

# **SAMPLE CENTRE BY-LAWS OF THE ROYAL ASTRONOMICAL SOCIETY OF CANADA**

## **Explanatory Note**

The following constitute sample by-laws that the National Council of the Society has adopted as being suitable for enactment by both existing and new Centres of the Society. The sample contains what the Society believes is appropriate and useful content for Centre by-laws. The sample by-laws were drafted by the Society's Constitution Committee, have been considered in detail by all Centres of the Society, and have been adopted by resolution of the National Council. National Council stresses that these sample by-laws are a recommendation only, and that individual Centres should feel free to adopt all, any, or none of them, as may suit their individual purposes. Larger Centres may require by-laws with considerably more detail and specified procedures, while smaller Centres may be able properly to function with more simplified by-laws and procedures. The purpose of the National Council in preparing and adopting this sample by-law is not to impose on any Centre the Society's view as to the appropriate operation of the Centre. Except as is specified in the Constitution of the Society (referred to more specifically below), all Centres are free to operate as they see fit. The flexibility that the Society wishes all Centres to have in the conduct of their business and affairs is reflected by the fact that this sample is provided as a recommendation only, for the assistance of those Centres that wish to use or adapt them, and is in no way compulsory.

In considering the adoption or amendment of Centre by-laws, the Centres are reminded that the affairs of the Society as a whole and certain activities of the Centres are governed by By-law Number One of The Royal Astronomical Society of Canada, a copy of which is in every Centre's possession, and further copies of which may be obtained from the National Office. By-law Number One, together with the Letters Patent of the Society, constitute the Society's Constitution. In particular, the attention of the Centres is drawn to the provisions of Article 4.04 thereof, which provides as follows:

### *"4.04 CENTRE BY-LAWS*

*(1) The operations of each Centre shall be governed by by-laws that shall be adopted by special resolution of the Centre and by ordinary resolution of the National Council. Every repeal of, amendment to or enactment of a Centre by-law becomes effective only upon adoption by special resolution of the Centre and by ordinary resolution of the National Council.*

*(2) No by-law of a Centre shall conflict with the Constitution of the Society, and any Centre by-law that does so conflict is inoperative to the extent of the conflict."*

The National Council of the Society interprets this provision to mean that Centre by-laws need not follow exactly or incorporate the wording of the Society's By-law Number One, but only that they must not be inconsistent with or contravene any provision of the Society's By-law. Again, this allows to Centres maximum flexibility, while maintaining certain national standards, which the membership of the Society as a whole, and the Centres, have approved and adopted through the Society's Constitution.

Centres are encouraged to liaise with the National Council, and in particular with the Constitution Committee, in respect of any matter arising out of their own by-laws.

The Royal Astronomical Society of Canada

Constitution Committee March 1992, Amended 2004

**SAMPLE CENTRE BY-LAWS**  
**OF THE ROYAL ASTRONOMICAL SOCIETY OF CANADA**  
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(\* indicates an item prescribed by the Society's By-laws)

# **SAMPLE CENTRE BY-LAWS OF THE ROYAL ASTRONOMICAL SOCIETY OF CANADA**

## **Article 1 Definitions**

- 1.1 In this By-law, and in all other by-laws of the Centre, unless the context requires a different meaning,**
- 1.1.1 "Centre" means The Royal Astronomical Society of Canada, <Insert Name of City/Region> Centre,
  - 1.1.2 "Constitution" in relation to the Centre means the Letters Patent, Articles of Incorporation or other charter document, if any, together with all of the by-laws of the Centre,
  - 1.1.3 "Council" means the administering body of the Centre referred to in Article 7.1,
  - 1.1.4 "member" means a member of the Centre under Article 6,
  - 1.1.5 "National By-laws" means all of the by-laws of the Society,
  - 1.1.6 "National Council" means the National Council of the Society established under the National By-laws,
  - 1.1.7 "ordinary resolution of the Centre" means a resolution passed by a majority of those voting members of the Centre present and voting at a meeting of the Centre,
  - 1.1.8 "ordinary resolution of the Council" means a resolution passed by a majority of those voting members of the Council present and voting at a meeting of the Council,
  - 1.1.9 "Society" means The Royal Astronomical Society of Canada - La Société Royale d'Astronomie du Canada,
  - 1.1.10 "special resolution of the Centre" means a resolution passed by two-thirds of those voting members of the Centre present and voting at a meeting of the Centre,
  - 1.1.11 "special resolution of the Council" means a resolution passed by two-thirds of those voting members of the Council present and voting at a meeting of the Council, and
  - 1.1.12 "voting member" means any ordinary, youth, affiliate, or life member of the Centre.

## **Article 2 Name of Centre**

### **2.1 Name of Centre**

- 2.1.1 The name of the Centre shall be "The Royal Astronomical Society of Canada, <Insert Name of City/Region> Centre", (or "La Société Royale d'Astronomie du Canada, Centre (or Section de) <Insert Name of City/Region>")

## **Article 3 Seal**

*[A seal is required only for Centres that are incorporated under provincial legislation. The practice under most provincial legislation is to have the seal established and adopted by resolution of the council of the corporation, and therefore the following provision is recommended for incorporated Centres. As part of the introduction of the new Seal of the Society in 2004, Centre-specific versions of the Seal are available for adoption by Centres. Centres may also opt to design original artwork to reflect local preference.]*

### **3.1 Corporate Seal**

3.1.1 The corporate seal of the Centre shall be such as the Council may by an ordinary resolution from time to time approve.

