

These past two years, the bylaw committee worked with presidents and ALCors from the Astronomical Society of Eastern Missouri, Astronomical Society of S.E. Missouri, Astronomy Club of Tulsa, Broken Arrow Sidewalk Astronomer, Bartlesville Astronomical Society, Central Arkansas Astronomical Society, Platte Valley Astronomical Observers, Prairie Astronomy Club and Sugar Creek Astronomical Society. We modified and streamlined many sections to best reflect the actual workings of the MSRAL in an intense consecutive eight-week Monday night phone call starting in September and ending in November. We are now at a pivotal stage where all club members and their leaders need to review and submit comments before the final amending scheduled for second week in January.

We have a major uncertainty of turnaround time for the National Executive Committee to get these on the meeting agenda, told anywhere from one to three months. The goal is to have these reviewed and accepted as amended by the National Executive Committee to be done by February or March for regional vote at our 2023 Convention in Tulsa, Oklahoma.

The meeting scheduled for the second week of January will be an official Regional Council Meeting comprised of officers, club presidents or their proxies and the bylaw committee. To accomplish this, the MSRAL Regional Council Meeting must have a quorum. **PLEASE CONSIDER THIS A PRIORITY AND GIVE ME YOUR, OR PROXIES AVAILABILITY DATES FOR THE WEEK OF JANUARY 8 TO 14, 2023.** There is no guarantee I can get a date acceptable to everyone which is why it is imperative that you send a proxy.

The bylaws will be gone through concentrating on the narrative in all sections and having a motion to accept as amended after each article is complete. There will be minor wordsmithing of the document in real time, since all the major discussion has already been done over the last intensive 8 weeks.

If you cannot make it, please notify me who will be your proxy and if they are able to give an official vote on behalf of your club. Roll call will be done and clubs participating in this will be formally documented for the National Executive Committee and regional records retention.

So please review the attached bylaws with your membership by emailing or hand out at your December meeting. Any corrections or suggestions will be considered until January 5, 2023, to allow time for me to make corrections, just compile them and send me a list.

Thank you in advance for your help as I have been working on these for two years and I REALLY, REALLY, would like to get these off my plate and move on to other regional projects.

Looking forward to getting your availability dates in ASAP.

Enjoy your holiday season with your family and stay healthy and I plan to see you at the bylaw amending meeting in January.

Peggy Walker

MSRAL Regional Representative

CONSTITUTION AND BYLAWS OF THE MID-STATES REGION OF THE ASTRONOMICAL LEAGUE

As of _____, 2022 (draft 11/22/2022)

These Bylaws of the Mid-States Region of the Astronomical League, were first adopted at the convention assembled June 20, 1992, as provided by the National Constitution and Bylaws of the Astronomical League. This constitution supersedes any previous constitution or Bylaws of the Mid-States Region.

ARTICLE I MEMBERSHIP AND GEOGRAPHY

Section 1. Defined:

(AL By laws: Art. IX: Sec 1)

The Mid-States Region of the Astronomical League was formed under the Astronomical League Bylaws and Standing Resolution #13 and shall be referred to as the MSRAL which includes all members of clubs or societies, Patron Members, Members-At-Large and Youth Members-at-Large who reside in said states.

ARTICLE II MSRAL OFFICERS

Section 1. Qualifications:

(AL By Laws: Art. III. Sec. 3)

All National Council members must be League members in good standing and at least 18 years of age.

Section 2. Defined:

(AL By Laws: Art. IX. Sec. 3)

The Regional Officers shall consist of the Regional Chair, Regional Vice Chair, Regional Secretary-Treasurer and Regional Representative to the National Council. They shall be approved by the members present at the Regional Convention, or if none is held, by the Regional Council. Regional officers shall be empowered to act on behalf of the Regional Council, with its full authority, on matters, other than the election of Regional Officers, which require its attention when the Regional Council is unable to meet.

