**The Mars Society Chapter Constitution *(Example)***

**1. Name**

The name of the group shall be **The Mars Society *(****name of your chapter here****)*, simply referred to as The Mars Society.**

**2. Aims**

The aims of **The Mars Society *(name of your chapter here)*** will be action-based, creating activity:

* To bring together people with an interest in the planet Mars, and the work of the Mars Society as originally created by Dr. Robert Zubrin
* In alignment with the [Mars Society's Founding Declaration](http://www.marssociety.org/home/about/founding-declaration/); that manned missions to Mars are important for the future of the human race, and to promote the work of the Mars Society
* To establish projects relating to analogue research of topics relevant to a manned mission to Mars
* To promote awareness of the Mars Society, of the Mars Direct plan as created by Dr Robert Zubrin and others, and of the principle that space exploration has real value
* To engage academic institutions in the work of the Mars Society

**3. Membership**

Membership is open to anyone:

* Who supports the aims of the society, and has paid the annual membership fee, or is affiliated through a student association.
  + Membership will begin as soon as the membership form and first annual payment has been received.
  + There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.
  + A list of all members will be kept by the membership secretary.
* Student societies at academic institutions can affiliate with this chapter in order to take part in the activities of this Mars Society chapter. Students can either benefit from a reduced price for individual membership, or become affiliate members if their student society affiliates to this chapter.
  + Student societies that affiliate shall pay a percentage of their income to this chapter, at a level decided by the committee, and verified or altered at an AGM or Special General Meeting (SGM). This shall entitle their affiliate members voting rights in this chapter, in addition to their own society
  + An affiliated student society must be constituted using this chapter’s constitution for affiliated student societies.

**Ceasing to be a member**

Members may resign at any time in writing to the secretary.

Any member who has not paid his/her membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or actively adversely affecting the activities of the society will have his/her membership revoked without refund. Upon written request, the individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

**4. Equal Opportunities**

The Mars Society will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, geographical location or age.

**5. Officers and committee**

The business of the group be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of at least 4 members, and can be composed of minimum of 4 officers plus up to 4 additional members may be co-opted onto the committee at the discretion of the committee. If the society has a current President, the President can attend the committee meetings.

The officers’ roles are as follows:

* Chair, who shall chair both general and committee meetings
* Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
* Membership secretary, who shall be responsible for keeping records of members
* Treasurer who shall be responsible for maintaining accounts

Additional co-opted roles can include areas such as: fundraising, publicity, marketing, and also specific project roles, such as developing or running a particular program. The officer roles above can be combined with one or more of these additional roles if not carried out by separate individuals.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members, and an acting replacement co-opted by the existing officers.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

A person may not serve more than 4 consecutive terms in the same officer role.

The Committee meetings will be open to any member of The Mars Society ***(****name of your chapter here*) wishing to attend, who may speak but not vote.

**6. Meetings**

**6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing (email if possible) at least 3 weeks before the date of the meeting, giving the venue, date and time, along with the proposed agenda.

Nominations for the committee may be made to the Secretary before the meeting. If no nominations for a particular role have not been made prior, then nominations can be made from the floor at the meeting itself. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number. Members of other Mars Society chapters may not vote in any meetings of another chapter.

At the AGM:-

* Each officer will give a brief report relevant to his/her area of activity over the year, with a general report given by the chair.
* The Committee will present the accounts of The Mars Society *(name of your chapter here)* for the previous year.
* The officers and Committee for the next year will be elected by private ballot if more than one nomination is received for a particular role
* Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
* A President of the society may be nominated and elected for one year. In the absence of a new nomination, the President can be re-confirmed for a further year with a majority vote. The society can function and is constitutional without a President, which is mostly an honorary position.

**6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

Officers and President roles can be confirmed or changed at an SGM with the same procedure for an AGM.

**6.3 General Meetings**

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary. If necessary, a general meeting can be combined with an officers meeting.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post, or via social media groups.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

**7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

**8. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

The bank account is to be in the name of The Mars Society *(name of your chapter here)*.

All money raised by or on behalf of The Mars Society *(name of your chapter here)* is only to be used to further the aims of this particular chapter; the aims as specified in item 2 of this constitution.

**9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

**10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, then all remaining money and other assets, once outstanding debts have been paid, shall be donated to an active Mars Society Chapter. The decision of which chapter is to be taken by the committee, and voted upon at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Mars Society *(name of your chapter here)* on:-

Date ………/…………/…………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

End of constitution