

Excerpts of the London Centre 1990 Version Bylaws

8.08 TERMS OF OFFICE

- (1) The terms of office of elected officers under Article 8.01 shall be one year. A person may hold any such elected office for any number of consecutive terms.
- (2) The term of office of a National Council Representative is one year. No person may hold the office of National Council Representative for more than three consecutive terms, but such person may be re-elected after a lapse of one year.
- (3) The term of office of other appointed offices shall be one year. A person may hold any such appointed office for any number of consecutive terms.
- (4) The term of office of every elected officer shall expire upon the election of a new holder of the office at the annual meeting held closest in time to the anniversary of his or her election.
- (S) The term of office of every other appointed officer shall expire at the Council meeting held closest in time to the anniversary of his or her appointment.

8.09 DUTIES OF THE PRESIDENT

- (1) The President shall
 - (a) preside at all meetings of the Centre and the Council as provided in Articles 10.04 and 7.02(4),
 - (b) represent and speak for the Centre when appropriate,
 - (c) preside at all meetings of the Executive Committee referred to in Article 9.03(4), and
 - (d) have such other duties as may be prescribed by the Council.

(2)
The President is a member of **all** committees of the Council, as prescribed in Article 9.03.

8.10 DUTIES OF THE VICE-PRESIDENT

- (1) The Vice-President shall assist the President in the discharge of his or her duties, shall preside at meetings of the Council and of the Centre in the circumstances prescribed in Articles 7.02(4) and 10.04, and shall have such other duties as may be prescribed by the Council.
- (2) The Vice-President shall be a member of the Executive Committee as prescribed in Article 9.08.
- (3) The Vice-President shall be a member of the Finance Committee, as prescribed in Article 9.09(I).

8.11 DUTIES OF THE SECRETARY

- (1) The Secretary shall
 - (a) discharge the duties prescribed by the National By-laws,
 - (b) conduct the correspondence of the Centre and report thereon to Council,
 - (c) have custody of the seal and the current minutes and documents of the Centre,
 - (d) discharge the duty prescribed in Article 10.01(2),
 - (e) be responsible for the preparation and submission of accurate minutes of all meetings of the Council,
 - (f) send to all members of the Council the minutes of all Council meetings referred to in clause (e), and
 - (g) have such other duties as may be prescribed by the Council.
- (2) The Secretary shall be a member of the Executive Committee as prescribed in Article 9.08.

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8.12 DUTIES OF THE TREASURER

(1) The Treasurer shall

- (a) discharge such duties as are prescribed by the National By-laws,
- (b) prepare and keep complete financial records of the business of the Centre, including books of receipts, disbursements, assets and liabilities
- (c) receive and supervise the deposit of income
- (d) supervise the disbursement of Centre funds,
- (e) supervise the safekeeping of the Centre's securities and other monetary assets,
- (f) discharge the duties specified in Article 11.03(2)
- (g) in general conduct the financial business of the Centre in accordance with the direction of the Council, and
- (h) have such other duties as may be prescribed by the Council.

(2) The Treasurer shall be a member of the Executive Committee as prescribed in Article 9.08, and chairperson of the Finance Committee as prescribed in Article 9.09.

(3) The Treasurer shall prepare, and shall present to each meeting of the Council, a statement of the Centre's revenues and expenses for such previous quarters of the fiscal year as have ended since the presentation to the Council of the previous quarterly statement hereunder.

8.14 DUTIES OF THE LIBRARIAN

The Librarian shall

- (a) have custody of and be responsible for the safekeeping of the books, publications, films and photographs, astronomical instruments, archives and other library materials of the Centre,
- (b) operate the Centre's library, including the acquisition of new books and other library materials, the lending of library materials, the maintenance of a current catalogue of all library materials, and the exchange with other organizations of library materials, and
- (c) have such other duties as may be prescribed by the Council.

8.15 DUTIES OF THE OBSERVATORY DIRECTOR

The Observatory Director shall

- (a) have custody of and be responsible for the safekeeping and operation of the Centre's observatory, including the observatory property, building and premises, and all astronomical or other equipment of the Centre associated or used in connection there with,
- (b) establish and carry into effect a program for the use of the observatory by Centre members,
- (c) be responsible for the maintenance and repair of the observatory, the premises and the equipment referred to in clause (a),
- (d) recommend to the Council, from time to time where appropriate, the acquisition or disposal of observatory equipment, and
- (e) have such other duties as may be prescribed by the Council.

8.16 DUTIES OF THE PUBLIC EDUCATION DIRECTOR

The Public Education Director shall

- (a) establish and carry into effect a program of public education on behalf of the Centre, and
- (b) have such other duties as may be prescribed by the Council.

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9.03 COMMITTEE MEMBERSHIP OF THE PRESIDENT

The President shall be a voting member of all committees of the Council, but may vote at a meeting of the Executive Committee only to cast a deciding vote in the event of a tied vote. The President shall not be considered a member of any committee for the purpose of reckoning the number of members of the committee or a quorum of the committee.

9.05 QUORUM

No business shall be conducted at any point at a meeting of any committee at which a quorum, which shall be at least half of the members thereof, is not present.