

BYLAWS OF THE DOOR PENINSULA ASTRONOMICAL SOCIETY

ARTICLE ONE: NAME AND PURPOSE

1.1 Name

- a. The name of the organization shall be the Door Peninsula Astronomical Society. (Hereinafter referred to as the Society.)
- b. The appropriate abbreviation will be DPAS.

1.2 Purposes

- a. To promote the science of astronomy.
- b. To encourage observational participation in astronomy.
- c. To provide public education in astronomy.
- d. To provide public outreach for the Leif Everson Observatory. Our Society works as Curator for the Leif Everson Observatory, owned by the Sturgeon Bay School District.
- e. To serve as an educational and inspirational resource for the use of the schools within our area.

ARTICLE TWO: MEMBERSHIP

2.1 Types of membership

- a. Individual/family
- b. Student (any person under 18 years of age).
- c. Honorary (designated by vote of the DPAS Board).

2.2 Membership benefits

- a. Receive the Society newsletter, *The Blue Moon Observer*.
- b. To vote on Society business.
- c. The use of available Society equipment and/or printed material.
- d. To run for and to hold elected and/or appointed positions in the Society.

2.3 Membership dues

- a. As established by the Board, for family or individual members.
- b. As established by the Board, for student members.
- c. Payable in January for the calendar year.
- d. Previous members not paid by March 15 will be removed from membership.

ARTICLE THREE: VOTING

3.1 Who may vote

- a. Each individual/family membership is entitled to one vote.
- b. Each student member is entitled to one vote.
- c. Honorary members have no vote.

3.2 Items to be voted on

- a. Election of Board members.
- b. Amendment of the Bylaws.
- a. All other Society business requiring a vote

3.3 Passage criterion

- a. Simple majority of those members attending the meeting.

ARTICLE FOUR: BOARD OF DIRECTORS

4.1 Composition

- a. Any current member may be elected to the Board with their consent.
- b. The Board shall consist of not fewer than five members in good standing.
- c. Board members shall be elected for three year staggered terms.
- d. As they are required, Board positions will be filled from the membership.
- e. One Board member will represent the Sturgeon Bay School District.

4.2 Duties of the Board.

- a. Selection of officers shall be conducted by the Board from among the Board members and voted on by the membership at the June meeting each year.
- b. The Officers shall be the following:
 - President
 - Vice President
 - Academic Coordinator
 - Outreach Coordinator
 - Secretary
 - Treasurer
- c. The Board shall set Society goals and policies and identify any necessary revision of the Bylaws
- d. Official action of the Board requires a quorum of no less than three-fifths of the current Board members.

4.3 Standing Committees.

- a. Each standing committee shall be chaired by a Board member with other members from the Society membership
- b. Program committee. Schedules meetings of the Society and arranges meeting programs. Meetings of the Society may be monthly or at intervals established by the program committee.
- c. Observing committee. Schedules observing activities for the year including dates and sites, special events, public observing, and Astronomy Day in May of each year. This committee and the Program committee may be of the same members.
- d. Social activity, publicity and membership committee. Schedules an annual picnic during the summer (optional) and an annual dinner in January of each year. Maintains a list for media contacts and the release of club announcements of public events.
- e. Budget committee. Recommend allocation of funds available.
- f. Scholarship committee. Address annual selection (individuals and scholarship amount) of Stonecipher scholarships, from among candidates selected by the Door County Community Foundation and from the funds available for such scholarships.

ARTICLE FIVE: OFFICER RESPONSIBILITIES

5.1 President.

- a. Presides over Board meetings and Society meetings.
- b. Appoints standing committees and ad hoc committees when needed.
- c. Appoints members to fill appointed positions in the Society.
- d. May approve expenditures of \$300 or less with consent of Treasurer.
- e. Appoints members of the Society to fill Board vacancies for the remainder of the term to which they were elected.

5.2 Vice President

- a. Presides over Board and Society meetings when President is absent.
- b. Takes Minutes of Board meetings and publishes and distributes Minutes to each Board member.
- c. Ensures the Bylaws are followed and kept up to date and shall assure proper parliamentary procedure as required for making and recording Board decisions.

5.3 The Academic Coordinator

- a. Ensures meaningful participation of area teachers and students in the goals and activities of the Society. This includes teacher training, use of the facilities by academic classes, programs and groups, special programs at schools and appropriate Society participation in academic efforts.

5.4 The Outreach Coordinator

- a. Is responsible for appropriate publicity and announcements for public programs, the overall coordination of Astronomy Day, the coordinated use of the facilities available to the Society (Leif Everson Observatory and the Collins Learning Center), relationships with the Peninsula Art School and other such institutions and, as designated by the Board, educational activities that involve the participation of those outside our membership.

5.5 Secretary

- a. Presides over Board and Society meetings when the President and Vice President are absent.
- b. Responsible for Society correspondence including State requirements and insurance requirements.
- c. Maintains an archival file of Society Minutes and Society activities.

5.6 Treasurer

- a. Collects and deposits all Society income.
- b. Handles all Society financial affairs.
- c. Prepares and distributes a monthly financial statement to the Board members.
- d. Gives a general financial report at the general Society meeting held in June of each year.
- e. Maintains membership list. (This may be delegated to an Access-skilled Board member.)
- f. Handles renewal of astronomy related magazines.
- g. Files Form 990g with IRS (Annual Electronic Filing Requirement for Small Exempt Organization).
- h. Files annual Wisconsin non-profit corporation report and pay state fee.

ARTICLE SIX: MISCELLANEOUS

6.1 Appointed positions

- a. ALCOR (correspondent of the Society to the Astronomical League)
- b. Editor of newsletter
- c. Archivist

6.2 Duties of ALCOR

- a. Coordinates correspondence with Astronomical League.
- b. Updates the Astronomical League on Society membership
- c. Arranges with Treasurer for payment of Astronomical League dues.
- d. Votes on national and regional Astronomical League items with approval of Board.
- e. Orders Observer Handbook from Royal Astronomical Society of Canada.

6.3 Duties of Editor

- a. Shall obtain articles from members or other sources for inclusion in newsletter.
- b. Will have direct control of all newsletter input.
- c. Arrange printing and distribution of newsletter.
- d. Position may be held by any willing member of the Society even if that member is holding another office in the Society.

6.4 Duties of Archivist

- a. The archivist keeps a copy of all DPAS publications, Board minutes, contracts, bylaws revisions, and other documents assigned by the Board to be archived.
- b. The archivist will retrieve such documents which may be needed for future business.

6.4 Society Equipment.

- a. Expenditures for the purchase of equipment shall be derived from the general funds of the Society at the discretion of the Board.
- b. All loans of equipment shall be only to members of the Society in good standing.
- c. Loans of Society equipment will be limited to one month if a waiting list exists.
- d. Maximum loan period is three months.
- e. Society books and/or videos may be borrowed for a maximum of one month.

6.5 Conduct of Members. The following is to be adhered to by all Society members and their guests at official Society functions held on the property of the Sturgeon Bay School District (specifically, the Observatory and surrounding grounds):

- a. Alcoholic beverages are not to be consumed on school property, including in the Observatory.
- b. All other rules which apply to the School, apply to the Leif Everson Observatory and School property.
- c. The R&R Stonecipher Astronomy Center and the land it is on are owned by The Crossroads and their rules apply.

6.6 Conduct of Business. The business of the Society will be conducted in compliance with these bylaws and in accordance with the current edition of Robert's Rules of Order, except where these bylaws or any future revision of the bylaws may supersede the "rules".

ARTICLE SEVEN: COMPLIANCE WITH IRS REQUIREMENTS

7.1 Tax Status

- a. It is intended that the DPAS shall maintain status as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

7.2 Compliance With Code Requirements.

- a. All actions of the DPAS and the Board shall be construed with the intent to limit and prohibit any acts contrary to the Code requirements permitting income tax deductible contributions bequests and gifts.
- b. No action by DPAS or the Board shall be permitted under these Bylaws which would not be permitted to be taken by an organization described in Section 501(c)(3) or which would result in the imposition of Federal income tax under Section 4941 through 4945 inclusive, of the Code.

7.3 Dissolution

- a. Upon any dissolution of DPAS, all assets shall be distributed to The Door County Community Foundation, which is exempt from taxation and permits the acceptance and subsequent distribution of charitable contribution.

Revised May 2017