

# Astronomical League Bylaws and Standing Resolutions

Astronomical League Bylaws  
*As Amended 2007*

## Preamble

The purpose of the Astronomical League shall be:

- To promote the science of astronomy;
- To encourage and coordinate activities of amateur astronomical societies;
- To foster observational and computational work, and craftsmanship in the various fields of astronomy;
- To provide a medium for correlating amateur activities with professional research.

## Article I. Membership

### Section 1. Membership Classes

Membership in the Astronomical League shall be based on acceptance of these Bylaws by the proper authority if an organization category of member, or by the individual if an individual category of member; approval by the League Council; payment to the League Treasurer of the prescribed fees and dues, as specified in Standing Resolution #9, for the appropriate category of membership.

- a. a. Member Society** - Any club, society, or organization with a bonafide interest in astronomy and three or more members may become a member of the Astronomical League (hereinafter referred to as the League).
- b. b. Affiliate Member** - Any national astronomical society or organization may become a member of the League based on the aforementioned "membership criteria."
- c. c. Patron Member** - Any individual with a bonafide interest in astronomy and a desire to lend financial support to the League may become a member of the League based on the aforementioned "membership criteria."
- d. d. Member-at-Large** - Any person with a bonafide interest in astronomy and a desire to lend financial support to the League may become a member of the League based on the aforementioned "membership criteria."
- e. e. Supporting Member** - Any company, manufacturer, corporation or organization with a sincere belief in the ideals of the League may become a member of the League based on the aforementioned "membership criteria."
- f. f. Honorary Member** - The title Honorary Member of the League may be bestowed upon any person who has made a significant, sustained, or outstanding contribution to the Astronomical League or the science of astronomy. It is granted only upon unanimous approval of the Council.
- g. g. Young Astronomer** - Any person under the age of 19 years may become a Youth Member-at-Large (Y-MAL) of the League based on membership criteria. This membership will be similar to at-large membership with a Sponsor appointed by Council.
- h. h. Lifetime Member**- Any person with a bonafide interest in astronomy and a desire to lend financial support to the League at the dues level described in Standing Resolution 9 may become a lifetime member. The membership criteria above applies.

### Section 2. Privileges of Members

All classes of membership are entitled to attend national and any regional conventions, address the Council as specified in Article III, and attend national business meetings. All classes of membership shall receive official notices of the League and the publication specified in Article VII, Section 4. No commercial use of the League mailing list is permitted without approval by Executive Committee.

- a. a. Member Societies** shall have these additional privileges:
  - b.** The right to have one (1) vote at each national convention and national election and an additional vote for each twenty-five (25) members in good standing beyond the first ten (10). Voting in the national election shall be as outlined in Article III, Section 3.
    - 1. The right to be represented in the Regional Council where the membership is located.
    - 2. Each member of a member society shall have the right to vote at regional conventions of his/her own

region as provided in Article IX.

**a. b. Affiliate Member** shall have these specific privileges:

1. This class of membership may be granted in addition to any other League membership and shall not affect said other membership privileges. It is the executive secretary or other permanent directing officer of the affiliate member who shall have access to Council.

**a. c. Patron Members** shall have the following additional privileges:

1. This class of membership may be granted in addition to any other League membership and shall not affect said other membership privileges.
2. One (1) vote per patron membership in national affairs.
3. The right to vote at regional conventions as provided in Article IX.

**a. d. Member-at-Large** shall have the same privileges as patron members.

**b. e. Supporting Members** shall have this specific privilege:

1. Supporting members may conduct astronomically-related advertising at national and regional conventions.

**a. f. Honorary Members** of the League shall have the following specific and additional privileges:

1. This class of membership may be bestowed in addition to any other League membership and shall not affect said other membership privileges.

**a. g. Young Astronomers** will have the following additional privileges:

1. Young astronomers will receive a discount on regular membership rates through the Y-MAL program and discounts on other products as recommended by the Youth Activities Committee (YAC) and approved by Council. Young Astronomers shall have full voting privileges.

**2. h. Lifetime Members** shall have the same privileges as members-at-large.

3.

## Article II. Officers

### Section 1. Officers

The officers of the League shall be the President, Vice-President, Secretary, Treasurer, and Executive Secretary. All officers must be at least 21 years of age. The officers shall be members of the Council. The Council, described in Article III, may appoint such assistants as are deemed necessary by their offices for their proper operation. These assistants shall serve such terms, and be removed from their positions when deemed necessary, as the Council decides.

### Section 2. The Executive Committee

The officers shall constitute the Executive Committee of the League, hereinafter referred to as the Executive Committee. The Executive Committee shall be empowered to act on behalf of the Council, and with its full authority, on matters requiring Council action which arise at such times as the Council is not in Session. Members of the Executive Committee shall have one (1) vote each.

### Section 3. Terms of Office

The terms of office of the executive officers shall be as follows:

- a. The offices of the President, Vice-President, and Secretary shall be for two (2) years, with those of the President and Vice-President running concurrently. The Secretary's term shall begin in the interim year.
- b. The offices of Treasurer and Executive Secretary shall be for three (3) years. The terms shall begin in successive years, with that of the Treasurer coming first.
- c. No officer may hold more than two (2) consecutive terms of office in the same executive position. For purposes of this subsection appointment or succession to an office with more than one (1) year remaining in an unexpired term shall be regarded as a term of office.
- d. Each term shall begin on September 1.
- e. Any officer or appointee may be removed from office by a two-thirds (2/3) majority vote of Council, either in person or by mail, provided that notification to remove said person, together with reasons therefore, shall have been given by mail to said person and Council not less than thirty (30) days prior to the date of such meeting or mail vote. Such proceeding can only be initiated by a majority vote of Council. Voting may be in person, by postal mail, or by electronic means.

