

# ROANOKE VALLEY ASTRONOMICAL SOCIETY



## BYLAWS



Adopted May 31, 1988

Amended January 17, 1993, May 1, 2008, and December 22, 2012

### **Section 1 - Constituting Authority**

- 1.1 These BYLAWS are adopted in support of the Constitution of the Roanoke Valley Astronomical Society for the purposes of facilitating the operations and administration of the Society. In these BYLAWS, references to the "Society" or the "RVAS" shall mean the Roanoke Valley Astronomical Society. In the event of any conflict, the Constitution shall take precedence over these BYLAWS.
- 1.2 Every current member and every new member shall be provided a copy of the Society Constitution and BYLAWS.

### **Section 2 - Fiscal Year**

- 2.1 The fiscal year of the Society shall be July 1 through June 30.

### **Section 3 - Membership**

- 3.1 Members of the Society shall be those persons who have applied for membership and who have paid the applicable Society dues. There shall be five categories of membership:
  - Individual – Membership for a one person age 18 or older (includes monthly newsletter and Astronomical League membership)
  - Family – Membership for all persons age 18 or older in a household of two or more persons (includes one monthly newsletter and one membership in the Astronomical League)
  - Senior Individual – Membership for a one person age 65 or older (includes monthly newsletter and Astronomical League membership)
  - Senior Family – Membership for all persons age 65 or older in a household of two or more persons (includes one monthly newsletter and one membership in the Astronomical League)
  - Student – Membership for a single person age 18 or older enrolled full-time in an educational or training institution or facility (includes monthly newsletter and Astronomical League membership)

Individual, Family or Student membership may be granted to a minor under age 18 provided that, in addition to an application for membership and payment of dues, he/she provides a written statement from a parent or guardian assuming responsibility for the actions of the minor in connection with activities of the Society.

- 3.2 Honorary Membership may be conferred on individuals who have distinguished themselves in the science of astronomy or in service to the Society. Honorary Membership will be conferred upon recommendation of the Executive Committee, a majority vote of members voting on the recommendation, and on acceptance by the individual recommended. Honorary Members shall not be required to pay dues.

## **Section 4 - Membership Year and Dues**

- 4.1 The "Membership Year" shall be the twelve-month period coinciding with the fiscal year.
- 4.2 The annual dues for each membership category of the Society shall be set by a majority vote of the total number of members of the Executive Committee. Dues for all current members shall be due and payable on the first day of the membership year. In the event an individual first joins after the start of the membership year, the member shall pay a prorated amount based on the number of months remaining in the current membership year. In the event an individual joins after the start of the membership year and the Society accepts a dues payment for a full twelve-month period, the individual's subsequent membership renewal payment shall be prorated based upon the number of months remaining in the then-current membership year. For dues payments received on or before the 15th of the month, the membership will be effective as of the 1st of that month. For dues payments received after the 15th of the month, the membership will be effective the 1st of the following month.
- 4.3 In order to promote retention and growth of the Society membership, special dues rates and reductions may be set by a majority vote of the total number of members of the Executive Committee. These may include reduced first-year promotional rates for new members, dues reductions to reward current members for the recruitment of new members, the award of free memberships (through such means as, but not limited to, prize drawings) or other special rates and reductions deemed advantageous to the purposes of retention and growth. Such special rates and reductions shall be offered to a group or groups of potential or current members and shall not be granted to specific individuals named in advance, except where the individuals named have rendered or are anticipated to render service to the Society of equal or greater financial value compared to the special rate or reduction to be conferred. Prior to approving any special dues rates and reductions, the Executive Committee shall consider the financial condition of the Society at the time and the potential of the special dues rates and reductions to serve the purposes of retention and growth.
- 4.4 Member dues support the general expenses of the Society. Magazine subscriptions are not included in the dues payment.

## **Section 5 - Meetings**

- 5.1 Each member shall be notified in advance of every meeting, observing session, and of every other function planned by the Society.
- 5.2 All regular meetings of the Society shall be open to all members, guests of members, and visitors, except that portions of regular meetings may, by majority vote of the members attending, be declared "executive sessions" during which all nonmembers may be temporarily excluded.
- 5.3 All Executive Committee meetings shall be open to all members, except that any portion may be declared an "executive session" by a majority vote of the Executive Committee members present, during which all non-Executive Committee members shall be temporarily excluded.

## **Section 6 - Officers**

- 6.1 The officers of the Society shall be a President, a Vice President, a Secretary, a Treasurer, and one Executive Committee Member At Large.
- 6.2 The term of office of the Society Officers shall be one year and shall begin on the first day of the fiscal year. Each Officer shall serve until the successor to that office shall have been elected.

- 6.3 Any adult member shall be qualified to be elected to any Society office, except that the President and the Vice President shall not be elected to more than two consecutive terms in the same office and except that no one individual may hold more than one elective office simultaneously.

