

# **Central Florida Astronomical Society Rules**

Approved 12/03/2014

## **Preamble**

These standing rules shall be a written supplement to the bylaws to further define the administration of the Central Florida Astronomical Society (CFAS). The CFAS board adopts and maintains these standing rules.

- A. The standing rules shall be adopted by a majority of board members present at any board meeting, without previous notice.
- B. The standing rules will remain in effect until rescinded or amended by majority vote at any board meeting.
- C. Individual rules may be temporarily suspended for a specified period of time by a majority vote of members at any board meeting.

## **Section I: Prohibited Activities**

- A. Use of illicit drugs is strictly prohibited at all CFAS functions and on any property of CFAS.
- B. Arrival at or attendance of any CFAS function by any person while under the influence of alcohol or illicit drug is strictly prohibited. Such persons may be refused entrance, transported home or referred to law enforcement at the discretion of the CFAS member(s) managing the function.
- C. The CFAS member database is considered CFAS CONFIDENTIAL and shall not be disseminated to other than a Board or Membership committee member without written permission of the Board.

## **Section II: Additional Responsibilities of Offices and Committees**

- A. All Board Members shall keep the membership informed of activities within the areas of their responsibility. The primary means of keeping the membership informed will be by email or updating the CFAS Web news pages.
- B. At each general meeting, the President shall present a brief summary of the Board's previous meeting.
- C. Board members should submit a short verbal report at each general meeting and Board meeting. Board members should submit meeting agenda items in advance to the President.

## **President**

The President shall be responsible for the following duties, in addition to any duties set forth in the bylaws:

- A. Organize and manage, with the assistance of the CFAS Board members, at least one annual star party known as the CFAS Astrofest.
- B. Annually schedule a review of the CFAS financial account by CFAS members.

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- C. Authorized to use CFAS VISA debit card for expenditures.
- D. Ensure the CFAS, Inc. procures an appropriate insurance plan for general liability, medical injury, and loss of CFAS property as approved by the board..

### **Vice-President**

The Vice-President shall be responsible for the following duties, in addition to any duties set forth in the bylaws:

- A. Provide refreshments at monthly general meetings within the Board's approved budget. A separate member can volunteer for and be assigned this task.
- B. Maintain the CFAS Program schedule on the CFAS web site.
- C. Authorized to use CFAS VISA debit card for expenditures.

### **Treasurer**

The Treasurer shall be responsible for the following duties, in addition to any duties set forth in the bylaws:

- A. Disburse funds to reimburse expenditures only upon presentation of a receipt.
- B. At the Treasurer's discretion, disburse funds in advance of presentation of receipt.
- C. Prepare a proposed annual budget for the November board meeting utilizing inputs from the board and committee chair persons.
- D. Provide the membership chairperson data from membership payment of dues.
- E. Financial records will be kept in accordance with IRS 501(c)3 rules for such tax exempt corporations.
- F. Maintain separate accounts for restricted and non-restricted funds. The restricted funds accounts may be administered by an assistant to the Treasurer. The title of this assistant will be the Endowment Account Manager (EAM). The EAM will manage the accounting for the restricted accounts including the buying and selling of securities as approved by the board.

### **Secretary**

The Secretary shall be responsible for the following duties, in addition to any duties set forth in the bylaws:

- A. Maintain the master copies bylaws and the standing rules. Post the current BY Laws on the CFAS website.
- B. Post a copy of the approved Board meeting minutes to the CFAS Website.

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### **Robinson Observatory Committee**

*Note: The Robinson Observatory Committee is not operational as of January, 2009. Whenever it becomes operational, this section shall be revised.*

The Robinson Observatory Chairperson will be the CFAS liaison with the UCF Robinson Observatory director, and shall be responsible for the following duties:

- A. Administer the UCF/CFAS Robinson Observatory Agreement.
- B. Administer the Robinson Operator Certification program. These duties may be assigned to an assistant designated the Senior Robinson Instructor.
- C. Administer the joint CFAS/UCF Visitor program. These duties may be assigned to an assistant to perform.

