

BYLAWS OF THE NORTH HOUSTON ASTRONOMY CLUB

Adopted by the General Membership at the regular meeting, 23rd July, 1999, 31st March, 2000, 15th December 2000, 22nd February 2002, 20th December 2002, 23rd January 2004, and 20th November 2009.

Article I

The name of this Club will be **NORTH HOUSTON ASTRONOMY CLUB**. The standard abbreviation will be **NHAC**.

Article II

The Club will be a non-profit organization sponsored by **Lone Star College-Kingwood**, North Harris Montgomery Community College District.

Article III

The Club is formed for educational and scientific purposes, for individuals and groups, of all races, creeds, ethnic backgrounds and sex, for the primary purpose of:

1. Developing and implementing programs designed to increase the awareness and knowledge of astronomy for all interested individuals, but specifically for those living in the communities on the north side of Houston
2. Providing the opportunity for those individuals to pursue the science of astronomy in a dark-sky observation site, using the latest technology available
3. Providing an opportunity for all Club members and guests to share their experiences and discoveries

Article IV

Section I: General Membership Qualifications

1. Members in good standing will be those individuals whose dues to the North Houston Astronomy Club are current
2. Members in good standing shall consist of the following classifications:
 - a) Individual Membership
 - b) Student Membership – individuals enrolled as students in any elementary, high school, college or university, who present evidence of that status upon payment of annual dues to the Club
 - c) Family Membership – includes all persons of one family living at the same address
 - d) Supporting Membership – those making a significant financial contribution to the Club, beyond the regular dues
 - e) Honorary Membership – individuals who do not pay dues, but whose support and contributions have been beneficial to the Club and its purposes
 - Honorary Members will be elected by a two-thirds vote of the General Membership present at a regular meeting
 - The period for Honorary Membership will be one club year. The status of Honorary Members will be reviewed by the Executive Board annually at the November board meeting
 - Any member may nominate an honorary member
3. Unless by two-thirds vote of the Executive Board, all members will be considered members in good standing for the purposes of these bylaws and all other rules of the North Houston Astronomy Club

Section II: Dues

Dues will be effective for a twelve month period starting January 1st. After this date a period of two months will be allowed for payment of dues. Memberships not renewed by February 28th will be deemed to have lapsed, and these members will be removed from NHAC membership. Individual and family members joining after June 30th shall pay one half of the dues for that year. Student memberships shall run for 12 months from join date. The schedule of dues for each member classification will be determined by the Executive Board. This information shall be published in the club newsletter and website six months prior to taking effect.

Section III: Membership Benefits

1. General Membership meeting presentations
2. Novice program
3. Dark-sky observing site and organized “star parties”
4. Astronomical League group membership and the *Reflector* newsletter
5. International Dark Sky Association group membership
6. Telescope loaner program
7. Club library and NHAC T-shirt...
8. The *North Star* newsletter
9. Astronomy and Sky & Telescope magazine discounts
10. The right to make motions, nominate, vote and be a candidate

Section IV: Quorum and Voting

1. Twenty voting members or 20% of the voting membership, whichever is greater, present at any meeting, shall constitute a quorum and each member, in good standing shall have one vote. Voting members can vote in absentia by notifying a member of the Executive Board in writing or by E-mail
2. The general membership will vote on:
 - a) Changes to the Bylaws
 - b) Election of the Executive Board
- c) Submission of motions to the Executive Board

Section V: Meetings

1. Regular meetings of the Club will be on the fourth Friday of the month in the Teaching Theater of Lone Star College-Kingwood at 7:30 PM
2. Upon determination by the Executive Board, meeting times, dates and venue may be changed
3. The active annual meeting schedule will be published in the newsletter three months in advance of the new year, and monthly thereafter
4. The Executive Board may call special meetings

Section VI: Meeting Procedures

All meetings will be conducted in accordance with the terms of these bylaws and *Robert's Rules of Order* may be declared the active rules of procedure at the discretion of the presiding officer, three members of the Executive Board or a majority of the voting members present at a meeting, otherwise a less formal procedure can be adopted by the presiding officer which will be the President, Vice President, Secretary or Treasurer in this order if an officer is not present

Article V

Section I: Composition of the Executive Board:

1. Officers
2. Committee Chairpersons
3. Immediate past President

Section II: Board Meetings

1. The Executive Board will meet on odd months. Meetings will be on the 2nd Wednesday of the month unless otherwise determined by the Executive Board
2. Electronic meetings may be called by the President or three members of the Executive Board, upon reasonable notice, specifying matters to be taken under consideration
3. Each member of the Executive Board has one vote, and may not hold more than one position on the Executive Board
4. A simple majority of the Executive Board shall constitute a quorum
5. All Executive Board meetings will be open to the membership

