

# **Constitution of the Desert Foothills Astronomy Club**

## **PREAMBLE:**

The Desert Foothills Astronomy Club, hereinafter DFAC, exists to promote the hobby of astronomy and increase public awareness of light pollution issues. We will act to educate ourselves and others, volunteer our time and effort for those who want to learn, and communicate through whatever means available the personal and global benefits of astronomy as a hobby or profession. To that end, we hereby enact this Constitution of the Desert Foothills Astronomy Club, ratified by a unanimous vote of the assembled membership on May 30th, 2007.

## **ARTICLE 1: Membership**

a. Membership encompasses all persons in a member household, including those that comprise an extended family.

b. Membership Requirements: Membership in DFAC shall be open to all persons who have an interest in astronomy. The minimum age for membership is 18. Persons younger than age 18 may attend all DFAC functions in the company of a member.

c. Membership Classes: Two classes of membership are available:

1. Membership with electronic newsletter delivery, and
2. Membership with postal newsletter delivery

d. Membership Privileges: The privileges accorded to members include: admission to DFAC meetings and events, subscription to Quid Novi (the DFAC newsletter), the right to participate, nominate and vote in all DFAC proceedings, and membership in the Astronomical League, including a subscription to The Reflector (newsletter of the Astronomical League). Failure to remit membership fees will result in termination of membership and the loss of all privileges normally accorded to members in good standing.

## **ARTICLE 2: Officers and Duties**

a. President: The President shall preside at all meetings, and ensure that DFAC is managed according to the stipulations of this document. The President has the responsibility for planning and scheduling of special events, and for setting the agenda of the annual Business Meeting. The president shall assume responsibility for the duties of any vacated office, in accordance with Article 3, paragraph e.

b. Vice President: The Vice President shall assist the President in the performance of all duties, and assume responsibility for those duties should the President be unable to do so. The Vice President will maintain and a list of potential speakers for our Lecture Series, contact and schedule those speakers, and coordinate stipends as needed with the Treasurer.

c. Treasurer: The Treasurer shall collect membership fees, maintain a roster of current members, and remit payments for DFAC obligations. The Treasurer shall maintain records of the custody and disbursement of all DFAC funds. All disbursements of funds made by check shall require the signature of the Treasurer or President. The Treasurer shall provide, at the annual Business Meeting, a full report on DFAC's financial status, including a determination of the membership fee required for the continued function all DFAC activities.

d. Editor: The Editor shall prepare and distribute a newsletter to all members providing, at minimum, the schedule for upcoming meetings and events, and a summary of the previous meeting. The format, medium

and additional content of this notice is at the Editor's discretion. The Editor will solicit, for each issue, input from the other Officers.

e. Webmaster: The Webmaster shall maintain and update the DFAC website, and ensure domain name registration and web hosting services are renewed in a timely manner to provide a continuing internet presence.

f. Media Liaison: The Media Liaison shall act as DFAC's point of contact for all media communications (TV, radio, internet, and print), maintain a current listing of local media contact information, and provide timely notification to those media of upcoming DFAC meetings and events. This office requires email and internet access.

g. Newsgroup Moderator: The Newsgroup Moderator will supervise and maintain an online forum for discussion outside normal channels. The newsgroup location and structure is at the discretion of the Moderator, guided by input from forum members.

### **ARTICLE 3: Protocols of Office**

a. Nominations: Nominations of Officer candidates may be made by any member. Candidates must be members of DFAC, and have the right to decline a nomination.

b. Terms of Office: The term of an Officer is one year. There shall be no limit on the number of consecutive terms served.

c. Succession: If the office of President is vacated in-term, the order of succession shall be Vice President, Treasurer, Editor. Succession and assumption of duties as acting-President shall be automatic and may not be declined. The successor may delegate these duties in accordance with Article 3, paragraph f.

d. Vacated Office: If any office is vacated, either in-term or due to lack of a candidate for succession, the President (or acting-President) shall assume responsibility for the duties of that office. The President (or acting-President) may retain these duties, or delegate them in accordance with Article 3, paragraph f.

e. Removal from Office: An Officer may be removed from office for failure to execute duties, or other behavior harmful to DFAC. Removal may be initiated by any member by communication to any Officer, and must include a written statement citing the reasons for removal. This statement will be forwarded to all members, anonymously if requested, before voting on removal.

f. Delegation of Duties: Special circumstances may require that duties essential to the continuing operation of DFAC be delegated to its members. Duties shall be delegated in a manner which gives consideration to members' talents, constraints, resources and personal preferences, with the delegation proceeding first to Officers, then to the general membership.

### **ARTICLE 4: Meetings**

a. Lecture Meeting: These shall normally occur once each month from September through April, inclusive, excluding December, beginning at 6:30 pm and ending at 8:30 pm, with the first half-hour allotted, if needed, to DFAC business. The meeting day shall be chosen to accommodate the schedules of the majority of members, with changes to that day made as required to maintain that state of accommodation. Notice of any proposed change shall be communicated to the entire membership at least one month in advance to solicit input. Variations on this schedule are permitted, provided advance notice is given to all members.

b. Business Meeting: This shall occur once every year, at the May meeting, for the purpose of electing the next Officers, presentation of the Treasurer's report, Constitutional amendment, or other DFAC business.

c. Voting Procedure: Those members of DFAC present at any meeting, or represented by proxy, shall constitute a quorum for the transaction of all DFAC business. Votes may be cast by proxy, antecedent to the actual vote, through communication to any Officer. All voting shall be by show of hands, or by secret ballot at the request of any member. A 2/3 majority of the members present, or represented by proxy, shall be required for:

- i. removal of any Officer, or
- ii. passage, amendment or repeal of any article of the Constitution.

For all other matters a simple majority of the members present, or represented by proxy, shall be sufficient for approval.

#### **ARTICLE 5: Amendment of the Constitution**

This Constitution may be amended by a 2/3 majority of the members present, or represented by proxy, at a meeting called for that purpose, and for which a written notice and summary of all proposed changes have been delivered to the entire membership at least one month in advance.

#### **ARTICLE 6: Necessary Action Outside the Constitution**

Should a situation arise that affects the operation or status of DFAC, and that requires action on a timely basis, and for which no clear procedure is herein delineated, the Officers may, after mutual consultation, respond in the best interest of DFAC. Such actions shall be reported to the membership at the next meeting and in the next monthly newsletter.