

The Cache Valley Astronomical Society Constitution

1. NAME

1.1 The Society shall be called the Cache Valley Astronomical Society, hereinafter referred to as 'The Society', and will be known by the acronym CVAS.

2. AIMS & OBJECTIVES

The aims of the Society shall be to:

2.1 Promote interest in all aspects of astronomy.

2.2 Encourage observational work.

2.3 Organize regular meetings at which reports of practical work may be presented and discussed and to which guest speakers may be invited.

2.4 Provide equipment that members may use to develop their interest in astronomy (see Section 11).

2.5 Provide a focal point for astronomical activity in Cache Valley.

2.6 Provide a channel of communication with other local, regional and national astronomical Societies.

3. MEMBERSHIP

3.1 Any person with an interest in astronomy may attend meetings and star parties and is encouraged to do so. Anyone with an avid interest in astronomy is encouraged to become a member in good standing. Individuals may be admitted to membership upon payment of the applicable dues to the Treasurer.

3.2 To gain membership, and be a member in good standing, all applicants must satisfy the following conditions, unless specifically exempted by the Executive Committee:

- a. Request membership with a member of the Executive Committee.
- b. Pay the appropriate annual Dues.

3.3 Any member whose dues are more than two months in arrears will be dropped from the membership rolls of the Society.

3.4 A Societal Year or year of membership lasts from the September 1st of one calendar year to August 31st of the following calendar year.

- a. The membership year is divided into two half-year periods: (1) September to February, (2) March to August.
- b. New membership applications received during the first half-year period require payment of 100%, the second half-year 50% of the appropriate annual fee.
- c. Dues for adult and junior members shall be established each year at the Annual General Meeting by the majority of votes of the members. To retain a membership in the society the individual or family must have current dues paid. Dues are not refundable.

3.5 Membership records will only contain information pertinent to that membership and will be treated with the strictest confidence. This information will not be circulated or otherwise distributed to a third party. It will be made known to only the Committee members the Committee deems absolutely necessary to know this information. A member's details may only be made known outside of the Committee with that individual member's consent.

3.6 For ease of administration membership records and information will be held by secure means for the Society's purposes only. This information will be held confidential to the Society and will not be used for any other purpose.

4. ADMINISTRATION

4.1 The officers of this organization shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be members in good standing.

- a. President--to chair meetings and keep order in the same.
- b. Vice President—assist the President as the President may direct and shall assume the duties of the President in his absence.
- c. Secretary--to handle Society correspondence, keep records and organize the Society's functions; to record the proceedings of the Society's meetings and other society records.
- d. Treasurer--to regulate and account for the Society's financial affairs.

4.2 All officers, together with the immediate past President shall constitute the Executive Committee of the organization.

4.3 All Executive Committee positions (excluding the past President) are to be elected positions. The Executive Committee can appoint positions if they become vacant during the Societal year. Vacant Executive Committee positions may be filled by appointment at any time at the discretion of the Committee.

4.4 To serve on the Executive Committee a member must have been a member of the Society for at least one whole membership year, commencing one year after the ratification of this Constitution.

4.5 Nominations for those interested in the Executive Committee positions should be submitted to the Executive Committee at least 2 weeks prior to the Annual General Meeting (AGM). Unless indicated otherwise, it is assumed that existing Executive Committee members will stand for re-election.

4.6 All Executive Committee members shall attend or participate electronically, each regularly scheduled Executive Committee meeting where possible. Should Executive Committee members fail to attend three consecutive Executive Committee meetings without good reason, they will have been deemed to have relinquished their position. This will not affect their rights as a member.

4.7 Wherever possible, Executive Committee members unable to attend a Committee meeting should indicate this to the President.

5. OTHER OFFICERS

5.1 The President shall elect or appoint from the membership, ex-officio officers such as librarian, equipment manager, publicity officer, website manager etc. for the efficient running and promotion of the Society.

6. ELECTIONS

6.1 Each member in good standing shall be entitled to one vote. Voting for proposals and resolutions shall be by show of hands. Motions may be proposed and seconded by members in good standing after recognition by the presiding officer. To carry, a motion will require a simple majority from the members present and eligible to vote. No vote by members whose subscription is due is permitted.

