

Society of Amateur Radio Astronomers (SARA)

Standard Operation Procedures Manual

The role of the officers and directors is to serve the membership and be good stewards of the Society's assets. The officers and directors are to provide leadership, vision and direction for the Society.

This Standard Operation Procedures Manual (SOPM) includes references to the current By-Laws of June 2012 and policies and procedures adopted by the Board of Directors (BOD) and currently posted to the SARA web page as of September 5, 2012.

This SOPM does not replace the By-Laws. It is intended to provide guidance to officers, directors and chairpersons to assure continuity in the operation of the SARA organization. Those who have served in any of these capacities are encouraged to provide feedback as to the appropriate content for this SOPM.

Note: The use of he/his/him is used to simplify the document. It in no way assumes the position would be held only by a male.

Table of Contents

Duties of the Officers	
President	3
Vice-President	4
Secretary	6
Treasurer	7
Duties of the Directors	8
Duties of Chairman and other Appointed Positions	8
Webmaster	9
Journal Editor	9
Journal Contributing Editor	9
Librarian	10
Technical Queries Chairman	10
Education Outreach Chairman	10
Mentor Program Chairman	11
Grant Program Chairman	11
Membership Chairman	11
Navigator	11
List Serve Moderator	11
Affiliate Program Chairman	12
By-Laws	13
Affiliation Policy	20
Guidelines for SARA Journal Submissions	22
SARA Non-Profit Status	24
Guideline for Submitting Conference Papers	25
E-mail Addresses	27

1. President

a. Annual Meeting

i. Publish a call for nominations no later than March 15th on the web, in the Journal and on the SARA e-list. Contact Treasurer to verify nominees are current members. Forward any nominations by to the editor@radio-astronomy.org for publication.

b. Preside over the annual Board of Directors (BOD) meeting. A quorum of five (5) is required.

i. Any By-Law changes or additions must be approved by the board and then presented to the members in attendance of the conference for a majority vote to pass.

ii. The President should be available to the membership in attendance to talk about the society and understand what the members' needs and expectations are for the organization.

iii. E-mail to webmaster a list of the newly elected officers and directors along with their e-mail addresses to be updated on the web site as well as the officer and director e-list. Include a list of which officers and directors should be removed (outgoing).

c. General Duties

i. The President will appoint members to committees or other non-voting positions as the need arises. The president can replace a committee member or other non-voting member as needed.

ii. The President or his appointee will keep in regular contact with organizations we have affiliations with. I.e., Radio Jove, Stanford, Inspire, SkyScan, etc.

iii. The President will keep in regular contact with the other officers to ensure those positions are being maintained and current. (Some background- a treasurer several years ago did not deposit money into the Society's account for more than a year. It was not discovered until the Society was nearly broke. Trust but verify.)

iv. The President should receive status reports from all officers, directors and chairpersons at least once quarterly. The status report can simply be an e-mail to the President.

- v. The President may conduct SARA business on line through the SARA BOD e-mail with discussions and votes (if applicable) to be recorded by the Secretary. Votes from BOD must be sent by e-mail for recording.

2. Vice-President

The Vice President has the primary duties of promoting the Society in the areas of public relations, information, and membership recruiting. The Vice President shall be responsible for organizing and conducting the annual meeting. The Vice-President is encouraged to form a committee to assist with the annual conference. The Vice-President will provide the President with regular progress reports concerning the conference.

Annual Conference

- a. Set date coordinating with Sue Ann Heatherly at NRAO 304-456-2209 sheather@nrao.edu. The date has traditionally been just before or after Star Quest. Traditionally this is a week or two before or after July 4th.
- b. Publish a Call for Papers on the web, the Journal and SARA e-list as soon as a date is set.
- c. Work with the President and board of directors to set a theme for the annual conference.
- d. Promote the date for the annual conference on the web, in the Journal and on the SARA e-list as soon as a date is set and every couple of months to encourage attendance.
- e. Contact Jessica Taylor at NRAO 304-456-2227 jtaylor@nrao.edu for Resident Hall rooms and apartments as soon as a date is set and reserve rooms.
 - i. Priority for rooms:
 - 1. Handicap
 - 2. Presenters
 - 3. Officer and Directors
 - 4. General membership
- f. Contact Sue Ann Heatherly at least two months in advance to set up web casting of the conference.
 - i. The Treasurer will publish the instructions to log in to the conference broadcast to the members via the sara.journal membership list