## **Article 4 Objectives**

*[Reference is made to the statement of objects contained in the Letters Patent incorporating the Society in 1968. Individual Centres may choose to incorporate any or all of those objects, and to add others as they see fit. It is strongly recommended that the first two objects set out in the model by-law hereunder be adopted by all Centres.]*

### **4.1 The objectives of the Centre are**

- 4.1.1 to stimulate interest and to promote and increase knowledge in astronomy and related sciences,
- 4.1.2 to work in conjunction with the Society and other Centres of the Society to further the progress of astronomy in Canada,
- 4.1.3 to acquire and maintain equipment, libraries, astronomical observatories and other property necessary for the pursuit of its objectives,
- 4.1.4 to publish newsletters, books and other material containing information on the progress of astronomy and the work of the Society and the Centre,
- 4.1.5 to receive and administer gifts, donations and bequests from members of the Centre and others, and
- 4.1.6 to make contributions and render assistance to individuals and institutions engaged in the study and advancement of astronomy.

## **Article 5 Relationship between the Centre and the Society**

*[Reference is made to Article 4 of the By-laws of the Society, which is binding upon all Centres. In order to ensure that the council and membership of every Centre are fully aware of the existence and importance of the Society's By-law, it is recommended that the following appear in the Centre By-laws.]*

### **5.1 Association Of Centre And Society**

5.1.1 The Centre is a constituent part of and associated with the Society.

## **5.2 Constitution of the Society**

5.2.1 The operation of the Centre is governed by the Centre's Constitution and by the Constitution of the Society.

5.2.2 \* The by-laws of the Centre shall not conflict with the Constitution of the Society, and any Centre by-law that does so conflict is inoperative to the extent of the conflict.

5.2.3 \* Where a resolution or action of the Centre conflicts with a resolution or action of the Society, the resolution or action of the Society shall prevail and the resolution or action of the Centre is inoperative to the extent of the conflict.

## **5.3 Centre Debts**

5.3.1 \* The Centre shall be responsible for its own debts, obligations and claims and shall not incur or be liable for any debt, obligation or claim incurred by the Society.

## **Article 6 Membership**

*[Reference is made to Article 3 of the Society's By-law, which provides for membership in the Society and in individual Centres.]*

### **6.1 Eligibility**

Membership in the Centre shall be open to all persons who are interested in astronomy, as provided by the Letters Patent of the Society.

### **6.2 Classes Of Members**

6.2.1 There shall be five classes of membership in the Centre: ordinary, youth, affiliate life, and associate. Every member of the Centre shall be elected to membership under Article 6.3.

6.2.2 An ordinary member of the Centre is a member of the Centre who has paid the ordinary membership fee under Article 6.6.1.

6.2.3 A youth member of the Centre is a member of the Centre who has paid the youth membership fee under Article 6.6.1 and who is less than twenty-one years of age at the time of such payment. Eligibility for youth membership terminates at the end of the membership year in which the person becomes twenty-one years of age.

6.2.4 An affiliate member of the Centre is a member of the Centre who is a member in good standing of another RASC Centre and the Society, who has specifically applied for this class of membership, and who has paid the prescribed affiliate membership fee. Eligibility for affiliate membership is subject to the approval of the prospective member's home Centre.

6.2.5 A life member of the Centre is a member of the Centre who has been elected either directly as a life member or previously as an ordinary, youth, or senior member, and has

paid the life membership fee under Article 6.6.1, or a member of the Centre upon whom the National Council has conferred life membership in recognition of specified meritorious service to the Society or to a Centre. A life member shall not pay any annual membership fee other than any applicable surcharge established under Article 6.8.

*[Associate membership in a centre is specifically provided in Article 3.04(3) of the Society's By-law. Centres are permitted to prescribe a fee for associate membership, none of which is remitted to the Society. Because associate members are not entitled to hold national office, they must not be elected to the position of National Council Representative. A Centre may either allow or prohibit Associate Members to hold office within the Centre and to receive Centre publications or other services or to exercise any other rights of Centre members.]*

An associate member of the Centre is a person who shares a household with an ordinary, youth, affiliate or life member of the Centre who has made application for such membership and who has paid the associate membership fee referred to in Article 6.6.2.

### **6.3 Election Of Members**

- 6.3.1 A person who has submitted an application and the fee under Article 6.6.1 may be elected as a member of a Centre by a special resolution of the Council of the Centre.
- 6.3.2 Any person whose nomination for membership is defeated shall be entitled to immediate refund of all fees submitted with his or her application.

### **6.4 Relationship Of Centre Members And The Society**

- 6.4.1 Every ordinary, youth, and life member of the Centre is also a member of the Society. A person who for any reason ceases to be a member of the Society thereupon ceases to be a member of the Centre. An associate member of the Centre is not a member of the Society. An affiliate member is a full member of the Centre but holds membership in the Society only through their primary Centre membership.