## **Section 4. Duties**

The duties of the executive officers shall include the following and such other duties as the Council may, from time to time, assign:

- a. The President** shall be the chief executive officer of the League. He/she shall have general charge and supervision of the business and affairs of the League, subject to the powers vested in him/her by the Council. He/she shall have the power to sign, execute and terminate all contracts, deeds, obligations, and other legal instruments in the name of the League as authorized by the Council. He/she shall preside over the National Business Meeting, Council and Executive Committee meetings and shall have a vote on all issues. He/she may call special sessions of the council or Executive Committee as prescribed in Article VIII. He/she shall create and appoint special committees and shall be an ex-officio member of all committees except the Committee on Nominations. In the event of the death, vacancy, resignation or disability of any executive officer other than President, the President shall appoint a successor to fill the unexpired term. He/she may, upon completion of his/her tenure, serve as an advisory member of Council, without vote, until succeeded. He/she shall direct the ongoing review and updating of the League's priority program goals, required by Article VII, Section 2. The immediate past president may serve as an advisory member of Council, without vote, until succeeded.
- b. The Vice-President** shall assist the President in the discharge of his/her duties and perform them in the case of absence, death, disability, or resignation of the President. He/she shall chair or, if a candidate for office, co-chair the Nominating Committee. He/she shall chair national award committees delegated to the Vice-President by Standing Resolution of the Council, promote presentation of annual awards in each League region, and serve as ex-officio member on all League award committees.
- c. The Secretary** shall record and preserve the minutes of the Council, Executive Committee, and Business meetings, and distribute these minutes within sixty (60) days following said meetings to the Council. He/she shall provide a summary of the Council and Business meeting in the next edition of the League publication and shall make additional copies of the Minutes available to members of the League upon request. He/she shall provide each member of the Council at the annual meeting with a notebook containing the current Bylaws and each Standing Resolution of the League, provide annual inserts updating the Standing Resolutions and include minutes of all meetings in the previous year for new Council members. He/she shall issue notices of Council and Executive Committee Meetings.
- d. The Treasurer** shall receive all dues and other money due the League and shall keep proper books of account of all monetary transactions. He/she shall place the funds in a repository approved by the Council and shall present an account of his/her transactions as Treasurer and of the financial condition of the League to the Council and/or the President whenever they may require it, but at least annually. He/she may be bonded under conditions prescribed by the Council. He/she shall maintain an accurate and up-to-date inventory of all League properties. The treasurer will annually prepare the IRS form 990 in time to meet the required IRS deadline.
- e. The Executive Secretary** shall oversee the national headquarters of the League, shall conduct business as prescribed by the Council. He/she shall, in cooperation with the National Office manager, the Treasurer and a correspondent from each Member Society, verify that an up-to-date membership list of the League is maintained.
- f.** In the event of the death, resignation or disability of any executive officer other than President, the President shall appoint a successor to fill the unexpired term.

## **Article III. Council**

### **Section 1. Function**

The affairs of the League shall be managed by the Council, as provided for in these Bylaws and the Standing Resolutions which Article III, Section 6 prescribes.

### **Section 2. Membership**

The Council shall consist of: 1) The Chair of each Region; 2) The Regional Representative of each Region; 3) The Executive Committee; 4) The immediate past-President as provided for in Article II, Section 4.a.; 5) A representative of the Western Amateur Astronomers.

### **Section 3. Terms**

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## **Section 4. Quorum**

In order to pass any resolution, motion, appropriations, or any other matter requiring action in a Council session, a majority vote of the members present shall be necessary, except for matters requiring a larger vote as provided for in these Bylaws or by common law. The presence of two-fifths (2/5) of the members of the Council, not counting the immediate past-President, shall constitute a quorum, provided that at least three (3) regions are represented.

## **Section 5. Substitutes**

Council members, other than the President, who are unable to attend the Council meeting, may be represented by proxy. A written statement designating the substitute and signed by the respective council member, is necessary before the proxy may be seated. The Regional Chair may also assign the proxy for an absent regional Representative. Proxies may not be assigned by a proxy holder. No person may vote more than one proxy at Council. Proxy holders are subject to the fiduciary obligations of Council members. Proxies may be assigned in writing or by electronic mail.

## **Section 6. Operating Procedures**

Standard operating procedures of the League or its activities shall be defined by Standing Resolutions:

- a. Standing Resolutions shall be passed by the full Council when and only when it is in open session at a national convention.
- b. No Standing Resolution shall be adopted which conflicts with these Bylaws.
- c. Standing Resolutions shall be in force from the time they are passed until they are revoked by the full Council in open session at a national convention.
- d. The Bylaws and Standing Resolutions notebook shall be the property of the Astronomical League and at least one per Council Member shall be made available at each convention.

## **e. Section 7. National Office**

- f. The Astronomical League operates a National office, and as needed, Council or Executive Committee may hire consultants or employees. Duties of any consultants or employees will be described in Standing Resolutions. The paid National Office staff will be supervised by a member of the Council or the Executive Committee.

# **Article IV. Elections**

## **Section 1.**

The officers of the League shall be elected by a plurality vote cast on official ballots at a national convention or by mail. If necessary, a runoff vote shall determine an election. In the event that a Member Society has voted by mail and is also represented at the convention, the delegate or delegates in concert, may cast their Member Society's vote as they wish in a runoff election.

