

MVAS CONSTITUTION AND BY-LAWS

Revised 2004, 2006

* * * **CONSTITUTION** * * *

ARTICLE I **MEETINGS**

SECTION 1: ANNUAL MEETING

The Regular Annual Meeting of the members of the Mahoning Valley Astronomical Society shall be held in the month of December. At two year intervals, election of four Officer Trustees shall be held at this meeting.

- (A) Nominations for all the four Officer Trustee shall be held in November.
- (B) Installation shall be at the January meeting.

SECTION 2: SPECIAL MEETINGS

Special meetings of the members may be held at any time upon call of the President or a majority of the Board of Trustees.

SECTION 3: REGULAR MEETINGS

Regular meetings of the members of the Society shall be held monthly for the purposes of the Society and social fellowship.

SECTION 4: NOTICE OF MEETINGS

Notice to all meetings shall be mailed or telephoned to each member appearing on the books of the Society, by the Secretary at least five (5) days prior to the date of each meeting. A notice, when published in the Society's newsletter, *The Meteorite*, shall serve in lieu of a separate announcement by the Secretary. In all cases of special meetings, the notice therefore shall state briefly the Objects thereof.

SECTION 5: QUORUM

Ten (10) members shall constitute a quorum for the transaction of business at any Annual or Regular Meeting and seven (7) members for special meetings of the Society's members.

ARTICLE II **TRUSTEES**

SECTION 1: BOARD OF TRUSTEES

There shall be a total of seven (7) Trustees all of whom shall be members. Four Officer Trustees are elected by the membership at a December Annual meeting. Three other trustees shall be selected from the general membership or other officers, as provided by Section 3 and 4. Four (4) Trustees shall constitute a quorum and the Board of Trustees shall have the power to fill vacancies in its membership. The [this] Board of Trustees shall have control and management of the property of the Society subject only to the action of the members in meeting assembled.

SECTION 2: OFFICER TRUSTEES

There shall be four (4) constitutionally appointed Officer Trustees. They shall be: The President, the Vice-President, Secretary, and Treasurer. Election of these four Officer Trustees shall be conducted every two years, at the December Annual meeting.

SECTION 3: APPOINTED TRUSTEES

Two (2) Trustees are to be selected as Appointed Trustees from the general membership by the four (4) Officer Trustees. The terms shall be of two years and staggered so that there is an election every year to fill an expiring position. Initially there must be an election for a one year Term Trustee and a Two Year Term Trustee.

SECTION 4: ELECTED TRUSTEE

At each January meeting the general membership (excluding the Board of Trustees) shall elect a trustee from the general membership at large, to serve on the Board of Trustees. A majority of all votes cast shall elect such person. The term will be for one (1) year.

ARTICLE III
OFFICERS

SECTION 1:

The Officers of this Club shall be *President, Vice-President, Secretary, Treasurer, Observatory Director, and Librarian*. The term of office for the positions named in this Section is two (2) years unless otherwise noted herein.

SECTION 2:

The President or a majority of the Executive Board [*of Trustees*] (to override the President) shall select and appoint positions of *Observatory Director, Librarian, and Meteorite Editor* for two year terms. Renewable as the situation warrants.

ARTICLE IV
DUTIES OF OFFICERS

SECTION 1: PRESIDENT

The President shall preside at all meetings of members, perform generally all duties usually incident to such office, and such other and further duties as may be from time to time required of him by the members or Trustees.

SECTION 2: VICE-PRESIDENT

The Vice-President shall perform all the duties of the President in case of the latter's absence or disability. In case both the President and Vice-President are absent or unable to perform their duties, the members may appoint a President pro tempore.

SECTION 3: SECRETARY

The Secretary shall keep an accurate record of all transactions of the members and Trustees. He shall give notices required by Law and all notices provided by the Code of Regulation or By-Laws of the Club. He shall keep a proper Secretary's Book, and shall properly record therein all minutes of members' meetings, and such other matters as shall be proper and necessary. He shall generally perform such duties as may be required of him by the members or Trustees. At the expiration of his term of office, he shall deliver all books, papers and property of the Club in his hands to the President or to his/her successor.

