

## **CONSTITUTION AND BY-LAWS**

NATIONAL RADIO ASTRONOMY OBSERVATORY  
EMPLOYEES RECREATION ASSOCIATION GREEN BANK

**June 2008**

(including all previous amendments)

Approved:

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Carla Beaudet, President

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Melinda Mello, Secretary

## **CONSTITUTION AND BY-LAWS**

### **NATIONAL RADIO ASTRONOMY OBSERVATORY EMPLOYEES RECREATION ASSOCIATION GREEN BANK**

#### ARTICLE I - Name

The name of the Association shall be the National Radio Astronomy Observatory Employees Recreation Association Green Bank.

#### ARTICLE II - Object and Activities

##### Section 1

The object of this Association shall be to encourage, promote, budget and carry on recreational activities to be participated in by the employees of the National Radio Astronomy Observatory, particularly by the employees of the Green Bank site, since it is recognized that the Green Bank employees, without the aid of this Association, would have access to fewer recreational activities than the employees of the remaining National Radio Astronomy Observatory sites. Therefore, the governing body of this Association will consist only of employees at the Green Bank site.

It is also the object of this Association to promote mutual acquaintance and cooperative spirit among the entire body of the National Radio Astronomy Observatory employees. In accordance with this objective, employees from the remaining National Radio Astronomy Observatory sites, will be accorded full privileges when at Green Bank, and will be issued membership in accordance with the appropriate paragraphs of this document.

##### Section 2

The activities of the Association shall be non-professional and no member of the Association shall receive any private financial profits for their activities.

For the purpose of this Section 2, non-professional shall be taken to mean that no sport or other Recreation Association activity shall be of such nature as to endanger the amateur status of the participants.

##### Section 3

All assets become property of NRAO upon dissolution of the NRAOERAGB.

#### ARTICLE III - Membership

##### Section 1

A. Any Green Bank regular full-time or permanent part-time employee, visiting scientist, or student shall automatically become an active member of this Association during the period of their employment of association with the NRAO. Visiting scientists, students, temporary employees, or other-site NRAO employees will be accorded full privileges (except the right to vote).

B. Members of an employee's family will be accorded full privileges of membership (except the right to vote or as noted in other sections of the By-Laws). "Family" shall be understood to include the member's spouse and current Dependents (living in household or current student Dependents).

C. The **immediate family** of an employee living in the same household shall be accorded full privileges of a family member, **by permission** of the Board of Directors of the Association.

D. Retired employees are granted the same privileges as an employee.

E. Former employees on long-term disability insurance are granted the same privileges as an employee.

F. NRAO contractors and their employee's who are providing the contracted service, and their immediate family members, may become privileged, non-voting members after written application to and upon the approval of the Board of Directors. Such temporary membership and may be withdrawn by the Board of Directors.

G. Members of a deceased employee's family or deceased retired employee's family will be accorded full privileges of membership (except the right to vote). "Family" shall be understood to include the deceased member's spouse and Dependents.

H. Members of an employee's family who is on an approved leave-of-absence from NRAO will be accorded full privileges of membership (except the right to vote). "Family" shall be understood to include the member's spouse and Dependents.

I. The privileges of an employee suspended from their assigned duties shall remain unchanged unless specified by the Assistant Director of NRAO (Green Bank Site).

## Section 2

Termination of employment, of association, or of contract with the National Radio Astronomy Observatory, automatically terminates membership.

## ARTICLE IV - Guest

### Section 1

Any employee member or privileged member may invite guests to use facilities, providing this privilege is not abused, and providing the guest (other than immediate family) is accompanied by some member in good standing who must stay in attendance with the guest. The Board of Directors of the Association will determine when privileges are abused.

### Section 2

Dependants under ten years of age are allowed no guests. Dependants ten years of age or over are allowed a maximum of two guests at one time.

### Section 3

Special rules regarding guests and children may be established for specific recreational facilities. This may be done by the governing Board.

## ARTICLE V - Governing Body

The Association shall be governed by a Board of Directors consisting of at least six (6), and no more than 20 persons, who are permanent employees of NRAO Green Bank, and who have been employees for at least 3 months of the preceding 12, or the spouses of said employees. A majority of the board shall consist of employees. The president of the previous Board of Directors will act as an advisor, as requested.

## ARTICLE VI - Election of the Board of Directors

### Section 1

The annual election for the Board of Directors shall take place in the monthly meeting two months prior to the start of the new fiscal year. The newly elected members will then serve an apprenticeship with the regular Board for one month, during which time they will be available to help with all of the planned activities of the regular Board. The newly elected members will then assume their duties of office at the start of the new fiscal year.

### Section 2

The annual election will elect the board members, those seats whose two-year terms are expiring.

### Section 3

Each employee present at the Board Election meeting shall have one (1) vote for each Board member, and these votes are not cumulative.

### Section 4

Employees must be nominated by someone other than themselves.

### Section 5

All new nominees and board members whose two-year terms are expiring shall be voted on, by written ballot, by those employees attending the November election. In the event that more than a total of 20 persons on the board of directors is possible, then those receiving the most votes will be appointed to the board.

## ARTICLE VII - Term of Office

The term of office of all officers of the Board shall be for two (2) years succeeding the fiscal year in which they began service, or until his or her successor is elected and installed.

