



# Middle Atlantic Planetarium Society Bylaws

(Revised on October 1, 2024)

## **Article I - Affiliation**

Section 1. The Society shall be an affiliate of the International Planetarium Society.

Section 2. The Society shall be an affiliate of the National Science Teaching Association.

## **Article II - Purpose**

Section 1. The Society shall cultivate, foster and promote excellence in all facets of the planetarium profession, including research, education and programming.

Section 2. The Society shall strive to advance the personnel and facilities of its members by being a source of information and a medium for the exchange of ideas, services, and resources among its membership.

## **Article III - Officers and Their Duties**

Section 1. The President shall be the chief executive officer of the Society and preside at all business meetings and executive committee meetings.

Section 2. The President shall be the Society's representative and point of contact to the International Planetarium Society.

Section 3. The President, as executive officer of the Society, shall be advised of all expenditures of the Society, and their approval must be obtained for all expenditures in excess of \$500.

Section 4. The President-Elect shall assist the President and in their absence or vacancy of office shall perform or assume their duties.

Section 5. The President-Elect shall serve as Chairperson of the Program Committee.

Section 6. The Past-President shall assist the President, and in the absence of both the President and the President-Elect shall perform the duties of the President.

Section 7. The Secretary shall:

- Keep an accurate record of the business proceedings of the Society and the Executive Committee.
- Record minutes of Executive Committee and regular business meetings of the Society.

- Provide a report of the minutes of the Executive Committee at the next meeting of the Executive Committee and provide the minutes of the last regular business meeting of the Society at the next regular business meeting of the Society.
- Attend to the correspondence of the Society.

Section 8. The Treasurer shall attend to the finances of the Society including collection of revenues, disbursement of funds as provided in “Section 9”, provide and maintain full and complete records of all assets and liabilities of the Society, and prepare such financial reports and tax returns as required by law.

Section 9. The Treasurer must obtain approval of the President for any expenditure of more than \$500.00.

Section 10. The Treasurer-Elect shall apprentice with and assist the Treasurer and in their absence or vacancy of office shall perform their duties.

Section 11. The Treasurer-Elect will serve as the Chairperson of the Membership Committee.

Section 12. The Past-Treasurer shall assist the Treasurer, and in the absence of both the Treasurer and Treasurer-Elect, shall perform the duties of the Treasurer.

Section 13. Any vacancy in the Executive Committee offices other than that of the President or President-Elect shall be filled by a majority vote of those remaining on the committee.

Section 14. A vacancy in the office of President shall be filled by the President-Elect.

Section 15. A vacancy in the office of President-Elect shall be filled in a special election by the membership.

## **Article IV - Committees**

Section 1. Standing committees of the Society shall be: Awards, Constitution Review, Education, Elections, Historian/Archivist, Membership, Memorial, Program, Publications, and Website Committee chairs shall be appointed by the President.

Section 2. An audit as conducted by a Certified Public Accountant shall be conducted every other year.

Section 3. The Constitution Review Committee shall advise the President as to the constitutionality of policies, procedures, motions and proposed amendments and recommended updates to the Constitution and By-Laws. This committee should consist of a Chairperson appointed by the President and at least two other members appointed by the Chairperson.

Section 4. The Chairperson of the Constitution Review Committee shall act as Parliamentarian of the Society.

Section 5. The Elections Committee consists of a Chairperson appointed by the President and at least two other members appointed by the Chairperson. Members of the Elections Committee shall not be currently serving as officers or board members of the Society. The Elections Committee shall select a system for voting prior to November 30th and facilitate the election as outlined in Article V.

Section 6. The Membership Committee shall solicit new members, hold membership drives, and maintain a list of current Society members.

Section 7. The Memorial Committee will recognize when someone passes away and pass the information on to the membership. An obituary will be published if one is available.

Section 8. The Program Committee shall provide local hosts for the general meetings, and coordinate the programs with local hosts.

Section 9. The Publications Committee shall consist of a Chairperson appointed by the President and at least one other member appointed by the Chairperson. This Committee shall coordinate the publications of the Society, solicit articles for publication and provide a regional contributing editor for the IPS journal - the PLANETARIAN.

