

MAPS By - Laws

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 Teachers Association*.

Article II

Purpose

- Section 1.** The Society shall promote excellence in all facets of planetarium education and programming.
- Section 2.** The Society shall endeavor to upgrade the personnel and the facilities of its members by becoming a source of information and a medium for exchange of ideas among its members.

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 to the International Planetarium Society. If the president is unable to attend a council meeting of the IPS, the past-president shall act as the Society's representative. If neither the president or past-president is able to attend a council meeting of the IPS, the president-elect shall be the Society's representative.
- Section 3.** The president, as executive officer of the Society, shall authorize all expenditures of the Society.
- Section 4.** The president-elect shall assist the president and in his/her absence or vacancy of office shall perform or assume his/her 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:
1. keep an accurate record of the business proceedings of the Society and the executive committee.
 2. 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.** 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 11.** A vacancy in the office of president shall be filled by the president-elect.
- Section 12.** 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: Audit, Constitution Review, Membership, Nominating, Program and Publications. Committee chairs shall be appointed by the president.
- Section 2.** The nominating committee shall have no less than three members, appointed by the president.
- Section 3.** An audit of the financial books of the Society shall be conducted annually by the audit committee.
- Section 4.** An audit as conducted by a Certified Public Accountant may be called for at any time by a majority vote of the executive committee.
- Section 5.** The program committee shall provide local hosts for the general meetings, and coordinate the programs with local hosts.
- Section 6.** The Society shall publish a newsletter - the *CONSTELLATION* - quarterly, on or about the dates of the solstices and the equinoxes.
- Section 7.** Upon publication, the *CONSTELLATION* shall be mailed to all members of the Society.
- Section 8.** The editor of the *CONSTELLATION* shall be appointed by the president and act as chairperson of the publications committee.
- Section 9.** The publications committee shall coordinate the publications of the Society, solicit articles for publication, and provide a regional contributing editor for the IPS newsletter - the *PLANETARIAN*.
- Section 10.** The membership committee shall solicit new members, hold membership drives, and maintain a list of current Society members.
- Section 11.** The constitution review committee shall advise the president as to the constitutionality of policies, procedures, motions and proposed amendments, and periodically update the constitution and by-laws.
- Section 12.** The chairman of the constitution review committee shall act as parliamentarian of the Society.

Article V

Nominations and Elections

- Section 1.** Officers shall be elected on a mail-in ballot by the membership in January.
- Section 2.** The nominating committee shall submit a slate to the executive committee at least thirty days before ballots are to be mailed.
- Section 3.** Additional nominations may be made by members of the Society on a mail-in basis. Each mail-in nomination must have the second of a member of the Society.
- Section 4.** Terms of office shall be for two years. The president-elect, secretary and treasurer shall be elected in odd numbered years, and the board members elected in even numbered years.
- Section 5.** Officers will assume their positions at the conclusion of the annual business meeting.
- Section 6.** The audit committee shall act as tellers for the annual election.
- Section 7.** Special elections may be called by the executive committee provided that the membership receives a call for nominations at least 45 days in advance of the date on which ballots are to be mailed.

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.
- Section 3.** The executive committee shall meet at its own discretion, but shall always meet just prior to and 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.
- Section 2.** Complaints, suggestions, and items to be placed on the agenda shall be made in writing 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 his/her 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 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)(6) 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 if the amendment has been sent to every member at least thirty days prior to the meeting at which it is to be voted upon.