### **Observing Committee (Standing Committee)**

The Observing Committee Chairperson shall be responsible for performing or delegating to a committee member the following duties, in addition to any duties set forth in the bylaws:

- A. Promote an on-going observing Program. The purpose of this program is to provide dark sky observing locations within the greater Orlando area for CFAS member use during desirable observing periods. Assistants may be assigned as managers of observing sites. These managers will coordinate viewing opportunities at these sites utilizing email and CFAS website observing Forums.
- B. Administer the CFAS Observing certificate program. Coordinate the CFAS program with The Astronomical League program.
- C. With participation of one or more of the elected CFAS officers (or person(s) appointed by the officers, having appropriate business/legal background), negotiate and execute all agreements for CFAS astronomy observing sites. Administer all such agreements.
- D. Manage CFAS members and guests at observing site to ensure conformity to the terms and conditions of the applicable agreement; verify the second party to the agreement is also in conformity. Perform appropriate corrective action when applicable. Duties in this paragraph are applicable to all members of this committee.

### **Observing Equipment Management (Standing Committee)**

The Observing Equipment Management (OEM) Committee Chairperson shall be responsible for performing or delegating to committee members the following duties:

- A. Maintain an inventory of all CFAS property in the custody of the observing committee. Only CFAS members may borrow CFAS materials and properties by the sign out procedures set

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forth by the OEM. Normally all materials and properties shall be loaned for a renewable period of one month. Patron members may sign out loaner telescopes for up to 3 months.

- B. Maintain a sign out sheet for all CFAS borrowed materials and properties.
- C. Upon request of the Board, report on all borrowed materials and properties.
- D. House/store CFAS materials and properties in the custody of the OEM.
- E. Administer the CFAS loaner telescope program and maintain the CFAS loaner telescopes. An assistant may be assigned this responsibility.
- F. Provide members access to the CFAS laser collimator for Newtonian at CFAS Astrofests.

### **Outreach Committee (Standing Committee)**

The Outreach Chairperson shall be responsible for performing or delegating to a committee member the following duties:

- A. Work with the Observing Committee to develop and promulgate an outline of the upcoming year's (January 1 - December 31) publicity events (eclipses, comets, planetary events, etc.). The outline should be posted on the CFAS Internet Website and updated as needed.
- B. Administer an astronomy outreach educational program to increase the knowledge of astronomy to both the CFAS membership and the general public.
- C. Function as the CFAS point of contact for all astronomy viewing requests from outside organizations.
- D. The chair person shall carry out the liaison duties of the of the NASA Night Sky program

### **Education Committee (Standing Committee).**

- A. Publish a Messier Program Handbook and new member Beginner Observing Guide.
- B. Conduct beginner astronomy observing sessions for members in coordination with the Observing committee.
- C. Hold at least annually a Basic Observing Astronomy Course for CFAS members.
- D. Administer the CFAS Mentor Program.
- E. Be responsible for the CFAS Astronomy Library. The CFAS Librarian will administer the Library under the Education Committee chairman.

### **CFAS Librarian**

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- A. The CFAS Library shall be the repository of books, video, and other media of interest to CFAS Members. Although the Board appoints the Librarian, the Librarian is not a Board position. The Librarian shall be responsible for performing or delegating to a committee member the following:
- B. Maintain a list of items checked out by members that shall include at a minimum the member's name and phone number until such time as the items are returned.
- C. Contact any member that fails to return items.
- D. Inform the Board if contacting a member has failed to secure the return of Library items.
- E. Establish a materials lending term of one (1) month, available to any member in good standing. Renewal of lent items shall be made at the librarian's discretion.
- F. When the Board of Directors makes funds available, purchase new items for the Library.

### **Publicity Committee (Standing Committee)**

The Publicity Committee Chairperson shall be responsible for performing or delegating to a committee member the following duties, in addition to any duties set forth in the bylaws:

- A. Work with the Membership Chairperson to increase membership.
- B. Submit to the media appropriate Astronomy articles of interest concerning CFAS activities including CFAS general public viewing opportunities.
- C. Maintain the media contacts in the CFAS database of print and broadcast media.
- D. Administer a CFAS web-based activity site and Face book site. Coordinate the efforts of the CFAS Web master..

### **Membership Committee (Standing Committee)**

The Membership Committee Chairperson shall be responsible for performing or delegating to a committee member the following duties:

- A. Develop Issue membership packets to new members.
- B. Maintain and distribute updated membership lists and email lists as requested by board members.
- C. Maintain the membership list (database) in a manner that will permit easy export in standard spreadsheet software format. Membership lists shall include committee memberships, and CFAS officer data for each member.
- D. Welcome all new members to CFAS, and Order New member name tags.
- E. Establish a New member interview program that includes an interview form for use of all board members.

