

Constitution of the Raleigh Astronomy Club

Revised: March 2007

Article I - Name and Territorial Limits

Section 1. Name. The name of this organization shall be Raleigh Astronomy Club.

Section 2. Territorial Limits. The members shall reside, be employed, or attend school in the City of Raleigh or surrounding communities. Members who move away from the territorial limits may remain members by continuing to pay dues.

Article II - Purposes

The purposes and objectives of the Raleigh Astronomy Club are:

To promote astronomy as a hobby;

To increase and enhance the Raleigh Astronomy Club member's knowledge of astronomy and their skills to constructively pursue astronomy as a hobby;

To stimulate interest of the citizens of the City of Raleigh and surrounding communities in astronomy and related sciences;

To encourage members of the Raleigh Astronomy Club to serve the citizens of the city of Raleigh and surrounding communities by providing educational assistance on subjects related to astronomy.

Article III - Membership

Section 1. Types of Membership. Membership shall be divided into two types: Individual and Family.

Section 2. Eligibility. Subject to the limitations contained in this and other Articles of the Constitution and By-Laws, any person with an interest in astronomy or a related science is eligible for membership. The Raleigh Astronomy Club shall not discriminate with regard to age, sex, race, creed or national origin.

Section 3. Individual Membership. A Individual member shall be entitled to hold office in the Club (if at least 18 years old), vote on Club matters, and receive the Club publications. Individual members shall be at least 13 years of age.

Section 4. Family Membership. Family membership is available to directly related family members as deemed appropriate by the Executive Committee. Each participant of a family membership that meets the requirements for a Individual membership shall be entitled to hold office in the Club (if at least 18 years old). One family membership is allowed up to two votes on Club matters. The family will decide among themselves which two members will vote. The participants of a family membership shall jointly receive one copy of Club publications. The total membership dues for participants of a family membership shall be less than the membership dues of two regular members. The secretary or treasurer shall be informed of the names of each person who wishes to participate as a member in a family membership.

Section 5. Responsibilities of Regular and Family Members. The voting members shall support the accomplishment of the Club's objectives and abide by the Articles of the Constitution and By-Laws. Failure to pay financial obligations due the Club shall result in termination of membership, unless provided a waiver by the Executive Committee.

Section 6. Guests. Guests are invited to attend Club meetings, but shall not be entitled to hold office in the Club, nor vote on Club matters, nor receive Club publications or club benefits except as deemed proper by the Executive Committee.

Section 7. Expulsion. The Executive Committee, by a majority vote, shall have the power to expel any member or guest for disruptive conduct, or conduct damaging to the property or reputation of the Raleigh Astronomy Club or its members. Any expelled member will be notified in writing of the expulsion.

Section 8. Disposition of Dues and Fees. Any member who resigns or is expelled from the Club shall also forfeit any dues, fees or monies paid to the Club, subject to waiver by a majority vote of the Executive Committee.

Article IV - Officers

The officers of the Club shall include three co-chairs, secretary and treasurer. The Club offices shall be occupied by regular members in good standing who have been voting members for at least one year. In addition all officers must be at least eighteen (18) years old.

Article V - Executive Committee

Section 1. Composition. The three co-chairs, the secretary, the treasurer and any additional voting members of the Club approved by a three-fourth or larger vote of the Club officers shall constitute the Executive Committee of the Club.

Section 2. Responsibilities. The Executive Committee shall be charged with making plans for the operation of the Club activities, shall devise plans for providing for the financial requirements of the Club, shall have general control over all officers and committees of the Club and shall perform such other duties as ordinarily pertain to the governing body of a club or as required by a majority vote of the voting membership. The Executive Committee shall have the power to overrule the decision of any Club officer or committee. All decisions of the Executive Committee shall be made by a majority vote of the Executive Committee members, except as specified by the Articles of the Constitution and By-Laws, and may be overruled by a majority vote of the Club membership at a regular Club meeting, a quorum voting.

Article VI - Duties of Officers

Section 1. Co-Chairs. The three co-chairs shall share the duty of presiding at all meetings of the Club and Executive Committee and the performance of such other duties as are necessary and incident to the proper administration of the Club, except such duties as are specifically delegated to others by the Articles of the Constitution and By-Laws. They shall be charged with the responsibility of assigning the supervision of such committees as the Executive Committee or membership may designate and of supervising the functioning of all other officers and committees. A decision of any one co-chair may be overruled by a majority vote of the three co-chairs.

Section 2. Secretary. The secretary shall keep records of the regular meetings and meetings of the Executive Committee, maintain a complete and current roster of members, their addresses and telephone numbers, maintain an inventory of Club property and its location, maintain a complete and current copy of the Constitution and By-Laws and perform such other duties as ordinarily pertain to the office of secretary or as specified by the Articles of the Constitution and By-Laws or as prescribed by the Executive

Committee or co-chair.

Section 3. Treasurer. The treasurer shall receive and bank the funds of the Club, keep records of all financial transactions involving the funds of the Club or funds allocated to the Club for special projects, account to the Executive Committee and members for the funds and transactions annually on or before April 15th and when otherwise requested to do so, maintain a list of all members and the status of their dues payments and perform such other duties as ordinarily pertain to the office of treasurer or as specified by the Articles of the Constitution and By-Laws or as prescribed by the Executive Committee or co-chairs.

