

KING'S LYNN AND DISTRICT ASTRONOMY SOCIETY **CONSTITUTION**

1. Title

The name of the Society shall be: King's Lynn & District Astronomy Society and will be abbreviated to KLADAS.

2. Aims of the Society

The aims of the Society are to promote and to advance the public's knowledge in all branches of Astronomy. To achieve this, the Society will:-

- i. Hold regular public meetings using lectures, discussions, and all other types of media available to it.
- ii. Provide help for those who wish to study astronomy within the Society and in the community at large.
- iii. Affiliate with other groups of amateur astronomers.
- iv. To encourage active astronomical observations by members, visitors and visiting groups and those wishing to study astronomy.
- v. To provide the best possible observing facilities.
- vi. To create and maintain;
 - a) Discussions
 - b) Tutorials.
 - c) Lectures.
 - d) Astronomy related projects.

3. Assets of the Society and Dissolution

- i. An Asset list is held in the appendices of this constitution.
- ii. It will be the Librarian's duty to keep this list and the locations of the asset's up to date.
- iii. Any member is permitted to borrow any piece of equipment provided that the Application for Loan form has been completed (a copy of this can be found in the appendices at the rear of the constitution).
- iv. The income and property of the Society shall be applied solely towards the promotion of its aims, and no portion thereof shall be paid by way of dividend, bonus or profit to members. No committee member or officer shall receive any salary for committee duties.
- v. In the event of Dissolution, the assets of the Society, after all outstanding debts have been paid, shall be distributed to institutions or societies having aims similar to those laid down in this constitution. Items in possession of, but not belonging to the Society shall be returned to their rightful owners.
- vi. Dissolution of the Society shall be decided by an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), either because it cannot or is unable to form a new committee or by a motion carried by not less than 75% of the membership.

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4. Subscription Rates and Membership Year

- i. The Society year will run from the 1st of September to the 31st of August in the following year.
- ii. Membership is open to all regardless of race, gender, disability or status.
- iii. Membership will commence upon receipt of the correct subscription rate and will continue until the 31st of August. The first visit by a potential new member will be free.
- iv. Normal rates of Membership will be set at the AGM. This will be voted on by the membership. There shall be five (5) classes of membership as follows;
 1. Single - this is one (1) single adult over the age of 18.
 2. Family - this consists of 2 Adults and 2 Children (extra children will be done on a pro rata rate according to age).
 3. Junior – one (1) child between ten (10) and sixteen (16).
 4. Concessionary – this will be for OAP's, disabled and students between sixteen (16) and eighteen (18) in full time education.
 5. Under ten (10)
- v. Pro Rata rates may be applied for membership during the year and will be at the discretion of the Committee.
- vi. The current prices for membership can be found on the membership form in the appendices at the rear of this constitution.
- vii. The Committee can decide for good reason to terminate or refuse any application for membership.
- viii. A copy of the Membership Form is held in the appendices at the rear of this constitution.

5. Membership Rights

- i. Full membership will carry the following rights and privileges;
 - a) The right to vote on any issue brought to the members attention at any meeting.
 - b) The right to be heard at any meeting.
 - c) The right to raise any issue at any meeting, in so far as not to cause disruption to that meeting.
 - d) The right to place any question in writing to the Membership Secretary in the first instance, to be forwarded to the Committee for discussion.
 - e) The right to receive a written acknowledgement within seven days from the Membership Secretary and a written reply from the Committee within 60 days.
 - f) The right to call for an EGM, provided that all of the conditions are met in section 10 Meetings, sub section (d).
 - g) The right to discounts from astronomy suppliers where discount has been arranged.
 - h) The right to attend any of the following, General meetings, AGM's, EGM's and any event organised by the Society providing any admission fee has been paid.

6. Honorary Membership

- i. The privilege of Honorary Membership shall be given for services to the Society or to the science of astronomy.
- ii. Those honoured in this way need not be members of the Society.
- iii. Nominations may be put forward by any member in writing to the Membership Secretary for forwarding to the Committee for approval.

