

La Société Guernesiaise Astronomy Section Policies and Procedures

La Société Guernesiaise and the Astronomy Section

- La Société Guernesiaise is registered as a charity under the Bailiwick Charity Law, 2022. Its registration number is CH285. The Astronomy Section is one of several study groups within La Société Guernesiaise.
- La Société Guernesiaise charity description may be found on the Astronomy Section notice board.
- To be a registered charity under the law, the charity must provide a benefit to the public (“the public” does not include members of the charity) and it must benefit a sufficient proportion of the public. The Astronomy Section does this through its outreach program, aiming to provide activities for the public as well as for members.
- The rules of La Société Guernesiaise, which apply to all members and Sections, can be found on the website: societe.org.gg. Alternatively, a copy may be obtained from the La Société Guernesiaise Secretary or President.

Code of Conduct

- La Société Guernesiaise has a Code of Conduct for members. You may request a copy from the La Société Guernesiaise Secretary or President.

Equality, Diversity and Inclusion Policy

- La Société Guernesiaise has an Equality, Diversity and Inclusion Policy, which is displayed on the Astronomy Section’s notice board. You may also request a copy from the La Société Guernesiaise Secretary or President.

Safeguarding Policy

- La Société Guernesiaise has a Safeguarding Policy, which is displayed on the Astronomy Section’s notice board. You may also request a copy from the La Société Guernesiaise Secretary or President.

Data Protection and Security

- La Société Guernesiaise has Data Protection and Data Security Policies, which are displayed on the Astronomy Section’s notice board. You may also request a copy from the La Société Guernesiaise Secretary or President.

Health and Safety Procedures/Risk Assessments

- Health and Safety procedures/Risk Assessments are available on the Astronomy Section website and on the Astronomy Section’s notice board. You may also request a copy from the Astronomy Section Secretary.

Fire Safety Procedures

- Fire safety information is displayed on the Astronomy Section's noticeboard, in the Astronomy Section Information for Members booklet and the Astronomy Section website. Members should familiarise themselves with the fire safety procedures.

Grievance and Dispute Resolution

- La Société Guernesiaise has a Grievance and Dispute Resolution Policy. You may request a copy from the La Société Guernesiaise Secretary or President.
- In the event that the Secretary and Committee of the Astronomy Section determine that a member or group of members has disputed or failed to adhere to the Code of Conduct or any of the policies of La Société Guernesiaise or the Astronomy Section, then the Secretary and Committee may request the Council of La Société Guernesiaise to make a ruling on the matter in accordance with the Grievance and Dispute Resolution Policy. The Secretary and Committee may temporarily suspend the membership of the member or group of members pending a ruling by the Council.

Secretary and Committee

- For the avoidance of doubt the Secretary is a member of the Committee and as a member of La Société Guernesiaise Council assumes overall responsibility for the Astronomy Section.
- The Secretary may call Committee meetings on an ad hoc basis.
- The Secretary will chair the meeting and in the event of a tied vote have the casting vote.
- Resolutions of the Committee should be recorded in writing, which may be in the form of an email thread or equivalent. Dissenting members should record their dissent.
- A Committee member may resign by giving notice in writing to the Secretary.
- The Secretary may resign by giving notice in writing to the Council and the Committee.
- If there is a vacancy on the Committee the Committee may elect another member to fill the vacancy, with the proviso that if a Secretary is elected that person must be ratified by Council.
- The Committee may appoint co-opted officers to fulfill specified roles within the Section. Such officers may attend and speak at Committee meetings but are not entitled to vote.

Membership

- Membership of the Astronomy Section is by subscription.
- The subscription amount is determined by the Committee.
- The subscription year runs from 1 January to 31 December.
- A grace period will be allowed for the renewal of subscriptions, membership will continue after the end of the calendar year but will lapse on the following 31 January.
- Further information on membership can be found in the Astronomy Section General Information for Members booklet which is sent to each member when they join and can be found on the Astronomy Section website and notice board.

Section Meetings

- Section meetings for members will be organised by the Secretary or a person designated by the Secretary.

