

**CHAMPAIGN-URBANA ASTRONOMICAL SOCIETY, INC.
CONSTITUTION AND BY-LAWS**

ARTICLE I. NAME

This organization shall be known as the "Champaign-Urbana Astronomical Society, Inc."

ARTICLE II. PURPOSE

This organization was created to promote the science of astronomy in an educational as well as recreational climate and to unite those within the community with this common interest.

ARTICLE III. MEMBERSHIP

1. Membership in CUAS is open to all persons of all ages residing in the community and surrounding areas.
2. Membership dues are \$15.00 annually which entitles one to all privileges and benefits, except for the observatory privileges outlined in Article X.
3. Membership may apply to an individual, couple, or family. Each fee-paying membership, not necessarily each individual, is entitled to one vote or pertinent matters brought before the membership.
4. Memberships will be annual and handled as follows:
 - a. Memberships will be prorated to January 1.
 - b. New members joining on January 1 will have \$15 dues and those joining July 1 will pay half that, until January 1.
 - c. Members will be notified by way of the monthly newsletter. Notice of renewal will appear in the November issue. Membership will be terminated if dues have not been renewed by March club meeting.

ARTICLE IV. OFFICERS AND THEIR DUTIES

1. The organization will possess the following elected officers to serve one year terms:
 - a. President: will serve as coordinator of club meetings and events, working closely with the Champaign Park District. The president will serve as the chairperson of the Board of Directors of the corporation.
 - b. Vice President: will inherit presidential duties in his or her absence and coordinate publicity efforts.
 - c. Secretary: will handle club correspondence, serve as keeper of the by-laws and official documents, and record the meeting minutes.
 - d. Treasurer: will oversee all club finances, membership lists, keyholders list, and transactions, including dues and receipts from sales. The treasurer will manage a checkbook and file the appropriate tax records, plus provide a monthly report at the regular meetings.
 - e. Fifth Director: will serve as a voting member of the Board of Directors.
2. These five individuals will comprise the Board of Directors. The Board will meet no fewer than twice a year or as needed at a convenient time and place arranged by the president. The following will be determined by a majority vote of the committee members:

- a. Sanctioned CUAS observing sessions, time and location
 - b. Corporation business
 - c. Upcoming events, including displays and field trips
 - d. Any necessary appointments
 - e. Observatory procedures and operation
3. These officers will receive no compensation for their services.

ARTICLE V. ELECTORAL PROCESS

1. Officers will be elected to annual terms concurrent with the calendar year.
2. There will be no limit to the number of terms an individual may serve.
3. Officer elections will occur in November and be conducted as follows:
 - a. Officer nominations will be taken during the October CUAS meeting with the results and any statements from the nominees to be published in November's newsletter.
 - b. Time for these statements will also be made available prior to the election at the November meeting.
 - c. Any club member in good standing may run for an office.
 - d. Each fee-paying membership will have one vote for each office position.
 - e. A ballot will be published in November's newsletter for those members unable to attend the meeting and wishing to vote absentee. Ballots must be received in the club mailbox by 5pm on the day of the December meeting to be included in the tally.
 - f. Officers will be elected by whoever receives the most votes on a written ballot of the members attending the November meeting, plus the absentee votes.
 - g. If an office remains vacant after an election, nominations will be taken immediately with an election to occur the next month.
4. To insure a smooth transition, old and new officers will work closely until the new officers are installed at December's club meeting.
 - a. The past President will serve as a non-voting consultant to the Board of Directors and be expected to attend the first three committee meetings.
 - b. The retiring Vice President will assume this function if the president is unavailable.

ARTICLE VI. IMPEACHMENTS AND RESIGNATIONS

1. In the event of the death or resignation of one of the officers, an impromptu election will be conducted immediately, following the same guidelines as above.
2. Any member performing acts of malicious intent towards the corporation, its members or its property, such as theft or vandalism, will have their membership terminated upon examination of the evidence by the Board. The corporation reserves the right to prosecute any serious offenders.
3. An officer may be removed from office by a 2/3 vote of those present at a monthly meeting. The officer in question will be given two weeks to provide evidence in his or her behalf before a vote is taken.