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7. Management

- i. The management of the Society shall be vested in the Chairman, Treasurer, Secretary and any number of other persons as are elected to the Committee by the membership.
- ii. The Committee shall have powers of co-option.
- iii. The management Committee shall resign annually, but will be eligible for re-election.
- iv. The control of expenditure and the recommendation of subscription shall be in the hands of the Committee.
- v. A list of Committee members duties can be found in the appendices at the rear of this constitution.
- vi. No person can be elected to the Committee if any of the following conditions apply;
 - a) Has been subject of a disciplinary offense. A disciplinary offense means a member has committed an indictable offense or such act or deed which would adversely affect the reputation of the Society.
 - b) An indictable offense means a criminal offense (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974) for dishonesty, fraud, dealing s with drugs etc.
 - c) Who is subject to a bankruptcy order or has in place a composition with his/her creditors.
 - d) Who is subject to a disqualification order made under the Company Directors Disqualification Act 1986.
 - e) Who has a conviction for an indictable offense (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974) for dishonesty, fraud, dealing s with drugs etc.

8. Disciplinary Procedures

- i. In the event of misconduct by any member, the complaint shall be given in writing to the Membership Secretary.
- ii. The Membership Secretary will inform the Chairman and the matter will be investigated by a disciplinary panel.
 - a) A disciplinary panel will be formed from Committee members. Should the complaint be directed at a Committee member, he/she will stand down and will not be involved in any discussions pertaining to the matter.
 - b) An investigation exercise will be undertaken to establish the facts and matters pertaining which are deemed relevant to the enquiry.
 - c) The disciplinary panel will report back to the Committee and a disciplinary meeting will be arranged within twenty eight (28) days of the Committee receiving the report.
 - d) The Membership Secretary will invite the defendant and the plaintiff to attend the disciplinary meeting at which point the matter will be heard and resolved.
 - e) The disciplinary panel, after hearing both sides, will come to a decision.
 - f) The issue will be resolved in one of three ways:
 - i. Complaint Upheld – A form of punishment will be awarded to the defendant which could lead to suspension or cancellation of membership.
 - ii. The Complaint Dismissed – In which case no further action will be taken.
 - iii. Complaint Deemed Indeterminate – A case of six of one, half a dozen of the other. This being the outcome then a recommended solution will be put to both parties. Upon an agreement being reached by both parties then the matter will be closed. Should one or neither party agree to the resolution, the Committee will come to a decision and resolve the issue.
- iii. A record will be kept of the above proceedings.
- iv. The Committee's decision will be final.

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9. Finance

- i. The Society may receive donations, grants-in-aid or financial guarantees.
- ii. The income and property wheresoever derived shall be used solely to promote the charitable objects of the Society set forth in the rules.
- iii. On the dissolution of the Society any remaining assets shall be devoted to a charitable organisation with similar interests to that of the Society.
- iv. The financial year shall start on the 1st of September and end on the 31st of August of the following year.
- v. An account shall be opened with an approved bank, building society or financial institution as agreed by the Committee. Cheques or withdrawals as required shall be signed by two (2) of those designated to do so by the Committee.
- vi. The financial summary shall be submitted to the members of the Society at the AGM.

10. Meetings

A) Annual General Meetings (AGM)

- i. There shall be an Annual General Meeting (AGM) of the Society which will normally be held in the second week of September, or as soon as possible thereafter. Fourteen days notice will be given to advise of this date, generally by way of email to the membership.
- ii. Nominations and proposals must be in writing via the nomination form in the appendices at the rear of this constitution. These forms must be returned to the Membership Secretary before the due date, normally twenty eight (28) days before the AGM.
- iii. Each adult member shall be entitled to one (1) vote. Members unable to attend the AGM may appoint a proxy to vote on their behalf.
- iv. After notifying members of the AGM, a list of Committee vacancies will be sent to members asking them for their preferences of who they would like to stand for the available vacancies.
- v. Nominations can only be accepted from fully paid adult members.

