

# BYLAWS

KEENE AMATEUR ASTRONOMERS, INC.

Keene, New Hampshire

## ARTICLE I – NAME & PURPOSES

Section 1 – The name of the organization shall be:

- A. KEENE AMATEUR ASTRONOMERS, INC.

Section 2 - Purposes:

- A. To bring together those interested in the study of astronomy and in the construction of telescopes.
- B. To encourage the study of astronomy.
- C. To cooperate with others in astronomical work.

## ARTICLE II – MEETINGS

Section 1 – Time of meetings:

- A. Business meetings shall be held any day of the week at a specified time and location, which would be determined at the yearly schedule meeting held in December. Once the schedule is adopted, only the president can make last minute schedule changes.
- B. Only the president may cancel a meeting.
- C. Only the president may call special meetings.
- D. To constitute a legal meeting, the president or a designated replacement in his or her absence along with three members (a total of four or more attendees.)
- E. Any business may be transacted at a legal meeting providing there as an affirmative vote by a majority of the members present.

Section 2 – Order of business for regular meetings:

- A. Reading of minutes by secretary.
- B. Treasurers report.
- C. Committee reports.
- D. Unfinished business.

E. New business and program.

Section 3 – Exceptions:

A. The presiding officer may modify the order of business.

## ARTICLE III – MEMBERSHIP AND DUES:

Section 1 – Granting of membership:

- A. Membership shall be open to anyone interested in the study of astronomy, over the age of 10.
- B. Dues shall be \$20.00 per year across the board for both singles and families.
- C. Honorary membership shall be granted an individual by unanimous vote.
- D. An honorary member may become an active member by payment of dues.
- E. Members shall be members in good standing for at least six (6) months in order to be eligible to hold an office.
- F. Yearly dues are due on or before October 31. Fiscal year is from November 1 to October 31.
- G. A delinquent member three (3) months in arrears, in dues, has no voting privileges and speaks only by permission from the chair.

## ARTICLE IV – OFFICERS AND THEIR DUTIES:

Section 1 – Elected officers:

- A. The elected officers shall be:
  - a. President
  - b. Vice –President
  - c. Secretary
  - d. Treasurer
- B. Election of officers shall be held at the annual meeting in October.
- C. Officers shall be elected by secret ballot.

D. The elected officers shall form the bylaw committee.

Section 2 – Duties of the president:

- A. To preside at all meetings.
- B. To cast the deciding vote in the case of a tie vote.
- C. To appoint committees.
- D. To be on all committees.

Section 3 - Duties of vice president

- A. To preside at meetings in the absence of the president.
- B. To be on all committees.

Section 4 – Duties of the secretary:

- A. Record the minutes of each meeting.
- B. Read the minutes of the previous meeting.
- C. All correspondence with outside individuals and organizations on behalf of the organization must have the sanction of the president.
- D. To report to the organization all correspondence received in regard to the affairs of the organization.
- E. Contact members in case of special meetings or cancellations.

Section 5 – Duties of the treasurer:

- A. Collect Dues.
- B. Maintain a checking account in a local bank in the name of the organization, operation of which may be made by signature of either the president or the treasurer.
- C. To pay all bills for which the organization is responsible.
- D. To keep an accurate account of dues and financial transactions.
- E. The treasurer shall be held responsible for all organization funds.

## ARTICLE V – GENERAL REGULATIONS:

### Section 1 – Spending and raising funds:

- A. All monies to be spent shall be left to the jurisdiction of the majority of elected officers.

### Section 2 - Amendments to the bylaws:

- A. Amendments to the bylaws shall be referred to the bylaw committee for consideration and presentation to the membership.
- B. All bylaw changes and amendments shall be presented by the bylaw committee for discussion at the business meeting and voted upon at the same meeting unless tabled until a later meeting.
- C. No member is allowed to speak for the organization with non-members unless this is first taken up with the president of the organization.

## ARTICLE VI – DISSOLUTION:

### Section 1 – Dissolution of organization:

- A. In the event of dissolution of the organization, the land will revert back to the original owners or their heirs: i.e. see land lease: and the buildings and equipment such as telescopes and other astronomical equipment belonging to the club shall be donated to the University of New Hampshire (Keene State) and or Harvard Observatory, Cambridge Massachusetts, first choice to UNH.

## ARTICLE VII - STUDENT OBSERVING REQUIREMENTS

### Section 1 – Student observing:

- A. Two non-student club members must be present before any student member or non-member can attend an observing session at the Sullivan Observatory. Student refers to any one attending High School or College.

## ARTICLE VIII – ISSUEING OF AN OBSERVATORY KEY

### Section 1 – Observing key issuing:

- A. The issuing of an observatory key to a club member requires the approval of both the President and Secretary. To be eligible for a key requires a minimum of three successful openings by the candidate, witnessed by a key holding member. With one additional witnessed by either the President or Secretary. Keys not to be distributed to students.

Articles I-VI revised and adopted: January, 2006.

Articles VII-VIII adopted: October 10, 2010