## **Section 2. Nominating Committee**

- a. The Vice President shall serve as Chair of a nominating committee including, but not limited to, the Regional Representatives from as many Regions as possible. The chair shall issue, through the medium of the League's publication, described in Article VII, Section 4, a call for nominations no later than nine (9) months prior to the national convention at which the election will take place. If the Vice President wishes to be a candidate, the President shall appoint a co-chair.
- b. The nominating committee shall select one or more nominees for each executive office, and the committee chair shall submit a report to the President and the Executive Secretary by March 31. The Executive Secretary shall, in turn, submit to each member the ballot, along with biographical data on each candidate by April 30. The ballot shall instruct members to return it to the Nominating Committee Chair and shall be accompanied with a stamped, self-addressed envelope stamped "Ballot".
- c. The Treasurer shall submit to the Nominating Committee Chair a current list of members and the number of people belonging to each member society in order that he/she determine each society's eligible votes as provided under Article I, Section 2.a.
- d. Additional nominations may be made by any member by mail to the committee chair and shall be included on the ballot or, if received after completion of the ballot, entered into nomination by the committee chair at the annual business meeting described in Article VIII, Section 1. Provision shall also be made at the

forementioned business meeting for nominations from the floor. All nominations must be accompanied by the candidate's written consent to serve, if elected.

### **Section 3. Conduct of Elections**

Elections for each office currently up for election shall be conducted separately at the League Business meeting by the Nominating Committee Chair or designated nominating committee member, in the following order: President, Vice President, Secretary, Treasurer, and Executive Secretary. In the event any runoff election is necessary, nominations for each office shall not close until the results of the previous election have been announced, otherwise, they shall close as the election proceeds. The committee chair or his/her designee shall add the votes and announce only the winner for each office. The mail ballots shall be turned over to the Executive Secretary, who shall retain them for sixty (60) days and may then destroy them, provided the election has not been challenged under Section 4 of this article.

### **Section 4. Election Misconduct**

- a. Nominating committee members and others who assist in conducting an election shall not participate in, nor shall League funds, nor its official seal, nor its official stationery be used for any electioneering activities for the advocacy of a candidate, principle, or party. Groups or committees may be formed around genuine policy differences or support of specific candidates, so long as no official endorsement is made or implied.
- b. In the event of a challenge, in writing, of any phase of the election procedure, the full council, by mail vote, shall decide within sixty (60) days after such challenge what part, if any, of the election results should be considered invalid. A new election for the office(s) in question shall be completed within ninety (90) days of such invalidation; the previous officeholder(s) shall meanwhile assume the office(s) in question.

## **Article V. Dues**

### **Section 1.**

All dues are renewable on a yearly basis. Any member whose dues are not paid by June 30 of the year when billed will be considered delinquent.

### **Section 2.**

The membership and privileges of any member who is delinquent in payment of dues may be terminated in accordance with procedures established by the Council. No publications shall be sent to delinquent members.

### **Section 3.**

Dues and fees for all classes of membership shall be periodically reviewed and fixed by the full Council.

## **Article VI. National Conventions**

### **Section 1.**

Each year a national convention shall be held at a time and place designated by the votes of delegates attending the national convention(s) of the prior year(s), or by the Council during times when in session, or the majority vote of the Executive Committee.

### **Section 2.**

The national convention shall be hosted and conducted by one or more League committees or groups, such as member societies. The host group will include, or the President will appoint, several individuals with experience in the affairs of national conventions to advise and assist in the organization and planning of the convention. The League may share profits from the convention with a host society or groups in a proportion approved by the Council, but not less than fifteen (15) percent. Losses will be shared on the same basis.

### **Section 3.**

The registration fees for the national conventions may be tentatively set by the host society and shall be approved each year by the Council or the Executive Committee. The registration fee will be distributed as outlined in Standing Resolution 2 (Convention Agreement), Item 6.

#### **Section 4.**

Provision will be made at the national convention for the Council and Business Meeting of the League, outlined in Article VIII and Standing Resolution 2, Item 1.

#### **Section 5.**

The Executive Committee may approve the participation in the Convention of other organizations.

#### **Section 6.**

The Council will serve as the final authority in resolving questions concerning League policies with respect to national conventions.

### **Article VII. Activities and Services Sections**

#### **Section 1.**

There will be various service organizations, directed by an individual or committee, authorized by and operated according to a Standing Resolution.

#### **Section 2.**

A list of high priority goals, objectives and member services, shall be maintained and updated annually under the direction of the President according to Standing Resolution 6.

#### **Section 3.**

---Deleted---

#### **Section 4.**

---Deleted---

#### **Section 5.**

Repealed.

#### **Section 6.**

Technical activity sections may be established by the Council and will be administered by committees appointed by the chair, who shall in turn be appointed by the President.

#### **Section 7.**

Each activities or services committee will submit an annual report and budget at the League business meeting or at other times as requested by the Council.

### **Article VIII. Meetings**

#### **Section 1.**

The League business meeting shall be held annually at the place of, and during the period of, the national convention. The exact time and place will be stipulated by the Executive Committee. Twenty (20) delegates shall constitute a quorum, provided that at least five (5) Member Societies are present. Delegates may cast their votes for each Member Society as a unit or in parts as instructed by their respective society.

#### **Section 2.**

The Council shall be in regular session during the period of, and at the place of, the national convention. The President shall fix the time of such meeting with sufficient notice so that the Secretary can and will transmit this information to Council members at least thirty (30) days prior to the convention. During this session, the Secretary shall, in accordance with Article II, Section 4.c, submit the minutes of any Executive Committee or Council

sessions held since the last national convention.

### **Section 3.**

Any member may have business brought before the Council in regular session by having petitioned, either orally or in writing, a Council member from the region in which he/she (they) resides to do so in his/her behalf. If said Council member deems necessary, the member(s) with business before the Council may then address the group directly, subject to Council approval. Proposals or issues to be brought before the Council or Executive Committee for action between national conventions shall be submitted to the President in writing including electronic mail.