Section 3. Term of Office:

(AL By Laws: Art. IX. Sec. 6)

The terms of the office shall be:

- a. Regional Chair a two (2) year term max consisting of two consecutive terms, with a year break before being elected again.
- b. Regional Vice Chair a one (1) year term and can succeed themselves. WHAT DO YOU RECOMMEND.
- c. Secretary-Treasurer a 2 OR 3 year term?????? and they can succeed themselves.
- d. Terms of office run from one annual Regional Convention to the close of the convention based on their individual term of office.
- e. Regional Representative must be at least 21 years of age shall serve for a term of three (3) years, beginning at the close of the convention which they are elected, and ending at the close of the third successive year's MSRAL Convention. A Regional Representative can succeed themselves. In the case where no convention is held in a year, one can be seated, 1) by election of the Regional Council via special or virtual Business Meeting, 2) by appointment by the Regional Chair, or 3) by the President of the League.
- f. If no convention is held, in a given year, the term shall run until the position is filled. HOW DO WE FEEL ABOUT THIS? MAY HELP PEOPLE FIND A REPLACEMENT

Section 4. Inactive National Officers:

(AL By Laws: Art IX. Sec. 13)

A Regional Chair or Representative who, in the view of the National Executive Council, does not participate in live or virtual Council meetings, in live or virtual regional meetings, or is not an active member of a League committee for a period of three (3) years, will be deemed to have resigned and will be considered "inactive." The President may (1) appoint a Regional Chair and/or Representative to serve until the next regional election and/or (2) direct the Regional Council to solicit a replacement via through appointment or election process.

Section 6. Simultaneous Offices:

(AL Bylaws: Art. II Sec. 6, Art. IX. Sec. 5)

No person may hold the offices of Regional Chair and Regional Representative simultaneously. If a person is elected or appointed to, or succeeds to, a second such position while holding a first, that person will be deemed to have resigned the first office upon commencing the second.

The Regional Chair and Representative hold a seat on the National Council and are entitled to only one (1) vote at any National Business Meetings virtual or in person. (AL Bylaws: Art. II. Sec. 5b.)

Section 7. Duties:

The duties of the MSRAL Officers shall consist of the following and such other duties as the Council may, assign:

a. The Regional Chair: is the chief executive officer of the MRAL and shall not exercise any authority, execute any contracts or obligations, which exceed the purpose or authority of the Astronomical League which infringe on the autonomy of the Region's individual societies. They shall:

1. Represent the region with a seat at the National Council (Art. IX. Sec. 5)
2. Be a member of the Executive and Regional Councils and plan the agenda for, and preside over the Regional Business, Regional Council and Executive Council Meetings.
3. Attend the yearly National Business Council Meeting before the ALCons in person or via electronic means or may assign a proxy. (See Art II. Sec. 10)
4. Prepare the annual regional report consisting of club reports, financial statement, Business Meeting Minutes and submits to the National Secretary.
5. Help solicit future MSRAL Convention hosts.
6. Assign a proxy for the Regional Representative if necessary. (See Art II. Sec. 10)
7. Appoint a webmaster when required.
8. Maintain MSRAL correspondence and expenses generated by this office and forwards to the Secretary-Treasurer for record-keeping purposes.
9. Welcome new clubs who joined the region by email or phone, to inform of upcoming events and shares contact information of the Executive Council Members.

b. The Regional Vice Chair: assists the Chair in the discharge of their duties and performs them in the case of the absence, death, disability, resignation, or removal of the Chair. They shall,

1. Be a member of the Executive and Regional Councils
2. Chair the Nominating Committee
3. Perform other duties as directed by the Regional Chair

c. The Regional Secretary-Treasurer is the chief financial officer of the MSRAL.

As Secretary they shall:

1. Operate as point of contact for the up-to-date list of all member societies presidents and ALCors, patron members, Members-At-Large and Youth Members-At-Large within the Region.
2. Records all minutes for the Executive Committee, Regional Council, Convention Business Meeting, Nominating Committee, and any other meetings.
3. Distributes the minutes within thirty (30) days following any meeting.
4. Ensures a quorum is present at meetings by taking a roll call.
5. Maintains officer terms of office for the Nominating Committee and yearly election.
6. Prepares copy of minutes for review and acceptance at yearly business meeting and makes corrections as needed.
7. Prepares election ballot for yearly Business Meeting if necessary.
8. Maintains the MSRAL Convention and Amateur of the Year list, Deceased MSRAL members list, and minutes for record keeping purposes.

