BY-LAWS OF THE INTERNATIONAL PLANETARIUM SOCIETY, INC.

ARTICLE I - Name

The name of this Society shall be the International Planetarium Society, Inc. (IPS).

ARTICLE II - Object

The purpose of this Society shall be the coordination, motivation, and improvement of all aspects of planetarium operations. This will be done through, but not limited to, publications and conferences. The Society shall support and strengthen the activities of existing and future planetarium oriented groups, hereafter referred to as affiliates.

ARTICLE III - Members (2017)

Section 1. Persons or organizations, as the case may be, may become Members of the Society according to the membership categories created by the Board and listed in the Standing Rules.

Section 2. Membership in the Society shall be gained by applying in writing to the Chair of the Membership Committee of the Society for admission and by payment of dues.

Section 3. A planetarium oriented group may affiliate with the Society on presentation of written application including a statement of support of the objectives of the Society and approval by the Board.

Section 4. Members shall be entitled to one vote in person, by proxy, or by mail (postal or electronic) as may be appropriate on any question pertaining to the Society, unless otherwise specified in these By-Laws and Standing Rules. Institutional and Corporate Members must designate the person who is authorized to exercise the vote.

Section 5. Termination of Membership shall become effective upon death, written resignation, or decision by the Board.

ARTICLE IV - Officers

Section 1. The officers of the Society shall be a President, President-Elect, Past-President, Executive Secretary, and Treasurer. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Society.

Section 2. An officer must be listed as an active member of the Society on the current membership list of the Society. An Officer shall not hold more than one office at the same time.
Section 3. The terms of office for officers shall be for two (2) consecutive years beginning on January 1 of odd-numbered years. The President-Elect serves for two (2) years, followed by two (2) years as President, followed by two (2) years as Past President for a total of six (6) years. The Executive Secretary and the Treasurer will serve no more than a six-year service (maximum of three consecutive terms which begins once officer is elected). Any IPS officers must wait for at least one full election cycle (two years) after they have fulfilled their term, before running for any IPS office. (2017)

Section 4. The Board shall appoint an Elections Committee consisting of a Chair and at least six (6) additional committee members selected from the list of the members of the Society before January 1 of even-numbered years. As far as possible the committee shall include at least one (1) member from each of the six continental zones specified in Article VI, Section 1. The committee shall not include current Officers.

Section 5. The Elections Committee shall present the slate of officers to the Chair of the Membership Committee for membership verification and shall then distribute to the voting membership at least four (4) months before expiration of the term of office or during the regular biennial business meeting of the membership, whichever occurs first. Voting shall be by electronic means on the Society’s Website or other electronic means authorized by the society. The candidates with the plurality of votes shall be declared elected and assume office at the designated time. The Chair of the Elections Committee shall receive and count the votes and report to the Officers. The results of the elections shall be announced to the Membership as soon as is convenient. (2017)

Section 6. If the office of President-Elect, Executive Secretary, or Treasurer becomes vacant prior to the end of the term of office, a special election shall normally be called to fill the vacancy, but may be deferred at the discretion of the Board. If the vacancy is in the office of Executive Secretary or Treasurer, the President, with the approval of the Board, may appoint a person to act in that office until a new person is elected.

ARTICLE V - Duties of Officers

Section 1. The President shall be the chief executive officer of IPS. The President shall preside at general meetings of the membership and all Board meetings and shall be an ex-officio member of all committees, except as otherwise stated in these By-Laws. The President shall solicit written invitations to host the biennial meeting of the membership during the term which follows the term of office as Past-President. The President, upon completing the term in that office, shall assume the position of Past-President in the new term of office.
Section 2. The President-Elect shall assist the President and in the event the President cannot or will not act in any matter through incapacity or any other reason, with the approval of the Board, the President-Elect shall assume the duties of the President. The President-Elect shall normally assume the position of President in the new term of office.

Section 3. The Executive Secretary shall prepare and keep the minutes of the Society; shall be responsible for all records of the Society; shall keep the seal of the Society and shall execute all documents as appropriate by custom or law; shall issue notices to the Society and membership of all meetings and, in general, shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the Board.

