



Antelope Valley Astronomy Club, Inc. Operations Manual

August 17, 2009

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1.0 PURPOSE

This document guides the day-to-day duties of the officers, committees and appointed positions of the Antelope Valley Astronomy Club, Inc. (Referred to as the “AVAC,” “the Club”)
A By-Laws reference list is included for each Executive Board officer’s position, followed by a “General” section that is the duties as defined in the “Constitution and By-Laws.” The “Duties” and “Calendar” that follow are interpretations of what each job entails and the particular schedules to be met. It will provide insight as to what is expected from members wishing to hold office or to chair committees.
It serves to host the interpretations of the Constitution and By-Laws made by the Executive Board, documenting what the interpretation is and when the interpretation received Executive Board approval.

EXECUTIVE BOARD OFFICERS

General:

Executive Board members are expected to attend all meetings.

2.1 PRESIDENT

2.1.1 By-Laws References:

- Article VI - Section I, Officers
- Article VI - Section II, Vacancy of the Office of President
- Article VII - Section I, Duties of Officers
- Article VII - Section II, Absence of President
- Article VII - Section III, Records and Correspondence
- Article VIII - Section I, Call Executive Board Meetings
- Article VIII - Section III, Duties of the Executive Board
- Article IX - Section II, Monthly meetings
- Article X - Section I, Dissolution

2.1.2 General:

The President supervises the affairs of the Club and presides at the affairs of the Club and presides at its meetings. The President will be chairman ex officio of the Executive Board. The President assumes temporary responsibility for the duties of another officer in the event of the other officer’s absence or resignation. As the “front end” of the Club, significant duties and responsibilities are assumed.

2.1.3 Duties:

- Promotes interest and education in astronomy by arranging Club activities, star parties, and meetings.
- Provides direction to enhance the purpose and mission of the Club as put forth by the club members and Executive Board.

2.1.3.1 Executive Board Meetings:

- The President calls the monthly Executive Board meetings to conduct Club business.

The President presides at Executive Board meetings for the common goals of Club members and the AVAC Constitution and By-Laws.

The President, in conjunction with the Long Range Planning Committee, creates long range plans to further the interests of the Club membership.

The President may create committees and appoint committee chairmen to serve for the duration of the President's term to further the interest of the Club.

The President may dissolve committees that have not been decided by the Executive Board to be Standing Committees.

The President may judiciously relieve committee chairmen of their duties and appoint their replacements.

The President shall be responsible for training and preparing the President-elect following the October elections.

2.1.3.2 Monthly Club Meetings:

The President presides at the Club meetings.

The President shall create a friendly, professional and interesting atmosphere for Club members and visitors.

The President's conduct sets the standard by which others judge if they would like to participate in the Club as members.

The President shall provide a period of time at each Club meeting for hands-on astronomy, either by actual viewing opportunities, or by practical astronomy activities.

The President may possess a Club P.O. Box key, but may give it to another Executive Board Member.

2.1.4 Calendar of Events:

2.1.4.1 November/December Board Meetings:

The President-elect will participate in the November and December Executive Board Meetings immediately following the election in October.

The President-elect will coordinate with the Vice-President-elect to assure that the January and February meetings are planned.

The President-elect will provide plans for the upcoming year to the Newsletter Committee to be published in the January Newsletter.

The President-elect will coordinate with the current and new Treasurer to ensure that:

A dues announcement will be sent out in December.

The new Treasurer will collect annual dues at the January meeting.

The President shall remind the Awards Committee about its December presentation of the "Keith Lawson Award" and "Holland Fountain Award".

The exiting President shall review the Annual Calendar with old and new Board Members, passing along 'lessons learned' and any recommendations where improvements might have been made.

2.1.4.2 January Executive Board Meeting:

The new President shall review the Annual Calendar again with the new Board Members, allowing sufficient planning and coordination time for success.

The President shall appoint the Chairmen of the various Committees.

The President shall remind the Awards Committee Chairman about their duty to look for candidates for the major club awards for its presentation at the end of the year Annual Christmas Party.

2.1.4.3 Monthly:

The President shall call the Executive Board Meeting on the Monday following the regular Club meeting.

Inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

The President shall keep in contact with Club Officers and Committee Chairmen to determine the status of the Club's various projects and activities.

The President shall announce the monthly Star Party location and time at each regular Club meeting.

2.2 VICE-PRESIDENT

2.2.1 By-Laws References:

Article VI - Section I, Officers

Article VI - Section II, Vacancy of the Office of President

Article VI - Section III, Vacancy of Offices

Article VII - Section II, Absence of President

Article VIII - Section III, Duties of the Executive Board

2.2.2 General:

The Vice-President presides in the absence of the President. The Vice-President also serves as program chairman unless the President appoints a different program chairman.