### **6.5 Duration of Membership**

- 6.5.1 A life member shall be a member for life, provided he or she remains attached to the Centre. Any other person shall be a member for twelve months after becoming a member, and thereafter for successive twelve-month periods as long as that person renews his or her membership in accordance with Article 6.6. A person may pay the membership fee for any multiple of twelve months, to a maximum of thirty-six months, in which case the duration of his or her membership is extended accordingly. A person may not pay the youth membership fee for any period that extends more than twelve months beyond the time when the member becomes twenty-one years of age..
- 6.5.2 Notwithstanding Article 6.6.3, a person who submits a membership fee within four months after the expiry of his or her membership shall be considered to have renewed his or her membership for a twelve-month period (or multiple thereof, if applicable) as of the previous expiry of membership, with no interruption in membership. If a person submits a membership fee later than four months after expiry of a previous membership, then such person shall be considered a new member, with a break in continuity of membership. The Centre shall keep a record of expired

memberships for at least one year following expiry.

## **6.6 Membership Fees**

- 6.6.1 The annual membership fees for ordinary and youth members, and the life membership fee shall be determined from time to time by ordinary resolution of the Society.
- 6.6.2 The annual membership fees for associate and affiliate members shall be determined from time to time by special resolution of the Centre or the Centre Council.
- 6.6.3 Renewal fees for existing members are due and payable before expiry of the person's membership, in default of which [subject to Article 6.5.2] the person ceases to be a member of the Centre.
- 6.6.4 Annual membership fees, associate membership fees if any, Centre surcharges if any, and life membership fees, for members attached to a Centre, shall be paid to the Treasurer of the Centre.

## **6.7 Centre Surcharges And Entitlement Of Members To Centre Rights And Services**

- 6.7.1 Subject to Article 6.7.2, the Centre or the Council of the Centre may by special resolution establish one or more surcharges applicable to the members of the Centre or to any class thereof, in respect of any Centre right or service.
- 6.7.2 Subject to Article 6.7.3 and 6.7.4, every voting member is entitled to exercise the following rights:
  - 6.7.2.1 to attend and to vote at all Centre meetings;
  - 6.7.2.2 to attend all meetings of the Council, unless, in exceptional circumstances, the Council declares, by special resolution, a meeting or a part of a meeting to be closed to the membership;
  - 6.7.2.3 where permitted by applicable legislation, to stand for election as an officer or councillor of the Centre; and
  - 6.7.2.4 where he or she is twenty-one years of age or more, to stand for election as a National Council Representative under Article 8.3.
  - 6.7.2.5 If the Centre imposes any surcharge upon its members before allowing them to exercise such rights, then this surcharge shall be designated a "basic surcharge", and this basic surcharge must be set in an amount no higher than is necessary to recover the direct costs of providing such rights, including the cost, if any, of meeting facilities for meetings of the Centre and the Council. Additional surcharges may be required for additional Centre rights and services, but entitlement to the above-specified Centre rights shall not be conditional upon payment of such additional surcharges.
- 6.7.3 The Centre may, by special resolution, require payment of the renewal fee and a basic surcharge, if any, during the renewal period specified in Article 6.6.3, before a member is entitled to the Centre rights specified in Article 6.7.2.
- 6.7.4 Associate members of the Centre shall be entitled to exercise such rights as are determined from time to time by ordinary resolution of the Centre or the Council.

## **6.8 Duration Of Entitlement To Centre Rights And Services**

**6.8.1** Subject to Article 6.7.3, a member who is entitled to the specified Centre rights under Article 6.7.2 for a membership year is so entitled during that membership year. If the Centre does not have a basic surcharge, a life member attached to the Centre is entitled to the specified Centre rights under Article 6.7.2 as long as he or she remains attached to the Centre. If the Centre has a basic surcharge, a life member attached to the Centre is entitled to the specified Centre rights under Article 6.7.2 upon payment of this annual basic surcharge.

## **6.9 Transfer Of Membership**

**6.9.1** A member of another Centre may transfer his or her membership and become attached to the Centre, and an unattached member may become a member of and attached to the Centre, upon application to and acceptance by the Executive Secretary of the Society. Such transfer or attachment is effective from the first day of the month following that in which the transfer or attachment is so accepted.

## **6.10 Termination of from Membership**

**6.10.1** A member's membership can be terminated as provided by Article 6.6.3 and by the Society's By-laws.

**6.10.2** A member may terminate his or her membership in the Society by sending a notice in writing to that effect to the National Office of the Society and/or to the Secretary of the Centre, if any, to which he or she is attached. The notice shall take effect on the later of the date of receipt of the notice at the National Office and the date, if any, specified in the notice.

## **6.11 Disciplinary Action and Expulsion from Membership**

**6.11.1** All members of the Society are expected to conduct themselves in a manner respectful of other members and the general public and not to act in such a manner as to bring the Society into disrepute.

**6.11.2** Any member whose actions cause disruption or prevent other members from participating fully in the activities of the Centre may be subject to disciplinary action by the Centre Council in the form of a written reprimand, a requirement for restitution or a fine or a period of suspension or probation. Any such disciplinary action must be approved by a Special Resolution of the Council in accordance with a Code of Conduct that is published annually by the Centre and available to all members.

**6.11.3** Any member of the Centre whose continued membership in the Centre is not in the best interests of the Centre may be expelled from membership in the Centre by special resolution of the Council and of the Centre. A member whose expulsion is proposed has the right to receive notice of the meetings at which such expulsion shall be proposed and of the intention to propose such expulsion, and to make representations at the meetings at which the votes are held.



- 6.11.4 Upon expulsion from membership in the Centre, a member shall be considered an unattached member of the Society.
- 6.11.5 Immediately upon a member being expelled from membership in the Centre, the Secretary of the Centre shall notify the Secretary of the Society of the expulsion and the grounds therefore.

