

Appendix A

THE ASTRONOMICAL SOCIETY OF GREATER HARTFORD

CONSTITUTION

ARTICLE I – Name

The name of this organization shall be The Astronomical Society of Greater Hartford.

ARTICLE II – Purposes

The purposes of this society shall be exclusively charitable and educational, to increase knowledge and interest in amateur astronomy.

Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no parts of its activities involve the providing of facilities or equipment) or for the prevention of cruelty to children or animals as specified in section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE III – Members

Section 1. Membership in this organization shall be open to all persons interested in amateur astronomy.

Section 2. There shall be four classes of membership:

- a. Adult members: Any person over the age of 16 joining the organization who is not elected an honorary member shall be an adult member.
- b. Junior members: Any person 16 years or under joining the organization shall be a junior member.
- c. Honorary members: Any person recommended by the President and so elected by the members shall be an honorary member.
- d. Senior members: Any person age 70 or over or retired.

ARTICLE IV – Limitations on activities and expenditures

No part of the monies or assets accruing to this society shall inure to the benefit or be distributable to its members, officers or other private persons, except that the society shall be empowered to pay reasonable compensation for the services rendered in effecting its purposes. No substantial part of the activities of the society shall be carrying on of propaganda or otherwise attempting to influence legislation, and the society shall not participate or intervene in any public campaign on behalf of any candidate for public office.

ARTICLE V – Dissolution

Upon dissolution, the officers acting on behalf of the society shall, after paying or making provision for the payment of all the liabilities of the organization, distribute the assets for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a State or Local government, for a public purpose.

ARTICLE VI – Amendment

This Constitution may be amended by a two-thirds vote of the members present at any meeting of the society, providing that written notice briefly describing the proposed amendment has been sent to all members before the meeting at which any proposed amendment is to be voted on.

BY-LAWS

ARTICLE I – Meetings

- Section 1. Meetings shall be held each month from September through May of each year at the Planetarium, Copernicus Hall, Central Connecticut State University, New Britain, Connecticut or at such other times and places as the society's officers may determine. Notice of any proposed changes in the date and place of meetings shall be given in the meeting notice.
- Section 2. The Annual Meeting of the society shall be in May.
- Section 3. Notice of each meeting shall be sent in advance of such meeting.
- Section 4. Each member present shall be entitled to one vote at meetings.
- Section 5. A quorum shall consist of the voting members present at a meeting of the society for which notice has been posted or mailed, as required, to all members.

ARTICLE II – Dues

- Section 1. Dues for members shall be established each year by a majority vote of the members present at the society meeting in which the vote was taken. Honorary members shall pay no dues.
- Section 2. If all dues are not fully paid within the time required by the society, the delinquent member shall be dropped from the list of members.
- Section 3. A delinquent member shall be reinstated upon payment of the appropriate dues to the Treasurer.
- Section 4. Free, full memberships shall be provided to the President, Vice-President, Secretary, Treasurer and Webmaster during their terms in office.
- Section 5. Dues schedule is as follows: Adults \$20, Seniors \$10, Juniors \$10.

ARTICLE III – Officers and Committees

- Section 1. Officers of this society shall be a President, a Vice-President, a Secretary, a Treasurer and a Webmaster, all of whom shall be members. Each officer shall serve a term of one year or until his successor is elected or appointed.

Section 2. Duties of the officers shall be as follows:

- a. The President shall be the chief executive officer of the organization and shall preside at all meetings of the society and of its officers. He shall appoint the members of all committees and be a member ex-officio of such committees, except the nominating committee.
- b. The Vice-President shall assist the President as the President may direct and shall assume the duties of the President in his absence.
- c. The Secretary shall give notice to the members of all meetings and shall keep the minutes of the meetings and such other records and shall perform such other duties as the President or these By-Laws may direct. The meeting notice responsibility may be assumed by any other officer or by a member designated by the Secretary. The secretary will provide meeting minutes to the webmaster in a timely manner for posting in the ASGH website, and shall read the minutes to the members at the following regular meeting. The Secretary shall maintain the Constitution and By-Laws and changes thereof.
- d. The Treasurer shall have custody of all funds of the society, shall collect all dues, and shall keep books and records showing all funds received and disbursed and all assets and liabilities of the society. These books shall be open to the inspection of any member at any meeting. The Treasurer shall not make any expenditure without the approval of the President, or any expenditure in excess of \$50 for any one program, or \$30 for any other purpose, without the approval of the members. The Treasurer shall audit the records of his predecessor upon taking office, and shall give a full account to the members at the first and last meetings of each year and at such other times as the President may direct.
- e. The Webmaster shall maintain the website and relationship with the ISP that hosts the website. The webmaster is only responsible for content published and written by the webmaster. Content created by others need proper credits whether it be text or images and posted with permission. Permissions do not have to be on the website or as requested by owner of said content.