- We aim to meet biweekly with a break during the summer months and over the Christmas period. Typically, we meet at 7.30pm with scheduled activities starting at 8.00pm and finishing at approximately 10pm. Times and meeting dates may vary on occasion.
- Subject to the agreement of the Secretary or a member of the Astronomy Section Committee, guests and members of the public are normally welcome to attend the biweekly meetings.
- Further information on activities can be found in the Astronomy Section General Information for Members booklet, which is sent to each member when they join and can be found on the Astronomy Section website and notice board.

Premises

- Apart from Section meetings and Open Days the meeting room and observatory are not open to members, other than Committee members or co-opted officers, except as below.
- The Secretary, Committee member or co-opted officer may invite individual members to use the observatory and meeting room for the purposes of public outreach, or for members' training on the equipment, observing, lectures or other activity relating to astronomy.

Equipment

- The Astronomy Section has a selection of telescopes for members to enjoy observational astronomy.
- Members must at all times respect the person operating the telescope and follow all instructions that are given.
- Members, if they wish, may learn how to use one of the portable telescopes that are used for observational astronomy, such training is offered periodically.
- Training will be on the biweekly Tuesday meetings if the weather is suitable and there is an appropriate instructor available to supervise the training. Group sizes will be limited in number to ensure an acceptable standard of training which includes theory and practical elements which members must complete.
- Once suitably trained, members may use the telescope on which they have been trained unsupervised on a biweekly meeting.
- The Secretary, in consultation with the Astronomy Section Committee members, will determine who can instruct in the safe use of the Section's telescopes, who may take part in the training and who might use what instruments and equipment unsupervised.
- The Astronomy Section Committee may withdraw training for an individual if they persistently fail to demonstrate progress in learning, fail to attend all the training, argue against the use of a telescope or damage any equipment.
- The Astronomy Section has, subject to availability and with the agreement of the Secretary, telescopes that members may once trained take home and use for a period of time.
- The research telescope in the telescope building is used for observational astronomy at the biweekly meetings and for outreach. It is operated by a few highly experienced members. All members are welcome to enjoy supervised observational astronomy through it when the telescope building is open for observing.
- No member shall carry out any maintenance of a telescope, this includes, but is not limited to, cleaning the optics, collimating a telescope or replacing cables.
- If any issue arises with a telescope/equipment you should immediately stop using it and report it to a member of the Astronomy Section Committee.

Members own equipment

- Members may bring their own equipment to the observatory on a biweekly meeting or any other supervised event for members.
- If members use their own equipment on site, they must take adequate precautions to ensure the safety of other members, particularly if they have power leads that might present a trip hazard.
- The use of lasers by members is typically not permitted.
- Members may request help with their own equipment.
- Members may leave their equipment on site with the permission of the Secretary or Astronomy Section Committee. Members should note that their equipment is not covered by the La Société Guernesiaise insurance.
- Members may not use their own equipment at any public event.

Open Days

- The Secretary, or persons appointed by the Secretary, may arrange Open Days, when the observatory and meeting room are open to members of the public, on an ad hoc basis and make appropriate arrangements.

Group visits

- The Secretary, with the assistance of a group visit coordinator appointed by the Secretary, may arrange group visits to the observatory and meeting room.
- Group visits will depend upon the availability of individuals to operate telescopes, speakers to give presentations, the number and composition of the group and any relevant risk assessments.

Annual Business Meeting

- An Annual Business Meeting (ABM) open to all members will normally be held on the last scheduled biweekly meeting of November each year.
- The business of the meeting will include the election of a Secretary, Treasurer and other members of the Committee.
- The number of other Committee positions open for election will be determined by the Committee prior to the ABM.
- Those elected will take office at the end of the ABM with a term of office ending at the end of the subsequent ABM.
- Notice of the ABM will be given at least 28 days beforehand.
- A member wishing to stand for Committee should notify the Secretary of their intention along with the names of a proposer and seconder, who must also be members, not less than 21 days before the ABM.
- As the Secretary has financial responsibility for the Astronomy Section the Secretary may veto the nomination of a member wishing to stand as Treasurer.
- An agenda will be circulated by the Secretary not less than 14 days before the ABM.
- The Secretary will chair the meeting and in the event of a tied vote have the casting vote.
- Voting will be by a show of hands of the members present.