



POPULAR ASTRONOMY CLUB

POLICIES AND PROCEDURES MANUAL

Revised 20June2017

DUES

Dues shall be collected at the September Business Meeting to give plenty of time for the Astronomy and/or Sky and Telescope subscriptions to be processed.

A notice will be put in the July newsletter reminding members of the dues being due in September.

Dues were established at the following rates: June 2013

Regular Membership	\$30.00/year
Additional family members of Regular member	\$7.50/year
Student Membership	\$10.00/year
Supporting Membership	\$40.00/year
Sustaining Membership	\$60.00/year
Patron Membership	\$80.00/year

MEMBERSHIP CATEGORIES & BENEFITS

Membership categories are defined in Article 3 of the PAC Constitution. Members wishing to support the PAC at the Supporting, Sustaining and Patron levels qualify for the following additional benefits:

Supporting Membership, Additions to:

1. A certificate indicating Supporting Membership status.
2. A tax deductible receipt issued by the Treasurer.

Sustaining Membership, Additions to:

1. A certificate indicating Sustaining Membership status.
2. One free month of Loaner Scope usage per year of Supporting Membership.
3. A tax deductible receipt issued by the Treasurer.

Patron Memberships, Additions to:

1. A certificate indicating Patron Membership status.
2. Two free months of Loaner Scope usage per year of Supporting Membership.
3. Name engraved indicating Patron Membership on a plaque mounted at the club observatory.
4. A tax deductible receipt issued by the Treasurer.

Payment of the above dues confirms the applicant's agreement to abide by the following:

EXPECTATIONS FOR PAC MEMBERS

During PAC events, members shall conduct themselves in a manner that:

1. Supports and promotes the purposes of the PAC as specified in Article 2 of the constitution.
2. Demonstrates the safe and proper use of property, equipment, and facilities owned or operated by the PAC, or another PAC member.
3. Demonstrates regard for the safety of themselves and others.
4. Includes reasonable dress, hygiene, and decorum for all PAC events and public meetings. If there is any doubt about appropriate apparel, members are encouraged to contact any board member for advice prior to the event. An accommodation (referring to the American Disabilities Act) can be made with prior consultation with an officer of the board. The goal is to make an overall good presentation to the public.

Any member may bring up violations to any member of the Board of Directors ("Board"). But, in the spirit of mutual respect amongst members, before a complaint is brought before the board, there should be a dialog between the member that observed the offense and the offending member to increase awareness of offensive behavior. If a club member is uncomfortable approaching the offending person, then this can be handled by another club member or board member.

If mutual agreement is not achieved at this stage the Board will create and assign a Committee to investigate. The investigation shall include interviews with both the complaining and offending members. If found actionable by the committee, the violation will be brought before the full Board for possible disciplinary action.

After conducting additional interviews of the accuser and accused as required, the Board may at their discretion, by a two-thirds vote, revoke or suspend the membership of any member of PAC provided that just cause, in the sole judgment of the Board, exists. Revocation of membership from PAC may be made for any duration, up to, and including permanent revocation of membership as to be determined by the Board on a case-by-case basis. Duration of previously made rulings may be increased or decreased via a two-thirds vote by the board as the Board deems fit.

Any person expelled from the Club for disciplinary reasons, may petition the Board of Directors for reinstatement of their membership. Any requirements set forth by the Investigative Committee in the decision to expel a member shall be fulfilled before this petition is to be considered by the Board of Directors. Upon 2/3 vote of the Board of Directors and payment of membership dues, the person shall be reinstated as a member of the Club.

A person whose membership or privileges have been suspended or terminated is not entitled to reimbursement of dues paid.