B) Committee Meetings

- i. A Committee meeting will be held within twenty eight (28) days of the new Committee formation after the AGM. Thereafter at intervals not exceeding three months.
- ii. A Committee meeting will comprise of all elected members.
- iii. The Committee will meet to plan a programme of events which may include:
 - Visits to other astronomy societies.
 - Visits to places of interest to members.
 - Planning events such as open days, stargazing events, children's days etc.
 - Programme of speakers for the forth coming season.
- iv. The Committee will discuss and come to a decision on:
 - Any policy matters.
 - Any fiscal matters.
 - Matters pertaining to members concerns.
- v. With the exception of disciplinary decisions, before any decision is final the matter will be taken to the membership for approval. A vote will then be cast with the majority winning the vote.
- vi. Should a matter require an immediate resolution then the Committee reserve the right to take an executive decision. Members will then be informed at the next available meeting.
- vii. Should any Committee member not be available for whatever reason, notification should be made to the Secretary as soon as possible.
- viii. Should any Committee member miss three (3) consecutive meetings with out just cause, then the member may have to justify his/her position on the Committee, with a view to standing down.
- ix. If the Chairperson is unavailable then the following will apply:

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10. Meetings Continued.....

B) Committee Meetings Continued.....

- A quorum, with a minimum of 25% of the Committee, shall be appointed to deal with the Society's business. If a quorum cannot be formed due to insufficient members present then the Committee meeting must be adjourned and the membership informed.
- The quorum shall then elect a member of the Committee to act as deputy Chairperson.
- If the Secretary is unable to attend then a Committee member shall be appointed to minute the meeting and pass the minutes onto the Secretary.
- x. The Secretary will take the minutes of each and every meeting and keep a permanent record for future referrals.
- xi. The contents of each Committee meeting shall remain privy to the Committee only.
- xii. After a request received in writing from any member, the Committee will discuss a response as the details may be subject to the Data Protection Act.

C) Disciplinary Meetings

- Please see Section 8 in this constitution which covers all disciplinary matters.

D) Extraordinary General Meetings (EGM)

- i. The Committee shall be under an obligation to call an EGM upon written request received by the Membership Secretary, and signed by a minimum of six (6) members. The Committee can call an EGM at any time. Members will be given fourteen (14) days written notice, usually by way of email from the Membership Secretary.
- ii. A record will be kept of all the proceedings of each meeting and will be available for inspection by any member.
- iii. Any specific matter that has been referred to Committee, a written request must be placed with the Membership Secretary. Upon receipt, the request will be brought forward to the Committee and a reply formed. Members are not privy to Committee meeting reports.
- iv. Any member wishing anything to be discussed at Committee level should contact the Membership Secretary in the first instance. If the Membership Secretary is not available then contact any Committee member to raise the matter on your behalf.

E) General Meetings

- i. General meetings will be held on the second and fourth Monday in each calendar month, with the exception of the month of August and bank holidays.
- ii. Meetings will commence at 7.30pm sharp. Any social time is welcomed prior to and after the meeting.
- iii. Observation evenings will be arranged on the Monday following the Monday meeting, weather and venue permitting. The Membership Secretary will email all members on the Monday to inform the membership if the observation session will go ahead.

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11. Loan of Equipment

- i. Members taking equipment on loan from the Society do so on the terms outlined in the Loan of Equipment Form, which can be found in the appendices at the rear of this constitution.
- ii. Any application to loan equipment must be made in writing on the afore mentioned document and handed to the Librarian, who will keep the form until the equipment is returned.
- iii. Failure to comply with the conditions of the loan as outlined in the form will be deemed as gross misconduct and can result in the termination of membership.
- iv. Any damage caused to the loaned equipment must be notified to the Librarian immediately and restitution made.
- v. It is the full responsibility of the member who has loaned any equipment to keep the item in the condition it was loaned.
- vi. Larger pieces of equipment such as telescopes, should be added to the members household contents insurance, as stated in the loan form.

12. Amendments to this Constitution

- i. No alteration or amendment shall be made to this Constitution which shall cause the Society to cease being a Charity at Law.
- ii. Otherwise a properly constituted general meeting can only change this Constitution, members having been notified in writing beforehand of such a proposal. Two thirds of votes cast must be in favour of any change.
- iii. A copy of this Constitution shall be available for all members at each and every meeting and new members will be required to familiarise themselves with its contents at the time of applying for membership.
- iv. It is the responsibility of the Membership Secretary to keep this Constitution up to date and available at all times, either in electronic or hardcopy format for all members.

