

**LVAS Constitution and By-Laws**

**CONSTITUTION AND BYLAWS  
LAS VEGAS ASTRONOMICAL SOCIETY  
(Established May 1980 - Revised Dec 2011)**

**ARTICLE I**

**Name**

1.1A - The name of this organization shall be the Las Vegas Astronomical Society (hereafter referred to in this document as the LVAS or the organization).

**Insignia**

1.2A - The official insignia of this organization shall be as illustrated on the last page of this document.

**Colors**

1.3A - The official color of this organization shall be royal blue and gold.

**ARTICLE II**

**Purpose**

2.1A - To provide LVAS member and the public with opportunities to become more involved in, and more knowledgeable about astronomy and related subjects.

2.1B - To provide members of the LVAS and the general public with information on astronomical matters.

2.1C - To encourage the development of observing programs of sufficient quality to submit to an amateur observation coordinating group such as the American Association of Variable Star Observers or the Astronomical League.

2.1D - To provide LiVAS members and the general public with the opportunity to meet other people who may share their interests.

**Goals**

2.2A - To establish a library of astronomy related reference materials to be maintained by this organization for its members use.

2.2B - To procure astronomical equipment to be maintained by this organization for its members use.

2.2C - To contact other astronomy groups across the United States for the purpose of initiating coordinated observing programs and exchanging ideas and information.

2.2D - To establish an LVAS owned observatory for the purpose of holding monthly LVAS observing sessions, public star talks,, and providing a facility in which high quality observing projects, may be carried out by LVAS members.

**ARTICLE III**

**Liability**

3.1A - Each member shall be responsible for all physical and/or material damages which he/she causes to this organization's property, other persons, and the property of other persons, while participating in a LVAS related activity. For those members who are under the age of eighteen (18) years of age, their legal guardian(s) shall be responsible.

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3.1B - This organization divorces itself from any responsibility for the unsanctioned actions of its members.

### **ARTICLE IV**

#### **Meetings**

4.1A - Regular meetings of this organization shall be held at least once a month at an established location which is agreeable to a majority of the actively participating official membership.

4.1B - Regular meetings of this organization are open to all members, invited guests, and all members of the community who have not been barred from attendance prior to the meeting to be held.

4.1C - The frequency, location, and time of the Executive, Advisory, Standing, and Special Committee meetings may be determined by their respective members. The aforementioned committee meetings shall be restricted to committee members, invited guests and LVAS members who have obtained prior permission to attend.

4.1D - Emergency meetings of this organization may be held at any time provided that notification of the meeting was given in writing, to all members, at least three working days prior to the meeting date.

4.1E - No official LVAS related business may be conducted at any special meeting.

#### **Parliamentary Authority**

4.2A - In all regular meetings of this organization and its committees, Robert' s Rules of Order Revised shall be the parliamentary authority in all instances not specifically addressed in this document.

### **ARTICLE V**

#### **Quorum**

5.1A - The official members of the LVAS present at any LVAS meeting (except special meetings) shall stand as a quorum to conduct the business of this organization and its committees.

#### **Voting**

5.2A - Only official members of this organization who are in good standing (i.e., are not on probation) may vote upon matters of LVAS concern.

5.2B - Proxy voting shall be allowed provided that the proxy vote is submitted in writing to the presiding officer prior to the start of the business transactions of the meeting being held at which the proxy is to be used.

5.2C - The privilege of voting at committee meetings shall be restricted to the respective committee members only.

### **ARTICLE VI**

#### **Dues**

6.1A - Prospective members wishing to become official members shall be assessed a \$25.00 annual dues fee. Students and Teachers shall be assessed a reduced membership fee of \$10.00 annually. Family members of official LVAS members may become official LVAS members after paying an assessment of an additional \$10.00 (a maximum of \$35.00 per family).

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6.1B - Upon this organization's acceptance of the dues fee and parental consent form for members under 18 years of age, the prospective member shall become an official member who is subject to all the privileges and responsibilities of official LVAS membership.

6.1C - In order to maintain an official membership in this organization, official members shall renew their dues after no more than twelve months have elapsed since their previous dues payment was made. This renewal fee shall be the same annual dues fee which is assessed on new members.

6.1D - Honorary members shall not pay dues.

6.1E - Advisory members shall not pay dues.

### **ARTICLE VII**

#### **Official Membership**

7.1A - Official membership shall be open to any person who has an interest in astronomy or related subjects. Persons who are under eighteen (18) years of age must submit a consent form (signed by their legal guardian absolving the LVAS and its members of any liability) with their dues payment before official membership may be granted.

