

HANDBOOK 2011-2012

Introduction	1
Rhagarweiniad	2
Committee 2011-2012	3 - 4
Programme 2011-2012	4 - 5
Constitution	6-7
Rules	8 - 9
110.00	10 - 13
Child Protection Policy	
Equal Opportunities Policy	13 - 14
Volunteering Policy	15
Headquarters	15
Data Protection Act	15
Telescopes	16
Library	16
The Bill Sutherland Award	16
Where To Find Us	17
Observing Site	18 - 20



INTRODUCTION

Cardiff Astronomical Society was founded in July 1975 by Dr Bob Owens and Dave Powell at an out of London meeting of the British Astronomical Association held at Dyffryn Gardens. Dave Powell is still a member today as the Society continues to develop its activities supported by a very active and enthusiastic committee.

Membership has increased to over 350 and is drawn from a wide geographical area South and South West Wales, and into the West Country. Despite the travelling involved members attending meetings usually number over 60 and on several occasions during the year this number will reach over 100.

Meetings are held on alternate Thursday evenings September to July at Cardiff University, beginning at 7:30pm. Cardiff University has a world class astronomy and physics department and the Society receives tremendous support from everyone there led by our own President Professor Mike Disney.

The programme is varied comprising of lectures, short talks and debates. The aim is to cater for all interests at whatever level, beginner or advanced. The Society is able to attract the very best speakers from all over the UK. We hold regular observing evenings at one of two designated sites where members can look up at the night sky with the help of more experienced observers and some of the telescopes owned by the Society. For those who need help there is a naked eye sky tour to start the night off.

A comprehensive library is available for use by all members and telescopes can be borrowed by arrangement. We publish a regular newsletter that gives information on forthcoming events, activities, current phenomena etc. All members are invited to contribute

The Society is frequently featured in locally made science education programmes on television and radio and we are actively involved with national events such as Science Week and at Techniquest Discovery Centre in Cardiff Bay.

The map on page 11 shows the location of the venue. It is easy to get to and close to bus and train routes. Ample car parking is available nearby. If in doubt contact any Committee member (phone numbers on page 3 & 4). Please make every effort to attend - it is encouraging for speakers to have a large audience and makes it easier for the Society to attract the best.

Subscription: Adults £15.00 Juniors £2.50 Family £20.00

Subscriptions are due on September 1st and prompt payment is appreciated.

A warm and friendly welcome promised for all!!

RHAGARWEINIAD

Sefydlwyd y Cymdeithas Seryddol Caerdydd yn nghorffennaf 1975 gan Dr Bob Owens a Dave Powell trwy cyfarfod allan o dre yn Llundian gan y Cymdeithas Seryddiaeth Prydeinig a chynhelir yng gherddi Dyffryn. Mae Dave Powell o hyd yn aelod, ac mae'r cymdeithas dal yn datblugy ei weithgareddau, trwy cefnogiaeth brwdfrydol y pwyllgor.

Erbyn hyn fe cynnyddir y nifer o aelodau I dros 350 sy'n dod o lefydd daearyddol aeang, gan cynnwys De Cymru, De Gorllewin Cymru, a'r Gwlad Gorllewin. Er gwaethaf y teithio hyr, mae ynna fel arfer dros 60 o aelodau yn troi I fynny, ac ambell i dro mae'r nifer dros 100.

Cynhelir y cyfarforfiadau ar prynhawn Iau pob yn ail, o Medi i Gorffenaf, yn Prifysgol Caerdydd, ac yn dechrau am 7:30. Mae gan y Prifysgol Caerdydd adrannau seryddiaeth a fisseg byd enwog ac mae'r cymdeithas yn derbyn cefnogaeth anferth oddi wrth pawb ynno gan cynnwys ein proffeswr llywyddol Mike Disney.

Mae'r rhaglen yn cynnwys amryw o drafodaethau, dadleuon, a darlithia. Anelyir y rhaglennu tuag at pob lefel o diddordeb gan gynnwys rhai i dechreuwr a rhai cymleth a cynhwysfawr. Mae'r cymdeithas yn atynnu areithwyr rhagorol o led led Prydain. Cynhelir nifer o sessiynau sylwedyddi yn un o ddau lefydd penodol - lle mae'r aelodau yn cael siawns i edrych tau'r awyr nos gyda cymorth sylwedydd profiadol, ac i defnyddio telescopau'r cymdeithas. I'r rhai sydd angen cymorth fe cynhelir twr llygad noeth i dechrau'r nôs.

