

BYE-LAWS
of the
THE BRITISH INTERPLANETARY SOCIETY
(No. 402498)

PRELIMINARY

- 1 (a) These Bye-laws shall operate on and from 8th March 2021, except insofar as they may subsequently be amended, cancelled, or added to by Resolution of the Council, in which case they shall operate as amended from the date of such Resolution.
- (b) Publication of these Bye-Laws or any subsequent alterations or amendments by the Society shall be deemed full and sufficient notice to members thereof.

WORDS _____ **MEANINGS**

The Act	“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;
The governing documents	These Articles of Association and the Bye-Laws and any other regulations of the Society from time to time in force.
The Society	The above-named Company.
The Council	The Council the Society for the time being.
The Office	The Registered Office of the Society.
The Seal	The Common Seal of the Society
The United Kingdom	Great Britain and Northern Ireland.
Month	Calendar month.
Year	Calendar year unless expressly described otherwise.
In writing	The representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.
Members	Applicants admitted to any grade of membership of the Society, unless the contrary is expressed.
Corporate members	Fellows of the Society entitled to attend and vote at General Meetings of the Society.
Non-Corporate Members	Members of the Society who are not entitled to attend and vote at General Meetings of the Society.
Registered address	Postal or email address provided by the Member.
In all cases, words implying the singular shall include the plural, and vice versa.	
Words importing the masculine gender only shall include the feminine gender.	

FINANCIAL

- 2 The financial year of the Society shall commence on and from the First day of September in each year.
- 3 The Council may, from time to time and on such grounds considered in their opinion to be adequate, allow the free distribution or sale of the Society’s publications and for the fixing of prices and fees rates thereof.

MEMBERSHIP

Election

- 4 Every application for admission to membership shall be made in a form approved by the Council and every applicant shall satisfy the Council in such manner as they require that he has fulfilled all conditions specified by them, and shall produce such evidence of their fitness to be admitted or elected as the Council shall deem necessary. The expression “member” in these Bye-Laws shall, unless the contrary appears, be inclusive of both grades of membership.
- 5 Every person shall, if admitted, and for so long as they are a member, commit to observe and be bound by the provisions of the Society’s Memorandum and Articles of Association and Bye-laws for the time being in force and will do their best to promote the interests of the Society at all times.

- 6 The Council may, in their absolute discretion and by resolution passed at a duly convened meeting, refuse to admit or elect any person to any grade of membership, and it shall not be necessary for it to give any reason for its refusal.
- 7 (a) The Member grade is open to admission with no requirement for technical or other qualifications.
- (b) Applicants for election or transfer to Fellowship shall be required to satisfy the following conditions:
- (1) *Three years continuous membership of the Society at the time of application and additionally, either a professional qualification to University Degree standard in an area relevant to astronautics or three years professional experience in an area relevant to astronautics.*
 - (2) *Provide a contribution to the work of the society or astronautics in addition to promoting the BIS and what it stands for, which is viewed by the council as important and providing adequate grounds for election to that grade.*
- (c) The decision of the Council on the eligibility of any applicant for election to Fellowship shall have regard to the relevance of their scientific, technical or other professional experience or qualifications to the science, engineering or technology of astronautics.
- Not more than one application for election or transfer to Fellow shall be made in any one calendar year nor within twelve months of the date of a previous application. No individual shall be awarded Fellowship status under the age of 18.
- (d) Fellows are entitled to use the initials "F.B.I.S."
- 8 Every member shall be entitled, free of charge, to one Certificate of membership in the form approved by the Council, signed by the President and Executive Secretary of the Society but such Certificate shall remain the property of the Society

Membership fees

- 9 (a) The scale of annual fees for membership and for the purchase of periodical magazines published by the Society in each year shall be determined by Council not later than 1 August in the preceding year.
- (b) The periodical magazines designated under Article 10 shall be either *Spaceflight* or the *Journal of the British Interplanetary Society* or *Space Chronicle*
- (c) Annual fees for renewal of membership and for the magazines shall be due and payable on 1 January in each year.
- (d) No person shall be elected to membership or given renewal of membership on payment of a fee for a period of less than a year.
- (e) On election to membership, the privileges of membership (including those in respect of publications) and the fee shall date from either 1 January in the year of election on payment of the fees both for membership and magazine that has been determined for that year or, at the option of the Council, from 1 July in the year of election on payment of the fees both for membership and magazine that have been determined for that and the next following year.

