



ASSA

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ASTRONOMICAL SOCIETY OF SOUTHERN AFRICA

CONSTITUTION

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INDEX

DEFINITIONS AND INTERPRETATION.....	1
NAME AND LEGAL STATUS.....	2
OBJECTIVES.....	2
MEMBERS.....	3
HONORARY MEMBERS.....	3
COUNTRY MEMBERS.....	4
COUNCIL MEMBERS.....	4
NOMINATIONS TO THE COUNCIL.....	7
ELECTION OF COUNCIL MEMBERS.....	8
QUORUM OF THE COUNCIL.....	8
COUNCIL VOTING.....	8
MANAGEMENT OF THE ASSA.....	8
PUBLICATION EDITORS.....	9
CENTRES.....	10
SECTIONS.....	11
SCHOLARSHIPS.....	12
PUBLICATIONS.....	13
ACCOUNTS AND RECORDS.....	13
ANNUAL GENERAL MEETING.....	14
SUSPENSION OR CANCELLATION OF MEMBERSHIP.....	15
AMENDMENT OF THE CONSTITUTION.....	16
AWARDS.....	17
LIABILITY AND INDEMNITY.....	17
WINDING UP.....	18

APPENDIX I: STANDARD RULES FOR CENTRES	19
1. NAME AND LEGAL STATUS	19
2. OBJECTIVES.....	19
3. MEMBERSHIP	20
4. MEMBERSHIP ANNUAL SUBSCRIPTIONS	20
5. INCREASES	20
6. PAYMENT.....	21
7. RESIGNATION	21
8. SUSPENSION OR CANCELLATION OF MEMBERSHIP	22
9. REINSTATEMENT.....	23
10. OFFICERS AND COMMITTEE.....	23
11. MANAGEMENT	24
12. ANNUAL GENERAL MEETING	24
13. ELECTION OF CENTRE MEMBERS	25
14. HONORARY MEMBERS	25
15. LIABILITY AND INDEMNITY	26
16. WINDING UP	26
APPENDIX II: AWARDS AND MEDALS	27
1. GILL- & OVERBEEK MEDALS	27
2. MCINTYRE AWARD.....	30
3. LONG SERVICE AWARD	32
GLOSSARY	34

DEFINITIONS AND INTERPRETATION

- 1.1. In this constitution and any appendix hereto, the following words, expressions and abbreviations shall bear the meanings set out herein: -
 - 1.1.1. “AGM” means the annual general meeting of *the society* or annual general meeting of a *centre* where it is specifically referenced to *centres* in Appendix I;
 - 1.1.2. “*business day*” means any day excluding a Saturday, Sunday or South African public holiday;
 - 1.1.3. “*locality*” means in relation to a city, any suburb of such city and in relation to a town, the entire town and surrounding areas;
 - 1.1.4. “*mutatis mutandis*” means (used when comparing two or more cases or situations) making necessary alterations while not affecting the main point at issue.
 - 1.1.5. “MNASSA” means the monthly notes published by the editorial board of *the society*;
 - 1.1.6. “*month*” means a calendar month;
 - 1.1.7. “*publications*” includes the MNASSA, “*the Sky Guide*” and the content of *the society’s* official website and may include these publications in electronic format;
 - 1.1.8. “*the society*” means the Astronomical Society of Southern Africa;

1.1.9. “*year*” means a consecutive period of three hundred and sixty-five (365) days, save in the instance of a leap year which shall include an additional day and “*years*”, “*yearly*”, “*annual*” and “*annually*” bear corresponding meanings.

1.2. All words and expressions used in this constitution that imply the masculine gender shall include the feminine and *vice versa*.

1.3. All words and expressions in this constitution that imply the singular number shall include the plural and *vice versa* where appropriate.

NAME AND LEGAL STATUS

1.4. *The society* shall be a non-profit voluntary association separate in legal status from its *members*, entitled to operate in its own name, i.e. Astronomical Society of Southern Africa which name may be abbreviated as “ASSA” and shall indefinitely continue to operate irrespective of changes in *members* and / or *officers* until such time as it is wound-up in terms of the provisions hereof.

1.5. The income and property of the *society* shall not be distributable to its *members* or *officers*, and such the *society* will not directly or indirectly distribute any of its funds to any person (otherwise than in the course and scope of any public benefit activity) and will utilise its funds solely for the purpose and objects for which it has been established.

1.6. The future incorporation of *the society*, be that in South Africa or any other country within Southern Africa, is foreseen and the *council* shall be entitled to attend to the incorporation of *the society* at its discretion.

