

THE CONSTITUTION OF THE CATAWBA VALLEY ASTRONOMY CLUB

RATIFIED: January 17, 1976

REVISED: January 10, 1980

SECOND RATIFICATION: March 13, 1980

REVISED: October 11, 1984

THIRD RATIFICATION: November 8, 1984

REVISED: June 9, 1988

FOURTH RATIFICATION: July 14, 1988

AMENDMENT I RATIFICATION: September 12, 1996

REVISED: May 9, 2002 and June 13, 2002

FIFTH RATIFICATION: July 11, 2002

PREAMBLE

In order to secure the benefits and pleasures of an association of individuals sincerely interested in Amateur Astronomy, we, the members, do hereby organize and constitute ourselves The Catawba Valley Astronomy Club, a non-profit organization. The goals of this organization will be to contribute to the advancement of the science of Astronomy, to encourage and coordinate the activities of amateur astronomical societies, to promote observational and computational studies, to develop craftsmanship in the various fields of Astronomy, and to correlate amateur activities with professional research.

ARTICLE I - CLUB NAME

The name of this association shall be **The Catawba Valley Astronomy Club**.

ARTICLE II - CLUB MEMBERSHIP

SECTION 1: Any person having a sincere interest in Astronomy and being sixteen years of age or older may be admitted to membership without regard to sex, race, creed, or national origin. Such members shall have full voting privileges and shall be eligible to hold office.

SECTION 2: Any person having a sincere interest in Astronomy and being between the ages of ten through fifteen years may be admitted to membership without regard to sex, race, creed, or national origin. Such members shall NOT be eligible to vote or hold office.

SECTION 3: There shall be two levels of regular membership in the Club, available to any person who has paid the appropriate annual dues.

Individual Member:

The dues shall be \$15.00 per calendar year. See Section Five for special first year Discounts for individual members.

Family Members:

This membership includes all members of a family who can attend regularly At club meeting and functions. The annual dues for a Family shall be \$20.00 Per calendar year.

SECTION 4: A member may be removed from membership by a two-thirds vote of a quorum after a show of due cause, under the provision that the members are notified of such proposed action at the regular meeting prior to the meeting at which the action is to be taken.

SECTION 5: Each new individual member entering the club between January 1st and June 30th of the calendar year shall pay first year dues in the amount of 60% of dues as stated Article II Section 3. Each new member entering the Club between July 1st and December 31st shall pay 40% of dues as stated Article II Section 3. The dues shall be the amount stated Article II Section 3, for an individual membership for each year thereafter.

ARTICLE III - CLUB OFFICERS

SECTION 1: The officers of The Catawba Valley Astronomy Club shall consist of President, Vice-President, Secretary, and Treasurer. All eligible candidates shall be elected from the regular membership. The elected officers shall comprise the Executive Committee.

SECTION 2: The officers of this association shall be elected for a period of one year.

SECTION 3: The executive board shall appoint from the regular membership a Program Chairperson and Communications Chairperson

SECTION 4: The Board of Directors shall consist of the Executive Committee and appointed officers, and two (2) Directors

SECTION 5: The two (2) Directors will be elected to two (2) year nonrenewable terms. Director terms will be staggered to provide the replacement of one Director each year.

SECTION 6: Directors, who complete their two (2) year term or vacate the Board before the end of their term, are eligible to be elected as one of the four (4) elected officers.

ARTICLE IV - DUTIES OF CLUB OFFICERS

SECTION 1: President

The President shall

- Preside at all business meetings
- Be the Chairperson of the Executive Board
- Call extra business meetings when deemed necessary
- Temporarily fill vacancies
- Appoint committees not otherwise provided for
- Be and ex-officio member of all committees
- Perform all others duties normally required by the office of President

SECTION 2: Vice-President:

The Vice-President shall

- Preside in the absence or inability of the president to serve
- Maintain a current roster of the membership

SECTION 3: Secretary:

The Secretary shall

- Keep the minutes of the Executive Board meetings
- Keep the minutes of all regular business meetings
- Correspond with other astronomical societies and individuals regarding club and regional business
- Receive and relay to the membership all news and information of astronomical interest
- See that each member receives issues of various publications due, and Club-related items for those members who obtain a Club special rate

SECTION 4: Treasurer:

The Treasurer shall

- Keep an accurate account of all financial transactions of the organization
- Will carry out the following-
- Receive and receipt dues from members
- Account for and bank all dues properly
- Pay all bills justly accrued by the organization
- Send renewal subscription moneys to the appropriate publisher for those members who obtain special club subscription rates to astronomical publications
- Maintain a record of such transactions for annual audit
- Submit a monthly report of fund balances and expenditures to the club.
- Submit an end of the year fund balance and expenditures for publishing in the newsletter.
- Complete and file all required Federal and State income tax returns on behalf of The Catawba Valley Astronomy Club in a timely manner and maintain all supporting documents pertaining thereto.
- Acknowledge honor or memorial funds received with an appropriate letter and tax document to the donor.

