

GRAND TRAVERSE ASTRONOMICAL SOCIETY

BY-LAWS

Article I -- Membership

A) There shall be three types of membership: regular active, student active, and honorary.

B) Regular active membership is granted only upon payment of dues to those eighteen (18) years of age or older. Regular members are eligible to serve on the Board of Directors, hold Society office (except as otherwise restricted by these By-laws), and to vote in all elections and upon all issues voted on by the Society. Regular active membership shall have two classifications: Single and Family. Family membership shall be defined as two or more individuals residing in the same household. No more than two members from any family membership shall vote, serve on the Board of Directors, or hold Society office at any one time.

C) Student active membership is open to any individual currently enrolled at an institution of education provided that proof of enrollment is submitted to the Board of Directors. Verification of student status shall be annually. Student members over the age of eighteen (18) years are eligible to serve on the Board of Directors, hold Society office (except as otherwise restricted by these By-laws), and to vote in all elections and upon all issues voted on by the Society. Should a student member fail to verify status of enrollment at an institution of education, that member may enroll as a regular active member upon payment of the prescribed dues.

D) Honorary membership may be granted by a two-thirds (2/3) vote of the Board of Directors and may be awarded at the discretion of the Board of Directors. The term of the honorary membership shall be set by the Board of Directors. Honorary members shall

receive any Society newsletters but shall not have the right to vote in any election of the Society. Upon payment of the prescribed dues, any honorary member will receive regular active or student active membership status with all the rights applicable thereto.

Article II -- Dues

A) Regular and student membership dues shall be set by the Board of Directors subject to the approval of the Society members at the next regular meeting of the Society.

Article III -- Meetings

A) The time and place for regular meetings shall be set by the Board of Directors subject to the approval of the Society members. Special meetings may be called in addition to or in lieu of regular meetings when two-thirds (2/3) of the Board of Directors votes to call such meetings.

B) The Board of Directors shall meet at least annually. Other meeting times and places shall be set by a two-thirds (2/3) vote of the Board of Directors. Special meetings of the Board of Directors may be called by the president of the Society with the approval of the other officers of the Society.

C) Notice of all society meetings -- regular and special -- and all regular meetings of the Board of Directors shall be printed in the Society newsletter and made available to all Society members at least seven (7) days before the meeting date. Notice of special meetings of the Board of Directors may be made by phone or electronic communication at any time prior to the meeting.

Article IV -- Election of Directors

A) The Board of Directors shall consist of nine (9) active members, elected at large, from all active members in the Society.

B) Any vacancy on the Board of Directors shall be filled by appointment of any active member. The Society President shall make such appointment for a term not to extend beyond the next annual election, at which time the Society shall elect a director for the remainder of the term.

C) Neglect of Duty: The Secretary shall keep an accurate record of Directors present and absent from regular and special Board Meetings. The President, with the consent of a majority of Board members, may remove from office any Board member who is absent from three consecutive regular and/or special Board meetings.

D) Each Director shall serve for two (2) years. In one year there will be five (5) Directors elected and in the next year there will be four (4) Directors elected (unless there is a need to fill a vacancy as noted in Article IV – B).

E) All active members shall be eligible for election to the Board of Directors except any student active member who has not reached the age of eighteen (18) years at the time of election.

F) At the February Board meeting or meeting prior to February, an election committee shall be appointed. The President shall appoint one (1) Board member, other than a regular active or student active member eligible for re-election, to serve as the committee chair. The election committee shall prepare a roster of eligible members to be included in the newsletter announcing the March meeting. A postcard addressed to the election

committee person and an instruction sheet informing the members of the number of Directors to be elected shall be included in the March newsletter. Regular active single members and student active members shall receive one (1) postcard, regular active family members shall receive two (2) postcards. Members will be instructed to write the names of their choice for Directors and to mail the postcard back to the election committee person on or before the last day of March. The election committee will then, within the first seven (7) days of April, tabulate the votes, and contact the members, in order of the highest to lowest number of votes received, to secure acceptance of election to the Board. Only after exhausting the list of members receiving at least one vote, shall the President appoint a member to the Board from the active members roster. In cases of a tie among those elected Board members, the order of contact shall be determined by drawing lots. The election committee shall report the results of the election to the Board of Directors and shall have the results published in the newsletter announcing the May meeting. New Board members shall take office at the May Board Meeting.

Article V -- Election of Officers

A) The Society officers shall be; a President, Vice-President, Secretary, Treasurer, and Newsletter Editor. They shall be elected by the Board of Directors from among the membership of the Board, for a term of one (1) year, or until their successors have been elected. No one person shall occupy more than one office during their term. In order to be elected President or Newsletter Editor, a Board member must have served at least one (1) year on the Board of Directors, though not necessarily the previous year, and not have been removed from the Board for neglect of duty or malfeasance.

B) Society officers shall be elected at the May Board meeting, just after the newly elected Board members take office. Nominations for officers shall be taken from the floor. In most cases, at least two names for every office shall be nominated. Each office will be voted upon separately, starting first with the President. The vote shall be by secret ballot for each office if there is more than one nominee for that office. If more than two nominees are listed, the winner must have a majority vote from the Board members present. If no majority occurs, a run-off election between the nominees with the two highest number of votes shall be held.

C) Should a vacancy occur during the term of office of any officer except President, the President shall appoint another Board member to that office until the next annual Society election. If the office of President is vacated, the Vice-President shall become President, and shall appoint another Board member to the office of Vice-President.

D) The President shall preside at all meetings and Board meetings of the Society. The President shall be an ex-officio member of all committees and shall appoint all committee chairpersons, except those specified in these By-laws. The President may, should the need arise, sign or endorse checks. The President shall be the Society representative to all other organizations, unless they appoint another individual to represent the Society for a specific occasion.

E) The Vice-President shall preside over all Society and Board meetings in the absence of the President. The Vice-President shall be the chairperson of the Program Committee.

F) The Secretary shall record the minutes of all Board meetings and the business portion of all general Society meetings, and shall be the custodian of all Society records. The

Secretary shall take over the Treasurer's duties, with the exception of signing and endorsing checks, when the Treasurer is absent.

G) The Treasurer shall, keep all financial records of the Society; collect dues and all other Funds; maintain active membership rolls based on dues paid; make deposits and disbursements of funds; and report to the Board at every regular Board meeting the state of the Society's finances.

H) The Newsletter Editor shall produce the Society newsletter and mail it to all active members.

Article VI -- Finances

A) All bills, invoices, and other requests for payment must be approved by a majority vote of the Board of Directors before payment is made, with the exception of all normal operating expenses and pass-through expenses.

B) The Society shall maintain a checking account, with the President and Treasurer alone, authorized to sign checks.

C) The Society shall maintain a general fund for normal operations. Special project funds, with or without separate bank accounts, may be established by the Board of Directors. Transfer of monies between funds must be approved by a two-thirds (2/3) vote of Board members present at a regular Board meeting, except if monies are needed to insure that no checks will overdraw the account.

Article VII – Committees

A) The President shall appoint the chairperson of all committees not specifically appointed by these By-laws. The committee chairperson may appoint committee members from the active members of the Society.

B) All committees shall report regularly to the Board, and/or when specifically requested by the President.

C) Special committees may be appointed by the President as the need arises.

D) The President, with the approval of the Board, shall have the authority to remove any Member from any committee.

Article VIII

A) Robert’s Rules of Order, latest edition, shall be recognized as the authority governing meetings of the Board and the Society, when not in conflict with the Articles of Incorporation or these By-laws, with the exception that, the President may introduce a topic for discussion and voting, without the need to step down from actively presiding over the meeting.