2.2.3 Duties:

2.2.3.1 Arrange Program For Monthly Club Meetings:

The Vice-President shall develop and maintain contacts with capable speakers for a variety of topics for the monthly meetings.

The Vice-President shall develop and provide meeting topics at least two months in advance to allow for the topics to be announced and mailed out via the Club Newsletter and announced at the meetings.

The Vice-President shall provide the names of Speakers and Topics to the Director of Community Development at least two months ahead of time so that press releases may be prepared.

The Vice-President shall be responsible for training and preparing the Vice-President-elect following the October elections.

2.2.3.3 Serves As The Point Of Contact For Speakers:

The Vice-President shall provide ongoing contact with scheduled speakers including providing maps and directions, reminders, eliciting technical requirements from the speaker, obtaining introductory biographical information about the speaker and subsequently introducing them at the Club Meeting, and discretely coordinating the speaker's honorarium from AVAC with the Treasurer.

2.2.3.4 Coordinate Annual Club "Star-B-Que" Picnic:

The Vice-President shall serve as committee chairman for the Annual Club "Star-B-Que" Picnic in the Summer.

The Vice-President's duties include securing a site, specification of meal and organization thereof, coordinating raffle items, conducting a raffle, coordinating and conducting a 'silent auction', with the Club Treasurer.

2.2.3.5 Interface with Planetarium Director:

The Vice-President shall maintain working relationship with Planetarium Director including cultivation of director's contacts with outside organizations.

The Vice-President shall maintain knowledge of Planetarium capabilities to describe and integrate outside speakers' technical requirements.

2.2.4 Calendar of Events:

The Vice-President-elect shall participate in the November and December Executive Board Meetings immediately following the election in October.

The Vice-President shall arrange Speakers for Club meetings at least 2 months prior to meeting and will coordinate at least two months ahead with the Planetarium Director regarding meeting schedule and topics.

The Vice-President shall begin planning for the Annual July Club Picnic in April, or at least 3 ½ months before the event.

The Vice-President's inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

2.3 SECRETARY

2.3.1 By-Laws References:

Article VI - Section I, Officers

Article VI - Section III, Vacancy of Office

Article VII - Section III, Records and Correspondence

Article X - Section I, Dissolution

Article XI - Section I, Amendments to the Constitution

2.3.2 General:

The Secretary records the attendance and the minutes of meetings, including meetings of the Executive Board. Handles the records and correspondence as directed by the President. The records are to be accessible to the Executive Board or to the membership upon reasonable notice. Will have custody of the agreements to which the club is party. Reviews these documents periodically to insure continued compliance with their provisions when his term expires.

2.3.3 Duties:

The Secretary shall record attendance at meetings.

The Secretary shall record minutes of meetings, including the Executive Board meetings.

The Secretary shall send a copy of the minutes to the Club webmaster for publishing on the Club's website.

The Secretary shall maintain the Club records and correspondence.

The Secretary shall send updated or revised copies of the Club's Non-Profit paperwork to the Treasurer upon their renewal every two years.

The Secretary shall prepare all written correspondence for the Club's business, with the exception of the Newsletter.

The Secretary shall approve the format of all brochures, pamphlets, business cards, and other such written Club-sponsored information.

The Secretary will oversee the timely incorporation of changes to the Club's Operations Manual.

The Secretary will receive the monthly Newsletter by the 27th of the month from the Newsletter Committee Chairman. The Secretary shall proofread the Newsletter.

The Secretary shall e-mail the proof-read Newsletter back to the Newsletter Committee within 36 hours of receipt. The Secretary will also send the proof-read newsletter on to the Webmaster. The Secretary shall possess a Club P.O. Box key to enable the picking up of the Club's mail on a regular basis.

The Secretary shall be responsible for training and preparing the Secretary-elect following the October elections.

2.3.3.1 State of California Non-Profit:

The Secretary shall be prompt with the payment of fees related to the Club's Incorporation status. The fees are due in January every two years beginning in 2001.

The Secretary shall maintain custody of the Club's non-profit incorporation documentation and review the documentation periodically with the Treasurer to assure that the Club is in compliance.

The Secretary shall verify that payment of the Non-Profit fees has been accomplished by the Treasurer to ensure compliance.

The Secretary shall send a copy of the Club's non-profit incorporation documentation to the Treasurer and review the documentation with the Treasurer periodically to assure that the Club is in compliance.

2.3.4 Calendar:

The Secretary-elect will participate in the November and December Executive Board Meetings immediately following the election in October.

Prepare the minutes of Executive Board meeting, with Action Items, and distribute them to Executive Board members via e-mail within 5 days after the Executive Board meeting.

The Secretary shall communicate the October, November, and December Executive Board minutes to the Board-elect to allow for continuity of outstanding issues before the Executive Board.

The Secretary's inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

The Secretary will receive the monthly Newsletter by the 27th of the month from the Newsletter Committee Chairman. The Secretary shall proof-read the Newsletter.

The Secretary shall e-mail the proof-read Newsletter back to the Newsletter Committee within 36 hours of receipt.

2.4 TREASURER

2.4.1 By-Laws References:

Article VI - Section I, Officers

Article VI - Section III, Vacancy of Office

Article VII - Section V, Duties of Officers

Article VIII - Section III, Duties of the Executive Board

2.4.2 General:

The Treasurer shall have custody of all funds and securities of the Club.

The Treasurer shall receive and disburse funds under the direction of the Executive Board.

The Treasurer shall keep records of the financial condition of the Club.

The Treasurer shall be responsible for tracking Membership information, addresses, phone numbers, e-mails, dues, and forwarding pertinent information to the Executive Board and its Committees.

2.4.3 Duties:

2.4.3.1 Financial Record Maintenance:

- The Treasurer shall maintain all financial records and makes them accessible to the Executive Board or the membership upon reasonable notice.
- The Treasurer shall make deposits at the Club's bank promptly and not less than once per month if there are any monies to be deposited.
- The Treasurer shall prepare receipts for tax deductible donations and prepares the follow-up "Thank you" letters.
- The Treasurer shall prepare and maintain receipts for all memberships, subscriptions, and publication orders on behalf of the club.
- The Treasurer shall document all reimbursements, obtaining concurrence of the Executive Board prior to payment.
- The Treasurer shall balance the Club checkbook against the bank account statement every month.
- The Treasurer shall use the software program "Quicken" as the electronic version of the checkbook, to allow detailed financial reporting and consistency. The Executive Board shall purchase a copy of the software for the Treasurer's use if necessary.
- The Treasurer shall make every attempt to use Microsoft Excel to prepare all other records required by the Club. The Executive Board will not purchase a copy of this software for the Treasurer.
- The Treasurer shall possess a Club P.O. Box key.
- The Treasurer shall be responsible for training and preparing the Treasurer-elect following the October elections.

2.4.3.2 State of California Non-Profit:

- The Treasurer shall be prompt with the payment of fees related to the Club's Incorporation status. The fees are due in January every two years beginning in 2001.
- The Treasurer shall coordinate this payment with the Secretary to ensure compliance.
- The Treasurer shall maintain a copy of the Club's non-profit incorporation documentation and review the documentation with the Secretary periodically to assure that the Club is in compliance.

2.4.3.3 Reporting and Attendance:

- The Treasurer shall make a full report at the annual business meeting, to include the value of all club assets, liabilities, gross receipts by category, expenditures by category, and bottom line balances of all club accounts.
- The Treasurer shall present a financial summary at the regular Club meetings.

2.4.4 Calendar:

- The Treasurer-elect will participate in the November and December Executive Board Meetings immediately following the election in October.
- Mails dues renewal reminders on or before December 1, for the upcoming January meeting.
- Collects annual Dues each January at the club meeting.
- Balance checkbook each and every month.
- Deposit club monies at least once per month.
- Arrive prior to each Club Meeting to handle the Club's financial business.
- Shall collect and disburse the honorarium for speakers.
- Review membership after the April Club Meeting and submit all changes in membership to the AlCor for submittal to the Astronomical League. The Club is billed for paid members in early May.

2.5 Director of Community Development

2.5.1 By-Laws References:

Article VI - Section V, Officers
Article VI - Section III, Vacancy of Office
Article VII - Section IV, Duties of Officers
Article VIII - Section III, Duties of the Executive Board

2.5.2 General:

The Director of Community Development will perform duties as assigned & will Chair the Community Development Committee, functioning as the Club's Community Liaison officer.

2.5.3 Duties:

The Director of Community Development will perform duties as assigned.
Will Chair the Community Development Committee, functioning as the Club's Community Liaison officer.
The Director of Community Development shall record attendance at community events.
The Director of Community Development shall obtain the names of meeting Speakers and topics from the Vice-President at least two months ahead of time so that press releases may be prepared.
The Director of Community Development shall be responsible for training and preparing the Director of Community Development-elect following the October elections.