OBJECTIVES

1.7. To encourage and stimulate the study and practice of astronomy, *inter alia* by awarding scholarships to deserving candidates at tertiary institutions.

1.8. To establish and maintain various *sections* in order to: -

1.8.1. facilitate astronomical observing by *members* and to receive and report astronomical observations made; and

1.8.2. facilitate astronomical outreach by *the society*.

1.9. To disseminate information about astronomy that may be of use to observers, and to others interested in astronomy, by means of *publications*.

1.10. To do all such lawful things conducive to the attainment of these objectives.

CLASSES OF MEMBERSHIP

MEMBERS

1.11. Membership of *the society* accrues to all *members of centres of the society*.

HONORARY MEMBERS

1.12. The *council* may from time to time confer *honorary* membership.

1.13. The sole criteria for nomination shall be that such person should have provided a significant and / or extended contribution to the advancement or popularisation of astronomy alternatively a particular *service to the society*, deserving of formal recognition.

1.14. *Honorary members* shall accrue the same rights and privileges as that afforded to *members*.

1.15. The *council* may at its discretion confer additional privileges on an individual basis to such *members*.

1.16. No membership fees shall be payable by *honorary members* and such membership shall be perpetual in nature.

COUNTRY MEMBERS

1.17. The *council* may in its sole discretion accept as *members* persons' whose circumstances prohibit regular attendance at local meetings provided that any membership fees payable by such *members* shall be limited to the total cost of the benefits provided to such *members*.

1.18. *Country members* shall accrue all rights afforded to *members of the society*.

THE COUNCIL

COUNCIL MEMBERS

The *council* shall consist of the following *officers*: -

1.19. President

1.19.1. The *council* shall appoint the *president* without the necessity of nomination from the membership. As such the *vice president* shall at the end of the *president's* term of service (or in the event of the *president* being unable to fulfil his term) automatically be appointed as *president*, provided that where the *vice president* is not able to assume the position, the *council* shall internally appoint the *president*.

1.19.2. The *president* shall serve a two-year term.

1.20. Vice President

1.20.1. The *vice president* shall be elected at the *AGM* through the usual process of nomination and voting (as set out herein).

1.20.2. The *vice president* shall function as deputy to the *president* and may stand in for the *president* in the event that the *president* is temporarily unavailable or incapacitated.

1.21. Treasurer

1.21.1. The *treasurer* shall be elected at the *AGM* through the usual process of nomination and voting (as set out herein) and shall be appointed for an initial term of two years which term will thereafter automatically renew annually for a maximum total period of five years provided that the incumbent accedes to the renewal and is in the view of the *council* capable of performing the functions associated with the position.

1.22. Secretary

1.22.1. The *secretary* shall be elected at the *AGM* through the usual process of nomination and voting (as set out herein) and shall be appointed for an initial term of two years which term will thereafter automatically renew annually for a maximum total period of five years provided that the incumbent accedes to the renewal and is in the view of the *council* capable of performing the functions associated with the position.

1.23. Membership Secretary (Country Members)

1.23.1. The *membership secretary (country members)* shall be elected at the *AGM* through the usual process of nomination and voting (as set out herein) and shall be appointed for an initial term of two years which term will thereafter automatically renew annually for a maximum total period of five years provided that the incumbent accedes to the renewal and is in the view of the *council* capable of performing the functions associated with the position.

1.24. *Chairpersons of ASSA Centres*

1.24.1. The *chairpersons* of each *ASSA centre* will automatically be *council members*.

1.25. *Members without portfolio*

1.25.1. Up to two further *members* (without portfolio) may be elected at the *AGM* through the usual process of nomination and voting (as set out herein), which appointments shall be for the period of one year, provided that the nominated candidates are willing to accept such positions.

1.26. Co-opted *Members*

1.26.1. In the event that a *council* member is unable to complete his term and no other *council* member is able to fill in, *council* may at their discretion co-opt an ASSA member to the role until the following *AGM*

1.26.2. The *council* may at its discretion co-opt a maximum of two additional *members* to *council* on a temporary basis not exceeding one year, in order to manage such unusual circumstances as might arise.

NOMINATIONS TO THE COUNCIL

1.27. Nominations for positions on the *council* that are subject to nomination in writing and such nomination must be endorsed by two *members* (i.e. a proposer and a seconder) and must be accepted in writing by the nominee and be received by the *secretary* by 30 June of each year.

1.28. The nominations shall be circulated to the *members* in the format chosen by the *secretary* provided that such format is accessible to the majority of the *members*.

