



# THE ASTRONOMICAL SOCIETY OF WA

## BY-LAWS

November 2024

### TABLE OF CONTENTS

|                                                |          |
|------------------------------------------------|----------|
| <b>1. INTRODUCTION .....</b>                   | <b>2</b> |
| <b>2. DEFINITIONS AND INTERPRETATION .....</b> | <b>2</b> |
| 2.1 Definitions .....                          | 2        |
| 2.2 Interpretation and Severance .....         | 2        |
| <b>3. MEMBERS CODE OF CONDUCT .....</b>        | <b>2</b> |
| <b>4. MEMBERSHIP .....</b>                     | <b>3</b> |
| 4.1 Membership Classes and Fees .....          | 3        |
| 4.2 Membership Applications .....              | 3        |
| <b>5. COMMITTEE .....</b>                      | <b>3</b> |
| 5.1 Committee Officers and Duties .....        | 3        |
| 5.2 Committee Meetings .....                   | 4        |
| 5.3 Coordinators .....                         | 4        |
| <b>6. FINANCIAL MANAGEMENT .....</b>           | <b>5</b> |
| 6.1 Accounting Records .....                   | 5        |
| 6.2 Accounting Policy .....                    | 5        |
| 6.3 Assets .....                               | 5        |
| 6.4 Petty Cash .....                           | 5        |
| <b>7. RECORDS .....</b>                        | <b>6</b> |
| <b>8. SECURITY .....</b>                       | <b>6</b> |
| <b>9. INSTRUCTIONS .....</b>                   | <b>6</b> |
| 9.1 Approval and Control .....                 | 6        |
| 9.2 Mandatory Instructions .....               | 6        |

## 1. INTRODUCTION

The By-Laws are made in accordance with the WA Association Incorporations Act 2015 (Act) and the Model Rules 1 July 2016. The following information has been provided to the Regulator of the Act to make the model rules specific to ASWA:

- (a) The name of the Association is: Astronomical Society of Western Australia Incorporated
- (b) The objects of the Association are:
  - (i) The stimulation of a popular interest in astronomy.
  - (ii) The association of astronomers, especially amateurs, for mutual help and networking.
  - (iii) To promote astronomy related research and education.
- (c) Any 12 members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.
- (d) Any 5 committee members constitute a quorum for the conduct of the business of a committee meeting.
- (e) The association's financial year will be the period of 12 months commencing on 1 July and ending on 30 June of each year.

## 2. DEFINITIONS AND INTERPRETATION

### 2.1 Definitions

**Act** means the WA Association Incorporations Act 2015

**Constitution** means the Model Rules along with ASWA specific information provided to the Regulator.

**Office Holder** means executives in ASWA (Chairperson, Deputy Chairperson, Secretary and Treasurer).

### 2.2 Interpretation and Severance

In the By-Laws:

- (a) words importing the singular include the plural and vice versa.
- (b) words importing any gender include the other genders.
- (c) references to persons include corporations and bodies corporate.
- (d) references to a person include the legal personal representatives, successors and permitted assigns of that person.

If any provision or phrase of the By-Laws is invalid or unenforceable, the provision or phrase is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the By-Laws.

## 3. MEMBERS CODE OF CONDUCT

All members of ASWA shall:

- (a) Abide by the ASWA Constitution, By-Laws, Instructions and any relevant laws.
- (b) Act honestly, and in good faith in the interests of the Society.
- (c) Treat all members with fairness, courtesy, respect and without discrimination.
- (d) Report matters that breach this code to an Office Holder.

## 4. MEMBERSHIP

### 4.1 Membership Classes and Fees

ASWA has the following membership classes and fee categories:

| CLASS                | FEE CATEGORY                                                                                                                                                                                                                                                                                                                                                       | CRITERIA (Note 1)                                                                                           |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Ordinary<br>(Note 2) | Standard                                                                                                                                                                                                                                                                                                                                                           | Full fee.                                                                                                   |
|                      | Country                                                                                                                                                                                                                                                                                                                                                            | People living outside Perth Metropolitan area (See Note 3).                                                 |
|                      | Family                                                                                                                                                                                                                                                                                                                                                             | People who have an immediate family member living at the same address who is an Ordinary (Standard) member. |
|                      | Corporate                                                                                                                                                                                                                                                                                                                                                          | Corporate Entity, entitled to 1 vote.                                                                       |
|                      | Life                                                                                                                                                                                                                                                                                                                                                               | Fees are waived by a vote without dissent by all Office Holders and Ordinary Committee members.             |
|                      | Student                                                                                                                                                                                                                                                                                                                                                            | Conducting full time study at accredited course.                                                            |
| Associate            | Junior                                                                                                                                                                                                                                                                                                                                                             | Under 18.                                                                                                   |
| Notes:               | 1. A 20% loyalty discount applies to member who has 20 years continuous membership.<br>2. Only Ordinary Members have voting rights.<br>3. Perth metropolitan area is defined by boundary of the Perth Metropolitan Region Planning Scheme.<br>4. Students are required to annually verify their engagement in full-time study in an accredited educational course. |                                                                                                             |

Fees to be paid by members are defined in the *ASWA Instruction – Financial Management* and shall be available on the Society website.

Membership fees for each year shall be paid on or before the end of the financial year preceding it (i.e., 30<sup>th</sup> June of each year).

### 4.2 Membership Applications

An application for membership shall be made in writing upon the *ASWA Membership Application Form* and submitted either physically or electronically to the Treasurer.

## 5. COMMITTEE

### 5.1 Committee Officers and Duties

The following positions make up the Committee of ASWA:

| Position                           | Election | Duties                                                                                                           |
|------------------------------------|----------|------------------------------------------------------------------------------------------------------------------|
| Chairperson                        | Elected  | As defined under “Chairperson” in the Constitution.                                                              |
| Deputy Chairperson                 | Elected  | As defined under “Deputy Chairperson” in the Constitution.                                                       |
| Secretary                          | Elected  | As defined under “Secretary” in the Constitution.                                                                |
| Treasurer                          | Elected  | As defined under “Treasurer” in the Constitution.<br>Manage the ASWA Membership Register and induct new members. |
| Ordinary Committee Members (Max 3) | Elected  | As directed by Committee.                                                                                        |

| Subsidiary Office              | Duties                                                                                                                                                             |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tammin Site Coordinator        | Manage all aspects related to the Tammin Observatory site in consultation with the Committee, including ASWA Star Parties and any site development or maintenance. |
| Whiteman Park Site Coordinator | Manage all aspects related to the Whiteman Park Observatory site in consultation with the Committee.<br>Manage ASWA's equipment and insurances.                    |
| Editor                         | Produce Sidereal Times and as required, printing.                                                                                                                  |
| Web Coordinator                | Manage all aspects of the ASWA website and ASWA Members Forum.                                                                                                     |

The Committee may create subcommittees and subsidiary offices where required. The people appointed, their duties, and their authorities shall be determined and amended by the Committee.

## 5.2 Committee Meetings

Routine Committee Meetings are held on the first Monday of each month, excluding January.

The agenda for each committee meeting shall be prepared by the Secretary from either the previous Committee meeting minutes or the *Template – ASWA Committee Meeting Minutes* in consultation with the Chairperson.

The meeting agenda shall be circulated to committee members a minimum of 48hrs prior to the meeting.

All committee members are expected to regularly attend committee meetings and provide briefings on the status of their activities. Coordinators may request, or be requested by the Committee, to attend committee meetings.

## 5.3 Coordinators

A Coordinator is a person authorised by the Committee to manage and promote a specific or special interest activity.

Coordinator roles will be created, amended, and deactivated by the Committee as required.

A member may apply to the Committee for authority to establish a special interest group. Examples of special interests may include such areas as:

- Lunar observing
- Deep Sky observing
- Planetary observing
- Astrophotography
- Comets
- Aurora
- Histroy
- Eclipses and occultations
- Radio astronomy
- Astronomical instrumentation and software

The member seeking to establish such a group assumes the role of group coordinator until replaced by another group member or, the group is deactivated. The group coordinator will be responsible for;

- a) Developing the objectives of the group in consultation with its members and the Committee.
- b) Managing the activities and members of that group.
- c) Acting as principal liaison for the group with the Committee, members and general public.
- d) Providing a brief report on the status of the group's activities to the Committee and members at each Ordinary General Meeting.

