

# **Bylaws of the Chicago Society for Space Studies**

## **January 2007**

### **Article I - Name and Status**

The name of the organization shall be **Chicago Society for Space Studies**, abbreviated as CSSS. CSSS is a nonprofit citizen's organization founded in June 1977. CSSS is a recognized chapter of the National Space Society (NSS) and shall employ the NSS designation "*A Chapter of the National Space Society*" in official communications.

### **Article II – Objectives and Roles**

**Section 1.** The objectives of CSSS shall be:

- a. Promoting the utilization of space and its resources for the benefit of humanity.
- b. Promoting scientific literacy with emphasis on the astronomical and planetary sciences.
- c. Encouraging the use of space resources and space's unique perspective to benefit humanity.
- d. Supporting planetary, astronomical, and astronautical research

**Section 2.** The roles of CSSS shall be:

- a. Educating the public by maintaining a Speakers Bureau.
- b. Educating the public by undertaking special projects and participating in various public events.
- c. Producing original, educational content for distribution by both print and electronic media.
- d. Building public activism for space related endeavors and research.
- e. Supporting the activities of the Space Studies Institute and National Space Society.
- f. Serving as an information resource for CSSS members, the public, educational institutions, and the media.

### **Article III – Membership**

**Section 1.** The membership of the Society shall consist of all persons who have completed a CSSS Membership form and met the membership dues requirements in place at that point in time. The CSSS membership form may be delivered in either paper or electronic format.

**Section 2.** The CSSS Board of Directors may award honorary membership in the Society to those who have rendered outstanding service to the Society, or to the goals of the Society.

**Section 3.** Membership classes and the amount of the Society's dues shall be determined by a majority vote of the Society's Board.

**Section 4.** Individuals can be denied or removed from membership by a unanimous vote by the Board and the Society's officers.

## **Article IV – Board of Directors**

**Section 1.** The Board of Directors shall have five members. The Board shall be the Society's sole governing authority. The Board may delegate this authority at its discretion. The Board shall be elected by the general membership of the Society. Terms of the Board members shall be three years and shall be staggered.

**Section 2.** The Board shall appoint and remove all officers, shall transact all Society business, shall pass upon all expenditures, and shall control CSSS policy and programs.

**Section 3.** A quorum of the Board for normal business shall be three members. Quorums for other issues are listed in these bylaws.

**Section 4.** Board meetings shall generally be called once every other. All Board members must have at least a full week's notice of a special Board meeting. Any three Board members may call a meeting. Board meetings generally will be closed, but may be open at the Board's discretion.

**Section 5.** The procedures for elections shall be as follows:

- a. Any CSSS member is eligible who has been a member at least a year prior to the date set for the Board election. Nominations shall be by a petition with valid signatures of CSSS members. The number of signatures required shall be set by the Board but shall not exceed 5% of the CSSS membership. Petitions are due two months before the election.
- b. Each candidate shall have an opportunity to make a short presentation to the general membership at the meeting before the election and prepare a short platform to be mailed to the membership with the ballot.
- c. Ballots shall be mailed to the membership and shall be due at the meeting set for the election. Ballots may be returned by mail or in person.
- d. The Board shall adopt specific campaign rules and detailed procedures to ensure the validity and secrecy of the individual ballots.

**Section 6.** Recall and removal of Board members shall be as follows:

- a. Board members may be recalled by a two-thirds vote of the full membership. Recall votes require a petition consisting of the signatures of at least 25 CSSS members. The petition must be submitted to the President at a monthly meeting. A notice of recall shall be printed in the next Spacewatch. A vote shall be scheduled for the meeting after the notice is published. A Board member may not be subject to a recall vote within six months of election or a failed recall vote.
- b. Individuals can be removed from the Board by a two-thirds vote of the other Board members and Society officers.