2.5.4 Calendar:

The Director of Community Development -elect will participate in the November and December Executive Board Meetings immediately following the election in October.
The Director of Community Development inputs (if any) to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.0 COMMITTEE POSITIONS

3.1 COMMUNITY DEVELOPMENT COMMITTEE

3.1.1 General:

The Director of Community Development serves as the Chairman of the Community Development Committee and is responsible for coordinating club responses to community requests for assistance, and for initiating club participation in community events as deemed appropriate and desirable by the Board of Directors. Additionally, the Chairman of the Community Development is responsible for the initiation and coordination of club fund raising efforts including solicitation of donations through sponsorship, gift or bequest.

3.1.2 Duties:

The Chairman of the Community Development Committee shall coordinate all requests for club participation from schools, community groups or commercial entities, functioning as the Club's Community Liaison officer.

3.1.2.1 Community Activities:

The Chairman of the Community Development Committee shall prepare a written request for assistance to be submitted to the Board of Directors for consideration at its regular monthly meeting. This formal request will include any correspondence from the requesting entity, club resources needed to fulfill the request, press releases if appropriate, and a brief planning overview of the logistics involved.

Upon approval by the Board of Directors, the Chairman of the Community Development Committee will be responsible for coordinating club participation and bringing the event to a successful conclusion.

The Chairman of the Community Development Committee shall be responsible for exploring the appropriateness of Club participation in community activities that might benefit from participation by the Club.

If these activities are deemed appropriate toward enrichment of the community, the Chairman of the Community Development Committee shall then report to the Executive Board for approval to offer Club resources and services.

A written format shall be utilized that includes a brief planning overview and necessary logistics.

3.1.2.2 Fund Raising:

Fund raising activities for the Club typically include membership fees, sponsorships from local business operators who wish to be associated with the club and direct gifts of money or equipment by club and community members.

An additional method is that of bequest by interested persons. The Chairman of the Community Development Committee who will work with contributors or with decedent's attorneys and prepare written documents for Executive Board approval and acceptance as appropriate will coordinate all of these efforts.

The Chairman of the Community Development Committee shall coordinate all Club-sponsored fund raising events.

3.1.2.3 Reporting and Committee Members:

The Chairman of the Community Development Committee will be responsible for preparing an annual report on all club participation in community events and of all fund raising efforts.

The Chairman of the Community Development Committee will present this written report along with a verbal summary at the Annual Business Meeting of the Club.

To accomplish the growing and continually changing tasks associated with this committee post, the Chairman of the Community Development Committee may select as many committee members as he or she feels necessary.

3.1.3 Calendar:

Inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.2 NEWSLETTER COMMITTEE

3.2.1 General:

The Newsletter Committee is chaired by the Newsletter Editor.

The Newsletter Committee is responsible for the preparation and transmittal of the monthly Club Newsletter. As the primary method of communicating detailed club information to Club members and other organizations, the information must be timely, accurate, and responsible.

The Newsletter Committee shall consist of a Committee Chairman and an e-mail committee member.

3.2.2 Duties:

The Newsletter Committee Chairman shall expend reasonable effort to assure that the information contained in the newsletter is accurate and depicts the Club and its members in a responsible manner.

As a reminder, the Newsletter Committee Chairman shall request newsletter inputs from Club Officers and Committee Chairmen by the 17th of each month, since their inputs are due by the 20th of each month.

Inputs from Club officers and Committee Chairmen shall be received no later than the 20th of the month, or it will be assumed that no input will be provided for that month's Newsletter.

The Newsletter Committee shall maintain an accurate mailing list of both regular mail and e-mail addresses.

The Newsletter Committee Chairman shall seek ways to reduce the cost of providing a quality newsletter to the Club membership.

The Newsletter Committee Chairman shall e-mail the draft Newsletter to the Webmaster by the 27th of the month. The Webmaster shall proofread the Newsletter.

The Newsletter Committee Chairman shall receive the proofread Newsletter back from the Webmaster within 36 hours.

The e-mail Newsletter Committee member shall e-mail the completed newsletter to the membership at least 12 days prior to the next Club meeting.

The e-mail Newsletter Committee member shall be responsible for updating the membership e-mail listing (from the master listing maintained by the Treasurer) and an e-mail listing for electronic newsletter exchange with other clubs and organizations.

3.2.3 Calendar:

Inputs from Club officers and Committees shall be received no later than the 20th of the month prior to the next Club meeting, or it will be assumed by the Newsletter Committee Chairman that none will be provided for that month's Newsletter.

The Committee Chairman shall e-mail the draft Newsletter to the AVAC Webmaster for review and editing if required by the 27th of the month. The Newsletter will be checked for typographical and other errors and omissions.

The Newsletter Committee Chairman shall receive the revised draft Newsletter back from the Webmaster within 36 hours of its submittal for review.

