

## **CARDIFF ASTRONOMICAL SOCIETY COMMITTEE**

### Committee Rules

1. Committee members shall be appointed by the Trustees of Cardiff Astronomical Society ("CAS").

2. The Committee shall be the management and administrative body of ("CAS" and will be responsible for its day to day activities in accordance with the powers and functions of the CAS Trustees delegated to the Committee from time to time.

3. The Committee shall include the following 14 posts:

Chairperson; Secretary; Treasurer; Vice Chairperson; Assistant Secretary (Minutes Secretary); Observatory Manager; Director of Observations; Membership Secretary; Public Events Organiser; Publications Officer; UKMON Coordinator; Webmaster; Ordinary Member 1; Ordinary Member 2.

4. The Committee shall meet at least once per quarter.

5. For each Committee meeting there shall be a quorum which shall be 7 Committee members.

6. Questions arising at a meeting of the Committee shall be decided by a majority of the Committee members present. In the case of an equality of votes, the Chairperson, or in his or her absence the Vice Chairperson, shall have a second or casting vote.

7. If both the Chairperson and Vice Chairperson are absent from a meeting of the Committee, the Committee members present shall appoint a member to chair the meeting from among those members present, and that member shall have a second or casting vote in the case of an equality of votes on any question arising at the meeting.

8. Special meetings of the Committee may be called by not less than 5 Committee Members whose names shall appear on the summoning notice, together with the subject matter to be considered at the meeting. No minutes shall be read at a Special Meeting, and no vote shall be taken except on that subject matter.

9. Minutes shall be kept of all Committee meetings.

10. No amendment to these rules may be made without the consent of the Trustees, except that the Committee may, at its discretion, create or remove any posts except those of the Chairperson, the Secretary and the Treasurer.