OFFICERS AND THEIR DUTIES:

The officers and Executive Board of the PAC and their basic responsibilities are described in the PAC Constitution, Article 5. Officers and Board members also have the following additional responsibilities:

Observatory Director (voting board member):

1. Shall be elected to a two-year term of office to coincide with the terms of the PAC Board.
2. Shall be a member of the Board of Directors.
3. Shall share with the PAC Board the responsibility of establishing observatory usage protocol.
4. Shall be responsible for both the PACMO (mobile observatory) and Paul Castle Memorial Observatory
5. Shall be responsible to see that club members who wish to use the observatory are observatory trained, and shall maintain a list of those who have completed their training.
6. Shall oversee scheduling of the observatory as per club Scheduling Policy.
7. Shall see to it that an Observatory Usage Log is maintained for documentation of usage and the scheduling of maintenance.
8. Shall report to the Board of Directors at the quarterly Board Meetings and to the club at the quarterly Business Meetings.
9. Shall see that the observatory's information rack is maintained.
10. Shall be alert to any maintenance required and shall immediately report same to the President or someone on the PAC Board.
11. Shall see to it that registration for the PACMO is current and paid up with the State of Illinois and that the license sticker is current.
12. Shall secure safe storage of the PACMO for both summer and winter.

Vice President (voting board member):

In addition to the responsibilities set forth in the PAC constitution, the VP shall also:

1. Work with the club Webmaster or serve in this capacity to create and maintain the club website and social media services.
2. Serve as equipment coordinator.
 - Secures storage for club equipment.
 - Manage and coordinate the club rental equipment inventory.
 - Maintains records of equipment usage and whereabouts.
 - Sees that all fees are collected and given to the Treasurer.
 - Reports on equipment condition and usage at business meetings.
 - Reports damage or theft to the president.
 - Makes proposals to the Executive Board to fund new purchases or renovations.
3. Obtain speakers and programs for the regularly scheduled club meetings.

Secretary (voting board member):

In addition to the responsibilities set forth in the PAC constitution, the Secretary shall also:

1. Maintain records of club members' participation in public and private observing sessions and outreach events.
2. Assist the President in determining the Member of the Year.
3. Supervises the Annual Attendance Award Drawing for the banquet.
4. Assists the President and/or ALCOR with records of club members public outreach

participation for AL Outreach Awards.

5. Takes notes at all club meetings.
6. Provide suitable notes / minutes of meetings to the newsletter editor.
7. Maintain a cumulative file of the nominations of the Carl H. Gamble Award and Member of the Year Award.
8. The secretary is responsible for putting together the welcome packet for new members and distributing.

Treasurer (voting board member):

In addition to the responsibilities set forth in the PAC constitution, the Treasurer shall also:

1. Coordinate with the ALCOR and Secretary to establish membership roster.
2. Pay the Astronomical League Dues.
3. Pay the yearly lease (to Nordicks) for the club observatory.
4. File the necessary paperwork with the IRS and state of Illinois to maintain the 501c3 (non-profit) status or work with the Registered Agent (if the Registered Agent is not the Treasurer) to file form 990-N. Note: PAC's Registered Agent on 12Mar2017 is Roy Gustafson. If another person takes over this role, the Treasurer is responsible to verify form 990-N is filed in timely fashion with the IRS.
5. Will maintain a detailed report of the club income and expenses for inclusion in the quarterly newsletter.

Registered Agent (Principal Officer):

This person is listed as the Principal Officer with the Department of the Treasury Internal Revenue Service and is our point of contact for the filing of the Electronic Notice (e-Postcard) form 990-N with the IRS. Yearly filing of this form ensures PAC maintains 501c3 (non-profit) status. Currently (12Mar2017), Roy Gustafson is named as the Principal Officer. The Principal Officer is responsible to communicate with the IRS, represent PAC in any issues relating to IRS business, and to file form 990-N. The Principal Officer will also communicate with the Treasurer and the Board to certify PAC is in compliance with all IRS rules and regulations.

Astronomical League Correspondent (ALCOR) (voting board member):

In addition to the responsibilities set forth in the PAC constitution, the ALCOR shall also:

1. Ascertain from the Treasurer the current list of paid club members and will then determine the fee we are assessed for League membership. This list and a check will then be sent to the League.
2. Work with the Secretary, President and AL Observing Program Chair as appropriate to collect and authenticate AL Outreach Award submissions for club members.
3. Submit to the AL club members' award submissions and receive these awards from the AL on behalf of club members. The ALCOR will see to it that these awards are then handed out in a timely manner at appropriate club meetings.

Astronomical League Observing Program Chair:

1. Ideally this person should either be an AL certified Master Observer or a well-respected club member with one or more AL observing program awards.
2. Shall promote AL observing programs and encourage club members to participate and enhance their observational skills and knowledge of celestial objects.
3. This person will work with the President, Secretary and ALCOR as appropriate to authenticate club member observing logs and communicate with the AL to obtain the respective awards.