Mae ynna llyfyrgell cynhwysfawr ar gael i bob aeolod, ac mae telescopau ar gael i'w benthyg trwy trefniant hawdd. Cyhoeddir llythyr-newyddion o dro i dro sy'n cynnwys gwybodaeth o digwyddiadau a gweithgareddau fuan. Mae gan bob aelod y siawns i gyfranu.

Mae'r cymdeithas aml yn cael ei gynnwys yn rhagleni addysg leol, ar y deledu, a'r radio, a hefyd yn ymuno mewn digwyddiadau cenedlaethol er enghraifft yr wythnos gwybodaeth a'r canolfan dargynfyddiad Techniquest. Mae ynna map ar tudalen 11 sy'n dangos safle'r cymdeithas, sydd yn hawdd i dod o hyd iddo ac yn agos i'r orsaf trên a bws. Mae ynno llawer o lefydd agos ermwyn parcio ceir.

Os gennych unrhyw problemau allwch cysyllti a pwyllgorwr (rhifau ffôn ar tudalenau 3 a 4).

Byddau'n pleswr mawr as allwch wneud ymdrech i mynychu – mae'n cefnogol i'r arweithwyr os bydd gennym cynulleidfa braisg ac yn wneud iddi'n hawddach i attynu'r arweithwyr gorau.

Tanysgrifiad: Oedolion: £15.00 Plant: £2.50 Teuluoedd: £20.00

By disgwyl y tanysgrifiad erbyn Medi 1af ac rydyn yn gwerthfawrogi taliad brau.

Fe addewid croeso cynhes a cyfeillgar i bawb.

COMMITTEE 2011-2012

PRESIDENT

Professor M J Disney FRAS

Professor of Observational Astronomy

Department of Physics Cardiff University

CHAIRMAN

Roger Butler

11 Castle Road, Tongwynlais, Cardiff.

CF15 7JQ.

Tel: 029 2081 0965

email: Chairman@cardiff-astronomical-society.co.uk.

VICE-CHAIRMAN

Martin Chick

Myddlyn, Clôs Cefn Glas, Rowan Gardens, Llant-

wit Fardre. CF38 2BS Tel: 01443 206 594 Mobile: 07971 547 820

email: Vice.Chairman@cardiff-astronomical-society.co.uk

ASSISTANT SECRETARY/ PUBLIC EVENTS ORGANISER

Theresa Cooper

8 Nant Lais, Corntown, Vale of Glamorgan. CF35 5SA.

Tel: 01656 646 920

email: Assistant.Secretary@cardiff-astronomical-

society.co .uk

Public.Events.Organizer@cardiff-astronomical-

society.co.uk

PUBLICITY OFFICER/ DARK SKY CO-ORDINATOR

Mark Major 21 Magor Street, Newport. NP19 0GU.

