

ASTRONOMICAL SOCIETY OF THE SOUTH WEST (Inc.) BY-LAWS

PART 1 — PRELIMINARY

1. Preliminary

- (1) To be read in conjunction with the Constitution of the Astronomical Society of the South West and the Associations Incorporation Act 2015 (the **Act**).
- (2) Terms are as-defined in the constitution unless specified here-in.
- (3) For any conflict between these Bylaws and the Constitution or Act the other document shall take precedence.
- (4) Copies of these Bylaws and the Constitution are available from the ASSW website, or from the Secretary.

PART 2 — MEMBERS

2. Classes of membership

- (1) Rights conferred on Ordinary and Associate member types defined in the Constitution shall take precedence over this document.
- (2) A member may only belong to one class of ordinary membership or one class of associate membership.
- (3) The following are the classes of Ordinary Type Membership of the Association —
 - (a) Ordinary Membership;
 - (b) Concession Membership;
 - (c) Life Membership;
 - (d) Ordinary Family Membership.
- (4) The following are the classes of Associate Type Membership of the Association —
 - (a) Associate Membership;
 - (b) Honorary Membership;
 - (c) Junior Membership;
 - (d) Junior Family Membership.
- (5) Ordinary type membership shall entitle the member to
 - (a) Voting at general meetings;
 - (b) full participation in all association events;
 - (c) receipt of the association's journal;
 - (d) free entry to all public events conducted by the association;
 - (e) eligibility to borrow equipment;
 - (f) other rights that may be determined by the committee.

- (6) Associate type membership shall entitle the member to
 - (a) participation in association events as determined by the committee;
 - (b) receipt of the association's journal;
 - (c) free entry to public events conducted by the association;
 - (d) other rights that may be determined by the committee.
- (7) Membership fees may be amended or varied from time to time as determined by the committee.
- (8) Membership classes may be modified or extended as determined by the committee.

3. Ordinary Class Membership

- (1) An individual who has reached the age of 16 years is eligible to apply for Ordinary Membership.

4. Concession Class Membership

- (1) A person is eligible to apply for concession class membership if they –
 - (a) are full-time students, or
 - (b) are over 65 years of age, or
 - (c) hold a government concession card or health care card, or
 - (d) meet other requirements as determined by the committee.

5. Life Class Membership

- (1) Life Membership may be conferred for exceptional services to the association by an individual, family or group.
- (2) Appointment to Life Membership shall be by unanimous resolution of the committee, or by resolution of a special or annual general meeting.
- (3) No more than one person, family or group may be appointed to Life Membership in a financial year.
- (4) The annual fees for life membership shall be nil.

6. Ordinary Family Class Membership

- (1) Ordinary Family Class Membership applies where two or more members of the same family apply and are accepted for Ordinary membership of the association.
- (2) Each family member shall individually be regarded as Ordinary type members.

7. Associate Class Membership

- (1) Any person or organisation meeting the criteria as specified in the constitution shall be entitled to apply for Associate Class Membership.

8. Honorary Class Membership

- (1) Honorary Membership may be conferred for services to the association by an individual, family or group.
- (2) Appointment to Honorary Membership shall be by unanimous resolution of the committee, or by resolution of a special or annual general meeting.
- (3) Honorary Membership shall apply for twelve months unless otherwise specified by the committee or the annual general meeting resolution.

- (4) The annual fees for Honorary Membership shall be nil.

9. Junior Class Membership

- (1) Persons may apply for Junior Membership of the association if they are under sixteen (16) years of age at the time of their application.
- (2) Junior members shall automatically become Ordinary members upon their sixteenth birthday, with no requirement for additional fees for that membership year.

10. Junior Family Class Membership

- (1) A family may apply for junior family membership of the association if they have children under 16 years of age at the time of their application.
- (2) The members of the nominated family shall each enjoy the rights of Junior or Associate Class Memberships.

PART 3 — OFFICES & COMMITTEE

11. Office Holders & Committee Members

- (1) Office Holder positions are defined in the constitution.
- (2) The Office Holder positions of the association are –
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (3) A person may not hold more than one of the offices mentioned in subrule (2) at the same time
- (4) In addition to the Office Holder positions, additional ordinary members may be elected to the committee of the association.

12. Junior Representative

A Junior member may be elected to the committee as Junior Representative as defined in the constitution.

13. Subsidiary offices

- (1) Subsidiary Offices shall be appointed as defined in the Constitution.

- (2) The following classes of subsidiary offices may be appointed by the committee to a member of the committee
 - (a) Editor;
 - (b) Information Technology Officer;
 - (c) Instrument Curator;
 - (d) Membership Secretary;
 - (e) Public Education Officer;
 - (f) Publicity Officer;
 - (g) Records Curator.
- (3) The following classes of subsidiary offices, known as Sections Leads, may be appointed by the committee to any member including ordinary members and associate members.
 - (a) Building Coordinator;
 - (b) Grounds Coordinator;
 - (c) Light Pollution Officer;
 - (d) Meteor Section Lead;
 - (e) Satellite Section Lead.
- (4) All holders of Subsidiary offices act under the instructions of the committee.
- (5) Additional subsidiary offices may be appointed from time to time as determined by the committee.
- (6) A person may hold any number of subsidiary offices concurrently.
- (7) Subsidiary offices may be called upon to provide written or verbal reports to the committee at a committee meeting and/or to the association at a general meeting.