SECTION 5: Program Chair

The Program Committee Chair shall:

- Secure interesting programs from outside and within the club for regular club meetings and public observing.
- Arrange necessary transportation, meals, and compensation for outside speakers
- Prepare a schedule of proposed programs for publishing in the newsletter

SECTION 6: Communications Chair

The Communications Committee Chair shall

- Publish and distribute the official Club newsletter by print or electronic means
- Notify club members of important events and opportunities by print, telephone, or electronic means
- Notify the media of club activities by print or electronic means
- Coordinate all communications with the Secretary as needed

SECTION 7: Directors

A Director:

- Shall advise the officers and committee chairs on matters concerning the operation and best interest of the club
- Shall have one vote on the Board of Directors
- Shall not hold any other elected club office nor chair any club committee during his/her term.
- Shall be eligible to run for elected club office upon vacating the board.

ARTICLE V - ELECTIONS

SECTION 1: The method of voting shall be by secret ballot at an annual election to be held during the regular meeting in the month of January.

SECTION 2: Each office shall be voted upon separately immediately following the closing of nominations for that office. The results shall then be tallied by a person appointed by the President, with the results expressed verbally to the membership, and shall be officially recorded in the minutes by the Secretary.

SECTION 3: There shall be NO absentee voting conducted by the Club at any time.

SECTION 4: Officers may be removed from office by a two-thirds vote of a quorum after a show of due cause under the provision that the members are notified of such proposed action at the regular meeting prior to the meeting at which the action is to be taken.

SECTION 5: Vacancies occurring between elections shall be filled by a special election at the regular meeting following the announcement of the resignation or withdrawal of the officer. Duties of the office meanwhile reside with the President or his interim appointee unless otherwise directed by the Executive Board.

ARTICLE VI - MEETINGS

SECTION 1: Regular Meetings: The Catawba Valley Astronomy Club will hold its regular meeting once per month on the second Thursday of each month at 7:30 P.M. at a location to be agreed upon by the membership present at the previous regular meeting. In lieu of this, notification by mail or telephone will be carried out.

SECTION 2: Postponements: In the event of unusual circumstances, i.e., inclement weather or other special conditions, the President or designee may postpone the regular meeting. The regular meeting will be rescheduled for the following Thursday.

SECTION 3: Special Meetings: Special meetings shall be announced at a regular meeting of the Club for special events and/or activities.

ARTICLE VII- FINANCES

SECTION 1: The Treasury: The treasury of the Catawba Valley Astronomy Club shall be held in a checking account. All withdrawals will require the signature of the Treasurer or the President.

SECTION 2: Other Funds: All other monetary assets of the Club shall be held in a Savings Account and in other instruments as approved by the executive board. Withdrawals shall require the signature of the Treasurer or the President.

SECTION 3: No moneys, time, property shall be committed without the approval of the Board of Directors. Items other than those in the annual budget shall be requested and presented at least one month prior to request for approval.

SECTION 4: Monetary Honor and Memorial Gifts: Monetary donations received by the club in honor or memory of someone will be held in an appropriate account as determined by the Treasurer and will be recorded separately from other funds.

SECTION 5: The Catawba Valley Astronomy Club shall be a nonprofit educational and scientific organization as described in section 501(c)(3) of the Internal Revenue Code.

SECTION 6: Funding for the organization shall be assessment of dues from club members.

SECTION 7: Funding for activities such as special observing events, astronomy conferences, trips, etc., shall be assessment of costs from participating members. Non members may attend if space is available but in all cases members have first choice.

SECTION 8: Discounts to magazine and other subscriptions may be made available to the membership at the discretion of the Board of Directors. Requirements and fee schedules will be placed in the Policy Statement.

SECTION 9: All requests for expenditures must be accompanied by a statement of how the expenditure is to be funded (gifts, fees, collections, etc.) A financial report must be presented that has been audited by a board member selected by the President, must be filed with the President at the end of each year.

ARTICLE VIII - THE QUORUM

SECTION 1: The minimum number of members of the Club that must be present for valid transaction of business at a regular meeting shall be Thirty-five percent (35%) of the regular membership which shall constitute a quorum.

SECTION 2: Corresponding members shall NOT be included in the quorum unless present at a regular meeting.

ARTICLE IX - CLUB PUBLICATIONS

SECTION 1: The Catawba Valley Astronomy Club shall publish a bimonthly newsletter describing pertinent astronomical and club information. The title of the publication shall be AFTER DARK.

SECTION 2: The Club shall offer subscriptions to AFTER DARK in the amount of Three Dollars (\$3.00) per year.

SECTION 3: The Club shall publish other materials at irregular intervals, such as handouts, lists, booklets, and so on.

ARTICLE X - AMENDMENTS

(RATIFIED: July 11, 2002)

This constitution may be amended by a two-thirds vote of a quorum at any regular meeting provided that the members are notified of such proposed action at the regular meeting prior to the meeting at which the action is to be taken.

