

Constitution of St Andrews University Astronomy Society

I. Title:

The society shall be called St Andrews University Astronomical Society (AstroSoc) and shall be affiliated to the University of St Andrews Students' Association.

II. Aim:

The aims of the society shall be as follows:

1. To educate our members in astronomy
2. To promote interest in astronomy

III. Membership:

Ordinary Membership shall be open to all matriculated students of the University of St Andrews.

Other persons may be admitted to Associate Membership by the Committee of the Society, although the number of associate members shall not exceed the number of ordinary members.

Honorary Officers and Members may be elected by a General Meeting of the society (provided they are of some status in relation to the aims of the society) either for life or for a specified period of time, in which case they will be eligible for re-election. They shall not be required to pay any subscription. Honorary life membership is conferred upon all members of the Society who have served as an Executive Committee member. Honorary membership may also be conferred to any other member of the society who has provided significant contribution to the society during their time as a member, provided committee approval is granted.

The Director of Student Development & Activities, the SSC Societies Officer, the SSC Member for Societies Grants, and the SSC Member for Societies Elections shall be deemed Honorary Members.

The entitlement to hold executive office, to elect the executive officers and to vote on amendments to the constitution shall be reserved to Ordinary Members of the society.

Both Ordinary and Associate Members shall be entitled to hold non-executive office and to serve on the committee of the Society. They shall also be entitled to vote at General Meetings on matters not reserved to Ordinary Members and where the SSC Societies Committee or its duly appointed representative raises no objection.

IV. Committee:

There shall be the following executive office-bearers:

- President
- Vice President
- Secretary
- Treasurer
- Senior Observing Director

There shall be the following non-executive office-bearers:

- Depute Observing Director
- Trip Organiser
- Events Convenor
- Web Overlord
- Publicity Officer
- Star Ball Rep
- Baking Rep
- First Year Representative
- Postgraduate Representative

No two executive offices may be held concurrently.

The affairs of the Society shall be conducted by a Committee, who are to be elected at the Annual General Meeting, or co-opted by the Committee if no candidate is elected at the Annual General Meeting or in the case of casual vacancy, and who are to hold office until the next Annual General Meeting of the Society, or until their earlier death, disqualification, or resignation. The Committee may co-opt additional members to the Committee with specific portfolios, but these shall be non-voting members of the Committee.

The quorum for a committee meeting of the society shall be at least two-thirds of all elected committee members, providing one of them is the President or Vice President. All elected committee members must be given at least twenty-four hours' notice of any committee meeting.

The President shall call committee meetings on their own volition or upon presentation to them of a written request by two-fifths of the voting members of the Committee.

The Committee shall have the exclusive authority to:

- Authorise expenditure over £100.

The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members with the exception of the StarBall committee on which the President, Treasurer and StarBall rep shall sit.

The Society may adopt standing orders with regard to the day-to-day running of the Society in accordance with the provisions of this constitution. Such standing orders shall be adopted and rescinded by a two-thirds majority of the voting members of the Committee or a majority of those present and voting at a general meeting of the Society.

No member of the Committee shall derive any financial profit or gain by reason of their participation on the Committee, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

Any member of the Committee, except the Secretary, may resign at any time by giving written notice or notice by electronic transmission thereof to the Secretary; the Secretary may resign at any time by giving written notice or notice by electronic transmission thereof to the President. Such resignation shall take effect at the time specified therefore or if the time is not specified, upon delivery thereof; and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

V. Duties of Office:

The President shall:

Ensure the good running of the society and that the society adheres to the constitution. Co-ordinate and chair meetings of the committee; either personally or through delegation to the Vice-President. The President should act as signatory to the Society's bank account.

The Vice-President shall:

Aid the president in their duties and chair meetings of the committee in their absence.

The Secretary shall:

Make good record of the minutes of committee meetings and ensure these are available to all members of the society.

The Treasurer shall:

Act as signatory to the Society's bank account and have the right to authorise the use of this money up to the amount of £25.

The Senior Observing Director shall:

Organise and astronomical observing sessions at the observatory or another location. They shall have already completed or currently be undertaking the course to allow access to the Observatory.

The Depute Observing director shall:

Assist the Senior Observing Director in the organisation and execution of observing sessions. They shall have already completed or currently be undertaking the course to allow access to the observatory.

The Events Convenor shall:

Organise social events for the society outwith the Observing sessions and major excursion. As well, they shall organise all day trips and weekend trips to relevant locations. Sits on Star Ball committee with other members of AstroSoc and PhySoc committees.

The Web Overlord shall:

Maintain the society website and work with the publicity officer.

The Publicity Officer shall:

Be responsible for publicising all society events by means of posters and social media accounts.

The Star Ball Rep shall:

Create and chair the annual Star Ball charity event, liaising with other societies to form the event committee.

The Trip Organiser shall:

Be primarily responsible for the organisation of the society's major excursion. They shall handle grant applications, flight and accommodation booking, activity planning, risk assessment and anything else necessary to ensure a successful excursion.

The Baking Rep shall:

Organise bake sales in collaboration with other society members and be responsible for creating a rota of committee members to make and serve hot chocolate

The First Year Representative shall:

Represent first year members of the society and ensure that they are aware of society events. They shall be elected at the start of each new academic year.

The Postgraduate Representative shall:

Represent postgraduate members of the society and ensure that they are aware of society events. They shall be elected at the start of each new academic year.

VI. Subcommittees:

The society shall have the following subcommittees:

- StarBall

VII. Finance:

The finances of the society shall be dealt with along the lines laid down by the Societies Committee. In the event of a deficit, this shall be paid off by an equal subscription from all members. The annual subscription shall be reviewed annually by the committee and consequently approved at the Annual General Meeting.

Two signatories of the Students' Association shall appear on the bank mandate.

VIII. Outside Affiliations:

The committee shall follow the Standing Orders for all affiliated societies as laid down by the Societies Committee of the Students' Association.

The society shall have the following affiliations, outside the University of St Andrews Students' Association:

- Institute of Physics: University Student Network (IOP: USN)
- UK Students for Exploration and Development in Space (UKSEDS)

All members shall the option of not contributing to these outside affiliations.

IX. Constitution:

A copy of this constitution shall be available at every committee meeting and at every General Meeting of the society.

A proposed alteration to this constitution shall be submitted to a General Meeting on the advice and consent of the Committee or by a duly seconded motion by any member at a General Meeting and shall be adopted with the support of two-thirds of Ordinary Members voting at a General Meeting.

For the purposes of this constitution, words importing one gender include other genders as well.