Membership Regulations

- 10 A member may resign at any time by sending their written notice of resignation to the Society and shall cease to be a member, but the Council may, at any future time, re- admit them to membership, or they may refuse to re-admit them to membership without assigning any reason for such refusal.
- 11 No member whose fees for membership and the periodical magazine remain unpaid after 28 February in any year shall be entitled after that date to receive copies of publications or notices of meetings, or attend and vote at any meetings of the Society. Those whose fees remain unpaid after 31 March in any year shall be deemed to have relinquished their memberships.
- 12 The Council shall, in the furtherance of the objects and good name of the Society, have the powers to regulate the membership of the Society as set out in the next succeeding sub-paragraphs.
- (i) Any member of the Society may and all Council members and other duly appointed Officers of the Society shall report to the Council or to the Executive Secretary for reference to the Council any facts regarding the conduct of a member which is likely to be detrimental to the Society.
 - (ii) The Council shall, at its next meeting or at the meeting at which the report is made, resolve whether or not to investigate the conduct of the member or members concerned and, if resolved to make such investigation, shall delegate to one or more of their number or to the Executive Secretary the making of such inquiries as are appropriate and necessary to establish accurately the facts of each case including, if thought fit by the Council requesting a statement of explanation of his/their action(s) from the member or members concerned.
 - (iii) Notice of the Council's intention to investigate their conduct shall be given to the member concerned at their registered address together with a statement of facts referred to in Bye-Laws 12 (i) and (ii) above at least 21 days prior to the meeting of the Council at which such review is to be held.

The notice to the member shall contain a brief statement of the intention of a review by the Council, the place, date and time when such review will be carried out and shall inform the member of their right to submit a written reply in explanation of their conduct and/or actions. Council shall

have the right to delegate this decision to three or more Council Members at the Disciplinary Meeting. The decision of the Council shall be final.

- (iv) If, after the results of the investigations made have been presented to them, a majority of the members of the Council present and voting at a meeting resolve that the conduct, words or actions of the member or members concerned or of any of them has been such as is likely to be or to have been directly or indirectly detrimental to the interests, good name, standing or objects of the Society they may resolve in respect of such a member either that:
 - (a) a written caution be delivered to the member and, subject to receiving an undertaking from the member in terms satisfactory to the Council, the membership of that member be allowed to continue; or
 - (b) the membership of the member concerned be terminated either immediately or from a given date without assigning further reasons therefor.
 - (v) The Executive Secretary shall give to the member concerned written notice of the resolution of the Council regarding their membership of the Society and if the Council has resolved that such membership be terminated the Executive Secretary shall request the return of and the member shall promptly deliver to the Society the Certificate of membership held by him.
 - (vi) The Council will additionally have the authority to allow membership to continue, but to request that the member relinquish volunteer positions, Chairmanships or other positions held on behalf of the Society, barring removal from Council which is covered in Bye Law 19.
- 13 A member whose membership ceases for any reason shall not be entitled to the return of any monies paid by them by way of any fee, fee, or voluntary contribution, but (if their fees for membership or magazines remain unpaid) they shall be liable to pay for magazines and services supplied to them up to the date of such cessation of membership and the return of any publications shall not be acceptable in lieu of this final payment.
- 14 In the event of resignation, lapse arising from non-payment of fees, rescission of membership under the provisions of Article 15 or cessation of membership arising from any other cause, the Certificate of membership shall be returned to the Society.