1.29. If no nominations are received for a particular elected post, and if the incumbent office-holder agrees, the term of office of that office-holder will be extended for a further year.

1.30. The *council* shall have power to fill any vacancy that may occur in any of the offices of *the society* or in its own body. Any such appointment will be valid only until the following *AGM*.

ELECTION OF COUNCIL MEMBERS

1.31. *Members* of the *council*, save as expressly stipulated herein, who are subject to nomination and election shall be elected at each *AGM*, and shall hold office for one *year*.

1.32. Save as set out herein, a current *council member* is eligible to stand for re-election.

QUORUM OF THE COUNCIL

1.33. At all *council* meetings (which may be attended via voice- or video conferencing where such means are available), fifty percent of the *council members* shall form a quorum.

COUNCIL VOTING

1.34. Voting where anonymity is sought or required will be by secret written or electronic ballot provided that *members* attending via voice- or video conferencing may if electronic voting is unavailable either vote publicly or by proxy through a *member* physically attending the meeting.

1.35. In the event of a tie, the *president* shall have an extra, casting vote.

MANAGEMENT OF THE ASSA

1.36. The *council*, consisting of a minimum of 5 (five) members, *shall* have the sole management, control, and disposition of the affairs, property and funds of *the society*.

1.37. The *council* shall have power to decide on any questions not specifically covered by this constitution.

- 1.38. The *council* shall have the power to fill any vacancy that may occur, in any of the offices of *the society*, or in its own body. Any such appointment is only valid until the next *AGM*.
- 1.39. The *council* shall have the power to co-opt *members* to assist the *council* in specific activities.
- 1.40. *Council members* will not be remunerated in any manner for services rendered but may be reimbursed for expenses incurred on behalf of the *society* subject to approval by the *treasurer* and *president*.
- 1.41. The *council* shall be responsible for the timeous and professional publication of *the society publications*.
- 1.42. The *council* shall have the power to appoint contractors which appointments may be against the payment of a reasonable and non-excessive service fee.
- 1.43. The *council* shall meet at least once every three months. Additional *council* meetings of the *council* may be held on the call of the *president* or of three other *council members*.
- 1.44. The *council members* shall receive fourteen *business days*' notice of every *council* meeting.
- 1.45. The *council* shall frame an annual report on the activities of *the society* during its *year* of office and this shall be presented to the *AGM*.

PUBLICATION EDITORS

1.46. *Publication* Editors who may include contractors, shall be appointed by the *council* as and when required for periods not exceeding 2 (two) *years* which term may thereafter be renewed annually for a maximum total period of five years provided that the incumbent accedes to the renewal and is in the view of the *council* capable of performing the functions associated with the position.

CENTRES

1.47. A group of *members* residing in the same *locality* may, after receiving the approval of the *council* which approval shall be in the sole discretion of the *council*, form themselves into a *centre*.

1.48. The name of the *centre* shall be that of the *locality* in which its headquarters is established.

1.49. Each *centre* shall appoint a committee to manage the *centre*.

1.50. A *centre* may frame its own rules at any time provided the rules do not conflict with this constitution, including Appendix I attached hereto.

1.51. The rules of a *centre* shall not become operative until approved by the *council*, which approval shall not be unreasonably withheld.

1.52. Until such time as a *centre's* own rules are approved, Appendix I hereto attached shall apply to that *centre*.

1.53. Each *centre* of *the society* shall have full control of its own finances and shall be solely responsible for its liabilities as a *centre*.

1.54. A copy of the minutes of the *AGM* of each *centre*, showing elected officers and committee for the ensuing *year*, shall be forwarded to the *secretary of the society* by 31 August each *year*.

SECTIONS

1.55. The *council* will form *sections* of *the society* to co-ordinate and monitor specific areas of activity within *the society* so as to ensure that *the society* meets its objectives.

1.56. Each *section* will be headed by a director.

1.57. Directors shall be *council* appointees.

1.58. The *council* reserves the right to monitor the performance of directors and reserves the right to suspend or remove a director from office if the *council* deems it necessary.

1.59. The decision of the *council* shall be final. The director in question will be informed of the decision in writing and will be informed of reasons for the decision.

1.60. Directors shall have the power to appoint deputy directors to assist them or deputise for them, provided that the name of the deputy is submitted to the *council* for approval.

1.61. Directors shall maintain contact with *members* who demonstrate an interest in the work of those *sections*, and may institute section newsletters if considered desirable.