Article VII - Election of Officers

Section 1. Nomination of Candidates. The Executive committee shall submit a complete slate of candidates to the voting membership one regular (non-RACOBS or outdoor) meeting prior to election day. Additional candidates may be nominated up to and including election day.

Section 2. Time of Election. The new officers of the Club shall be elected during a regular indoor meeting in April, May, or June.

Section 3. Term of Officers. Officers shall serve for a period of one year commencing July 1st.

Section 4. Vacancies in Office. If an office becomes vacant during the year, the voting members shall elect the successor by a majority vote, a quorum being present, to serve for the remainder of the unexpired term.

Section 5. Limitations of Office-Holding. No officer shall simultaneously hold more than one elective office.

Section 6. The Election Process. The new co-chairs will be the three candidates receiving the highest, second highest, and third highest number of votes. The secretary and the treasurer will be elected by a simple majority vote. Each voting member may vote once for each office. A quorum of votes is required for elections.

Article VIII - Club Fiscal Year

The fiscal year of the Club shall begin annually on the first day of January and close on the last day of December.

Article IX - Club Disbandment

In event of disbandment of the Club, the assets of the Club will be donated to non-profit organizations as defined in the State of North Carolina, Department of the Secretary of State, Articles of Amendment of the Raleigh Astronomy Club, Attachment A, Third paragraph.

Article X - Amendments

This constitution may be amended at any regular meeting of the Club by a two-thirds vote of the voting members. The amendments must be submitted to the voting membership one meeting in advance of the vote, and the Executive Committee shall notify the membership of the vote at least one week in advance of the vote.

By-Laws of the Raleigh Astronomy Club

Revised: November 2003

Article I - Meetings

Regularly scheduled meetings of the Club shall be held on the second and fourth Fridays of each month at 7:30 p.m. unless otherwise directed by the Executive Committee, in which event the members shall be given ample notice by the Executive Committee of such change.

Article II - Quorum

Twenty-five percent of the voting members of the Club shall constitute a quorum for the transaction of business by the Club.

Article III - Dues

The amount of the annual dues of all members, Individual and Family, will be determined by the executive committee and will be submitted to the membership at a regular meeting for a vote, a quorum voting. The executive committee will notify the membership at least one meeting in advance of the proposed change and provide for absentee votes. A majority vote will determine the acceptance or rejection of the dues amounts. Dues for the fiscal year are due on January 1.

Article IV - Funds and Disbursements

Section 1. Club funds. The Executive Committee will determine how Club funds will be accounted for and spent. This will be done in a manner to benefit Club goals and activities.

Section 2. Expenditures. All expenditures in excess of \$50.00 shall be approved by a majority of the Executive Committee members. All disbursements shall be paid by check, which shall be signed by the treasurer or the secretary.

Article V - Organization of Committees

The three co-chairs shall, within thirty days following their election, call a meeting of the Executive Committee and other members as appropriate for the purpose of assigning committees, renewing committees, and appointing directors of committees.

Article VI - Committees

Section 1. The following shall be the standing committees and shall be appointed by the joint efforts of the appointed committee director and members:

1. Observing Site Key Committees
2. Newsletter
3. Morris Observatory
4. Education
5. Website

Section 2. The executive committee can add or remove committees as necessary.

Article VII - Duties of Committees

Section 1. The Observing Site Key Committee(s) shall be charged with opening up the observing site(s) on non-regularly scheduled observing nights. The members are charged with ensuring that all the rules of the observing site are followed and the gate is locked when the last member has gone. The committee members are to notify other Club members when an observing session is planned.

Section 2. The Newsletter Committee, under the supervision of an appointed director, shall be charged with the responsibility for production and distribution of the Club newsletter.

Section 3. The Morris Observatory Committee, under the supervision of an appointed director shall be charged with the responsibility for the Morris Observatory. This person shall also be responsible for the operation of the Observatory during Club outings, training of new operators of the Observatory, and maintenance of the Observatory, telescope, and equipment inside the observatory.

Section 4. The Education Committee, under the supervision of an appointed director shall be charged with the educational outreach of the Raleigh Astronomy Club. This includes organizing observing sessions, classroom sessions, and other activities with groups requesting the help of the Club.

Section 5. The Website Committee, under the supervision of an appointed director, shall be charged with the responsibility of production and distribution of information via the Club's website.

Article VIII - Amendments

These By-Laws may be amended at any regular meeting of the Club by a majority vote of the voting members, a quorum voting. The amendment must be submitted to the voting membership one meeting in advance of the vote, and the Executive Committee shall notify the membership of the vote at least one week in advance of the vote and provide for absentee voting.

Article IX – Voting

Section 1. Votes can be tendered in person or via an absentee ballot. Absentee ballots will be created by the Executive Committee at least one meeting before the vote. Written absentee ballots must be received at the club post office box the day before the vote or delivered in person to an officer by the start of the meeting on the day of the vote.

Section 2. Other additional absentee voting methods can also be used, if approved by the Executive Committee and a simple majority, a quorum voting.

Section 3. No results of absentee balloting shall be released before the election in the regular indoor meeting.