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List of Appendices

Appendix A

List of officials and Their Posts

Appendix B

Officials Job Descriptions

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Current Forms

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AGM Protocols

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Appendix A

List of Officials:

Committee Role	Name	Executive Post
Chairperson	John Craythorne	Yes
Secretary	Alan Gosling	Yes
Treasurer	Frank Dutton	Yes
Membership Secretary	Richard Last	No
Events Officer	Richard Last	No
Publicity Officer	Dave Talbot	No
Librarian	Alexis Brand	No
Social Media & Astrophotography	Andy Milner	No
General Member	Cherrelle Blake	No
Safety Officer/HSE/COSHH	John Craythorne	No
Webmaster	Julian Prentis	No
General Member	Philippa Sillis	No

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Appendix B

Job Descriptions

Chairperson:

- i. The Chairperson will be the spokesperson for the Society and shall further its interests to the best of his/her ability.
- ii. Will address the AGM on the affairs of the Society.
- iii. Will preside over the AGM as a temporary Chairperson until the old Committee has stood down and the new one elected by the membership.
- iv. Will preside at general meetings, EGM's and Committee meetings.
- v. The Chairperson will guide all Committee meetings to stay on subject until its resolve.
- vi. Will guide members with any given tasks or duties to complete them correctly and promptly.
- vii. The Chairperson is answerable to the membership on any matter.

Secretary:

- i. The Secretary will take the minutes of each and every meeting.
- ii. The Secretary will keep a permanent record of all minutes from all meetings for future reference.
- iii. Will deal with all the Society's correspondences and maintain in good order and safe keeping all records, documents, contacts and addresses for the Society.
- iv. Will record and inform all Committee members of the date, time and location of the next Committee meeting.
- v. May be assisted by such persons as the Committee approve.

Treasurer:

- i. The Treasurer will be responsible for the financial administration of the Society. He/She will keep proper books of accounts on behalf of the Society and will record assets and liabilities to the Society so as to show a true and fair view of the state of its affairs and explain its transactions.
- ii. Shall prepare a statement of income and expenditure and a balance sheet to the 31st of August each year which will be circulated to the Committee in readiness for the pre-AGM meeting.
- iii. Shall be responsible for calling in and collecting of all debts and subscriptions.
- iv. Must be a party to any decision involving finance, except where this involves petty cash only.
- v. May be assisted in his/her duties by the Chairperson or Secretary only.
- vi. May authorise extraordinary expenses for such costs as the Committee deems necessary for the running of the Society. For example speaker expenses.
- vii. In the absence of the Treasurer only executive officers may make a decision to authorise expenditure.
- viii. Will liaise with the Membership Secretary and Librarian over subscriptions fees and the sale of assets via the Accountability Forms to be found in the appendices at the rear of this constitution.

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Safety Officer/COSHH/HSE:

- i. The Safety Officer (SO) will bring to the attention of the Committee any situation that he/she feels may constitute a hazard to any persons entering and using the site.
- ii. Will attend to safety requirements at events held in locations not on Society premises.
- iii. May be assisted in his/her duties by such person as he/she may appoint without seeking approval from the Committee.
- iv. Will be the first point of contact for members or the public regarding any safety issues.
- v. Is responsible for recording any accidents/incidents at events.
- vi. Will fill out a risk assessment form for all events. The form can be found in the appendices at the rear of this constitution.
- vii. Will pass on to the Secretary a copy of any and all risk assessments and safety reports.

Membership Secretary:

- i. Maintain an accurate membership register.
- ii. Will keep an up to date electronic and hardcopy Constitution and make it available at all Society events.
- iii. Will ensure all new members have access to the Society's Constitution, and ensure they understand its contents.
- iv. Will keep a receipt book for all new and renewal members subscriptions and make it available to the Treasurer at all times.
- v. Will liaise with the Treasurer via the accountability form, available in electronic or hardcopy format, for all subscriptions. A copy of this form is in the appendices at the rear of this Constitution.
- vi. Will be the first point of contact for all members enquiries and issues.
- vii. Will submit to the Committee any written requests or issues from members.
- viii. Will be required to inform all members of renewal of fees and to collect those fees.
- ix. Will be responsible for the issue of membership cards and numbers.
- x. Will be responsible for informing all members of any upcoming events, such as observation evenings and outings etc.
- xi. Will be responsible for the initial meeting with new members and to introduce them to other Committee members.

