

By-Laws of
MACARTHUR ASTRONOMICAL SOCIETY
Incorporated

Registered as an Association by the NSW Office of Fair Trading on the 18th June 1996.

Registration Number Y2418036

Amendment (2021-)	Details	Adopted	Effective
1	General rewrite	CM 1st February 2021	5th February 2021
2	Clause 2 Membership Fees	CM 11th October 2021	11th October 2021
3	Updated Webmaster References	CM 13th December 2021	13th December 2021
4	Updated Committee Membership	CM 11th July 2022	11th July 2022
5	Updated Fees and Committee Membership	CM 7th February 2023	7th February 2023
6	Updated Membership Officer & Minor Items	CM 13th February 2024	13th February 2024
7	Added WWCC requirements	CM 13 th May 2025	13 th May 2025
8	Updated Funds and Accounts	CM 5 th August 2025	5 th August 2025

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1. Classes of Membership

The classes of Membership are defined in the Constitution (4.1)

2. Schedule of Annual Membership Fees and other charges.

TYPE	AMOUNT	NOTES
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Full Membership:	\$58.00	\$4.83/month (pro rata balance of year from joining month).
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Full Family Membership:	\$87.00	\$7.25/month (pro rata balance of year from joining month).
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Limited Family Membership:	\$43.50	\$3.63/month (pro rata balance of year from joining month).
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(Restricted to one adult parent or legal guardian and one child under 18 years)

Student Membership:	\$43.50	\$3.63/month (pro rata balance of year from joining month).
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Pensioner/Senior Card Membership:	\$43.50	\$3.63/month (pro rata balance of year from joining month).
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From time to time the committee may vary annual renewal fees for the above memberships to a lesser amount.

Associate Membership: Free	Valid for 12 months unless renewed by Committee.
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Honorary Membership: Free	Lifetime.
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Joining Fee (per application form):	\$17.00
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Methods of Payment as detailed on the MAS Membership form.

Parents and legal guardians may nominate a person 18 years or older to act as a guardian for a child under 18 years in writing to the Secretary.

3. Membership Cards

The Society will provide annual membership cards to members and make them available for renewed members to collect at the first meeting following closure of renewals; or for new members as soon as practicable after joining.

4. Annual Membership Renewal.

The due date for annual membership renewal is the 1st of March each year (first day of the Macarthur Astronomical Society's financial year).

5. Management Committee Positions

The Management Committee shall consist of the Office Bearers (as provided in the constitution clause 5.1), a Membership Officer and between one and three additional elected committee members.

All committee positions and appointments shall be re-affirmed or reconsidered at the first committee meeting following an AGM.

6. Roles of Office Bearers on the Management Committee.

6.1 President

- a. Co-ordinates all of the Society's activities.
- b. Chairs all of the Society's meetings.
- c. Is the central contact person for members and non-members.
- d. Collates and presents the Annual Report. Forwards report to webmaster for publishing on website.

6.2 Vice President

- a. Assists the President.
- b. Becomes Acting-President in the President's absence.

6.3 Secretary

- a. Takes, distributes within seven days and keeps on file minutes of all committee meetings, Special General Meetings and Annual General Meetings. Arranges for the webmaster to publish them on the website.
- b. Presents all general correspondence received at the Society's Management Committee Meetings.
- c. Where necessary, responds to correspondence.
- d. Completes and sends the Department of Fair Trading (DOFT) Annual Statement within one month of the Annual General Meeting.
- e. Issues routine publicity and media relations.
- f. Receives nominations for election and business for consideration at any meeting.
- g. Prepares meeting agendas in consultation with the President.
- h. Is registered by DOFT as Public Officer.

6.4 Treasurer

- a. Collects all monies and issues receipts.
- b. Pays all accounts in a timely fashion.
- c. Maintains proper records of accounts and keeps back-up copies.
- d. Provides regular reports to management committee meetings.
- e. Provides annual financial statements and Treasurer's report for inclusion in the MAS Annual Report.

7. Roles of Other Elected Committee Members

7.1 Membership Officer

- a. Maintains records of membership, completing paperwork and liaises with the webmaster to update the website database.
- b. Issues membership notices of acceptance, rejection and termination.
- c. Issues renewal reminder notices to members at the last e-mail address provided by each member.
- d. Maintains a register of laser pointer owners. Members shall be advised annually that they are required to formally disclose laser pointer ownership as a condition of membership.
- e. Maintains a register of member's Working With Children Check approvals including number and expiry. Section 13 refers.

7.2 Additional Committee Members

Contribute to the Society's activities with guidance and practical support for the Office bearers. Undertake additional duties on behalf of the Management Committee as decided upon in committee.

8. Additional Roles within the Society

Except for the Auditor position, nothing shall preclude a member of the Management Committee undertaking extra roles in addition to their primary responsibility.

8.1 Speaker Liaison

Shall be filled by appointment of the Management Committee. Corresponds with astronomers and scientists to fill our schedule of speakers for our monthly Macarthur Astronomy Forums and any other events that may require a speaker. Reports to the President.

8.2 Webmaster

Webmaster shall be filled by appointment by the Management Committee from the Society's financial members. Maintains and backs up the Society's website, allocates e-mail addresses to office bearers. Responsible for keeping the website accurate and up to date with a consistent format, recognising that it will be accessed by members and the general public. Maintain regular communications with the committee. Reports to the President.

