

Sun City Palm Desert Community Association

By-Laws of the SCPD Astronomy Club

A Chartered Club

Effective as of Nov.20,2007 [for Revised/Restated as of _____]
Authorized by SCPDCA Board Resolution dated _____

Article I – General

Section A - Name of Club SCPD Astronomy Club

Section B - Purpose of Club. Promote astronomy with lectures, outdoor star parties and assist residents in purchasing/using telescopes

Section C – Compliance. These By-Laws will fully comply with the Community Association Articles of Incorporation, By-Laws, and Chartered Club Rules and Regulations. In the event of a conflict between these By-Laws and the above-stated governing documents of the Community Association, the Community Association documents shall prevail.

Section D - Other [Optional]

Article II – Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership.

Section C - Guest Privileges. All invited
_____ [Define participation/observation privileges for resident/renter/guests]

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the Association's Board of Directors.

Section E – Other [Optional]

Article III – Officers

Section A – Election. All officers will be elected at least annually by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B – Terms. Terms in office shall begin Nov. 1 and end Oct 31. Any one or all officers may be recalled earlier upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

Section C – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described. *[Note: All Clubs must have at least the four officers shown below. The duties shown below are minimal and very general. Clubs may incorporate additional detail, especially duties unique to the organization.]*

Officers	Responsibilities
President	Conduct meetings and ensure that the rules are followed
Chief Observer	Assume President's duties as needed
Secretary	Take and maintain minutes of meetings
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget
Other elected officers <i>[Optional]</i>	

Section D – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Appointees, if not confirmed by the Club membership, may attend governing unit meetings, but without a vote.

Article IV – Meetings

Section A - Frequency of Meetings. General meetings open to the membership will be held monthly. Special meetings may be called by the Executive Board or by 10% of the membership. *[Note: A minimum of two general meetings, open to the membership, must be conducted each calendar year. Star parties can increase monthly meetings to two or more.]*

Section B - Provisions for Announcing Meetings. Notice of general meetings should appear in the *News & Views* as well as on “the Wheel.”

Section C – Minutes. Minutes will be taken to document all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the Association.

Section E – Voting and Quorum Requirements. A quorum, required to conduct an election, is considered to be 30 percent of the entire membership. A quorum, required to conduct business, is considered to be 30 percent of the entire membership. An affirmative vote by simple majority of those present constitutes a vote of approval. [Note: Quorum must be within the range of 25% to 50%].

Section F - Other [Optional]

Article V – Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the Community Association, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the Community Association Federal Identification number [943200731], in keeping with bank policy. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the Association Finance Dept.

Section C – Financial Reporting. On an annual basis, before July 15, the Financial Report (Form CA-11) of this Club shall be presented to the Association Chief Financial Officer. The financial statements underlying the Financial Report shall include an income statement (Form CA-10) and shall be prepared following cash accounting principles. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended on the membership during that same year. Any monies carried forward at the end of a fiscal year must be in accordance with planned operations, provided that the Club obtains written approval of the Community Association Chief Financial Officer if the Club has need to carry forward funds.

Section D – The Treasurer is responsible for preparing an annual budget and submitting it to the Association Finance Dept. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.

Section E – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section F - The Community Association and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section G – Payments. All payments, whether for goods or services, shall be made by check, credit card, or debit card, which must provide a paper trail.

Section H - Other [e.g. depreciation, sales, inventory requirements]

Article VI – Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee, a Nominating Committee and, if required, a Safety Committee.

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer or other committee chairperson may not be a member of this committee. *[Note: Suggested term of office is one year or at the discretion of the Club President..]*

- a. The Financial Review Committee is under the direction of the Executive Board.
- b. The Financial Review Committee will examine the Treasurer's accounting and/or report of Club funds on an annual basis, in time to be reported to the Association. This examination may include vouchers, bank statements, cash and other records as required.
- c. The Financial Review Committee will submit its report on Form CA-11 to the President for signature and forward the report to the Association Chief Financial Officer.

Section D – Nominating Committee. The Nominating Committee Chairperson shall select a committee to establish a slate of officer candidates for election. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented.

Section E – Safety Committee. The Safety Committee will follow procedures as outlined in the Chartered Club Rules and Regulations. *[Note: Delete this section if not applicable. This committee is required if power equipment, chemicals or hand tools are used; optional otherwise.]*

Section F – Other Committees *[Optional]*

Article VII – Amendments

To amend the By-Laws of this Club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum sufficient to conduct business being present. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

Article VIII – Dissolution

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the Community Association or in accordance with the wishes of the Club and with the approval of the Community Association's Board of Directors.

Required Approvals

Submitted for Approval: James W. Fortenberry NOV 18 2007
Club President Date
JAMES W. FORTENBERRY [print]

Membership Approval: Mary Anne de la Cruz Nov. 18, 2007
Club Secretary/Treasurer Date
MARY ANNE DE LA CRUZ [print]

Recommend Approval: Harvey Goldstein 12/13/07
Association Documents Committee Chair Date
HARVEY GOLDSTEIN [print]

Approved: Sandy Sosnowski 12/7/07
General Manager Date
Sandy Sosnowski [print]

APPROVED
DEC 04 2007