## **Article 7 Council**

*[Incorporated Centres are governed by applicable provincial legislation, which usually makes provision for such things as age and other qualifications of members of the boards of directors of non-profit corporations (including councils of incorporated Centres) and rights and obligations of such members.*

*Reference is made to Article 4.07 of the Society's By-law that provides that the council of a Centre must consist of at least a President, a Secretary and a Treasurer. The number and identity of additional officers and councillors comprising the council is in the discretion of each Centre. Larger Centres may require more councillors than do smaller Centres. Not all office-holders in the Centre need be members of the council, although it is recommended that the National Council Representative(s) be a member of the council.*

*Centres should establish by by-law and follow a specific nominating procedure. Centres should also establish by by-law rules respecting the giving of notice of election, proxy voting, method of secret ballot, and any other matter incidental to the proper election of the Council.]*

### **7.1 Duties And Composition**

- 7.1.1 \* The property and business of the Centre shall be administered by the Council, the members of which shall, subject to Article 7.2.4, be the elected officers of the Centre referred to in Article 8.1 and councillors.
- 7.1.2 The Council may from time to time
- 7.1.2.1 borrow money upon the credit of the Centre in such amounts and upon such terms as may be deemed necessary,
- 7.1.2.2 issue bonds, debentures, debenture stock or other securities of the Centre for its lawful purposes, for such amounts and upon such terms as may be deemed expedient, and pledge or sell the same for such sums and at such prices as the Council may determine,
- 7.1.2.3 hypothecate, mortgage, charge or pledge all or any of the real or personal, movable or immovable, property, undertaking and rights of the Centre to secure any such bonds, debentures, debenture stock or other securities or any money borrowed or any other liability of the Centre,
- 7.1.2.4 delegate to such one or more of the officers and members of the Council as may be designated by the Council all or any of the powers conferred by clauses (a) through (c) to such extent and in such manner as the Council shall determine at the time of each such delegation, and
- 7.1.2.5 give indemnities to any member of the Council or other person who has undertaken or is about to undertake any liability on behalf of the Centre, and to secure such member of Council or other person against loss by giving to him or her a mortgage or charge upon the whole or any part of the real or personal property of the Centre.

## 7.2 Meetings Of Council

*[Article 7.2.3 with respect to notice of meetings of council should specify the method of notice, whether by e-mail, Centre newsletter, orally or otherwise. Centres may adopt alternative procedures to those specified in Article 7.2.3. Centres may choose to allow the person presiding at a meeting of Council to vote on all or some questions. The reason for the usual provision that the person presiding at the meeting votes only in the case of a tie vote is to ensure that there are no tied votes. Councils of Centres are encouraged to conduct business in accordance with Roberts Rules of Order, and may so provide in their by-laws.]*

- 7.2.1 The Council shall meet as often as the business of the Centre shall require, but at least three times in each year.
- 7.2.2 Subject to Articles 7.2.1 and 7.2.5, meetings of the Council shall be called by the President and shall be held at such place as is designated by the President.
- 7.2.3 The Secretary of the Centre shall send notice of every meeting of the Council to every member of the Council at least {7-15} days before the meeting.
- 7.2.4 Every meeting of the Council shall be presided over by the President, in his or her absence by the Vice-President, and in the absence of both of them by another member of the Council elected at the meeting. The presiding member may vote at a meeting only to cast a deciding vote in the event of a tied vote.
- 7.2.5 Upon requisition in writing signed by at least X voting members of the Council, the President shall call a meeting of the Council to consider the business specified, at such place as is named in the requisition. If the President fails to call a meeting of the Council to be held within {30-60} days of such requisition, then any voting member of the Council who has signed such requisition may call a meeting of the Council.
- 7.2.6 At least {20-30} days before the date of such meeting by requisition the Secretary shall send to every member of the Council notice of the meeting, which shall state the names of the requisitioning members and the date of and the business specified in the requisition. If the Secretary fails to send such notice, then notice of a meeting may be sent by any member who has signed such requisition, at the expense of the Centre, at least {20-30} days before the date of the meeting.
- 7.2.7 At any meeting by requisition of the Council, only such business as is specified in the requisition shall be conducted.
- 7.2.8 No business shall be conducted at any point at a meeting of the Council at which a quorum, which shall be X (normally 50-60%) voting members of the Council, is not present.
- 7.2.9 Unless otherwise specified in the by-laws of the Centre, the Council shall act by ordinary resolution, and Robert's Rules of Order shall govern the conduct of Council meetings.

## **Article 8 Officers**

*[Reference is again made to Article 4.07(1) of the Society's By-law that requires, at a minimum, that the officers of a Centre consist of a President, Secretary and Treasurer. Centres are free to establish any additional offices. In particular, Centres may by by-law establish the offices of Honorary President, Past President, Vice-President (which is recommended), Recorder, Librarian, Editor and National Council Representative.]*

### **8.1 Elected Officers**

8.1.1 The President, the Vice-President, the Secretary and the Treasurer shall be elected in accordance with Articles 8.5 and 8.6.

### **8.2 Appointed Officers**

8.2.1 The Editor, the Librarian, the Observatory Director, and the Public Education Director shall be appointed in accordance with Article 8.7. The Council may from time to time establish other offices, the holders of which shall be appointed in accordance with Article 8.7.

