



Constitution of the Chester County Astronomical Society



Article I Name

The name of this organization shall be the "Chester County Astronomical Society".

Article II Purpose *revised March 24, 1999*

The purpose of this Society shall be to promote an interest in astronomy through meetings, activities, and interaction with West Chester University, the University of Pennsylvania, and the local community. This Society is established as a non-profit organization.

Article III Membership

Section 1 *revised March 24, 1999*

Any person interested in the purpose of this Society shall be eligible for membership. The Society shall have unlimited membership. To establish and maintain membership the person must agree to:

- (a) abide by the constitution and by-laws
- (b) participate in accomplishing the purpose of the Society
- (c) maintain payment of dues.

Section 2 *revised October 15, 1995*

The types of memberships shall be as follows:

- (a) Regular member
- (b) Student member
- (c) Junior member
- (d) Honorary member
- (e) Senior member
- (f) Family member

Article IV Officers and the Election Process

Section 1 *revised March 24, 1999*

The officers shall consist of a president, vice president, secretary, and treasurer and be elected for a term of two years beginning in 1999.

Section 2 *revised October 15, 1995* *revised March 24, 1999*

In an election year, an election committee consisting of three (3) members, one acting as chairperson, shall be appointed by the president on or before the March meeting for the purpose of selecting candidates for the offices in Section 1. Names of the candidates shall be presented in writing to the Society at the April meeting. All candidates must agree to serve if elected. Nominations may be accepted from the floor at the April meeting.

Section 3 *revised October 15, 1995*
 revised March 24, 1999

In an election year, the election committee shall conduct the election and announce the results to the Society during the May meeting. If only one person is nominated for any office the secretary shall cast one vote for the election of that person.

Section 4

The newly elected officers shall be installed at the June meeting.

Article V Duties of Officers

Section 1 *revised October 15, 1995*

The president shall preside over all meetings. The president shall appoint the chairperson of all committees and be an ex-officio member of all committees except the election committee. The president shall be responsible for the functioning of all committees.

Section 2 *revised March 24, 1999*

The vice president shall perform all the duties of the president in the absence of the president, and function as chair of the executive committee.

Section 3 *revised March 24, 1999*

The secretary shall keep minutes of all meetings. The secretary shall also conduct, or delegate responsibility for, the correspondence of the Society and be responsible for the distribution of newsletters and notices as directed by the president.

Section 4

The treasurer shall hold in a bank account all moneys belonging to the Society. A written financial statement including a copy of the current bank statement and a record of all expenses paid shall be presented by the treasurer at each meeting and a copy given to the secretary. The treasurer shall keep an updated list of all members, the status of their dues, and current addresses, and furnish the other officers a copy of that list upon request.

Section 5 *revised March 24, 1999*

When a vacancy occurs in an elected office, the unexpired term of such officer shall be filled by a person selected by the executive committee (see Article 8, Section 6).

Article VI Expenses

Section 1

The executive committee shall present a budget for the fiscal year beginning September 1st and ending August 31st of each year. The budget shall be presented to the membership for approval at the September meeting.

Section 2

Budgeted operating expenses (postage, stationary, supplies, etc.) may be expended without the approval of the membership.

Section 3

All other expenses (equipment, building material, etc.) must be approved by the executive committee and a majority of the voting membership.

Section 4

The financial books and records kept by the treasurer shall be audited and a report submitted each May for the previous year by two auditors appointed by the executive committee.

Article VII Meetings

Section 1

The regular meetings of the Society shall be held monthly unless arranged for otherwise.

Section 2 *revised March 24, 1999*

Special meetings or events may be called by the president or at the request of the membership, and with the approval of the executive committee.

Section 3

Three members of the executive committee shall constitute a quorum of the executive committee.

Section 4 *revised March 24, 1999*

Each regular member shall have one vote on matters brought before the membership. Honorary members, student members, and junior members are not eligible to vote.

Section 5 *revised March 24, 1999*

Twenty-five percent (25%) of the number of voting members shall constitute a quorum of the membership.

Section 6

Except for amendments to this constitution and with a quorum of membership present a simple majority of voting members present is needed to pass on motions brought to a vote.

Article VIII Standing Committees

Section 1 *revised March 24, 1999*

The president shall appoint the chairperson of all standing committees to serve for the duration of his/her term of office. The chairperson of each standing committee shall be willing to accept the duties and select members of the Society to serve with him/her.

Section 2 *revised March 24, 1999*

The standing committees shall be but not limited to:

- (a) Program committee
- (b) Observing committee
- (c) Education committee
- (d) Telescope/Observatory committee

Section 3 *revised March 24, 1999*

A program committee chairperson shall be responsible for the yearly programs, subject to the approval of the executive committee.

Section 4 *revised March 24, 1999*

An observing committee chairperson shall be responsible for all the Society and public observing sessions, subject to the approval of the executive committee. This person shall also serve as the coordinator for the Astronomical League observing awards.

Section 5 *added March 24, 1999*

An education committee chairperson shall be responsible for coordinating all educational activities of the Society, subject to the approval of the executive committee.

Section 6 *added March 24, 1999*

A telescope/observatory committee chairperson shall be responsible for the building, controlling, and maintaining of the Society telescopes, and coordinating any and all efforts toward the establishment of a club observatory.

Section 7 *revised March 24, 1999*

The president may form committees and appoint the chairpersons for those committees.

Section 8 *revised March 24, 1999*

The executive committee shall consist of all current officers (see Article 4, Section 1), the chairpersons of the standing committees, and the Astronomical League Correspondent.

Section 9 *revised March 24, 1999*

All committee records and pertinent information should be kept by each committee chairperson and passed on to his/her successor.

Section 10 *revised March 24, 1999*

A non-voting member may serve on a committee but not as a committee chairperson.

Article IX Dues

Section 1

Annual membership dues shall be set as recommended by the executive committee and approved by the membership.

Section 2

Annual dues shall be payable to and received by the treasurer. The treasurer shall keep records to indicate when each membership expires and notify members as such.

Section 3 *revised March 24, 1999*

Annual dues of a member not received by three months following the expiration of his/her membership shall result in the dropping of that member from the membership rolls. The member shall be notified of this fact in writing.

Section 4

Prepaid dues may be refunded to any member who must resign because of a location transfer. The treasurer shall record this action and advise the other Society officers.

Article X Amendments

This constitution may be amended by a two-thirds (2/3) vote of the voting members provided the amendment has been approved by the executive committee and has been sent in writing to each member of the Society at least thirty (30) days prior to the vote.

Article XI Bylaws

Section 1 *revised March 24, 1999*

Bylaws may be established, amended or changed if approved by the executive committee and passed by a majority vote of a quorum of members. All proposed bylaw amendments and changes must be distributed to the membership via the Society newsletter prior to the meeting in which the vote is taken.

Section 2

No bylaw shall be established, amended or changed if it violates this constitution.

Revision History:

This constitution was adopted by the Chester County Astronomical Society on March 8, 1994.

This constitution was revised by the Society on October 15, 1995.

This constitution was revised by the Society on March 24, 1999.