The final Newsletter shall be mailed and electronically transmitted no later than 10 days prior to the next Club meeting.

3.3 WEBSITE COMMITTEE

3.3.1 General:

The Website Committee is chaired by the AVAC Webmaster and is responsible for the preparation, regular updating, and maintenance of the Club Website. The primary goal of the Website Committee shall be to provide Club members with information between times of their newsletters. The information must be timely, accurate, and responsible.

3.3.2 Duties:

Update the Club website within a reasonable period of time from when information is provided for posting, and to be updated at least monthly.

Maintain web pages that (at a minimum) convey:

- The purpose of the Club
- Information about the next regular Club meeting time, location and its planned program
- Club mailing address and contact information
- Membership and dues information
- Executive Board Member contact information
- Upcoming events
- Community Development information
- Links to related sites

The Webmaster shall safeguard the password to the site.

3.3.3 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

The Webmaster shall update the site at least every other week, preferably more often.

3.4 LIBRARY COMMITTEE

3.4.1 General:

The Club Librarian chairs the Library Committee and is responsible for lending, maintaining, and accounting for all of the books, videos and equipment belonging to the Club. Items include but are not limited to books, manuals, brochures, videotapes, telescopes, eyepieces, binoculars, and photographic, electrical and electronic equipment.

3.4.2 Duties:

The Club Librarian, or designee (subject to approval of the Executive Board) in case of absence, shall be the ONLY person authorized to loan or give away property of the club.

The Club Librarian or designee shall verbally report at Club meetings.

3.4.2.1 Lending

The Club Librarian shall maintain records stating the name of the recipient, the date of loan or other dissemination (such as beginners manuals), return due date and equipment condition including any damage apparent at the time the property is borrowed.

The Club Librarian shall maintain signed forms from item recipients, in which the recipients accept all financial responsibility for any damage, theft, or loss of the lent items while in their possession.

The term of loan shall be from one regular Club Monthly Meeting to the next regular Club Monthly Meeting. All items loaned out must be returned at the following regular Club Monthly Meeting.

At that time, if the item is not loaned out to a new person, the item can be loaned out for another loan term to the person who had it the previous month.

The Club Librarian shall inspect each item returned from loan for damage and report any such damage to the person that had the item on-loan and notify the Executive Board at the next Executive Board meeting.

All records will be maintained on the Club "Library and Equipment Record" which shall be signed by the Club Librarian as lending lists are completed and then countersigned by the Club Secretary who will make them a part of the club's permanent files.

An sample of this record follows:

ANTELOPE VALLEY ASTRONOMY CLUB
LIBRARY AND EQUIPMENT RECORD

<u>NAME</u>	<u>DATE OUT</u>	<u>DATE DUE</u>	<u>DATE IN</u>	<u>CONDITION</u>	<u>SIGNATURE</u>
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The Club Librarian shall maintain all of the equipment belonging to the club and shall request funding from the Board as necessary to maintain all equipment in good operating condition.

While normal wear and tear is anticipated in the lending of equipment, breakage resulting from neglect, misuse or obvious abuse will be assessed by the Club Librarian and reported to the Executive Board along with a written repair estimate and a written letter from the Club Secretary to the responsible member, requesting reimbursement for the repair.

The letter to the member will include a statement that overages will be returned after the repair is completed and additional or unforeseen charges will be billed to the member.

If the member is unable or unwilling to pay for the damage, the Club Librarian will bring the matter before the Executive Board for consideration.

Any member not returning a borrowed item on the due date without prior notification of the Club Librarian shall lose their borrowing privileges for three (3) months after the second offense.

Any item not returned within three (3) months of the due date shall be deemed lost and the member who borrowed said item shall be held responsible for the replacement cost of said item.

A listing of the resources available to members shall be provided to the Website Committee Chairman for inclusion on the Club website.

Inventory:

The Club Librarian shall keep an accurate and current inventory of all Club property.

The Club Librarian shall maintain the barcode system for all articles in the Club library.

The Club Librarian shall be responsible for preparing an annual inventory and summary condition report on all Club property.

The Club Librarian shall present this written report at the Annual Business Meeting of the Club, along with a verbal summary.

To accomplish the growing and continually changing tasks associated with this committee post, the Club Librarian may select as many committee members as he or she feels necessary, the number subject to approval by the Executive Board of Directors.

3.4.3 Calendar:

Inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.5 ASTRONOMICAL LEAGUE CORRESPONDENT (AICor)

3.5.1 General:

The AICor is a Club member who been selected to serve as the official contact person between the Astronomical League (AL) and the Club. As such, the AICor will act as an officer of the AL, and be responsible for making sure a good working relationship exists between the Club and the AL.