### **8.3 National Council Representative(s)**

8.3.1 The National Council Representative(s) shall be elected in accordance with Articles 8.5 and 8.6.

8.3.2 If for any reason a National Council Representative is unable to attend a meeting of the National Council, then the Centre Council may appoint another member of the Centre as an alternate for the National Council Representative. The alternate will be entitled to exercise all the rights of the National Council Representative for whom he or she is the alternate only upon presentation to the National Council of proof in writing from the President or Secretary of the Centre as to the due appointment of the alternate.

### **8.4 \* Restrictions On Eligibility For Office**

8.4.1 Every voting member who is not less than twenty-one years of age has the right to stand for election or appointment as a National Council Representative of the Centre.

8.4.2 No person who is an elected officer of the Society may simultaneously be the President, Secretary, Treasurer, or a National Council Representative of the Centre.

### **8.5 Nomination Of Elected Officers And Councillors**

8.5.1 The Nominating Committee shall prepare a list of one or more candidates for each elected office and for each position of councillor and National Council Representative for which an election must be held. This list shall be presented to the Secretary of the Centre at least thirty days before the annual meeting.

8.5.2 Any other eligible member of the Centre may be nominated for any such office at or before such annual meeting.

## **8.6 Election Of Officers**

8.6.1 Where there is more than one nomination for an elected office or for the position of councillor or National Council Representative, the officer or councillor shall be elected by vote of the members of the Centre at the annual meeting of the Centre. The candidate receiving the greatest number of votes shall be declared elected.

## **8.7 Appointment Of Officers**

8.7.1 The Council shall, by ordinary resolution, appoint a member of the Centre to each appointed office.

## **8.8 Terms Of Office**

8.8.1 The terms of office of elected officers and councillors under Article 8.1 shall be X year(s). No person may hold the office of President or Vice-President for more than {2 or 3} consecutive terms.

8.8.2 \* The term of office of a National Council Representative is one year. No person may hold the office of National Council Representative for more than three consecutive terms, but such person may be re-elected after a lapse of one year.

8.8.3 The term of office of every elected officer shall expire upon the election of a new holder of the office at the annual meeting held closest in time to the anniversary of his or her election.

8.8.4 The term of office of other appointed offices shall be one year. A person may hold any such appointed office for any number of consecutive terms.

8.8.5 The term of office of every other appointed officer shall expire at the Council meeting held closest in time to the anniversary of his or her appointment.

## **8.9 Duties Of The President**

8.9.1 The President shall

8.9.1.1 \* preside at all meetings of the Centre and the Council as provided by Articles 10.4 and 7.2.4,

8.9.1.2 represent and speak for the Centre when appropriate,

8.9.1.3 preside at all meetings of the Executive Committee referred to in Article 9.8, and

8.9.1.4 have such other duties as may be prescribed by the Council.

8.9.2 The President is a member of all committees of the Council, as prescribed in Article 9.3.

## **8.10 Duties Of The Vice-President**

8.10.1 The Vice-President shall assist the President in the discharge of his or her duties, shall preside at meetings of the Council and of the Centre in the circumstances prescribed in Articles 7.2.4 and 10.4, and shall have such other duties as may be prescribed by the Council.

8.10.2 The Vice-President shall be a member of the Executive Committee as prescribed in Article 9.8.

## **8.11 Duties Of The Secretary**

8.11.1 The Secretary shall

8.11.1.1 \* submit for adoption at the annual meeting of the Centre a report on the number of members in each class of membership at the end of the previous membership year,

8.11.1.2 \* submit to the Secretary of the Society by January 15<sup>th</sup> in each membership year the report referred to in clause (a), a list of the current officers, National Council Representatives, and Centre Council members of the Centre, with addresses for the officers and National Council Representatives, and a brief report on the activities and meetings of the Centre during the past calendar year,

8.11.1.3 conduct the correspondence of the Centre and report thereon to Council,

8.11.1.4 have custody of the seal and the current minutes and documents of the Centre,

8.11.1.5 discharge the duty prescribed in Article 10.1.2,

8.11.1.6 be responsible for the preparation and submission of accurate minutes of all meetings of the Council,

8.11.1.7 send to all members of the Council the minutes of all Council meetings referred to in clause 8.11.1.6, and

8.11.1.8 have such other duties as may be prescribed by the Council.

8.11.2 The Secretary shall be a member of the Executive Committee as prescribed in Article 9.8.

## **8.12 Duties Of The Treasurer**

8.12.1 The Treasurer shall

8.12.1.1 \* prepare the annual financial statements of the Centre as specified by Article 11.2, present them to the Council for approval at a meeting prior to the next annual meeting of the Centre, and present the approved annual financial statements for adoption by the annual meeting of the Centre as prescribed in Article 10.1.3.3,

8.12.1.2 \* submit the financial statements referred to in clause (a) to the Treasurer of the Society by January 15<sup>th</sup> in each membership year,

8.12.1.3 prepare and keep complete financial records of the business of the Centre, including books of receipts, disbursements, assets and liabilities,

8.12.1.4 receive and supervise the deposit of receipts,

8.12.1.5 supervise the disbursement of Centre funds,

8.12.1.6 supervise the safekeeping of the Centre's securities and other monetary assets,

8.12.1.7 in general conduct the financial business of the Centre in accordance with the direction of the Council, and

8.12.1.8 have such other duties as may be prescribed by the Council.

