



## Bylaws Lincoln Hills Astronomy Group

### **Article I: Name and Affiliation**

The name of the organization shall be the Lincoln Hills Astronomy Group, hereafter referred to as the LHAG or the Group.

The LHAG is a shared interest group and operates in full compliance with the Articles of Incorporation, Bylaws, and Rules and Regulations of the Sun City Lincoln Hills Community Association (hereafter known as the Association).

### **Article II: Purpose & Mission Statement**

**Purpose** – The purpose of the Lincoln Hills Astronomy shared interest group is to provide residents, from beginners to experts, a forum to increase their knowledge and enjoyment in astronomy, observational skills, and to meet people with like interests. Activities to enrich this experience will include educational presentations, hands on demonstrations of equipment and tools, as well as observing sessions. These activities will cover a wide range of topics in astronomy, with experienced members providing assistance to beginners.

**Mission Statement** –To expand members knowledge of Astronomy, and to have fun in the process.

### **Article III: LHAG Membership**

The membership shall be open to all Sun City Lincoln Hills residents who are interested in Astronomy. Membership in LHAG requires paying annual dues. The annual dues amount shall be set by a majority vote of the Steering Committee and shall be prorated under appropriate circumstances.

Sun City Lincoln Hills residents are welcome to attend LHAG meetings for a maximum of three visits to see if they are interested in joining our Group. Adult houseguests of members are welcome to attend the meetings for a maximum of three times.

An individual member in good standing, as determined by the Steering Committee, shall have the right to vote in general meetings, to take part in all meetings and activities, and to be a member of the Steering Committee.

Use and distribution of the LHAG membership roster, including partial information from the roster, shall be restricted to use by the members of the Steering Committee for official LHAG purposes only. Specifically, no information from the

LHAG roster, including email addresses, shall be made available for any commercial or political use. The LHAG email list may not be used by any member or non-member to promote personal causes not related to the activities of the LHAG. The use of the membership roster and information must also conform to Association policies.

Requests from other clubs and/or members for distribution of information via the LHAG email list will be considered on a case-by-case basis if the information is related to the purpose of the Group. The Steering Committee may approve such requests.

#### **Article IV: Steering Committee**

The Steering Committee shall be responsible for managing the business and activities of the LHAG as well as recommending any policy changes to the membership at the general meetings. The Steering Committee shall consist of its five elected members from the general membership. Steering Committee members shall serve for a two-year term beginning on June 1, and may be reelected to serve up to one additional consecutive two-year term. Election of Steering Committee members shall alternate with two members being elected in one year and three members being elected the following year. Then this two year cycle shall repeat.

The Steering Committee shall meet normally once a month or upon the call of three or more members of the Committee. A quorum shall consist of at least 50% of the Committee membership. A majority of those voting members present is required to pass a motion. Any member of the general membership may attend Steering Committee meetings but may not vote.

Members of the Steering Committee are expected to attend all Steering Committee meetings on behalf of the membership and participate fully in discussion and voting.

If a Steering Committee member misses three (3) consecutive Board meetings without valid extenuating circumstances, the Steering Committee may choose to consider the position vacant. Replacement of a member of the Steering Committee whose position is vacated for any reason shall be by majority vote of the Steering Committee. Members so appointed shall serve the remaining term of the vacant position.

#### **Article V: Steering Committee Job Descriptions**

The Steering Committee shall not have elected officers. The following job duties will be performed by the Steering Committee as determined by the Steering Committee members.

**CHAIR**– Subject to the control of the Steering Committee, the Chair shall provide leadership and supervision to the overall operation of the LHAG and preside at Membership and Steering Committee meetings and see that the decisions of the Committee are carried out. The Chair is responsible for developing the agenda

for Steering Committee as well as the monthly membership meeting. The Chair will acknowledge all cash and equipment donations to LHAG. The Chair shall interface with the appropriate Sun City Lincoln Hills Community Association employee(s) for the room reservations and physical arrangements necessary for monthly meetings as well as special workshops, seminars, etc.

CO-CHAIR – In the absence or disability of the Chair, the Co-Chair shall perform the duties of the Chair. The Co-Chair shall also oversee and coordinate the efforts of all special committees. The Co-Chair shall oversee the organization of, Special Interest Groups, Classes, Seminars and/or Workshops as appropriate. The Co-Chair shall also be a member of the Program Committee, and be responsible for specified Communications functions.

PROGRAM CHAIR– The Program Chair is responsible for the monthly programs at general meetings. Programs will be approved by the Steering Committee and planned 3 to 4 or more months in advance. The Program Chair will also chair a Program Committee to help identify and enlist speakers and programs. The Program Chair is responsible for determining the needs of the speaker regarding digital projector, Internet connection or special equipment needs and notify the Chair who will make necessary arrangements. The Program Chair will send thank-you letters to speakers and/or recognition of the speaker when appropriate.