1.62. Directors shall prepare annual reports on the activities of the *section* during the previous calendar *year*. A summary of the report, for publication at the *AGM*, is also to be provided.

1.63. Both the annual report of the section and the summary thereof are to reach the *secretary of the society* by not later than 30 June of the *year* following the *calendar year* to which the report applies.

SCHOLARSHIPS

1.64. The *council* will appoint a scholarship convenor to co-ordinate and manage scholarship allocation and payments so as to ensure that *the society* meets its objectives pertaining to the allocation of scholarships.

1.65. Such convenor shall be a *council* appointee.

1.66. The *council* reserves the right to monitor the performance of the convenor and reserves the right to suspend or remove the convenor from office if the *council* deems it necessary.

1.67. The decision of the *council* shall be final. The convenor will be informed of the decision in writing and will be informed of reasons for the decision.

1.68. The convenor shall prepare an annual report on scholarships and a summary of the report, for publication at the *AGM*, is also to be provided.

1.69. Both the annual report and the summary thereof are to reach the *secretary of the society* by not later than 30 June of the *year* to which the report applies.

1.70. Where donations are made to the *society* with the sole purpose of the interest on such donation being utilised for the provision of scholarships, such donations will be invested for such purpose

and will not be utilised for other purposes. The *society* will further not accept any donation which is or might be revocable at the instance of the donor.

PUBLICATIONS

1.71. *Members* shall receive all electronic *publications* of the *society* free of charge.

1.72. Each *centre* shall annually be entitled to purchase on behalf of each *centre member* one copy of each of the *printed publications* of the *society* at total cost associated with each unit of such *printed publication*.

1.73. *Members* are *mutatis mutandis* entitled to purchase the *printed publications* of the *society* at cost (as aforesaid) from their respective *centres*, provided that *country members* shall be entitled to affect the aforesaid purchases directly from the *society*.

ACCOUNTS AND RECORDS

1.74. The *society* shall conduct all financial transactions by means of a bank account.

1.75. The *council* shall cause to be kept such accounts and records as are necessary to record the affairs of the *society*, including but not limited to journals and financial statements.

1.76. Financial statements shall be prepared from the books of account at the end of each financial year which, financial year shall run from 1 July to 30 June each year.

1.77. The financial statement shall be scrutinized by the independent financial compiler appointed at the previous *AGM*.

- 1.78. Financial statements for each financial period shall be prepared and submitted for approval to the *council* once completed and a report received from the independent financial compiler.

ANNUAL GENERAL MEETING

- 1.79. The *AGM of the society* shall be held at a *centre* chosen by the *council*, subject to agreement by that *centre* and may be attended via voice- or video conferencing where such means are available.
- 1.80. The date of the meeting shall be the first Wednesday in August or such other day as the *council*, after consultation with the committee of the *centre* at which the *AGM* is to be held, shall decide.
- 1.81. A notice announcing the *AGM* shall be sent to all *members of the society* at least twenty-one *business days* before the date of the meeting. The notice shall advise the date, the time, and the venue of the meeting.
- 1.82. Any member entitled to vote at the *AGM* may appoint, in writing to the *secretary*, a proxy to speak and vote in his stead. A proxy must be a *member of the society*.
- 1.83. Voting where anonymity is sought or required will be by secret written ballot provided that *members* attending via voice- or video conferencing will be required to either vote publicly or by proxy through a *member* physically attending the *AGM*.
- 1.84. *Members* may submit items for inclusion in the agenda for the *AGM*. The submissions must be received by the *secretary* by 30 June preceding the *AGM*.

1.85. Items submitted by *members* after 30 June, either in writing or at the *AGM* will only be included at the discretion of the *president*.

1.86. The purpose of the *AGM* shall be: -

1.86.1. to receive the report of the *council*;

1.86.2. to receive financial statements for the previous financial year;

1.86.3. to receive the summaries of the annual reports of the *sections*;

1.86.4. to elect officers and *council members*;

1.86.5. to elect an independent financial compiler, who shall be a registered accountant or auditor, for the ensuing year;

1.86.6. to take any other business at the discretion of the *president*.

SUSPENSION OR CANCELLATION OF MEMBERSHIP

1.87. The *council* may suspend or cancel the membership of any *member* for infringement of the constitution or of any rules made there under, or misconduct.

1.88. The *council* will only consider a complaint reported to it in writing, and such complaint must be dated and signed by the person making the complaint.