Section 4. The Treasurer, if required to do so by the Board, shall give a bond at the Society’s expense. The Treasurer shall have charge and custody of and be responsible for all funds, securities, and assets of the Society, and shall deposit all such funds, assets or securities in the name of the Society in such bank depositories as shall be selected by the Board. The Treasurer shall keep a full accounting of all the Society’s financial transactions and shall draw checks as authorized by the Board. The Treasurer shall file all reports required by the laws of any state, local and national government and shall render a statement of the conditions of the finances of the Society at all meetings of the Board and give a full financial report at the general meeting of the membership. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board.

Section 5. The Past-President shall assist the President and perform other duties as may be assigned by the President or the Board.

ARTICLE VI - Board

Section 1. The Board shall consist of the Officers and up to three board members from each of the following six geographic zones: Africa, North America, South America (including Central America and the Caribbean), Asia, Europe, and Oceania. The number of board members from each zone shall be one for regions with fewer than 50 current IPS members; two for regions with between 50 and 499 current IPS members; and three for regions with 500 or more IPS members. IPS members in countries, or regions or territories of countries, which may be seen as belonging to more than one such zone, shall define the zone to which such countries or regions belong, with the final decision in this regard being made by the Board. The word 'Board' as herein used and the word 'Directors' as may be used in the Articles of Incorporation and for other legal documents shall be held to mean one and the same thing. Members of the Board must be current members of the Society.
Section 2. The elected Officers and board members each have one vote at Board meetings, except for the Chair of the meeting, who shall not vote except to break a tie.

Section 3. This Article shall be effective with the first seating of the Board.

ARTICLE VII - Meetings and Conferences

Section 1. A general meeting and conference shall be normally held every even-numbered year. The general meeting shall be held at the conference site, which shall be selected by the Board from written invitation. The written invitation shall be from the governing body of the host institution, and it shall be submitted to the President. A Local Organizing Committee chaired by the Conference Host shall plan and execute all arrangements for the conference, subject to ratification by the Board.

Section 2. A Board Meeting shall be held annually at the discretion of the President in agreement with the Board Members. At any Board Meeting a majority of the Board shall constitute a quorum. All questions arising at Board Meetings shall be decided by simple majority vote except as otherwise provided in these By-Laws. A Board Member may appoint in writing any other member of the Society as a proxy for Board Meetings, provided the appointed person exercises only one vote by proxy.

Section 3. Special Meetings of the Board may be held upon the consent of the majority of the Board members. Special Meetings may be in person or electronically, providing all Board Members are polled on each issue, otherwise the rules of Section 2 for Board Meetings apply to Special Meetings also. No meeting shall be planned unless a majority of members indicate they will participate.

ARTICLE VIII - Committees

Section 1. All committees are established by the President, with the majority approval of the Board, through the appointment of a committee Chair who shall be an IPS member. The Chair shall select committee members, subject to approval by the President. Except in the case of standing committees, persons who are not IPS members but whose expertise is relevant to the purpose of the committee may be selected. The term of office of a committee shall continue until the end of the President’s term of office, except as specified otherwise, and is subject to renewal. All Committees are to report to Board Meetings as required.

Section 2. The Elections Committee shall be established as described in Article IV of these By-Laws.

Section 3. The Conference Committee shall consist of the Chair and as many committee members as the Chair deems necessary. The purpose of this
committee is to serve as a liaison between IPS and the conference host, and to advise, consent, and assist in conference preparations and procedures, especially those related to IPS needs and requirements.

Section 4. The Publications Committee shall consist of the Chair and as many committee members as required provided that representation is international. Subject to enactment by the Board, this Committee shall select the Editorial Board and suggest publication policies. The primary purpose of this Committee is outlined in Article X.

Section 5. The Membership Committee shall consist of the Chair and as many committee members as required. This Committee shall solicit members, admit candidates to membership and compile a current membership list. This Committee shall collect the membership fees on behalf of the Treasurer, to whom such fees are transmitted immediately upon receipt, and it shall provide the mailing list for any and all notices and publications of the Society.