- Section 3. The President shall appoint the following committees of one or more persons:
- a. Program Committee: A Program Committee shall be appointed by the President. Its duties shall be to plan in advance an educational and entertaining variety of programs and speakers for meetings of the organization, including field trips. The first meeting of each new Program Committee shall be a joint meeting with the previous year's committee, if possible.
 - b. Nominating Committee: A Nominating Committee shall be appointed by the President at least 2 meetings prior to the Annual Meeting. Its duties shall be to nominate a slate of officers at a meeting prior to the Annual Meeting, as more fully described in Article IV below.
 - c. Outreach Committee: A committee to receive requests, determine feasibility, notify members for assistance and communicate to requesters in a timely manner. A committee chairperson or member will report to the ASGH member body at subsequent monthly meetings.
 - d. Membership Committee: A committee that actively solicits new members by maintaining and distributing brochures and communications during meetings, events of the organization and messaging on the website. The committee follows up on new members with a Welcome Package consisting of information appropriate for a new member.
- b. Such other committees as the President may at his discretion appoint.
 - c. Each committee Chairperson shall turn over any pertinent records to the Secretary at the last society meeting of each year.

ARTICLE IV – Election of Officers

- Section 1. Officers of the society shall be elected at the Annual Meeting.
- Section 2. Prior to the meeting preceding the Annual Meeting, the Chairperson of the Nominating Committee shall submit to the President a slate of candidates to be nominated, each of whom shall have been contacted by the committee and shall have agreed to serve if elected.

- Section 3. At the meeting preceding the Annual Meeting, the Chairperson of the Nominating Committee shall place in nomination the slate of officers selected by the committee. Additional nominations at that meeting may be made by any member or any other member for any office, provided that prior consent of the nominee has been obtained, and provided further that a person elected to one office may not be nominated for the concurrent term of another office.
- Section 4. Officers shall serve until their successors have been elected. Vacancies occurring prior to that time in any office, except that of President, shall be filled by the President by appointment. If a vacancy occurs in the office of the President, it shall be filled by the Vice-President, who shall then appoint a new Vice-President.

ARTICLE V- Members

- Section 1. Members are: officers, honorary members, senior members, junior members and regular members whose dues are currently paid, as applicable. Members shall be entitled to one vote each during voting at official meetings.
- Section 2. Members can advertise their personal astronomy equipment for sale on the organization's website.
- Section 3. Members can use the ASGH Yahoo group for astronomy related communication, including photos and files that affects/relates to the organization and/or its members.
- Section 4. The Constitution and By-Laws shall be available to all Members. Officers will have copies as well as being available, in "FILES", for viewing on the ASGH Yahoo Group site. New members will receive a copy as part of their Welcome Package.
- Section 5. ASGH-NEXT is a division of ASGH that is dedicated to youth or junior members. It has been voted on and accepted by the membership and can be implemented as required. Details of the program can be found in the September 2008 minutes on the ASGH Website.

ARTICLE VI- Communications

- Section 1. The ASGH Yahoo Group is the official communication method for the organization. The president can appoint a member and/or officer who will act as owner (head) of the Group. The executive committee (officers) will be granted status of moderator. They, along with the delegated appointee, will share responsibility for moderating/approving new users.

- Section 2. All notices to members, including special meetings, regular meetings, outreach and other events, etc., will be posted on the ASGH Yahoo Group.
- Section 3. Usage of the ASGH Yahoo Group by members will be conducted in a manner that displays professionalism and respect for members and the organization.
- Section 4. Members in good standing (current dues paid), Honorary and “Friends of ASGH” will have access to the ASGH Yahoo Group site. Friends of ASGH are non-members, do not attend meetings or ASGH functions, possibly are past members/officers that contribute knowledge/expertise to the organization and/or member body.
- Section 5. Because of virus issues, “attachments” are not allowed in Group site messaging.

ARTICLE VII – Parliamentary Authority

The rules contained in “Robert’s Rules of Order, Revised” shall govern meetings of this society and its committees in all situations where they are applicable, and are not inconsistent with the society’s Constitution or its By-Laws.

ARTICLE VIII – Amendments

These By-Laws may be amended by a two-thirds vote of the members present at any meeting of the society, provided that a posted/written notice, as required, has been sent to all members before the meeting at which any proposed amendment is voted on.

Revised 21 April 2016

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