NEWSLETTER EDITOR:

This position is established as being separate from the President. The editor will be responsible for the production and distribution of REFLECTIONS on a quarterly basis. The newsletter should be mailed so as to be received the first week of each quarter. The editor shall keep the mailing lists of both members and non-members. Certain non-members and other organizations shall be designated by the President as permanent recipients.

ASTRONOMY DAY CHAIR:

1. Works with the President to plan Astronomy Day activities including the date, location, and time.
2. Works with the Publicity Coordinator to secure news coverage of the event.
3. Asks other members to help organize and supervise execution of various Astronomy Day activities.
4. Reports on progress to the President and/or the Executive Board in a timely manner. Also reports this same information to the club.

LIBRARIAN AND ARCHIVIST:

1. Promotes library materials.
2. Distributes library materials to club members at regular monthly club meetings.
3. Maintains a file on what is loaned and returned.
4. Reminds members of overdue materials.
5. Prepares new materials for circulation.
6. Proposes new acquisitions to the Executive Board.
7. Keeps an archival file of important club mementos as determined by the president and the Executive Board.

PUBLICITY COORDINATOR:

1. Prepares news releases about appropriate topics as determined by the President.

2. Distributes the releases to the media.
3. Assists media representatives at club functions to help them obtain information necessary for their reports.
4. Assists other club chairpersons to publicize events.

NOMINATING COMMITTEE CHAIR:

1. Works with the President to plan a slate of candidates for club offices to be elected at the December Business Meeting.
2. Assembles a Nominating Committee.
3. Leads the committee to approach club members concerning their candidacy for the various positions, explaining to them the duties of each office under consideration.
4. Sees that information on the candidates and absentee ballots are provided to the membership in the October newsletter.
5. Provides ballots for the December election.
6. Collects and counts all ballots and declares the winners.
7. If the nominating Committee Chair is a candidate, collection, counting and declaration can be designated to another.

ANNUAL BANQUET CHAIR:

1. Works with the President to plan the program
2. Presents to the club a selection of meeting places, menus and prices.
3. Notifies the banquet facility as to accommodations required.
4. Makes a timely notice available to the newsletter editor.
5. Arranges with the treasurer payment of expenses.
6. Enlists other members to help with preparations.
 - A. A Door Prize Coordinator secures prizes, makes arrangements for the drawing, and requests necessary funds from the Executive Board.
 - B. A Decorating Coordinator can prepare the room and tables with decorations and can also prepare name tags.
 - C. Other Coordinators can be designated as necessary.

WEBMASTER

This very important job enables timely and accurate communication of club activities for club members and the public. Responsibilities include:

1. create and maintain the club website and social media services.
2. Working with the Treasurer and seeing to it that any fees associated with these services are

paid.

3. Maintaining on-line club calendars of activities and using social media to inform about changes or cancellation of observing sessions or public programs.
4. Archiving newsletters, astro-photos and other appropriate documents for on-line access.
5. Work with the Vice President and the Board to maintain appearance, currency and accuracy of all club activities.

OTHER ACTIVITIES:

ATTENDANCE PRIZE ANNUAL

An annual Attendance Award shall be determined at the Annual Banquet by the Secretary. The prize will be based on members attendance at our 12 monthly meetings only (including the Banquet and Perseid Watch Picnic) and beginning with attendance at the Banquet.

Examples: A member who attends all 12 months will have 12 chances placed in a drawing receptacle. (12 is the maximum number of chances.) A person who has attended eight out of 12 meetings will have eight chances placed in the drawing, etc.

AWARD, ANNUAL ASTROPHOTOGRAPHY

The purpose of the ANNUAL ASTROPHOTOGRAPHY AWARD is to encourage participation in astrophotography and to encourage the sharpening of photographic skills. Awards will be presented at the club banquet.

