

UKSEDS Rules

18th February 2019

Preamble

UKSEDS' fundamental aim is to be a force for good in the space community and the world at large. All people of all backgrounds should be able to participate in humanity's ongoing journey into space.

In this belief UKSEDS is constituted as an organisation for young people and of young people. As much as possible it should be run by, and work to benefit, young people, so that they can gain knowledge, skills, experience, and connections.

1. Adoption

1. This document is to be interpreted in accordance with the Constitution. The Constitution is our legal governing document and should take precedence.
2. Where any meaning in this document is unclear, the Trustees and any legal advisors shall make interpretations in accordance with the spirit of the Constitution and the Rules.

2. Membership

1. Membership shall be free and granted upon the receipt of an individual's contact details.
2. Membership is required to undertake or perform any of the following activities:
 - a. Voting at any Meeting of the Membership;
 - b. Standing for election to the Executive Committee or joining the Staff;
 - c. Taking part in UKSEDS projects or competitions;
3. Membership must be renewed every year as per the Constitution. This is in order for UKSEDS to maintain up-to-date contact information.
4. Eligible persons under the age of eighteen may not become full members, but can register their interest to be placed on mailing lists and take part in events or competitions. They may not vote, stand for election, volunteer, or hold office.

3. The Alumni and Friends

1. There shall be an association of Alumni and Friends.
2. Any person not eligible for Membership may become a Friend provided they:
 - a. agree to respect and uphold the values, mission, and Constitution and Rules of UKSEDS;
 - b. provide accurate and complete contact details as defined by the Executive Committee;
3. Any former Member, save those whose membership was terminated by a decision of the Trustees, shall be an Alumnus.
4. Alumni shall have the option of registering to join the association of Alumni and Friends.
5. At the discretion of the Trustees, fees may be charged for registering as an Alumnus or a Friend.

4. The Executive Committee

1. The day-to-day affairs of UKSEDS shall be managed by an Executive Committee comprising six Members, herein 'the Executive Committee' and 'the Committee'.
2. The Committee shall have responsibility for deciding the strategy and activities of the organisation and for ensuring it runs smoothly.
3. The members of the Committee shall be elected at a General Meeting.
4. Four members of the Committee shall hold special office which shall be the following:
5. The Chair, who
 - a. shall be the senior officer of the Committee
 - b. shall represent the Charity to other societies, the public, and external bodies
 - c. shall be responsible for chairing meetings of the Committee, of the Trustees, and of the Membership
 - d. shall be responsible for the good-running of the organisation and the handling of disputes
 - e. shall possess the casting vote in the event of a tie in a decision-making vote
6. The Vice-Chair, who
 - a. shall assist the Chair in running the organisation
 - b. shall deputise for the Chair in all areas where the Chair is not available for any reason
7. The Treasurer, who
 - a. shall maintain and present the accounting records, in accordance with accepted accounting rules and practices.
 - b. shall carry out the day-to-day financial duties of the organisation, ensuring that all bills are paid promptly and that all income is banked promptly
 - c. shall report to the Committee on income and expenditure and the state of the finances on at least a monthly basis
 - d. shall prepare budgets as required
8. The Secretary, who
 - a. shall be responsible for minuting all Committee meetings
 - b. shall be responsible for keeping records of the running of the organisation, and maintaining its archives in good order
 - c. shall be responsible for communicating announcements to the Membership
9. In the Chair's absence, the powers of the Chair shall pass to the Vice-Chair and then to the longest-serving member of the Committee.
10. The Committee shall hold regular meetings, electronically or in person, no less often than once per month.
11. All members of the Committee shall attend regular meetings (whether electronically or in person) and take part in discussions between meetings (by email, a forum, or some other means) as often as they are reasonably able.
12. All members of the Committee are expected to volunteer to take on areas of responsibility and specific actions,

and to perform said responsibilities and actions on a timely basis.

13. If a member of the Committee is unable to attend meetings or perform their duties for a period of more than a week then they must notify the Committee in advance so that alternative cover can be arranged.
14. A member of the Executive Committee may be removed from their position by a vote of the Board of Trustees.
15. A Member may not stand for election to the Executive Committee if they have already served on the Executive Committee for three full years.
16. A minimum of four Executive Committee members is required for an Executive Committee meeting to make decisions.
17. A simple majority of Executive Committee members attending a meeting is required to make decisions.

5. The Trustees

1. The Trustees shall manage the affairs of UKSEDS and may for that purpose exercise all the powers of UKSEDS. It is the duty of each Trustee to exercise their powers and to perform their functions in their capacity as a trustee of UKSEDS, in the way which they decide in good faith would be most likely to further the purposes of UKSEDS.
2. The Board of Trustees shall consist of:
 - a. the members of the Executive Committee, called the Executive Trustees, who are ex-officio trustees as set out in the Constitution, and
 - b. six elected Non-Executive Trustees, who are drawn from the wider space community, as defined in the Constitution.
3. The Board of Trustees shall hold and attend regular meetings, electronically or in person, no less often than once per quarter.