## **6. FINANCIAL MANAGEMENT**

### **6.1 Accounting Records**

Accounting records for ASWA shall be managed in an online accounting system that has proven performance.

Access to the accounting system shall be managed by the Treasurer. The Treasurer shall provide access to the following positions:

- (a) Chairperson (for general review).
- (b) Auditor (to conduct audit).

All payments or expenses made by or to members shall be linked to their name.

### **6.2 Accounting Policy**

The Treasurer shall maintain the *ASWA Instruction – Financial Management* in a state that formalises all of the information that may be required by an Auditor and that promotes the efficient management of finances. This instruction shall be amended by the Treasurer in consultation with the Committee and final approval shall be made by the Committee.

The *ASWA Instruction – Financial Management* shall include:

- (a) Accounting Method (eg cash accounting based on transactions in bank account).
- (b) Capitalisation Criteria (to identify items to go on asset register).
- (c) Depreciation Rates (for asset valuation), where required.
- (d) Payment Approvers – ASWA uses a two to pay system (eg Office Holders).
- (e) ASWA Auditor – The name of organisation / person to perform annual financial audit.
- (f) Schedule of Annual Membership Subscription fees.

Optional items that may be included in the *ASWA Instruction – Financial Management* include:

- (g) Emergency Funds – funds that can be spent to protect personnel or avoid large financial impacts to ASWA when it is not practicable to convene a Committee Meeting.
- (h) Authority for Treasurer to Transfer Funds – this is for the transfer of funds between ASWA accounts.
- (i) List of Council Pre-approved Payments – this is to cover routine payments where Committee specifies the Supplier (who is not a member), Product or Service, Maximum Payment eg Watercorp, water usage, \$50 per bill.
- (j) Any item that the Committee deems as necessary for the efficient management of finances.

### **6.3 Assets**

Assets shall be registered in the online accounting system by the Treasurer.

The Whiteman Park Site Coordinator and Treasurer shall conduct annual reviews to ensure all assets are included in the Asset Register and ensure valuations are correct.

### **6.4 Petty Cash**

The Committee may approve specific people to be Petty Cash Holders and to retain petty cash box for routine low value expenses (eg tea and coffee at Lunar).

The Committee may approve deposits into a petty cash box.

A record shall be kept of all transactions for petty cash and provide the records to the Treasurer (typically November and May) so balances in the online financial system can be updated.

Petty Cash cannot be used for purchase of assets.

If the amount of petty cash held exceeds \$50, then the excess shall be deposited into the ASWA account within 5 days.

## **7. RECORDS**

All ASWA records where possible shall be stored in a centralised electronic location administered by the Secretary. Access to centralised records is as follows:

- (a) Office Holders can access all records.
- (b) Ordinary Committee Members (ie not Office Holders) have read access to all records, excluding information that is restricted to protect privacy (eg complaints) or commercial confidentiality.
- (c) All Committee Members have write access to the central document storage in areas relevant to their duties.
- (d) The Secretary shall ensure data is backed up at least twice per year to a location that is separate from the main record storage location.

## **8. SECURITY**

The Secretary shall maintain a Security Register in the "Executive Area" in the centralised records that only Office Holders can access.

The register shall include information for accessing infrastructure or systems that ASWA has a right to use, including:

- (a) access to buildings and observatories (keys, codes).
- (b) unlock equipment (keys, passwords).
- (c) access electronic databases or other electronic information (passwords, people who have personal access).
- (d) other security measures (eg cameras, personnel who make visits etc).

## **9. INSTRUCTIONS**

### **9.1 Approval and Control**

To support the Constitution and By-Laws, Instructions can be approved by the Committee.

The Secretary shall maintain a Register of Instructions, which includes:

- (a) Name of document.
- (b) Date of approval by Committee.
- (c) Distribution (eg All Members, Committee Only, Office Holders Only etc).

### **9.2 Mandatory Instructions**

The following Instructions are mandatory

- (a) Financial management, prepared by Treasurer (standing orders, accounting practice, capitalisation, depreciation).
- (b) Observatory Instructions, prepared by Coordinator (directions, safety instructions etc for each observatory).
- (c) Committee Nomination Form, prepared by Secretary or Chairperson.
- (d) Membership Application Form, prepared by Secretary or Treasurer.