

**FORT HAYS STATE UNIVERSITY
ASTRONOMY CLUB CONSTITUTION AND BYLAWS**

CONSTITUTION:

I. NAME AND PURPOSE

The official name of this organization shall be the “Fort Hays State University Astronomy Club”. The purpose of the club is to (1) popularize interest and awareness in astronomy, (2) provide opportunities for students and the public to observe the night sky using telescopes, (3) present astronomy topics to club members and the public, and (4) recognize students who have excelled in the study and promotion of astronomy.

II. MEMBERSHIP

Membership in the FHSU Astronomy Club shall be open to all persons interested in astronomy. FHSU students, faculty, and local residents not associated with FHSU are all equally welcome.

III. OFFICERS

1. The club shall have an officer structure consisting of a president, vice-president, secretary-treasurer, and faculty advisor(s).
2. Officers will be elected at the beginning of the year (the start of the second semester). Senior students should not be elected to office as they would not be able to serve a full term. If the election results in a tie and neither candidate wishes to yield, the club advisor may break the tie. In the event of a vacancy, the office shall be filled by an election at the following club meeting.

IV. MEETINGS

1. Meetings will take place once every two weeks (semi-monthly) on Monday evenings (7:00 p.m.). Meetings will be held in Tomanek Hall Rm 201.
2. Special meetings may be called regarding events, trips, etc.; notification will be sent to members by e-mail and posted on the club website at <http://www.fhsu.edu/physics/astronomy-club/>

V. QUORUM

Normal activities may be performed with any number of members in attendance. For decisions regarding open house events, trips, etc., the attendance of at least one club officer, one club advisor, and at least one other student member shall be required.

VI. CONSTITUTION/BYLAW CHANGES

1. Process for amendments. The president may designate open discussion on by-laws which will be voted on at the time of the next meeting.
2. Having been properly presented, amendments may be adopted by a 2/3rds vote of the membership at a regular meeting.

BY-LAWS:

I. MEMBERSHIP DUES

No membership dues are required.

II. DUTIES OF OFFICERS

1. The club president shall:
 - a. Serve as the presiding officer at all club meetings. He/she may sometimes request another person to preside at an open meeting.
 - b. Appoint and coordinate the function of committees, and to see that they are properly carrying out the duties assigned to them.
 - c. Ensure that the club officers for the coming year are elected at the proper time and that each new officer becomes acquainted with the duties of his or her office.
 - d. Schedule and notify members of club meetings and events.
2. The club vice-president shall:
 - a. Assist the president in planning and carrying out the program meetings of the club.
 - b. Develop/maintain supplementary programs and activities for astronomy club meetings.
 - c. Ensure publicity for all public events (sometimes through the medium of a Publicity Committee and by cooperation with the Center for Student Involvement).
 - d. Provide for the sending of notes of appreciation to invited speakers.
 - e. Preside at meetings in the absence of the president and to perform all other duties of that office in case of the incapacity of the president.
3. The secretary-treasurer shall:
 - a. Keep an accurate written record of the proceedings of all meetings.
 - b. Keep a current file of all correspondence for the current year, transferring important material to the club files at the end of the term.
 - c. Make all disbursements through the use of checks or through University channels.
 - d. Give a full financial report at the end of the year to transfer the bank account to the new treasurer.

III. DUTIES OF ADVISOR(S)

The club advisor is expected to:

- a. Assist and advise the club.
- b. Help the club maintain a worthwhile public service program.
- c. Attend club meetings in order to encourage the group and monitor the students and the affairs of the club.

IV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority of the organization.