## ARTICLE VIII - Removal from office

### Section 1

Any member of the Board of Directors may be removed from office for just cause, said cause to be determined by the Board of Directors. Such removal shall require a two-thirds vote of the members of the Board of Directors, at any regular meeting, when there shall be a quorum present.

Section 2

Membership roles will be reviewed at least once per year by the Board of Directors. In the event any member of the Board of Directors is absent from any regular monthly meeting for three consecutive times, or fails to contribute to the work undertaken by the board within a given year, immediate removal from office is to be considered by the Board of Directors. The secretary should give at least 1 month warning to delinquent members before removal is voted upon.

ARTICLE IX - Vacancies in the Board of Directors

When a vacancy occurs in the Board of Directors, other than an expired term, such vacancy may be filled by a nomination and election by the Board of Directors at any regular meeting. The newly elected individual will serve the remainder of the term.

ARTICLE X - Officers

The newly completed Board of Directors shall, at the first monthly meeting of the new fiscal year, elect from its members the following officers: President, Vice-President, Secretary, and Treasurer.

ARTICLE XI - Duties of Officers and Committees

Section 1

The president, vice-president, secretary, and treasurer will assume the duties as are customary to their office.

Section 2

The president shall appoint the following committees:

A. A finance committee of four (4) members, all of whom shall be members of the Board of Directors, with the vice-president of the Board of Directors as chairman, and two directors and the treasurer. The finance committee will pass upon and recommend to the Board of Directors all requests for expenditures, and will audit all accounts of the Association. The treasurer can approve expenditures of \$100.00 or less without a vote by the Board of Directors.

B. A By-laws committee of three (3) members, all of whom shall be members of the Board of Directors.

Section 3

In the management of the Association, the Board of Directors shall abide by all rules and regulations of the National Radio Astronomy Observatory, and shall obtain the approval of the Associate Director of the National Radio Astronomy Observatory (Green Bank Site) or their designee, in regard to expenditures and accounting practices, and the use of property and facilities of the Observatory.

Section 4

Other committees may be appointed, from time to time, as may be necessary to carry on the activities of the Association.

#### Section 5

All committees appointed to represent the association are required to report their findings to the Board of Directors.

#### Section 6

The budget shall be submitted to the Board, and after approval it shall be submitted to the Associate Director of the NRAO (Green Bank Site) or their designee.

#### Section 7

The Board of Directors shall decide on all expenditures, promotion of activities, method of election, appointment of committees, and the general government of the Association.

#### Section 8

The Secretary shall keep a record of the meeting of the Board of Directors, and prepare for presentation such data as the Board of Directors from time to time directs.

#### Section 9

A checking account will be set up, and no check will be honored by the bank for payment unless signed by the treasurer, or, in the treasurer's absence, by the president.

#### Section 10

The treasurer shall act as a central purchasing agent for the Association, who will execute orders properly approved by the finance committee, who will verify all bills for orders, and who will act as custodian for all properties of the Association.

### ARTICLE XII - Meetings

#### Section 1

The meeting of the Board of Directors shall be held at regularly scheduled monthly times. Consensus of the board must be reached to change the meeting time. Meetings will be scheduled well in advance and advertised to all GB employees. The president may change the date and time of any regular meeting, if necessary, providing proper notification to all Green Bank employees.

#### Section 2

Regular monthly meetings may be attended by any of the general membership; these meetings shall be announced to all NRAO Green Bank employees by email, telephone, poster or other means readily accessible to all employees no later than a week prior to any such meeting. Additionally, the minutes of the regular monthly meetings shall be available to any member of the Association at all times in the secretary's office.

#### Section 3

Special meetings of this Association may be called by the Board of Directors upon proper notification, either through letter, email, or proper posting.

Section 4

Any twelve employee members of the Association are privileged to petition the Board of Directors to call a meeting of all the membership.

Section 5

The annual election of the Board of Directors for the Association shall be held at the monthly meeting two months prior to the start of the fiscal year.

Section 6

Voting shall be conducted only at meetings; email voting is prohibited.

ARTICLE XIII - Quorum

Four (4) members of the Board of Directors shall constitute a quorum for the transaction of business at a regular meeting.

ARTICLE XIV - Order of Business

The business of the Board of Directors, at its regular meetings, shall be conducted in the following order:

- Call to Order
- Reading and Approval of Minutes of last, regular or special meetings
- Report of President and Secretary
- Report of Treasurer
- Report of Standing Committees
- Report of Special Committees
- Unfinished Business
- New Business
- Adjournment

ARTICLE XV - General

Section 1

Funds shall not be solicited for the Association, or any of its activities, unless so authorized by the Board of Directors.

Section 2

The director of NRAO, or his designee, shall appoint a qualified person or persons to do an annual audit of the NRAOGBERA financial books.



## ARTICLE XVI - Amendments

### Section 1

The Board of Directors shall have the privilege to propose amendments or otherwise change the by-laws of the Association.

### Section 2

Proposed amendments accepted by the Board of Directors, with a majority vote, will then be voted on by the Green Bank employees. A two-thirds (2/3) majority of the returned ballots must be carried before ratification.

### Section 3

Amendments may be directly proposed to the Board of Directors by a group of any twelve (12) employee members.

## ARTICLE XVII - Fiscal Year

The fiscal year of this Association shall conform to the National Radio Astronomy Observatory fiscal year.