7.1B - Official membership shall be granted only to those people who have demonstrated an interest in this organization and have paid their dues fee for the current membership period.

#### **Honorary Membership**

7.2A - The honorary membership shall consist of those persons who, by election of the official membership, have been honored for their dedication to this organization and their efforts to promote astronomy.

#### **Advisory Membership**

7.3A - The advisory membership shall consist of persons, who by appointment of the Executive Committee, serve this organization in an advisory capacity.

7.3B - The term of advisor membership shall be indefinite. Advisory membership may be revoked by the Executive Committee, or resigned by the advisory member.

#### **Membership Privileges and Responsibilities**

7.4A - All members who are in good standing shall be allowed to participate in all regular LVAS activities.

7.4B - All official members may vote at any regular or emergency LVAS meeting.

7.4C - No honorary or advisory member may vote or propose a motion at any LVAS meeting. However they shall be allowed to participate in meeting discussions.

7.4D - Advisory members may be members of the Advisory Committee. Only at Advisory Committee meetings, may advisory members vote or propose motions.

7.4E - All members shall be granted any discount privileges which any business may extend to members of this organization.

7.4F - Any official member may borrow LVAS owned equipment or reference materials for a specified length of time. Upon receipt of the equipment or reference materials the member shall assume full responsibility for the care and maintenance of the item(s) and, shall return the equipment or reference materials to the officer in charge of the item(s) on or before the return date previously agreed upon, in a condition which is equal to or better than the condition in which the member received the equipment or reference materials.

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7.4G - Each member shall be held financially responsible for any damage done to LVAS owned equipment or reference materials while the items are in the possession of the member.

7.4H - Failure of any member to compensate LVAS (within six months) for damage to LVAS owned properties, which at the time of damage were in the member's care, may be met by membership revocation, court action, or both. Membership revocation is outlined in ARTICLE IX).

7.4I - At the request of the Executive Committee, any LVAS owned equipment or reference materials in the possession of an LVAS member, must be returned to the Curator within a time specified by the Executive Committee, not to exceed the remaining duration of the loan period.

### **ARTICLE VIII**

#### **Elected Officers**

8.1A - They shall serve for a term of one year, and may not serve more than two consecutive elected full terms in the same office.

8.1B - They may not hold more than one executive office during any one term.

8.1C - They shall bear in mind at all times that they are servants of the organization, and shall act accordingly.

8.1D - They shall be members of the Executive Committee.

8.1E - Each elected officer must be classified as an official member.

#### **Duties of the President**

8.2A - Ultimately responsible for everything the LVAS does.

8.2B - Shall preside at all regular meetings, emergency meetings, and events of this organization and the Executive Committee.

8.2B - Shall be an ex-officio member of all committees.

8.2C - Shall have the power to create special committees and appoint chairmen thereof.

8.2D - Shall have the power to call emergency meetings of this organization or any of its committees.

8.2E - Shall be a member of the Public Relations Committee.

8.2F - Shall act as an official representative of this organization.

8.2G - Shall have the power to authorize treasury dispersals (not to exceed \$100.00 except in the case of a justifiable emergency) in conjunction with the Treasurer.

8.2H - Develops/approves LVAS Event Calendar.

8.2I - Delegates responsibilities and authority to other Officers to act in behalf of LVAS, as needed.

#### **Duties of the Vice President**

8.3A - Shall, in the absence or disability of any executive officer, temporarily assume the absent officer's duties.

8.3B - Shall act as an ex-officio member of all committees and shall report all committee standings to the Executive Committee.

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8.3C - Shall act as the administrative coordinator, overseeing the responsibilities of the Secretary and Treasurer.

### **Duties of the Vice President (Outreach):**

8.4A - Presides over LVAS meetings and events in the absence of the President.

8.4B - Maintains listing of LVAS member volunteers will to support outreach events.

8.4C - Contacts volunteers to request assistance for scheduled events.

8.4D - Serves as point of contact for organizations to plan and schedule events.

8.4E - Responsible for scheduling and coordinating all Outreach Events, to include "Astronomy in the Park" and "Desert Under the Stars" events as well as Education Outreach events with schools and other public organizations.

8.4F - May delegate the lead for an event as required, but ensures the event is coordinated and supported.

8.4G - Coordinates with the VP (Special Events) to ensure deconfliction of events.

### **Duties of Vice President (Special Events)**

8.5A - Presides over LVAS meetings and events in the absence of the President and Vice President (Outreach).

8.5B - Responsible for scheduling and coordinating all Special events, such as the Cathedral Gorge Spring Fling and Annual Fall Star Party and Campout, the Death Valley Star Parties, Messier Marathon, and other events as approved by the LVAS Board of Officers.

8.5C - May delegate the lead for an event as necessary, but ensures event is coordinated and supported.

8.5D - Coordinates with VP (Outreach) to ensure deconfliction of events.

### **Secretarial Duties**

8.6A - Shall keep an accurate record of the business proceedings of each regular and emergency LVAS meeting, and shall receive records of all committee proceedings from each respective committee secretary, which shall then become a part of the permanent record of this organization.

8.6B - Shall record attendance at monthly LVAS meetings and other events, as required.

8.6C - Shall, within one week after each regular meeting, make copies of the most recent regular meeting's minutes, available to all executive officers, and any member who requests one.

8.6D - Shall maintain records of all past proceedings of this organization, and if necessary, shall assist members in locating any information, which is contained in those records.

8.6E - Shall maintain an up-to-date listing of all current correspondence. These listings shall be made available to all members of the Executive Committee.

8.6F - Shall handle all correspondence dealing with this organization.

8.6G - Shall submit renewal submissions for Non-Profit Status, Astronomical League membership, and other organizations, as required.

8.6H - Shall be a member of the Public Relations Committee.

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8.6I - Shall be responsible for notifying all official members of regular LVAS activities and emergency meetings.

8.6J - Shall prepare and send Welcome Packets to new members.

8.6K - A Corresponding Secretary may be elected in addition to the Recording Secretary. The duties of the Corresponding Secretary shall be those duties outlined in points 8.4D through 8.4G.

8.6L - Shall present to this organization, all proposals which might result in the net expenditure of more than \$50.00 of LVAS funds. (This applies only to proposals made by the Executive Committee.)

8.6M - Shall be a member of the Finance Committee.

8.6N - Shall maintain a current listing of all official members, and shall make this list available to all official members.

### **Secretary/Treasurer Duties**

8.7A - Responsible for collecting, maintaining and accounting for all LVAS funds.

8.7B - Notifies LVAS members of pending membership dues.

8.7C - Submits documentation to Astronomy and Sky & Telescope magazines to provide members with discounted rates.

8.7D - Maintains non-profit registrations with the Nevada Secretary of State and the IRS.

8.7E - Provides a monthly updated membership list to other Officers.

8.7F - Provides list of new members to Secretary monthly.

8.7G - Provides a monthly report to Officers and membership on budget status.

8.7H - Disburses Society funds to honor just debts and financially support events as approved by the Executive Board.

8.7I - In lieu of electing both a Secretary and a Treasurer, the official membership may instead, elect one person to the office of Secretary/Treasurer. In this case, the Secretary/Treasurer's duties shall be those of both the Secretary and the Treasurer.

### **Supplemental Officer Positions**

8.8A - The Executive Board may appoint or approve volunteers for supplemental positions as required. There is no term limitation for Supplemental Officers.

8.8B - Supplemental Officers shall not have a vote regarding Executive Board actions.

8.8C - At a minimum, permanent supplemental positions will include Curator, Parliamentarian, and Webmaster.

### **Duties of the Curator**

8.9A - Shall be responsible for the maintenance of LVAS owned reference materials and equipment, and shall make these items available to qualified official members of this organization.

8.9B - Shall instruct members, who will be borrowing or using the equipment or reference materials, in the proper care, use, and maintenance of the items being borrowed.

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8.9C - Shall, prior to the release of any LVAS owned equipment or materials to authorized members, have the borrowing member sign a statement regarding the condition of the item that they are borrowing, and confirming their ability to use the items properly. If these forms are not properly filled out, and LVAS materials or equipment becomes damaged, then the Curator shall be held responsible for damages.

8.9D - Shall upon the return of borrowed LVAS owned equipment or material, inspect all borrowed items for damage and completeness. If damaged or missing parts are found, which were not itemized on the loaned material/equipment statement, the Curator shall make a written note of the damage and/or missing parts, shall obtain repair or replacement estimates, and then shall submit these estimates to the member responsible for the damage or loss, so that the LVAS may be compensated. The Curator shall then turn the responsibility of collecting the damage or loss compensation from the member, over to the Executive Committee.

### **Duties of the Parliamentarian**

8.10A - Shall strive at all times to see that order is maintained and that proper procedures are followed during all LVAS meetings.

8.10B - Shall act as an advisor to the Executive Committee and all members in matters of parliamentary concern.

8.10C - Shall interpret the constitution as it applies to procedural matters.

8.10D - Shall have the power of Sergeant At Arms to enforce order.

### **Duties of the Webmaster**

8.11A - Shall maintain and service the LVAS website, at the direction of the Executive Board.

8.11B - Shall solicit the submission of articles and items of interest from LVAS members for posting on the LVAS website.

## **ARTICLE IX**

### **Impeachment**

9.1A - Any officer may be impeached for not consistently performing the duties of the office he/she holds, in a manner which is acceptable to a majority of the official LVAS membership.

9.1B - A petition for impeachment may be submitted to the assembly at any regular meeting by any official member. This petition shall include a list of the charges made against the officer in question, and supporting evidence for the validity of the accusation(s), as well as a roster of signatures from at least 20% of the official membership.

### **Membership Revocation**

9.2A - All membership privileges of any member may be revoked by the Executive Committee if they have sufficient evidence to demonstrate that the retention of any person as a member, maybe detrimental to this organization as a whole.

9.2B - Notification of membership revocation shall be served to the offending member, in writing, and shall include the Executive Committee's reasoning for having taken such action as well as a list of complaints against the member.

### **Procedures For Impeachment or Membership Revocation**

9.3A - An emergency meeting of the official members of this organization shall be called. At this time, charges shall be brought against the officer or member who has been charged. This meeting shall

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adhere to guidelines set forth in Robert's Rules of Order Revised, which concern impeachment of officer and membership revocation.

9.3B - An officer may be impeached, or membership may be revoked, by a 2/3 vote of the official membership present at the emergency meeting.

9.3C - In lieu of impeachment or membership revocation, the official members present at the emergency meeting may decide to retain the officer or member in question (in their current capacity) for a probationary period of six months.

### **ARTICLE X**

#### **Vacancy Of Offices**

10.1A - In the event of any executive office vacancy, the highest ranking officer to remain, shall appoint a temporary officer(s) who shall serve until the time of the next regular meeting at which time, a permanent officer(s) shall be elected to complete the remaining term of office.

### **ARTICLE XI**

#### **Executive Committee**

11.1A - Membership shall be composed of all executive officers of this organization and one representative from each standing committee. Executive officers may not represent standing committees.

11.1B - The purpose and responsibility of the Executive Committee shall be to coordinate the activities of all committees represented on the Executive Committee and to deal with the general tasks involved in the administration of the society. The Executive Committee shall also have the authority to approve or reject membership applications.

#### **Public Relations Committee**

11.2A - The membership may be composed of at least five official members of this organization. and shall include the President and Corresponding Secretary.

11.2B - The purpose of the Public Relations Committee shall be to represent this organization in all matters which may concern LVAS members. This committee shall also work to implement a program to achieve the goals and fulfill the purposes outlined in Article II of this document.

#### **Activities Committee**

11.3A - The membership may be composed of at least five official members of this organization, and shall include the Vice President, Vice President (Special Events), and the Treasurer .

11.3B - The purpose and responsibility of the Activities Committee shall be to implement and maintain an activities program, which is designed to achieve the goals and fulfill the purposes of this organization as stated in article II of this document.

#### **Finance Committee**

11.4A - The membership may be composed of at least three official members of this organization, and shall include the Vice President and Treasurer.

11.4B - The purpose and responsibility of this committee shall be to establish and maintain a workable budget to accommodate LVAS activities and purchases.

#### **Education Committee**

11.5A - The membership may be compose of at least three official members of this organization, and shall include the Vice President (Outreach).

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11.5B - The purpose and responsibility of this committee shall be to act as consultants to all members and the public in all matters of astronomical concern.

### **Advisory Committee**

11.6A - Membership of the Advisory Committee may be composed of at least five official and/or advisory members of this organization.

11.6B - At least two members of this committee must be official LVAS members.

11.6C - At least one, but no more than three members of this committee must be a representative of the College of Southern Nevada.

11.6D - The members of this committee shall act in an advisory capacity to the LVAS, and shall serve as intermediaries between LVAS and the various organizations with which they are affiliated.