SECTION 4: TREASURER

The Treasurer shall receive and safely keep all money and documents, belonging to the Society, and the same shall be disbursed under direction of, and to the satisfaction of the members. Proper Vouchers shall be taken for all such disbursements. It shall be his/her duty to keep an accurate account of the finances of the club on the books prepared and furnished for that purpose, and all books shall be open for inspection and examination by the Board of Trustees or any Committee of the members appointed for that purpose

SECTION 5: LIBRARIAN

The Librarian shall be entrusted with the care of all books, magazines, astronomical items and similar material which shall be acquired by the Society in any manner. At the expiration of his/her term he shall turn over all such material to his/her successor in office.

SECTION 5: OBSERVATORY DIRECTOR

A) QUALIFICATIONS :

1. Knowledge of sky (astronomy).
2. Knowledge or proper operation of the MVCO telescopes.
3. Knowledge of operation of the MVCO systems / equipment.
4. Availability (8 to 11 months per year).

B) DUTIES :

1. Recommend and encourage observing programs for MVAS.
2. Make decisions on the use of the 8" and 16" telescopes when conflicts arise concerning above programs.
3. Recommend addition or removal of equipment to the 8" and 16" telescopes
4. Recommend MVCO building, telescope and other repairs.
5. Post a list of jobs to be completed at MVCO work-sessions.
6. Coordinate above work sessions.

C) NON-DUTIES :

1. The O.D. is NOT required to perform all repairs alone.
2. The O.D. is NOT required to be at every scheduled work-session or at every MVCO open house.
3. The MVAS member using the equipment is responsible for keeping the MVCO log current. The Librarian should keep the MVCO log in a usable condition.

ARTICLE V
COMMITTEES

SECTION 1:

Standing and Special Committees shall be appointed by the President for membership at the meeting in January and at various times during the year.

ARTICLE VI
MEMBERSHIP

SECTION 1: REQUIREMENTS

Members shall consist of those interested in astronomy, and others interested in the purpose of the Organization.

SECTION 2: CLASSIFICATION

Members shall be classified as follows: Regular Members, Honorary Members, Junior Members, Family, and Contributing members.

SECTION 3: HONORARY MEMBERS

Honorary Members shall consist of those who have contributed to the science of astronomy in any manner or form, and who have been deemed worthy of Honor by the Society.

SECTION 4: REGULAR MEMBERS

Regular Members shall consist of persons over the age of sixteen (16) years who shall be elected as hereinafter provided and who comply with the Constitution and By-Laws. Family members shall reside within the same household, all having the same mailing address.

SECTION 5: JUNIOR MEMBERS

Junior Members shall consist of persons under the age of sixteen (16) years who have been elected as provided in Article VII and who comply with the Constitution and By-Laws.

SECTION 6: FAMILY MEMBERS

Members currently living in the same household, and each using the same mailing address, are eligible for a Family membership rate, as set forth in Section 4 of the By-Laws.

SECTION 7: CONTRIBUTING MEMBER

A Contributing Member may be so deemed by the Society with a simple majority vote of the members present at a Regular or Special meeting. This would be someone who in a relatively short period of time made a substantial and worthy contribution for the good of the Society.

SECTION 8: VOTING RIGHTS

All Members, except Junior Members who have not yet reached their fourteenth (14) birthday, shall be entitled to voting privileges at all meetings.

ARTICLE VII
ADMISSION TO MEMBERSHIP

SECTION 1: ADMISSION

Proposals of eligible persons for membership, excluding Contributing Members, shall be made at a Regular Meeting by at least two (2) Members or Junior Members. A majority vote shall elect such person(s) as Member(s) of the Society, conditionally upon reception of one year's due by the MVAS Treasurer.

(Note: 2nd meeting requirement was rescinded in April 1988)

ARTICLE VIII
DUES

SECTION 1:

Honorary Members shall be free from all Dues and Assessments.

SECTION 2:

Membership dues for a year shall be set by the Members at a Regular or Annual Meeting.

SECTION 3:

Junior Members shall pay dues as may be set by the Members.