### **Section 4.**

The Executive Committee shall meet at the place of, and during the time of, the scheduled regular session of the Council until such time as a quorum of Council members is present. The presence of three (3) of its members shall constitute a quorum of the Executive Committee.

### **Section 5.**

The Executive Committee may hold additional meetings or conduct business by mail as called by the President or by petition to the President of a majority of the Executive Committee. Business to be conducted by mail will be transmitted in writing by the Executive Secretary to each Executive Committee member, who shall return his/her written vote to the Executive Secretary within ten (10) days. The Executive Secretary shall, in turn, transmit the result, in writing, to the Executive Committee members within an additional thirty (30) days and to the full Council at or before its next regular session. Executive Committee meetings may also be conducted by electronic means.

### **Section 6.**

The Council may hold additional meetings or conduct business by mail, as called by the President or by petition to the President of a majority of either the Council or the Executive Committee. Mail business shall be conducted according to Section five (5) of this article, except that the results shall be transmitted to all Council members within thirty (30) days. Additional Council meetings may be held by electronic means providing the quorum requirements described in Article III, Section 4 are met. Council members must be notified at least two weeks in advance of any proposed electronic meeting.

### **Section 7.**

The parliamentary authority for operation of all League meetings shall be Robert's Rules of Order, Newly Revised. The President or his/her appointee shall serve as parliamentarian for interpretation and administration of these rules.

## **Article IX. Regions and Regional Activities**

### **Section 1.**

Regions shall be established by the Council and defined in Standing Resolution 13.

### **Section 2.**

A Regional Council shall conduct the business and administer the affairs of each Region and shall perform such other duties as prescribed by itself. Such Council shall consist of the Regional officers, the Regional Representative to the National Council, the President, or his/her proxy, of each member society and a society representative from each member society within said region, and a representative of the members-at-large within said region.

### **Section 3.**

The Regional Officers shall consist of a Chair, Vice Chair, Secretary and/or Treasurer. They shall be elected by the members present at the Regional Convention, or if none is held, by the Regional Council, for terms of not more than two (2) years. The Regional officers shall be empowered to act on behalf of the Regional Council, and with its full authority, on matters, other than the election of Regional officers, which require its attention when the Regional Council is unable to meet.

### **Section 4.**

Regional Convention may be held annually in each Region and shall be conducted by one or more societies or

groups of members within that Region at a time and place designated by the Regional Convention of prior year(s), or by the Regional Council when in session, or the majority vote of the Regional officers.

### **Section 5.**

A Regional Business Meeting and a Regional Council Meeting may be held annually at the Regional Convention. Provisions shall be made for the Regional Council to vote on matters by mail, if necessary, in lieu of a Regional Convention.

### **Section 6.**

All action taken by a Regional Business or Council Meeting or the Regional officers shall be by a majority vote, except as provided by the Regional Constitution.

### **Section 7.**

Each region shall elect a regional representative to the League Council as provided for in Article III, Section 3.

### **Section 8.**

Financial assistance shall be available to the individual regions according to the rules set forth in Standing Resolution #3.

### **Section 9.**

- a. The Regional Chair or Representative may be removed from office prior to completion of his/her term by either of the following means:
- b. As specified in the region's constitution or bylaws, or
- c. By a majority vote of Council following a petition to remove the individual. Such petition must be signed by the presidents of two member societies within the region or by three members of the Executive Committee and delivered to the Executive Secretary. The petition will be submitted to Council vote only after due investigation by the President. If the Council votes to remove the individual, the President may appoint an acting Chair or Regional Representative to fill the position until an election is held following the normal procedures of the region.

### **Section 10.**

If elections for Regional Chairman and/or Regional Representatives are not conducted as prescribed by Article III, Section 3, and Article IX, Section 3 of these bylaws, the President may (a) appoint a Regional Chairman and/or Representative to serve until the next Regional election and/or (b) direct the League Secretary to assist the Region in soliciting nominations and in financing and conducting elections in that Region.

## **Article X. Property and Financial**

### **Section 1.**

The League may acquire and hold property of any description, real or personal, by gift, purchase, or otherwise.

### **Section 2.**

The League shall be a not-for-profit organization in accordance with Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954. Donations of material, real or personal, and monetary gifts and contributions shall therefore be tax deductible.

### **Section 3.**

Upon dissolution of the Corporation, referred to in these Bylaws as the League, the Council shall, after paying or making provision for payment of all corporate liabilities, dispose of all corporate assets exclusively to such tax exempt organization(s) operated for educational and/or scientific purposes as the Council may determine. Any such assets not so disposed of shall be disposed of by the courts of the county in which the principal office of the Corporation is then located, exclusively for such organizations or purposes of an educational or scientific nature, as said courts shall determine.

### **Section 4.**

There will be no commercial use of the League's mailing list except for League business.

## **Article XI. The Trust Fund**

### **Section 1.**

A trust fund shall exist with moneys donated or Council-designated assets to be placed in said fund. The principal shall remain inviolate except under the following conditions: This rule may be waived should a grave fiscal crisis face the League. A 3/4 (75%) majority of Council and at least 4 of 5 Trustees must declare such a crisis. This expenditure will be considered a loan at interest, if possible.

The income from the trust fund not used in any given year may be accumulated and added to the principal of said fund, according to the discretion of the trustees.

### **Section 2.**

The fund shall be administered, in a manner consistent with Standing Resolution #1, by five (5) trustees appointed by the Council. Trustees may be bonded and shall serve for a term designated by Standing Resolution #1.

### **Section 3.**

All actions of the trust fund shall be by agreement of a majority of the trustees.

## **Article XII. Amendments**

### **Section 1.**

Amendments to these Bylaws may be proposed by Council resolution, by Regional Council resolution, by petition of three (3) or more Member Societies, by petition of five (5) or more Patron members, or by petition of five (5) or more Members-at-Large.

