

Central Maine Astronomical Society

By Laws
November 15, 1999
Amended July 11, 2006

ARTICLE I

NAME OF THE ORGANIZATION

The name of this non profit organization shall be the “Central Maine Astronomical Society” herein afterwards referred to as CMAS. Neither the name Central Maine Astronomical Society nor the initials CMAS, may be used by any person, group, organization or entity for any reason whatsoever, except as specifically approved by a majority vote of the board of directors CMAS.

ARTICLE II

PURPOSE/MISSION STATEMENT

It shall be the purpose of CMAS to Promote the following:

- a) Education Provide educational opportunities in the science of Astronomy to society members and the public at large. The sharing of expertise and experience among members. Maintaining a library of books, papers, videos, software, etc., as they might be purchased or donated to CMAS. Provide to the public offerings of open house star parties and special programs and lectures for schools, scouting groups camps, etc., as requested.
- b) Equipment Support Maintain any telescopes, optics and tools as may be acquired by CMAS for use by CMAS members. Equipment support would include activities such as workshops in equipment construction, maintenance and effective use of equipment.
- c) Social Provide a setting for social interaction of persons with common interests in Astronomy. These gatherings will provide an opportunity for members to share experience and questions.

ARTICLE III

ORGANIZATION

CMAS shall be managed by a Board of Directors to consist of no less than five (5) members (see ARTICLE IV) to be elected by a majority vote of members present at an election meeting (See article VII).

All issues brought before this Board of Directors shall be decided by a majority vote of the members of the board present when such issues are brought before the board by agenda at a regularly scheduled meeting.

Officers positions may be added to or subtracted from the Board of Directors, as necessary, by majority vote of the membership present at a regularly scheduled meeting of the organization at which the issue is addressed according to the agenda. These officers shall be elected to serve a term of two (2) years.

ARTICLE IV

BOARD OF DIRECTORS

The Board of Directors of CMAS shall consist of the following:

- One (1) President
- Two (2) Vice Presidents
 - A. Policy and Public Relations
 - B. Equipment and Inventory
- One (1) Secretary
- One (1) Treasurer

ARTICLE V

POWERS

In carrying out its duties and purposes CMAS or its Board of Directors may contract for services, employ staff, solicit, receive and distribute funds from public and private sources, in accordance with all applicable laws.

ARTICLE VI

OFFICERS POSITIONS AND DESCRIPTIONS

TERM OF OFFICE

Elected officers shall serve a term of 2 years. The terms of the first Board should be staggered so as to avoid the change of the complete Board at the same time

PRESIDENT

The President shall preside over all meetings and activities, shall make appointments to committees, shall issue and sign checks in the name of the organization with prior approval of the board of directors, and shall carry out any specific duties or powers delegated by the Board of Directors or the membership.

VICE PRESIDENT A

Policy and Public Relations This Vice President shall officiate over all meetings and activities in the absence of the president and shall see to it that the by-laws are amended and updated, via a majority vote of the membership present at a meeting, as necessary. This Vice President shall also be responsible for communication with all outside groups (media, schools, other organizations, etc.) as necessary for the promotion of the goals of the organization. Vice President A shall also be responsible for publication of a quarterly newsletter.

VICE PRESIDENT B

Equipment and Inventory This Vice President shall preside over all meetings and activities in the absence of the President and Vice President A. This Vice President shall also maintain a listing of all organization property, in whose possession it is, its location, and information concerning its return.

SECRETARY

The Secretary shall be responsible for maintaining the records, both current and historic, of the organization as well as to record the minutes of all meetings. The Secretary shall also be responsible for maintaining a membership list and for the production and issuance of membership cards. The Secretary shall also compose

an agenda for each regularly scheduled meeting. The Secretary shall see to it that this agenda is communicated to the membership no later than one (1) week prior to the meeting.

TREASURER

The Treasurer shall assure accurate records are maintained of all financial concerns of the organization. These records shall include, but not be limited to, all monies received and paid out, amount of debt, interest on accounts, etc. The Treasurer shall report on the financial status of the organization at each regularly scheduled meeting. The Treasurer shall be responsible for paying any and all bills in a timely manner. The Treasurer shall also see to it that an audit be done every three (3) years or at the instruction of the Board of Directors. This audit is to be done by an outside entity. The Treasurer shall also be responsible for the filing of all tax forms and reports in a timely manner. The Treasurer shall also have authority to issue and sign checks in the name of the organization.

ARTICLE VII

PROCEDURE

The goals of the organization shall be accomplished via the following means:

- A. Regularly monthly meetings of the membership to be held on the second Tuesday of the month.
- B. The regular meeting in the month of May shall be the annual meeting in which the election of officers shall be conducted.
- C. Special meetings (Board of Directors, committees, etc.) shall be conducted as necessary only after proper notification is provided. Proper notification shall include methods such as newspaper, e-mail, US Post or telephone.
- D. The By-Laws shall be amended, in any fashion, only after majority affirmative vote of the majority of the membership present at a regularly scheduled meeting.