ARTICLE IX
ORDER OF BUSINESS

SECTION 1:

Unless otherwise ordered by a majority vote of the Members present, the order of all Business at all Regular and Special meetings of the members of the Club, shall be as follows:

1. ROLL CALL (password)
2. INTRODUCTION OF VISITORS
3. CALL FOR READING OF MINUTES
4. TREASURER'S REPORT
5. READING OF CORRESPONDENCE
6. REPORTS OF OFFICERS AND COMMITTEES
7. UNFINISHED BUSINESS or "OLD BUSINESS"
8. "NEW" BUSINESS OR MISCELLANEOUS BUSINESS
9. ANY OTHER MATTERS PERTAINING TO THE GOOD OF THE SOCIETY

ARTICLE X
REPEALS AND AMENDMENTS

SECTION 1:

The *Constitution* may be amended or repealed by a two-thirds (2/3) vote of the members present and entitled to vote at any Regular meeting or at a Special meeting called for that purpose.

* * * **BY-LAWS** * * *

SECTION 1: Rules Of Order

Robert's Rules of Order shall govern all meetings.

SECTION 2: Membership

Any member over three (3) months in arrears of his/her dues payment shall be dropped from the MVAS Rolls providing that the officers of the Society so direct.

SECTION 3: Annual Dues

There will be a base Regular membership rate, as provided for in Article VIII, of \$30.00 for adults and \$10 for Junior members (16 years old or younger). Costs for subscriptions and renewals to magazines (*Sky & Telescope* or *Astronomy*) [or any other purchase] made thru the MVAS, will be additional to the stated membership rate.

SECTION 4: Family Membership

Members currently living in the same household, and each using the same mailing address, are eligible for a Family membership rate. The first member must pay a Regular membership rate, as set forth in Section 3 of the By-Laws (\$30). Each additional member will pay a rate no less than 1/2 the Regular rate (\$10). Only one (1) monthly issue of the club newsletter, *The Meteorite*, shall be mailed to the household. All Family members are entitled to all membership benefits and voting rights as provided for and limited by the Articles and By-Laws of this Constitution.

Section 5: Sponsor Program

Members that are in good standing with the Society (dues paid-up) may sponsor a gift subscription to the *Meteorite*, which will be sent to the individual(s) of their choice. The subscription will be for twelve (12) issues only and is not renewable. The MVAS Sponsor must pay the MVAS Treasurer a subscription fee to cover postage and printing cost. Current rate is \$7.00 (increase to \$10) for each subscription. Attracting new members and/or benefactors is the main objective of this program.

Section 6: Membership Benefits (Provisional)

Members in good standing are entitled to partake in group discounts available through the MVAS:

1. Sky & Telescope Magazine subscription at the current rate per year.
2. Astronomy Magazine subscription at the current rate per year.
3. A 10% discount* to books and merchandise sold by Sky Publishing at group discount rates.
4. Special prices on MVAS merchandise.

**all 2004 rates, subject to change.*

SECTION 7: MVCO Keys

1. Observatory Director is not to hold MVCO keys. The MVAS Treasurer will handle income from keys. MVCO key deposit is \$10. (\$15 as of 2006)
2. Observatory Director will use a qualification test as a basis for issuing MVCO keys. Subject to the approval of the Executive Committee.
3. Only paid-up members that can demonstrate a working knowledge of the equipment and telescopes will be issued MVCO keys. Also, individuals that may need access to the MVCO for the good of the Society shall be issued a key. All keys must be returned upon termination of MVAS membership.

SECTION 8: Spending Limits

1. The Librarian has the authority to spend a maximum of \$100.00 per year to purchase new books and to maintain existing materials for the Society, as approved by the Treasurer. Amounts in excess will need membership approval.
2. The Treasurer has the authority to spend a maximum of \$25.00 per month for MVAS emergencies without membership approval. Amounts in excess will need membership approval.
3. The Observatory Director has the authority to spend a maximum of \$240.00 per annum for emergency repairs to equipment and/or buildings at the MVCO facility without membership approval. Expenditures in excess will need membership approval. Any single expenditure that exceeds \$50.00 will need approval from at least one additional (Officer Trustee), in addition to and before the Treasurer makes said payment.

SECTION 9: Property Names

1. The current Braceville property shall remain named as "Mahoning Valley Cortese Observatory" (MVCO) for as long as the MVAS maintains this Braceville site as an observatory. There will be no further naming or renaming of existing or new properties at the site aforementioned, in tribute to any individual. Tributes and acknowledgements of individuals may be in the form of dedication, appreciation, or remembrance plaques to be mounted in appropriate locations at the site.