As Treasurer they shall:

1. Places the funds in a repository approved by the MSRAL officers.
2. Executes all financial transactions of the MSRAL.
3. Keeps proper books of account of all transactions.
4. Refers any extraordinary expenses that fall outside of normal budget for review of the Executive Council.
5. Prepares a report of MSRAL budget to present and review for acceptance at yearly Convention Business Meeting and makes corrections as needed.
6. Issues seed money to Convention Planning Committee if requested.
7. Prepares the annual financial report and submits it to the League Treasurer by June 30th of each year.

d. The Regional Representative: is the liaison to the National Council they shall:

1. Represent the region with a seat at the National Council (Art. IX. Sec. 5)

2. Be a member of the Executive and Regional Councils, including the Nominating Committee.
3. Correspond with existing member clubs regarding national and regional business and activities.
4. Keep Regional Executive Council informed of club membership status.
5. Take notes from National Convention Business Meeting and sends to presidents and ALCors for distribution to regional members.
6. May help solicit future MSRAL Convention hosts.
7. Assist the Regional Officers as needed or directed by the Chair.
8. May succeed the Region Chair

Section 8. Removal of an Elected Officer:

- a. A Regional Officers can be removed from office prior to completion of their term only through the same mechanism that put them in that position per Missouri State Corporate Law, being the state of the League's incorporation.
- b. Removal can be pursued, if for whatever reason, an officer is unable or unwilling to perform the essential duties of their office effectively.
- c. Nationally appointed officers either Regional Chair or Representative will proceed as the National Council bylaws stipulate. (Art. II. Sec. 4)

Section 9. Vacancy:

In case of a vacancy of an office due to removal, illness or other circumstances beyond any one's control, the Regional Council will pursue a replacement.

Section 10. Proxy:

(AL Bylaws: Art. III.

Sec. 7)

The Regional Chair may assign a proxy for an absent Regional Representative with a written statement designating the substitution and signed by the respective Council before the proxy may be seated at a meeting.

- a. A proxy is given in writing, signed by the person giving the proxy, identifying the person to whom the proxy is given, and stating the scope of authority given to the proxy holder, i.e. National Council.
- b. A hard copy of an email clearly sent from the proxy-giver to the person claiming to hold the proxy, identifying the person designated to hold the proxy, and stating the scope of authority given to the proxy holder, will be accepted.
- c. A valid written proxy must be delivered to the Regional Secretary before any vote may be cast at 1) a Regional Council Meeting or 2) the League Secretary before any vote may be cast on behalf of the Region at a League Council or League Business meeting.
- d. Proxies may not be assigned by a proxy holder and all proxy holders are allowed one (1) vote.

ARTICLE III MSRAL COUNCILS AND MEETINGS

Section 1. Standing National Council:

(AL By Laws: Art. VII. Sec. 1)

The League's Regions and their committees and councils are considered service sections that are created by operations of the League's Bylaws and Standing Resolutions.

Only MSRAL Officers can conduct business at the business meetings. Both Council members only have one (1) vote, and can designate decisions as non-binding, advisory votes, topics needing further discussion, or pending a final decision by the MSRAL membership at the Regional Meeting. Neither Councils can approve or sanction any actions which conflict with the MSAL Bylaws or the Astronomical League's Bylaws.

Section 2. Regional Executive Council:

The Regional Executive Council consists of the Regional Representative, the Regional Chair, Regional Vice-Chair and Regional Secretary-Treasurer. A meeting can be called by, 1) the Regional Representative, 2) Regional Chair, 3) by petition of a majority of either the Regional Council, the Executive Council or the membership at large.

Council meetings may conduct business in person, by email, or by virtual means whenever deemed necessary.

Section 3. Regional Council:

(AL By Laws: Art. IX. Sec. 2)

All business and affairs shall be administered by a Regional Council, consisting of the Regional Representative, Regional Officers, club Presidents or their proxy, and one representative selected from the Members-at-Large. A Regional Business Meeting of the MSRAL shall be held annually at the place and time of the MSRAL Convention scheduled time set by the Convention Planning Committee with the approval of the Executive Council.

Other Regional Business Meetings of the MSRAL can be held throughout the year by electronic means as the Regional Officers deem necessary.

Section 4. Meeting Process:

(AL Bylaws: Art. VIII, Sec. 4)

Parliamentary rules of procedure for all League meetings shall be Robert's Rules of Order, Newly Revised, unless otherwise specified and will include an agenda as the standard of meeting protocol.

Section 5. Virtual Meetings:

(AL Bylaws: Art. VIII Sec. 2c.)

Virtual options can be utilized for any meeting, if available, if the committee members are notified by electronic means at least two (2) days in advance of any proposed meeting.

