

BY-LAWS OF THE HISTORICAL ASTRONOMY DIVISION (HAD)

American Astronomical Society

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[Adopted by the Organizing Committee in Accordance with Procedures Given in Article VII of the AAS By-Laws. Members of the Organizing Committee: Dr. Kenneth Brecher (B.U.), Dr. John Eddy (H.A.O.), Dr. Owen Gingerich (C.F.A.), Dr. P. Morrison (M.I.T.), Dr. R. Berendzen (American U.), Dr. W. Sullivan (U. of Washington)].

Article I - Name and Purpose

1. Name. - This Division of the American Astronomical Society (hereinafter called “the Society”), existing in accordance with Article VII of the By-laws of the Society, as revised in 1973, shall be known as the Historical Astronomy Division (hereinafter called “the Division”).
2. Enabling Authority. - Article VII of the Society By-laws, as revised 1973, and as said Article may be subsequently revised or amended, is hereby incorporated in these By-laws by reference.
3. Purpose. - The Division shall exist for the purpose of advancing interest in topics relating to the historical nature of astronomy. By historical astronomy we include the history of astronomy, what has come to be known as archaeoastronomy, and the application of historical records to modern astrophysical problems. Meetings shall be organized to promote adequate discussion among participants and shall attempt to provide a forum for discussion of recent developments in these areas. The Division will assist the Society in the commemoration of important historical anniversaries and in the archival preservation of current materials of importance to future historians of astronomy.

Article II – Membership

1. Members. - The Division shall consist of Members who hold the corresponding category of membership in the Society and of Affiliate members as defined in Section 2.
2. Affiliate Members. The category of Affiliate membership shall be open to scientists and scholars who wish to be associated with the Division and who are not members of the Society but who are members of other professional organizations actively concerned with historical astronomy. A person so qualified shall become an Affiliate member, if nominated in writing by at least 2 AAS members of the Division and approved by the Committee. The Committee may delegate approval to the Secretary-Treasurer. Affiliate members will pay as dues the regular dues of the Division plus an affiliate member charge, to accrue to the AAS, which

will be as specified by the Board of Trustees of the AAS. Affiliate members will enjoy the same rights and privileges as other members, in accordance with the current AAS membership categories, and may hold elective office within the Division.

Article III - Officers and Committee of the Division

1. Officers. - The Officers of the Division shall consist of a Chair, a Vice-Chair, and a Secretary-Treasurer, who in addition to the duties specifically assigned to them by these By-laws shall discharge the other duties usually incident to their respective offices. The Officers shall be Members or Affiliate members of the Division.

2. Committee. The Committee of the Division (hereinafter referred to as “the Committee”) shall consist of the Officers, the available Past-Chair whose term has most recently expired, provided the Chair has served a full term, and of two Committee Members of the Division. The management of all affairs of the Division not otherwise provided for shall be entrusted to the Committee. The Chair and the Secretary-Treasurer of the Division shall serve respectively as Chair and Secretary of the Committee. Each Officer of the Division shall be responsible to the Committee and shall administer that office in accordance with its instructions. The Committee shall appoint a Secretary-Treasurer whenever such a post falls vacant.

3. Terms of Office and Eligibility. - Terms of office shall begin at the end of the Regular Meeting at which election occurred, except as specifically provided for in these By-laws. The term of office shall be two years for the Chair, two years for the Vice-Chair, two years for the Past Chair, four years for the Secretary-Treasurer, and two years for each of the elected Committee members. The Vice Chair shall succeed the Chair in office. The Past Chair serving on the Committee shall not be eligible for immediate re-election to the Committee. The Secretary-Treasurer shall not serve more than two consecutive full terms.

4. Vacated Offices and Committee Seats. - If the Chair of the Division should die or resign before the expiration of the term of office, the Vice-Chair shall act as Chair for the remainder of the unexpired term and shall then continue to serve the term for which the Vice Chair was originally elected. If a Committee member should die or resign before the expiration of a term of office, the vacancy for the unexpired term shall be filled by appointment by the Committee.

5. Nominating Subcommittee. - The Nominating Subcommittee submits nominations for officers and members of the Committee in accordance with paragraph 6b. of this Article. The Chair of the Division shall, with the advice and consent of the Committee, appoint a Chair and two members of this Nominating Subcommittee to serve until the next regular election. All members of the Nominating Subcommittee shall be Members or Affiliate members of the Division. No more than one member of the Nominating Subcommittee shall be a member of either the old or the new Committee of the Division.

6. Election of Officers and Committee Members. - The Officers and Committee members, excepting the Secretary-Treasurer, shall be elected by ballot in the following manner:

a. Not later than *seven months* before the Regular Meeting of the Division at which the new officers shall be installed, the Secretary-Treasurer of the Division shall invite all members of the Division to propose to the Nominating Subcommittee candidates for Officers and Committee members for the following term. Any member of the Division proposed as a candidate for a position as an Officer or on the Committee by a member of the Division at

least *five months* before the Regular Meeting shall be deemed to be nominated to the position, provided the nominee has stated to the Secretary-Treasurer a willingness to serve if elected.

b. Not later than *five months* before the Regular Meeting of the Division, the Nominating Subcommittee shall submit to the Committee nominations of at least one candidate for each vacancy for an Officer, and at least one for each vacancy for a Committee member. The Nominating Subcommittee shall make an effort to have at least two candidates for each vacancy. It shall be the duty of the Nominating Subcommittee to obtain from each nominee a written statement indicating a willingness to serve if elected and a brief biography, and to provide these to the Secretary-Treasurer.

c. The Secretary-Treasurer of the Division shall prepare a ballot containing the names of all candidates nominated according to Paragraphs 6a. and 6b. of this Article, together with a brief biography or statement by each candidate. This information shall be disseminated to the membership via the HAD newsletter, online posting, electronic mail, or postal mail, at least one month before the voting ends. The election shall be conducted electronically by the Society, with provision for postal mail ballots for members who request them. A member shall cast not more than one vote for each position of Officer to be filled and no more than two for Committee members, and those voting by postal mail shall return the ballot in a sealed and signed envelope to the Secretary-Treasurer. Alternatively, a member may post a ballot by electronic mail to the Secretary-Treasurer. An electronic mail ballot must originate from the member's electronic mail address as it is maintained in the Secretary-Treasurer's membership list. To be valid, the ballot must be received not later than the established date for the end of the election, which shall be at least *one month* after ballots become available and at least *three months* before the Regular Meeting of the Division. The Secretary-Treasurer shall count the votes and submit the tally to the Committee. Election shall be by a plurality of those voting, except that the two nominees receiving the largest number of votes for Committee Member shall be declared elected. The secretary shall inform the candidates and members of the Committee of the results no later than *three months* before the start of the Regular Meeting. In case of a tie, the Members present at the Regular Meeting shall choose by ballot among the tied candidates.

7. Subcommittee Terms. - The terms of office of all Subcommittees appointed or elected by the Division or by the Committee shall end at the Regular Meeting next following the appointment unless otherwise specified by the By-laws, by the Division, or by the Committee.

Article IV - Duties of Officers and Members of the Committee

1. Notification of Election. - Members elected to offices in the Division shall be notified of such election by the Secretary within ten days thereafter.

2. Secretary-Treasurer. - The Secretary-Treasurer shall be the purchasing officer and the disbursing officer of the Division and shall authorize expenditures approved by the Committee. The actual maintenance of accounts, dispersal of funds, and auditing shall be done by the AAS Financial Office. The Secretary-Treasurer shall report on the income and expenditures each year to the members in the newsletter and at meetings of the Division. The Secretary-Treasurer shall keep accounts showing all receipts and expenditures of monies belonging to the Division, showing also the indebtedness to the Division of each member thereof on account of dues and actions of the office. The accounts of the Secretary-Treasurer for each calendar year shall be audited by an auditing committee by March 31 of the following year. The auditing committee shall consist of two HAD members appointed by the

Chair. The Secretary-Treasurer shall be responsible for the archives of the Division.

