

# East Valley Astronomy Club

## Policies and Procedures

March 27, 2018

Last Revision May 2, 2018

- Membership 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.
  
- Detailed Duties of the Properties Director and the Gilbert Rotary Centennial Observatory (GRCO) Manager
  1. Duties of the Properties Director
    - a. Responsible for the maintenance, storage, and documentation of all equipment belonging to EVAC.
    - b. Maintain a list of all equipment that belongs to EVAC and clearly note any equipment on loan to GRCO or any other organization.
    - c. Decide on the acceptability of equipment offered to EVAC and be the recipient of the equipment once it is accepted.
    - d. Notify the Treasurer that an item has been donated so that the Treasurer can issue an acknowledgment receipt.
  
  2. Duties of the Observatory Manager
    - a. 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.
    - b. 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.

- c. Ensures that equipment in the observatory is properly maintained and serviced.
  - d. Purchase of equipment or supplies necessary to the operation of the observatory in accordance with policies detailed in this Policies and Procedures document.
  - e. 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.
  - f. Ensure that the observatory is open and adequately staffed for regular Friday and Saturday evenings, special events, and private star parties.
  - g. 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.
- The 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 club without formal approval.
    - For items over \$750, the purchase must be approved by the General Assembly by a simple majority vote.
  - Additional Treasurer duties
    - Secure permission for use of BLM land and completing the annual reporting as required.
  - Annual Audit
    - The Board of Directors will decide who shall perform audits of Club finances.

### Club Emblem

- A. 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:

