

The Astrological Society of North Texas

Revised March 12, 2006

Article I: Name

The name of this organization shall be the ASTROLOGICAL SOCIETY OF NORTH TEXAS, INC.

Article II: Object and Purpose

It is the purpose of this organization to extend the principles of Astrology, or disciplines impacting Astrology, to the local community. In order to accomplish this purpose the Society will have as its main objective the presentation of educational programs / workshops / seminars for the membership and the general public.

Article III: Membership and Dues

A. Eligibility

1. Membership in this organization is open to any and all persons interested in Astrology. Payment of dues is a prerequisite for membership and voting privileges of the organization. A member in good standing has all privileges of the organization and is entitled to one monthly Newsletter and one Yearbook per household.

B. Dues

1. The amount of annual dues will be determined by the membership and are payable to the Membership Chairman. The fiscal year of the club shall extend from June of one year through May of the next year. Dues are payable on the anniversary date of joining the club for each individual member.
2. Members of same household may be given a discount of dues. If no discount

is taken, then both members are entitled to a Yearbook and the monthly Newsletter.

Article IV: Officers

A. Elective

Elective officers of this organization shall be:

- President
- 1st Vice President of Membership
- 2nd Vice President of Programs
- Secretary
- Treasurer
- Hospitality Chair
- Publicity Chair
- Newsletter Chair
- Webmaster

The elected officers shall constitute the Board of Directors (hereinafter referred to as the Board). Members of the Board may run for reelection to the same office if they so desire. In the event of a vacancy or absence in the office of President, the order of ascendance to the Presidency shall be in the order of the listing of the elected officers above. An officer ascending to the Presidency must agree to serve. Should the next officer decline the Presidency, they will be allowed to continue in their elected position. In the event of a vacancy in any other office, the Board shall appoint a replacement.

B. Appointive

1. The Executive Committee shall appoint the Parliamentarian and Ad Hoc Committees. These committees may include, but are not limited to Budget, Annual Banquet, Historian, Librarian, Telephone and Seminar Committees. These committees serve until the assignment is completed, then are disbanded.

C. Term of Office:

1. New officers assume their roles and duties at the June meeting.
2. Officers shall serve the club for a year or until successors are elected or appointed.
3. The President shall be elected for a two-year term. Board members may serve consecutive terms, if elected.
4. Officers shall keep written record of their responsibilities during the year. This shall include monies spent and or collected, supplies used and purchased. This record shall be submitted to their successors.

D. Executive Committee

1. Executive Committee shall consist of at least the President, and Vice President and/or the Secretary. This committee has the authority to make decisions for urgent matters but not modify any action taken by the Board. The actions of the Executive Committee shall be ratified by a vote of the Board as soon as possible.

Article V: Duties of the Officers

It shall be the duty of each member of the Board of Directors to notify the President in the event s/he can no longer perform the duties of that office. The Board may combine two, but not more than two, offices on a temporary basis if no one can be found to fill an office.

President

- Preside at all meetings.
- Call meetings of the Board of Directors.
- Direct meetings of the Board.
- Appoint all ad hoc committees.
- Serve as an ex-officio member of all committees.

Membership Chair

- Receive all dues / payments and forward to the Treasurer.
- Notify members of their member renewal date.
- Maintain the member attendance and guest book.
- Greet visitors and introduce guests at all meetings.
- Provide a list of members to Yearbook Chair by November 15.
- Notify Newsletter Chair of visitors and new members.

Programs Chair:

- Recommend programs related to Astrology or disciplines impacting Astrology.
- Recommend a schedule of programs and activities.
- Present the schedule of the year's programs to the Board and the Yearbook Chair no later than November 15th.
- Introduce the speaker at meetings.
- Present a check to the speaker for a minimum of \$25.00 honorarium.
- Furnish equipment and aids as required by speaker.

Secretary:

- Record minutes of all meetings.
- Provide a copy of the minutes to the Newsletter Chair within one week of the meeting.
- Make available to any member of ASNT the book of records for these minutes for review upon written request.
- In charge of all ASNT social correspondence, such as notes of appreciation, get well cards, etc.
- Maintain historical files.

Treasurer:

- Receive and deposit all dues from Membership Chairman.
- Collect and deposit all other monies received by the organization.
- Disburse funds as directed.
- Reimburse members for purchases made, appropriately.
- Read a statement of income and disbursements at meetings.
- Present a current written financial report to the President and Secretary each month.
- Prepare a quarterly financial statement to be presented at the designated monthly meetings.
- Maintain all tax records and copies of incorporation records.

Hospitality Chair:

- Arrange for a meeting place.
- Responsible for opening and preparing meeting room for all activities.
- Arrange for refreshments to be furnished at each meeting.
- Make sure the meeting room is left in a clean and neat condition.

Publicity Chair:

- Assist the President in the performance of his/her duties.
- Perform presidential duties in the absence of the President.
- Direct public relations activities.

Newsletter Chair:

- Prepare a monthly newsletter.
- Mail copies of the newsletter to members and recent visitors.
- Review and include any appropriate articles submitted by members.

Parliamentarian:

- Advise the presiding officers on all points of parliamentary law.
- Give advice to the Board and to the general assembly when needed.

