

# **San Diego Space Society**

## **SDSS Chapter Bylaws**

### **Article 1 - GENERAL**

1. **NAME**  
The name of this organization is the San Diego Space Society, a chapter of the National Space Society.
2. **PURPOSE**  
The San Diego Space Society was founded in 2008 with the purpose of raising awareness and educating the general public to the benefits of human exploration of space and San Diego's role in space development, as well as to the idea of creating a spacefaring civilization within our lifetimes.
3. **CHAPTER RULES**  
The San Diego Space Society will operate under the NSS Chapter Rules for as long as it remains a chapter of the National Space Society.
4. **DEFINITIONS**  
The following Definitions will be used throughout this document:
  - 4.1. Chapter: the San Diego Space Society (SDSS).
  - 4.2. Society: the National Space Society (NSS).
  - 4.3. Membership: the San Diego Space Society general membership.
  - 4.4. Board: the Board of Directors of the San Diego Space Society.
  - 4.5. Fiscal Year: January 1 to December 31. (must coincide with Society fiscal year)
5. **ENDORSEMENTS**  
As required by the Society, our Chapter may not sponsor, endorse, finance, or lend our name to any commercial enterprise for the sole purpose of promoting that enterprise.
6. **DISSOLUTION**  
Upon dissolution of the Chapter, every effort will be made to return unused membership monies to the then current members of the Chapter. All remaining assets will become the property of the Society.
7. **CHAPTER AFFILIATION**  
The SDSS may withdraw its affiliation with the Society by a two-thirds vote of the Chapter membership.
8. **RATIFICATION AND AMENDMENT**  
These Chapter Bylaws must be ratified or amended by a two-thirds vote of members present (including absentee ballots) at a duly called meeting of the General Membership.

### **Article 2 - MEMBERSHIP**

1. **MEMBERSHIP DEFINITION**  
Membership is available to anyone who pays the regular Chapter membership dues. Membership will include all family members residing at the same address. However, a single address will only receive a single copy of the Chapter newsletter, unless a separate membership is requested and paid for.
2. **MEMBERSHIP DUES**  
The Board will establish the amount of dues (if any) required for membership.

3. SOCIETY MEMBERSHIP

Chapter members are not required to be members of the Society (except in the case of Chapter Officers). However, Society membership will be encouraged.

4. CHAPTER MEETINGS

There will be at least one General Membership meeting each quarter. All members will receive a minimum of one week notice in writing, in person, by telephone, postal mail, or electronic mail, of the time and location of each meeting.

5. CALLING A MEETING

A Membership meeting may be called at any time by a majority vote of the Board, or by the Chapter President. It may also be called after a petition has been submitted which has been signed by one-half of the Membership (or ten Members, whichever is less), with appropriate notice given as required by Article 2, Para. 4.

6. PETITIONS

A petition from the Membership must be presented to, and received by, a majority of the Board to be considered valid. The petition may be delivered in person or by certified postal mail.

7. ABSENTEE BALLOT

During the three monthly meetings prior to a voting meeting, Chapter members may request, in person or via postal or electronic mail, to be placed on an absentee ballot list. Absentee ballots will be honored by the Chapter as if the member voting were physically present. Absentee ballots must be received by the Secretary prior to the commencement of voting to be considered valid.

## **Article 3 - OFFICERS**

1. NUMBER OF OFFICERS

The Chapter must have a minimum of three Officers including a President, Secretary, and Treasurer. A Member may hold only a single office during any term.

2. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

- 2.1. Preside at all meetings and official functions of the Chapter.
- 2.2. Represent the Chapter to the Public.
- 2.3. Initiate contact with other organizations with which the Chapter will do business.
- 2.4. Sign all agreements to which the Chapter is a party.
- 2.5. Act as liaison between the Chapter and the Society.
- 2.6. Delegate these responsibilities and powers to other members of the Chapter as the Board may deem appropriate.

3. DUTIES AND RESPONSIBILITIES OF THE SECRETARY

- 3.1. Maintain records of all resolutions passed at all meetings of the Membership and of the Board.
- 3.2. Record agenda items and votes taken at all General Membership and Board meetings, and disseminate that information to the Membership through the Chapter newsletter.
- 3.3. Keep the Membership roll current and provide a copy to any Board member or the Society as required.
- 3.4. Provide notice of meetings to the Membership and to the Board as required by Article 2, Para. 4.
- 3.5. Complete the Chapter Database and Activities Report sections of the Society Annual Report.
- 3.6. File the completed Annual Report with the Society within 45 days from the start of the fiscal year.
- 3.7. The Secretary will be first in succession if the President is unable to fulfill the duties of office.

