

By-laws

Astronomy Club of Virginia Tech

ARTICLE I – MEETINGS

Regular meetings of the organization shall be held bi-weekly unless otherwise directed by the President, in which event the members shall be given ample notice by the President of such a change. The date and time of these meetings shall be determined by the officers at the beginning of each semester and based largely on the availability of the officers.

ARTICLE II – QUORUM

Section 1. A Quorum is defined as at least three officers convened to conduct business relating to the normal administration of the Organization.

Section 2. For unusual or significant decisions, a quorum will consist of all elected officers.

ARTICLE III – DUES

Membership Dues. Annual dues for a member joining in the fall semester shall be ten dollars. For those joining the Organization after the end of the fall semester of the academic year or who join in the fall but will only be present for one semester, the dues shall be five dollars.

ARTICLE IV – FUNDS AND DISBUREMENTS

Section 1. Funds. The monies of the Organization collected from dues shall be first used to cover cost involved with Organization projects.

Section 2. Special funds. Special funds received by way of donation, grant, or other gifts shall be first used for the purpose for which they are solicited if such a purpose is defined. Any additional monies may be used for other authorized expenditures.

Section 3. Expenditures. All expenditures shall be approved by a majority of the elected officers. All disbursements shall be paid by check signed by the Treasurer or Faculty Advisor. Receipts for expenditures shall be submitted to the Organization, and a check for disbursement issued by the Organization within 90 days of the expenditure. Extensions for payments after 90 days may be approved by majority vote at a regular meeting, a Quorum being present as defined by Article II, Section 2. No officer shall dispense funds to himself/herself without the approval of the other elected officers and proof that the funds were used for Organization-related purposes.

Section 4. Compensation. Officers and other members performing duties or service are volunteers and shall receive no compensation from the Organization; however, members or other persons may be reimbursed for approved direct expenses.

Section 5. Organization Funds. All funds and property received by or coming into custody of the Organization belong to the Organization and are entrusted to the Organization to be expended only for the purposes authorized.

5.1 The financial affairs of the Organization shall be conducted in accordance with generally accepted accounting principles, and the records shall be kept in such a manner as to readily show the financial condition of the Organization.

5.2 No member of the Organization is authorized to commit the funds of the Organization, or otherwise obligate the Organization except to the extent that funds are available to the Organization for discharging such commitment.

5.3 All funds received by the Organization shall be deposited in a bank account or depository in the name of the Organization.

5.4 All withdrawals from such account shall be made by check or similar orders and signed by the Treasurer or Faculty Advisor.

ARTICLE V – PRICES FORK OBSERVATORY

Section 1. Access. Access to the Prices Fork Observatory (herein referred to as “the Observatory”) is a privilege extended to certain members in good standing, and that privilege may be revoked.

Section 2. Permissions. Permission to use the Observatory will require that the eligible person be 1) a member of the organization, 2) approved without strong objection from all the elected officers and/or faculty advisor, 3) able to show that they can operate the telescope in a proficient and responsible manner, and 4) tested and approved by an officer who is also certified to use the Observatory. Access will generally be provided to members who are students of Virginia Tech only. Any members who are not students must gain approval of the faculty advisor to be granted access.

Section 3. Testing. A qualified member will be tested before they are given access to the Observatory. The test will require that the eligible member be able to set up, run, and shut down the telescope without direction from the accompanying officer. The eligible member must also show familiarity with the rules and practices of the Observatory in general, including proper security of all access points to the Observatory.

Section 4. Distribution of Keys. There are four sets of keys to the Observatory. One shall be in the possession of the faculty advisor, one shall be in possession of the ACVT President, and one shall be in the possession of the individual hired by the Physics Department to hold weekly Open Houses at the Observatory. The fourth shall be in possession of a party who is authorized to loan the keys out to members who have been granted access. This party shall be supplied with an updated list of

approved members, their Virginia Tech ID numbers or Driver's License numbers if they are not students, and their phone numbers.

Section 5. Borrowing a Key. A member granted access to the Observatory may borrow a set of keys from the party mentioned in Section 4. To do so, they must sign the keys out from the aforementioned party and show their ID to that party. Those who sign out the keys may keep them for a maximum of 24 hours after they are checked out. If the keys are signed out on a Friday, they may be kept over the weekend and returned the following business day.

Section 6. Expectations of Conduct. Any members given access to the Observatory are expected to behave in a manner consistent with the rules of the Organization, the rules of Virginia Tech, and with the law in general. Any guests who accompany an approved member to the Observatory are the responsibility of that member, and it is up to the member to make sure that their guests behave in an acceptable manner.

Section 7. Revocation of Privilege. If an approved member is found to act in a manner which violates the provisions of Section 6 or any other manner which is deemed inappropriate, their privilege to use the Observatory may immediately be revoked. This privilege may be revoked by any officers present during the misconduct or who later find evidence that such misconduct occurred.

ARTICLE VI – COMMITTEES

Committees shall be formed as needed. Duties of committees shall be assigned by the President.

ARTICLE VII – AMENDMENTS

These By-laws may be amended by a quorum as defined in Article II, Section 2 at a regular scheduled meeting provided that the proposed amendment was presented to the members at least two weeks prior to the vote to amend.

On behalf of the membership of the Astronomy Club of Virginia Tech, these By-laws are declared in-force from 25 August 2014 forward by the undersigned officers of the organization:

Nick Anderson, President

Maria Haas, Vice President

Jennie Paine, Webmaster

Rebecca Rye, Secretary

Alec Hoke, Treasurer