3.5.2 Selection:

The President chooses the AICor, with preference given to the Secretary, Treasurer, or Newsletter Editor, as mailing rosters need updating. The AICor must be a conscientious person familiar with organization activities, who attends meetings regularly, and will relay information from the AL to the Club, and information about the Club back to the Astronomical League. The President will be

responsible for notifying the AL if a different AICor has been selected by providing the AL with the new AICor's name, address, and phone number. The AICor will turn over all files to the chosen successor, or to the Club's President.

3.5.3 Duties:

The AICor is the contact person between the Club and the AL.

The AICor is the coordinator between the Club and AL for the Club's AL related observing groups, including (but not limited to)

The Messier Group (Telescope and Binocular)

The Universe Sampler Group

The Planetary Observers Group

The Lunar Observers Group

The AICor is responsible for sending in observing group award requests to the AL, and coordinating with the observing group chairmen for the presentation of AL sponsored awards.

The AICor is responsible for sending in roster updates to the AL, either monthly or as they occur.

Along with the Club President, the AICor serves as the Club's representative on the AL Regional Council. If the AICor is not able to attend the regional convention, the Executive Board may appoint an alternate and send him/her with a proxy letter.

The AICor will maintain contact with the AL regional representative to forward nominations, suggestions, or other proposals.

The AICor will make periodic reports of AL activities to the Club membership and officers at least twice a year; first in time to vote for national officers and other issues before the national convention, then later to report on election of officers and other issues at the Astronomical League Convention (ALCON).

The AICor should report on activities at the regional conventions. The AICor should provide this information to the Newsletter Editor for members who missed the meetings.

The AICor will distribute program listings and other League materials to the appropriate Club officers.

The AICor serves as a source of information about the AL's many services.

As members join, leave, and change their addresses, the AICor lets the Executive Secretary know each member's current address. To get Club updates in before the next Reflector, they must be in the AL's hands by the end of the first week of January, April, July, and October. If these dates are missed, new members will not get their first Reflector for an additional three months. When sending updates during the year, payment should not be sent for new members. The Club pays only once a year in May, when the AL bills for annual dues.

3.5.4 Calendar:

The AICor should periodically update the mailing list used by the AL to send out the Reflector quarterly and is responsible for transmitting these membership changes to the AL in "Electronic Data Transfer Format" as defined by the AL.

Notifies the AL of the new officers after the annual elections via e-mail or postcard.

Review membership with Treasurer after the April Club meeting and submit all changes of membership to the Astronomical League. (The Club is billed for all members in early May.)

Inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.5.5 Observing Groups Formed Under The Guidelines Of The Astronomical League

Observing Group Coordination

Observing groups shall coordinate events with each other so as not to needlessly overlap.

3.5.5.2 Messier Group Chairman

3.5.5.2.1 General:

The Messier Group Chairman is responsible for organizing group observing sessions and helping the members reach their observing goals for both the Telescopic and Binocular certificates and pins.

3.5.5.2.2 Duties:

The Messier Group Chairman shall work to keep enthusiasm high for viewing Messier Objects within and outside of the group.

The Messier Group Chairman shall arrange for frequent “dark sky” observing sessions, mixed between premium sites and those that are located within an hour’s drive of the club meeting site.

The Messier Group Chairman shall help guide Messier Group members toward the completion of their goals through demonstrations of proper technique, proper verification method, and by offering encouragement.

The Messier Group Chairman shall be responsible for giving recognition to those who reach those goals and other milestones as outlined by the Astronomical League.

3.5.5.2.2.1 Record Keeping:

The Messier Group chairman is responsible for keeping an accurate and current list of members.

The Messier Group chairman is responsible for assisting members to fill out complete and accurate paperwork that documents their accomplishments for eventual submittal to the Astronomical League for observing awards.

The Messier Group Chairman shall submit records required by the AL for formal recognition, certificates, and pins to the AICor, who shall promptly process the records and submit them to the AL for approval.

3.5.5.2.3 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.5.5.3 The Universe Sampler Group

3.5.5.3.1 General:

The Universe Sampler Group Chairman is responsible for introducing astronomy, its principles, and proper observing techniques according to the AL’s “Universe Sampler” formalized observing program.

The Universe Sampler Group Chairman is responsible for organizing group instruction/observing sessions, preferably coordinated with Club Star Parties.

3.5.5.3.2 Duties:

The Universe Sampler Group Chairman shall work to keep enthusiasm high for practical astronomical observation within and outside of the group.

The Universe Sampler Group Chairman shall arrange for frequent group observing sessions, preferably coordinated with Club Star Parties located within an hour’s drive of the club meeting site.

