

MEMORANDUM OF UNDERSTANDING

BETWEEN

ROYAL MUSEUMS GREENWICH ('RMG')
of Park Row, London, SE10 9NF

and

FLAMSTEED ASTRONOMY SOCIETY ('FAS')
of Royal Observatory Greenwich

WHEREAS

- A. FAS is a Society of Members of the RMG and constitutes a Special Interest Group within the membership scheme of the RMG.
- B. FAS members make an important and valued contribution to the work and public profile of the RMG through their support, donations of equipment, money and time.
- C. The objective of FAS is to enhance the enjoyment and understanding of astronomy for its members, while supporting the programmes delivered by the Royal Observatory Greenwich ('ROG') and promoting the public profile of astronomy.
- D. FAS achieves its objectives through a programme of lectures, workshops, planetarium shows, observing sessions, social meetings, trips, outreach events and other events and activities, both on and off RMG premises.
- E. This Memorandum of Understanding is intended to clarify the long-standing, mutually-beneficial relationship between RMG and FAS and ensure that FAS continues to grow and flourish for the benefit of its members and RMG.

1. FAS General Meetings

- (a) An Annual General Meeting will be held in September each year the purpose of which will be:
 - To approve a report by the Chairman;
 - To elect Committee members who will carry out the roles in Schedule A;
 - To elect the Office Holders of the FAS, as defined in Schedule A.
 - The appointment of the Office Holders and of the other Committee members will be subject to the approval of the RMG. Approval will not unreasonably be withheld.
 - To discuss any resolutions proposed by FAS members.
- (i) One month's notice will be given of the Agenda to FAS members either in writing or by email.
- (ii) Two representatives from the RMG may attend the meeting, but will not be eligible to vote on elections or resolutions.
- (iii) Minutes of all meetings will be taken by the Committee Secretary, or by another Committee member, as agreed by those present, in the event of the Committee Secretary being absent, and published on the FAS website.

- (iv) A quorum at the annual meeting will be 40 FAS members, or 20% of the membership, whichever is the lesser.
- (b) An Extraordinary General Meeting may be called at the written or email request of at least 40 FAS members, or 20% of the membership, whichever is the lesser, giving notice of the purpose of the meeting, and any resolutions to be discussed:
 - (i) One month's notice will be given of the agenda either in writing or by email.
 - (ii) Two representatives from the RMG may attend the meeting, but will not be eligible to vote on elections or resolutions.
 - (iii) The quorum at Extraordinary General Meetings will be 40 FAS members, or 20% of the membership, whichever is the lesser.
 - (iv) Minutes of Extraordinary General Meetings will be taken by the FAS Committee Secretary, or by another Committee member, as agreed by those present, in the event of the Committee Secretary being absent, and published on the FAS website.

2. FAS Committee

- (a) The FAS Committee will consist of 12 (twelve) people elected by the FAS membership.
- (b) RMG may send up to two people to attend meetings of the FAS Committee. These representatives will be entitled to contribute to the Committee meeting's discussions but will not be entitled to vote.
- (c) Schedule A contains a list of 'Office Holders' and a list of 'Other Committee Roles'. The Committee alone may decide whether to have one Vice-chair or two. The Committee alone may also amend, add to or remove the 'Other Committee Roles' in any way as circumstances require, or allow any role to be shared by more than one Committee member, all so that the Committee can fulfil its primary roles noted in subsection 2(d). Any Committee member may hold more than one of these roles.
- (d) In the event that an Office Holder, for any reason, is unable to complete their term of office, or if an Office Holder is unable to continue their duties during a period of incapacity or temporary absence, the Committee may appoint a Committee member to be an Acting Office Holder (Acting Chair or Acting Vice-Chair, as the case may be) until the next Annual General Meeting of the society, or until the Office Holder is able to return to their duties. The appointment of the Acting Office Holder will be subject to the approval of the RMG. Approval will not unreasonably be withheld.
- (e) The primary roles of the FAS Committee will be to:
 - (i) Represent the views and interests of FAS members.
 - (ii) Plan and deliver a programme of events and lectures with support and input from RMG staff as necessary.
 - (iii) Develop and manage the FAS annual budget of income and expenditure with support and input from RMG staff.
- (f) The elected Committee members will stand for a term of 1 (one) year and stand down at the Annual General Meeting, but be eligible to stand for re-election. There is no limit to the number of times any Committee member may stand for re-election.