8.3 Editor

Shall be filled by appointment by the Management Committee from the Society's financial members (as necessary). Responsible for publications. Reports to the President.

8.4 Merchandise Officer

Shall be filled by appointment by the Management Committee from the Society's financial members. Controls purchasing and sales of MAS merchandise. Reports to the Treasurer.

8.5 Stargard Field Liaison Officer

a. The Society has obtained Wollondilly Council authorization to use as an official user group, the Stargard Field at the Dudley Chesham Sportsground (The Oaks, NSW) to further the Society's objectives. It is a Council requirement that user groups nominate a contact person to council. To meet this requirement, the Position of Stargard Field Liaison Officer has been created.

b. The Position shall be filled by appointment by the MAS Management Committee from the Society's financial members. If circumstances at Stargard Field should so warrant, the position may be discontinued by the Committee. Reports to the President.

c. Duties

i) Provide a yearly schedule of dates to council and give sufficient notice of any Public Nights as decided by the Society. Any rescheduled nights that occur due to inclement weather must be notified to council at the earliest opportunity, council offers some discretion to the Society to alter dates on an as needs basis

ii) Pass on any notices received from council that impact on an observing night i.e. ground closures, public works or special events.

iii) Facilitate payments of invoices for yearly fees, key deposits and other items to the council in a timely manner. Facilitate payment of the societies Public Liability Insurance when the invoice is received

iv) Provide a Certificate of Currency in which the Wollondilly Shire Council is listed as an interested party on the certificate. This is to be obtained after payment of the Public Liability Insurance and forward to the council as soon as possible before the expire date of the insurance)

v) The Officer shall not give authorizations or make commitments on behalf of Macarthur Astronomical Society unless they have minor or no impact on MAS operations. If a matter arises that requires immediate action and is outside the above guideline, advice must be sought from the Society President or another Office Bearer of the Society.

8.6 Telescope Curator

Shall be filled by appointment by the Management Committee from the Society's financial members. Maintains the Society's astronomical equipment and coordinates loaning of equipment to financial members and approved parties. Provides the Webmaster with updates for the Loan Telescopes section of the website as required. Reports to the President.

8.7 Auditor

One month prior to the end of the Society's financial year, the Management Committee shall appoint a person to audit the Society's accounts and present a written opinion as to the state of the accounts. The Auditor's identity shall be announced to ordinary members at least two weeks prior to the end of the financial year. The Auditor shall not be a member of the committee. Reports to the Treasurer.

9. Membership Awards

Certificates will be awarded to members who have completed five of continuous membership, and every five years thereafter. The start of MAS's financial year, March 1st is used to calculate continuous years of membership for certification.

Award badges - for the completion of ten, twenty or thirty years of continuous membership shall be presented at each AGM.

10. Funds and Accounts

10.1 Account Management and Reporting

The Treasurer shall manage each bank account on behalf of the Society; shall provide monthly detailed account reconciliations to committee meetings; shall prepare the Annual Treasurer's Report and Annual Financial Statements; and shall liaise with the auditor, account signatories and committee members.

The Treasurer shall keep the committee informed of all financial transactions.

10.2 Bank Account Withdrawals

The committee shall nominate the Treasurer and three additional committee members to be authorised by the Bank to make withdrawal transactions on behalf of the Society. Authorisations shall be updated immediately by the Committee if there is a change due to a committee decision or the election of new office bearers.

With the exception of the Imprest Account, all financial withdrawals and/or transfers shall be made by the Treasurer with one of the other three authorised bank signatories. In the event that the Treasurer is unavailable, two of the other three authorised bank signatories shall be designated by the committee to make the withdrawals and/or transfers.

A sole signatory shall not authorise a payment to themselves without formal approval from the Committee.

10.3 Imprest Account

The Imprest Account is to be used as a Treasurer's working account to allow payments of small amounts without requiring a second signature. In the event that the Treasurer is unavailable, one of the three other account signatories shall be designated by the committee to make the necessary transactions.

The Imprest Account balance shall be limited to a maximum of \$2000.

A sole signatory shall not authorise a payment to themselves without formal approval from the Committee.

10.4 Receipts

All claims for reimbursement shall be sent directly to the Treasurer, with receipts. Written receipts for money received need only be provided if requested.

All monies received that do not relate to electronic fund transfers, such as cash monies shall be deposited as soon as practical.

11. Requests from Outside Organisations for Services and Support

Requests from outside organisations for services and support e.g. Telescope viewings and mentoring must be submitted by an authorised representative of that organisation using the appropriate commercial or non-commercial Request for Services and Support form available on the MAS website.

12. Loans of MAS Equipment

A recipient of any equipment loaned by the MAS must be a financial member of the MAS and sign a receipt for such equipment. In the case of Telescopes and Binoculars the standard Telescope Loan Agreement for that specific equipment must be used.

13. Working With Children Check (WWCC)

NSW Legislation requires adults, including close relatives to have a valid Working With Children Check (WWCC) when engaging in certain forms of activity with persons under the age of 18 years.

All MAS Public Outreach and School activity falls under the above requirement.

Members representing MAS in such activity are required to have a valid WWCC and advise the Membership Officer of its number and expiry date - See 7.1 (e).

The MAS member(s) convening the activity shall ensure that only members with a valid WWCC represent MAS at the event.