

Constitution and Bylaws
Of The
Smoky Mountain Astronomical Society

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Article I: Name and objective of the Organization

A. The name of this organization shall be the Smoky Mountain Astronomical Society. Hereafter, it will be referred to as SMAS.

B. SMAS is a not-for-profit hobby organization.

C. The goal of SMAS is to facilitate the study and enjoyment of astronomy amongst its members and to promote an accurate understanding and appreciation of astronomy and related physical sciences in our community.

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Article II Qualifications for membership
Classification of members
Removal of officers and members

A. Any person who is willing to abide by the SMAS Constitution and Bylaws shall be qualified for membership.

B. There shall be no limit to the total number of members.

C. Application for membership shall be made to the Treasurer. No application will be accepted unless accompanied by all dues applicable. Club dues includes membership in the Astronomical League.

D. Classification of membership shall be according to the following specifications:

Class	Dues	Vote	Note
Individual	Regular	1	-
Family	Regular	1	-
Lifetime	None	1	-
Honorary	None	None	Astronomical League membership not provided.

Note: Amount of Regular Dues is addressed in Article V

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Lifetime and Honorary Memberships defined:

Lifetime - By approval of three-fourths of the membership, a person that has made an outstanding contribution to SMAS may be awarded a Life Time membership, a classification that provides formal recognition and club benefits.

Honorary - By approval of a majority of the membership, a person or organization that has made an outstanding contribution to the science of astronomy (or related fields) or to SMAS may be awarded an honorary membership, a classification that provides formal recognition and a standing invitation to all club functions.

E. Voting members shall be:

1. Each individual member whose dues are current
2. One identified family representative
 whose family dues are current
3. Lifetime members

F. Removal of officers and members

1. All dues are due during February each year. March is a grace period. The Treasurer will automatically cancel any membership if its dues are not paid by the last day of March.

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2. Any member may be expelled from SMAS for the following reasons:

- a. non-payment of dues.
- b. willful misuse of SMAS property
- c. willful disregard for her/his own safety or the safety of others while on SMAS sponsored activities
- d. conduct detrimental to SMAS

3. Officers may be removed from office for any of the above, or for malfeasance or neglect of duty.

4. Allegations of any of the above must be presented to the Executive committee (see Article III). The Executive committee will investigate and listen to all sides (including the principle), and make a recommendation to the members at the next meeting.

- a. If the principle is the President, the Treasurer will chair the investigation.

5. At the following meeting (one month after the meeting in 4), the principle may be removed from office (or expelled from the club) by a two-thirds vote of a quorum.

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Article III Elected Officers and their duties
 Elections
 Appointed Officers

A. Elected officers are the president, vice-president, secretary and treasurer. Term of office is for one year, with a second term allowed if the incumbent is nominated and elected for same. Only two consecutive terms are allowed for the same office. All other positions are appointed by the Executive committee.

1. The four elected officers will comprise the Executive committee.
2. The president is expected to propose initiatives and oversee activities, and provide leadership. S/he hosts the monthly meeting. S/he directs all disbursements by the Treasurer, and is also authorized to sign club checks.
3. The vice-president is expected to act as lieutenant for the president in the implementation of initiatives and conduct of normal operations. S/he substitutes for the President in his/her absence at club meetings.
4. The Secretary makes permanent minutes of each meeting, which are used as references at subsequent meetings. The Secretary conducts the annual nomination and election of officers. The Secretary maintains the Official copy of the Constitution and Bylaws.

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5. The Treasurer maintains all financial records of the club, is custodian of the club bank account, and presents financial statements semiannually. S/he collects annual membership dues, and determines the standing of members. S/he issues checks at the direction of the president.

6. Vacancies: If the President vacates the office, the Vice-President shall succeed. Other vacated offices shall be filled by appointment by the President, subject to the approval of the Executive Committee.

7. No person may hold more than one elected office at a time.

B . Elections are administered by the Secretary at the February meeting. New officers take office in March. Only members in good standing may be nominated or vote. The Treasurer will determine good standing. The Secretary will establish procedures for:

1. Nominations and informing all members of the nominees
2. Absentee balloting
3. Conduct of the election
4. Settling ties

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C. Appointed officers

1. The appointed offices of SMAS shall consist of a newsletter editor, webmaster, librarian, ALCor, Star Party Organizer and other such appointed offices as may be established from time to time by the Executive Committee.
2. The President will make appointments to these offices, subject to the approval of the Executive Committee.
3. Any appointed officer may be removed by the President, subject to the approval of the Executive Committee.
4. The President may appoint task subcommittees as needed. Such appointments are retired when their tasks are completed.

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Article IV Meetings and Activities

A. SMAS will have regular monthly members' meetings. The Executive committee will determine the location and time.

B. Official business may be conducted at any meeting. Election of officers will be at the February meeting.

C. A quorum consists of at least 2 elected officers plus 7 other voting members. (If the club membership is less than 28, a quorum will consist of 2 elected officers plus 25% of the total voting members.)

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Article V Dues and Finances

A. The amount of dues will be recommended by the Executive committee. Proposed changes to the amount will be announced in the newsletter, and discussed at the subsequent meeting. At the meeting following that, the amount will be set by a majority vote of a quorum.

B. Dues cover the period March though February, inclusive. Members are requested to pay in February, in person or by mail.

C. Newcomers' dues will be prorated (by whole months) through the following February.

D. The Treasurer will keep a ledger showing all income and all expenditures.

E. Monies will be kept in a bank account accessible only by the Treasurer and the President. New officers will execute signature cards when they take office.

F. Neither the president nor the treasurer may write checks to themselves. If either is to be paid, the other must sign the check.

G. Single expenditures over \$100 require approval of a majority of a quorum. Exception: the Treasurer is authorized to pay the Astronomical League dues when due.

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Article VI Continuity

A. Each elected officer shall have a personal copy of this Constitution.

B. One copy of this constitution will be kept permanently in the SMAS Library, accessible to all members. The Secretary will maintain the Official Document.

C. This Constitution and Bylaws will be permanently posted on the SMAS website.

D. Each elected officer and appointed officer will maintain a written description of the procedures s/he employs to perform his/her duties. This will be passed on to his/her successor. Each retiring officer will personally brief his/her successor on the requirements and procedures of the office.

1. A copy of these written procedures (Standard Operating Procedures--SOPs) will be permanently maintained by the Secretary for safekeeping.

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Article VII Amending this Constitution and Bylaws

A. Changes to this Constitution and Bylaws may be made by the following process:

1. Proposed amendments must be submitted to any club officer, in writing and signed by 10 or more voting members. (If the club membership is less than 40, at least 25% must sign.)
2. Notification of proposed amendments shall appear in the next club news letter. The notification shall indicate the date of submission of the proposal.
3. The proposal will be placed on the agenda for discussion at the next regular meeting after the newsletter announcement.
4. Adoption requires approval by two-thirds of a quorum at the next regular meeting after paragraph 3, above. Any amendment so passed shall take effect immediately, unless the amendment specifies its own effective date.
5. Copies of adopted amendments (or a corrected copy of the Constitution and Bylaws) shall be printed and distributed to all members requesting them.