Section 6. The Awards Committee shall consist of the Chair and two other Fellows of the Society. The selection, term, and purpose of this committee are outlined in Article XI.

Section 7. Such other Committees shall be appointed by the Board and/or the President from time to time as deemed necessary to carry on the work of the Society. The President shall be a member of all Committees except the Elections Committee.

Section 8. Meetings of the Committees may be held in person or electronically, provided all members are polled on each issue.

ARTICLE IX - Finances

Section 1. Annual dues of Members of the Society shall be set by the Board.

Section 2. If the dues of any member remain unpaid after six months, the Board, after due notice, shall remove the member’s name from the membership list and withdraw all privileges.

Section 3. There shall be a form of audit approved by the Board of finances of the Society at each change of office, for approval of the Board.

Section 4. There shall be no remuneration to individual Officers or Board members except for expenses as incurred through their duties and approved by the Board.

Section 5. All Checks and other documents implying financial obligations to the Society shall be signed by the Treasurer and/or the Director of Operations.
ARTICLE X - Journal

Section 1. The principal publication of the International Planetarium Society shall be a journal—the name and details of which shall be the responsibility of the Publications Committee with approval by the Board.

Section 2. The journal shall be managed by an Editorial Board under the surveillance of the Publications Committee. This Board shall consist of an Editor and as many Assistant Editors as necessary.

Section 3. The Editor shall chair all meetings of the Editorial Board and shall have the right to sit at meetings of the Board without voting privileges.

Section 4. The term of the Publications Committee shall coincide with the terms of the Officers of the Society subject to renewal.

Section 5. The Publications Committee may be required by the Board to issue special publications as necessary.

ARTICLE XI - Awards Committee

Section 1. The Officers of the Society, meeting in person at the Society’s conference site, shall appoint a three member standing Awards Committee.

Section 2. The purpose of the committee shall be to present to the Board for approval:

   a. The necessary criteria, guidelines, and types of awards, presented by IPS to individuals and institutions.
   b. Any revisions and/or changes to existing criteria, guidelines, and types of awards they deem necessary.
   c. A complete list of all candidates for each type of award as well as its own considered recommendations.

Section 3. The members of the Committee must be chosen from the list of active IPS Fellows.

Section 4. The selection of the Chair of the committee should be unanimous.

Section 5. For reasons of continuity, the term of office of the committee shall be for four years beginning at the time of the conference during which the committee is appointed.

Section 6. The President alone may choose a replacement upon any unexpected resignation.
ARTICLE XII - Representation of IPS and statements of affiliation

Section 1. Only IPS Officers, other members of the Board, and members or groups of members approved by the President to do so, may speak or communicate on behalf of IPS.

Section 2. Any IPS member may include mention of IPS membership in publications, presentations, or other forms of communication such as media interviews. However, unless speaking on behalf of IPS as in Section 1 above, there must be included a statement that the opinions expressed are not necessarily the opinions of the International Planetarium Society.

ARTICLE XIII - Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall, in principle, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Society may adopt. The interpretation of the By-Laws and, if necessary, Robert’s Rules of Order, shall be the responsibility of the Board, and its decision shall be final.

ARTICLE XIV - Amendment of By-Laws

By-Laws of the Society may be repealed or amended only upon recommendation of the Board and by a two-thirds vote of the eligible membership of the Society responding to the ballot. The Board shall entertain all recommendations from the membership for changes to the By-Laws. Recommendations of the Board shall be put to the membership when necessary, by electronic mail. Voting shall be by electronic means on the Society’s Website or other electronic means sanctioned by the society. A minimum of fifteen days from the date of notice of the proposed change(s) shall be allowed for the voting procedure. An amendment to the By-Laws goes into effect immediately upon its adoption unless the amendment specifies otherwise. (2017)

ADDENDUM

In these By-Laws, the singular shall include the plural, and the plural shall include the singular.