Section 6. Quorum:

- a. An Executive Committee meeting must have a quorum of **five (5) WE ONLY HAVE 4** council members, with a minimum of three (3) societies present. To pass any motion requiring action in a Council session, a majority vote of the members present shall be necessary, except for matters requiring a large vote as designated in these Bylaws.
- b. At Regional Council Meetings shall have a 2/5ths quorum of club presidents or their proxy be met prior to conducting any business at the council meeting with all decisions conducted by majority vote of members present.
(AL By Laws: Art. VI. Sec. 3)
- c. At the yearly Convention Business Meeting, fifteen (15) members of the MSRAL shall constitute a quorum, with at least three (3) member societies present. Only MSRAL members may vote, with all decisions conducted by majority vote.

Section 5. Voting:

(AL By Laws: Art. III. Sec. 6)

No person may cast more than one (1) vote at the Regional Council even if that person holds a Regional Officer position and Club President position.

ARTICLE IV REGIONAL CONVENTION

Section 1. MSRAL Convention:

(AL Bylaws: Art. IX. Sec. 8)

A regional convention shall be held annually in the MSRAL and hosted by one or more societies or groups of members which constitutes the Convention Planning Committee, at a time and place selected by the MSRAL.

Section 2. Cancellation:

(AL Bylaws: Art. VI. Sec. 1)

A MSRAL Conventions may be canceled for reasons of pandemic or other exigent circumstances.

Section 3. MSRAL Business Meeting:

(AL Bylaws: Art. IX. Sec. 9)

The Regional Business Meeting of the MSRAL shall be held annually at the place and time the MSRAL Convention Planning Committee determines, with the approval of the Regional Executive Council.

Section 4. Convention Finances:

- a. The registration fees for the MSRAL Convention will be established by the MSRAL Convention Planning Committee and reviewed by the Regional Executive Council to ensure costs fall in range of previous conventions.

- b. Upon completion of the convention, the MSRAL will receive 50% of all profits or be liable for 50% of all losses from the convention.
- c. MSRAL Convention financial statement, seed money, if requested, and half of the profits need to be sent to the Region Secretary-Treasurer before June 30th.

Section 5. Schedule Conflict:

In the event that a National Convention of the League is being hosted by a MSRAL group or society in a given year, the MSRAL Convention Planning Committee may elect to consider making it the MSRAL Convention of that year.

ARTICLE V ELECTIONS

Section 1: Elections:

(AL Bylaws: Art. IX.

Sec. 7)

Elections for Regional Officers shall be conducted at the yearly MSRAL Conventions whether in person or by virtual means. The order of elections shall be Regional Chair, Regional Representative, Regional Vice-Chair and Secretary-Treasurer.

Section 2. Nominating Committee:

(AL Bylaws: Art. IX. Sec. 4 & 5)

- a. The Vice Chair heads the Nominating Committee that consists of all Executive Council members, any club presidents, ALCors or independent members. The Committee sends out a notice of expiring terms of officers to club presidents and ALCors with the bylaws job descriptions to pursue potential candidates.
- b. The committee can also go through the MSRAL membership rosters to develop a working list of possible candidates who shall be contacted three (3) months prior to the MSRAL Convention. Candidates will be contacted by the committee to review the position along with their availability.
- c. The Nominating Committee Chair gives the list of potential candidates to the Regional Chair thirty (30) days prior of the MSRAL Business Meeting elections to include ballots at the yearly Convention Business Meeting.

Section 3. Floor Nominations:

Nominations are welcomed from the floor during the election section of the Regional Business Meeting. No person shall be nominated or elected without their consent. Nominations for each office shall remain open until the results of the previous officer election has been announced unless there is no more than one nominee for each office. **MORE THAN ONE NOMINEE DOES VOTING CONSIST OF HAND OR WRITTEN BALLOT?**

Section 4. Election of Officers:

The MSRAL Officers shall be elected by a majority vote of the members present at the Regional Business Meeting of the MSRAL, or if none is held that year, by the Regional Council.

Section 5. Majority Vote:

To pass any resolution, motion or action, or any other matters they shall be passed by a majority vote of the membership.

ARTICLE VI FINANCIAL

Section 1. Fiscal Year:

(AL Bylaws: Art. X. Sec. 6)

The fiscal year for the League shall be July 1 to June 30.

