

MEMORANDUM OF UNDERSTANDING

BETWEEN

NATIONAL MARITIME MUSEUM ('NMM')
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 NMM and constitutes a Special Interest Group within the membership scheme of the NMM.
- B. FAS members make an important and valued contribution to the work and public profile of the NMM 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 and other events.
- E. This Memorandum of Understanding is intended to clarify the long-standing, mutually beneficial relationship between NMM and FAS and ensure that FAS continues to grow and flourish for the benefit of its members and NMM.

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. All appointments will be subject to the approval of the NMM.
 - 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 NMM and ROG will 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.
- (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 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) The quorum at Extraordinary General Meetings will be 40 FAS members, or 20% of the membership, whichever is the greater.
 - (iii) Minutes of Extraordinary General Meetings will be taken by the FAS Committee Secretary, and published on the FAS website.

2. FAS Committee

- (a) The FAS Committee will consist of 10 (ten) people elected by the FAS membership, and two people nominated by the NMM who will not have voting rights. (see Schedule A for a list of Committee Roles and Responsibilities).
- (b) 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 NMM and ROG staff.
 - (iii) Develop and manage the FAS annual budget of income and expenditure with support and input from NMM and ROG staff.
- (c) 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.
- (d) The FAS Committee will meet at least 3 (three) times a year.
- (e) The Committee may from time to time co-opt additional members who will not be entitled to vote at meetings.
- (f) A quorum of the FAS Committee will be 6 (six) members.
- (g) Minutes of all FAS Committee meetings will be taken by the Committee Secretary and published on the FAS website.

3. Membership

- (a) The members of FAS must be members of the NMM membership scheme, and pay an additional fee ('the FAS element') over and above the NMM membership fee. This will entitle them to attendance at NMM and ROG on-site FAS meetings and events.
- (b) Members of FAS must be over 18 years of age. Any queries for membership from people under the age of 18 years will be encouraged to take advantage of the NMM and ROG formal and informal learning programmes.
- (c) There is no limit on the number of FAS members, but if at any time it becomes evident that demand for programmes and lectures will exceed the capacity of the NMM Lecture Theatre FAS may propose a limit for review jointly by NMM and FAS.
- (d) There will be no refund to FAS members for non-attendance at meetings.
- (e) FAS members whose subscriptions have lapsed for more than 3 months will be removed from the membership list.
- (f) The FAS Committee will be able to levy additional charges on FAS members to cover the cost of optional special events and visits to external locations on members who attend.
- (g) NMM reserves the right to withdraw FAS membership from any individual at any time.

4. Honorary Members

- (a) The FAS Committee may propose honorary membership to be awarded from time to time to individuals in recognition of outstanding contribution to the work of FAS.
- (b) Honorary Membership will be free of subscriptions to FAS.
- (c) Honorary Membership will be subject to the prior approval of the NMM, which may withdraw honorary membership from an individual at any time.

5. Administration

(a) NMM and ROG roles and responsibilities :

- (i) The designated single point of contact for FAS in the Membership office at the NMM will be the Membership Manager, and at the ROG the Programme and Events Coordinator. The designated contacts will ensure that all relevant NMM and ROG 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.
- (iv) Maintain the NMM members and FAS databases
- (v) Maintain and provide FAS with an up to date email contact list and emailing service to be accessed via the NMM VPN by up to 4 (four) members as proposed by the FAS Committee.
- (vi) 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 NMM.
- (vii) Provide a list of attendees of FAS members and guests for each on-site event or lecture to the Membership Manager, who will pass it on to the Visitor Experience Manager on duty.
- (viii) Arrange insurance cover for all FAS events both on and off site. Insurance will include public liability cover and indemnity for FAS Committee members.

(b) FAS roles and responsibilities :

- (i) Provide the NMM Membership Manager and the ROG Programme & Events Coordinator with a schedule of events planned for each financial year and updates where necessary.
- (ii) Together with the NMM maintain a register of all event attendees
- (iii) FAS will be entitled, with prior agreement, to book through the NMM Bookings Office, Membership Manager, or ROG Programme & 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 the NMM's procedures and guidelines, including the Use of Computer Guidelines, and the terms of the Data Protection Act.
- (v) All FAS members, with agreed NMM remote network access must complete annual information security training online to level 1. The FAS IAO must also complete level 2 on an annual basis. If this training is not completed then network access may be withdrawn or suspended.
- (vi) Advise FAS members of astronomy related volunteering opportunities, or other requests from ROG staff, and where necessary, provide ROG staff with advice and assistance.

6. Financial Management

(a) NMM Roles and Responsibilities

- (i) Together with the FAS Committee, develop an annual income and expenditure budget for approval by NMM 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 monthly basis.