Tel: 07912 855 477

email: Publicity.Officer@cardiff-astronomical-

society.co.uk

Dark.Sky.Co-ordinator@cardiff-astronomical-

society.co.uk

ASSISTANT PUBLICITY OFFICER

Graham Hall

6, Marloes Close, Barry

Vale Of Glamorgan, CF62 9EL

Tel: 01446 401758

Email: Assistant.Publicity.Officer@cardiff-astronomical-

society.co.uk

VICE-PRESIDENT

Professor M Edmunds Astrophysics Group, Department of Physics Cardiff University

SECRETARY

David Powell

1 Tal-y-Bont Road, Ely, Cardiff. CF5 5EU

Tel: 029 2055 1704 Mobile 07907 847 163

email: Secretary@cardiff-astromomical-society.co.uk

TREASURER

Christine Saunders

131 Manor Chase, Beddau, Rhondda Cynon Taff. CF38 2JF

Tel: 01443 204 688

email: Treasurer@cardiff-astronomical-society.co.uk

PUBLICATIONS OFFICER

Ian Davies

52 Heol Nant Castan, Rhiwbina,

Cardiff. CF14 6RQ. Tel: 029 2062 0501

email: Publications.Officer@cardiff-astronomical-

society.co.uk

MEMBERSHIP SECRETARY

Vannita Popli 115 Partridge Way Newport, Gwent NP10 8WP 07980 345343

email: Membership.Secretary@cardiff-astronomical-

society.co.uk

SOCIAL SECRETARY

Rosa Adams 37a Devon Place, Newport. NP20 4NW. Tel: 01633 257997

Mobile: 07720 118004

Email: Assistant.Publicity.Officer@cardiff-astronomical-

society.co.uk

OBSERVATORY MANAGER

Grahame Carter

28 Garth Estate, Abertridwr, Caerphilly,

CF83 4FS

Tel: 029 2083 1427

email: Observatory.Project..Manager@cardiff-

astronomical-society.co.uk

DIRECTOR of OBSERVATIONS

Bob Biss

33 Arles Road, Ely, Cardiff. CF5 5AN.

Tel: 029 2055 1198

email: Director.of.Observations@cardiff-astronomical-

society.co.uk

ASSISTANT DIRECTOR of **OBSERVATIONS**

Marc Delaney

2 Vincent Close, Barry, Vale of Glam. CF63 2AG

07855 352 147

Assistant.Director.of.Observations@ emai:

cardiff-astronomical-society.co.uk

CURATOR of INSTRUMENTS

Christopher Fluck 1 Fairway Drive,

Caerphilly. CF83 2NP. Tel· 029 2088 1241

email: Curator.of.Instruments@cardiff-astronomical-

society.co.uk

LIBRARIAN

Joan Thomas

166 Albany Road, Roath, Cardiff. CF24 3RW.

029 2049 7594

email: Librarian@cardiff-astronomical-society.co.uk

JUNIOR REP

Amanda Peters

2 Sanguhar Street, Splott. Cardiff, CF24 2EB

Tel· 07758 399 193

email· Junior.Representative@cardiff-astronomical-

society.co.uk

COMMITTEE MEMBER

Steven Bowerman

41 Penlan Road, Llandough, Penarth,

Vale of Glam, CF64 2LT. Tel· 029 2041 9566

Email: Ordinary.Member.1@cardiff-astronomical-

society.co.uk

COMMITTEE MEMBER

Chervl Brown

2A Waun-Y-GroesAvenue.

Cardiff, CF144SY

Tel: +44 (0)7412 474 924

Email: Ordinary.Member.2@cardiff-astronomical-

society.co.uk

CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2011 - 2012

2011

1st September The search for the Tenth Planet Duncan Lunan, Glasgow.

15th September Astronomy in the Early Royal Dr. Allan Chapman, Society

University of Oxford.

29th September Mercury-A Relative Planet Andy Lound, Birmingham.

13th October Dr. Stuart Eves, Reading. Sophisticated Small Satellites

from Surry

27th October Visual Planetary Astronomy Paul Abel FRAS. University of Leicester

CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2011 - 2012 10th November The Debate, What was the Great- Dr. Jon Davies/Prof. Mike

est Astronomical Discovery ever? Edmunds, Cardiff University. Astronomy, the Ultimate Question Roger Butler, Cardiff 24th November Astronomical Society Mission to Mars 8th December Gemma Lavender. Cardiff University. 2012 A Planetary Nebula Observing Martin Griffiths, Glamorgan 5th January Marathon University. Marc Delaney. 19th January Aliens Cardiff Astronomical Society. Studying the Dark Universe with Dr. Ben Maughan, Bristol 2nd February X-Ray Vision University. 16th February Astronomy without a Telescope Martin Chick. Cardiff or Binoculars may Surprise You Astronomical Society. 1st March Quasars and Active Galaxies Dr. Marek Kukula, Royal Greenwich Observatory. A Brief History of the Telescope Peter Wise, Abergele 15th March from the Bronze Age to the Space Age

29th March Time and the Stars Bob Mizon, Dorset.

12th April Annual General Meeting Cardiff Astronomical Society.

26th April Binoculars and Telescopes for Prof. Ian Morison, University

Observing the Heavens of Manchester.

10th May The Herschel & Planck Missions: Dr. Chris North,

the Universe Through the Ages Cardiff University.

24th May Just a Handful of Stars. Nick Hart,

Cardiff Astronomical Society

7th June Was Einstein 100% right? Prof. Malcom MacCallum,

Bristol University.

21st June The Griffon Educational Observa- Andy Burns, Wilshire.

tory, Andalusia

5th July Three Short Talks. Members of

Cardiff Astronomical Society

Please note that while we try not to alter the programme, occasionally changes have to be made, sometimes at short notice. We will do our best to inform you in advance, via the newsletter, WEB site or at meetings.

CONSTITUTION

1. Name

The Society shall be named the Cardiff Astronomical Society.

2. Aims

The Society shall be an organization to stimulate public interest in the science of astronomy; to further the knowledge of its members and to promote and conduct research and observations.

3. Membership

Membership shall be open to all persons interested in Astronomy.