Section 2: Non-Profit Status:

(AL Bylaws: Art. X. Sec. 2)

The League is a not-for-profit organization in accordance with Section 501©(3) of the U.S. Internal Revenue Code. Donations of material, real or personal, and monetary gifts and contributions shall therefore be tax deductible. As the MSRAL is a subsidiary of the Astronomical League, and thus can obtain property or accept tax deductible contributions when and only when the same are undertaken or accepted on behalf of, and

transferred to the auspices of, the parent body.

Section 3. Dissolution:

In the event of the dissolution of either the MSRAL or the Astronomical League, or by redrawing of regional boundaries, the MSRAL shall transfer all net assets to accounts of the Astronomical League for disposal by the National Council.

Section 4. Financial National Assistance:

(AL Bylaws: Art. IX. Sec. 11)

The Region may request financial assistance by the method established in the League's Standing Resolution #3, to the National Committee for the following: 1) to facilitate the normal operation of MSRAL, 2) to aid in the operation of a Regional Convention, 3) assist in retiring debts incurred by the MSRAL, or 4) special projects or activities planned to grow the region.

Section 5. Regional Financial Assistance:

No regional funds shall be comingled with personal funds, in personal bank accounts, or club bank accounts.

Section 6. Contracts:

(AL By Laws: Art X. Sec. 5)

Only authorized persons may enter into contracts for services or otherwise commit the League to financial obligations they include League officers, Regional Chairs, National Convention Chairs and other persons who are authorized by the President, in writing or by electronic means, for specific purposes. Authorized persons, however, may not enter into contracts in any amount exceeding \$300.00 or \$500.00 in the aggregate, in any fiscal year, without the written or electronically transmitted approval of such contract(s) by the League President. Any authorized or non-authorized person violating any part of this section will be exceeding the scope of that person's authority and may be held liable for any losses incurred by the League.

Section 7. Treasurer Report:

(See Article II: Section 7, #6)

Section 8. New Projects from annual Business Meeting:

Any project, award or donation outside of the current MSRAL Budget are considered extraordinary and must be reviewed and voted on by the Executive Council before adoption.

ARTICLE VII BYLAW REVIEW & AMENDMENTS

Section 1. Bylaws Committee:

A Bylaws committee will be assembled every five (5) years that will consist of the Regional Executive Council and can include club presidents and other selected individuals from the region.

Section 2. Update and Review:

A regular review will ensure the operation of the MSRAL is still represented in the bylaws and resolutions, and that MSRAL Bylaws are in agreement and compliance to the National Bylaws.

Section 3. Amendment Submission:

Amendments to these By Laws may be proposed by a Regional Council Member, three (3) or more member societies, Members-at-Large, by submitting the proposed changes in writing to the Executive Council and Secretary-Treasurer at least 90 days before the annual Regional Business Meeting.

Section 4. Proposal:

The Regional Secretary-Treasurer shall send the proposed amendments out to the presidents and ALCors of the member clubs for review. Comments shall be returned to the Secretary-Treasurer, and Regional Chair within 45 days of receipt. The Executive Council shall review the comments and suggest changes to those who have proposed the changes. The final draft incorporating such changes as the proponents have agreed to, will be sent to the member clubs at least ten (10) days prior to the annual meeting.

Section 5. Ratification:

A Regional Council meeting to conduct the final review before the member vote at the yearly Business Meeting, must have a quorum in attendance. The proposed amendment or revised and updated bylaws shall be voted upon at the Regional Business Meeting or, if no conference is held within the year of its proposal, voting can be conducted by electronic means. A majority vote of all members is required for voting for amendment adoption or bylaw revision and updates.

Section 6. National Review and Acceptance:

Once the MSRAL Bylaws are updated and finalized by the region, they are forwarded to the AL Executive Secretary to be put on the schedule for the next Executive Committee Meeting agenda. The National Executive Committee review and sign-off applies to updates and/or amendments before regional adoption and ratification.

Section 7. Adoption & Update:

Once a proposed amendment is reviewed and accepted by the National Executive Committee, the amendment will be added to the bylaws within (2) two weeks of adoption and the revision date changed to reflect the bylaw update.

