

Standing Rules of Amateur Astronomers, Inc. (AAI)

Last Revision Adopted May 19, 2017

Acceptable Behavior / Disciplinary Measures

1. Children under 14 years of age are welcome at the observatory when accompanied by an adult who will be responsible for their conduct. Any objectionable behavior will result in the child and the adult being asked to leave the premises.
2. The following are procedures to be followed regarding disciplinary action of members: a) The transgression is to be brought to the President's attention who will conduct a hearing, implementing due process, and decide appropriate action, if any. b) At his discretion, the President may report the transgression to the Executive Committee and appoint a panel to investigate. c) After interviewing all witnesses and the accused, and allowing due process to the accused, the committee shall report its recommendations to the Executive Committee. d) The Executive Committee shall review the case and decide upon appropriate action, if any. e) The accused person may appeal any decision to the Board of Trustees. (6/2/83) (several parts of paragraph 6 revised 2/2003)
3. Unruly Persons Method of Eviction: In the event that unruly persons, either AAI observers or members or members of the public, gain access to the observatory, any AAI member in good standing will ask said persons to leave. If they refuse, assistance is to be sought from Campus Security. If unable to find or obtain help from Campus Security, the Executive Committee authorizes and expects the members to contact the Cranford Police Department for help. In any case, the President of AAI, the chairperson of the Instrument Qualification Committee, and the Union County College Campus Security are to be informed about the events leading to such action within 24 hours. (7/10/86)
4. The storage or consumption of alcoholic beverages on Observatory premises is strictly forbidden. Inebriated persons, whether AAI members or visitors, should be asked to leave. Campus police or Cranford police assistance should be requested, if needed. (6/10/86)
5. The Club's equipment – including, but not limited to, astronomical tools, computers, printers, copy machines, scanners, and projectors – should be used only for appropriate club-related activities or emergencies. (6/10/86) (5/18/2012) Telephones may be used for personal calls if the individual agrees to pay for their call, either by phone credit card, or by reimbursement to AAI. (4/19/96) Members who use Club equipment in an inappropriate manner (personal or nonAAI business use, game playing, visiting unsuitable websites, etc.) will be subject to disciplinary action. (5/18/2012)

6. If any current membership's status is discussed by the Executive Committee, said member shall be notified by the corresponding secretary, two weeks before the meeting. (5/9/91) (revised 5/2017)
7. At club functions and at the Observatory, AAI members should behave in accordance with normally accepted standards of good behavior and in a manner that respects the rights of others. Activities such as vandalism, theft or misuse of club property, horseplay and disruptions of meetings or presentations are examples of conduct that will not be tolerated. (10/10/91)

Duties & Tasks

8. A visitor's register will be placed at the entrance to the observatory so that visitors may sign in and express their opinions about the observatory. (Enacted: 5/10/73)
9. When any change in appointees within the Executive Committee is made, both the current appointee and his/her replacement should be notified of the change two weeks in advance.
10. A copy of the current standing rules, bylaws, articles of incorporation, QO Manual, current agreement with Union County College, and other documents relevant to the operation of AAI should be displayed on the club's website. (6/10/86) (revised 2/2003) (5/18/2012)
11. The president shall maintain an up-to-date list of key (or access card) holders. He shall post the list or make it available to the Executive Committee. (6/10/86)
12. Attendance at Executive Committee and General Membership meetings is expected of all committee chairpersons, and they should present their reports. Those unable to attend should give their reports to the President, who, as an ex- 3 of 4officio member of that committee, will report at the meeting on their behalf. (6/10/86)
13. The overall operation of the telescopes on Public Nights shall be directed by the team leader on duty or his/her designee. The overall operation of the observatory during any event shall be directed by the ranking elected officer in attendance or event coordinator. (added 2/2003) (revised 5/2017)

Equipment and Property

14. Installation of any equipment not a donation to AAI or the College is the responsibility of the owner of said equipment. Any equipment to be installed at the observatory will be with the approval of the Executive Committee. Neither AAI nor the College is responsible for any loss or damage to said equipment (5/6/80) (revised 4/19/96) (revised 2/2003)

15. When new major equipment is acquired by AAI, the committee to be responsible for that equipment must be designated by the Executive Committee at that time. (7/13/89) Only the committee chairperson or the President has the authority to make a motion to purchase materials for that committee, unless written directives are given to an Executive Committee member, or a member of the committee by the chairperson in his/her absence. (10/12/89) (revised 5/2017)
16. If a committee chairperson wishes to dispose of obsolete equipment, s/he must make a motion to do so at an Executive Committee meeting. The chairperson shall update the inventory list accordingly. (4/19/96)

Finances

- 17a. The Executive Committee may, in its sole discretion, approve a fiscal year budget reflecting all anticipated income and expenses for the following fiscal year, on or before May 31st of the current fiscal year. The Committees or officers named in the budget shall have the budgeted amount available during the fiscal year, but shall expend no more than \$100.00 in any single month without the prior approval of the Executive Committee. An exception to this rule shall apply to any specifically designated and itemized line item(s) which are deemed approved for the full amount, unless stated otherwise in the budget. In no event shall the fiscal year spending for any committee exceed the budgeted amount, without the prior approval of the Executive Committee. (5/5/83)(revised 4/19/96) (revised 2/2003) (revised 5/2017)
- 17b. In the event no budget is adopted by the Executive Committee, each Committee chair shall have the discretion to spend up to \$100.00 in any single month for the regular and ordinary expenses of the Committee. The Committee chair shall promptly notify the Treasurer of all such expenditures. (5/5/83)(revised 4/19/96) (revised 2/2003) (revised 5/2017)
17. To obtain authorization of funds for purchase of items or services exceeding \$1200.00, the following procedures are established: a) A motion to authorize purchase is to be made at an Executive Committee meeting. b) After discussion, the motion is automatically tabled until the next Executive Committee meeting at which a quorum is present. (revised 2/2003)
18. In the event of a corporate emergency, the above procedure may be overridden by a two-thirds vote of the Executive Committee, if, at said meeting, a quorum is present. The circumstances of such an emergency are to be reported in writing to the Board of Trustees of AAI. (12/12/84)

19. The program chair or his/her designee is authorized to receive reimbursement for customary and reasonable cost for hosting dinner for the monthly General Membership Meeting's main speaker. If the main speaker is accompanied by one guest, then reimbursement also is authorized for that guest and for the host's spouse or significant other. (added 05/11/2006) (5/18/2012)

Membership Privileges

20. Subject to minimum standards and subsequent approval of the Executive Committee, the President may decide which members should receive keys (or electronic cards) for access to Sperry Observatory facilities. The President also may recall keys (or cards), subject to subsequent review by the Executive Committee. The Executive Committee may establish minimum standards for the distribution of key (or card) access.
21. The following practices shall be followed regarding nominations for Life Membership to be voted upon at a meeting of the Executive Committee: a) Nominations shall be accompanied by a written biography of the nominee to be read to the Committee prior to the vote. b) The qualifications for Life Membership shall be read to the Committee prior to the vote. c) The sponsor of the nominee shall be present at the relevant meeting of the Executive Committee. (11/9/95)
22. Members who were awarded Life Membership status prior to 2012 shall have the privilege of receiving, at AAI expense, one magazine subscription to either Astronomy or Sky and Telescope, if they so choose. (10/18/96) (5/18/2012)