall normally admit every candidate submitting a valid application and payment but may reject an application if a candidate is considered unsuitable, provided such action is supported by a majority of the Committee.

The Group shall maintain a register of pending, active and lapsed members as described in its [Privacy Policy](#). Members may request to access and update their data by application to [secretary@cnaag.com](mailto:secretary@cnaag.com)

### **7) Expulsion of members**

In the event of a member being unable to accept the aims of the Group and/or whose actions are contrary to the Group's good name, then they may be removed from membership. Such a final step shall be taken at a Committee Meeting with two-thirds of its Members present and in majority support of such action. This will normally be a last resort following all reasonable efforts to resolve the situation.

### **8) Subscriptions**

The Group operates a membership that runs from 1st January to the 31st December of the current year.

The Committee shall decide upon the required subscription fees for the forthcoming membership year in consideration of the expected costs of running the Group. The Committee shall announce these fees not less than one month prior to the renewal date.

Membership officially expires on the 31st December. If not renewed by 31st January, members will lose all benefits of membership until they complete the renewal process.

### **9) Lapsed Membership**

Membership details will be removed from the membership database as per the Group [Privacy Policy](#) within 6 months of expiry, or sooner - either at the member's request or at the discretion of the Membership Secretary.

### **10) Annual General Meetings**

The Group shall hold an Annual General Meeting during the month of March. Members shall be given not less than fourteen days' notice of the meeting. The meeting agenda, annual accounts and minutes of the previous AGM shall be distributed not less than seven days prior to the meeting. Officers shall be available to present a summary of the previous year and available to answer questions from members.

### **11) Special General Meetings**

The Committee may at their discretion or upon receiving a written request signed by not less than five full members, convene a Special General Meeting of the Group.

Fourteen days' notice of the date and purpose of such a Special General Meeting shall be given. Only business specified on the meeting agenda may be discussed at a Special General Meeting.

The quorum for a Special General Meeting shall be at least one quarter of the membership or at least 15 members, whichever is the lesser.

## **12) Accounts**

The Treasurer shall manage the Group's finances using an account held with a recognised UK bank.

The Treasurer or his appointed deputy (an alternative signatory lodged with the bank) must authorise all withdrawals on the accounts. The accounts of the Group shall be made up annually for the calendar year preceding the AGM.

Any member receiving any money on behalf of the Group must as soon as possible pass the same to the Treasurer.

No member of CNAAG shall receive any financial benefit from any agreement or contract except for reasonable expenses incurred in conducting the business of the Group.

## **13) Third Party Agreements**

No member of the Group shall act as an agent or enter any contract on behalf of the Group without the prior consent of a majority of the elected Committee members.

## **14) CNAAG Property**

The Committee may purchase as necessary items such as books, telescopes, projectors etc. to assist the objectives of the Group.

An inventory of CNAAG property shall be available with the annual accounts.

## **15) Disposal of property**

Should CNAAG be dissolved, its property including any balance of funds shall be disposed of as determined by the Committee but not to the benefit of any member.

## **16) Alteration to Constitution**

The Committee may from time to time make, repeal or amend any regulations (not inconsistent with this Constitution) as it thinks expedient for the management and well-being of CNAAG.

All regulations made by the Committee under this paragraph are binding on the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Group.

No alteration or addition to this Constitution may be made except by resolution carried by a majority of at least two thirds of the members present, in person or online, at a General Meeting notice of which contains particulars of the proposed alteration or addition.

As soon as possible and in any case within 28 days of after making any alteration or addition the Secretary must give written notice to any relevant licensing authority.

## **17) Viewing the current rules**

The Constitution will be available on the CNAAG website and a paper copy kept with the committee documents.

## **HEADINGS**

The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.