8.12.2 The Treasurer shall be a member of the Executive Committee as prescribed in Article 9.8.

### **8.13 Duties Of The National Council Representative(s)**

8.13.1 The National Council Representative(s) and alternate(s) shall

8.13.1.1 attend all meetings of the National Council for which he or she is so authorized and as may be reasonably practicable,

8.13.1.2 represent the Centre's interests, subject to the direction of the Centre Council, at the National Council, and

8.13.1.3 report to the Centre Council and to the appropriate Centre officers the business conducted by and the activities of the National Council.

### **8.14 Duties Of The Editor**

8.14.1 The Editor shall be responsible for the publication of the Centre's publications, may appoint other members of the Centre to assist him or her, and shall have such other duties as may be prescribed by the Council.

### **8.15 Duties Of The Librarian**

8.15.1 The Librarian shall

8.15.1.1 have custody of and be responsible for the safekeeping of the books, publications, films and photographs, astronomical instruments, archives and other library materials of the Centre,

8.15.1.2 operate the Centre's library, including the acquisition of new books and other library materials, the lending of library materials, the maintenance of a current catalogue of all library materials, and the exchange with other organizations of library materials, and

8.15.1.3 have such other duties as may be prescribed by the Council.

### **8.16 Duties Of The Observatory Director**

8.16.1 The Observatory Director shall

8.16.1.1 have custody of and be responsible for the safekeeping and operation of the Centre's observatory, including the observatory property, building and premises, and all astronomical or other equipment of the Centre associated or used in connection therewith,

8.16.1.2 establish and carry into effect a program for the use of the observatory by Centre members,

8.16.1.3 be responsible for the maintenance and repair of the observatory, the premises and the equipment referred to in clause 8.16.1.1,

8.16.1.4 recommend to the Council, from time to time where appropriate, the acquisition or disposal of observatory equipment, and

8.16.1.5 have such other duties as may be prescribed by the Council.

## **8.17 Duties Of The Public Education Director**

8.17.1 The Public Education Director shall

8.17.1.1 establish and carry into effect a program of public education on behalf of the Centre, and

8.17.1.2 have such other duties as may be prescribed by the Council.

## **8.18 Duties Of Other Officers**

8.18.1 Other Officers Appointed Under Articles 8.2 and 8.7 shall have such duties as may be prescribed by the Council.

## **8.19 Removal From Office**

8.19.1 An elected officer, councillor or National Council Representative may be removed from office by special resolution of the Centre. Any such person whom it is proposed to remove from office is entitled receive notice of the meeting at which such removal shall be proposed and of the intention to propose such removal, and to make representations on his or her behalf at the meeting of the Centre at which the vote is held.

8.19.2 An appointed officer may be removed from office by special resolution of the Council. An officer whom it is proposed to remove from office is entitled to receive notice of the meeting at which such removal shall be proposed and of the intention to propose such removal, and to make representations on his or her behalf at the meeting of the Council at which the vote is taken.

## **8.20 Vacancy Of An Office**

8.20.1 If an elected office or Council or National Council Representative position becomes vacant by reason of death, resignation, disqualification or removal under Article 8.18.1, then another eligible member of the Centre may be elected by special resolution of the Council to fill such vacancy for the remainder of the term of office. In the event that a position must be filled prior to the next regularly scheduled meeting of the Council, the Executive Committee may do so on behalf of the Council under Article 9.8.2.

8.20.2 If an appointed office becomes vacant by reason of death, resignation, disqualification or removal under Article 8.19.2, then another eligible member of the Centre may be appointed by ordinary resolution of the Council to fill such vacancy. In such case the appointment shall be deemed to have been made under Article 8.7. In the event that a position must be filled prior to the next regularly scheduled meeting of the Council, the Executive Committee may do so on behalf of the Council under Article 9.8.2.

## **Article 9 Committees**

*[Centres can by by-law provide for one or more committees, which may include executive, finance, observatory, nominating, property, library and editing. Centres should in their by-laws establish specified standing committees. Special committees may be established at any time by the council. The composition, duties and responsibilities of every standing committee of council should be specified in the by-laws.]*

## **9.1 Standing Committees**

9.1.1 The following shall be the standing committees of the Council:

9.1.1.1 Awards Committee;

9.1.1.2 Constitution Committee;

9.1.1.3 Executive Committee;

9.1.1.4 Finance Committee; and

9.1.1.5 Nominating Committee.

9.1.2 The chairperson and members of each standing committee, who are not prescribed by this By-law, shall be appointed by the Council at its first meeting after each annual meeting for terms that expire at the first meeting of the Council following the next annual meeting.

## **9.2 Special Committees**

9.2.1 The Council may establish from time to time any special committee for such purposes and for such term, not exceeding two years, as the Council shall prescribe. Such term is renewable by Council any number of times.

9.2.2 Each special committee shall be comprised of a chairperson appointed by the Council, together with such other members as are appointed by the Council, or if the Council does not appoint other members or appoints some but not all of the other members, then by the chairperson of the committee in such additional number as shall be specified by the Council.

## **9.3 Committee Membership Of The President**

9.3.1 The President shall be a voting member of all committees of the Council, but may vote at a meeting of the Executive Committee only to cast a deciding vote in the event of a tied vote. The President shall not be considered a member of any committee for the purpose of reckoning the number of members of the committee or a quorum of the committee.

## **9.4 Reports To Centre Council**

9.4.1 All committees of the Centre shall be subject to the authority of the Council. Each committee shall keep a record of its operations and shall report thereon to the Council at every meeting of the Council and otherwise as required by the Council. Each committee that receives or expends funds of the Centre shall present annually to the Council a statement of its financial operations.