COMMUNICATIONS -The person or persons assuming this responsibility shall ensure we have a monthly article in the Compass and any other publications the Steering Committee agrees upon. Steering Committee Co-Chair shall keep the files of meeting agendas, minutes of meetings and will be the person in charge of communications to the LH community at large.

TREASURER – The Treasurer shall be responsible for oversight of all funds of the LHAG. His or her name and the name of at least one elected Steering Committee member of the LHAG or a member designated by the Steering Committee shall be on record with the bank in which LHAG funds are deposited. The Treasurer or a Steering Committee designee is authorized to pay all LHAG bills pre-approved by the Steering Committee or by the membership. Individual disbursements shall be supported by a receipt and disbursements over \$75.00 must be pre-approved by the Steering Committee. A financial report will be made by the Treasurer or a designee of the Steering Committee to the Association, and to the general membership, at least twice a year including the Annual Meeting.

The Treasurer shall be the LHAG database keeper and maintain membership and attendance records. LHAG financial and attendance reports will be sent to the Association as required. Members should submit annual dues directly to the LHAG Treasurer. The Treasurer may appoint one or more assistants to take attendance, etc., who will not be given the power of disbursement of funds.

**Article VI: Meetings**

General meetings shall be conducted on the first Wednesday of the month at a predetermined time and location unless otherwise determined by the Steering Committee. General meetings shall be announced in advance by email and in the Compass. Permanent changes to the schedule of general meetings may be made by a majority vote at a general meeting of the membership or by the Steering Committee.

Additional Meetings may be held for such reasons as Star Parties, field trips, special interest groups, conducting tutorials, discussing special interests, or assisting new telescope owners; however, no LHAG business will be conducted at these meetings.

**Article VII: Election and Voting**

The Annual Meeting of the LHAG shall be held at the May general meeting of the Group.

The Steering Committee no later than it's March meeting shall appoint a Nominating Committee consisting of three (3) or more members from the general membership, who may be Steering Committee members. The Nominating Committee members will be announced at the March general meeting.

The Nominating Committee shall present a slate of Steering Committee candidates to the general membership via email prior to the May Annual Meeting. Additional nominations will be accepted from the floor during the May general meeting. No member will be a candidate without first obtaining his/her assurance that he/she will serve if elected.

Ten (10) percent of the members of the LHAG shall constitute a quorum. If a quorum exists, the affirmative vote of the majority of the members present will be the act of the membership

No Member shall serve as a Steering Committee member in the LHAG for more than two consecutive terms of two years each.

The election of the Steering Committee will take place at the May Annual Meeting and their duties shall commence on June 1. Election results will be submitted to the Association.

**Article VIII: Committees & Special Interest Groups**

General – Committees may be established as deemed necessary by the Steering Committee to carry out the work of the LHAG. The Steering Committee shall appoint committee chairpersons. A designated Steering Committee member shall be an ex-officio member of all committees.

Special Interest Groups – The Steering Committee may establish special interest groups (SIGS) to provide a forum for exploring topics of special interest or concern to a portion of the membership. Among the factors to be considered by the Steering Committee in recognizing a new special interest group are: whether the group conducts regularly scheduled meetings which will be open to all members and whether it has at least five members. A member of each SIG will report on the SIG activities to the Steering Committee.

#### **Article IX: Dues and Financial Matters**

Effective January 1, 2007 all dues shall be payable on a calendar fiscal year. Dues are payable to the LHAG and are on a per household basis.

No member, Steering Committee member, or officer will receive, any compensation or pecuniary benefit from the LHAG, except that the LHAG may reimburse him or her for authorized expenses.

The LHAG shall not sell or dispose of any donated equipment or software without the approval of the Steering Committee. The LHAG shall not engage in any activity that results in a monetary transaction that could jeopardize the Group's status as a Group under the Sun City Lincoln Hills Community Association.

#### **Article X: Bylaw Review & Amendment**

The Bylaws shall be reviewed at least once every two (2) years to determine if any amendments are in order. It shall be the responsibility of the Steering Committee to review the Bylaws and to make appropriate recommendations to the general membership.

The Bylaws may be amended by a two-thirds vote of the members at any general meeting, provided notice of the proposed changes was given either at a preceding meeting, or in an email distributed at least two weeks prior to the general meeting.

Ten (10) percent of the members of the LHAG shall constitute a quorum. If a quorum exists, the affirmative vote of the two-thirds of the members present will be the act of the membership

#### **Article XI: Dissolution**

In the event that the Lincoln Hills Astronomy Group dissolves, all remaining assets will be given to the Association. Dissolution will not be initiated until all outstanding debts are satisfied.

#### **Article XII: Organizational Policies**

The Steering Committee may choose to supplement the LHAG by-laws with Organizational Policies. This document shall provide procedural guidelines for all activities not specifically referred to within these by-laws.

#### **Article XIII: Procedural Guidelines**

Robert's Rules of Order, Revised, shall be the accepted authority on all points of order not specifically covered by these by-laws or Organizational Policies.