### **Section 2.**

A proposed amendment shall be distributed to each Member Society and all other members, with the number of votes equal to that provided for in Article I, Section 2.

### **Section 3.**

Two-thirds (2/3) of the votes cast shall be required for adoption of a proposed amendment. In order to be valid, these votes must reach the office of the Executive Secretary within the time specified by the Council in the amendment notice, but in no case later than four (4) months after the distribution date of said amendment.

## **Article XIII. Ratification**

These Bylaws will be ratified upon acceptance by two-thirds (2/3) of all voting members of the League, within four (4) months of its distribution. It shall take effect on or after September 1, 1986 superseding all previous documents except the previously-adopted Standing Resolutions #1 through #12, but it shall not be retroactive.

# Astronomical League Bylaws and Standing Resolutions.

## Standing Resolution #1: Trust Fund Procedures

Rewritten and approved by Council 7/22/1989, at Cheney, Washington; Amended 7/13/1999, at Cheney, Wa.

The Astronomical League Trust Fund, herein called the ALTF, shall be administered according to the following procedures:

1. The affairs of the ALTF shall be managed by a Board of Trustees consisting of five (5) persons elected by the Astronomical League Council. Vacancies arising from retirement or other cause may be filled by Council at any time by mail balloting or at the next annual meeting following the vacancy.
2. Trustees shall serve for five year terms, to be re-elected by Council or replaced as Council sees fit after each term. The remaining former life members will be up for re-election or replacement in alphabetical order. Trustees' terms begin September 1, and Trustees can be removed from office at any time in accordance with the Bylaws under Article II, Section 3.e.
3. The Trustees shall elect a treasurer from among their group to serve as a financial officer as long as he/she remains a Trustee or until his/her five year term expires. The responsibilities of the ALTF Treasurer are:
  - a. To invest most of the ALTF principal in low risk securities to produce a maximum of income but retaining a sufficient amount in a savings account to meet anticipated annual disbursements.
  - b. Make all disbursements countersigned by another of the Trustees in accordance with item 5.
  - c. Prepare an annual report of income, disbursements and holdings of the ALTF to the League Treasurer in accordance with item 7.
  - d. Submit a written description of the use of ALTF funds to the REFLECTOR according to item 5.
1. The Astronomical League Executive Committee may request all or part of the annual interest accrued from the principal of the ALTF for the furtherance of League projects. Since this is the original purpose of the Trust Fund, it should be allocated in a most responsible manner for highly visible uses such as:
  - a. Improved program materials to member societies.
  - b. Materials to promote new and existing member societies.
  - c. Promotional materials to increase the effectiveness of member societies and the ALTF.

These funds are not for the routine operating expenses of the League. Any unused interest shall automatically become part of the ALTF principal at the close of the League's next fiscal year on June 30.
1. It is the responsibility of the Executive Committee to determine the use of these interest funds and to make such uses known to the ALTF Trustees for their comments and suggestions. A simple majority of both the Executive Committee and the Trustees will determine if the proposed use of the ALTF interest funds is proper. In case of a tie vote, a simple majority of Council members polled by the Executive Committee will approve or disapprove the proposed use of such funds.

The ALTF Treasurer shall disperse the funds as approved to the League Treasurer unless otherwise directed. The ALTF Treasurer will make sure this allocation of the ALTF interest receives proper publicity in the REFLECTOR in cooperation with the League President and Publications Chair.
1. The duties of the Trustees are:
  - a. To promote the acquisition of funds from both inside and outside the League to increase the principal of the ALTF.
  - b. To assist the Executive Committee in insuring that the very best use of the interest income be made on behalf of League goals.
  - c. To administer the handling or sale of any real property and/or items donated to the ALTF. Items to be sold will be deposited in the ALTF as a part of the principal.
1. The ALTF Treasurer will submit an annual financial report to the League Treasurer 30 days prior to the annual convention. The League Treasurer will in turn incorporate this information in the League's financial report to Council. Should no national convention be held, the ALTF financial report shall be filed with the League Treasurer by August 1.
2. The principal will be inviolate except under conditions specified in Article XI, Section 1, of the Bylaws.

## **Standing Resolution #2: Astronomical League Convention Agreement**

Enacted 8/17/1976, at Kutztown Pa.; Amended 8/17/1976, at Portland Or; 7/30/1983, at Jacksonville, FL.; 7/25/1989, at Spokane, Wa.; 7/14/1992, at San Jose, Ca.; 7/28/1993, at Madison, Wi; and 7/1/97, at Copper Mountain, Co.; 7/13/1999, at Cheney, Wa.; 7/18/2000, at Ventura, Ca.