Events Organiser:

- i. Will keep an up to date list of potential speakers for the Society general meetings.
- ii. Will be responsible for contacting and arranging speakers for the forthcoming seasons.
- iii. To arrange with the Chairperson and Secretary a calendar of events for the forthcoming seasons.
- iv. Will be the Society's main point of contact for all general and social events, competitions, day outings etc.
- v. Will liaise with the Safety Officer to look into the suitability of event locations.
- vi. Will assist the Safety Officer with all inspections of events and completion of any safety forms.

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Publicity Officer:

- i. Will ensure that a maximum coverage is given to all Society events through whatever media is available to him/her.
- ii. Will liaise with any and all press or local radio stations to gain as much publicity as is possible prior to events.
- iii. Will organise posters, programmes, images and wording to use on these items prior to being submitted.
- iv. Produce regular press releases for the Society's newsletter.

Social Media & Astrophotography:

- i. Will be responsible for making and publishing the Society's newsletter.
- ii. Will be responsible for maintaining the Society's Twitter & Facebook accounts.
- iii. Will be responsible for maintaining the Society's Flickr website.
- iv. Will occasionally give lectures to the membership on astrophotography, and assist those members with enquires on this subject also.
- v. Will assist the Webmaster with the up keep and general running of the Society's web page when the Webmaster is unavailable.

Librarian:

- i. Will be responsible for maintaining an accurate record of all the Society's assets, including books, literature, telescopes, binoculars, CD/DVD media.
- ii. Will be responsible for the selling and recording of sales at Society events. If unavailable then another Society member will stand in and then pass all the necessary forms to the Librarian at the next opportunity.
- iii. Will liaise with the Treasurer via the accountability form, located at the rear of this constitution, regarding monies gained through the sale of the Society's media.
- iv. Will be responsible for the loaning and collecting of the Society's assets.
- v. Will try and source any new or second hand media for the Society's library. He/She will also check the suitability of any such media prior to entering it in to the library.

General Committee Member:

- i. To assist all other Committee members where necessary with their own roles & responsibilities.
- ii. To help with the general running of the Society when needed.
- iii. Will be required to attend Committee meetings and assist with the smooth running of such meetings.
- iv. May be required to deputise for any other Committee member if they are unable to carry out their normal tasks or role.

Webmaster:

- i. The Webmaster will deal with all aspects of the Society's web pages on the internet. He/She will be assisted by the Social Media and Astrophotography Officer as needed.
- ii. The Webmaster role is a non executive post and will not be required to attend Committee meetings unless he/she needs to discuss web site requirements.
- iii. The Webmaster role carries no voting rights on the Committee.

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Appendix C

List of Society Assets

Equipment Name	Value for Insurance Purposes in £	Make	Model	Serial Number
Pop up Gazebo	50.00			
Society Banner	100.00			
Hand made 250mm Dobsonian telescope	200.00			
Pair of 15x75mm Binoculars	100.00	Celestron	15x75mm	
203mm Meade SCT (on permanent loan from the IoA)	Insured by J.Craythorne			
1 x small refractor	280.00	Meade	70mm refractor with autostar	
1 x small refractor	?	Gold Line	T90	Cannot find on web
1 x small refractor	?	Gold Line	T70	Cannot find on web
2 Table top telescopes	90.00	Skywatcher Heritage	Mini 70mm Dobsonian	
Solar system display boards	150.00			
Projector	500.00	Mitsubishi	WD2000	0005606
Screen	75.00			
Blue display boards	190.00			
Brown display boards	250.00			
Total	1,985.00			

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Appendix D

List of Current Forms

Application for Membership

Nomination for KLADAS Committee (Postal)

Nomination for KLADAS Committee (Electronic)