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### **Newsletter Editor (Standing Committee)**

The Editor shall be responsible for the following duties, in addition to any duties set forth in the bylaws:

- A. Accept and format articles and other CFAS related information into a professional-looking quarterly printed newsletter called the *Astrolog*.
- B. Edit the content for correct spelling, grammar, punctuation, and content.
- C. Make any changes or corrections deemed necessary.
- D. Contact the Board if there is any question as to content, major format changes, or any issues that may not be the responsibility of the Editor.
- E. Establish a submission cut-off date.
- F. Obtain approval from the Board of the proposed final form of the newsletter prior to publication.
- G. Forward an electronic version to the Webmaster for posting on the CFAS website. Mail a paper version of the *Astrolog* to each CFAS member not having an email address.

### **Dark Sky Advisory Committee (DSAC) (Standing Committee)**

The DSAC Chairperson shall be responsible for performing or delegating to a committee member the following duties, in addition to any duties set forth in the bylaws:

- A. Educate government, professional and civic organizations, homeowner associations, and the general public regarding the use of outdoor lighting that will increase safety, be more economical, and restore and preserve the natural beauty of Central Florida's night sky;
- B. Advise local governments regarding the adoption of outdoor lighting ordinances;
- C. Perform lighting surveys, using CFAS's NIST-Certified Light Meter:
  1. At the request of any government, organization or individual;
    - a. Prepare one or more Survey Reports, which shall include all data, a lighting diagram of the area, and recommendations for improvements in lighting fixtures and/or illumination levels;
    - b. Distribute copies of the Survey Report(s) to all interested parties and the DSAC Chairman shall keep the original(s); Act as an informal intermediary, when requested, in outdoor lighting disputes between government, commercial or residential groups;
  2. Obtain recertification of the Light Meter, when necessary.

<p><u>Note: Meter certification is for a period of 365 days, and is only necessary if a certified reading is required as part of a Survey Report.</u></p>
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- D. Maintain a good working relationship with other light pollution abatement groups within the State of Florida, and coordinate interregional light pollution abatement efforts with them. To further this effort,
1. This Committee Chairperson shall serve as liaison between CFAS/DSAC and any state-wide light pollution abatement groups;
  2. This Committee Chairperson shall serve as liaison between CFAS/DSAC and the International Dark-Sky Association;

### **Orlando Science Center Committee (Standing Committee)**

The Orlando Science Center (OSC) Committee chairperson shall be responsible for the following duties, in addition to those set forth in the bylaws:

- A. Be the point of contact between OSC and CFAS with regard to all joint activities between the two organizations.
- B. Establish and maintain all CFAS exhibits at OSC.
- C. Be a volunteer at OSC.
- D. Coordinate any activities between OSC and CFAS.
- E. Administer the agreement between CFAS and OSC.

### **CFAS Webmaster**

The CFAS Webmaster shall be responsible for the following duties:

- A. Be appointed by, report to and serve at the discretion of the CFAS President.
- B. Be responsible for maintenance of the CFAS website. To this end, the webmaster shall:
  1. Maintain information on the website so that it functions as the primary portal for keeping the membership informed of the activities of the society and providing public relations/marketing content..
  2. Publish content as requested by the Board or any member of an established committee.
  3. Delegate administrative rights to CFAS members as directed by the board.

### **Section III: Honorary Membership**

Honorary Membership in CFAS shall be conferred in accordance with the bylaws and the following provisions:

- A. A nomination for honorary membership shall only be made a Board member.
- B. An honorary membership should be conferred only if the nominee meets one or more of these criteria:

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1. Outstanding Service to CFAS,
  2. Outstanding Service to Amateur Astronomy, and/or
  3. Outstanding Scientific Contribution or Accomplishment.
- C. Only the fact that an honorary membership has been conferred shall be public information. No voting results or names of nominees shall be released, discussed, or published.

### **Section IV: Student Membership**

CFAS Student memberships are available to all full time students between the ages of 18 and 26 years that are enrolled in any educational institution located in the greater Orlando area. The yearly dues for this membership are 15 dollars. As specified in the Bylaws this membership includes the same privileges as a Regular membership.