

BYLAWS of THE ASTRONOMY SECTION
of the
ROCHESTER ACADEMY OF SCIENCE
(Consistent with the Constitution of the Academy)

Article I Name

The name of this organization shall be "The Astronomy Section of the Rochester Academy of Science" (hereafter referred to as "the Astronomy Section.").

Article II Purpose

The Astronomy Section is dedicated to the education of members and the general public in the knowledge and enjoyment of the wonders of the universe, and to furthering the understanding of astronomy in the Greater Rochester area.

Article III Membership

- A. Classes of membership
 - 1. Student - including full time undergraduate college.
 - 2. Individual - 18 years of age or over.
 - 3. Family - including children through age 17.
 - 4. Sustaining - individual or family.
 - 5. Supporting - individual or family.
- B. Eligibility
 - 1. Membership in the Rochester Academy of Science is a prerequisite for membership in the Astronomy Section.
 - 2. A Member in Good Standing has fulfilled all current obligations to the Astronomy Section
- C. Rights and privileges of membership
 - 1. Vote in Astronomy Section affairs.
 - 2. Receive:
 - a) Notification of future events through the Section newsletter *{the Rochester ASTRONOMER}*, and the RAS *Bulletin*.
 - b) Group discounts on special publications.
 - 3. Eligible to hold office in Section and Academy.
 - 4. Use of observing site (see Section XI for details).
 - 5. Expanded privileges on the Astronomy Section Internet Web page.
- D. Membership Responsibilities
 - 1. Members shall support the activities and projects of the Astronomy Section.
 - 2. Members shall uphold the Rules of the Marian and Max Farash Center for Observational Astronomy and Louis S. Wolk building.
 - 3. All media contacts on behalf of the AS-RAS are the responsibility of the officers.
 - 4. No member may unilaterally represent the Astronomy Section.
- E. Procedure for membership application and certification
 - 1. Complete the Rochester Academy of Sciences membership form.
 - 2. Pay all relevant dues and fees.
 - 3. Certification: Membership card will be provided upon completion of above items E-1 and E-2.

Article IV Board of Directors.

- A. Duties and Responsibility of Board
 - 1. Conduct the business of the Astronomy Section.
 - 2. Act for the Astronomy Section between meetings.
 - 3. No member of the Board shall take unilateral action, but will always work in concert with the Board as a whole.
 - 4. Report to membership at least quarterly.
- B. Membership
 - 1. Voting Members (Elected).
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. 3 Directors
 - f. Special Director

This position is to be automatically held by the past - President of the board in order to facilitate continuity of

leadership.

2. Non-voting Members (Appointed).

From time to time the Board shall appoint non-voting positions to help further, facilitate, or enhance the effectiveness of the Astronomy Section.

C. Meeting of the Board

1. Regular - Once a month, as agreed by the Board.

2. Special:

a. May be called by Board as needed.

b. Any member in good standing may request the Board for a special meeting.

Article V Astronomy Section Meetings.

A. General - Once a month.

B. Observers' - As scheduled.

C. Special - As determined by the Board.

Article VI Finances.

A. The Fiscal Year shall be from January 1 to December 31.

B. Annual Financial Report presented to all members with the February issue of *the Rochester ASTRONOMER*.

C. Annual budget.

1. Outgoing treasurer is responsible for preparation of next year's budget.

2. Will present to the Board of Directors no later than the December board prior to effective year.

3. Will present to membership in the next Annual Report.

D. Dues

Board will review annually to coordinate with RAS.

Article VII Elections.

A. Method

1. Nominating Committee to be appointed in June.

2. Nominees may be suggested to the Committee by members.

3. Preliminary report at August Board meeting.

4. Final report at September Board meeting.

5. Presented to membership through October and November issues of *the Rochester ASTRONOMER*.

6. Election at November general meeting will be by written ballot.

7. Absentee ballots must be received by the Nominating Committee before the November meeting.

8. Nominations may be made from the floor.

9. All nominees must be eligible for the intended office as defined in the relevant portions of Article III and Job Descriptions.