COUNCIL

Election of Council Members

- 15 (a) (i) Notices of nomination for Council membership shall be made in the form and manner determined by the Council.
- (ii) If the number of candidates nominated exceeds the number of vacancies required to be filled, election to the Council shall be conducted by a fair ballot as hereinafter provided and not otherwise. Those members of the Council due to retire shall continue in Office until the date on which the results of the new elections are announced.
 - (iii) Draft Ballot Papers containing details of the name and other relevant information concerning each Fellow seeking election set out in the form and manner determined by the Council shall be prepared and submitted to the Council for approval.
 - (iv) Immediately following the Council meeting at which the Ballot Paper is approved (or as soon thereafter as the Council may direct) the Executive Secretary shall send a Ballot Paper to each Corporate member of the Society by postal or electronic means.
 - (v) The closing time and date in every year for the receipt at the registered office of Ballot Papers shall be not less than 48 hours before the time appointed for the Annual General Meeting which closing date is hereby set as the date fixed for the determination of the result of the election and no account shall be taken of any Ballot Papers received thereafter.
 - (vi) A Candidate may withdraw from the election at any time before the date fixed for the determination of the result of the election by delivering or sending by post to the Executive Secretary at the Registered Office of the Society a written notice of withdrawal signed by him.
 - (vii) A Candidate shall be deemed to have withdrawn from the election if at any time before the date fixed for the determination of the result of the election any one of the Corporate Members who had acted as the nominator of the Candidate pursuant to Article 42(b) (1) shall have withdrawn their nomination by delivering or sending by post to the Executive Secretary of the Society at its Registered Office, and to the Candidate of whom he acted as nominator at their last known address, written notice of withdrawal of their nomination.
 - (viii) If at any time between the closing date for the receipt of the nominations and the date at which the Ballot Paper shall be approved a candidate should die, withdraw under paragraphs (vii) or (viii), or be otherwise unable to stand, the Council having regard to the requirements set out above in paragraph (iv) shall have power to make or to approve other nominations.
 - (ix) If at any time between the date of approval by the Council of the Ballot Paper and the declaration of the result of the election a Candidate should die, withdraw under paragraph (vii), or be otherwise unable to stand, votes cast in their favour shall be valid and count for them but so that if such candidate should secure enough votes to be elected to the Council the position which he has secured on the Council shall be deemed vacant and the powers of the Council in the Articles to appoint members to fill casual vacancies shall come into operation if the Council shall deem it fit.
- (b) No election shall be in any way invalidated:
- (1) by virtue of the fact that any Corporate member shall have been unable to vote on account of the date on which their voting paper was received by him
 - (2) by receipt by any Corporate member of a Ballot Paper which is faulty or incomplete.

Provided that:

- (i) such Corporate member may require that their faulty or incomplete Ballot Paper be exchanged
- (ii) the Council may resolve that such elections have been improperly conducted and the result thereof shall be void if the numbers of faulty or incomplete Ballot Papers returned are sufficient to have any material effect upon such result or if it appears that a substantial number of Corporate members shall not have received ballot papers in sufficient time to enable them to vote in the election.

16 The Council shall, from among the Corporate members of the Society other than the Candidates, appoint two Scrutineers, and the Executive Secretary shall deliver the voting papers to the Scrutineers.

17 (a) The Scrutineers shall place a report before the President at the Annual General Meeting stating:

- (1) the total number of voting papers received
- (2) the total number rejected and the general grounds for rejection
- (3) the total numbers of votes cast in favour of each Candidate and the names of those duly elected.

(b) The report of the Scrutineers shall be conclusive.

(c) In the event of an equality of votes, the Chairman of the meeting shall be given a casting vote to complete the election.

Conduct of Council Members

18 Each member elected to serve on the Council and/or any of its Committees undertakes, as a condition of election, that he shall not disclose or communicate or cause to be made known to any other person or persons, otherwise than with the express authority of the Council, any of the proceedings of such Council or Committee meetings during their period of office and for a period of one calendar year after ceasing to hold office for any reason.

19 If the Council resolve that the continued membership of a member of the Council, including the President, is not in the best interests of the Society by reason of that member's conduct, words or actions they may, at a meeting of the Council at which due notice of an intention to move the Resolution has been given and at which the chair is taken by the President or a Vice- President, resolve that that member shall be deemed to have resigned from the Council and from any Committees or Sub-Committees of which they are a member with immediate effect and the Executive Secretary shall forthwith give them written notice of the passing of the Resolution in accordance with Article 59 (a) (vi).

President and Vice-Presidents

20 (a) The President shall be elected by the Council from their number and hold office for three years.

(b) No person shall be eligible for re-election to the Office of President within a period of three years from the date of the completion of their previous term of Office as President.

(c) At the conclusion of their period of Office or on resignation during that period the President shall become a Past-President. A Past- President shall be eligible to serve as a Vice-President.

(d) In the event of the death or resignation of the President, the Council shall appoint an Acting President from amongst its number. He shall have the full powers of the President and shall hold Office until the conclusion of the next Annual General Meeting.

(e) The President shall be entitled to take the Chair at all meetings of the Council and at general meetings of the Society at which they are present. In the absence of the President, the Acting President or, in their absence, a Vice-President shall take the Chair at all such meetings. In the absence of these Officers, a meeting of the Council may proceed to elect its own Chairman.