#### 4. DUTIES AND RESPONSIBILITIES OF THE TREASURER

- 4.1. Receive, record, and safeguard all monies paid into the Chapter.
- 4.2. Keep full and accurate books of account for all financial transactions of the Chapter.
- 4.3. Render a financial report or open the books for inspection as required by the Board or the Society.
- 4.4. Pay all bills of the Chapter when presented with a duly approved Reimbursement form.
- 4.5. Develop a Chapter Budget for each fiscal year.
- 4.6. Complete the Chapter Financial Report section of the Society Annual Report and submit that report to the Secretary for inclusion with the remainder of the Report.
- 4.7. The Treasurer will be second in succession if the President and Secretary are unable to fulfill their duties of office.

#### 5. GENERAL RESPONSIBILITIES

It is the responsibility of the Chapter Officers to run the day-to-day affairs of the Chapter in the most expeditious and professional manner possible. It is their further responsibility to keep the Board and the Membership informed of their activities through Membership meetings and the Chapter newsletter. All actions taken by the Officers will be accountable to the Board and to the Membership.

#### 6. BOARD AFFILIATION

All Chapter Officers are members of the Board and are bound by the additional bylaws governing their actions and responsibilities.

### **Article 4 - BOARD OF DIRECTORS**

#### 1. DUTIES AND RESPONSIBILITIES OF THE BOARD

The primary function of the Chapter Board of Directors will be the setting of Chapter policy as outlined in these bylaws and to carry out the wishes of the Members within those guidelines. They will also serve to balance the power of the Chapter Officers and may take action if the Officers are seen to have exceeded their authority.

#### 2. NUMBER OF BOARD MEMBERS

The Board will consist of a total of seven Members (with three of those members being the primary Officers). If for any reason the number of Board members must be changed, it must remain an odd number to prevent a tie vote.

#### 3. QUALIFICATIONS

Board members are not required to be members of the Society, however they must be members of the Chapter in good standing.

#### 4. ELECTIONS

Board members will be elected annually at a General Membership meeting. Candidates become Board members by a majority vote of members present (including absentee ballots) and serve for a term of one fiscal year. If, during the course of a term, a Board member wins an election to another Chapter office, the original post must be vacated and an election held to fill the position.

#### 5. ATTENDANCE

If a Board member misses two consecutive General Membership meetings, the Board is required to determine if that Board member retains the ability to perform the functions of the office. If it is determined that the Board member does not retain these abilities, then that position must be considered vacated and a new Board member elected by the membership as required by Article 4, Para. 4.

#### 6. RECALL FROM OFFICE

Any member of the Chapter may request for a Board member to be removed from office if they feel

there is sufficient cause to warrant a recall. For a Board member to be removed, two-thirds of the members present (including absentee ballots) at a General Membership meeting must vote in favor of the recall.

7. RESIGNATION

If any Board member resigns from office, that member forfeits the rights of that position until such time as they are again elected to the Board.

8. CONFLICT OF INTEREST

A Board member may not authorize, or vote in favor of, any matter where that Board member would make financial gain, except in the instance of reimbursement of duly authorized Chapter expenses.

9. QUORUM

A majority of the Board members will constitute a quorum for the purpose of voting on motions at General Membership meetings and Board meetings.

10. MEETINGS

Every effort must be made to hold Board meetings when the Membership is invited to be present. However, when circumstances warrant, Board meetings may also be held by telephone, postal mail, electronic mail, or collaborative web site, as long as a record is made available to the Membership.

11. DECISIONS

Every effort must be made to make final decisions on matters when the Membership is invited to be present. However, when circumstances warrant, a decision may be made by telephone, postal mail, or electronic mail (all subject to the quorum requirement specified in Article 4, Para.9). Decisions will be considered acted upon when a majority of the Board has voted in the same way regarding the matter, unless otherwise specified by these bylaws. All Board decisions must be published in the Chapter newsletter so as to be answerable to the full Membership of the Chapter.

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Jesse Clark, President

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Date

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Chris Radcliff, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dave Dressler, Treasurer

\_\_\_\_\_  
Date