Application for Loan of Equipment

HSE Example Sheet

HSE Blank Sheet

Membership Funds Accountability Form (Electronic)

Membership Funds Accountability Form (Paper)

Librarian Accountability Form (Electronic)

Librarian Accountability Form (Paper)

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APPLICATION FOR MEMBERSHIP

KING'S LYNN & DISTRICT ASTRONOMY SOCIETY

Member of the Federation of Astronomical Societies

Meetings held at:-

Tottenhill & Wormegay Village Hall
Whin Common Road
Tottenhill
King's Lynn
Norfolk PE33 0RS

Membership Secretary:-

Mr Richard Last
3 Fountaine Grove
South Wootton
King's Lynn
Norfolk PE30 3TP
E-mail: astronut1@hotmail.com
Phone: 07791 – 388431

Forenames:

Surname:

Address:

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.....

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Post Code: Telephone Number:

Mobile Number:

E-mail Address:

Astronomy Interests:

.....

Please Tick Where Applicable

Names of Family Members

Single £16.00 ☐

Family £26.00 ☐

Junior (10-16) £7.00 ☐

Concessionary £1.00 ☐ (OAP's, Disabled, Students (16-18))

Under10's Free

All Children under 16 must be accompanied by an adult at all times.

Total Paid: £..... Cash/Cheque

Receipt Number:

Signed:

Date:

Cheques should be made payable to King's Lynn & District Astronomy Society

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ReSubscribed

Date _____ Fee £ _____ Receipt No _____
 Date _____ Fee £ _____ Receipt No _____
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King's Lynn & District Astronomy Society



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PATRON: Sir Henry Bellingham MP

Nomination Form for King's Lynn and District Astronomy Society Committee 2017/2018

Position	Current Holders	Your Nominee 1	Your Nominee 2	Your Nominee 3
Chairperson	John Craythorne			
Treasurer	Frank Dutton			
Secretary	Alan Gosling			
Membership Secretary	Richard Last			
Publicity Officer	Dave Talbot			
Librarian	Alexis Brand			
Web Master	Julian Prentis			
Social media officer	Andy Milner			
Events Officer	Richard Last			
Committee Member	Cherrelle Blake			
Committee Member	Philippa Sillis			

All members are free to nominate whoever they choose, including themselves.

All nominees will be asked if they wish to stand for election at the AGM in September.

Please ensure that you enter your nominee's names in the appropriate column. If you want the existing Committee to continue in their roles please copy and paste their names into "Your Nominee 1" column to show that you are nominating them, we cannot accept the forms returned with no names in at least column 1. If you have multiple nominations enter their names in columns 2 or 3. Please ensure that you enter your name and the date below to make the nominations official. Please email them back to me at alan@technicalexcellenceuk.com by 21st August 2017 or earlier if possible.

Name:

Date:

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King's Lynn & District Astronomical Society **Application to Loan Equipment**

This form should be used when a member takes on loan any equipment belonging to the society. In conjunction with a member of the committee they should sign and date this application and be mindful by that so doing they agree to all the terms and conditions listed at the bottom of the document.

A) Name and address of person requesting loan of the equipment:

B) Full details of equipment being loaned:

(Please note that if a telescope is being loaned all details of auxiliary equipment being loaned at the same time should be listed, e.g. eye pieces, Barlow lenses, filters etc)

C) Proposed period of loan:

D) Project / Work to be undertaken with equipment:

Agreement: By signing this document you are agreeing to the following terms and conditions:

1. The equipment will be kept in a good state of maintenance and repair and will be returned to the society in the same condition in which it was in when loaned out after taking in to account any reasonable wear and tear associated with the correct use of the equipment.
2. The equipment will be kept safe and secure at all items.
3. The equipment will be covered for damage, loss, or theft by the insurance of the person loaning the equipment. If you are in any doubt about this please contact your insurance company prior to signing this agreement and taking the equipment on loan.
4. With respect to 3 above if acceptable to the committee a loan of equipment can be made whereby the equipment is not covered by insurance providing the person loaning the equipment signs an undertaking on this form to cover the cost of any damage, loss, or theft of the equipment from his own resources and the committee are happy that they are in a position to do so. If this clause is applicable please initial and date after this sentence.