4. Subscriptions

The amount of the annual subscription (and any reductions for juniors etc) shall be proposed by the Committee and shall be subject to the approval of the general membership at an Annual General Meeting, or at an Extraordinary General Meeting.

5. Financial Year

The financial year of the Society shall commence on 1st March

6. Meetings

- (a) An Annual General Meeting shall be held in the Spring of each year. Such meetings will be devoted primarily to the reports of the Committee Members and any necessary election of Committee Members for the next session.
- **(b)** Ordinary meetings shall normally take place once per fortnight, September to July, at the Society's headquarters, unless the Committee should decide otherwise

7. Committee

- (a) The Committee shall be comprised of a minimum of 10 posts made up of the three Essential Posts and at least seven Non-Essential Posts. Posts should be filled by adult members of at least 18 years of age.
- **(b)** The Committee shall be made up of the following posts:

ESSENTIAL POSTS

Chairman

Secretary

Treasurer

NON-ESSENTIAL POSTS

Assistant Secretary

Assistant Director of Observations

Curator of Instruments

Director of Observations

Dark Skies Co-ordinator

CONSTITUTION continued

Junior Representative

Librarian

Membership Secretary

Observatory Project Manager

Ordinary members (TWO - Term of office – one year only)

Public Events Organizer

Publications Officer

Publicity Officer

University Liaison Officer

Vice Chairman

Additionally, the Committee may also, at its discretion, create or dissolve Non-Essential Posts.

- **(c)** All Committee members (other than the two ORDINARY Members) may remain in post without the need for annual re-election, unless an application is made by any of the membership.
- **(d)** For each Committee meeting there shall be a quorum which shall be the greater of half of the Committee membership or **eight** Committee members.
- **(e)** The Committee shall meet at least once per quarter.
- **(f)** The Committee shall be the management and administrative body of the Society and will be responsible for its activities.
- **(g)** No person shall stand for election without his/her prior consent.

8. Liability Insurance

The Committee, at its discretion, may purchase Trustee Liability Insurance from Society funds.

9. Headquarters

The Headquarters of the Society shall be published annually in the Member's Handbook.

RULES

- 1. The Society shall consist of ORDINARY, HONORARY, JUNIOR (aged 16 and under) and ASSOCIATE members. JUNIOR members under the age of 14 must be accompanied at all times by an adult. ORDINARY members shall have the right of attending and voting at all meetings of the Society; of proposing candidates for election to the Committee; and of serving, if elected, on the Committee or in any office of the Society. ORDINARY, HONORARY and JUNIOR members have the right of receiving newsletters and notices issued during membership.
- 2. ORDINARY and JUNIOR members shall pay an annual subscription. This shall become due on the first day of September annually. Members whose subscriptions are in arrears by over three months will be removed from the Society's records (except in exceptional circumstances when the Committee may, at their discretion, waive this rule).
- HONORARY memberships may be awarded at the discretion of the Committee
- **4. a)** The two ORDINARY Committee Members may stand for one year only, after which they must stand down. One year must elapse before they are eligible for re-election as ORDINARY members.
 - **b)** If, during the year a suitable vacancy arises on the Committee, then an ORDINARY committee member may be placed immediately into this post. At the time of the Annual General Meeting, if an ORDINARY member has been placed onto a post of the Committee and wishes to retain the post, then they must stand for election in the normal way. the requirement to stand down at end of the session would not apply. However, those members would be required to stand for election at the AGM.
- **5.** The election of committee members will take place at the Annual General meeting.
- **6.** The Committee has the right to co-opt members for a special purpose.
- **7.** The Committee may fill any vacancies that might arise until the next Annual General Meeting.
- **8.** The Society can, at the discretion of the Committee, have a PRESIDENT and up to three VICE PRESIDENTS. The incumbents of these posts are not eligible for election to the Committee, nor do they have voting rights unless they are also fully paid-up members. The Committee, at their discretion, may change the incumbents of these posts at any time, or when the incumbent stands down.
- **9.** Before each Annual General Meeting the Society will issue to each ORDI-NARY and HONORARY member of the Society a Newsletter which shall contain the names and posts of the Committee. Any members wishing to

