

Historical Astronomical Division Standard Operating Procedures

August 2022
Revised May 2023

This document describes the structure of the Historical Astronomy Division. It lists the duties of the HAD Chair, Vice-Chair, Secretary-Treasurer, and At-Large Executive Committee members, and includes a current directory of AAS administrative contacts. Additional information and procedural specifics may be found in the HAD [By-Laws](#) document.

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I. Purpose

According to the [Bylaws](#) of the Historical Astronomy Division,

"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."

A brief [history](#) of the division may be found on its website.

II. Membership

Membership in the Historical Astronomy Division. is open to any member of the American Astronomical Society. Members of other professional societies may join as Affiliate Members. Division dues are currently \$15.00 per year for Annual dues are not assessed on emeritus or student members.

AAS members may join HAD when they renew their AAS membership, or at any time by clicking on the [Membership](#) tab of the HAD website, where they are instructed to contact the AAS Membership Department.

At present the AAS recognizes twelve membership categories, as noted in the list below (the membership numbers are for 2022 June1):

	Member Classification	Number
F	AAS Full Member	162
E	AAS Full Emeritus Member	135
GR	AAS Graduate Student Member	64
JR	AAS Undergraduate Student Member	37
AM	AAS Amateur Affiliate	35
ED	AAS Educator Affiliate	21
HAD	HAD Division Affiliate only	19
DA	Division Affiliate (two or more divisions)	2
IA	AAS International Affiliate	3
P	AAS Patron Member	1
AL	AAS Alumni Affiliate	0
Staff	AAS staff member	5

Current membership records may be accessed by HAD officers and other authorized individuals at the AAS [division membership website](#).

III. Officers

The HAD Executive Committee consists of the Chair, the Vice-Chair, the Past Chair, the Secretary-Treasurer, and two At-Large members. A new Vice-Chair is elected every two years; that individual serves two years in that office, then two years as Chair, followed by two years as Past Chair. The At-Large members serve for two years; new ones are elected at the same time as the Vice-Chair. The Secretary-Treasurer is appointed by the other officers (this is not an elected office) and serves for four years, with the possibility of a second consecutive four-year term.

A. Duties of the HAD Chair

The HAD Chair is expected to:

- Oversee HAD governance, including the activities listed below plus any other division-related issues that arise.
- Maintain frequent contact with the Secretary-Treasurer and other officers regarding ongoing activities and operation of the Division.
- Inform HAD members of relevant news, publications, and opportunities (often handled by the Secretary-Treasurer).

- Answer HAD-related email inquiries.
- In even-numbered years, assemble a Nominating Subcommittee for the coming election of new HAD officers (see Section IV).
- Forward HAD-related accomplishments and events to the AAS News Office if of interest to the general AAS membership.
- Supervise the *This Month in Astronomical History* (see Section XI) column editor(s) regarding proposals and editing. After thorough review by the HAD Committee (and possibly external experts, if needed), he or she submits the finalized column to the AAS Communications Director for posting in the AAS News Digest.
- Attend AAS Strategic Assembly meetings. These are typically held in January, before the start of the winter AAS meeting, or sometimes more frequently for special projects, such as AAS strategic planning. (Note: The AAS reimburses the Chair's travel expenses to Strategic Assembly meetings and annual HAD meeting). See Appendix A for more information about the Strategic Assembly.
- Provide a *From the Chair* column for each issue of *HAD News*, the division's newsletter (see Section VII).
- Help coordinate the annual HAD meeting, together with the Secretary-Treasurer and AAS meeting personnel. At this meeting the chair convenes the HAD Executive Committee breakfast and delivers the Chair's presentation at the HAD Town Hall business meeting. He also oversees the dinner traditionally held at the end of the HAD meeting.

B. Duties of the HAD Vice-Chair

The HAD Vice-Chair is expected to:

- Assist the Chair in his or her duties.
- Assume the responsibilities of the Chair in the event that the Chair is unavailable. This includes attendance at AAS governance meetings in the Chair's stead if needed.
- Attend the HAD Executive Committee breakfast at the January HAD meeting.
- Deliver the Vice-Chair's report at the annual HAD Town Hall.
- Provide a *From the Vice Chair* column for each issue of *HAD News*, the division's newsletter.
- Oversee the writing and publication of AAS member obituaries, and contribute obituary statistics for the Division's annual report to the AAS Board of Trustees (see Section X).

C. Duties of the HAD Past Chair

The HAD Past Chair is expected to:

- Participate in the management of all affairs of the Division.
- Serve as Chair of the HAD Prize Committee, which reviews nominations for the biannual Doggett and Osterbrock Prizes and the annual Student Travel Awards (see Section VI).
- Assist in the preparation and dissemination of the division newsletter and *This Month in Astronomical History* columns.

D. Duties of the HAD Secretary-Treasurer

The HAD Secretary-Treasurer is expected to

- Oversee the finances of the Division.
- Maintain the HAD membership records and email list.
- Maintain the HAD website.

- Prepare and edit the biannual division newsletter *HAD News*.
- Provide a *From the Secretary-Treasurer* column for each issue of *HAD News*,
- Reply to communications from division members.

E. Duties of the At-Large Members of the HAD Executive Committee

The At-Large members of the Executive Committee are expected to

- Participate in the management of all affairs of the Division not otherwise provided for in the officers' instructions above.
- Advise the officers on any Division funding requests by HAD members.
- • Help resolve any grievances that arise among the Committee or HAD membership.
- Attend virtual Executive Committee meetings, as needed
- Attend the Executive Committee Breakfast at the annual HAD meeting, if present.
- Assist in preparation of the *This Month in Astronomical History* columns.
- Assist in preparation of the division newsletter *HAD News*.
- Render advice and opinions on various division issues.

The HAD Chair, Vice Chair, and Secretary-Treasurer are expected to be present at regular meetings of the Division unless extenuating circumstances prevent their attendance. Attendance of the At-Large members and the Past Chair is encouraged, but not required. The Division does not provide financial support for officers to attend meetings. However, the AAS reimburses the Chair's travel expenses to Strategic Assembly meetings (which in January normally precede the HAD meeting).

If the Chair of the Division should die or resign before the expiration of his or her 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.

Holding office in the Historical Astronomy Division represents a significant commitment of time and effort. Aside from attendance and service at the annual meetings, officers typically devote on average the following amounts of time each week in service to HAD:

Chair:	4-6 hours
Vice-Chair:	5-10 hours
Secretary-Treasurer:	10-15 hours
At-Large Committee Member:	1-2 hours

The actual time spent will of course vary from week to week!

IV. Finances

While the Secretary-Treasurer oversees HAD's finances, all actual transactions are done by the AAS Chief Financial and Operations Officer (see Appendix B). HAD has three separate financial accounts:

- The Operating Budget -. Membership dues and specified contributions are deposited here; all division operating expenses not associated with the Doggett or Osterbrock prizes are drawn from this account.
- The Doggett Prize Fund – All monetary donations designated for the LeRoy E. Doggett Prize are deposited here; all expenses associated with this award are drawn from this account.
- The Osterbrock Prize Fund – All monetary donations designated for the Donald E. Osterbrock Book Prize are deposited here; all expenses associated with this award are drawn from this account.

At present division membership dues are \$15 per year for Full Members and \$20 per year for Affiliate Members (see Section II); no dues are assessed for undergraduate or graduate student members. A substantial fraction of our division income comes from investments overseen by the AAS; the table below details HAD’s financial status at the end of the 2021 calendar year:

Historical Astronomy Division				
For the Twelve Months Ending Friday, December 31, 2021				
	Operating Budget	Doggett Prize	Osterbrock Prize	Totals
Revenue				
Individual Dues	3,698.68			3,698.68
Contributions	2,450.00	486.00	1,547.51	4,483.51
Interest	797.02	1,127.76	889.17	2,813.95
Investment Expense Offset	(62.21)	(88.02)	(69.41)	(219.64)
Distributed Market Value	3,076.30	4,352.82	3,431.95	10,861.07
Total Revenue and Transfers	\$9,959.79	\$5,878.56	\$5,799.22	\$21,637.57
Expenses and Transfers				
Bank Fees	153.72	12.15	38.69	204.56
Grant Awards			750.00	750.00
Prize Certificates			221.27	221.27
Transfer (Division Affiliate)*	105.00			105.00
Transfer to General Fund [§]			58.28	58.28
Total Expenses and Transfers	\$258.72	\$12.15	\$1,068.24	\$1,339.11
Surplus/(Deficit)	\$9,701.07	\$5,866.41	\$4,730.98	\$20,298.46
Beginning Balance (Yr.)	\$36,952.63	\$51,385.62	\$41,224.53	\$129,562.78
Ending Balance (Yr.)	\$46,653.70	\$57,252.03	\$45,955.51	\$149,861.24
* \$5 per Division Affiliate Member				
[§] 6 percent of expenses				

The following table shows in turn the recent three-year trend in start-of-year balances for the three HAD accounts. The trends are somewhat misleading in that the Covid-19 pandemic which began in early 2020 necessitated the canceling of some HAD activities. In particular, the January 2021 in-person meeting became a virtual meeting and the January 2022 meeting was cancelled (and later

rescheduled for June). Consequently some normal operating expenses (e.g. travel reimbursement for invited speakers) were not assessed.

Balance as of January 1 st	2020	2021	2022
HAD Operating Account	\$30,992.03	\$36,952.63	\$46,653.70
LeRoy E. Doggett Prize Fund	\$46,745.21	\$51,385.62	\$57,252.03
Donald E. Osterbrock Prize Fund	\$34,380.29	\$41,224.53	\$45,955.51
Total:	\$112,117.53	\$129,562.78	\$149,861.24

The AAS Chief Financial and Operating Officer provides financial statements to the HAD Secretary-Treasurer on a quarterly basis, with a final report for the year appearing a few weeks into the following year. In accordance with the HAD [Bylaws](#) this report is examined by a HAD Auditing Committee consisting of two members chosen by the Secretary-Treasurer.

V. Elections

The Historical Astronomy Divisions holds an election in the fall of even-numbered years to select a new Vice-Chair and two new At-Large Members of the Executive Committee. The electoral procedure is described in full in the [HAD Bylaws](#); it consists of the following basic steps:

- 1) At least seven months prior to the election, a call for nominations is sent (by email) to the HAD membership. Each nominee is required to submit a brief biographical sketch and a campaign statement. These materials are collected by the Secretary-Treasurer.
- 2) The HAD Chair assembles a Nominating Subcommittee, which vets the candidates.
- 3) The HAD Secretary-Treasurer prepares a ballot containing the names of all candidates. This is distributed by email (or by post to members without email access) to the HAD membership. All members, regardless of category, are eligible to vote.
- 4) Voting is conducted online, usually in September. The online election is supervised by the AAS Director of Membership Services. Voters may choose to print the ballot and vote by mail; these are sent to the Secretary-Treasurer, who shares the information with the AAS Director of Membership Services.

Voting usually ends at 11:59:59 pm EST on September 30th. Once the votes are tabulated the results are shared with the membership and are printed in the fall *HAD News*.

The new officers are installed the following January, at the end of the HAD Town. This marks the beginning of each individual's two-year term of office. Following that the HAD [Leadership](#) and [Past Leadership](#) pages are updated appropriately.

VI. Meetings

The Division meets once each year, usually in conjunction with the January meeting of the American Astronomical Society. Additional meetings may be called on special occasions at the discretion of the Executive Committee.

Traditionally, the January AAS meeting begins with a reception on Sunday evening, lasts four days, and concludes on Thursday afternoon. The HAD meeting usually begins with a special

session organized by one or more members on Sunday afternoon, then continues on Monday with regular sessions (and additional special sessions as needed). The meeting may continue on Tuesday if the number of contributed abstracts warrants doing so. If the AAS meeting starts on a day other than Sunday, the HAD meeting shifts accordingly.

Proposals for special sessions are solicited from the HAD membership beginning at the previous year's Town Hall. These sessions have a single theme ([examples](#) may be found on the HAD website) and feature invited speakers. Following review and acceptance by the HAD Executive Committee, a special session proposer submits his proposal directly to the AAS online portal and subsequently serves as the Chair of that session. The due date for online submission is typically May 31st, but that date may vary. At the discretion of the Executive Committee, HAD may allocate funds from its operating account in support of special sessions. The amount may vary, but \$1200 per session is typical. The organizer of the session, who also chairs the session, may allocate those funds at his or her discretion.

Regular HAD meeting sessions consist of contributed presentations are of four types:

- Oral presentations are traditional talks given in person at the meeting, or virtually in the case of hybrid meetings. These are ten minutes in length (including questions) but may be fifteen minutes in the case of dissertation talks.
- Poster presentations are printed posters, no larger than one meter by one meter in size, which are mounted on easels in the meeting exhibition hall. These are usually on display for one full day of the meeting while the exhibition hall is open. Presenters are not expected to be at their posters during the entire day, but should be available for questions during the afternoon poster sessions (also known as the “drinks hour”) and should post other times when they will be available.
- iPoster presentations are electronic posters viewable at computer stations and also online. Allowing more flexibility than traditional posters, these may contain animations and audio and visual files.
- iPosterPlus presentations are essentially iPosters which are presented live by the author at the meeting venue, at a designated time.

All presentations at the hybrid June 2022 AAS/HAD meeting in Pasadena were either oral (delivered either in person or virtually) or iPoster; in order to maximize accessibility by virtual attendees neither iPosterPlus nor traditional posters were accepted. This may be the case at future meetings.

All abstracts (for regular or special sessions) are submitted by the presenters on the AAS Mira website; instructions are available on the AAS meeting website (<https://aas.org/meetings/aasxxx>, where xxx is the AAS meeting number). Individuals wishing their presentation to be included in the HAD meeting should indicate that theirs is a historical presentation, and must choose their desired format (oral, iPoster, etc.).

After the abstract deadline has passed, the Secretary-Treasurer will be given access to the historical abstracts on the Mira website. These are sorted into sessions as appropriate by the HAD Executive Committee; instructions on this procedure are provided by the AAS meeting staff. Sessions of contributed oral presentations are ninety minutes in length and each speaker is allocated ten minutes; this scheduling keeps the session in synchronization with AAS oral sessions. More flexibility is allowed to the special sessions, especially ones on Sunday before the start of the AAS meeting. Each oral and iPosterPlus session must have a designated Session Chair. iPoster and

traditional poster sessions do not require a Chair, as these are on display for an entire meeting day. Once the meeting schedule has been finalized it is posted on the [HAD meetings](#) website.

On occasion an “extracurricular activity” may be scheduled as part of the HAD meeting; the most recent example was at the Austin meeting in January 2012, when HAD members enjoyed a tour of the Herschel papers at the Harry Ransom Center. And, since 2008 a division dinner at a local restaurant has been held at meeting’s end. Planning for this should begin several months in advance!

As noted earlier, the Executive Committee at its discretion may allocate funds for invited speakers in special sessions and for the Doggett Prize Lecture speaker (in even-numbered years). Funds are also allocated for Student Travel Awards (see Section VII). After the meeting the Secretary-Treasurer, in a timely manner, collects receipts as needed and submits requests for reimbursements to the AAS Chief Financial and Operating Officer. Approximately three weeks later the recipients are contacted to check that their reimbursements have been properly received.

VII. Awards

The Historical Astronomy Division awards prizes in three categories:

The [LeRoy E. Doggett Prize for Historical Astronomy](#) is awarded in even-numbered years. The recipient usually presents a plenary lecture at the January AAS meeting that year.

The [Donald E. Osterbrock Book Prize for Historical Astronomy](#) is awarded in odd-numbered years. No plenary lecture is associated with this award, though the recipient is encouraged to present a talk at the HAD meeting

[HAD Student Travel Awards](#) may be offered each year.

Recipients of these awards are chosen by the HAD Prize Committee.

The Prize Committee consists of five persons: the immediate HAD Past Chair (who serves as Chair of the Prize Committee), the present HAD Chair, the HAD Secretary/Treasurer (who serves as Secretary of the Prize Committee), and two at-large members proposed by the HAD Chair and approved by the HAD Executive Committee. The two at-large members serve staggered four-year terms beginning in alternate Januarys. At any given time no more than one of these persons may be a non-member of both the AAS and HAD. In choosing the at-large members, a balance shall be sought on the Committee between the various branches and styles of research in the history of astronomy.

If the Immediate Past Chair is unable to Chair the Prize Committee, because of illness or conflict of interest (i.e., the Past Chair is a nominee or nominator), the Prize Committee may be chaired by the current HAD Chair or Vice-Chair.

Nominations for the Doggett and Osterbrock Prize are solicited from the HAD membership. The procedures and award criteria are described on the [website](#) for the two awards. Nominations are sent to the HAD Secretary-Treasurer and must be received by March 1st of the year preceding the award.

Recipients of the Doggett and Osterbrock Prizes receive a framed certificate containing a citation from HAD and the AAS. At the discretion of the HAD Committee, the Prize may be accompanied by an honorarium (typically \$1000) and partial or complete reimbursement for travel expenses to the January AAS/HAD meeting, where the award is presented. Recipients of the Doggett Prize are

expected to present a plenary lecture at the January AAS meeting. There is no corresponding expectation for the Osterbrock Prize, though the recipient is encouraged to attend the HAD meeting and make a presentation in that venue.

The HAD Student Travel Awards are given each year, and are designed to provide partial travel support for a student to present a paper at the following year's HAD meeting. Any current graduate or undergraduate student is eligible, and a student may not receive the award more than once. To apply, the student should send an abstract of the paper to the HAD Secretary-Treasurer. The student's academic advisor should also send a message stating that the student is currently enrolled and will not receive their degree before the meeting. The award amount is determined by the HAD Executive Committee and is currently capped at \$750. In the event of a virtual or hybrid meeting the applicant may make his or her presentation remotely; in that case the award will cover the HAD two-day meeting registration fee. Further information may be found on the HAD Student Travel Award [website](#).

The Doggett and Osterbrock Prizes are funded by two designated prize funds, with monies generated primarily by member donations and by investment income. Expenses associated with the Student Travel Awards are drawn from HAD's operating account.

VIII. Member Communication

Most routine communication with HAD members (either individually or collectively) is via email. A group email list is maintained by an external company ([simplex](#)). Authorization to modify the mailing list (e.g., to add or delete member addresses) is restricted to HAD officers and AAS administrators; access is password-protected. The list may be displayed in alphabetical order by Email address, by surname, or by first name; the default is by email address.

The screenshot shows the 'simplexlists' interface. At the top right, the user is logged in as 'had.secretary@aas.org' with account 'lists.aas.org'. The main content area is titled 'List Membership' and shows the 'hadmembers' list selected. Below this, there is an 'Add members...' button and a 'Download' button. A section titled 'Existing members of this list:' shows a table with 25 entries. The table has columns for 'Email address', 'Surname', and 'First name'. The visible members are:

Email address	Surname	First name
1502315@student.uwtsd.ac.uk	Heim	Jessica
1572tycho@gmail.com	Dibbs	Charles
a.heiser@vanderbilt.edu	Heiser	Arnold M.
aaccomazzi@cfa.harvard.edu	Accomazzi	Alberto

To send a message to the entire HAD membership address it to hadmembers@lists.aas.org . To avoid any member replies from being distributed to everyone, it is strongly recommended that messages be addressed to a single individual (e.g. the Secretary-Treasurer at hadsec@aas.org)

with hadmembers@lists.aas.org entered in the blind carbon copy (bcc) box. Please note that all messages sent to the entire membership must contain the following statement (usually after the signature line):

You are receiving this email because you are a HAD member. To unsubscribe or update your information, please send your request to privacy@aad.org. The more general AAS privacy policy is available online at <https://aad.org/policies/privacy-policy>.

Since the HAD email list is maintained by a firm other than that which maintains the AAS and division membership records, it is strongly recommended that the email list be checked against the membership list on a regular basis. Any anomalies (e.g. individuals appearing on the membership list but not the email list) should be corrected, and reported to the AAS Director of Membership Services if appropriate.

The [HAD website](#) is maintained by the Secretary-Treasurer, with assistance from AAS IT staff members as needed.

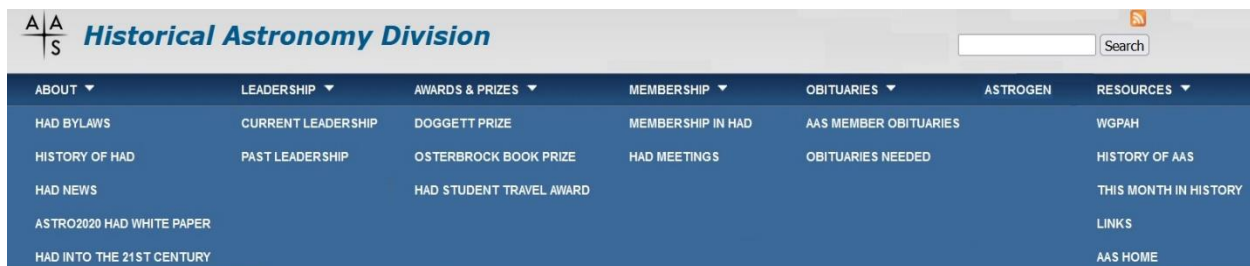


Questions about HAD? Please contact the HAD Secretary at hadsec@aad.org.

About HAD

"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 main menu at the top has seven submenus; the image below illustrates the links which each contains. The "ASTROGEN" submenu is a direct link to the [Astrogen](#) website, operated by HAD member Joeseeph Tenn.



Administrative authority to modify the website is restricted to HAD officers and selected AAS staff members. The HAD Secretary-Treasurer is responsible for routine maintenance and updating of the HAD website. The website is hosted on the [Drupal](#) platform, making online edits simple.

The Historical Astronomy Division publishes its biannual newsletter *HAD News* in the spring and fall. This is distributed (in the form of pdf files) to the division members by email, with print copies mailed to the few members without email addresses on file. [Past issues](#), with the exception of a few early ones which have been lost, may be downloaded from the HAD website, and are freely available to all. In the mid-1980s the newsletter was published three times a year, and then quarterly during the early 1990s. The current schedule (with a fall and spring issue each year) was adopted in the mid-2000s, though none were apparently issued in 2006.

Each issue of *HAD News* contains news of division activities, contributed articles by members, and often book reviews. The lead article in each spring issue is usually a report on the January meeting, followed by columns contributed by the Chair, Vice-Chair, and Secretary-Treasurer, and on occasion by the Past Chair. In the fall the *HAD News* starts off with announcement of the winner of the Doggett or Osterbrock Prize and, in even-numbered years, results of the election of new officers. The length of each issue varies in accordance with the amount of content received from members; recent issues have ranged from twelve to thirty-one pages in length.

IX. Interaction with the AAS

The Historical Astronomy Division is one of six discipline-specific divisions of the American Astronomical Society:

- Division on Dynamical Astronomy ([DDA](#)) — Established 1969
- Division for Planetary Sciences ([DPS](#)) — Established 1968
- High Energy Astrophysics Division ([HEAD](#)) — Established 1968
- Historical Astronomy Division ([HAD](#)) — Established 1980
- Laboratory Astrophysics Division ([LAD](#)) — Established 2013
- Solar Physics Division ([SPD](#)) — Established 1969

It was established more than a decade after the AAS allowed for society divisions; a brief [history](#) of its formation may be found on its website. The different divisions have different governmental structures, but their officers can be excellent sources of information for questions regarding division operation.

The AAS and its Board of Trustees has ultimate control over divisions and their operations, and regular communication with the AAS officers and staff is expected. A list of current AAS administrative contacts (as of August 2022) is provided in Appendix B. In some cases a question may need to be sent to multiple individuals.

In 2019 the AAS assigned Liaisons to the various Divisions. Ours is currently Paula Szkody.

The AAS requires the following of the HAD officers:

1. A HAD Annual Report must be submitted for each year's activity. This is prepared by the Chair, assisted by the other officers. It is submitted to the AAS Secretary in mid-March, and presented by the HAD Chair (in person or virtually) at the AAS Board of Trustees meeting in mid-April. The report includes

- A list of the HAD officers, and (in odd-numbered years) results of the previous fall's election.
- Membership statistics (the number of current members in each membership category)
- HAD's financial status.
- A report on the annual HAD meeting (attendance, sessions, activities, etc.)
- Awards presented.
- Obituary statistics for the previous year.
- Information regarding the HAD website, newsletter, *This Month in Astronomical History* column, etc.,
- Other HAD activities of note.
- Any unusual problems or issues which the Division faced in the previous year.

This information is normally assembled in a PowerPoint (or similar) presentation. The presentation is typically fifteen to twenty minutes in length.

2. In January and in June, the HAD Chair (or a designated substitute, if necessary) is expected to attend the AAS Strategic Assembly meeting. See Appendix B for information.
3. In October, the HAD Chair attends the AAS Division Leadership meeting, either in person (in Washington, D.C.) or remotely. Other HAD officers may also participate.

X. Conflict Resolution

Most complaints received by HAD are administrative in nature and may involve problems with membership renewal, dues payment, receipt of division email messages, etc. These are easily resolved, with the help of AAS staff members (notably the Director of Membership Services and the Chief Financial and Operations Officer) as needed.

In the event that any officer of the Historical Astronomy Division receives a complaint of a more serious nature, that officer will enquire whether the complainant wishes his or her identity to remain anonymous. If so, all future communication should be between the complainant and the officer contacted. If not, any officer may communicate with the complainant as appropriate.

In either case, the Executive Committee should discuss the issue as a body to seek the best resolution. Officers of the AAS (including the Executive Officer) may be contacted for advice. This is particularly true in the event of a complaint of harassment in any form; in that case the complainant should be directed to the [Anti-Harassment Policy for AAS & Division Meetings & Activities](#). If the complaint involves a fellow HAD member the HAD Executive Committee should not attempt to resolve the issue itself! Complaints against a fellow member which do not involve harassment or other inappropriate behavior may be discussed by the HAD officers, but great care should be exercised in attempting a resolution.

When in doubt, contact the AAS Executive Officer before taking any action!

XI. Obituaries

The Historical Astronomy Division is responsible for providing obituaries of deceased AAS members (and of nonmembers, at the discretion of the Executive Committee). These appear in the online *Bulletin of the American Astronomical Society* [obituary page](#). AAS obituaries are typically

500-1000 words in length, but longer ones are acceptable. Personal reflections are welcome, as are pictures.

The HAD Vice-Chair oversees the obtaining and dissemination of obituaries. The procedure is as follows:

1. Upon being informed of an individual's passing, the Vice-Chair verifies that the deceased is, or was in the past, a member of the American Astronomical Society. This is done by consulting the online membership directory or by contacting the AAS Communications Director for past memberships. Obituaries are occasionally produced, at the discretion of the Executive committee, for individuals who were not AAS members but who have contributed significantly to astronomy.
2. For each deceased member, the Vice-Chair identifies an AAS or non-AAS colleague or family member to write an obituary. Often a current or previous research collaborator or a colleague at the deceased's home institution can be recruited. The [ADS](#) is a valuable resource to identify an individual's co-authors. The Vice-Chair also does a preliminary web search for the deceased member's death notice, funeral home notice, newspaper or journal obit, etc. A photograph of the deceased is obtained, with permission to post if needed.
3. If no author can be found for an obituary, the Vice-Chair will seek permission to reprint an obituary from another source, such as *Physics Today*, *Nature*, etc. or an AAS Division newsletter or report. The Vice-Chair contacts the AAS Communications Director regarding permission to reprint the obituary.

Periodically, the Vice-Chair prepares a solicitation for volunteers to write obituaries, with a [link](#) to a list of those needed. This solicitation is sent to the members of HAD and is also provided to the AAS Communications Director for inclusion in the AAS News Digest.

The Vice-Chair maintains an online (Google Sheets) obituary database listing obituaries which have been completed, assigned, or not completed. He or she also contributes a table of obituary statistics to the Division's annual report to the AAS Board of Trustees. This list (which should be available by mid-March) includes the number of deaths in the past year, the number of obituaries completed, the number of obituaries in progress, etc.

XII. This Month in Astronomical History

HAD publishes a monthly online column *This Month in Astronomical History*. These columns are distributed electronically as part of the *AAS News Digest*, and are archived on a [website](#) maintained by HAD.

The columns are edited by a HAD member. The Editor solicits authors and performs preliminary editing of the submissions. They are then made available to the members of the Executive Committee (and possibly external experts, if needed) for review. Once satisfied with the finished product, the Editor submits the finalized column to the AAS Communications Director for posting in the *AAS News Digest*.

XIII. Calendar and Deadlines

A number of maintenance tasks are performed (usually by the Secretary-Treasurer) on a monthly basis. These include the following:

- The HAD membership roster is updated by consulting the AAS division [membership website](#).
- A message of welcome is sent to new members.
- Any member missing from the list is contacted to determine whether he or she has intentionally withdrawn. If a member has been removed from the list unintentionally, the AAS Director of Membership Services is contacted and asked to investigate.
- The HAD membership e-mail list (maintained by [Simplelists](#)) is updated as needed by comparison with the membership list. Any anomalies (e.g., members who have inadvertently been removed) should be reported to the Director of Membership services.
- Once the latest issue of *This Month in Astronomical History* has been published in the online *AAS News Digest*, links to the column should be added to the *TMIAH* [webpage](#). Note that the link must be added to both to that page and to the list of columns [arranged by month](#).

Important events and deadlines are outlined chronologically below.

January

The annual HAD meeting traditionally occurs in January, in conjunction with the winter AAS meeting. The HAD Chair (or a designated substitute, if necessary) is expected to attend the AAS Strategic Assembly, which is held at the meeting site prior to the scientific sessions.

Prior to the HAD meeting, the following tasks must be completed:

- The Officers' Reports for the HAD Town Hall (usually compiled into a single PowerPoint file) should be uploaded to the meeting abstract submission site.
- The AAS Mira site should be checked to ensure that all HAD sessions, and all presentations within each session, are properly scheduled.
- Final arrangements for the HAD dinner, including communication with those participating, should be finalized.
- Upon arrival at the meeting venue, make sure that the meeting room has all required amenities (computer, projector, sound system, ramp or elevator). Check that the file for the Town Hall Officers Reports works properly. Consult with the AAS meeting staff and the Speaker Ready Room staff as needed.

After the meeting,

- The Secretary-Treasurer submits various meeting receipts (expense reimbursement for prize winners and special session speakers, etc.) to the AAS Chief Financial and Operating Officer. About a month later, check with the intended recipients that reimbursements have been paid.
- Process any membership applications obtained at the meeting.
- Update the [HAD Meetings](#) webpage: Move the just-completed meeting entry to the Past Meetings list and enter the next year's meeting under Future Meetings. Update and upload the "Papers by author" document and update the [Special Sessions](#) page. Update the "HAD Minibanquet" document (this is an internal document, not on the HAD website).
- Check to see whether the meeting abstracts have been sent to NASA/ADS.
- In odd-numbered years (after new officers have been installed) update the [Current Leadership](#) and [Past Leadership](#) pages on the HAD website.
- In odd-numbered years, the IT staff at the AAS should be contacted to request required authorizations (email, website, etc.) for the new Vice-Chair.

Also in January, the Secretary-Treasurer should send thank-you notes to those individuals who contributed to HAD and its prize funds during the previous calendar year.

Near the end of the month the Secretary-Treasurer checks the membership roster for former members who are in arrears and begins campaigning to get them to renew.

Planning for the Spring issue of *HAD News* begins.

February

February 15th (or later at the Chair's discretion): Proposals for special sessions at the following year's January HAD meeting are due to the Secretary-Treasurer.

The HAD membership is solicited for content for the spring issue of *HAD News*.

In even-numbered years the membership is solicited for officer nominations for the fall election.

March

March 1st: Nominations for the following year's Doggett or Osterbrock Prize are due to the Secretary-Treasurer. Note that the Doggett Prize is awarded in even-numbered years and the Osterbrock Prize in odd-numbered years.

The Secretary-Treasurer collects and assembles the HAD Prize documentation and submits it to the HAD Prize Committee. The dates on the appropriate HAD Prize website are revised for the next cycle.

In even-numbered years the Secretary-Treasurer requests examination copies of books nominated for the Osterbrock Prize from the appropriate publishers, and requests campaign materials from candidates for the fall election of officers.

March 15th (approximately): The Chair submits the HAD Annual Report to the AAS Secretary for the April AAS Board of Trustees meeting.

March 31st (approximately.): The Chair and Vice-Chair submit their respective columns to the Secretary-Treasurer for inclusion in the Spring issue of *HAD News*.

April

In mid-April, the Chair presents the HAD Annual Report at the AAS Board of Trustees meeting. This PowerPoint presentation is typically fifteen to twenty minutes in length.

The Spring issue of *HAD News* should be nearing completion at this time.

May

The Secretary-Treasurer completes the Spring issue of *HAD News* and sends it to the Executive Committee for review. After final revision, it is sent by email to the HAD membership. Hard copies are sent to those members who have not provided email addresses. A pdf file is uploaded to the HAD website, and a link added to the [HAD News](#) web page.

In even-numbered years, the Division solicits nominations for new HAD officers.

May 31st (subject to change): Due date for online submission of HAD Town Hall and Special Session proposals to the AAS for the following January's annual meeting.

June

In even-numbered years (when the election of new officers will take place in the fall) the HAD officers begin soliciting candidates. An appropriate email announcement is sent to the membership. This solicitation process continues through the summer.

July

The Executive Committee begins to look for a local contact to assist in arranging the HAD Mini-banquet at the January HAD meeting.

August

The HAD membership is solicited for content for the fall issue of *HAD News*.

In even-numbered years, the final ballot for the Election of Officers is prepared.

September

September 1st: In even-numbered years, online voting begins for new HAD officers. The candidate choices (including biographical data and campaign statements) are sent to the members by email, and periodic reminders to vote are sent to them throughout the month. Hard copies of the candidate data are sent to members without email addresses on file, along with instructions on how to cast their votes.

September 30th: Voting for officers ends at midnight (in even-numbered years).

September 30th (approximately.): The Chair and Vice-Chair submit their respective columns to the Secretary-Treasurer for inclusion in the Fall issue of *HAD News*.

October

October 1st: Deadline for announcing the recipient of the coming year's Doggett or Osterbrock Prize. Once the HAD Prize recipient for the coming year has been announced, the appropriate website is updated. The Secretary-Treasurer arranges for the AAS to prepare a check and framed certificate for the prize winner.

The Chair (or other HAD representative) attends the AAS Division Leadership meeting.

In even-numbered years, the HAD membership is informed of the election results. Each candidate is contacted by email with an appropriate message.

The window for submitting abstracts for the January AAS/HAD meeting opens in October. The AAS will send a message to its members, but that message should also be forwarded to the HAD membership by the Secretary-Treasurer. Frequent reminders should be sent!

November

The Secretary-Treasurer completes the Fall issue of *HAD News* and sends it to the Executive Committee for review. After final revision, it is sent by email to the HAD membership. Hard copies are sent to those members who have not provided email addresses. A pdf file is uploaded to the HAD website, and a link added to the [HAD News](#) web page.

Once the recipients of the HAD Student Travel Award have been selected and announced, the [award website](#) should be updated to include the new recipients and the deadline for the next award cycle.

The Secretary-Treasurer sends email reminders of all January meeting deadlines to the HAD membership.

December

The Secretary-Treasurer requests a tentative end-of-year financial report from the AAS Chief Financial and Operating Officer.

The Secretary-Treasurer sends email reminders of all January meeting deadlines to the HAD membership.

In preparation for the upcoming annual HAD meeting, the following tasks are performed:

- The Chair, Vice-Chair, and Secretary-Treasurer complete their respective reports for the HAD Town Hall. These are assembled into a single PowerPoint file.
- The final scientific program (special sessions and contributed presentations) is checked for accuracy.
- The meeting abstracts are uploaded to the HAD [Meetings](#) page.

XIV. Appendices

A. The AAS Strategic Assembly

Composition. The Strategic Assembly shall be a standing Advisory Committee of the Society consisting of the members of the Board of Trustees; the Executive Officer; the Chairs of the Standing Committees (or their designees); the chairs of the Divisions of the Society (or a designated member of their Executive Committees); and leaders of other advisory committees or working groups by invitation. The President shall serve as Chair of the Strategic Assembly.

Responsibilities. The Strategic Assembly shall, subject to oversight by the Board of Trustees, ensure broad, representative, and diverse input into the long-range planning of the Society from its Standing Committees and Divisions; develop proposals for consideration by the Board of Trustees as part of the Society's strategic planning process; bring issues to the attention of the Board of Trustees and the Executive Officer; and promote communication among Advisory Committees and between the Committees and the Board of Trustees.

The 2021-2016 Strategic Assembly Plan is available [here](#).

B. AAS Administrative Contacts

Please note that this list of AAS personnel is subject to change; it is correct as of August 2020.

Kevin B. Marvel, Executive Officer (kevin.marvel@aac.org)

Diane Friendak, Director of Membership Services (diane.friendak@aac.org)

Membership, Dues, Development, Agents Program, Prizes, iMIS (membership data base)

Hua Liu, Director of Communications and Marketing (hua.liu@aac.org)

Communications (Including Monthly Digest), Email Campaigns, AAS Website Maintenance, Social Media, Press Operations, AAS Nova

Joel Parriott, Deputy Director and Public Policy Director (joel.parriott@aac.org)

Public Policy, Support to CAPP (Committee on Astronomy Public Policy)

Ethan Vishniac (ethan.vishniac@aac.org)

Editorial Process, Lead and Scientific Editors, eBooks

Julie Steffen, Chief of Publishing Services (julie.steffen@aaas.org)

Journals data scientist workflow, Manuscript workflow, ADS partnership, Publication committee

Elizabeth Scuderi, Director of Meeting Services (elizabeth.scuderi@aaas.org)

Meeting Services, Abstract Services, Exhibitor Services

Kelly E. Clark, Chief Financial and Operation Officer (kelly.clark@aaas.org)

Finance, IT service provisions, Grants, Operations, *Sky and Telescope* operations

Peter Tyson, Editor in Chief (ptyson@skyandtelescope.org)

Sky and Telescope

AAS Liaison to HAD: Paula Szkody (szkody@uw.edu)