1. The host society(ies) or group(s), hereinafter referred to as the host(s) shall provide the following:
  - a. Adequate and suitable space for meetings of at least 250 persons.
  - b. Adequate and suitable space for Council meetings attended by up to forty (40) persons. Provision that the meeting may begin as early as the day prior to the convention, and may last until midnight.
  - c. A large, suitable space for exhibits that can be secured when not manned and whose contents shall be under the League's control.
  - d. Necessary and adequate audiovisual and public address equipment, to be operated by the host(s).
  - e. A registration/information desk, to operated throughout the convention by the host(s).
  - f. Adequate and suitable housing for attendees. The less costly alternative of a school, college, or university is preferred over motels and/or hotels.
  - g. Adequate room for Astronomical League committees, member societies and other organizations co-sponsoring joint conventions which may have commercial exhibits or conduct associated activity. No fees will be charged.
1. No contract or agreement will be signed by the host(s) that will bind the Astronomical League for money without the written approval of the Astronomical League Executive Committee.
2. The Astronomical League will, if necessary, advance funds, not to exceed three thousand (\$3,000.00) dollars to the host(s) for initial actions for the convention. Such advance will be contingent on approval by the Executive Committee and availability of funds in the League Treasury.
3. The host(s) will provide publicity for the convention in League publications and major amateur astronomy periodicals.
4. Each convention committee shall produce a convention summary. The summary shall consist of a copy of the convention program and a two page, or less, description of the convention results. This summary shall be submitted to the Astronomical League Secretary and to the Historian within 60 days after the close of the convention.
5. Registration fees will be determined by the host(s) society with the approval of the Executive Committee. One (\$1.00) dollar portion of the registration fee will go toward the League Trust Fund.
6. The net profits of the convention shall be distributed as follows: forty (40) percent to the host society; twenty (20) percent to the host region; forty (40) percent to the national treasury (1983).  
In the event of a joint convention sponsored by another organization and the League, a different distribution of net profits may be negotiated, with the approval of the Astronomical League Executive Committee.  
Any losses incurred by the convention shall be shared in the same proportion.
1. A detailed statement of the convention's receipts and expenses will be provided to the Astronomical League Treasurer within thirty (30) days of the close of the convention.
2. Provision will be made for the Council and Business Meeting of the League. Timing and placement of the meeting shall be stipulated by the officers of the Astronomical League.
3. The monetary affairs of the convention shall be handled by a separate bank or checking account than is normally used by the host society.
4. Participation in the convention by other organizations must be approved by the Executive Committee of the League.
5. <Item deleted>.
6. There shall be, as mandated by Article VI, Section 2 of the League's Bylaws, a standing committee chaired by the Vice President or other Presidential appointee, to advise and monitor the operation and planning of the convention.
7. Initial invitations, negotiations, and site approval for the convention more than one year in advance are encouraged.
8. The host(s) shall obtain liability insurance of at least one-million dollars (\$1,000,000) for the convention and shall add the Astronomical League as a named insured on such policy.
9. The host(s) agree not to arrange or provide transportation during the convention except for transportation secured by written agreement with a licensed and insured commercial or public transportation provider. In

the event such a provider is used, the Astronomical League shall be added as a named insured on the provider's liability insurance policy.

10. The agreement must be signed and dated as follows:

_____	_____
Convention Chair	President, Astronomical League
_____	_____
Host(s) President(s) or Chair	Additional Witness
Date: _____	

### **Standing Resolution #3: Guidelines for Regional Assistance**

Enacted 8/9/1977, at Boulder, Co.; Revised 8/4/1990, at St. Louis, Mo.; and 8/16/1991, at Amherst, Ma.

1. Whereas a modest, regular source of income is necessary to enable Regions to develop and conduct programs on behalf of the League, and:
  - Whereas, active Regions can, and do, affect membership growth, provide personal help to members and individuals, and foster communication across and between the various structural levels of the League, therefore:
    - There will be a line item in the League's annual budget for regional financial assistance.
1. Regions must submit their requests to the Treasurer.
2. Each Region submitting a request shall:
  - a. Include a financial report, stating at least income, expenditures, and cash balance, for the preceding fiscal year.
  - b. Include a proposed program(s) and budget.
  - c. Agree to provide at least twenty five (25%) percent of the proposed expenditure.
1. Requests will be reviewed by a Presidentially-appointed screening committee including the League Treasurer.
  - The committee will recommend to the Council action on each request submitted.

### **Standing Resolution #4: Financial Management**

Enacted 8/9/1977, at Boulder, Co.; Revised 8/15/1979, at Portland, Or.; 7/2/1980, at Dallas, Tx., and 7/14/1992 at, San Jose, Ca.

- 1 . **Audit** - The President shall appoint an annual committee which shall be empowered to audit all of the accounts of the Astronomical League, including the general treasury, the service organizations, Trust Fund and Regions. It shall issue a report to Council at the annual convention covering the general treasury, and covering all other accounts at least each three (3) years or, by petition by the number of members required to initiate a Bylaws change.
- 2 . **Service Organizations** - In order to provide services to League members, the following Service Organizations are authorized:
  - The Book Service
  - The Sales Service
  - The Subscription Service

- The Educational Materials Committee
- The Program Materials Committee
- The Publications Committee

Each Service Organization is authorized to set up its own bank account for the transaction of business. The numbers and locations of such accounts will be on file with the Treasurer, who will be authorized to withdraw funds from or close any such account.

Each Service Organization and Committee shall submit an annual report of its financial transactions to the League Treasurer in addition to other reports, if requested.

The summary of the annual report of each Service Organization or Committee shall be included in the Treasurer's annual financial report.

**1 . Investment Income** - It shall be the policy of the Astronomical League to maintain the minimum amount of money required for the efficient transactions of business in non-interest bearing accounts.

**2 . Regions** - Each Region shall submit an annual financial report to the League Treasurer by June 30, the end of the League's fiscal year. The report shall include balances at the beginning and end of the period, income and expenditures. This report shall be included in the Treasurer's annual financial report.

**3 . Budget** - Expenditures from each line item in the budget shall be approved by the appropriate officer or committee chair before being paid by the treasurer.

Authority to exceed the budgeted line item must be secured from the President before expenditures are authorized or made.

Authority to exceed the authorized budget must be secured from Council, but may be done by mail.

It is the usual practice to pay for all out-of-pocket expenses approved by an officer or committee chair under the budget upon submission of receipts, but in the case of major approved expenditures or extenuating circumstances, the bill may be submitted directly to the Treasurer for payment or expense advances, not to exceed one hundred (\$100.00) dollars, may be made. Full accounting of all advances is required.