Section 10. The Chairperson of the Publications Committee shall be the editor of the CONSTELLATION.

Section 11. The Society shall publish a newsletter - the CONSTELLATION - quarterly, on or about the dates of the Solstices and the Equinoxes.

Section 12. Upon publication, the CONSTELLATION shall be mailed, and/or electronically transmitted to all members of the Society.

## **Article V - Nominations and Elections**

Section 1. Officers shall be elected on a mail-in or electronic ballot by the membership in January.

Section 2 A. All nominations must be submitted in writing or electronically with the "second" submitted in writing or electronically by November 1st.

Section 2 B. The Elections Committee shall submit a slate of candidates to the Executive Committee by November 15th.

Section 2 C. The nominated candidates must provide the Elections Committee Chairperson with a biography no later than November 30th. If a biography is not received by that date, then no biography will be provided to the membership for that candidate.

Section 3. The Elections Committee will compile the slate and the biographies and submit it to the Publications Chairperson to be published in the Winter Solstice edition of the CONSTELLATION, and/or electronically transmitted to the membership.

Section 4. Terms of office shall be for two years. The President-Elect, Secretary and Treasurer-Elect shall be elected in odd numbered years, and the Board Members elected in even numbered years.

Section 5. Officers will assume their positions on June 1 of the year they are elected.

Section 6 A. The Elections Committee shall act as tellers for the annual election.

Section 6 B. The Elections Committee shall ensure that each ballot's submission date is recorded. Any ballot received after the deadline printed on the ballot will not be counted.

Section 6 C. Write in votes will not be counted.

Section 6 D. Election results will be announced by the Elections Committee during the business meeting at the annual conference, and in the Spring Issue of the CONSTELLATION, and/or electronically.

Section 7 A. All ballots must be saved by the Elections Committee through the annual meeting.

Section 7 B. Inquiries concerning a given election shall be made to the President within 30 days after the announcement of election results.

## **Article VI - Meetings**

Section 1. General meetings shall be held at least once each calendar year. Time and place of said meetings shall be at the discretion of the Program Committee.

Section 2. Pressing business occurring between meetings may be conducted between the President and the general membership through the mail and/or electronically.

Section 3. The Executive Committee shall meet at its own discretion, but shall always meet just prior to the annual business meeting of the Society.

## **Article VII - Dues**

Section 1. Annual dues shall be set by the Executive Committee.

Section 2. Dues shall be payable on January 1 of each year.

Section 3. Dues shall become delinquent at the general meeting, at which time the delinquent member shall be notified.

Section 4. Retired members of MAPS shall become permanent members without further payment of dues.

## **Article VIII - General**

Section 1. All books of account, minutes of meetings, committee reports and other records of the Society shall be available to any member at reasonable times and upon request to the Secretary in writing and/or electronically.

Section 2. Complaints, suggestions, and items to be placed on the agenda shall be made in writing and/or electronically to the Secretary who shall present them to the appropriate standing committee or Executive Committee for investigation and action as deemed appropriate.

Section 3. The Society shall indemnify its officers against all liabilities and damages, including expenses actually and necessarily incurred, whether during or as a result of holding office, which may arise in connection with their conduct of the Society's business; provided, however, that such indemnification shall not be made when specifically denied by a unanimous vote of the Executive Committee (excluding the indemnification claimant or claimants) based solely upon the discretion of the Committee and taken at any time prior to actual making of indemnification in question.

Section 4. The fiscal year of the Society shall begin on January 1st.

Section 5. In the event of the dissolution of the Society, all assets of the same shall be distributed to one or more organizations selected by the Executive Committee that are exclusively educational, astronomical, or planetarium in nature. Any organization receiving such distributions must qualify as an exempt organization described in section 501(c) (3) of the Internal Revenue Code. In no event shall any of such assets or property be distributed to any director, officer or private individual.

Section 6. Parliamentary authority shall be governed by the latest edition of "Robert's Rules of Order" except where they conflict with applicable statutes or By-Laws of the Society.

## **Article IX - Amendment**

Section 1. These By-Laws may be amended by a majority vote of the members present at any regular meeting, or by mail and/or electronically, if the amendment has been sent to every member at least thirty days prior to the vote.