6. The Advisors

1. The Trustees shall appoint a Board of Advisors comprising at least six, including the Non-Executive Trustees.
2. The purpose of the Board of Advisors shall be to provide expert advice in areas where the Executive Committee is inexperienced.
3. Advisors shall serve at the pleasure of the Board of Trustees.
4. No Member shall be appointed to the Board of Advisors, but Alumni and Friends may be.
5. No more than three Advisors shall be employed by any one organisation.
6. Advisors shall have no obligations and no powers, but shall be expected to provide appropriate advice when consulted, as soon as is reasonable.

7. The Staff

1. The Executive Committee may recruit any number of Staff who may be paid or give their time on a voluntary basis.
2. Any Member shall be able to apply to join the Staff.
3. Applications for Staff positions shall be reviewed and decided upon by the Executive Committee.
4. The responsibilities of each Staff member shall be defined and agreed with the Staff member.

8. Branches

1. Any UK-based organisation run by students or young persons, and whose mission is compatible with that of

UKSEDS, may affiliate with UKSEDS. Affiliated organisations shall be Branches.

2. The Executive Committee decides whether an organisation is permitted to affiliate.
3. More than one Branch may exist in a university or other establishment.
4. Branches
 - a. may not be national or international organisations in their own right;
 - b. may determine how they organise themselves internally;
 - c. must provide the Executive Committee with up to date contact information at all times;
 - d. must update the Executive Committee on their main activities at least once a year;
 - e. shall be eligible to receive funding from UKSEDS as deemed necessary by the Executive Committee.
5. Any organisation that would be eligible to be a branch if it were based in the UK shall be eligible to be an Associate Branch.
6. The rights and requirements of each Associate Branch shall be at the discretion of the Executive Committee.

9. Procedure at General Meetings

1. The first agendum of any general meeting must be to accept or reject by vote the minutes of the previous general meeting, or to note any corrections as upheld by vote if necessary.
2. The Secretary or their delegated authority must record accurate minutes of the General Meeting, which must be published in writing to the Members no greater than ten days subsequent to the meeting.
3. Members may submit agenda for discussion at a general meeting to the Secretary no fewer than five days before a general meeting. Any agendum so submitted must be proposed by a Member and seconded by at least two other Members.
4. Any Member may submit an opinion on any agendum to the Secretary in absentia, which must be read out at the meeting by the Secretary in their stead.

10. The Annual General Meeting

1. The Chair shall call a General Meeting called the Annual General Meeting as specified in the Constitution.
2. The principal business of the Annual General Meeting shall be:
 - a. the presentation of reports on the activities of the organisation in the preceding year;
 - b. the presentation of the accounts of the charity;
 - c. the election of a new committee.

11. Elections to the Executive Committee

1. An election may be held at a General Meeting as necessary.
2. The Committee shall appoint a Returning Officer for the election.
3. The Returning Officer:
 - a. may not stand for election
 - b. may not vote in the election

- c. must open nominations for the election no fewer than five days in advance of the General Meeting.
 - d. must provide a publicly accessible form for the nomination and seconding of candidates.
4. Only Members may cast votes in the election.
5. Only Members who have been nominated by a Member and subsequently seconded by a different Member may stand for election. The nominator or the seconder of any candidate may not be the same person as the nominee.
6. Candidates may be nominated and seconded at the General Meeting, so long as the above two conditions are satisfied.
7. Any nominee for the position of Chair must be an existing member of the Staff or the Committee. The Membership may vote to suspend this requirement at any election.
8. Manifestos must be provided by all nominees, and may either be:
 - a. written, and submitted in advance in accordance with a timetable determined by the returning officer, or
 - b. spoken, and presented by each nominee at the General Meeting.

12. Affiliations

1. The Charity may enter into formal relationships with other organisations with similar goals, where deemed beneficial and appropriate by the Trustees.
2. Such relationships shall be defined and agreed by all parties in Memoranda of Understanding.
3. No such relationship may compromise the independence, financial or otherwise, of the Charity.

13. Amendment of the Rules

1. This document can only be amended:
 - a. by resolution agreed in writing by all Members; or
 - b. by a resolution passed by a 75% majority of votes cast at an Annual General Meeting.
2. No amendment that is inconsistent with the constitution or the provisions of the Charities Act 2011 or the General Regulations shall be valid.
3. Notification, details, and explanation of any alterations must be provided to the Membership at least two weeks before a resolution on any such a change.