- 1.89. The person against whom a complaint is raised will be informed of the nature of the complaint in writing and will be afforded the opportunity to respond in writing.
- 1.90. Should the *council*, in its sole discretion, view the need for the leading of oral evidence; the *council* will convene a hearing.
- 1.91. The *council* will bring out a decision after receipt of submissions and / or an oral hearing and such decision of *council* shall be final.
- 1.92. The person against whom the complaint is raised will be informed of the decision in writing and will be informed of reasons for the decision.
- 1.93. There exists no right to appeal.
- 1.94. Any member excluded under this section shall forfeit their current annual subscription and any payments made in relation thereto.

AMENDMENT OF THE CONSTITUTION

- 1.95. The constitution of *the society* shall be amended only by ballot of all *members* or may, at the discretion of the *council*, be done at a special general meeting.
- 1.96. Proposed amendments must be forwarded to the *secretary of the society*.
- 1.97. No proposed amendment shall be considered by *the society* without either the recommendation of the *council*, or the signatures of at least five voting *members*.

- 1.98. Any proposed amendment, together with a voting paper, shall be sent to every member who has the right to vote.
- 1.99. To be adopted, an amendment must receive at least two thirds of the votes cast and will be carried immediately.
- 1.100. If, in the opinion of the *council*, any proposed amendment would vitally affect the welfare of *the society* or any fundamental principle of this constitution, the *council* shall make that opinion known to *members*. Any such opinion shall be circulated as an addendum to the notice of the proposed amendment.
- 1.101. Any amendment to the constitution shall be communicated to all statutory bodies to whom the society is required to report, including but not limited to the South African Revenue Services.

AWARDS

- 1.102. The *council* has established certain awards, and further awards may be instituted from time to time.
- 1.103. The names of, and the conditions and procedures for making of, these awards are set out in Appendix II.

LIABILITY AND INDEMNITY

- 1.104. Every member, officer or servant of *the society* are indemnified by *the society* against all costs, losses and expenses which they may incur or become liable for by reason of any act or thing

done by them as such in the discharge of their duties, unless the loss in question is caused by a member's own gross negligence, dishonesty or breach of trust.

WINDING UP

1.105. Should fifty percent of the *members of the society* in writing petition that *the society* be dissolved, the *council* shall cause a general meeting of the *members* to be called for the purpose of discussing their resolution and the final decision shall be made on a simple majority of *members* present.

1.106. The said meeting shall decide on the disposal of the assets, funds and records of *the society*, provided that such assets and funds may not be distributed to the *members* or *officials* of the *society* and may solely be distributed to non-profit organisations with similar objectives.

1.107. *The society* shall be considered dissolved if it ceases to exist without a formal decision so to do. In this event the immediately preceding *council* shall within one month of the dissolution, cause all assets, funds and records of *the society* to be transferred to a suitable successor conforming to the requirements as set out in clause 1.106 *supra*.

APPENDIX I: STANDARD RULES FOR CENTRES

The standard rules for centres shall find application to centres where a constitution is not in place and shall further provide a guideline for the minimum requirements applicable to constitutions for centres.

1. NAME AND LEGAL STATUS

- 1.1. The *centre* shall be named by referencing the *locality* prior to the phrase "*Centre of the Astronomical Society of Southern Africa*", e.g. "*The Benoni Centre of the Astronomical Society of Southern Africa*".
- 1.2. A *centre* shall be a non-profit voluntary association of separate in legal status from its *members*, entitled to operate in its own name.

2. OBJECTIVES

- 2.1. The objectives of the *centre* shall be: -
 - 2.1.1. to adhere to the Constitution of *the society* and to participate as far as possible in the activities of *the society*;
 - 2.1.2. to provide a facility for and encourage the study and practical application of astronomy within the location of the *centre*.

3. MEMBERSHIP

3.1. The *centre* shall consist of persons who have applied for membership of the *centre* and have been accepted by the *centre* committee.

4. MEMBERSHIP ANNUAL SUBSCRIPTIONS

4.1. *Centre members* may in the discretion of the *centre* be required pay an annual subscription.

4.2. *Centre members* may in the discretion of the *centre* also be charged a joining fee.

4.3. The amount of such joining fee (if applicable) and annual subscription shall be decided by the *centre* from time to time.

4.4. No membership application shall be deemed to be completed, nor shall the applicant be entitled to the privileges of membership, until the joining fee and first annual subscription is paid.

5. INCREASES

5.1. Announcement of any proposed increase in joining fees and / or annual subscriptions shall be given timeously to all *centre members*.

5.2. Notice of a proposed increase in joining fees and / or annual subscriptions shall be given not less than two months before the effective date of the proposed increase.