STANDING RESOLUTIONS

No Standing Resolution shall be adopted which conflicts with National Bylaws. (AL By Laws: Art III. Sec. 8)

STANDING RESOLUTION #1 "Amateur of the Year" Award 1966

Fayette, MO (no date)

At the tenth MSRAL Convention, on June 20 – 21, 1959 at the University of Tulsa, OK, Mr. S.S. Whitehead, of Wichita, KS, was presented with an award for his service to the region and his assistance to amateur astronomers. (1959 Bulletin - AKA Reflector). This award was formalized into the Amateur of the Year Award at the 1966 Convention to be given at the yearly conventions. The first AOY Award was given to Russell, Maag of Central Missouri Amateur Astronomers in 1967.

The previous winner is the AOY Selection Committee Chair for the following year. They shall send the selection letter containing criteria to the MSRAL Convention Committee. Due to the confidential nature of this award, the submission needs to be returned to the AOY Chair. The MSRAL Convention Committee sends the letters to all the club ALCors who request nomination submissions from the membership with nominees not being informed of their submission. Clubs and societies are not obligated to submit names of their members.

Criteria will include those who provided education, outreach, service to a club or society at their local level and any projects, activities or outreach they conduct at the state, regional, national, or international levels. What extraordinary action did they take and what positive outcomes resulted? Clubs are encouraged to submit one (1) candidate per year that will be retained and be considered for an additional year and if not selected may be resubmitted by the nominating club in future years.

The AOY Award is once in a lifetime so previous recipients are not eligible.

Any candidate submitted needs to be encouraged to attend the convention but if situations warrant where they will not be able to attend, the club president, ALCor or other club member shall receive it on their behalf.

The selection committee consists of past AOY recipients in attendance at the yearly MSRAL Convention who meet at the lunch break in their own meeting room at the convention. Determination is decided during this meeting by a majority vote and a certificate is generated by an AOY Committee Member. The Chair will draft notes from their submission letter to include in the talk prior to issuing the award at the banquet on Saturday night.

If last year's recipient is unable to chair the Selecting Committee, the most current awardee will act as the Steering Committee Chair.

STANDING RESOLUTION #2 Regional Representative Term of Office Lincoln, NE, June 12, 1993

The Regional Representative of the Mid-States Region of the Astronomical League will serve for a term of three (3) years instead of the current two (2) year term.

STANDING RESOLUTION #3 Yearly International Dark Sky Donation

per IDA: Feb 1994

A \$200.00 yearly donation is to be made to the International Dark Sky Association and will be renewed at the Regional Business Meeting at the yearly conventions. **Amendment #1: Special MSRAL Business Meeting August 25, 2007, at the University of MO at Kansas City.** Due to the cancellation of the MSRAL in Omaha a special business meeting was convened in Kansas City and the IDA donation was increased by \$50.00 making it a yearly \$250.00.

STANDING RESOLUTION #4 Regional Representative Stipend **Tulsa, OK, June 21, 2003**
The Mid-States Region will issue a yearly stipend to the Regional Representative to attend the Astronomical League's Business Meeting at the yearly ALCon. The stipend will be for \$200.00 to help defray the cost for attending. **Amendment #1: MSRAL 2016: Columbia, MO** It was moved and seconded, and motion carried to increase the Regional Representative's stipend to \$400.00.

STANDING RESOLUTION #5 Multiple AOY Recipients **Columbia, MO, March 7, 2009**
The MSRAL will be able to present multiple regional AOY Awards if the potential for multiple recipients, based upon the recommendation(s) of the Amateur of the Year Committee exists.

STANDING RESOLUTION #6 Convention Seed Money **No Date:???? 2010 minutes are missing**
The hosting convention club or clubs may request seed money for deposits to start MSRAL Convention planning from the Regional Treasurer for \$400.00. This money is to be repaid after the convention is held and finances are reconciled. **Amendment #1: MSRAL 2011 Ozark, AR May 21, 2011:** The seed money amount was changed to \$750.00.

STANDING RESOLUTION #7 Annual Regional Reports **November 17, 2022**
Compiled by the Regional Chair, with help from the Secretary-Treasurer and Regional Representative and consists of pertinent information on the region. It includes and is not limited to, list and contact information of MSRAL officers, year term ends, financial July 1 balance to June 30 balance, bank location, club information, star party number of attendees, IDA Chapters and sites, communication network, programs, awards. It gives the overall state of the region.