The Universe Sampler Group Chairman shall make every effort to provide the individualized instruction and guidance required to introduce astronomy to members and help members reach their observing goals.

The Universe Sampler Group Chairman shall be responsible for giving recognition to those who reach those goals and other milestones as outlined by the Astronomical League.

3.5.5.3.2.1 Record Keeping:

The Universe Sampler Group chairman is responsible for keeping an accurate and current list of members.

The Universe Sampler Group chairman is responsible for assisting members to fill out complete and accurate paperwork that documents their accomplishments for eventual submittal to the Astronomical League for observing awards.

The Universe Sampler Group Chairman shall submit records required by the AL for formal recognition and certificates to the AICor, who shall promptly process the records and submit them to the AL for approval.

3.5.5.3.3 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.5.5.4 The Planetary Observers Group

3.5.5.4.1 General:

The Planetary Observers Group Chairman is responsible for organizing group observing sessions and helping the members reach their observing goals.

3.5.5.4.2 Duties:

The Planetary Observers Group Chairman shall work to keep enthusiasm high for viewing the planets within and outside of the group.

The Planetary Observers Chairman shall arrange for frequent group observing sessions, preferably coordinated with Club Star Parties located within an hour's drive of the club meeting site.

The Planetary Observers Group Chairman shall help guide Planetary Observers Group members toward the completion of their goals through demonstrations of proper technique and by offering encouragement.

The Planetary Observers Group Chairman shall be responsible for giving recognition to those who reach those goals and other milestones as outlined by the Astronomical League.

3.5.5.4.2.1 Record Keeping:

The Planetary Observers Group chairman is responsible for keeping an accurate and current list of members.

The Planetary Observers Group chairman is responsible for assisting members to fill out complete and accurate paperwork that documents their accomplishments for eventual submittal to the Astronomical League for observing awards.

The Planetary Observers Group Chairman shall submit records required by the AL for formal recognition and certificates to the AICor, who shall promptly process the records and submit them to the AL for approval.

3.5.5.4.3 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.5.5.5 The Lunar Observers Group

3.5.5.5.1 General:

The Lunar Observers Group Chairman is responsible for organizing group observing sessions and helping the members reach their observing goals.

3.5.5.5.2 Duties:

The Lunar Observers Group Chairman shall work to keep enthusiasm high for viewing the Moon within and outside of the group.

The Lunar Observers Chairman shall arrange for frequent group observing sessions, preferably coordinated with Club Star Parties.

The Lunar Observers Group Chairman shall help guide the Lunar Observers Group members toward the completion of their goals through demonstrations of proper technique and by offering encouragement.

The Lunar Observers Group Chairman shall be responsible for giving recognition to those who reach those goals and other milestones as outlined by the Astronomical League.

3.5.5.5.2.1 Record Keeping:

The Lunar Observers Group chairman is responsible for keeping an accurate and current list of members.

The Lunar Observers Group chairman is responsible for assisting members to fill out complete and accurate paperwork that documents their accomplishments for eventual submittal to the Astronomical League for observing awards.

The Lunar Observers Group Chairman shall submit records required by the AL for formal recognition and certificates to the AlCor, who shall promptly process the records and submit them to the AL for approval.

3.5.5.5.3 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.6 OPERATIONS MANUAL COMMITTEE

3.6.1 General:

The Operations Manual Committee is intended to be a standing committee with its Chairman appointed annually by the President to maintain the Operations Manual on a regular basis. The Chairman of the Operations Manual Committee may select as many committee members as he or she feels necessary, subject to approval by the Board of Directors.

3.6.2 Duties:

Through regular meetings, physical or electronic, incorporate Executive Board-proposed changes into the Club's Operation Manual, and submit these changes for approval to the Executive Board.

Provide the text of the Operations Manual to the Website Committee for inclusion on the Club's Website.

3.7 AWARDS COMMITTEE

3.7.1 General:

The Awards Committee shall accept nominations for candidates of Club honors, decide upon the recipients, coordinate production of the awards, and present them in a timely manner at any Club Meeting.

3.7.2 Selection:

The Awards Committee Chairman shall be nominated by the Executive Board, decided by a majority vote of the Executive Board and be known to all.

The Awards Committee Chairman shall select any number of anonymous members to serve on the committee

An individual's membership on the Awards Committee shall be anonymous.

3.7.3 Duties:

The Awards Committee shall accept nominations for award recipients throughout the year. Nominations may be made via paper, voice, or electronically, and may be known or anonymous.

The Awards Committee shall decide the annual recipient of the “Keith Lawson Award” in November based upon a candidate’s performance during the current calendar year.