- 5.3. A closing date for objections must be provided.
- 5.4. Objections to increases in fees must be in writing to the *secretary*, either by letter post or e-mail.
- 5.5. Unless written objection is raised by at least ten percent of all *centre members* by the closing date for objections, the increase shall become effective.
- 5.6. If a valid objection is raised, the proposed increase shall be placed on the agenda for the next *centre* meeting for the re-evaluation of the proposed increase.
- 5.7. If the *centre committee* amends the proposal, the procedure shall be repeated.

6. PAYMENT

- 6.1. Annual subscriptions are payable in advance to the *centre* and shall become due 1 July each *year* (or such other date as determined by the *centre*).
- 6.2. If an annual subscription remains unpaid by more than two months' after the aforesaid date of any *year*, the member shall cease to be a member.

7. RESIGNATION

- 7.1. Any member who wishes resign from the *centre* shall give notice to the *secretary* of the *centre*.

8. SUSPENSION OR CANCELLATION OF MEMBERSHIP

8.1. The *centre* may suspend or cancel the membership of any *member* for infringement of the constitution or of any rules made there under, or misconduct.

8.2. The *centre* will only consider a complaint reported to it in writing, and such complaint must be dated and signed by the person making the complaint.

8.3. The person against whom a complaint is raised will be informed of the nature of the complaint in writing and will be afforded the opportunity to respond in writing.

8.4. Should the committee of the *centre*, in its sole discretion, view the need for the leading of oral evidence; the *centre* will convene a hearing.

8.5. The *centre* will bring out a decision after receipt of submissions and / or an oral hearing decision of *centre* shall be final.

8.6. The person against whom the complaint is raised will be informed of the decision in writing and will be informed of reasons for the decision.

8.7. There exists no right to appeal.

8.8. Any member excluded under this section shall forfeit their current annual subscription and any payments made in relation thereto.

9. REINSTATEMENT

9.1. Persons who forfeited membership may be reinstated at the discretion of the *centre committee* and, if reinstated may at the *centre committee's* discretion be required to pay the arrears of their annual subscription.

10. OFFICERS AND COMMITTEE

10.1. The *centre* shall be administered, in the event of the *centre* consisting of the required number of *members*) by a *centre committee* consisting of: -

10.1.1. the *chairperson*;

10.1.2. the *vice-chairperson*,

10.1.3. the *secretary*,

10.1.4. the *treasurer*,

10.1.5. not less than three other *members*, all of whom shall be elected annually at the *AGM* of the *centre*.

11. MANAGEMENT

11.1. The *centre* committee shall have the sole management, control and disposition of the affairs, assets and liabilities of the *centre*, and shall have power to decide any questions not specifically covered by these rules.

11.2. The *centre* committee shall have power to fill any vacancy that may occur in any of the offices of the *centre* or in its own body until the next election of officers. It shall have power to co-opt additional *members* to the committee from the remaining *members* of the *centre*, providing that such co-opted *members* shall not have any voting rights.

11.3. The *centre* committee shall call meetings of the *centre*, as far as practical, once a month but at least once every three months.

11.4. Additional meetings of the *centre* shall be held on the call of the *centre* committee or at least ten percent of the *centre members*.

12. ANNUAL GENERAL MEETING

12.1. The AGM shall be held before 31 July each year.

12.2. The purpose of the AGM shall be: -

12.2.1. to elect officers for the ensuing year;

12.2.2. to receive the report of the committee;

12.2.3. to receive the *treasurer's* unaudited financial statement for the year ended 30 June;

12.2.4. to receive the reports of any *centre* activities;

12.2.5. to transact any other business.

12.3. A copy of the minutes of the *AGM* and a copy of reports shall be forwarded to the *secretary* of the *society* before 31 August each year.

13. ELECTION OF CENTRE MEMBERS

13.1. The *centre* committee shall have power to accept *members*.

13.2. A prospective member shall complete an "*Application Form*" the details of which shall be decided by the *centre* committee.

13.3. No membership shall be deemed to be complete until the joining fee (if applicable) and annual subscription is paid.

14. HONORARY MEMBERS

14.1. The *centre* committee shall have power to elect as an *honorary* member of the *centre* any person who has rendered special service to the *centre* applying the same criteria as applicable to the

appointment of *honorary members* by the *council* provided the *centre* shall be liable for any and all costs associated with such *membership*.