21 (a) The President-Elect for the ensuing period shall be elected by the Council from amongst their number.

(1) Nominations will open two calendar months prior to the Council meeting at which the Presidential election will take place. Candidates will have the option to provide a statement of up to 500 words on their candidacy.

(2) Nominations will close six weeks prior to the Council meeting at which the Presidential election will take place, and a list of nominees and their statements will be circulated to Council no later than five weeks prior to that election.

(3) The election will follow a multiple round system with a secret ballot. In the first round, if there is no candidate with more than 50% of the vote, any candidates with zero or one vote will be eliminated. In the second and all subsequent rounds, if there is no candidate with 50% of the vote, the candidate with the fewest votes will be eliminated until there is one candidate with more than 50% of the vote. The number of voters will be the number of Council Members present.

(b) In the event of the death or resignation of the President-Elect the Council shall appoint a new President-Elect from amongst their number.

(c) Service as the Acting President following the death or resignation of the President shall not preclude the President-Elect from taking Office as the President.

(d) Election of a President-Elect shall take place at a Council Meeting following the Annual General Meeting held in the last year of office of the President for the time being, whether the Candidates are in attendance at that meeting or otherwise.

22 (a) Not more than two Vice-Presidents shall be elected by the Council from amongst their number. A Vice-President shall hold office until such time as the Council may resolve, but otherwise shall retire at the conclusion of the first Council Meeting held following the next subsequent Annual

General Meeting. A retiring Vice-President may, if eligible, seek re-election.

- (1) Nominations will open one calendar month prior to the Council meeting at which the Vice-Presidents' election will take place.
 - (2) Nominations will close two weeks prior to the Council meeting at which the Vice Presidents' election will take place, and a list of nominees will be circulated to Council no later than one week prior to that election.
 - (3) The election will follow a multiple round system with a secret ballot. In the first round, if there is no candidate with more than 50% of the vote, any candidates with zero or one vote will be eliminated. In the second and all subsequent rounds, if there is no candidate with 50% of the vote, the candidate with the fewest votes will be eliminated until there is one candidate with more than 50% of the vote. The number of voters will be the number of Council Members present. If there are two Vice Presidents to be elected, each will be elected separately.
- (b) In the event of the death or resignation of a Vice-President the Council may appoint a new Vice-President from amongst their number.
- (c) Subject to Bye-Law 20(c), Candidates for election as Vice- Presidents shall normally be Council members who have held such appointment for at least eighteen consecutive months or be Vice- Presidents seeking re-election.
- 23 (a) Elections for Vice-Presidents shall take place at the first Council Meeting following each Annual General Meeting, whether the Candidates are in attendance at that meeting or otherwise.
- (b) Elections for Acting President, President-Elect or Vice-President arising from the death or resignation of such appointees, or to fill any casual vacancy in exercise of the powers reserved by regulation 46 of the Articles of Association of the Society, shall take place as determined by resolution of the Council.
- (c) For the purposes of Bye-Law 20, the word 'year' shall mean the interval of time between the conclusion of successive Annual General Meetings of the Society.
- 24 The President shall have the power to do on behalf of the Council such acts which in their opinion do not warrant the convening of a special Council meeting and which would be to the disadvantage of the Society to postpone until the next scheduled meeting of the Council. A report of such Presidential actions, if any, shall be made at the next following meeting of the Council.

COMMITTEES

Finance and General Purposes Committee

- 25 The Finance and General Purposes Committee shall be a committee of the Council with a membership of the President, the two Vice-Presidents, the Past-President and the Executive Secretary. Subject to Council approval the Finance and General Purposes Committee shall have the power to co-opt any other Council Member for such purposes or duration as it deems necessary.
- 26 The Finance and General Purposes Committee shall deal with all matters relating to the financial affairs and accounts of the Society, the sanctioning of items of expenditure and the drawing and signing of cheques therefor, receipt of monies and the investment of funds of the Society, subject only to Council review. The Finance and General Purposes Committee shall undertake any other duties delegated to it by the Council for the conduct of the general business of the Society and shall be involved in any matter which it considers affects the Society's well-being.

