

East Valley Astronomy Club

Policies and Procedures

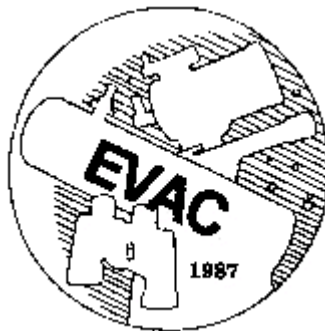
April 11th, 2019

Revision History: Rev. 1, January 20, 2019; Original: July 24, 2018

- Membership Dues Renewal (due on January 1st)
 - \$30.00 - Individual
 - \$35.00 - Family
- First Time Members Dues Schedule
 - \$30.00 January - March
 - \$35.00 - January through March (Family)
 - \$22.50 - April through June
 - \$26.25 - April through June(Family)
 - \$15.00 - July through September
 - \$17.50 - July through September(Family)
 - \$37.50 - October through December (includes following year)
 - \$43.75 - October through December (Family includes following year)
- Speaker Fees
 - \$100 for Phoenix Area Speakers
 - \$150 for Speakers outside of the Phoenix Area
 - Higher amounts to attract well known speakers who charge fees must be approved by the Board of Directors.
- Annual Audit
 - The Board of Directors will decide who shall perform audits of Club finances. No precedent set yet. Quickbooks is the recommended software of choice for documenting treasury finances.
- Conflict of Interest Avoidance
 - All Club Officers and Board Members must adhere to the Conflict of Interest Policy as set forth in the conflict of interest policy document posted on the club's website: http://evaonline.org/public_docs/CofI_policy.pdf
- Purchasing of non-budgeted items for the club will require varying levels of approval depending upon the expense of the item. All purchases must be reported to the Properties Manager and Treasurer.
 - For items of value less than \$100, an Executive Officer may purchase items for the club without formal approval.
 - For items valued between \$100 and \$750, a majority of the Board of Directors must approve the purchase.
 - For items of value less than \$250, the Observatory Manager may purchase items for the observatory without formal approval.
 - For items over \$750, the purchase must be approved by the General Assembly by a simple majority vote.

- Maintain the Solar Walk at the Chandler Veterans Oasis Park.
 - Assist the Chandler Parks and Recs department in maintaining the Solar Walk signs up to a cumulative cost of \$10,179.
- Astronomical League (AL)
 - The Club is a member of the AL and renews every July for the price of \$10. The Club also pays the individual dues of \$7.50 for the AL coordinator (ALCor) and the four executive officers: President, Vice President, Treasurer, and Secretary.
 - EVAC, through the AlCor, makes Astronomical League membership available to EVAC members on a quarterly basis for an annual fee of \$7.50.
 - The EVAC representative to Astronomical League (AlCor) sends an updated member list and officer directory to Astronomical League every quarter.
- The Club typically supports the International Dark Sky Association with an annual \$100 contribution in July.
- Detailed Duties of the Properties Director Duties of the Properties Director
 - Responsible for the maintenance, storage, and documentation of all equipment belonging to EVAC.
 - Maintain a list of all equipment that belongs to EVAC and clearly note any equipment on loan to GRCO or any other organization.
 - Decide on the acceptability of equipment offered to EVAC and be the recipient of the equipment once it is accepted.
 - Notify the Treasurer that an item has been donated so that the Treasurer can issue an acknowledgment receipt.
- Detailed Duties of the Gilbert Rotary Centennial Observatory (GRCO) Manager
 - Serve as the primary liaison between EVAC and the Town of Gilbert. The manager shall ensure that all observatory functions are conducted in accordance with the Memo of Operation between EVAC and the Town of Gilbert.
 - Maintains an inventory of equipment for the observatory. This equipment is owned by the Town of Gilbert and is separate from the list of EVAC equipment maintained by the Property Manager. This list includes any observatory equipment which may be housed in the EVAC storage shed. Equipment owned by EVAC may be loaned to the Observatory to assist in operations. Such equipment will be listed on the inventory maintained by the Property Manager. Ownership of such equipment is retained by EVAC.
 - Ensures that equipment in the observatory is properly maintained and serviced.
 - Purchase of equipment or supplies necessary to the operation of the observatory in accordance with policies detailed in this Policies and Procedures document.
 - Select and train Assistant Managers and Operators for the observatory. Operators should follow the policies of EVAC concerning interaction with the public at sponsored events.
 - Ensure that the observatory is open and adequately staffed for regular Friday and Saturday evenings, special events, and private star parties.
 - Transfer donations collected at the observatory to the Treasurer in a timely manner. The manager will record all donations collected at the observatory, and provide documentation to the Treasurer on a regular basis.

- Additional Treasurer duties
 - Keep Club investments in a true two signature account where both signers must approve money withdrawals
 - File IRS form e-990 annually (April)
 - File annual Arizona Corporation Commission reports
 - Reconciliation of bank and PayPal statements
 - Send confirmation email receipts of Club (or AL) memberships dues received through the mail to the sender (or sender and AL coordinator).
 - Send acknowledgements of received donated goods to the donor.
 - Get the mail from the mailbox and disperse any items as needed
 - Order and pick up badges ordered
 - Provide a quarterly treasurer's report at the club meetings
 - Provide the board with a detailed report quarterly
 - Pay annual expenses
 - BLM fee (and file appropriate paperwork)
 - usually split with SAC by sending their treasurer an invoice
 - Clear Sky Clock
 - GRCO tracking software (Software Bisque)
 - PO Box Fee
 - EVAC Insurance (covers GRCO and EVAC)
 - Fidelity Bond
 - IDA contribution
 - AL dues
 - Web hosting fees (usually not annual)
- Additional Vice President Duties
 - Determine the meeting dates for the upcoming year.
 - Book the Shakespeare room for the following year in December for the monthly meetings and for the 2nd Friday of the month for the public star party lecture.
 - Contact the Gilbert Parks and Recs department
- Social Chairperson (not yet assigned)
 - Plan the Christmas Party
 - Plan group trips
- Club Emblem
 - The official emblem of the East Valley Astronomy Club, Inc. was designed on July 15, 1987 by Paul Bingham, and shall consist of a circular design as shown below:



Other Notes of Interest

Bylaw Changes

After a ratified change in the Constitution and Bylaws, a letter needs to be sent to the IRS if there are significant changes. A letter because we file the 990-N annual electronic post card reporting form. By significant, the IRS is concerned with how the board of directors is formed and who gets to vote. They are not concerned with minor changes such as maintaining a club library or not. The state of Arizona does not need to be notified. The articles of incorporation do not need to be amended either.

Enclose a summary of the changes made along with either a copy of the bylaws if they have been rewritten or just the stricken or added sections if they have only been slightly modified. The name of the club, its EIN, and its mailing address should be included. An executive officer (president or treasurer for example) needs to write the letter and sign it with their name.

Send to: (check for most current address on the IRS website)

Internal Revenue Service
Attn: Correspondence Unit
PO Box 2508 Room 4024
Cincinnati OH 45201

Reference instructions for future boards:

<https://www.irs.gov/charities-non-profits/about-irs-exempt-organizations>

For answers to questions about charities and other non-profit organizations, call IRS Tax Exempt and Government Entities Customer Account Services at (877) 829-5500 (toll-free number).

Non-IRS informational websites

<https://www.wikihow.com/Amend-Nonprofit-Bylaws>

<http://www.dmlp.org/legal-guide/bylaws-nonprofit-corporations>