



Guide to FAS Membership

Everything you need to know about joining, renewing and managing your society's membership

Welcome to the Federation of Astronomical Societies (FAS).

This guide explains how to join the FAS, complete your membership, arrange Public Liability Insurance (PLI) if required, renew your membership each year and keep your society's details up to date.

The FAS manages all memberships through **Membermojo**, our online membership system. Once your society has joined, Membermojo is used for renewals, updating your society's details and, where applicable, arranging Public Liability Insurance.

Before you start...

Don't panic!

This guide looks quite long, but that's because it covers the whole membership process, from joining for the first time through to annual renewals and keeping your details up to date.

Most societies only need the first few sections when they join. The later sections are included so you'll know what to expect in future and can return to this guide whenever you need it.

You don't need to get everything perfect first time.

If anything is missing from your application, or we need a little more information, we'll simply get in touch. Every society is different and we're always happy to help.

Joining the FAS

If your society is applying for FAS membership for the first time, or is rejoining after a period of lapsed membership, please email the FAS to let us know that you would like to join.

Please include:

- your society's official name;
- your name and your position within the society;
- a link to your website, public Facebook page or other online presence;
- confirmation that your society is managed by an elected committee of named officers;
- confirmation that committee meetings are minuted and officers are elected on a democratic basis;



- whether your society has a written constitution (please attach a copy if you have one, or explain how your society is governed if you do not); and
- confirmation that your society holds regular meetings or observing sessions for its members.

What do we mean by "society"?

Throughout this guide, "society" includes clubs, associations, groups, observatories, astronomical societies, stargazing groups and similar organisations.

What happens next?

1. We'll acknowledge your application as soon as we can, usually within a few days.
2. We'll review the information you've provided. If we need any clarification or additional information, we'll get in touch.
3. Your application will then be considered by the FAS Council.
4. We'll let you know the outcome, normally within about a week. Occasionally it may take a little longer, particularly during holiday periods or if several applications are being considered at the same time.
5. If your application is approved, you'll be invited to create your Membermojo record and complete your membership online.

Please bear with us

The Federation of Astronomical Societies is run entirely by volunteers from member societies. We always aim to deal with applications promptly and will keep you informed if there is likely to be any delay.

Although Membermojo notifies us automatically when you create your record, a quick email to let us know you've done so is always appreciated. It helps us process new memberships a little more quickly.

Creating your Membermojo record

You'll be asked to provide:

- a primary contact;
- a second contact;
- your current membership number;
- your society's website and meeting details.

Why do we ask for two contacts?

The primary contact is the person responsible for administering your society's FAS membership. Only this email address can be used to sign in to Membermojo, which sends a secure login link whenever access is required.



The second contact is simply a backup. Society officers sometimes change during the year, and having another contact helps us keep things running smoothly if we can't reach the primary contact.

Why do we ask how many members you have?

We use this information to understand the size of the community the FAS represents and supports. It also helps us understand how amateur astronomy is growing across the UK and ensures we can plan our work accordingly.

We do not publish your membership numbers.

How is your information used?

Your contact details are used only to administer your membership and communicate with your society.

The only information published by the FAS is your society's name, website and meeting information.

Public Liability Insurance (Optional)

The FAS can arrange Public Liability Insurance (PLI) for eligible member societies through a group policy negotiated with our insurance broker.

If you would like PLI when joining the FAS, simply let us know as part of your application.

As societies can join throughout the insurance year (1 April to 31 March), we first need to confirm with our broker that cover can be added. This usually only takes a few days.

Is my society eligible?

To qualify, your society must:

- be based in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man;
- operate on a not-for-profit basis; and
- have no paid employees.

Please do **not** apply for the FAS insurance scheme if:

- your society already has Public Liability Insurance with another insurer; or
- your society has an outstanding or pending liability claim with another insurer until we have confirmed that you are eligible.

If you're unsure whether your society qualifies, please contact us first. We'd much rather answer a question beforehand than discover there's a problem later.

Completing your membership

Before submitting your application, you'll be asked to confirm, on behalf of your society, that you have read and agree to abide by the FAS Constitution.



The online system will automatically calculate the amount due.

Payment can be made by BACS, PayPal or cheque. Full payment instructions are provided during the online application process.

Renewing your membership

Membership is renewed annually.

Membermojo automatically sends a renewal reminder around 28 days before your membership expires.

If your society has FAS Public Liability Insurance

The renewal reminder may arrive before we've received the new insurance premium from our broker. If that happens, the insurance option won't yet appear in Membermojo.

As soon as the premium is available, we'll email all member societies to let you know.

If you intend to renew your insurance through the FAS, we recommend waiting until you receive this email before renewing. This allows your membership and insurance to be renewed together, making the process simpler for both your society and the FAS.

Keeping your details up to date

Please keep your Membermojo record up to date throughout the year.

In particular, remember to update it whenever there is a change to:

- your society's officers;
- your primary or secondary contact;
- email addresses;
- your website;
- meeting venue, dates or times; or
- your membership numbers.

Why is this important?

One of the most common issues at renewal time is that a society has changed officers but not updated its contact details in Membermojo.

We can usually verify the new contact and update the record, but keeping your information current avoids delays and helps ensure renewal reminders and other important communications reach the right people.



Many societies make updating their Membermojo record part of their annual officer handover, and we recommend this as good practice.

Need help?

If you have any questions about membership, renewals or Public Liability Insurance, please get in touch. We're always happy to help. See our website for contact details

<https://fedastro.org.uk/fas/contact-us/>

The Federation of Astronomical Societies is run by volunteers from member societies across the UK. Together we do the jobs that are easier to do once on behalf of everyone than dozens of times by individual societies.

By keeping your society's information up to date and following the guidance in this document, you help us spend less time on administration and more time supporting amateur astronomy.

Thank you for being part of the Federation.