Signature:

Date:

For Official Use:

Committee Member's Signature of Agreement:

Date:

Review Date (normally end of loan period or 12 months, whatever is the shorter):

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HEALTH & SAFETY RISK ASSESSMENT**KING'S LYNN & DISTRICT ASTRONOMY SOCIETY**

Hazards	Slips and Trips
Who might be harmed and how	Staff and visitors tripping and slipping
Actions taken	Good housekeeping Check that trailing leads etc are fastened securely
Further actions to take	Monitor equipment and members/public
Action by whom	Safety Officer
Action taken when (date)	07/07/2015
Signature	

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CON 0001	23 rd July 2015	Three	Original Document	Leon Askew

HEALTH & SAFETY RISK ASSESSMENT
KING'S LYNN & DISTRICT ASTRONOMY SOCIETY

Code Number	Issue Date	Version Number	Replaces	Compiled By
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Membership Funds Accountability Form (Electronic)

All Completed forms and monies to be handed to the Treasurer

[illegible]

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Completed Form To Be Handed To The Treasurer With All Monies

[illegible]

Completed Form To Be Handed To The Treasurer With All Monies

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Appendix E AGM Protocols

The protocols for an AGM are as follows:

- i. Prior to the AGM the Secretary will send out the following information:
 - Notification of an AGM and
 - An agenda for the AGM.
- ii. An AGM shall be open to all the members of the Society and the general public
- iii. Only persons who have paid the relevant subscription fee for membership will be allowed to vote.
- iv. At the opening of the meeting the out going Chairperson will call the meeting to order.
- v. A Secretary will be appointed to take the minutes of the meeting.
- vi. The out going Chairperson will read a report on the Society's activities throughout the previous year including visits and events.
- vii. The out going Chairperson will then ask the out going Treasurer to read out his report. Copies of this report will be made available to the members and general public prior to the meeting.
- viii. The out going Chairperson will then ask those members present to adopt the Treasurers report as a true reflection of the Society's fiscal affairs.
- ix. The out going Chairperson will then read out the list of nominations for election of the role as Chairperson.
 - Those nominated will then leave the meeting whilst the membership vote for the candidate they wish to become the Chairperson.
 - The votes for each candidate will be recorded. The majority of votes cast for anyone candidate will be elected the new Chairperson.
- x. The out going Chairperson will then dissolve the out going Committee.
- xi. At this point the out going Chairperson will step down and the new Chairperson will take over the meeting.
- xii. If no nominations are received from the membership to the Membership Secretary and the out going Chairperson is prepared to continue in this role then the membership will vote to re-instate the Chairperson.
- xiii. If the out going Chairperson is not willing to be re-instated then an appeal for a new Chairperson must be put to the membership. If no person can be found then a vote for Dissolution of the Society must be taken. See section three (3).
- xiv. The new incumbent Chairperson will then read out the nominations for Committee provided to him by the Membership Secretary to form a Committee.
- xv. Those nominated for the Committee will be asked to leave the room whilst a vote takes place on each candidate. Those accepted by the membership upon return will be asked to accompany the new Chairperson.
- xvi. Should any member objects to any person taking office, then this must be done after the candidates have left the room and before the vote has been taken.
- xvii. Should no nominations be received by the Membership Secretary, then the out going Committee will be asked to re-take their current positions, and so be re-instated.
- xviii. The new Committee should hold their first Committee meeting within twenty eight (28) days of formation.

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King's Lynn & District Astronomy Society

Come and visit us at: www.westnorfolkastro.co.uk

PATROL: Henry Bellingham MP



The King's Lynn & District Astronomy Society - Policy for the use of green lasers

KLADAS Members are expected to adhere to the following rules in pursuance of the society's objective in that astronomers maintain the legal right to use green lasers as a legitimate part of their hobby, in a safe and responsible manner.

The following mandatory rules apply within the boundaries of any site that KLADAS are holding observations, outreach events or at any public event held under the name of the Society.

Banned categories of green laser and extent of ban:

- Lasers that do not have a fully functional internal IR filter.
- Lasers capable of bursting a balloon with the beam.
- Lasers that do not have a Danger rating sticker as shown alongside.



