

**Constitution of the 'Anthonian Cosmic Gazers' - The Astronomy Club of the Department of Physics, St. Anthony's College, Shillong -793001 Meghalaya.**

***(Established on the 28<sup>th</sup> of September, 2013)***

**Article 1: Name**

The official name of this club is the '**Anthonian Cosmic Gazers**', henceforth to be referred to as the Club in this document.

**Article 2: Objectives**

The primary objectives of the club are:

1. To promote Astronomy as a hobby.
2. To stimulate interest and increase knowledge of the members in the field of Astronomy.
3. To undertake projects to encourage an awareness of Astronomy among the general public.

**Article 3: General Membership**

**Section 1.** Membership of the club is open to all students having Physics as a combination paper at UG course and faculty of St. Anthony's College, Shillong, with an interest in Astronomy. Later the membership may be expanded to others too.

**Section 2.** General membership will be of two types - lifetime membership and annual membership.

**Section 3.** Membership of the club will not be free. Fee for lifetime membership will be Rs. 1000.00 and for annual membership the fees will be Rs. 50.00 per year. Any subsequent change in the fees will be decided in the general meeting of the club.

**Section 4.** General members will have voting powers during the club elections or for making any policy decisions.

**Section 5.** Any member can withdraw membership by giving in writing his/her intention of withdrawing membership. However membership fee paid will not be refunded.

**Section 6.** Any member who does not adhere to the rules and regulations of the Club or does anything against the general interest of the Club can be expelled from the Club and he/she will have to forfeit his/her membership.

#### **Article 4: Officers**

**Section 1.** The elected/selected officers of the club will be the Patron, President, Vice President, Secretary, Assistant Secretary, Treasurer and Two Activities Coordinator.

**Section 2.** Officers of the club will be from among the faculty members of St. Anthony's College and have to be General Members of the Club.

**Section 3.** No Officer receives any honourarium from the Club.

**Section 4.** Any Officer who consistently fails to perform the normal duties and does not respond to ordinary communication from the Club shall be assumed to have resigned from office.

**Section 5.** The term of the Officers will be one year starting from 1<sup>st</sup> July to the 30<sup>th</sup> of June every year.

#### **Article 5. Executive Committee**

**Section 1.** Composition: The Executive Committee of the Club will be composed of the Patron, President, Vice President, Secretary, Assistant Secretary, Treasurer, Two Activities Coordinator and Four Junior Executives who will be selected from among the student members; two from third year and one each from second and first year.

**Section 2.** The Patron of the Club will be the Principal of St. Anthony's College and the President will be the Head of the Department of Physics, St. Anthony's College, Shillong.

**Section 3.** Responsibilities: The Executive Committee will be responsible for making plans for the operation of the Club activities, shall devise plans for meeting the financial requirements of the Club, shall have general control over all officers and committees of the Club and shall perform such other duties as ordinarily pertaining to the governing body of a club or as required by a majority vote of the voting membership. The Executive Committee shall have the power to overrule any decision of any club officer or committee. All

decisions of the Executive Committee shall be made by majority vote of the Executive Committee members and may be overruled by a majority vote of the Club membership at a regular club meeting.

#### **Article 6: Duties of Officers**

**Section 1.** The Patron: The Patron of the Club will have an advisory role and will be responsible for giving necessary guidance and direction for the smooth overall functioning of the Club.

**Section 2.** The President: The President supervises the affairs of the Club and presides at the meetings. He/she is the primary signing authority for anything that involves the Club, be it financial or administrative. He/she will be the chairman ex officio of the Executive Committee. He/she assumes temporary responsibility for the duties of another officer in the event of the other officer's absence or resignation. The president is required to settle any complaints and disputes openly without bias. If the President cannot resolve them, he/she must seek advice from the Executive Committee or appropriate outside sources.

**Section 3.** The Vice - President: The Vice - President is designated to act out the responsibilities of the President if the President is unavailable. He/she also has to assist the President in discharging his duties as and when asked for.

**Section 4.** The Secretary: The Secretary is responsible for maintaining records of the Club and is responsible for all correspondences and communications involving the Club. He/she records the attendance and minutes of Club meetings including meetings of the Executive Committee. The Secretary is responsible for maintaining the membership list, managing the advertisement of Club and its events and distributing it to its general members and for publicity.

**Section 5.** Assistant Secretary: The Assistant Secretary assists the Secretary and will do any other duty as and when entrusted to by the President.

**Section 6.** Treasurer: The Treasurer is responsible for managing Club finances. He/she keeps record of all financial matters related to the Club and processes transactions after approval.

**Section 7.** Activities Coordinator: The Activities Coordinator is responsible for organising club events in collaboration with the Vice-President. He/she has to perform any other duty as and when assigned by the President.

**Section 8.** Junior Executives: The Junior Executives are to assist the Executive Committee as and when asked for, primarily during the Club meetings and events. Also they will be responsible for coordinating with the student members.

#### **Article 7: Meetings**

**Section 1.** Meetings of the Executive Committee will be open to Executive Members only. The meetings will be held as and when necessary. At these meetings the Executive Committee will discuss Club concerns, upcoming meetings and all other issues for the upkeep of the Club.

**Section 2.** General Membership Meetings or Club Meetings including all general members, general and executive shall take place atleast twice a year. The last meeting of the year will be for the purpose of elections, as well as a general discussion of the direction of the Club for the following year.

**Section 3.** The minimum quorum to transact business in a meeting will be fifty percent of the total membership.

**Section 4.** A simple majority of vote of members present prevails in any vote except in a vote on the amount of membership fees, an amendment to the constitution or for dissolution of the club where two-thirds majority will be needed.

#### **Article 7: Election of the Executive Committee**

**Section 1.** An election for the members of the executive committee for the next year shall be held towards the end of each year.

**Section 2.** All general members will be eligible to cast one vote during the election process to be conducted by the Returning officer appointed by the incumbent President of the Club.

#### **Article 8: Club Fiscal Year and finances**

**Section 1.** The fiscal year of the Club shall begin annually on the first day of July and close on the 30<sup>th</sup> of June every year.

**Section 2.** Book of accounts and financial records of the club will be maintained by the treasurer.

**Section 3.** The bank account of the Club will be jointly operated by the secretary and the treasurer.

**Article 9: Dissolution**

**Section 1.** The Club can be dissolved only by a two-third majority vote of the membership.

**Section 2.** In the event of dissolution, the assets remaining shall be donated to the host department.

**Article 10: Amendments**

**Section 1.** This Constitution can be amended by two-thirds majority vote of membership present in the general meeting of the Club. An amendment is proposed by submitting to the Secretary a written statement of the proposed amendment at least three weeks before the meeting..