## **9.5 Quorum**

9.5.1 No business shall be conducted at any point at a meeting of any committee at which a quorum, which shall be at least half of the members thereof, is not present.



## **9.6 Awards Committee**

- 9.6.1 The Awards Committee shall consist of the immediate Past President as chairperson, and no more than two additional members of the Centre.
- 9.6.2 The Awards Committee shall
  - 9.6.2.1 solicit recommendations from all members of the Centre and consider and make recommendations for candidates for the Centre's awards,
  - 9.6.2.2 advise the Council respecting existing and proposed Centre awards, including eligibility for such awards, and
  - 9.6.2.3 have such other duties as may be prescribed by the Council.

## **9.7 Constitution Committee**

- 9.7.1 The Constitution Committee shall consist of three members of the Centre, one of whom shall be the Vice-President.
- 9.7.2 The Constitution Committee shall
  - 9.7.2.1 review the Constitution of the Centre and advise the Council respecting amendments to and consolidation thereof,
  - 9.7.2.2 review and advise the Council respecting all other constitutional affairs of the Centre, and
  - 9.7.2.3 have such other duties as may be prescribed by the Council.

## **9.8 Executive Committee**

- 9.8.1 The Executive Committee shall consist of the elected officers of the Centre referred to in Article 8.1 and any other persons elected by ordinary resolution of the Centre.
- 9.8.2 The Executive Committee shall transact the routine business of the Centre when the Council is not meeting and shall transact such business as requires immediate action.
- 9.8.3 Meetings of the Executive Committee shall be called by the President at the request of any member of the Committee or when the business of the Centre requires such meeting. The President shall make every reasonable effort to ensure that every member of the Executive Committee is informed of the time, location and purpose of each meeting of the Executive Committee, as far in advance of its occurrence as possible.
- 9.8.4 The President, at the next meeting of the Council, shall report all actions taken and decisions made by the Executive Committee.

## **9.9 Finance Committee**

- 9.9.1 The Finance Committee shall consist of the Treasurer, who shall be chairperson, and two other members of the Centre.
- 9.9.2 The Finance Committee shall
  - 9.9.2.1 prepare the annual budget of the Centre for presentation to and adoption by the Council,

- 9.9.2.2 invest monies of the Centre not required for current operations in deposits in Canadian banks, or in securities authorized for insurance companies under the Canadian and British Insurance Companies Act (Canada), or with an institution insured under the Canadian Deposit Insurance Corporation Act (Canada),
- 9.9.2.3 review the annual financial statements of the Centre referred to in Article 11.2 prior to their submission to the Council,
- 9.9.2.4 advise the Treasurer and the Council with respect to the financial affairs of the Centre, and
- 9.9.2.5 have such other duties as may be prescribed by the Council.

## **9.10 Nominating Committee**

- 9.10.1 The Nominating Committee shall consist of the immediate Past President as chairperson, and no more than two additional members of the Centre.
- 9.10.2 The Nominating Committee shall
  - 9.10.2.1 discharge the duties prescribed in Article 8.5.1, and
  - 9.10.2.2 have such other duties as may be prescribed by the Council.

## **9.11 Vacancy On A Committee**

- 9.11.1 If a vacancy on a committee occurs by reason of death, resignation, or disqualification, then another eligible member of the Council or the Centre, as the case may be, may be appointed by an ordinary resolution of the Council to fill such vacancy for the remainder of the term of office.

## **9.12 Removal From Office**

- 9.12.1 The chairperson and any member of any committee, except the President, may be removed from that office by ordinary resolution of the Council. Any such person whom it is proposed to remove from office is entitled to receive notice of the meeting at which such removal shall be proposed and of the intention to propose such removal, and to make representations on his or her behalf at the meeting of the Council at which the vote is held.

## **Article 10 Meetings Of The Centre**

*[Article 4.10 of the Society's By-law provides for the holding of an annual meeting by each centre and specifies certain steps to be taken at such annual meeting. Centres are free to adopt any other provisions with respect to annual, regular, or special meetings as they may see fit.]*

### **10.1 Annual Meeting**

- 10.1.1 \* The annual meeting of the members of the Centre shall be held between October 1<sup>st</sup> and December 31<sup>st</sup> in each membership year at such place as shall be designated by the Council.

- 10.1.2 At least thirty days before the date of the annual meeting, the Secretary shall notify each voting member of the Centre of
- 10.1.2.1 the agenda for the annual meeting, specifying its time and place, and
  - 10.1.2.2 any proposed By-law or amendment to the Constitution of the Centre adopted by special resolution of the Council under Article 15.1.
- 10.1.3 The order of procedure at the annual meeting shall be as follows:
- 10.1.3.1 consideration and approval of the agenda for the meeting;
  - 10.1.3.2 consideration and approval of the minutes of the last annual meeting and of any meeting by requisition held since the last annual meeting;
  - 10.1.3.3 consideration and approval of the reports of the Council, the officers of the Centre, and the committees of the Council, and presentation and adoption of the financial statements;
  - 10.1.3.4 consideration of any matter proposed to be adopted by special resolution of the Centre;
  - 10.1.3.5 election of officers, councillors and the National Council Representative(s) of the Centre,
  - 10.1.3.6 election of the auditor of the Centre as prescribed in Article 11.1; and
  - 10.1.3.7 other business.

