

Constitution of the Raleigh Astronomy Club

Revised: July 2016

Article I - Name and Territorial Limits

Section 1. Name. The name of this organization shall be Raleigh Astronomy Club ("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 Raleigh Astronomy Club is an educational organization whose purposes are:

To promote amateur astronomy;

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

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. Membership. 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, national origin, or any other category protected by Federal or North Carolina discrimination laws.

Section 3. Individual Membership. An Individual member shall be entitled to hold office in the Club provided they meet the requirements for being an officer, be voting eligible in Club matters, and receive Club benefits. Individual members shall be at least 13 years of age.

Section 4. Family Membership. Family membership is available to family members as deemed appropriate by the Executive Committee. Each participant of a family membership that meets the requirements for an Individual membership shall be entitled to hold office in the Club providing they meet the requirements for being an officer. One family membership is allowed up to two votes on Club matters. The family will decide among themselves which two members will be voting eligible. Both votes cannot be cast by any one member of the family. The participants of a family with a membership shall jointly receive Club benefits. 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, vote on Club matters, nor receive 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 be comprised of 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, and the Treasurer shall constitute the Executive Committee of the Club. The Executive Committee will constitute the board of directors for the Club.

Section 2. Responsibilities. The Executive Committee shall be charged with making plans for the operation of the Club activities, shall devise plans to provide for the financial requirements of the Club, shall exercise general control over all officers and committees of the Club, and shall perform such other duties as ordinarily pertain to the governing body or as required by a majority vote of the voting membership, a quorum required. 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 voting eligible Club members at a regular Club meeting, a quorum required.

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. The Co-Chairs shall be charged with the responsibility of creating committees, assigning proper leadership, the supervision of all committees, and the dissolution of committees. A decision of any one Co-Chair may be overruled by a majority vote of the other 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 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.

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, their contact information, and the status of their dues payments, complete and file all necessary federal and state documents, 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.

Article VII - Election of Officers

Section 1. Nomination of Candidates. The Executive committee shall accept nominations and insure that a complete slate of candidates is submitted to the voting eligible Club members one regular (indoor or outdoor) meeting prior to the election. Additional candidates may be nominated up to the election.

Section 2. Time of Election. The new officers of the Club shall be elected during a regular indoor meeting in June or, if this is not practical, at the next regular indoor meeting.

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 eligible Club members shall elect the successor by a majority vote, a quorum required, to serve for the remainder of the unexpired term.

Section 5. Limitations of Office Holding. No officer shall simultaneously hold more than one elected office. No member shall be an officer for more than three terms consecutively. Exceptions to the term limit can be approved at a regular meeting by voting eligible members by a two-thirds vote, a quorum voting, on a year by year basis.

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 winning candidates for Secretary and Treasurer will be those receiving the highest number of votes for that office. Each voting eligible Club member may vote once for each office. A quorum is required for all elections.

Section 7. Removal of Officer. Voting eligible Club members can remove an officer by by a two-thirds vote, a quorum required. The removal will be effective as of the completion of the vote.

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 by the voting eligible Club members at any regular meeting of the Club by a two-thirds vote, a quorum required. The amendments must be submitted to the voting eligible Club

members one meeting in advance of the vote, and the Executive Committee shall notify voting eligible Club members of the vote at least one meeting in advance of the vote.

By-Laws of the Raleigh Astronomy Club

Revised: January 2014

Article I - Meetings

The Club will hold a regularly scheduled indoor meeting monthly. Weather permitting, an outdoor Club observing session will be held monthly. The Executive Committee, shall provide ample notice of the meeting schedule to the membership.

Article II - Quorum

Twenty-five voting eligible Club members or twenty percent of the voting eligible Club members, whichever is less, shall constitute a quorum for the transaction of business by the Club.

Article III - Dues

Any change in the amount of the annual dues for 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. The Executive Committee will notify the membership at least one meeting in advance of the proposed change and provide for absentee votes. The voting eligible Club members will determine the acceptance or rejection of the dues amounts by a majority vote, a quorum required. 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 and will be disbursed from Club accounts with proper accounting of the transaction. All disbursements paid by check shall be signed by the Treasurer or the Secretary.

Article V - Organization of Committees

The three Co-Chairs shall, within ninety 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 Executive Committee can add or remove standing committees as necessary. The Executive Committee will detail the duties of each committee.

Section 2. The Executive Committee will appoint members to serve on any committees, with the member's consent.

Section 3. The Executive Committee will publish the list of all committees to the membership and notify the membership of any changes.

Article VII - Amendments

The voting eligible Club members can amend these By-Laws at any regular meeting of the Club by a majority vote, a quorum required. Any amendments must be submitted to the voting membership at least 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 VIII – Voting

Section 1. Any voting eligible Club Member can propose a vote for any item of club business. The motion must be seconded by another voting eligible Club member. The vote will be conducted at the next regular indoor meeting of the Club.

Section 2. Votes can be tendered in person or via an absentee ballot. Absentee ballots will be made available 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 3. Additional absentee voting methods, similar to on-line voting, can also be used, if approved by the Executive Committee and the voting eligible Club members by a majority vote, a quorum required.

Section 4. No results of absentee or on-line balloting shall be released before the vote in the regular indoor meeting.