Section III: Powers and Duties

1. The Executive Board of the North Houston Astronomy Club will have the final responsibility for formulating policies for the overall management of the North Houston Astronomy Club
2. The Executive Board may delegate its authority to others as provided in the bylaws, or by resolution of the Executive Board
3. Each member of the Executive Board should submit a report at the November Executive Board meeting

4. The Executive Board has the authority to enact its decisions in all matters except amendments to the Bylaws, which must also be brought before the General Membership for a vote
5. The Executive Board must consider motions submitted to it by the General Membership
6. Any member of the Executive Board may be removed from the board by a two-thirds vote of the Executive Board
7. Membership status may be denied any member in good standing by a two-thirds vote of the Executive Board
8. All club expenditures must be approved by a majority vote of the Executive Board

Article VI

Section I: Positions

The Officers of the North Houston Astronomy Club will be President, Vice President, Secretary, Treasurer, Editor, Webmaster and ALCor.

Section II: Qualifications

All officers and committee chairpersons must be members in good standing, and must have been so for a consecutive period of six months immediately prior to nomination for election

Section III: General Responsibilities

1. Assist the President with the orchestration of meetings
2. Assist the Vice President in setting up and coordinating the novice program before the general meeting
3. Assist the Secretary in acquiring and registering new members
4. Assist the Treasurer in the processing of dues
5. Assist the Editor with the content, construction and publishing of the Club newsletter
6. Assist the Webmaster to ensure that all club documents are submitted to the website
7. Coordinate and communicate with the Executive Board
8. Respond to correspondence inquiring about the Club

Section IV: Position Concepts

1. **President** – The President will be the chief executive officer of the North Houston Astronomy Club and will be responsible for the execution of the policies and programs of the Executive Board and for the administration of the affairs of the Club and shall have the authority to execute instruments necessary to carry out these duties.

Specific duties include:

- Annually, submit to the November Executive Board meeting for approval, a list of meeting times, dates and places for general meetings and Executive Board meetings
- Assemble and submit an annual budget to the Executive board at its November meeting
- Establish the agenda for, and officiate at meetings of the General Membership and the Executive Board
- Maintain cooperative liaisons with other local, state and national astronomy groups

2. **Vice President** – The Vice President will perform such duties as may be assigned by the Executive Board or the President, also assist the President in the organization and orchestration of the General Membership meeting. In the event that the President is unable to officiate at meetings the Vice President will have the full authority to officiate. Specific duties include:

- Coordinate and cooperate with standing committee chairpersons to facilitate article III
- Work in support of the Program Committee for the setting up and coordination of formal presentations at general meetings
- The Vice President is responsible for setting up and coordinating the novice program before the general meeting

3. **Secretary** – The Secretary shall have the usual powers and duties of a secretary and will perform other such duties as may be assigned by the Executive Board or the President. Specific duties include:

- Take minutes at meetings of the General Membership and Executive Board and submit these to the Executive Board
- Disseminate the agenda for General Membership meetings
- Post e-mail announcements of meetings and Club events
- Store and inventory Club documents

- Maintain effective communication with the General Membership on matters of general interest, or for general circulation

4. **Treasurer** – The Treasurer will have general charge and supervision of the records of accounts of the Club, and subject to the direction of the Executive Board, will have charge of, and be responsible for all cash and securities of the Club. The treasurer will have the power to give receipts for cash, securities or other property delivered to the Club and the power to disburse funds in accordance with procedures established by the Executive Board and shall perform additional duties as may be assigned by the Executive Board or the President. Signatories on the club checking account will be the President, Treasurer and **one** other member of the Executive Board. Check books will be held by the President and Treasurer. Specific duties include:

- Submit an accounting of income and expenditures at every Executive Board meeting
- Keep an updated roster of the General Membership
- Maintain special accounts with Sky & Telescope magazine, Astronomy magazine, the Astronomical League and the International Dark-Sky Association

5. **Editor** – The Editor is responsible for the construction, compilation and distribution of the monthly newsletter. The name of the newsletter will be North Star. The Editor will also perform such duties as may be assigned by the Executive Board or the President. Specific duties include:

- Publish a club newsletter to be distributed to the membership on a monthly basis
- Solicit contributions to the newsletter from the General Membership
- Take advantage of the latest technology in order to produce an attractive and professional newsletter

6. **Webmaster** – The Webmaster is responsible for establishing and maintaining an up-to-date and cutting-edge Club website. The Webmaster will also perform such duties as may be assigned by the Executive Board or the President. Specific duties include:

- Post Club meeting announcements on the website
- Keep website meeting and observation schedules current
- Keep website membership roster current
- Establish and maintain the NHAC list server

7. **ALCor** – The Astronomical League Coordinator (ALCor) is responsible for coordinating with the Astronomical League and promoting their programs within the Club. The ALCor will also perform such duties as may be assigned by the Executive Board or the President. Specific duties include:

- Communicate Club roster data to the Astronomical League
- Coordinate with the Treasurer relative to Astronomical League dues
- Promote Astronomical League certification programs

8. **Co-Positions** – At the discretion of an officer, a co-position may be created to assist with the responsibilities of that officer. The position will be filled by nomination by the General Membership and appointed by majority vote of the Executive Board. In addition to assisting with the responsibilities of the officer, the co-position shall have the same rights and responsibilities as any other officer, except that the co-position may only vote in Executive Board meetings in the absence of the officer which the position supports

Section V: Vacancies

1. An office shall become vacant:

- When the individual's membership has lapsed
- When the office holder submits resignation to the Exec Board
- When an office holder is judged unable to perform their duties, as decided by 2/3rd majority of the Exec Board

2. A vacancy in an office will be filled from the eligible membership, by appointment by the Executive Board, except in the case of the President where the Vice President will serve in the position

3. Any member selected to fill a vacancy will serve for the duration of the term

Section VI: Terms of Office

1. All elected positions are for a one-year term from January 1st to December 31st. of each year. Newly elected board members will be introduced to the membership at the January meeting

Section VII: Election Procedures

1. The elected positions governed by this method will be all members of the Executive Board
2. In September, a nominating committee will be established by the Executive Board, which will present nominations of candidates in good standing at the November general meeting
3. Information on candidates will be posted in the November and December newsletter
4. Elections will be held at the December general meeting
5. Nominations from the General Membership will be accepted at any time prior to the December election
6. Method
 - a) The vote will be by a show of hands for an uncontested position
 - b) For a contested position, the vote will be by secret written ballot
 - c) The President will appoint four members to count the vote
 - d) In the case that no one candidate receives a majority of the votes, the two candidates with the most votes will be voted on in a run-off election to be held the same day as the regular election

Article VII

Section I: Standing Committees

1. There will be the following standing committees:

- Observation Committee
- Membership Committee
- Program Committee

2. Chairpersons:

Chairpersons of these standing committees shall be elected using the same qualification, nominating and election procedures as for officers

Terms of these positions and vacancy procedures will be the same as those for officers

Each committee chairperson will work with the President concerning the budget to be submitted at the November Executive Board meeting

Assist the officers relative to Article VI Section III of these bylaws

3. Co-Chairperson:

The Executive Board may appoint committee co-chairpersons considering the recommendation of the committee chairperson

The co-chairperson is subject to the same qualifications as officers

Terms and vacancy procedures will be the same as those of officers

Co-chairpersons will assist the officers relative to Article VI Section III

The co-chairperson may vote in Executive Board meetings when the chairperson is absent

4. Committee Members:

Committee chairpersons shall solicit committee members

Committee members shall be members in good standing and will serve for the duration of the chairperson's term

5. Committee Functions:

Observation Committee:

- Search out and develop a dark sky observing site
- Establish and maintain a telescope loaner program
- Establish, enact and publish in the newsletter an observation schedule
- Engage in cooperative efforts to preserve dark skies
- Organize and engage in star parties for community groups
- Set up procedures to introduce novice members to observational astronomy
- Advertise and organize field trips

Membership Committee:

- Establish welcoming procedures for new members and guests
- Provide nametags for Club members
- Provide current "New Member's Kits" to new members
- Establish procedures for managing Club logo merchandise
- Establish procedures for managing the Club library

Program Committee:

- Recruit and schedule formal speakers for the general membership meetings

- Determine audio/visual needs, obtain biographical information for the speakers and communicate this information to the President and Vice President
- Communicate directions for the meeting location to the speakers
- Arrange for the introduction of each speaker
- Act as speaker host

6. Committee Meetings

- The schedule and type of committee meetings will be determined by each committee
- All meetings will be conducted in accordance with these bylaws, and *Robert's Rules of Order* may be declared the active rules of procedure at the discretion of the presiding officer, or a majority of the voting members present at a meeting, otherwise a less formal procedure can be adopted by the presiding officer

Section II: Temporary Committees

1. The Executive Board can appoint chairpersons and establish temporary committees to perform specific functions
2. Such may include but not be limited to:
 - a) Nominating committee
 - b) Audit committee

Article VIII

Section I: Fiscal Year

1. The fiscal year of the North Houston Astronomy Club shall run from January 1st through December 31st of each calendar year.

Section II: Amendments

1. These bylaws may be amended by a two-thirds vote of the Executive Board followed by a two-thirds vote of the General Membership
2. Proposed bylaws changes will be posted on the club website at least one month prior to the General Membership meeting at which they are to be considered
3. Notification of proposed bylaw changes will appear in the club newsletter one month prior to the General Membership meeting at which they are to be considered

Section III: Dissolution

1. If the Executive Board determines, by a two-thirds vote, that the Club should dissolve, then the Executive Board will determine the final disposition of all Club monetary and physical assets at its last meeting