The following are Rules for PAC Banquet Photo Submission:

1. The minimum size of the submitted photograph is 5" x 7"; the largest is 10" x 10".
2. The photograph may be either black & white or color.
3. The photograph may have either a glossy or matte finish.
4. The photograph may be framed or unframed.
5. Processing the photograph by any photo processing software is acceptable.
6. An astronomical sketch is acceptable.
7. The artists name and as many particulars as possible describing the photograph/sketch must be displayed on the back.
8. Winners will be selected from photographs or sketches submitted by the membership during the twelve months prior to the September business meeting.
9. An artist may submit any combination of photographs or sketches as long as the total number does not exceed 3.
10. All material must be submitted by the beginning of the annual banquet.

AWARD, CARL H. GAMBLE MEMORIAL

The Carl H. Gamble Memorial Award is to be given by PAC to that person the club feels has made an outstanding contribution to the science or hobby of astronomy or to its popularity.

The award shall consist of a plaque presented to the recipient at the annual banquet by the current PAC president, or by someone designated by the president. The award shall be given to no more than one person/year.

Any PAC member can nominate for the award at any time up to two months prior to the annual banquet with a signed, written statement giving the reasons for the nomination.

A cumulative file shall be kept of the nominations by the PAC President and secretary.

The Award Selection Committee shall consist of the PAC Board for the year in which the award is to be given.

This award shall be given in memory of Dr. Carl H. Gamble, founder of PAC, whose dedication to and participation in amateur astronomy should forever be the criteria and example for all.

AWARD, MEMBER OF THE YEAR

The purpose of the Member of the Year Award is to encourage full participation in PAC and therefore raise the quality of the club and its activities so that all may benefit.

The award will be based on a system whereby points will be accumulated during the twelve months prior to the September business meeting. Calculations must be completed in time for the awards presentation at the annual banquet.

The PAC secretary shall be in charge of accumulating and tallying the points, however each individual member is responsible for seeing that the secretary gives the proper credit.

The Member of the Year Award can be given either to an individual or to a couple.

POINTS SYSTEM	
Activity	points
Presenting, being a speaker, doing a PowerPoint presentation or participating in a public outreach event	25
Attendance, Astronomical League Council Business Meeting or ALCON	20
Attendance, NCRAL Council or Business Meeting	20
Attendance, Observing Meeting (at Castle memorial observatory or other group observing session)	10
Attendance, PAC Business Meeting	15
Attendance, PAC Regular Monthly Meeting	10
Attendance, PAC Specially Called Meeting	10
PAC Webmaster	10
Book or Product review	10
Committee Chairperson (each committee)*	25
Committee Membership, non-chair (each committee)*	10
Constellation Report	20
Director of Observatories	25
Executive Board Member	25
Newsletter Editor	25
Program Presentation at PAC meeting at JD planetarium	25
Published Newspaper Article	25
Tow of PACMO (per event)	5

* The President is not eligible for these.

A Member of the Year award winner will be considered ineligible to win the award again for a period of four years.

BANQUET

The tradition began of having the banquet the weekend closest to the club's foundation date of October 29. The banquet is a time of cheerful fellowship and celebration of the achievements of the club and its club members.

EQUIPMENT, TELESCOPE RENTAL

Club telescope rental fees shall be accounted for separately and used for scope maintenance and/or new equipment.

Telescope(s) listed below will be provided for members to take home. Each member is responsible for the scopes pick up and safe return. Any damage will be the responsibility of the borrower. The following rental fees are:

8-inch Dobsonian	\$5/month
Meade ETX-90	\$5/month
Meade 7" Maksutov Cassegrain	\$10/month
Binoculars	\$5/month

The Vice-President will assume charge of all club rental equipment.

LOGO

The club logo was originally designed by Paul Castle. Below are black & white and color versions of this design which was originally adopted by the club in 1985. Either of these logos may be used for official club uses.



LOTTERY

The club lottery was begun to raise money for the library and the Dark-Sky Site. Tickets are sold for one dollar each. One ticket will be drawn at each meeting. The winning ticket holder takes one half of the pot, the other half being donated to the club.

MEETINGS, BOARD

The responsibility of calling and scheduling meetings prior to the General Business meeting, or any specially called Board meetings, will be that of the President or Vice-President.

MEETINGS, BUSINESS

Regular quarterly business meeting shall be held in the months of March, June, September and December.

MEETINGS, MONTHLY

The August and October Regular Monthly Meetings are canceled since the Persied Meteor Shower and the Annual Banquet meetings are held in those respective months and the constitution states that we need to have only one meeting per month.