15. LIABILITY AND INDEMNITY

15.1. Every member, officer or servant of *centre* are indemnified by the *centre* against all costs, losses and expenses which they may incur or become liable for by reason of any act or thing done by them as such in the discharge of their duties, unless the loss in question is caused by a member's own gross negligence, dishonesty or breach of trust.

16. WINDING UP

16.1. Should fifty percent of the *members* of any *centre* in writing petition that such *centre* be dissolved, the *centre* committee shall cause a general meeting of the *centre's members* to be called for the purpose of discussing their resolution and the final decision shall be made on a simple majority of *members* present.

16.2. The said meeting shall decide on the disposal of the assets, funds and records of the *centre*.

16.3. The *centre* shall be considered dissolved if it ceases to exist without a formal decision so to do, e.g. by failure to elect officers or by failure of all *members* of the *centre* to pay subscriptions. In this event the immediately preceding *chairperson* and the committee shall within one month of the dissolution of the *centre*, cause all assets, funds and records of the *centre* to be sent to *the society* for safekeeping or disposal as *council of the society* shall see fit.

APPENDIX II: AWARDS AND MEDALS

1. GILL- & OVERBEEK MEDALS

1.1. Two medals have been established, known as the Gill- and Overbeek Medals, to be awarded as follows:

1.1.1. the Gill Medal will be awarded in recognition of services to astronomy;

1.1.2. the Overbeek Medal will be awarded in recognition of amateur astronomical observations published in recognised national and international publications over a period of time.

1.2. The medals shall be awarded not more frequently than once in any *year*, and no award shall be made if, in the opinion of *council of the society*, there is no suitable candidate in any *year*.

1.3. The award of both medals shall be made by the *council*.

1.4. Bar for the provision that the Overbeek Medal shall be awarded solely to amateur astronomers, there shall be no restriction on the eligibility of any person as candidate, and candidates need not be *members of the society*.

1.5. In making the award of either medal, the *council* shall observe the following conditions: -

- 1.5.1. the *council* shall be required to state the basis whereupon the medallist which has been deemed worthy of the award has been selected, with specific regard to the criteria set out in paragraph 1.1 here above;
- 1.5.2. in awarding the Gill Medal:
 - 1.5.2.1. the *council* shall, as far as may be seemly, give preference to services rendered to astronomy in Southern Africa;
 - 1.5.2.2. the *council* may, at its discretion, give special credit to services carried out under conditions of difficulty, or with limited facilities.
- 1.5.3. the award of either medal shall be publicly announced at the *AGM of the society* and if feasible the presentation of the medals to the successful candidates shall be made at that meeting or any other appropriate venue or time agreed to by Council.
- 1.6. Procedure for election of Medallists: -
 - 1.6.1. in each year before 31 March, *members of the council of the society* shall send to the *secretary of the society* a note of a name or names of suitable candidates to receive the either medal, together with a description of the basis upon which it is proposed to recognise, and a note of any further particular reasons in favour of any particular candidate;
 - 1.6.2. before 15 April, the *secretary* shall prepare and distribute to each *council* member a confidential memorandum embodying all the proposals and reasons;

- 1.6.3. at the first *council* meeting to be held after 15 April, one name, or in the case of joint work, two or more names, shall be selected, or the *council* may decide that no suitable name has been proposed;
- 1.6.4. the *council* may not add names to those originally proposed, but it may redraft the citation of the criteria for which it is proposed to award either medal;
- 1.6.5. if a name or joint names has been selected, this name, together with the citation, and any further particular reasons, shall be incorporated in a ballot paper, a copy of which shall be sent to each *council member*;
- 1.6.6. *council members* shall then vote for or against the award of the medal to the person or persons named in the paper;
- 1.6.7. ballot papers must reach the *secretary* by the end of the first week in June;
- 1.6.8. two-thirds of all the voted cast shall be necessary to confirm the award;
- 1.6.9. if a *council* member be proposed as a candidate he or she shall withdraw from the discussion and voting;
- 1.6.10. all the proceedings leading up to the award of either medal shall be kept confidential by the *council members*;

- 1.6.11. candidacy may be discussed among *council members*, but it is not to be a matter of public debate;
- 1.6.12. *council members* shall vote in their personal capacity and shall not seek guidance from *centres* which they may represent;
- 1.6.13. the details of discussion in the *council* shall not be minuted, nor the names of candidates specified;
- 1.6.14. the minutes shall record the fact that candidates were discussed and a name selected if this is done.

