



Delaware Astronomical Society Standing Rules

Purpose: These Standing Rules are established as a guide for the administration of the Delaware Astronomical Society. These Rules can be suspended or changed by a 2/3's vote of the Board of Directors present at a regular meeting. These Standing Rules support the Bylaws and therefore are subordinate to the Bylaws where conflicts might arise.

TERMS OF THE SOCIETY:

"Official Business" of the Society: the Agenda items for Board Meetings

"Functions" of the Society: all matters not considered "Official Business."

Examples are Outreach Events, Public Star Parties, Organized Observing Sessions for Members, ATM and Astrophotography Special Interest Group sessions, Planning Sessions for any of the aforementioned, etc.

GENERAL:

Board members should notify the President if they are unable to attend a regular Board of Directors' meeting so that an assessment can be made on the presence of a quorum to address Official Business. If the President is unable to attend a Board Meeting, he shall notify the Vice President.

The Board Members are expected to attend Board Meetings and be prepared to vote on issues.

An inventory of the equipment owned by the Society shall be maintained and updated as necessary and stored on the DAS Website.

Meeting minutes, including the treasury report are stored on the DAS Website.

Membership Application Forms can be completed electronically or via paper.

Outreach Events

The Education Chair is ultimately responsible for all outreach events. He may delegate responsibility for individual events, as appropriate. Events should be handled in the following manner:

1. Establish event(s) with the hosting venue
2. Solicit volunteer help from the membership
3. Send a reminder to volunteers a few days prior to the event
4. Coordinate with the venue in case of bad weather
5. Create brief write-up of event for publication in newsletter.

Ballotting in Annual Elections:

Ballotting through electronic means, utilizing any of the on-line survey or voting mechanisms, should be used as long the Board of Directors deems it fair and in compliance with the spirit of the Bylaws.

FINANCES:

Annual Dues are \$30 and payable as of November 1 of each year. Pro-rated dues are offered for new members according to the following schedule:

March – May: \$20

June – August: \$10

September to the November of the following year: \$30

Disbursement of Society funds shall be issued through any legal means by the Treasurer and in accordance with the Standing Rules.

A budget for the year shall be established at the first meeting of the season. The Board of Directors shall review expenditures of established budgets at regular meetings of the Board in accordance with the Standing Rules.

Suggested categories for annual budgets are, but not limited to: meetings, equipment, observatory maintenance, programming, advertising, insurance, publishing (e.g. software/hardware support for the FOCUS), and miscellaneous administrative functions.

Board members can review/approve proposed or revised budgets at a Board Meeting or via email.

When a budget is spent down to near 25% of the original allocated funds, then the Board must review the expenditures to date to determine if the remaining budget should stand or be replenished in whole or in part.

There is a General Meeting Refreshment Fund of \$20, managed by the Treasurer.

DISCRETIONARY AUTHORITY:

The President has discretionary monetary authority up to \$100 per month and not to exceed \$400 per year. The President can delegate as much of the amount as deemed necessary. The amount is not cumulative. When the President exercises any discretionary expenditure he should report such at the next meeting of the Board.

FAST-TRACK EXPENDITURE APPROVAL:

For amounts over \$100 and up to \$500,

- Agreement via email by the Majority of the Board is required. An email summary should be sent to DASBoard@Yahoogroups.com as an *attachment* by the initiator of the Fast-Track request.
- The Summary should include a description of the reason for the request, the normal market cost vs cost of the proposed expenditure, available Budget, applicable Budget Category and general comments.
- Following the initial email but prior to the Fast Track email voting, a period of not less than 24 hours dedicated to commentary to allow any unforeseen issues to surface before a decision.

- **At the next official Board meeting a brief discussion/review of any email approved expenditures must take place.**
- **The email vote would still be binding, but opinions can be finalized, adjustments made if agreed upon and any lessons learned documented in the minutes.**
- **Details of the vote should be included in the minutes.**

PROJECT ASSIGNMENTS:

If a member(s) undertake an extended work project, particularly one that removes equipment from service, then the member(s) must advise the Board of a reasonable timeframe for completion with progress reports at regular Board meetings. If delays are encountered the Board must review the project with the responsible member(s).

NEWSLETTER:

In order to maintain a diverse and current newsletter, it should contain the following sections:

- **President's Column**
- **Board Meeting agenda, established by the President**
- **Main meeting program, established by the Vice-President**
- **New members welcome, established by the Treasurer**
- **Regular meeting report, established by the Secretary**
- **Observatory column, including loaner equipment established by Observatory Chair**
- **Library column, including new acquisitions and a link to the catalog on the website, established by the Library Chair**
- **A review of any outreach events, established by the Education Chair**
- **A review of any Member Star Parties, established by the Observing Chair**
- **New member sign-up sheet, established by the Treasurer**

- **Sawin Certification Program, established by the Observatory Chair**
- **DAS Contacts, established by the Publication Chair**

STANDING RULES REVIEW:

The Board should review the Standing Rules, at a minimum, annually, and, if necessary, amend them so as to conform to ongoing and evolving functions of the Society.

The President will solicit Board Members to review the Standing Rules who in turn will report findings and any suggestions to the President for Board action and documentation by the Secretary to include a draft of any new Standing Rules as set forth under “Purpose.”