11.6E - It shall be the duty of the Advisory Committee to see that LVAS owned properties, reference materials, equipment, and funds, are distributed according to the guidelines established in Article XIII.

11.6F - The Advisory Committee will meet at least once in January of each new year, and may schedule meetings at other times throughout the year.

## **ARTICLE XII**

### **Amendments**

12.1A - Amendments may be presented to this organization at any regular meeting, provided that notification of the proposed amendment was served in writing to all official members at least one week prior to the meeting at which the amendment is to be presented.

12.1B - All articles in this document shall be considered amendable, unless designated otherwise.

12.1C - A proposed amendment must pass with a 2/3 majority vote of the official membership present at a regular or emergency meeting only, in order to become apart of this document.

## **ARTICLE XIII**

### **Dissolution of LVAS**

13.1A - The Las Vegas Astronomical Society shall be considered temporarily dissolved, if the total number of official members falls below five.

13.1B - The Las Vegas Astronomical Society shall be considered permanent)ly dissolved, if with in one year after temporary dissolution, the total number of official members is below ten or if the official membership fails to file a petition for reinstatement.

13.1C - After temporary dissolution, the remaining former members of LVAS, may meet to pursue their astronomical interests as a group, however, they will not receive any of the benefits of LVAS membership, and they will not meet under the name of the Las Vegas Astronomical Society, until the total number of paid, official members is at least ten and reinstatement has been granted.

13.1D - If, within one year after temporary dissolution, the total number of regular members reaches ten, the regular members may petition the members of the previous advisory committee to reinstate their status as the Las Vegas Astronomical Society .

### **Distribution of LVAS Owned Properties and Funds**

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13.2A - Upon temporary dissolution, all LVAS monies remaining, after paying off any outstanding debts, will be placed in a one year time savings account in anticipation of reinstatement, and/or given to the College of Southern Nevada Planetarium for the purpose of producing a show about the scientific contributions of amateur astronomers or for purchasing show related equipment. Upon reinstatement of the LVAS, the Planetarium Director may decide, at his/her discretion, to return the unused portion of previously contributed LVAS monies to the LVAS.

13.2B - Upon dissolution of the LVAS, all monies held in the one year time savings account will be withdrawn, and will be given to the institution indicated in 13.2Aa for the purposes indicated therein.

13.2C - Upon temporary dissolution, all LVAS owned equipment, not subject to debt, shall be contributed to the College of Southern Nevada, for the purpose of astronomy students', and/or public use at CSN sponsored star parties. Upon reinstatement, the astronomy professors of CSN, may decide, at their discretion, to return all or part of the previously contributed LVAS owned equipment to the LVAS. This equipment shall not be sold, traded, or given away by the College, until one year has elapsed since temporary LVAS dissolution.

13.2D - Upon temporary dissolution, all LVAS equipment, still subject to debt, will be sold in order to pay off the debt, if there are no other alternatives.

13.2E - Upon temporary dissolution, all LVAS owned reference materials not subject to debt shall be contributed to the CSN Physics/Astronomy Department and/or the Clark County public Libraries for the purpose of being available to students and interested members of the public who wish to learn more about various aspects of astronomy. Upon reinstatement, the Astronomy professors of CSN and/or the Clark County Library personnel in charge, may decide, at their discretion to return all or part of the previously contributed LVAS owned reference materials. These reference materials are not to be sold, traded, or given away by either the College or the Clark County Public Libraries.

13.2F - Upon temporary dissolution, all LVAS owned reference materials, still subject to debt, will be sold to pay off the debt, if there are no other alternatives.

13.2G - Upon temporary dissolution, all LVAS owned real. estate, not subject to debt, will be contributed jointly to the CSN Physics/Astronomy Department and the Clark County Community College, for the purpose of establishing a student/public observatory, or enhancing an pre-existing student/public Observatory on the property. Upon reinstatement, members of the LVAS must be allowed to use the facility at least 20% to 35% of the year at times which are agreeable to the majority of the regular members. This real estate must not be sold, traded, or given away by either the University or the Clark County Community College.

13.2H - Upon temporary dissolution, any LVAS owned real estate still subject to debt, will be sold to pay off the debt, if there are no other alternatives.

13.3I - If the organizations indicated in ARTICLE 13 are unable to accept the specific donations given to them at the time of temporary dissolution, the LVAS owned properties shall be sold and the money donated to a worthy national organization that supports and/or popularizes amateur astronomy.

Official LVAS Logo



Full Color Version



Single Color Version