- (g) The FAS Committee will meet at least 3 (three) times a year.
- (h) The Committee may from time to time co-opt additional members who will not be entitled to vote at Committee meetings.
- (i) A quorum of the FAS Committee will be 6 (six) elected members.
- (j) Minutes of all FAS Committee meetings will be taken by the Committee Secretary, or by another Committee member, as agreed by those present, in the event of the Committee Secretary being absent, and published on the FAS website.

3. Membership

- (a) The members of FAS must be members of the RMG membership scheme, and pay an additional fee ('the FAS element') over and above the RMG membership fee. This will entitle them to book attendance at FAS events and activities both on RMG premises and off-site, subject to available places.
- (b) Members of FAS must be at least 16 years of age. Anyone enquiring of FAS about membership for people under the age of 16 years will be encouraged to take advantage of the RMG formal and informal learning programmes and events.
- (c) Members aged 16 or 17 years will be entitled to take part in FAS events and activities held on RMG premises. For any events and activities that take place off of RMG premises, members who are aged 16 or 17 years will be required to have a parent or legal guardian with them at all times.
 - (i) For the avoidance of doubt: another adult such as a friend or family member over the age of 18 will not be an acceptable substitute for a parent or legal guardian.
 - (ii) The parent or legal guardian does not need to be an FAS member nor a member of RMG, but it will be necessary for them to have a place booked for them at any off-site events where booking is required.
- (d) There is no limit on the number of FAS members, but if at any time it becomes evident that demand for lectures consistently and significantly exceeds the capacity of the NMM Lecture Theatre, FAS may propose a limit for review jointly by RMG and FAS.
- (e) There will be no refund to FAS members for non-attendance at FAS events and activities.
- (f) FAS members whose subscriptions have lapsed for more than 3 (three) months will be removed from the membership list.
- (g) The FAS Committee will be able to levy charges on FAS members to cover the cost of optional special events and visits to external locations which they attend.
- (h) Whilst participating in FAS events, all members of the FAS shall conduct themselves in a manner that reflects well on the FAS and supports and promotes the objectives of the FAS. All people encountered whilst participating in FAS events, both members and non-members of the FAS, should be treated with respect, with all discourse (both face-to-face and written) being civil.
- (i) With reasonable cause, RMG reserves the right to withdraw FAS membership from any individual at any time.

4. **Honorary Members**

- (a) The FAS Committee may propose Honorary Membership of the FAS to be awarded from time to time to individuals in recognition of their outstanding contribution to the work of FAS or to astronomy, generally.
- (b) Honorary Membership will be free of subscriptions to FAS.
- (c) Honorary Membership will be subject to the prior approval of RMG.
- (d) FAS or RMG may withdraw Honorary Membership from an individual at any time, with reasonable cause.

5. **Administration**

(a) RMG roles and responsibilities:

- (i) The designated single point of contact for FAS in the Membership office at the RMG will be the Senior Membership Manager, and at the ROG the Programme and Events Coordinator. The designated contacts will ensure that all relevant RMG departments are aware of FAS events, and provide support where necessary.
- (ii) Processing of new membership applications, renewals and resignations, and collection of subscription fees and renewals.
- (iii) Maintain the RMG members and FAS databases
- (iv) Maintain and provide FAS with an up-to-date email contact list and enable access to a FAS emailing service to be accessed by at least 3 (three) Committee members as proposed by the FAS Committee. These members will be official RMG volunteers.
- (v) With assistance from FAS ensure that attendance at FAS on-site events is limited to members and guests approved in advance by the FAS Committee and RMG.
- (vi) Provide a list of attendees of FAS members and guests for each on-site event or lecture to the Membership Officer.
- (vii) Check-in FAS members and guests at each on-site lecture, in order to maintain a register of all event attendees.
- (viii) Arrange for agreed catering provisions to be supplied at each on-site lecture.
- (ix) Arrange insurance cover for all FAS events both on and off site. Insurance will include public liability cover and indemnity for FAS Committee members.
- (x) On a regular basis provide FAS with details of all relevant RMG procedures and guidelines, including but not limited to health and safety guidelines, safeguarding guidelines, the information security policies, and insurers' requirements, as appropriate.

