



General Policies

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REVISION HISTORY

Version	Date	Author	Revision Description
0.6	09-Oct-13	I. Hewitt	Initial Draft Based on Discussion in Officers Meeting.
0.9	28-Dec-13	I. Hewitt	Corrections by Ann Murphy and Minor Cleanup
1.0	31-Dec-13	I. Hewitt	Officer Approved Version for Membership Submittal
1.1	16-Jan-14	M. Keefe	Updated Language in Section 8.1
1.2	30-Mar-14	I. Hewitt	Updated For Member Comments and Legal Inputs
1.3	15-Oct-23	N. Malik, A. Vail	Updated expenditure language, other minor revisions.

APPROVAL RECORD

Approver	Title	Date
Naveen Malik	<i>Co-Chair</i>	Jan 28, 2024
Anastasia Vail	<i>Co-Chair</i>	Jan 28, 2024
Dana Bostic	<i>Co-Chair</i>	Jan 28, 2024
	<i>Secretary</i>	
Steven Izzo	<i>Treasurer</i>	Jan 28, 2024

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1. Purpose

This documents the general operating policies of the Raleigh Astronomy Club (RAC) which are not covered in other policies and procedures or the constitution/by-laws. These are documented so that all officers and members know the general operating principles that have been used by the club.

2. Scope

These policies shall be used by RAC in its meeting, educational, observing, and other activities. This policy applies only to the Raleigh Astronomy Club, and its members, and officers when attending or acting at an official club function or support activity. In the event that any policy may conflict with another policy document covering a specific activity, (e.g. Big Woods Observing Site Rules) the specific policy will have precedence over this document. In the event that any policy conflicts with the constitution or by-laws, the constitution and by-laws will take precedence.

Any exception to these policies must be approved by a majority vote of a quorum of club members and majority vote of the Executive Committee of the Raleigh Astronomy Club.

3. Policy Documents

- 3.1. In the event of a conflict between published/approved policy documents and the constitution/by-laws, the constitution/by-laws will have precedence.
- 3.2. All policies are to be made publicly available and be provided upon request to any person or institution without restriction.
- 3.3. Changes in policies will be drafted by the Executive Committee and must be approved by a simple majority of a quorum of members.
- 3.4. All new policies will be presented to the membership at least one meeting in advance and must be approved by a simple majority, a quorum of members voting.

4. Speakers

- 4.1. Non-RAC members who act as presenters/speakers in club meetings will be invited to a reasonable cost dinner before or after the club meeting (at their discretion). The cost of meal for the speaker (and spouse/significant other if the speaker is traveling) will be covered from club funds. No officer or member of RAC that attends the dinner will have their meal reimbursed, unless there are extenuating circumstances and such expense is pre-approved by the executive committee.
- 4.2. No presenter/speaker will be paid or provided an honorarium for their services. Any exceptions to this rule must be approved by the Executive Committee and a simple majority of the membership, a quorum voting.
- 4.3. Speakers/traveling from out of town may have their travel expenses paid from club funds, with prior approval of the Executive Committee.
- 4.4. Topics presented by speakers/presenters will be applicable to astronomy, space, or space science.

5. Meetings

- 5.1. All members and visitors must follow meeting decorum at all events.
- 5.2. RACOBS will be open for guests to attend, but attendance may be limited due to site restrictions at the discretion of the executive committee.

6. Outreach/Educational Events

- 6.1. Admission. RAC will not charge admission to any education/outreach event it sponsors.
- 6.2. If RAC is participating in an event sponsored by an outside entity, the event should not have an admission fee for the public to attend.
- 6.3. If RAC wants to participate in an event that requires an admission fee, the executive committee will determine if the event is appropriate for RAC to attend. If they determine that it is beneficial and aligned with RAC's mission, the executive committee will inform the members of the fact that there is an admission fee and the reasons for RAC to attend prior to soliciting volunteers.
- 6.4. RAC will never participate in an event closed to the public which benefits a for-profit entity.

7. Officer meetings

- 7.1. Notes shall be kept for all officers meetings. These notes will be published to the membership after the meeting.
- 7.2. Officers will meet at least twice per year or more as needed by circumstances.

8. Other

- 8.1. By joining RAC, all members of RAC give their permission to use their likeness/video/audio recorded in the course of RAC supported events.
- 8.2. An annual budget will be drafted and agreed upon by a majority of the Executive Committee members. The draft will be shared with the membership for feedback for a period of 30 days. Once feedback is collated, the Executive Committee members will amend the draft budget if/as needed and then seek approval by a majority of the Executive Committee members prior to ratification. Any expenditures that result in a line item exceeding its budget by \$150 must be approved by a majority of the Executive Committee members.
- 8.3. No unaccompanied minors are permitted to attend RAC events. RAC does not take responsibility for unattended children/minors.
- 8.4. Any member can bring up a business item for discussion at a RAC meeting, even if it's not on the agenda; this includes discussion of any decisions made by the Executive Committee
- 8.5. The secretary will maintain a voting record that specifically documents all votes taken by the club.

9. Reference Documents

No.	Document Title	Author