## **Standing Resolution #5: The Astronomical League Award**

Enacted 8/9/1977, at Boulder, Co.; Revised 8/15/1979, at Portland, Or.; 7/30/1983, at Jacksonville, Fl.; 7/13/1999, at Cheney, Wa.

The Astronomical League Award is presented to any person(s), either amateur or professional, who has made worthwhile contributions to the science of astronomy on a national or international level.

This award shall not be presented to any current officer of the League (until they are out of office for one year) or to any current member of the award committee.

The award committee shall consist of the current president, the immediate past president and the second past president, all of whom must vote on the award. The award recipient must receive no negative votes.

Nomination must be made in writing to the Executive Secretary and contain the affiliation with the League (not necessary to receive the award), and the reasons the person should be considered for the award. It must be received at least four (4) months before the national convention. Announcement shall be made annually.

The award need not be given each year. It may be given to more than one person or more than one award may be given in a year. The award may be posthumous.

The award shall be presented at the banquet held at the national convention, or if none is held, at the largest gathering of League members at the convention. This decision shall be made by the President.

The receipt of nomination shall be acknowledged by the Executive Secretary. Nominations which are deemed to be qualified need not be acted upon in the year in which they are received but may held for future consideration.

No reasons will be furnished for not making the award to any person nor will the proceedings of the presidents' committee be made public.

The committee may nominate additional names.

Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

## **Standing Resolution #6: Long Range Planning Committee**

Rewritten and accepted 8/6/1991, at Amherst, Ma.

Recognizing that the Astronomical League has limited resources and expertise, and that the League cannot address effectively all issues facing amateur astronomy, a standing committee is established as follows:

1. The committee name is the Long Range Planning Committee.
2. The committee members are:
  - the five officers of the League;
  - the five trustees of the Astronomical League Trust Fund;
  - the immediate past President of the League;
  - additional members appointed by the President, so long as the total membership does not exceed 15.
1. The President will chair the committee.
2. The committee will continually review the Mission Statement and identified critical issues of the League for relevance to amateur astronomy and to the League as a federation of societies. When necessary, the committee will recommend to Council changes to either the Mission Statement or to the issues which are critical to the success of that mission.
3. The committee will report annually to Council with any recommendations for addressing the issues identified as critical.

## **Standing Resolution #7: Commercial Use of the Astronomical League Mailing List**

Enacted 8/15/1979, at Portland, Or.; Amended 8/12/1981, at Kutztown, Pa.; and 7/28/1993, at Madison, Wi.

**Repealed**, Kansas City, MO, August 2005. There is no commercial use of the League mailing list except for League business.

## **Standing Resolution #8: Repealed**

Enacted 8/15/1979, at Portland, Or.; Amended 7/2/1980, at Dallas, Tx; Repealed 7/13/1999, at Cheney, WA..

## **Standing Resolution #9: Dues**

Enacted 8/15/1979, at Portland, Or.; Amended 8/12/1981, at Kutztown, Pa.; 7/30/1983, at Jacksonville, FL.; 8/8/1986, at Baltimore, Md.; 7/25/1989, at Spokane, Wa., and 7/24/1996, at Rockford, IL, 7/1/1997, at Copper Mountain, Co. and 7/21/1998, at French Lick, In.; 7/13/1999, at Cheney, Wa., August 11, 2005 at Kansas City MO.

**Member Society** - The dues shall be ten (\$10.00) dollars plus a per-member fee to be determined from time-to-time by the Council. During the fiscal year in which a society joins the League, the dues called for in this Standing Resolution shall be prorated semiannually and the per-member fee called for in this Standing Resolution shall be prorated quarterly.

**Membership-at-Large** - Twenty-five (\$30.00) dollars U.S. (domestic), thirty-five (\$40.00) dollars U.S. (Foreign) or the addition thereto of the cost of a group subscription to a major astronomy publication. Members-at-Large who entered the program before April 1, 1999 and wish to retain their membership-at-large can continue to due so under the membership-at-large policies in effect on March 31, 1999. These Charter membership-at-large dues are ten (\$10.00) dollars (domestic), twenty (\$20.00) dollars (Foreign) or the addition thereto of the cost of a group subscription to a major astronomy publication.

**Affiliate** - Fifteen (\$15.00) dollars.

**Patron** - Fifty (\$75.00) dollars or the addition thereto of the cost of a group subscription to a major astronomy magazine.

**Supporting** - Seventy five (\$75.00) dollars.

**Lifetime Member** – Four hundred (\$400) dollars.

**Honorary** - Zero (\$0.00) dollars.

## **Standing Resolution #10: Commercial Exhibitors at Conventions**

Enacted 7/2/1980, at Dallas, Tx.; Amended 1983, at Jacksonville, Fl.; 7/14/1992, at San Jose, Ca.

Many astronomy suppliers and commercial firms support the development of the science through their Supporting Memberships in the League. In order to encourage additional support and recognize the efforts of these commercial members:

1. Current Supporting Members are permitted by the Bylaws to exhibit products and services at all Astronomical League conventions.
2. Recognized dealers for these Commercial Members may represent them at all League conventions and may

- display and/or sell the products of our Commercial Members.
3. All exhibits and associated commercial activity will be regulated by the convention committee or League Executive Committee.
  4. Door prizes or awards may be made by commercial firms, subject to acceptance by the convention committee or League Executive Committee.
  5. Supporting members will not be charged an exhibit fee. All others will be charged a fee. Both may be required to pay a share of expenses incurred by the convention committee to provide exhibit space as agreed upon in advance.
  6. Astronomical League committees, member societies and other organizations co-sponsoring joint conventions may have commercial exhibits or conduct associated activity. No fees will be charged.
  7. "Swap shops", authorized and regulated by the convention committee, may be conducted. Attendance is limited to official exhibitors, Astronomical League members and convention attendees acting in a non-commercial capacity.