- apply for committee membership shall complete a nomination form, supported by not less than two ORDINARY members, which must be received by the Secretary not less than **fourteen** days before the date of the Annual General Meeting.
- 10. The Committee shall, upon a requisition signed by not less than ten ORDINARY members of the Society, convene an Extraordinary General Meeting. A notice of the date and object of such an Extraordinary General Meeting shall be sent to each member of the Society not less than seven days before such a meeting, and no business shall be considered other than that for which it was convened.
- 11. The accounts of the Society shall be made up to the last day of February in each year and audited by one individual, excluding any serving member of the Committee.
- **12.** In the event of dissolution of the Society, such property or effects shall be disposed of by gift. Such gift shall be for the benefit of astronomy in general and not for the benefit of any individual. The disposal shall be determined by the vote of an Extraordinary General Meeting.
- 13. No rule or point of constitution shall be altered except by the majority vote of the ORDINARY members present at an Extraordinary General Meeting convened for that purpose. A copy of these amended rules/points of constitution shall be sent to each ORDINARY and HONORARY member.
- **14.** In the absence of the Chairman and Vice Chairman, the Committee shall be chaired by a Committee Member elected by the Committee.
- 15. Special meetings of the Committee shall be called by not less than five committee members whose names shall appear on the summoning notice, together with the stated reason for the meeting. No minutes shall be read at a Special Meeting, and no business other than that stated on the agenda shall be transacted.
- 16. The Committee, as the management of the Society, reserves the right to refuse membership or to revoke membership of any person or persons who act against the aims or interests of the Society. Before effecting the exercise of this power, the Committee shall in writing indicate to the person concerned why it is contemplating exercising the power and shall afford the person concerned an opportunity to make representations in writing before the Committee reaches is decision.
- **17.** Minutes shall be kept of Committee meetings, Annual General Meetings and Extraordinary General Meetings of the Society.

CARDIFF ASTRONOMICAL SOCIETY POLICY ON CHILD PROTECTION AND THE PROTECTION OF VULNERABLE ADULTS

STATEMENT

Cardiff Astronomical Society is committed to fulfilling its duty of care to children, young people and vulnerable adults with whom it comes into contact. This will be achieved by promoting, creating and maintaining a culture and environment that safeguards their safety and welfare.

The Society recognises its duty to comply with legislative requirements to work with the appropriate agencies in protecting children and vulnerable adults and to ensure that any suspicions or allegations of abuse will be taken seriously and responded to in a swift, appropriate and confidential manner.

Any member of the Society who has concerns about the welfare of a child or vulnerable adult, and which may indicate physical, emotional and sexual abuse or neglect, is required to report such concerns to the named person responsible for protection issues.

Those members of the Society who come into contact with children, young people and vulnerable adults at Cardiff Astronomical Society events will be made aware of the Protection Procedures and Code of Conduct. Those who come into regular contact with children, young people and vulnerable adults will also be checked through the Criminal Records Bureau procedure and, where appropriate, registered with the Independent Safeguarding Authority.

However it is the nature of the work of the Society that children and vulnerable adults do not attend activities without the supervision of a parent, guardian, teacher or other appropriate adult. Cardiff Astronomical Society Committee members and volunteer members should not be responsible for looking after children and should not therefore find themselves in a situation where they are alone with a child. Furthermore children do not attend on a regular basis, thereby reducing the risks of abuse from regular contact.

It is not therefore necessary for Cardiff Astronomical Society Committee and volunteer members to be checked with the Criminal Records Bureau as a matter of course.

Procedures and Code of Conduct for Cardiff Astronomical Society members who come into contact with children and vulnerable adults

TYPES OF ABUSE

1. Physical

Where a person receives physical hurt or injury that is not accidental.

2. Sexual

Where a person is the basis of sexual gratification from people exploiting the vulnerability of children or vulnerable adults.

3. Emotional / Psychological

Where a person is adversely affected by persistent or severe rejection or lack of affection, or persistent taunts or threats.

4. Neglect

Where a serious impairment to personal health or development is caused by lack of care and attention and exposure to any kind of danger.

5. Financial Abuse

This includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits.

6. Racial and Homophobic Motivated Abuse

Whilst not classified as an individual category of abuse, racially motivated abuse can take any of these forms and this needs to be noted additionally in situations when the victim perceives abuse to have been racist in its intent. Homophobic incidents are usually motivated by hatred or fear of homosexuality.

7. Domestic Abuse

Domestic abuse is a serious crime which must be treated as seriously as any other crime. Victims of domestic abuse may also be vulnerable adults as defined in this policy.

DEFINITION OF A CHILD

A child is defined as any person aged under the age of 18.

DEFINITION OF A VULNERABLE ADULT

A vulnerable adult is an individual who is or may be in need of community care services by reason of mental or other disability, age or illness and includes those who may be unable to either take care of themselves or protect themselves against harm or exploitation.