6.2 No vote by proxy is permitted. Voting for officers shall be by secret ballot.

7. MEETINGS

7.1 The meetings of the Society shall consist of Regular Meetings (RM), Executive Committee Meetings (EC) and Annual General Meetings (AGM). The venue for these meetings will be published in the Society newsletter or members will be informed by email and or on the Society website.

7.2 Regular Meetings are where all members are invited to attend, where lectures and the like are given, observing sessions held and Society matters are open to formal and informal discussion. The Society will inform its members of these events on a regular basis.

7.3 Executive Committee Meetings, usually held by arrangement with at least 7 days notice, are where matters arising in the running of the Society are open to both formal and informal discussion, resolution and action, where only the elected or appointed Executive Committee members normally attend, and where other members may attend upon the Committee's invitation or the non-Committee members' request.

7.4 Annual General Meetings, usually held in September, are where all eligible members may attend and take part in the election of the Executive Committee, Committee members' reports are heard, constitutional additions or amendments are heard and any other matters arising to do with the Society's affairs are heard. Other special meetings may be held at the discretion of the Executive Committee.

8. QUORUM

8.1 A quorum shall consist of the members in good standing present at a meeting of the Society for which proper notice has been given to all members.

9. FINANCES

9.1 The Society's financial year shall run from September 1st to August 31st the following year.

9.2 There are no paid or salaried positions within the Society and the Society is a non-profit organization. Certain Society events do generate income but any profits are classified as surplus funding.

9.3 All surplus funds are to be used in the maintenance of the Society's facilities, objectives and obligations.

9.4 Donations of items, services or moneys where made to the Society are accepted on the understanding that the donations are for the Society's objectives, and that unless the committee sees fit to do so, the donors will not receive remuneration or privilege, but their donations will be noted in Society meeting minutes and published in the newsletter.

9.5 The Society shall maintain a suitable bank account into which all monies shall be deposited. The account shall be administered by the Executive Committee, with the day to day running by the Treasurer. The signatories to this account shall be elected officials serving on the Executive Committee.

9.6 The Treasurer shall maintain proper accounting records of income and expenditure of the Society, which shall be subject to audit. Copies of un-audited draft accounts shall be circulated to all members not less than fourteen days before the AGM. Final audited accounts shall be laid before members at the AGM and shall be adopted if accepted in accordance with sections 8 & 9 of the Constitution.

9.7 The Treasurer shall also make available to the members of the Executive Committee a copy of records and supporting bank statements at intervals not exceeding 3 months.

9.8 The Society is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 c(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

9.9 No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

9.10 The Executive Committee shall have the power to approve the expenditure of funds not to exceed a total of \$50.00 per month; excluding postage and shall not exceed balance in the Society Bank Account. All expenses in excess of \$50.00 per month must be voted on by the members in good standing present at a regular or annual general meeting and approved by a majority vote.

10. SOCIETY EQUIPMENT AND RESOURCES

10.1 As equipment and resources are acquired, or made available, the Society shall make them available to members in good standing; to aid in the development of the member's interest in astronomy. The use of such equipment shall be at the discretion of the Executive Committee or Equipment Manager, who will arrange a timetable for use with the member(s) concerned.

10.2 In the event of loss or damage to equipment either belonging to the Society or on loan to the Society, the member(s) responsible shall bear the cost of repair or replacement unless exempted in part or whole by the Executive Committee.

11. DISSOLUTION OF THE SOCIETY

11.1 The Society may be dissolved with the approval of not less half of the membership of the Society, at a special general meeting called for that purpose. At the dissolution of the Society all funds and effects of the Society shall be transferred by gift to members of the society or to one or more societies or bodies having similar objectives to those of the Society. Such transfers shall be approved by members attending the meeting at which the dissolution of the Society is agreed.

12. ALTERATIONS TO THE CONSTITUTION

12.1 This Constitution and/or accompanying bylaws may be amended by two-thirds vote of members in good standing present at any regular meeting if the members are informed in writing (or electronic equivalent) of the proposed amendment one month prior to the meeting at which the action is to be taken.

RULES OF THE SOCIETY

1. Guest speakers, from outside the Society, may receive a minimum honorarium of \$25.00 as a sign of gratitude for their time and efforts on our behalf.