B. Nomination Committee

1. Shall consist of three members including at least one Board member.

2. Appointed by Board.

C. Terms should staggered whenever appropriate.

D. Vacancies may be filled by appointment by the Board until next election.

Article VIII Quorum.

A. A quorum for a General Meeting of the Section shall be defined as a majority of the members present.

B. A quorum for a meeting of the Board of Directors shall be defined as more than 50% of the Board membership.

Article IX Discipline, Expulsion, and Grievances.

A. A member may be disciplined only by action of a quorum of the Executive Board.

B. A member may be expelled only by action of the unanimous Board minus one.

C. Grievances

1. Members with grievances may request the Board for redress.

2. If not resolved after two (2) Board meetings, the matter may be brought before a General Meeting by written petition of 15% of the membership to require a vote.

3. If a vote on the matter is required, then the general membership shall be notified by publication in *the Rochester ASTRONOMER*, or by special mailing, at least one month previous to the meeting at which the vote is to be taken.

4. Voting will be by sealed written ballot.
5. Resolution requires a 2/3 majority of members present at the meeting, plus absentee ballots.

Article X Amendment Procedures.

- A. These bylaws or any part thereof, may be altered, amended, or repealed, and new bylaws may be adopted.
- B. Any such revision must first be prepared and approved by the Board of Directors, then submitted to the voting membership for vote.
- C. Written notice of the proposed changes shall be published in *the Rochester ASTRONOMER* at least one month before the meeting designated for vote, AND in *the Rochester ASTRONOMER* for the month designated for vote.
- D. Members may submit, in writing, questions and/or suggestions to the by-laws Committee or the Board of Directors.
- E. There shall be no open discussion at the time of voting. All discussion will be conducted in writing during the preceding month.
- F. If the proposal is modified, then it must appear in the next *ASTRONOMER* before being voted on.
- G. Affirmative vote of a majority of members present shall be required to effect the proposed change.

Article XI Site Rules and Regulations.

- A. The name of the site shall be the "Marian and Max Farash Center for Observational Astronomy."
- B. The name of the main building shall be the "Louis S. Wolk Observatory".
- C. The spirit of these rules and regulation is to allow for the safe and equitable use of the site by the Astronomy Section members and their guests. The goal is to ensure that the site will be properly maintained and improved, and be an attractive place for astronomy for all Astronomy Section members.
- D. Use of Facility
 1. All Astronomy Section members in good standing, and their guests, may use the facility.
 2. Guests are people who have been specifically invited by Astronomy Section members. Members may invite up to four (4) people. All guests must be accompanied by a member in good standing.
 3. The Board shall define procedures for the use of the facilities and equipment
 4. Members wishing to obtain keys to the site shall apply to the Site Manager.
 5. Pads are not reserved, but are on a first come first served basis.
 6. Members wishing to use section equipment must first receive instruction in it's operation and be on the current list of approved operators for that equipment.
 7. The entire Marian and Max Farash Center for Observational Astronomy site and Louis S. Wolk building are **Non Smoking Facilities**.
8. Members should report any malfunction, damages, breakage, or other problems to the Site Manager.
- E. Construction
 1. ALL construction and /or improvements must be approved by the Board of Directors.
 2. The board is to solicit multiple bids when practical, for major construction projects.
 3. All solicitations of donations shall be channeled through the Board of Directors, which will establish procedures and protocols to be followed.
- F. Responsibility
 1. Members are responsible for helping to maintain the site.
 2. Members are further responsible for any guests they bring to the site. At all times, guests must be supervised in use of Astronomy Section equipment by members who have themselves been qualified in the use of that equipment.
 3. Any member or group of members using the site or the telescope(s) is responsible for leaving the site clean and seeing that any equipment used is properly replaced or stored. Members are required to make sure that all utilities, such as lights and water, are turned off and all buildings secured and locked before leaving the site.
 4. Key holders are subject to the rules specified in the Key Policy.
 5. Members and visitors are expected to follow all posted rules and regulations.
 6. Failure of members to comply with rules and regulations will result in loss of privileges.
- G. Special Occasions or Situations
 1. Group visits (more than four [4] people) are permitted, but they should be approved by the Site Manager.
 2. Events held at the site must be approved by the Executive Board.