14. Editor

- (1) The Editor oversees all publications of the association.
- (2) The Editor shall prepare four editions each year of the association's journal (the "Celestial Onlooker").

15. Information Technology Officer

The Information Technology officer shall

- (a) maintain the public website of the association;
- (b) maintain the online mailing lists of the association;
- (c) maintain the online calendars of the association;
- (d) assist members in the use of the association's online services;
- (e) assist the Records Curator in the maintenance of the digital archive;
- (f) provide reports to the committee regarding the association's online services.

16. Instrument Curator

The Instrument Curator shall

- (a) keep the inventory of the association's observing equipment;
- (b) keep records of borrowed observatory materials;
- (c) ensure any application to borrow materials designated as restricted is in writing and is authorised by the committee;
- (d) ensure the observatory's equipment is in good order, and report any defect to the committee;
- (e) arrange for equipment to be used as needed;
- (f) instruct members in the use of equipment.

17. Membership Secretary

- (1) The Membership Secretary may be appointed as defined in the constitution or delegated by the committee.
- (2) The Membership Secretary shall maintain the register of members in accordance with section 53 of the Act and as defined in the constitution.
- (3) The Membership Secretary shall provide to each committee meeting a report on changes to the register of members.

18. Public Education Officer

The Public Education Officer shall

- (a) coordinate public events of the association;
- (b) coordinate events for juniors of the association;
- (c) be the coordinator for external groups requesting the association to run events;
- (d) coordinate training courses conducted by the association;
- (e) act in coordination with the Publicity Officer.

19. Publicity Officer

The Publicity Officer shall

- (a) coordinate the promotion of public events through various media outlets;
- (b) be the primary media contact for the association;
- (c) be the primary contact for external groups requesting the association to run events;
- (d) manage the social media sites of the association, including the association's Facebook page.
- (e) act in coordination with the Public Education Officer.

20. Records Curator

- (1) The Records Curator shall
 - (a) maintain the printed records of the association at the observatory;
 - (b) maintain the digital archive of the association;
 - (c) keep the inventory of the association's library;
 - (d) keep records of borrowed library materials;
 - (e) ensure any application to borrow library materials designated as restricted is in writing and is authorised by the committee;
 - (f) ensure the association's printed records, digital archive and library are in good order, and report any defect to the committee;
- (2) The materials to be maintained by the Records Curator include
 - (a) each edition of the association's journal ("Celestial Onlooker");
 - (b) minutes of meetings;
 - (c) archived correspondence;
 - (d) archived secretarial and financial records.
- (3) The Records Curator shall identify printed materials that may be transferred to the digital archive and arrange for the transfer where practicable.
- (4) The Records Curator shall identify materials which have reached their End-Of-Life and arrange for appropriate disposal.

21. Building Coordinator

The Building Coordinator shall

- (a) ensure the observatory buildings are structurally in good order, and report any defect to the committee;
- (b) ensure the observatory & utilities building are clean & tidy and well maintained;

22. Grounds Coordinator

The Grounds Coordinator shall

- (a) maintain the grassed & carpark areas of the observatory;
- (b) ensure the observatory's grounds and boundaries are in good order and report any defect to the committee.

23. Light Pollution Officer

The Light Pollution Officer shall

- (a) provide reports to the association on significant issues related to light pollution affecting the observatory, the Bunbury region, and the South West generally.
- (b) be the association's primary contact point for light pollution issues.

24. Meteor Section Lead

The Meteor Section Lead shall

- (a) inform members of upcoming significant meteor showers;
- (b) arrange meteor observing events when appropriate;
- (c) report on meteor observing events run by the association.

25. Satellite Section Lead

The Satellite Section Lead shall

- (a) inform members of significant satellite observing opportunities;
- (b) provide satellite information for events conducted by the association.

PART 4 – VOTING

26. Election Voting at a general meeting

- (1) Elections for Office Holders, Junior Representative and Committee Positions shall be held in accordance with the rules as specified in the Constitution.
- (2) For Office Holder positions and Junior Representative, if more than two persons nominate for a position voting shall be by Optional Preferential voting.
- (3) For committee positions, if the number of nominees for positions exceeds the number of positions available voting shall be by Optional Preferential with multiple positions voting.
- (4) Ordinary members may vote personally or by proxy.

27. Returning Officer

- (1) The Returning Officer shall be appointed by the Committee prior to the AGM. If a prior appointment has not been made, the Chairperson may appoint the Returning Officer at the AGM.
- (2) The Chairperson may appoint himself/herself as the Returning Officer.
- (3) The Returning Officer may be any Ordinary Member of the association.
- (4) A member may not act as the Returning Officer for any election in which the member is a candidate.