People with learning disabilities, mental health problems, older people and disabled people may fall within the definition of "vulnerable adult" particularly when their situation is complicated by additional factors such as:

- Physical frailty
- Chronic illness

- · Sensory impairment
- Challenging behaviour
- Social problems
- Emotional problems
- Poverty
- Homelessness
- Substance abuse

RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Members in contact with children or vulnerable adults must:

- Ensure all children and vulnerable adults are treated with respect and are encouraged to speak up if they have any concerns
- Ensure that if a child or vulnerable adult is not accompanied by a parent, guardian, carer or teacher acting in loco parentis, that the consent of the parent, guardian or carer has been given for any activity which is supervised by a member of the Society.
- Ensure that the child or vulnerable adult observes the safety advice set out in the Society's Volunteering Policy.
- Ensure that whenever possible there is more than one adult present during
 activities with children/vulnerable adults, or if they are alone with a
 child/vulnerable adult, work in the open or near paths that are within sight or
 hearing of others.
- Avoid giving a child/vulnerable adult a lift in their car and avoid taking a child/vulnerable adult to their (the member's) home. If such a situation is unavoidable and is carried out with the safety of the child/vulnerable adult in mind, every effort should be made to get parental/guardian/carer permission first. If this is not possible members should let them know as soon as possible.
- Be aware that physical contact with a child or vulnerable adult may be misinterpreted. For this reason members must not engage in rough physical games, horseplay, or touch a child/vulnerable adult in an intrusive or sexual manner.
- Not make sexually suggestive remarks to a child or vulnerable adult, even as a joke.
- Be prepared to challenge unacceptable behaviour and ensure that any suspicions or allegations of abuse are recorded and reported to the named person responsible for dealing with protection issues.
- Declare that there is no reason why they should not work with children and vulnerable adults.

- Declare any past criminal convictions or pending cases and any complaints of abuse made against them.
- Have a criminal records check if they come into connection with children on a regular and unsupervised basis in the course of the activities for the Society.

ROLE OF THE NAMED PERSON

- To receive information from volunteers, children, young people, vulnerable adults, parents or carers who have protection concerns and record it.
- Assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult with a statutory or child protection agency (local authority children's services, or the NSPCC help line), to test out any doubts or uncertainty about the concerns.
- Make a formal referral to a statutory Protection agency or the Police.
- The named person will inform members of the committee of any allegations made and the action taken.

It is NOT the role of the named person to decide whether a child has been abused or not.

POLICY REVIEW

The Cardiff Astronomical Society Committee will review its policy annually and update and amend as necessary.

CARDIFF ASTRONOMICAL SOCIETY EQUAL OPPORTUNITIES POLICY

1. Statement of Intent

Cardiff Astronomical Society is committed to taking positive steps to promote and sustain equal opportunities in all areas of its work. Article 3 of the Constitution declares "Membership shall be open to all persons interested in Astronomy."

Equal opportunities will underpin every aspect of all its operations and no one will be treated less favourably on the grounds of race, colour, nationality, ethnic origin, impairment, political or religious beliefs, gender, marital status, sexual orientation, language, HIV status, age or any other conditions or requirements which cannot be shown to be justified.

2. Responsibility of Individual Members

Cardiff Astronomical Society expects that all members should be aware of his or her behaviour towards others. Everyone should be treated equally, appropriately, with dignity and respect. At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used e.g. sexist, racist, or homophobic jokes or terminology that is derogatory to someone with an impairment. Everyone should ensure that they do not behave in a way that could be regarded as harassment, discriminatory or offensive.

3. Committee Responsibility

Committee has a duty to promote and sustain equality of opportunity by:

- Monitoring incidents of discrimination through reports made to members and the Committee.
- Taking prompt action to stop harassments or discrimination as it is identified.
- To challenge discrimination when appropriate.
- Establishing and maintaining an environment free from harassment.
- Rule 16 of the Society's Handbook details the mechanism whereby "the Committee reserves the right to refuse membership or to revoke membership of any persons who act against the aims and interests of the Society."

4. Implementation

This policy will be implemented and monitored accordingly.

All members of the Society will receive a copy of this policy via the Handbook, Newsletter and Website and thereby be aware of its contents and requirements.

The Committee will review this policy annually. Where it is apparent that anyone is not being offered equality of opportunity, the Committee will take immediate steps to address the matter and amend the policy as appropriate.