(b) FAS roles and responsibilities :

- (i) Update the FAS website with all planned events and activities so that an up-to-date overview of scheduled events and activities can be easily accessed by the RMG Senior Membership Manager and the ROG Programme and Events Coordinator. New events and activities may be added and are subject to removal at any time. FAS will include the Membership department in emails sent to all members of FAS.
- (ii) Where appropriate, maintain a register of all event attendees.

- (iii) FAS will be entitled, with prior agreement, to book through the RMG Bookings Office, Senior Membership Manager and Membership Officers, or ROG Programme and Events Coordinator, appropriate venues for meetings and lectures at the NMM and ROG, as well as use of the telescopes and other equipment at the NMM and ROG.
- (iv) FAS will comply with all relevant RMG procedures and guidelines referred to in section 5(a)(x) above.
- (v) Advise FAS members of astronomy-related volunteering opportunities, or other requests from ROG staff, and where necessary and practicable, provide ROG staff with advice and assistance.
- (vi) Provide support and assistance to the ROG for public events and the education programme, as appropriate and dependent on the availability of volunteers.
- (vii) Use all reasonable endeavours to ensure that all FAS events that take place on RMG premises have at least one FAS Committee member in attendance.
- (viii) Ensure that all FAS events that take place outside of RMG premises have an official RMG volunteer present and use all reasonable endeavours to ensure that at least one member of the FAS Committee is present.

6. Financial Management

(a) RMG Roles and Responsibilities :

- (i) Together with the FAS Committee, develop an annual income and expenditure budget for approval by RMG as part of its annual budgeting cycle.
- (ii) Maintain records of all FAS income and expenditure.
- (iii) Together with the FAS Committee, monitor income and expenditure on a quarterly basis.
- (iv) Committee members may incur out-of-pocket expenses on behalf of FAS. RMG is to reimburse such expenses within 30 days of receipt of a properly-submitted claim.
- (v) Expense claims may be submitted by the office holders listed in Schedule A, or by any other Committee member in which case such claims must be prior-approved by one of the office holders listed in Schedule A before being submitted to RMG.

(b) FAS Roles and Responsibilities:

- (i) Together with the RMG the FAS Committee will develop an annual budget of income and expenditure. The budget will be proposed for approval in advance by RMG as part of its annual budgeting cycle.
- (ii) Income is defined as the annual total of the FAS Element of subscriptions plus any donations received by FAS.
- (iii) Expenditure is defined as annual spending on FAS budget line items, excluding internal costs for FAS to use RMG venues, facilities, Security and Visitor Experience services.
- (iv) All expenditure must be in line with RMG purchasing and financial procedures, and approved in advance by authorised FAS Committee members – see Schedule B

- (v) Any expenditure in excess of the annual budget must be approved in advance by the RMG Senior Membership Manager and, if necessary, the RMG Director of Finance.
- (vi) In considering such expenditure excess, the Senior Membership Manager and, if necessary, the RMG Director of Finance will have regard to any extenuating circumstances causing such an excess.
- (vii) FAS Committee will regularly monitor income and expenditure in accordance with the approved annual budget together with the RMG Membership office.
- (viii) At the end of each financial year the FAS Committee, in consultation with the RMG Finance department and ROG, may use any budget surplus to further the aims of the FAS by supporting the acquisition of astronomy-related items, or funding projects. Any unspent surplus will be monitored by the RMG Finance department and can be rolled forward for use in future years up to an accumulated maximum of £10,000. If at any stage, the RMG's application of Government accounting rules was to make it impossible to roll forward any surplus up to and including £10,000, the FAS Committee will be advised as soon as possible.

7. Delegation of Authority

- (a) Schedule B is a list of FAS and RMG individuals who can authorise expenditure and other FAS proposals in advance. This list should be reviewed and updated each financial year.
- (b) RMG approval and ratification of FAS plans, proposals and expenditures will not be withheld unreasonably.