MEETINGS, SWAP

The Regular Monthly Meeting of May was designated a time when members can bring items of astronomical, computer or photographic equipment, books, magazines, space toys or other astronomically related paraphernalia, that they would like to sell or swap. Other clubs may be invited to participate. (Beginning in 1997 the Swap Meet was allowed to be bypassed if interest was lacking.)

MOBILE OBSERVATORY USAGE POLICY

1. The observatory will be operated only by members of the Popular Astronomy Club who are certified by the Observatory Director as having completed their observatory training.
2. Observatory Usage listed by priority:
 - A. Public observing events or private groups hosted by a trained club member of five or more non-members. (This fulfills the club's constitution, and is the primary use of the observatory as described to our benefactors.)
 - B. Training and maintenance work.
(Members are encouraged to negotiate conflicts in observing times among themselves. If necessary, the Observatory Director will make the final decision regarding scheduling.)
3. Improper use of the observatory, or public conduct by a member that does not reflect well on PAC will result in forfeiture of observatory privileges. Additional penalty will be reviewed by the PAC Board. Members are expected to maintain control of visitors so that the safety and welfare of the public, the observatory, and the observing site are not compromised. Members are liable for any malicious mischief incurred while the observatory is under their usage.
4. A log will be kept in the observatory that will include:
 - A. The name of the member using the observatory.
 - B. The date and time in and time out.
 - C. The number of guests and, if a group, the group name.
 - D. The primary purpose of the observing session.
 - E. Any problems encountered or anything unusual noted.
5. There will be no charge for visitors and guests of members. However there will be a donation box displayed with suggestions for appropriate voluntary donations for the upkeep of the observatory.
Suggested Donations are: \$30/day over ten persons. \$15/day under ten persons or \$3/person.
6. A rack will be maintained in the observatory for educational items, schedules of events, membership brochures and applications, and small items for sale such as star charts or astronomy books. Proceeds will be put into the club's observatory maintenance fund.

MOBILE OBSERVATORY SET-UP AND TRANSPORT

1. The observatory will be set-up and transported only by members of the Popular Astronomy Club who are certified by the Observatory Director as having completed their set-up and transport training. »SEE OBSERVATORY USAGE MANUAL«
2. The Popular Astronomy Club will pay mileage (set by PAC Board) for those towing the

PACMO to PAC events.

PAUL CASTLE MEMORIAL OBSERVATORY

The observatory will be operated only by members of the Popular Astronomy Club who are certified by the Observatory Director as having completed their observatory training. Observatory usage is encouraged for all club members and their guests, as long as there is at least one member present who is certified by the observatory director as qualified to operate the equipment. Improper or unsafe use of the observatory, or conduct that does not reflect well on PAC is not allowed at any time by club members or their guests. Smoking and consumption of alcohol is not permitted. Violations will result in forfeiture of observatory privileges. Additional penalty will be reviewed by the PAC Board.

- Access to use the observatory will be controlled by the observatory director or the president. Members wishing to use the observatory must contact one of these to obtain a key to get into the observatory. For safety reasons, keys will be given only to members who have been properly trained in the use of the observatory. Since the observatory is a remote location, for safety reasons, solitary observing is not permitted. In any event, it is more fun to share observing with a friend.

PICNIC

Traditionally, the annual picnic is on the closest Saturday to the Perseid Meteor Shower.

START PROGRAM

Star-Tour Astronomy Reconnaissance Training was established to help members learn about and observe the skies. The work book is available to PAC members and non-club members for \$10.00, but only club members are eligible for the patch.

Other organizations may use the program with no awards provided, for \$4.00/copy.

WELCOME PACKET: Sent or given to all first-time members or previous members rejoining after five years absence. Handled by the Secretary. The following information is contained in a 9 X 12 white envelope that is imprinted with the club logo.

Astronomical League origins article

Constitution

Current membership List

Current newsletter

Maps to club meeting places, Niabi Zoo, & the Paul Castle Memorial Observatory

Policies & Procedures Manual

Presidential welcome letter

Club T-shirt for outreach purposes (one free T-shirt per member)

Additional information can be added depending on availability.