Other Committees and Sub-Committees, Working Groups, Special Interest Groups and Networks

- 27 The setting up, composition, terms of reference, dissolution and all matters determining the existence of any Committee or Sub-Committee, (being other than the Finance and General Purposes Committee) shall lie solely in the hands of the Council, provided that:
- (i) the number of appointed members of any Committee shall not exceed seven, plus the President and Executive Secretary or their duly appointed Deputies. Members or leaders of Sub-Committees, Working Groups or Technical Project Groups may attend as Observers. Corresponding Members will be limited to Chairs of other Committees, and will not be entitled to attend meetings, but will be sent meeting papers. To avoid a conflict of interest, staff, or those who have left the staff within the past 12 months, cannot be voting members of Committees or Council, but will be entitled to attend relevant meetings.
 - (ii) the Council shall appoint a Chair from among the members of a Committee. The Chair must be a Fellow of the Society, and will serve a maximum term of three years. Members of Committees, Working Groups, Special Interest Groups and Networks must normally be a Member or Fellow of the Society, except where it is specifically detailed that they will provide specific technical or professional advice. Observers may be non-members where Council permit this.
 - (iii) the Council shall have the power to fill any casual vacancy on a Committee and to suspend or remove any member thereof.
- 28 (a) A Committee:
- (i) shall perform such duties as may from time to time be specifically assigned to it by the Council: and
 - (ii) shall act within its terms of reference and in an advisory capacity to the Council: and
 - (iii) may establish one or more Working Groups or Technical Project Groups to facilitate the detailed implementation of Committee business. A Working Group shall consist of two or more members of the Committee that establishes the Working Group. A Committee may co-opt other members of the Society to a Working Group provided that the number of co- opted members shall always be less than the number of members of the Committee appointed to the Working Group. The Chairman of a Working Group shall be a member of the Committee establishing the Working Group, but this will not apply to Technical Project Groups.
- (b) The provisions of Bye-Law 18 (confidentiality of proceedings of Council and of Committees) shall apply in like measure to Working Groups

established hereunder.

- 29 The setting up of Special Interest Groups and Networks, their composition, terms of reference, dissolution and all matters determining the existence of any Special Interest Group or Network shall lie solely in the hands of Council, provided that:
- (i) The number of members of a Special Interest Group (SIG) or Network shall not be limited
 - (ii) Members of an SIG or Network must be Members or Fellows of the Society.
 - (iii) An SIG or Network must have at least two members in order to exist.
 - (iv) SIGs and Networks will have the ability to arrange meetings, events or run projects, and will be required to provide quarterly updates to Council. They will not have the authority to make decisions on behalf of Council, and must only act within their terms of reference.
- 30 The establishing of a Branch on a regional or country basis will be permitted under terms approved by Council by time to time, known as the Branch Guidelines. Such a Branch will not be a separate corporate entity, but will be part of the BIS, and its membership must be drawn from the membership of the Society.

ANNUAL GENERAL MEETING

- 31 (1) The Agenda of each Annual General Meeting shall be as provided in Article 23 viz:
- (a) consideration of each annual income and expenditure account and balance sheet.
 - (b) Reports of the Council and of the Auditors
 - (c) Subject to Bye-Law 15 the election or re-election of Members of the Council
 - (d) The appointment of and the fixing of the remuneration of the auditors.
- (2) All other business shall be deemed Special Business. No Special Business on a members' requisition shall be transacted unless notice is given to the Society by the holders of not less than one-twentieth of the total Corporate Membership Voting Rights, not less than six weeks before the date determined as the Annual General Meeting.

EXECUTIVE SECRETARY

- 32 Subject to Article 60 the Executive Secretary shall:
- (a) be responsible for all staff appointments and the allocation of duties to members of the staff and for supervising or otherwise dealing with all relevant matters relating to staff.
 - (b) be responsible for dealing with all correspondence and enquiries on behalf of the Society
 - (c) receive applications for membership
 - (d) keep proper accounts of income and expenditure
 - (e) prepare and place before the Council such statements of account or other information as they may determine necessary for the proper consideration of the Society's financial affairs
 - (f) prepare and place before the Council for approval a budget for each year showing the totals of expenditure anticipated under headings specified by the Finance & General Purposes Committee and shall not create any new heading of expenditure without prior approval of the expenditure anticipated under such new heading by the Council.
 - (g) countersign all cheques and generally act on the instructions of the Council from time to time not unlawful or contrary to the Companies Acts, currently in force or inconsistent with the Society's Memorandum and/or Articles of Association and/or those Bye-Laws in force
 - (h) maintain the Society's Library, Archival Collections, Records and Information Services and use their best endeavours to build up collections of books and artefacts relevant to the Society's interests, environs, activities or relations with other individuals and organisations
 - (i) take charge of all matters concerning the Society's headquarters and all properties which the Society may acquire, rent or otherwise maintain or occupy
 - (j) issue notices of meetings and prepare agendas and minutes of business meetings
 - (k) act in the name of the Society in all matters relating to the media, governments and non-governmental agencies and organisations and private individuals
 - (l) unless the Council shall otherwise determine in any specific case, act as the Council's Duly Appointed Representative in all matters relative to Society business
 - (m) deliver all necessary documents required for registration to the Registrar of Companies and carry out all such other duties placed upon the Office of Executive Secretary by law.