ARTICLE VII. MEETINGS

- 1 The organization will hold a business meeting of the entire membership each month on the second Thursday at a place designated in the monthly newsletter. Agenda will consist of the previous meeting's minutes, old and new business, upcoming events, a

- treasurer's report, and a formal program.
- 2 The club will schedule at least ten public observing sessions each calendar year, with the date and time to be determined by the Board.

ARTICLE VIII. THE TREASURY

- 1 All club funds will be maintained in an account in the name of the Champaign-Urbana Astronomical Society, Inc.
- 2 Access will be delegated to the president and the treasurer.
- 3 Funds will be allocated by a majority vote of the Board.
- 4 Deficit spending is prohibited.
- 5 A treasurer's report will be given at the regular monthly meetings.
- 6 The president will have access to \$50 in discretionary funds during any calendar month, and shall report any usage of those funds to the board at the next club meeting.

ARTICLE IX. BY-LAW AMENDMENTS

Amendments and additions to this document may be conducted by the following procedure:

- 1 A sponsor of an amendment will forward the idea to the secretary, who will present it to the Board of Directors. Only members of C.U.A.S., Inc. may be sponsors.
- 2 The amendment will be read at the next meeting and published in the newsletter along with a absentee ballot.
- 3 The amendment will be voted on at the following meeting, a 2/3 vote of the members present, plus the absentee votes being required to pass the motion. Absentee votes must be received no later than the day before the meeting to be counted.

ARTICLE X. C.U.A.S. OBSERVATORY

1. The Champaign-Urbana Astronomical Society, Inc. shall maintain and operate a public observatory located south of the Monticello Road on County Road 700E. It will be solely operated by the corporation in line with its purpose (see Article II).
2. All Observatory operating procedures/policies will be available in writing on site and online for review.
3. Any C.U.A.S. member may attend observation sessions designated at the site.
4. Members who are qualified may be keyholders. Keyholders must:
 - a. be a member of C.U.A.S. for no less than six months.
 - b. be in good standing with current dues paid.
 - c. have passed a verbal examination on the operating procedures of the observatory, to be administered by a member of the Board of Directors, Observatory Director, or a club member authorized by the board by the Board or Observatory Director.
 - d. sign for their key and have it registered with the Observatory Director.
 - e. be current with an annual keyholder's fee of \$10, to be paid with the current year's dues.

- f. be responsible for all visitors while on site.
- g. not pass their key to anyone or duplicate it for any reason.
- 5. Keyholders may be asked to forfeit keys if:
 - a. their annual dues and/or keyholder's fee is delinquent, or
 - b. they engage in malicious acts, especially vandalism on site, or
 - c. they fail to follow appropriate operating procedures.
- 6. The Board of Directors will appoint, by a majority vote, an "Observatory Director," who will serve the position for a calendar year and report directly to the Board. He or she will be responsible for:
 - a. reporting a need for maintenance on site.
 - b. scheduling groups who desire to use the observatory.
 - c. updating the procedures manual.
- 7. The corporation will maintain public liability insurance and property damage insurance on the premises with limits not less than \$100,000.00 property damage and \$500,000.00 bodily injury.
- 8. The treasurer is responsible for issuing extra keys to the observatory.

ARTICLE XI. MISCELLANEOUS

- 1 The organization will make every effort to publish a monthly newsletter to be received by each paying membership during the first week of the month.
- 2 The publication will convey all club events, meetings, and observing sessions, plus items of interest.
- 3 Anyone may contribute to the newsletter provided the article is legible, in good taste, of astronomical interest, and is received by the 20th of the month.

Duly sworn and enacted by the powers vested in the Board of Directors of the Champaign-Urbana Astronomical Society, Inc., February, 1992. Amended February, 2005. Amended February, 2011.

1992 Officers:

David Leake, President

Lex Lane, Vice President

Mike Rosenberger, Treasurer

Bob Januzik, Secretary

Cliff Maduzia, Fifth Director