The King's Lynn and District Astronomy Society does not permit the use of the above categories of green lasers on any public event held under the name of the society. It is the belief of this Society that the above categories have absolutely no place in the pursuit of star pointing or optical instrument alignment and that the use of any laser falling into one or more of those categories constitutes a highly irresponsible act that would bring the Society's good name into disrepute.

RAF Marham and green lasers:

RAF Marham is in close proximity to the observation site at Tottenhill Village Hall in view of this lasers must not be switched on before the member has checked the sky for any moving aircraft lights and ensured that no aircraft are in the vicinity to avoid dazzling pilots. If there are non-members in attendance they should have the dangers of the use of laser light to pilots made very clear to them.

Guidance for the use of green lasers at public events organised by the KLADAS:

All public events organised by the KLADAS will include in any advertising a statement that the public is not permitted to use green lasers within the confines of event.

- Before switching on the laser pointer the user **must scan the sky for any light that is moving and any such light will be assumed to be an aircraft**, until this light has completely passed over the observation site and disappeared from view no laser pointers are to be used.
- The only laser use that is permitted is: (a) one single laser for each official event presenter whilst star pointing, (b) those KLADAS members with optical instruments that are fitted with mounted and collimated lasers that remain attached and have been brought along by a KLADAS member for the benefit of the event, and (c) use by a KLADAS member operating a telescope to indicate at which object the telescope is pointing.
- The proper use of a green laser is to point it in the direction of the celestial object to which attention is to be drawn, switch on and "circle" the object at slow speed, with no sudden and rapid sweeping movements, and then to switch off before moving on to the next object. A constantly illuminated green laser flashing across the sky in a "light sabre" fashion is not only unsafe and unprofessional, but encourages the uninitiated attendees into a belief that the laser is a plaything and not a professional tool.
- It is not permitted to allow a green laser beam to fall onto any person, any animal (including birds and other wildlife), any moving vehicle or any aircraft in flight. Neither should the laser beam fall upon private houses or other buildings, or any other stationary object including vehicles. Apart from nuisance, it is possible to encounter highly reflective objects in the process, with no control over where the reflected beam will fall, so the laser should only ever be pointed in an open-sky direction.

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- To ensure that pilots are aware of any event that the Society is attending which may require the use of green laser pointers, RAF Marham will be informed of the time and geographical position of the event in advance, either by phone on **01760 446240** or by e-mail on MRM-OpsDOOGroup@mod.uk during the afternoon prior to the event.

Any member of the King's Lynn & District Astronomy Society failing to adhere to the above rules as they apply within the jurisdiction of the Society may be deemed to have brought the Society and its members into disrepute. In such a case, the member may be required to appear before the Committee to explain any alleged actions. Repeated failure to appear without reasonable cause may incur sanctions or possible loss of Society membership.

Approval for use of green laser pointers at KLADAS events is only granted upon receipt by the Secretary of this document, duly signed and dated. Receipt of such document will then imply that the signatory has been instructed in the risks in the use of green laser pointers and fully understands that this is binding for any and all KLADAS events following the date of signature. The Membership Secretary will retain the signed document for future reference as evidence of acceptance, should this be required. Retrospective permission will not be allowed.

NAME IN BLOCK CAPITALS:

I, the undersigned, agree and state categorically that I have read and fully understand the above rules and have had the dangers of misuse of laser pointers explained to me. I further agree that I will comply with those rules as they pertain to any King's Lynn & District Astronomy Society observation sessions or any external event held under the name of the Society.

SIGNED: _____

DATED: _____

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Amendment Log

Issue No	Issue Date	Amendment	Compiled By
1	23/07/2015	Redesign and amendments to KLADAS Constitution	Leon Askew
2	29/03/2017	Change treasurer from Ray Price to Frank Dutton, change Membership Secretary from Leon Askew to Richard Last, added Green Laser Policy	Alan Gosling
3	09/078/2017	Change Librarian to Alexis Brand, add Philippa Sillis to Committee	
		Nomination Form & re-design form, change Membership Secretary's name to Richard Last	

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