The 12-month club report (since not all clubs have the same year-end calendar for reporting) should cover activities starting from last convention to current year convention and includes but is not limited to, name of officers, membership number, outreach activities and other information on IDA Chapters and/or activities and dark sky place if applicable. This information is requested by the Regional Chair and compiled for their annual report submission due by June 30 to the National Secretary.

STANDING RESOLUTION #8 Convention Planning Committee **November 16, 2022**

Business Meeting: is conducted with Roberts Rules of Order led by the Regional Chair who also compiles the agenda which includes but is not limited to, welcome of attendees, roll call of clubs, check for quorum, reading of last year's minutes, region financial statement, election of officers, issues that need to be voted on, old business, new business, next year's convention announcement/presentation, club reports (if time) and adjournment.

Convention Planning: the goal is to plan a program that runs from Friday to Sunday with meals and local tourism with the normal schedule of events. A break-even point is generated usually about 50 attendees, and this is all the administrative costs, facilities cost, food/snack purchases, printer ink, badges, etc. The Friday dinner and Saturday lunch are standalone while the banquet, a single purchase, does include the facility rental, food, speaker honorarium, travel and accommodation expenses. All costs generated for the convention are reviewed by the Regional Executive Council to keep within convention trends.

Convention Promotion: Once a date is selected, location and keynote speaker are booked, a short notice should go out to the clubs. It also needs to get on the MSRAL.org website ASAP. A JPEG or graphic needs to be developed and sent to the editor-in-Chief of the Reflector magazine by February 1st for the March issue as the June issue will be too late. Convention information posted on the regional Facebook page allows for clubs to share.

Donations/Door Prizes: are a draw to the convention and are given in exchange for those vendors setting up a table at the convention no charge. Other giveaways are highly recommended and may include star party registrations.

Financial Management: tax exempt letters are recommended for purchases for convention items which saves some expenses. Review Convention Finances in Article VI of the bylaws for more detailed reporting and management of MSRAL expenses and income.

Registration Packet badges as well as packets are issued to attendees when they check in at the registration table and should include and is not limited to: list of local eateries and restaurants, local tourist spots, convention schedule, AOY & Convention History list, (Secretary-Treasurer), deceased member list, (Secretary-Treasurer), previous year's draft minutes (Secretary-Treasurer), Financial Statement (Secretary-Treasurer), Business Meeting Agenda, (Regional Chair) Voting ballot if applicable, (Secretary-Treasurer), flier for next year's convention, (hosting club), and club reports.

Registration: March 1st is target go live on-line registration date, an actual physical address or P.O. Box, needs to be included for those who opt to pay by check. Registration table is set up early Friday afternoon and runs until Saturday afternoon. Registration table ran by the convention treasurer who coordinates volunteers and handles the money exchange for registrations and makes any refunds if necessary. A registration list is generated and includes name, club, position(s) dinner meal selection, lunch meal selection, and banquet meal purchase, and contact information. This report is sent to Executive Council to see state of participation and make contact to encourage more participation from the clubs if deemed necessary.

Schedule Planning: Ensures all standard meetings are provided for in the program scheduling they are, 1) Regional Business Meeting Saturday AM usually an hour but will run as agenda dictates. Regional Chair and Convention Planning Committee need to coordinate. Second, Amateur of the Year Award Selection Committee that meets during lunch in a separate room to hold 12 to 30 people. Convention Planning Committee sends out a call for speakers, bio and topic, early to the ALCors and President of the member clubs. The AOY nominating letter generated by the Steering Committee Chair also gets sent to the clubs by the Convention Planning Committee with return to the AOY Chair only.

**STANDING RESOLUTION #9 ALCOR Duties
2022**

A.L. Bylaws November

To maximize the benefits of League membership, the League encourages each member society to designate an Astronomical League Correspondent ("ALCor"). Their duties may include 1) provision of society membership roster updates to the League's National Office, ideally on a quarterly basis, 2) receipt and transmission to society members and officers of all communications from the League including, but not limited to, notices, announcements, and ballots for national election, Regional Representative reports and information, and 3) communication of society questions, concerns, suggestion, and requests to the League.

STANDING RESOLUTION #10 Regional Chair Stipend

TBD

The Mid-States Region will issue a yearly stipend to the Regional Chair to attend the Astronomical League's Business Meeting at the yearly ALCon. The stipend will be for \$400.00 to help defray the cost for attending.

STANDING RESOLUTION # MSRAL Virtual/Remote Observing Committee

TBD