## **10.2 Regular Meetings**

- 10.2.1 The President shall call regular meetings of the members of the Centre as often as the business and activities of the Centre may require. Notice of such meetings shall be given in such manner as can reasonably be expected to bring the calling of such meetings to the attention of the members of the Centre.

## **10.3 Meetings on Requisition**

- 10.3.1 Upon requisition in writing signed by at least ten voting members of the Centre, the President shall call a meeting of the Centre to consider the business specified and at such place as is named in the requisition. If the President fails to call a meeting of the Centre to be held within sixty days of such requisition, then any voting member of the Centre who has signed such requisition may call a meeting of the Centre.
- 10.3.2 At least thirty days before the date of such meeting the Secretary shall notify every voting member of the Centre of the meeting, stating the names of the requisitioning members, the location and time of the meeting, and the business specified in the requisition. If the Secretary fails to give such notice, the notice of the meeting may be given by any voting member who has signed such requisition, at the expense of the Centre, at least thirty days before the date of the meeting.
- 10.3.3 At any such meeting of the Centre, only such business as is specified in the requisition shall be conducted.

## **10.4 Presiding Member**

10.4.1 The annual meeting of the Centre shall be presided over by the President, in his or her absence by the Vice-President, and in the absence of both of them by a member of the Council elected at the meeting. The presiding member may vote at a meeting only to cast a deciding vote in the event of a tied vote.

10.4.2 Every other meeting of the Centre shall be presided over by the President or by his or her designate.

## **10.5 Quorum**

10.5.1 No business shall be conducted at any point at the annual meeting of the Centre, and no vote shall be taken at any point at any meeting of the Centre at which a quorum, which shall be voting members of the Centre, is not personally present or represented by proxy.

## **10.6 Conducting Of Business**

10.6.1 Unless otherwise prescribed in the By-laws, by applicable legislation, or by the National By-laws, the Centre shall act by ordinary resolution, and Robert's Rules of Order shall govern the conduct of Centre meetings.

## **10.7 Proxies**

10.7.1 A voting member of the Centre may be represented at an annual, regular, or special meeting by any other voting member whom he or she has appointed in writing as his or her proxy.

## **Article 11 Finances**

### **11.1 Auditor**

11.1.1 At every annual meeting the Centre shall elect an auditor to hold office until the end of the next annual meeting. The auditor shall conduct an audit of the Centre's financial records and shall express an opinion on the annual financial statements to the members of the Centre. The auditor shall not be a member of the Council.

### **11.2 Annual Financial Statements**

11.2.1 The Centre's annual financial statements shall consist of a balance sheet, a statement of revenues and expenses, and such other statements as are required in accordance with generally accepted accounting principles, by the Council, by the National Council, or otherwise by law.

## **Article 12 Signing Authority**

### **12.1 Signing Authority**

- 12.1.1 Contracts, or any instruments in writing requiring the signature of the Centre, shall be signed by any two of the President, the Vice-President, the Secretary, and the Treasurer, and all contracts, documents and instruments in writing so signed shall be binding upon the Centre without further authorization or formality. The Council shall have the power from time to time by resolution to appoint an officer or officers on behalf of the Centre either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing. The seal of the Centre, when required, may be affixed to contracts, documents and instruments in writing signed as aforesaid.
- 12.1.2 Every officer who, and committee that, has responsibility for the expenditure of an amount allocated under the budget may expend such amount and thereupon bind the Centre to that extent without further authorization.

## **Article 13 Remuneration And Expenses**

### **13.1 Remuneration**

- 13.1.1 No member of the Council or of a committee shall receive any remuneration from the Centre for his or her services

### **13.2 Expenses**

- 13.2.1 Each member shall be entitled to be reimbursed for all expenditures authorized by the Council and made by him or her on behalf of the Centre or in connection with the Centre's business.

## **Article 14 Conformity To By-Laws**

### **14.1 Conformity To By-Laws**

- 14.1.1 Subject to Article 14.2, no action taken contrary to the By-laws of the Centre is valid.

### **14.2 Failure To Receive Notice**

- 14.2.1 The failure of any person to receive notice of any meeting required to be given under the By-laws of the Centre does not affect the validity of any action taken at such meeting.

## **Article 15 Repeal And Amendment**

*[Centres are reminded that every by-law enacted by a Centre must be approved by the National Council of the Society under Article 4.04 of the Society's By-law. No by-law of a Centre passed by either the council or the membership of the Centre is effective until the National Council approves it.]*

### **15.1 \* Amendment And Enactment Of Constitution**

15.1.1 The By-laws of the Centre may be repealed or amended, supplementary Letters Patent may be enacted and other by-laws of the Centre may be enacted, by special resolution of the Centre. No such action is effective until adopted by the National Council, as prescribed by the Society's By-laws, and until approved in accordance with applicable legislation, if any.

### **15.2 Repeal Of Previous By-Laws**

15.2.1 All previous by-laws of the Centre are repealed as of the coming into force of this By-law. Such repeal shall not affect the previous operation of any by-law so repealed or affect the validity of any action done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any charter or documents of the Centre obtained pursuant to, any such by-law prior to its repeal. All officers or persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of this By-law and all resolutions of the Centre or of the Council or a committee of the Council with continuing effect passed under any repealed by-law shall continue good and valid except to the extent inconsistent with this By-law and until amended or repealed.