ACCOUNTS

- 33 (a) Every cheque shall be signed by an authorised member of the Council and be countersigned by the Executive Secretary.
- (b) The Executive Secretary shall be authorised to make payments for:
- (1) items specially authorised by the Council beforehand
 - (2) printers bills and all other costs relating to the production and distribution of the Society's magazines
 - (3) regularly recurring items of expenditure
 - (4) small items of general expenditure by petty cash up to and including the total monthly allocation approved by the Council
 - (5) the acquisition or renewal of essential small assets or the undertaking of essential repairs up to and including the total annual allocation approved by the Council

Provided that all such payment shall relate to headings of the Budget approved by Council and shall not result in the amount allocated under that heading being exceeded by the total expenditure under that heading.

PREMISES

Admission and Conduct

- 34 (1) The Executive Secretary, the Deputy Executive Secretary, or some other person specifically nominated by the Council, in that order, shall be the Duly Authorised Officer responsible for the conduct, operation and administration of the Society's buildings, equipment, facilities and other property.
- (2) The duties and responsibilities of the Duly Authorised Officer shall be carried out in accordance with the clauses detailed below.
- (3) The Duly Authorised Officer shall have the absolute power to:
- (a) determine the number of persons to be admitted to meetings, having regard to the nature and requirements of the meeting, consideration of staffing and the safety and general comfort of those attending.
 - (b) refuse admission to (or request immediate withdrawal from) the Society's premises of any person
 - (c) be responsible for all matters concerning visitors to the Society's headquarters building and implementation of the Health and Safety Regulations.
- (4) The Duly Authorised Officer shall be available and hold keys to all escape doors while the premises are occupied during meetings of the Society and normal office hours.
- (5) No member of the Society, guest, visitor or any member of the public shall be entitled to access or to remain on the Society's premises except insofar as permission to do so is given by the Council or by its Duly Authorised Officer.
- (6) While on the Society's premises all members, visitors or guests must to act on any instructions as to safety, conduct, order, etc., as may be given to them by the Duly Authorised Officer.
- (7) Conduct by visitors to the Society's premises shall, at all times, be restrained and orderly.
- (8) No nuisance shall be committed by any member, visitor or guest which causes annoyance to others either on the Society's premises or in adjoining premises.
- Permission to remain on the premises will be automatically revoked in the case of persons whose conduct is objectionable and they shall be required to leave immediately. The Duly Authorised Officer shall be the sole arbiter of whether such conduct is objectionable or not.
- A full report of any disturbance or annoyance to other persons using the Society's facilities shall be made to the Council, who may by resolution, decide whether or not and for what period, the person or persons responsible shall be allowed access to the Society's premises in future.
- (9) No leaflets, literature, posters or other printed matter shall be exhibited displayed or distributed on the Society's premises nor shall the premises be used by any person for the purposes of direct or indirect personal profit or gain or for the promotion of any non- Society purpose or objective without the prior approval of the Society's Council.
- (10) The use of the Society's premises as a *poste restante* address is forbidden.

Consumption of Alcohol

- (11) (a) No alcohol shall be brought into or consumed on the premises by any individual without prior permission from the Executive Secretary.
- (b) Where alcohol is to be served at any function of event, this will be in line with Licencing Laws, with permission of the local authority.

Fire Precautions

- (12)(a) No Smoking is allowed on any part of the premises except that area outdoors specifically designated by the Council to be a smoking area.
- (b) Fire extinguishers are to be kept on every floor
- (c) Fire damping blankets are to be kept in the kitchens.
- (d) No escape routes, passageways or doors shall be blocked by packages, equipment or groups of people, but must be kept clear at all times
- (e) Fire Exits shall be specified as such.