- Section 7.** A Board member who resigns from the Board shall be replaced by a majority vote of the full Board. The term for such appointment shall be valid until the next scheduled Society Board election.
- Section 8.** The Board shall appoint one Board member to have duplicate signing authority on all financial accounts maintained by the Society.
- Section 9.** All Board member must be member of the National Space Society and on board member will be designated the NSS chapter contact. CSSS members shall be encouraged to join NSS, but never be required to do so. The Board may withdraw CSSS for NSS on its own authority at any time.
- Section 10.** The Board shall select one of its members as Chairperson of the Board. The Chairperson of the Board has no powers or authority beyond other Board members, but shall act as does the President, as an official representative of the Society.

## **Article V- Officers**

- Section 1.** The officers of the Society shall be a President, Vice-President, Secretary, and Treasurer. These officers shall perform duties as prescribed by these Bylaws. Only current members of the Society may be officers. Officers shall be appointed by the Board.
- Section 2.** The duties of the Officers shall be as follows:
- a. The President shall:
    1. Preside at all meeting of the membership, either in person or by delegation.
    2. Administer all affairs of the Society, in accordance with the decisions, of the Board and the Bylaws.
    3. Act as an official representative of the Society.
    4. Delegate these responsibilities and powers to other members of the Society, as may be appropriate. This delegation may be revoked by the Board.
    5. Perform other duties as the Board may assign.
  - b. The Executive Vice-President shall
    1. Administer any or all duties of the President in the absences of the President.
    2. Perform other duties as the Board may assign.
  - c. The Public Affairs Vice-President shall
    1. Administer the CSSS Speakers Bureau
    2. Coordinating the production of informational materials
    3. Perform other duties as the Board may assign.
  - d. The Secretary shall:
    1. Maintain records of the proceedings of all meetings of the membership and of the Board.

2. Perform other duties as the Board may assign.
- e. The Treasurer shall:
1. Receive, record and safeguard all monies paid into the Society.
  2. Keep full and accurate books for all financial transactions of the Society.
  3. Render a financial report when called upon by the Board.
  4. Pay Society bills duly approved by the Board.
  5. Prepare and present to the Board and the membership an annual financial report, covering all transactions for the preceding year.
  6. Keep the membership roll, including addresses and telephone numbers.
  7. Ensure that at least one Board member has duplicate signature authority for any financial account.
  8. Perform other duties as the Board may assign

## **Article VI- Committees**

The Board shall authorize or dissolve committees as it may from time to time find necessary. Committees shall regularly report in writing on their activities to the Board, or a designated officer, as directed by the Board.

## **Article VII- Society Publication**

**Section 1.** The Society shall regularly issue a publication to communicate with and be an information source for the membership. The publication name is Spacewatch, and each member shall receive it. Nonmembers may be placed on the distribution by the editors, subject to Board approval.

**Section 2.** The Board shall monitor the publication policies and expenses and appoint any additional staff required and be responsible for the content, production, and distribution of Spacewatch.

## **Article VIII-Procedures**

Meetings of the Board and of the membership shall be conducted in an orderly fashion. In the event of a significant dispute regarding procedures to be used to decide a matter, the particular matter shall be disposed of in accordance with Robert's Rules of Order.

## **Article IX- Speakers Bureau**

**Section 1.** CSSS shall maintain a Speakers Bureau for the purpose of providing qualified speakers to both public and private organizations.

**Section 2.** Members of the Speakers Bureau shall provide educational programming in the areas of astronomical, astronomical, and the planetary sciences, as well as the history of space..

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## **Article IX- Amendments to the Bylaws**

**Section 1.** These Bylaws may be amended in two ways:

- a. By a majority vote of the Board, provided that the amendment has been submitted in writing at the previous meeting of the Board.
- b. By a two-thirds vote of all current members, provided that the proposed amendments, and notice that they shall be voted on, have been published in Spacewatch at least 30 days prior to vote.

**Section 2.** Approved amendments to the Bylaws shall be published in Spacewatch.