(b) FAS Roles and Responsibilities :

- (i) Together with the NMM the FAS Committee will develop an annual budget of income and expenditure. The budget will be proposed for approval in advance by NMM 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 NMM and ROG venues, facilities, Security and Visitor Experience services.
- (iv) All expenditure must be in line with NMM 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 NMM Membership Manager and the NMM Director of Finance.
- (vi) FAS Committee will monitor income and expenditure in accordance with the approved annual budget together with the NMM Membership office.
- (vii) At the end of each financial year the FAS Committee, in consultation with the NMM and ROG, may use any budget surplus to further the aims of the FAS by supporting the acquisition of astronomy-related items, or projects. Any unspent surplus will be monitored by the NMM Finance department and can be rolled forward for use in future years up to an accumulated maximum of £10,000. It at any stage, the NMM'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 NMM individuals who can authorise expenditure and other FAS proposals in advance. This list should be reviewed and updated each financial year.
- (b) NMM approval and ratification of FAS plans, proposals and expenditures will not be withheld unreasonably.

8. Web Site and Social Media

- (a) Subject to prior approval, NMM 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 NMM, up to 4 (four) members proposed by the FAS Committee will operate an SMS bulk texting service to communicate with its members.

- (c) FAS and NMM will keep a record of all user IDs and passwords for the use of the internet and social media by FAS Committee members, and may withdraw approval at any time.
- (d) FAS will adhere to the NMM staff guidelines relating to its use of the FAS web site and social media.

9. Annual Report

- (a) FAS will present an Annual Report to its membership. This report will be distributed to the Director of the NMM, the Director of Finance and Enterprise, the Head of Development, and the Membership Manager, NMM.
- (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 Director of Communications and Visitor Experience NMM and the FAS Committee members.

10. Acknowledgment of the FAS contribution to NMM and ROG

The NMM will acknowledge the important and valued contribution of FAS in its Annual Review, and on the Supporter Panels in the Sammy Ofer Wing of the Museum.

11. Alteration to the Memorandum of Understanding

This Memorandum of Understanding can be altered by proposal by either the NMM, or the FAS Committee, with the agreement of the other party.

SIGNED ON BEHALF OF THE NATIONAL MARITIME MUSEUM

on the 27th day of January



KEVIN FEWSTER, DIRECTOR

SIGNED ON BEHALF OF THE FLAMSTEED ASTRONOMY SOCIETY

on the 16th day of February



LINDA POTTER, CHAIRMAN

FAS Memorandum of Understanding
Schedule A – Committee Roles and Responsibilities

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.
Committee Secretary	Takes & 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.
Programme Secretary	Plans and arranges the programme of lectures and events as agreed with the committee. Handles related communications with speakers, venues, members, and the NMM & ROG. Leads budget development and tracking. Co-opts assistants as needed.
Membership Secretary	Works with the NMM Members 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.
Social Media Coordinator	Organises social media accounts as agreed with the committee (Twitter, Facebook, SMS, etc). Proposes & coordinates contributions.
Observing Coordinators	Plan, schedule and arrange observing events. Ensure provision of equipment and qualified leaders at each session. . Schedule & arrange pub meetings. Coordinate announcements, SMS, and web postings etc. (Several coordinators may work together to cover different types of session).
Social Organisers	Provide refreshments and catering at meetings and events as required.
Volunteer Coordinator	Organises a body of volunteer members to assist at public viewing sessions. Arranges training. Maintains a contact list using Google Groups.

FAS Memorandum of Understanding
Schedule B – Delegated Authorities

B1 Prior Authorisation of Expenditure

Budget Line Item	Authority delegated to:	Single items up to value (£)
		–
Admin	FAS Programme Sec	20
SMS text messaging service	FAS Social Media Coord	100
Ditto	FAS Website Editor	100
Website hosting & reg.	FAS Website Editor	100
Ditto	FAS Social Media Coord	100
Federation sub	FAS Committee Sec	50
Publicity	FAS Website Editor	150
Speaker's Fees	FAS Programme Sec	150
Speaker's Expenses	FAS Programme Sec	150
Speaker's Overnight Stay	FAS Programme Sec	250
Pre-lecture dinner	FAS Programme Sec	60
Members' refreshments	FAS Social Organisers	50
Freelancer's Fees	FAS Programme Sec	80
Misc. expenses	FAS Committee Members	10
All	NMM Membership Mgr	N/L
All	NMM Head of Devel.	N/L

B2. Ratifications and Approvals

Item	Approval Authority:
Appointment of NMM reps to FAS committee	NMM Head of Devel
Ratification of elected FAS committee members	NMM Membership Mgr
Ratification of Chair, Vice-chair, & other committee appointments (schedule A)	NMM Membership Mgr
Appointment of Programme Secretary	NMM Head of Devel
Honorary Members	NMM Membership Mgr
Committee members' delegated spending authorities	NMM Membership Mgr
Use of Social Media	NMM Membership Mgr
Use of SMS Messaging Service	NMM Membership Mgr
NMM VPN and email service access	NMM Membership Mgr
Risk Analysis for insurance	NMM Membership Mgr
Alterations to this MoU	NMM Head of Devel