Accident Procedures

- (13) (a) An accessible First Aid box must be kept available at ground floor level.
- (b) All accidents must be reported to the Executive Secretary as soon as possible and recorded in an Accident Book and a full disclosure of events must be made by the Duly Appointed Officer regarding:
 - (i) The circumstances and extent of the accident, and any action taken subsequently.
 - (ii) Names and addresses of Witnesses.
 - (iii) The Duly Appointed Officer shall notify the Police, if appropriate. No admission of liability shall be made.
- (c) The Executive Secretary shall:
 - (i) transmit such information to the Society's insurers in case of a possible claim being made against the Society or
 - (ii) Advise the Health and Safety Executive in line with legislation.
 - (iii) Notify the Council.

Conference Room

- (14) The Conference Room shall be made available on such dates and at such times and for such purposes as the Council may authorise.

The maximum capacity of the Conference Room shall be 54 persons.

No photography, video or sound recordings may be undertaken without prior permission of the Duly Authorised Officer.

No chemical demonstrations will be permitted without prior authority from the Council, nor equipment chemicals or apparatus taken into the Conference Room which may cause interference, damage or obstruction in the case of emergency evacuation or present any potential hazard.

No electrical circuit may be overloaded. Trailing or defective electrical wiring, likely to cause accidents, will not be permitted.

Non-authorized persons shall not be allowed to use or operate any of the Society's equipment or machinery.

The Chairman presiding at the meeting shall be primarily responsible for seeing that exits are available for use and for preventing panic or disorder

Library

- (13) The Library shall be maintained for the use of members of the Society only and be open on such days and for such times and be administered in such manner as the Council may authorise.

The Library shall, at all times while open, be in the charge of a Librarian nominated by the Duly Authorised Officer.

The Council, or its Duly Authorised Officer, reserves the right to refuse admission or access to the Library to any person.

The Council or its Duly Authorised Officer shall not be required to assign any reason for this. Their decision on the matter shall be final.

In the interests of safety, the number of persons who may use the Library at any one time may be restricted at the discretion of the Duly Authorised Officer.

ARCHIVES

- 35 In accordance with Article 60 (b) and Bye-Law 30 (h) the Council may:

- (a) designate books, artifacts and/or other items, hereto referred to as "The Collection", as items of special interest

- (b) The Collection shall be established and maintained for historical record and exhibit purposes and shall relate to the concept of the exploration of space and to such matters or events in which the Society has been associated or be deemed to have an interest, for any reason or purpose.
 - (c) The Executive Secretary shall be authorised to receive and disburse funds secured for such purposes, subject to Council directives, and to maintain a proper record of each acquisition.
 - (d) The responsibility for designating items forming the Collection shall be delegated to the Finance & General Purposes Committee and items so designated shall thereafter be subject to the provisions of clause (e).
 - (e) No part of the Collection may subsequently be sold or otherwise disposed of without the authority of a special resolution in accordance with article 60(b).
 - (f) The Council is hereby authorised in accordance with By-Law 33(e) to permit the temporary removal of articles from the Archives of the Society for the purposes of loan for an exhibition or for the repair or conservation or for such other proper purposes as the Council may determine.
- 36 The first items hereby designated as forming The Collection shall be those currently listed in the following categories together with such accessions as may subsequently take place:
- (1) Books currently detailed on the Antique Book List, together with such others designated as being of historical interest or value or dedicated to the Society by Authors.
 - (2) Space-related items accepted under any of the following general headings:
 - (a) Audio-Visual
 - (b) Books & Papers
 - (c) Memorabilia
 - (d) Philatelic
 - (e) Society Records
 - (f) Works of Art
 - (3) Subject to Council directives, the Executive Secretary shall be authorised to receive and to disburse funds made available for such purposes and to maintain a proper record of each important acquisition.

LEGAL REPRESENTATION

- 37 No person shall act or purport to act as a Legal Representative of the Society on any occasion or in any capacity or by any means (such as by correspondence, the wearing of insignia or the posting of notices) without the written permission of the Executive Secretary or Council.
- 38 Society stationery or any other writing material bearing the name or the address of the Society shall be used by the Council Members, Executive Secretary or society staff working under their direction and by no other person without the written permission of the Executive Secretary or Council.