The Awards Committee shall decide the annual recipient of the “Holland Fountain Award” in November based upon a candidate’s performance during the current calendar year.

The Awards Committee shall be responsible for having major awards engraved, and coordinating payment for the engraving with the Treasurer.

The Awards Committee Chairman shall present the awards at the December Annual Holiday Party..

The Awards Committee shall decide upon and present any other honors, awards, and recognition that it sees fit, at any time throughout the year, with the exception of the Astronomical League observer program awards, that will be presented by the specific observing group Chairman and the AICor.

The Awards Committee shall notify the President prior to a planned presentation at a Club meeting so that the President may add the award to the meeting agenda.

3.7.4 Calendar:

As needed, inputs to the Newsletter shall be prepared and sent to the Newsletter Committee Chairman no later than the 20th of the month.

3.8 NASA Certified Lunar Sample Committee

3.8.1 General:

There shall be a minimum of one NASA Certified member with each Lunar sample set displayed at all times, two being preferable.

3.9 Aerospace Liaison

3.9.1 General:

The Aerospace Liaison shall maintain working relationships with the community’s aerospace companies and agencies.

The Aerospace Liaison shall be the primary point of contact with these companies and agencies.

Seek cooperative events with the community’s aerospace companies.

Seek sponsorships from the community’s aerospace companies.

3.10 Long Range Planning Committee

3.10.1 General:

The Long Range Planning Committee shall further the interests of the club membership by creating long range goals including, but not limited to, creating a mentorship program, developing a permanent observing site, fundraising and increasing club membership.

The committee shall consist of the current club president and one or more appointed members of which one will serve as the committee chair. The committee meets at the discretion of the committee chair. The committee must submit an annual state of the club projection to be reviewed by the membership at the annual business meeting in October.

4.0 PLANNING AND ADVANCE CALENDAR

4.1 General:

An hour of planning can save many hours during the task. Recognizing this fact, the Executive Board shall plan in advance all meetings, planned community events, and annual parties such as the Club Picnic and the Holiday Party. The Executive Board shall also tentatively plan dates and locations for monthly Star Parties. The planning shall, at the minimum, take the form of a written agenda for the meeting/event. A suggested format that follows “Robert’s Rules of Order” follows:

4.2 Suggested Agenda for Club Meetings:

- Call to Order – President
- Pledge of Allegiance
- Recognize new members and visitors
- Board Member Reports
- Opportunity for Committee Reports
 - Standing Committees
 - Special Committees
- Old Business
- New Business
- Conclusion of Business Meeting
- 10 Minute Intermission
- Evening’s Program – Vice-President
- Jeremy’s Star Talk
- Announcements / Reminders
- Raffle
- Set-up Telescopes
- Adjourn Meeting

4.3 Annual Club Events

January

- Annual Dues are due at the January Club meeting
- Every two years, payment due to the State of CA for incorporation
- Membership update due to Astronomical League by AlCor

March

- Messier Marathon

April

- Finalize membership listing for submittal to the Astronomical League
- Membership update due to Astronomical League by AlCor

May

- Astronomical League Dues are due
- Riverside Telescope Makers Conference and Astronomy Expo

July

- Annual Club ”Star-B-Que”
- Membership update due to Astronomical League by AlCor

August

- Executive Board Review of likely Annual Business Meeting topics.

September

- Deadline for items requiring a vote at Annual Business Meeting, Nominations for new Board
- Mailing out to membership of notification of votes to take place at Annual Business Meeting
- Dues due to International Dark-Sky Association
- Pasadena Astronomy and Telescope Show

October

Annual Business Meeting, New Board Elected
Membership update due to Astronomical League by AlCor

November

Old and New Board coordinate at Executive Board meeting

December

Annual Holiday Party
Old and New Board coordinate at Executive Board meeting
Annual Dues reminder in Newsletter.

5.0 INTERPRETATIONS OF THE “CONSTITUTION AND BY-LAWS”

5.1 General:

From time to time it is recognized that it is necessary for the Executive Board to adopt working interpretations of items in the Club’s “Constitution and By-Laws” to facilitate day-to-day Club business. This section documents these interpretations and their date of adoption. These working interpretations are meant only to clarify the intent of an item, not to supersede any requirements of the, “Constitution and By-Laws.”

5.2 Interpretations:

Speakers (non-Club members) who address the Club at meetings are entitled to a \$50 Club-paid honorarium. If the Treasurer collects additional voluntary donations for the particular Speaker, the money shall be added to the \$50 and the Speaker shall receive all of the money collected.

“Family Membership” shall consist of one vote per household. Family Membership shall apply to all family members at a single address.” (Executive Board, 2/12/01)