28. Optional Preferential Voting

- (1) The voter shall vote by marking in the squares opposite the names of the candidates the numbers 1,2,3 etc up to the number of candidates appearing on the ballot paper.
- (2) For the election of one candidate, the voter need only indicate a preference for the candidate of first choice but may mark a preference for all or some of the remaining candidates on the ballot paper.
- (3) For the election of more than one candidate, the voter need only indicate a preference for a single candidate but may mark a preference for all or some of the remaining candidates on the ballot paper.

29. Optional Preferential Counting – Single Position

- (1) Where one candidate only is to be elected the Returning Officer shall determine the successful candidate by observing the procedure set out below.
 - (a) First preference votes are distributed to each candidate.
 - (b) If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then
 - (i) the candidate with the fewest number of first preference votes is excluded.
 - (ii) That excluded candidate's second preference votes (if any) are then distributed to the remaining candidates.
 - (iii) If no second preference is shown it is set aside as exhausted.
 - (iv) The candidate who has an absolute majority of votes remaining in the count at this stage is the successful candidate.
 - (c) The above process is continued until one candidate obtains an absolute majority of votes remaining in the count and is elected.
 - (d) If at any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded, and the vote is distributed to the continuing candidate for whom the next available preference is shown.
 - (e) If two or more candidates each receive the same number of votes the Returning Officer shall decide by lot which candidate is to be elected.
 - (f) A ballot paper shall be informal if marked other than in accordance with this Rule.

30. Optional Preferential Counting – Multiple Positions

- (2) Where more than one candidate is to be elected the Returning Officer shall determine the successful candidates by observing the procedures set out below.
 - (a) First preference votes are distributed to each candidate.
 - (b) If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then
 - (i) the candidate with the fewest number of first preference votes is excluded.
 - (ii) That excluded candidate's second preference votes (if any) are then distributed to the remaining candidates.
 - (iii) If no second preference is shown on the ballot paper it is set aside as exhausted.
 - (iv) A candidate then receiving an absolute majority of votes remaining in the count is at that stage a successful candidate.
 - (c) If after that exclusion no candidate has obtained an absolute majority of votes remaining in the count, then
 - (i) the next remaining candidate with the fewest votes is excluded, and
 - (ii) all his/her votes (i.e. first preference votes plus those votes received from the first excluded candidate) are distributed to the remaining candidates.
 - (iii) If no further preference is shown on a ballot paper it is set aside as exhausted.
 - (d) The above process is continued until one candidate obtains an absolute majority of votes remaining in the count. This is the first elected candidate.

- (e) If at any exclusion, the next available preference is for a previously excluded candidate, then
 - (i) that preference is disregarded, and
 - (ii) the vote is distributed to the continuing candidate for whom the next available preference is shown.
- (f) When the first candidate is elected all ballot papers are sorted back to first preference votes. Then,
 - (i) all ballot papers containing a first preference vote for the first elected candidate are distributed to the remaining candidates according to the second preference vote on each of them.
 - (ii) If no second preference is shown on a ballot paper it is set aside as exhausted.
 - (iii) A candidate who has obtained an absolute majority of votes remaining in the count is shown in the count as the second successful candidate.
- (g) If no candidate has then received an absolute majority, then
 - (i) the candidate with the fewest votes is excluded and his/her votes (first preference and those received from the previously elected candidate) are distributed to the next available preference, if any, among the remaining candidates.
 - (ii) If no further preference is shown on a ballot paper it is set aside as exhausted.
 - (iii) If after that exclusion no candidate has obtained an absolute majority of votes remaining in the count, the next remaining candidate with the fewest votes is excluded and all his/her votes (i.e. first preference votes plus those votes received from the elected and excluded candidates) are distributed to the remaining candidates.
 - (iv) If no further preference is shown on a ballot paper it is set aside as exhausted.
 - (v) This process is continued until a candidate has obtained an absolute majority of votes remaining in the count. This candidate is the second elected.
- (h) After the first and second candidates have been elected all ballot papers are sorted back to first preference votes, then
 - (i) the ballot papers containing the first preference votes of the two elected candidates are sorted to the next available preference, if any, and are distributed among the remaining non-elected candidates.
 - (ii) If no further preference is shown on a ballot paper it is set aside as exhausted.
 - (iii) A candidate receiving an absolute majority of votes remaining in the count shall be the third successful candidate.
- (i) If no candidate has then received an absolute majority, then
 - (i) the candidate with the fewest votes is excluded and his/ her votes (first preference and those received from the previously elected candidates) are distributed to the next available preference among the remaining candidates.
 - (ii) The process mentioned in paragraph (f) is continued until a candidate has obtained an absolute majority of votes remaining in the count. This candidate is the third elected
- (j) If there are more than three candidates to be elected, the above process is repeated until the required number of candidates has been elected.
- (k) If two or more candidates have each received the same number of votes and one of them must be elected or excluded, the Returning Officer shall decide by lot which candidate is to be elected or excluded.
- (l) A ballot paper shall be informal if marked other than in accordance with this Rule.