8. External Relations

- (a) Subject to prior approval, RMG will permit FAS to operate a public FAS website and operate social media accounts such as Twitter and Facebook.
- (b) Subject to the approval of the RMG, up to 3 (three) members proposed by the FAS Committee will operate an SMS bulk texting service to communicate with its members.
- (c) The RMG will provide FAS with guidelines relating to the use of the FAS website and social media and FAS will adhere to these guidelines.
- (d) The RMG will provide FAS with current guidelines relating to contact with any external media organisation. FAS will adhere to these guidelines and will ensure that all such contact is approved by a designated Press Office contact at the RMG and a designated contact at FAS. The designated contact at FAS will make reasonable endeavours to ensure that members of FAS are aware of the guidelines relating to media contact.
- (e) FAS members will not give a quote, interview or issue any media communication (such as a press release) to the media without first clearing it with the Press Office and with the Senior Membership Manager. Should members receive enquiries, or requests for interviews or articles directly from a member of the media, the call or request will be forwarded to the Press Office.
- (f) The RMG will provide FAS with updates to procedures and guidelines as and when they are amended, as appropriate.

- (g) FAS may take part in outreach events to promote membership of the FAS and RMG and to promote astronomy generally. FAS will notify in advance the Membership department of any such events in which it will be taking part.

9. Annual Report

- (a) FAS will present an Annual Report, consisting primarily of the Chair's report, to its membership. This report may be in the form of a presentation to members at the AGM and included in the minutes. This report may be distributed to the Director of the RMG, the Director of Finance, the Director of Development, and the Senior Membership Manager, RMG.
- (b) Prior to the development and approval of the FAS annual budget the annual report and plans of FAS for the year ahead will be reviewed at a meeting between the Senior Membership Manager RMG and designated FAS Committee members.

10. Acknowledgment of the FAS contribution to RMG and ROG

The RMG acknowledges the important and valued contribution of FAS.

11. Alteration to the Memorandum of Understanding

This Memorandum of Understanding can be altered by proposal by either the RMG or the FAS Committee, by mutual agreement.

SIGNED ON BEHALF OF THE NATIONAL MARITIME MUSEUM

on the thirteenth day of September 2019

PADDY RODGERS, DIRECTOR

SIGNED ON BEHALF OF THE FLAMSTEED ASTRONOMY SOCIETY

on the thirteenth day of September 2019

ANDY SAWERS, FRAS, CHAIR

FAS Memorandum of Understanding
Schedule A – Committee Roles and Responsibilities

Office Holders

| Role | Responsibilities |
|-------------|--|
| Chair | Acts as the embodiment of the FAS for all external matters. Takes the chair at all meetings of the FAS and Committee at which he/she is present. |
| Vice-chair | Assumes the duties of the Chair when the Chair is unable to attend. Supports the chair in matters that the Chair is directly involved in, with particular regard to relations between FAS and RMG. |
| | |

| Category | Role | Role description |
|-----------------------|--------------------------------|---|
| Lectures and learning | Programme secretary | Agreeing with the Office Holders the lecture topics, approaching potential lecturers, and booking lecturers for each lecture date |
| | Programme administrator | Responsible for agreeing lecture dates, booking the lecture theatre, lining up museum resource to support on the evening, lining up volunteers to provide refreshments on the evening, contacting the lecturer to find out technology requirements, agreeing on meeting arrangements with the lecturer on the evening of the event (including lining up tours and/or dinner as well as travel and accommodation arrangements), sending thank-you note to the lecturer, administering any expense or fee reimbursements for the lecturer |
| | Social organiser | Provide refreshments and catering at meetings and events as required |
| | History of astronomy organiser | Organises and runs meetings on the theme of the History of Astronomy |
| | Trips organiser | Takes overall responsibility for organising society trips |