5. Definitions

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when an individual is treated differently for example because of their race, colour, impairment or sexuality and where such treatment is less favourable than he or she would otherwise have received.

Indirect discrimination is not so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

Harassment is defined as unwanted or abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed. Harassment may occur on a number of grounds including race, colour, impairment or sexuality.

CARDIFF ASTRONOMICAL SOCIETY VOLUNTEERING POLICY

- Volunteers shall only be recruited from the membership of the Cardiff Astronomical Society
- Volunteers shall have the support and approval of the Cardiff
 Astronomical Society Committee. Volunteers shall have the
 opportunity to represent their views to the Committee on all aspects of
 the organisation's work.
- The Committee will designate one individual to manage volunteers for each event. This individual will normally be the event organiser or most appropriate committee member. They will have opportunity to influence the Society policy on volunteering.
- The designated volunteer manager will provide direct support of individual volunteers.
- 5. Volunteers will be encouraged to provide each other with mutual support.
- 6. All volunteers will be fully informed about the rights and responsibilities of volunteers.
- 7. All volunteers will be covered by the insurance of Cardiff Astronomical Society and shall be made aware of the insurance policy before undertaking any voluntary work.
- 8. The Committee will keep under constant review the benefits and costs of the volunteers to the organisation.
- Cardiff Astronomical Society will review its policy annually, concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.

HEADQUARTERS

Cardiff School of Physics and Astronomy
Cardiff University
Queens Buildings, The Parade, Cardiff. CF24 2AA.

DATA PROTECTION ACT 1998

Your membership details are kept on computer. They will only be used for the administration of Cardiff Astronomical Society and not disclosed to anyone who is not a member.

TELESCOPES

The Society possesses the following instruments which are available for loan to members. Please contact the Curator of Instruments for Further information.

- 1. 8" f10 Meade Schmidt-Casserain
- 2. 20x70 Binoculars with tripod.
- 3. 3" f 16 refracting telescope.
- 4. Helios 4" refractor.
- 5. 80mm refractor (Short Tube).
- Meade ETX90.
- 7. 6" f8 open frame Newtonian reflecting telescope.
- 8. 6" f4 rich field Newtonian reflecting telescope.
- 9. 6" f8 'Tal-2' Newtonian reflecting telescope.
- 10. 6" *f* 8 'Siberia' Newtonian reflecting telescope.
- 11. 6" f5, 'Event Horizon' reflecting telescope.
- 12. 10" 'Orion' reflecting telescope.
- 13. 8¾" f5.6 'Dark Star' Newtonian reflecting telescope.
- 14. Celestron NexStar 8, 8" S.C.T. with NexStar goto system
- 15. Celestron 130GT. 5" f5 reflecting scope, with NexStar goto system
- 16. Celestron 80GT. 3.1" f5 refractor with NexStar goto system.
- 17. Paralux 114mm Newtonian reflecting telescope.

In addition the Society also possesses 10" & 12" Meade Schmidt-Cassegrain telescope which are for use at the proposed Observatory and at observing sessions, and are NOT available for loan to members.

LIBRARY

There are over 200 books, videos and CDs in the library available to members. New titles are added every year, either bought or donated: suggestions are welcome. A list of books can be viewed via our internet website or in a binder held in the library itself.

THE BILL SUTHERLAND AWARD

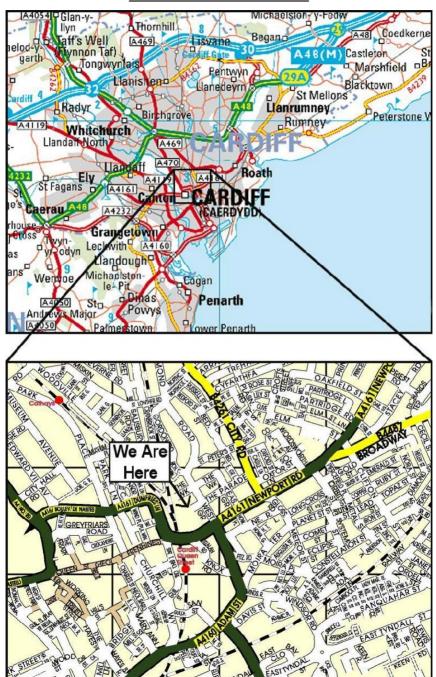
This award was set up in memory of Bill Sutherland an early member of CAS, who passed away in 1990. It is awarded each year at the AGM, to a CAS member who has shown outstanding enthusiasm for astronomy and the Society.