Committee Chairs:

1. Budget Committee Chair shall be appointed in April by the Executive Committee to serve April through July. The main duty of this committee is to supervise the preparation of a formal budget and insist on adherence to it. Reports are to be given periodically to the Board.
2. Annual Budget Chair shall be appointed by the Executive Committee at the May meeting and is to serve May through January of next year and to report periodically to the Board.
3. Ad Hoc Committees are appointed at the discretion of the Executive Committee. These committees may include, but are not limited to Historian, Librarian, Telephone and Seminar Committees. Ad Hoc Committees serve until the assignment is completed, then are disbanded. Any member appointed as Chairperson of a project may appoint other members to assist with the assignment. The Board of Directors are to be notified of the names of assistants.

Article VI: Nominations and Elections

A. Nominating Committee

1. Nomination committee shall consist of five (5) members, one (1) member appointed by the Executive Board and four (4) members elected by members present at the November meeting. Two alternatives may also be elected. Executive Board appointee shall act as Chairman.

2. This committee shall submit one nominee for each office and said nominee must be a member in good standing.
3. Members of the Nominating Committee may be nominated for an office.
4. The Report of the Nominating Committee shall be presented at the February general meeting and printed in February Newsletter.

B. Nominations

1. Nominations for any office may be made from the floor at the election meeting in March.

C. Election

1. The election shall be held at the March meeting. The majority of the members present and voting shall constitute an election (quorum).
 - a. Open nominations from the floor are in order at this time.
 - b. Nominations close at this meeting
 - c. The Secretary shall determine qualified members to vote.
2. Elections may be by closed ballot and a majority of all votes cast shall constitute an election; where there is only one candidate for an office, the election may be held by a voice vote.
3. The Secretary announces the result of the votes.
4. Officers will assume their respective duties at the first meeting in June.

Article VII: Meetings

- A. Meetings of the ASTROLOGICAL SOCIETY OF NORTH TEXAS, INC. shall be held monthly except for May due to Mother's Day. Meetings will begin at a predetermined time as announced in the

monthly newsletter. A half-hour social gathering shall precede the business meeting and will be followed by the presentation of the program.

- B. Meetings are open to non-members for two (2) meets per any 12-month period, after which membership will be required.
- C. Board Meetings: There will be a minimum of six (6) Board meetings per year. The first meeting will be immediately after the election to plan the year's activities and thereafter as necessary. At the first Board planning meeting, the Board will take into consideration Void-of-Course Moon for the February and March meeting dates and holidays for planning the year.
- D. Called Meetings:
 1. The President may call additional Board meetings provided all board members are notified of time, place, and purpose of meeting.
 2. Additional business meetings may be called by any officer when necessary.
 3. A member may call a meeting with a petition signed by one-third of the voting members of the Society.
- E. Quorum
 1. Any number of members present at a regular general meeting shall constitute a quorum.
 2. At called meetings five (5) members must be present to constitute a quorum. Those present will consist of President or a Vice President and at least two (2) other elected officers.
 3. Board of Directors meetings must have a majority (4) of the Board present to constitute a quorum.

Article VIII: Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable.

Article IX: Amendments

These By-Laws may be amended by a two-thirds vote of the members present at any regular meeting or special meeting provided notice of the amendment is submitted in writing to every member prior to the meeting at which they will be voted upon.

Standing Rules

1. ASNT has a Policies and Procedures manual that describes the activity of each position. It is suggested that each officer review this manual in order to effectively perform respective duties.
2. Any unbudgeted expenditure exceeding \$75.00 shall require a majority vote of the membership present at any regular meeting.
3. If any office or committee chairperson is consistently absent from regular meetings or absent from called meetings of the Board without reasonable cause, his position may be declared vacant by the Board and the vacancy shall be filled by appointment of the Board.
4. New membership in ASNT is \$35.00, which includes a \$10.00 new member fee. Membership renewal dues in the organization shall be \$25.00 per year. Membership renewal dues for two (2) or more members of the same household who wish to join the organization shall be \$37.50 per household. Dues are payable on the anniversary date of joining the club for each individual member. These dues and fees shall be subject to change upon recommendation of the Executive

Committee and a majority vote of the membership.

- a. A renewal grace period of three months will be extended to the member before the member is removed from ASNT's active membership files.
 - b. Members wishing to rejoin ASNT after the 3-month grace period has expired will require a membership as a new member.
5. Officers have the option and are encouraged to have assistance and will provide the Board with the names of their assistants.
 6. Officers may provide the President with suggestions of members to serve on respective committees as well as members qualified to serve in the future on the Board of Directors.
 7. The slate of nominees shall be printed in the February newsletter.
 8. Receipt for disbursements need to be turned in to the Treasurer as soon as possible or within ninety (90) days of out-of-pocket expense. After ninety (90) days, disbursements must have Board approval for reimbursement.
 9. There will be no reimbursement to members for their time, telephone calls or use of equipment.
 10. The Treasurer will present a quarterly statement at the August, November, February and May monthly meetings.
 11. Each member of the Board will receive a Yearbook and a monthly newsletter.