Article V - Meetings of the Committee

1. Regular Meetings. - There shall be a meeting of the Committee at the time and place of each meeting of the Division, except when specifically canceled by vote of the Committee at the previous meeting.
2. Special Meetings. - The Business of the Committee may be conducted by electronic mail, telephone, or other means, and votes taken electronically shall be considered equivalent to votes taken at meetings.
3. Quorum. - At any regularly called meeting of the Committee or any vote taken by electronic or other means, the Chair or Vice-Chair and two other Members shall constitute a quorum. Any action taken shall require a minimum of four votes from the six members of the Committee. The Chair, or in the absence of the Chair, the Vice-Chair may invite other persons to sit with the Committee without vote.

Article VI – Finance

1. Dues. - Any changes in dues for Members and Affiliates shall be proposed by the Committee but shall be ratified by the Members in attendance at the subsequent Regular Meeting of the Division.
2. Non-Payment of Dues. - The Secretary-Treasurer may send a written reminder notice to any member whose dues are in arrears. If such dues remain unpaid after a period specified by the Committee, the delinquent Member's name shall be removed from the membership list.
3. Emeritus Members. - Any Member of the Division, on retiring from academic or other duties, may, if (s)he so requests in writing, elect to be transferred to the status of Emeritus Member. Emeritus Members shall be exempt from the payment of dues, subject to change as specified in Paragraph 1 of this Article.
4. Student members. – Student members shall be exempt from payment of dues, subject to change as specified in Paragraph 1 of this Article..

Article VII - Meetings of the Division

1. Regular Meeting. - A meeting of the Division, to be known as the Regular Meeting, shall normally be held each year at such time and place as shall be decided by the Committee. This meeting shall include a business session, designated the Regular Business Meeting, devoted exclusively to the reports of officers and committees, and to the transaction of business affairs.
2. Other Meetings. - Meetings of the Division other than the Regular Meeting may be scheduled by the Committee. Special conferences or symposia, when designated as being wholly or jointly sponsored by the Division, shall be announced to all members of the Division and of the Society and shall be open to all individuals who have the right to attend a regular meeting of the Division.

3. Times and Places. - The dates and places of all meetings of the Division shall be chosen in consultation with the Society, or with an officer designated by the Society.
4. Participants. - All meetings of the Division shall be open to all members of the American Astronomical Society and to such other categories of participants and individuals as designated by the Committee, or by delegation, the Program Committee.
5. Paper Presentations. - Historical papers presented in the historical session at the AAS meetings will not prevent AAS members from presenting a scientific paper at the regular AAS sessions. A HAD member (regular or affiliate) will be limited to one historical paper per meeting, regardless of the number and type (regular or special) of historical sessions that occur at that meeting.

Article VIII – Meeting Programs

1. Format. Meetings of the Division may include programs of invited papers, contributed papers, or such other format as designed by the Committee. The Committee may appoint a Program Committee and delegate to it the planning of programs, the selection of papers to be placed on the program, and arrangement of meetings.
2. Abstracts. - The Committee of the Division shall require that abstracts for all papers, except for invited lectures, intended for presentation at a meeting of the Division be submitted in accordance the requirements of the Society.
3. Joint meetings. - The Division may hold joint meetings with other Divisions of the Society as well as with other scientific groups.

Article IX – Amendments

1. Advice of the Board of Trustees. - These By-laws shall not be amended unless the Board of Trustees of the Society has been notified of the proposed amendment and given an opportunity to comment on it. Any such comments shall be distributed to the Members when the proposed amendment is submitted to the Members for a vote.
2. Approval of the Committee. - These By-laws may be amended only upon recommendation of the Committee. Should the Board of Trustees of the Society, in its comments on the proposed amendment, recommend against adoption, the Committee shall be advised of that opinion and shall reconsider the amendment at its next meeting or, if so decided by the Executive Subcommittee, through a canvass of the Committee.
3. Ratification by Membership. - Upon recommendation of the Committee and with the advice of the Board of Trustees of the Society, as stipulated above, these By-laws may be amended in a postal mail and/or electronic mail ballot by two-thirds of the Members voting.
4. Temporary Suspension. Individual articles of these By-laws may be suspended until the next Regular Meeting of the Division by a two-thirds (2/3) vote of the members of the Committee, subject to the quorum requirement as defined in Article V.3. Any such suspension shall be reported to, and affirmed by, the membership at the next Regular Meeting.