Work for the award can be of any astronomical or Society nature and may include (but not exclusively) things like observational drawings, photographs, CCD images, newsletter articles, Talks given to the Society.

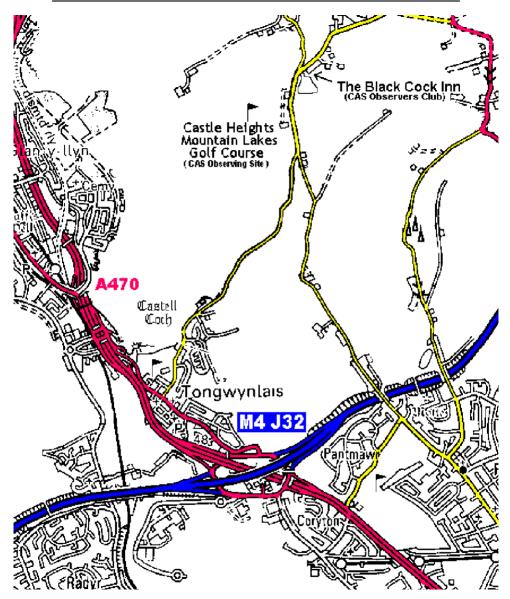
Obviously some work comes to the attention of the awarding committee automatically (such as a newsletter article), other work by its nature may need to brought to the attention of the awarding committee by it author (e.g. photographs).

Remember we are not necessarily looking for technical excellence but rather enthusiasm for astronomy and CAS, so enter your work for consideration for this award.

WHERE TO FIND US

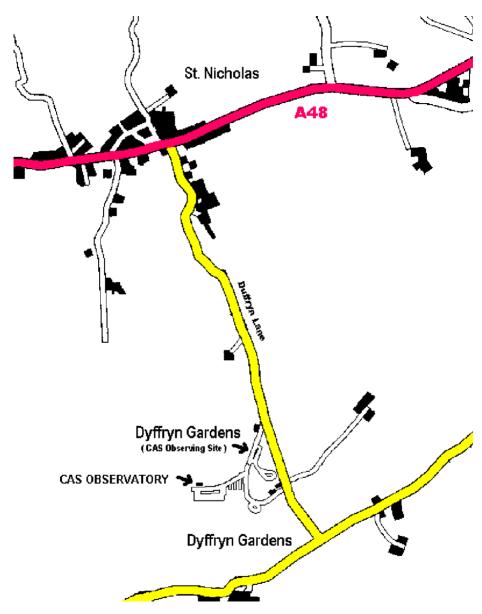


OUR OBSERVATORY AND OBSERVING SITES



Bottom Left: CAS Observing Site at **Castle Heights Golf Course**

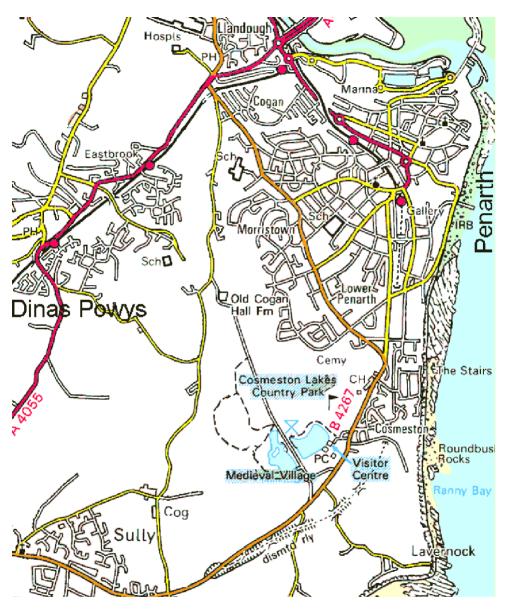
Latitude: 51°33'09"N (51.552437) Longitude: 3°14'16"W (-003.237702)



CAS Observing Site at **Duffryn Gardens Car Park**

Latitude: 51°26'46"N (51.446027) Longitude: 3°18'09"W (-003.302440) CAS Observatory at **Dyffryn Gardens**

Latitude: 51°26'39"N (51.4441666) Longitude: 3°18'18"W (-003.305000)



Top Left: CAS Observing Site at **Cosmeston Lakes Country Park.**

Latitude: 51°24'59"N (51.416537) Longitude: 3°10'57"W (-003.182443) If you have a TomTom sat nav, there is a POI file for CAS sites on our web site at:-

http://www.cardiff-astronomicalsociety.co.uk/CASTomTomSatNav.zip