### **Standing Resolution #11: The Leslie C. Peltier Award**

Enacted 7/2/1980 at Dallas, Tx.; Amended 7/13/1999, at Cheney, Wa.

The League shall present an annual Leslie C. Peltier Award to an amateur astronomer who contributed to astronomy observations of lasting significance.

1. A three (3) person Peltier Award Committee shall be established, which shall execute the nomination and selection process, and shall be responsible for the design and sponsorship of the representative plaque.
2. Nominations shall be sent to the committee chair, who will forward the name(s) to the committee members for their selection by simple majority vote. The committee chair shall maintain a permanent list of nominees not selected, for consideration in future years.
3. Dates for the implementation of this process shall be set by the committee. The award shall be presented at the banquet of the annual convention or, if none is held, at the largest gathering of League members at the convention.
4. Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

### **Standing Resolution #12: The G. R. "Bob" Wright League Service Award**

Enacted 7/31/1984, at Waukesha, Wi.; Amended 7/14/1992, at San Jose, Ca.; 7/13/1999, at Cheney, Wa.

Purpose - To honor current or past League volunteers for service to the Astronomical League. Administration of the award shall be handled by the President.

Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

### **Standing Resolution #13: Regions**

Adopted by Council at Amherst, Ma., 8/6/1991, with the proviso that the Western Region not be established until the societies therein meet to formally organize as a Region; Amended 7/28/1994, at Kansas City, Mo.

Pursuant to Bylaw IX, 1., the following Regions are established:

- Great Lakes -- the states of Indiana, Kentucky, Ohio and lower Michigan.
- Mountain Astronomical Research Section -- the states of Colorado, Montana, Utah, and Wyoming.
- Mid-East -- the states of Delaware, Maryland, Pennsylvania, Virginia, West Virginia, southern New Jersey and the District of Columbia.
- Mid-States -- the states of Arkansas, Kansas, Missouri, Nebraska and northern Oklahoma.
- North Central -- the states of Illinois, Iowa, Minnesota, North Dakota, South Dakota, Wisconsin and upper Michigan.
- North East -- the states of Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode Island, Vermont and northern New Jersey.
- North West -- the states of Alaska, Idaho, Oregon, and Washington.
- South East -- the states of Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina,

Tennessee and the Commonwealth of Puerto Rico.

- South West -- the states of New Mexico, Texas and southern Oklahoma.
- Western -- the states of Arizona, California, Hawaii and Nevada.

### **Standing Resolution #14: The Jack Horkheimer Award**

Enacted 7/21/1998, at French Lick, In.; Amended 7/13/1999, at Cheney, Wa.

1. The League shall present an annual Jack Horkheimer Award to a League member under the age of 19 for outstanding service to the League or League member societies.
2. The Award shall be chaired by the League Vice-President who shall (a) solicit award nominations and (b) recruit, from among the League Council members, a panel of judges from at least three regions to evaluate nominees.
3. The Award shall consist of (a) a plaque and (b) a cash prize of \$1,000 donated by award sponsor, Jack Horkheimer. The Award shall be presented at the banquet of the annual convention or, if no banquet is held, at the largest gathering of League members at the convention.
4. The Committee Chair shall maintain a list of nominees who are not selected and shall submit those nominees for consideration in future years, if still eligible.
5. Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

### **Standing Resolution #15: The Mabel Sterns Award**

Enacted 7/21/1998, at French Lick, In.; Amended 7/13/1999, at Cheney, Wa.

1. The League shall present an annual Mabel Sterns Award for outstanding editing of a League-society newsletter. Newsletters from League-member institutions, such as planetariums, museums and event boards, are not eligible.
2. The Award shall be chaired by the League Vice-President who shall (a) solicit award nominations and (b) recruit, from among journalism professionals and League members, a panel of judges to evaluate nominees.
3. The Award Chair shall, in the February Reflector each year, identify a particular monthly or quarterly issue from the prior calendar year which will be eligible for consideration for the award.
4. The Award shall consist of a plaque to be presented at the banquet of the annual convention or, if no banquet is held, at the largest gathering of League members at the convention.
5. Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

### **Standing Resolution #16: The National Young Astronomer Award**

Enacted 7/21/1998, at French Lick, In.; Amended 7/13/1999, at Cheney, Wa.

1. The League shall present an annual National Young Astronomer Award ("N.Y.A.A.").
2. N.Y.A.A. shall recognize outstanding work, by amateur astronomers of high school age, in the areas of research, public education, academic scholarship in astronomy or science, observing, imaging, telescope or equipment design or construction, publications and writing, local club activities, and regional and national organizational activities.
3. To be eligible, candidates must be (a) either enrolled in high school on the award deadline or 14 to 19 years of age and not enrolled in college on the award deadline and (b) one of the following: (i) a U.S. citizen, (ii) a resident of the United States or its territories or possessions, or (iii) enrolled in a secondary school in the United States or its territories or possessions. Candidates are not required to be members of an astronomy club or of the Astronomical League in order to enter. Prior first place winners are not eligible.
4. A N.Y.A.A. Committee shall be created and shall establish N.Y.A.A. rules, recruit nominees and judges, promote the award nationally, publicize award winners, and solicit award prizes which shall include, at a minimum, (a) a plaque for each of the top three winners and (b) an all-expenses paid trip to the national convention for the first place winner.
5. Award committees shall report award winners, and the justification for their awards to the Reflector Editor, League Webmaster, and League Publicity Chair within 30 days of the presentation of the award.

### **Standing Resolution #17: The Jack Horkheimer Planetary Imaging Award. REPEALED**

Enacted 7/18/2000, at Ventura, Ca. ; Repealed 7/8/2003, at Nashville, TN.