### **Section 7 - Nominations and Elections to Office**

- 7.1 At least two months prior to the beginning of the fiscal year, the President shall appoint a Nominating Committee and a Tellers Committee.
- 7.2 The Nominating Committee shall propose at least one candidate for each Society Office. The candidates proposed by the Nominating Committee shall be qualified members who have agreed to serve if elected. The names and offices for which they are candidates shall be published to all members of the Society in an announcement, preferably in an issue of the Society Newsletter.
- 7.3 Any member in good standing may, within 15 days after the publication of the nominating committee proposals, be added to the candidate list by providing the Society Secretary with a written statement indicating the specific office the member wishes to run for and a brief statement of the reason the member wishes to run for that office.
- 7.4 In the event that only one candidate has been proposed for an office by the Nominating Committee or any other candidates who have qualified by written statement, the candidate will be placed before the members present at the June meeting for acceptance by acclamation. Where competition exists for an office, elections will be conducted as described in subsections 7.5 to 7.8.
- 7.5 At the end of the time period for qualified candidates, the Secretary shall send to all voting members an official ballot listing all candidates proposed by the Nominating Committee and any other proposed candidates. The ballot shall contain instructions for voting, the name and address of the Chairman of the Tellers Committee to whom the ballot should be returned and the date by which ballots must be received in order to be counted.
- 7.6 At the end of the time for voting, the Tellers Committee shall meet to inspect all ballots and discard any received from unqualified persons. The votes cast in all accepted ballots shall then be counted. A plurality of the votes cast shall be sufficient to elect. The actual ballots shall be retained by the Tellers Committee for a period of three months following publication of the results of the election.
- 7.7 The Chairman of the Tellers Committee shall advise the Executive Committee of the results of the election and the results shall be published to all members, preferably in the next issue of the Society Newsletter.
- 7.8 In the event of a tie vote for any office, a new vote by the membership will be taken to resolve the tie.
- 7.9 In the event a vacancy occurs in any elected office, the Executive Committee shall appoint a qualified member to fill the unexpired term.

### **Section 8 - Duties of the Officers**

- 8.1 The President shall be the official representative of the Society and will preside at all regular and special meetings of the Society at which he/she is present. The President shall be the Chairman of the Executive Committee. He/she shall establish any Committees deemed appropriate to serve the purposes of the Society, appoint the Chairmen of these Committees, discharge the Committees when their purposes have been served and be an ex-officio member of every committee. He/she may call special

meetings of the Society or of any Committee. The President shall receive all correspondence directed to the Society, report on such items as may be of general interest to the membership at regular meetings and respond in the name of the Society to such correspondence.

- 8.2 The Vice President shall, in the absence or disability of any elective officer, temporarily assume the absent officer's duties. He/she shall be an ex-officio member of every Committee and shall be Chairman of the Program Committee.
- 8.3 The Secretary shall keep an accurate record of the business proceedings of all regular and special meetings of the Society and shall receive records of all committee proceedings which shall then become a part of the permanent record of the Society. The Secretary shall be the official representative of the Society to the Astronomical League.
- 8.4 The Treasurer shall be the chief financial officer of the Society. He/she shall maintain the bank account(s) in the name of the Society, receive all funds directed to the Society, pay all debts of the Society and keep accurate records of Society receipts, expenditures, and assets. The financial records shall be reviewed with the Executive Committee before the end of each fiscal year, or at intervals as directed by the President. The Treasurer shall provide a financial report to the total membership annually. The Treasurer shall pay all items as they come due. Payment of extraordinary items shall require the concurrence of the Executive Committee before payment, except in the event of an emergency, when the concurrence of the President or Vice President shall be obtained. The Treasurer shall maintain an up-to-date listing of the Society's current members.
- 8.5 The Executive Committee Member At Large shall advise and consult with the other elected officers on all aspects of the operation of the Society and assume such other duties as may be assigned by the President or the Executive Committee.

### **Section 9 - Amendment of these BYLAWS**

- 9.1 Amendments to these BYLAWS may be proposed by a majority vote of the Executive Committee or by a petition signed by five percent of the membership. The Executive Committee shall be empowered to act on such amendments on behalf of the Society. Within 30 days after action on an amendment by the Executive Committee, a ballot shall be distributed by mail to the membership. The ballot to be returned to the Secretary shall be accompanied by a statement of the amendment, one statement in support of the amendment by the sponsors, one statement in opposition, if one exists, and the action taken by the Executive Committee. The ballot shall offer the membership the opportunity to endorse or reject the action of the Executive Committee and shall contain space to permit those voting to reject the proposed amendment to describe their reasons for so doing. Ballot distribution shall be at least 30 days in advance of the date designated for a response. In the event that a majority of the membership responds to reject the action taken, the amendment shall be rejected. Unless rejected by the membership, proposed amendments shall take effect on the day after the deadline for member responses.