ARTICLE XI - PARLIAMENTARY LAW:

(RATIFIED: July 11, 2002)

The rules contained in Roberts Rules of Order, Newly Revised, shall govern this Club in all cases in which they are applicable. All votes at the general monthly meeting shall be passed or denied by a simple majority of members present unless otherwise stated in these bylaws.

ARTICLE XII - LIQUIDATION UPON DISSOLUTION:

(RATIFIED: July 11, 2002)

No part of the assets of The Catawba Valley Astronomy Club shall inure to the benefit of any officer, Director, or member of the organization. Upon dissolution of the Association, the assets of the Association shall be, after due provisions have been made for the satisfaction of all liabilities and obligations of the Association, distributed to another organization(s) whose purposes are substantially similar to the purposes for which this association was organized.

ARTICLE XIII - POLICY STATEMENT:

(RATIFIED: July 11, 2002)

A policy statement containing items that are not necessarily important enough to be contained the by-laws will be published and a copy will be furnished to all of the membership. Items contained in this statement can be changed by a simple majority vote of the Board of Directors and will not require a general membership vote.

ARTICLE XIV - MAILING ADDRESS:

(RATIFIED: July 11, 2002)

The official club mailing address will be the President's address or a Club P.O. Box. This will be at the Board of Directors discretion.

ARTICLE XV - RELATIONSHIPS WITH OUTSIDE GROUPS:

(RATIFIED: July 11, 2002)

The Catawba Valley Astronomy Club may enter into formal agreement(s) with any outside organization as indicated by the Board of Directors for the purpose of astronomical outreach, education, representation, or research (for example maintaining an observatory or membership in a national astronomical or educational organization or providing assistance to an astronomy class or research facility). The club will be bound by all conditions set forth by the outside institution. A copy of any such agreement and conditions will be specified in the Policy Statement.

AMENDMENT 1 - LIFETIME MEMBERSHIP

(RATIFIED: September 12, 1996)

SECTION 1: Lifetime Membership: This amendment shall provide for a third class of membership in The Catawba Valley Astronomy Club (See Article II, Section 3). [The punctuation here is incorrect. - ed.]

SECTION 2: Lifetime membership shall be conferred as an award to that individual who possesses the following requirements:

1. Recipient shall have demonstrated notable dedication to the science of Astronomy as evidenced by outstanding service and activity toward the Club membership.
2. Recipient has maintained a good standing and has participated actively as a member of the Club for a minimum period of ten (10)years.
3. Recipient shall be sixty-five (65) years in age or older.
4. Recipient must be approved by a Simple Majority vote of the membership present at the regular Club meeting held in the month of July of each year.

SECTION 3. Lifetime membership shall be awarded as follows:

1. The Executive Board shall accept nominations for the award on or before July 1 of each calendar year.
2. The Executive Board shall present the slate of nominees to the membership at the regular meeting held in July.

SECTION 4: Lifetime membership benefits shall include the following:

1. Recipient shall enjoy Exemption from Club dues.
2. Recipient shall enjoy full voting privileges and participation in as enjoyed by regular membership status.
3. Recipient shall receive the Club publication AFTER DARK free of charge.
4. Recipient shall be required to pay for any expenses which may be incurred due to purchasing any material(s) by mail or other means for which a fee is charged.
5. Recipient shall be required to pay any expenses incurred on his behalf as the result or intent of travel or other activities to any location(s) of Club interest in which a fee or charge is made.

SECTION 5: This Amendment may be modified or removed from this Constitution by a two-thirds vote of a Quorum as defined under ARTICLE X.

Policy Statement

Contents:

1. Official Logo
2. Benefits of Membership
3. Agreement with Catawba County Board of Education Concerning Access and Use of Lucile Miller Observatory
4. Members with Keys to Observatory
5. Lucile Miller Observatory Equipment Inventory
6. Subscription Discounts to Astronomy Magazine
7. Subscription Discounts to Sky and Telescope Magazine
8. Club Membership in International Dark Sky Association
9. Club Membership in Astronomical League
10. Liability Insurance for the Club
11. Waiver of Club Liability and Release
12. Official Club Observing Sites and permission contacts
13. Agreement with National Park Service Concerning use of Blue Ridge Parkway
14. Agreement with Boy Scout Camp Bud Schiele concerning use of Equipment
15. Club Sponsored Observing Events
16. Club Participation in Annual Community/Regional Observing Events
17. Official Club Website and e-mail Policy
18. Honorary Club Membership
19. Board of Directors Meetings
20. Alternate Meeting Locations and Times
21. New Members Packet
22. Agreement with Catawba Science Center
23. List of Club Assets
24. Checking Account
25. Savings Account
26. Certificate(s) of Deposit
27. Other Financial Instruments
28. Location of Club Records
29. Fund Raising Policy
30. Donations, Honoraria, and Memorials given to the Club
31. Audit of Club Records
32. Copy of our Articles of Incorporation
33. IRS Form 1023 (if filed)