| Category | Role | Role description |
|-----------------|-----------------------------------|---|
| Observing | Blackheath observing organiser | Organises and runs meetings of the Observing and Imaging Group. Plan, schedule and arrange observing events. Ensure provision of equipment and qualified leaders at each session. Coordinate announcements, go/no-go SMS and other announcements, and web postings, etc |
| | Other observing organiser | Organises and coordinates specific observing events (e.g. Romney observing) where bookings need to be taken and travel arrangements made |
| | Observing assistants | Assists with the organisation of meetings of the Observing and Imaging Group. Helps with the provision of equipment and assists in the running of the sessions |
| | Public solar viewing organiser | Organises and runs public solar viewing sessions |
| | Members' solar viewing organisers | Organises and runs members only solar viewing sessions |
| | Solar viewing assistants | Assists with the organisation of solar viewing sessions |
| | Great Equatorial organiser | Organises and runs the FAS viewing events with the Great Equatorial Telescope |
| | Great Equatorial assistants | Assists in the running of the FAS viewing events with the Great Equatorial Telescope |
| | | |
| Practical | Workshops organiser | Organises society and public workshops at the ROG and elsewhere (telescope / imaging / radio, etc, workshops) |
| | | |
| Outreach | Outreach events organiser | Organises outreach events on behalf of the society |
| Social Evenings | Pub evenings organiser | Organises and hosts monthly pub evenings |

| | |
|---------------------------------|--|
| Committee Secretary | Takes and publishes minutes and issues notices of meetings and agendas for Committee and general meetings. Receives nominations for Committee membership and proposals for resolutions. Organises elections for Committee membership |
| Membership Secretary | Works with the RMG Membership Office to answer enquiries, resolve subscription issues, welcome new members, and track membership numbers and meeting attendance |
| Web Editor | Organises hosting etc for the FAS website. Arranges design of the website as agreed with the Committee. Coordinates provision, editing and upload of reports, articles, photographs and updates |
| Forum Moderators | Moderates the FAS online forum. Ensures that no abusive messages are posted. Splits discussion topics where necessary |
| Lecture and Event Reports | Writing of lecture reports and other event reports for the website |
| Social Media Coordinator | Organises social media accounts as agreed with the Committee (Twitter, Facebook, SMS, LinkedIn, etc). Proposes and coordinates contributions |
| Astrophotography Video Compiler | Coordinates the receipt of astrophotography images taken by FAS members and compiles a video of the best images for display at FAS lectures and other FAS events |
| Manager of FAS e-mail Account | Responding to enquiries made to the FAS email account |
| Expenses Secretary | Keeps track of FAS expense spend |

FAS Memorandum of Understanding
Schedule B – Delegated Authorities

B1. Prior Authorisation of Expenditure

| Budget Line Item | Authority delegated to: | Single items/ incident up to value (£) |
|--|--|---|
| SMS text messaging service | FAS Social Media Coordinator or FAS Website Editor | 100 |
| Website hosting and registration and related costs | FAS Website Editor or FAS Social Media Coordinator | 100 |
| Federation and BAA subscriptions | FAS Committee Secretary | 100 |
| Marketing | FAS Website Editor or FAS Outreach Events Organiser | 150 |
| Speaker's Fees | FAS Programme Secretary or FAS Programme Administrator | 150 |
| Speaker's Expenses | FAS Programme Secretary or FAS Programme Administrator | 150 |
| Speaker's Overnight Stay | FAS Programme Secretary or FAS Programme Administrator | 250 |
| Pre-lecture dinner/hospitality | FAS Programme Secretary or FAS Programme Administrator | 60 |
| Members' refreshments/catering | FAS Social Organiser | 50 |
| Freelancers' Fees | FAS Programme Secretary or FAS Programme Administrator | 80 |
| External meeting room hire | FAS Committee Secretary | 50 |
| Misc. expenses | FAS Committee Members | 50 |
| All | RMG Senior Membership Manager or RMG Director of Development | As defined by RMG |

B2. Ratifications and Approvals

| Item | Approval Authority: |
|--|-------------------------------|
| Appointment of RMG representatives to FAS Committee meetings and General meetings | RMG Director of Development |
| Ratification of elected FAS Committee members | RMG Senior Membership Manager |
| Ratification of FAS Chair and Vice-chair | RMG Senior Membership Manager |
| Honorary Members | RMG Senior Membership Manager |
| Committee members' delegated spending authorities | RMG Senior Membership Manager |
| FAS's use of social media | RMG Senior Membership Manager |
| FAS's use of SMS messaging service | RMG Senior Membership Manager |
| FAS's use of RMG-approved email service and access to relevant membership and FAS databases, including but not restricted to membership data, event attendance information and expense and other financial information | RMG Senior Membership Manager |
| Risk analysis for insurance | RMG Senior Membership Manager |
| Alterations to this MoU | RMG Director of Development |
| All | FAS Chair |