2. MCINTYRE AWARD

- 2.1. The *council of the society* has established a prize to be known as the McIntyre Award derived from the interest on the bequest made to *the society* by the late Donald G. McIntyre of Cape Town, sometime *president of the society*.
- 2.2. Awards shall be made from time to time as *council* shall decide, and shall be a gift, to a value as decided by the *council* from time to time.
- 2.3. Awards shall be made, without distinction of nationality or language, to any person in respect of work of good academic standard.
- 2.4. The *council* shall take into account features of originality and of literary presentation.

2.5. The *council* shall normally appoint suitably qualified referees to report on work under consideration for an award.

2.6. Procedure for making an award: -

2.6.1. nominations substantiated by written reasons, in respect of a work to be published or which has been published in book form or in a journal of recognised standing within the previous five years, may be made to the *secretary* by any *council member*;

2.6.2. when a nomination has been made it shall be incorporated in the *Council* meeting minutes;

2.6.3. after a suitable period of discussion of not less than one month and not more than three months, the *council* shall vote on the proposed award, giving notice in the agenda for the relevant *council* meeting, that such a vote is to be taken;

2.6.4. two-thirds of all the votes cast shall be necessary to confirm the award;

2.6.5. *council members* shall vote in their personal capacity and shall not seek guidance from *centres* which they may represent;

2.6.6. *council members* shall vote as instructed by their principals, but if no instructions have been received, an *council* member may vote in his personal capacity;

2.6.7. no *council* member shall have more than one vote;

2.6.8. when an award has been made the *council* shall announce it in a suitable manner and shall make suitable arrangements for its presentation;

2.6.9. details of awards shall be included in the annual financial statement by the *treasurer*, which is incorporated in the annual report of *council*.

3. LONG SERVICE AWARD

3.1. In recognition of long service to *the society* or a *centre of the society*, the *council* has instituted an award known as the long service award.

3.2. The award shall be a gift to a value as decided by the *council* from time to time.

3.3. Nominations for the long service award, which must include details of the service(s) rendered over the period, must reach the *secretary* by 15 April each year and may be submitted by: -

3.3.1. any *council* member or past *president of the society* provided he or she is still a member of *the society*; and

3.3.2. any *centre of the society*;

3.4. The *council* shall consider the nominations and in its sole discretion decide whether or not an award shall be made, subject to the following conditions: -

- 3.4.1. recognition shall be based on not less than twenty *years* of invaluable service to *the society* or a *centre* thereof (or a combination of both), which need not necessarily include serving on the *council*;
- 3.4.2. not more than one award shall be made in any one *year*;
- 3.4.3. if possible, presentation of an award shall be made at the next *AGM* of *the society*.

GLOSSARY

agenda	14, 21, 31	full member	7, 10, 13, 14, 15, 20, 21, 22
AGM	1, 7, 8, 9, 11, 12, 13, 14, 15, 23, 24, 25, 28, 33	<i>general secretary</i>	7, 11, 12, 14, 16, 21, 25, 28, 29, 31, 32
alternate council member	31	Gill Medallist	28
annual financial statement	32	hearing	16, 22
annual report	9, 11, 12, 15	incorporation	2
annual subscription	16, 20, 21, 22, 23, 25	increase	20
Astronomical Society of Southern Africa	1, 2, 3, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 30, 32, 33	joining fee	20, 25
astronomy	3	long service award	32
auditor	13	McIntyre Award	30
award	17, 27, 28, 29, 30, 31, 32, 33	medal	27, 28, 29
ballot	8, 14, 16, 29	member	2, 3, 9, 11, 13, 14, 15, 16, 17, 19, 20, 21, 22, 26
<i>business day</i>	1, 9, 14	membership	15, 20, 22, 23
chapter1,	10, 11, 14, 18, 19, 20, 23, 24, 25, 26, 30, 31, 32, 33	MNASSA	1
chapter committee	20, 23, 24, 25	month	1
committee	3, 15	nomination	7, 8, 31, 32
complaint	15, 16, 22	nominee	7
constitution	1, 2, 8, 10, 15, 16, 17, 22	notice	9, 14, 17, 21
council	2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 20, 21, 22, 23, 26, 27, 28, 29, 30, 31, 32, 33	objection	21
council meeting	8, 9, 14, 21	past president	32
<i>council member</i>	8, 9, 15, 28, 31, 32	president	8, 9, 15, 30
council members	29, 30, 31	printed publication	1, 3, 13
director	11, 12	proxy	14
division	11, 12	reinstate	23
editorial board	1	resign	21
election	7, 8	<i>Sky Guide</i>	1
		treasurer	23, 25, 32
		vote	8, 14, 16, 17, 29, 30, 31
		website	1