- ii. The Vice-President or his designee needs to meet with Sue Ann on site to test the equipment for the conference. This needs to be done sometime during normal hours (Monday to Friday 8:00 am to 5:00pm)
 - iii. If Skype will be used during the conference, additional external speakers must be available. A test of the system should be done on site before the conference. Use an external plug-in mike to reduce feedback and stay in touch with the Skype speaker.
 - iv. If only a webcast is used, some return communications path should be established to relay remote audience questions and comments. This is critical also to provide quick feedback of problems with the webcast audio or video. An officer or volunteer in the meeting room should be assigned to monitor this channel and act as the voice of the remote audience when needed.
- g. Treasurer will contact Jessica Taylor two weeks in advance with a rooming list so she can prepare keys.
 - h. Treasurer will contact Jessica Taylor two weeks in advance of meeting with a head count for meals and any special requirements (foods available for diabetic or other special diet needs.)
 - i. Treasurer gives the kitchen staff a \$200 cash tip. (This might be increased if the group is larger than the average of 45 attendees or on a holiday weekend. The President should make this determination.)
 - j. Treasurer pays NRAO at end of conference for meals. Verify all rooms have been paid for.
 - k. The kitchen at NRAO stores the SARA coffee pot used for the coffee breaks. Pick up pot from the staff no later than breakfast of the first full day of the conference. Rinse and return coffee pot to the kitchen at end of conference.
 - l. Vice-President or his designee will purchase refreshments for the evening socials in the Drake Lounge and coffee breaks.
 - i. Contact Treasurer for a head count and a suggested shopping list. Recommend purchasing as much of these items from the local stores in Green Bank to help the local economy. Wine is not available in Green Bank, so this will have to be purchased in advance or in Marlinton, WV (about 30 minute drive from Green Bank.)
 - ii. Alcoholic beverages need to be locked in Spirits cabinet of Drake Lounge or kept in a cooler of an adult member room if any minors (under 21) are present. A

key to the Spirit cabinet and to the Drake lounge is given to members using a room at the Resident Hall.

- iii. The Drake Lounge should be kept locked when not in use.
- iv. Contact spouses of attendees to ask for their help in setting up food and drink in the lounge and tidying the lounge at the end of the conference.

3. Secretary

- a. Record minutes of annual Board of Directors (BOD) meeting to include:
 - i. Which officers and directors were in attendance.
 - ii. What motions were made, who made and seconded the motion. Record if the motion was approved, voted down, tabled or withdrawn. Record discussion related to motion.
 - 1. If a vote is not unanimous, record who and how many votes were for, against or abstain.
 - iii. Old business including financial report.
 - iv. New business
 - v. Changes or additions to By-Laws
 - 1. By-Law changes need to be sent to the webmaster@radio-astronomy.org for posting on the Administration page.
- b. Send draft of the minutes to officers@radio-astronomy.org for review. Once all changes, additions and corrections are made, ask for a motion to approve minutes as written. Once approved by a majority of the Board of Directors, send to webmaster@radio-astronomy.org for publication to the web Administration page.
- c. Record nomination of officers and directors at the annual meeting
 - i. Tally the vote of in-person and e-mail submitted ballots with the assistance of two additional members not on the ballot.
 - ii. Present the final tally of votes to the President to publish who won which position. The number of votes cast for each person is not publicly posted.

- d. Print e-mail discussions which require a vote of the BOD, record and print the final vote tally to include each officer and director and how they voted. Note if a vote was not received by an officer or director.
- e. Print e-mail discussions which are resolving conflicts or complaints within SARA.
- f. A printed hard copy of all of the above should be maintained by the secretary and passed on with all of the historical secretary records when a new secretary is voted in.

4. Treasurer

a. General Duties

- i. Deposit funds into the Society account no less than once per month.
 - ii. Transfer excess funds from PayPal to the checking account no less than once per month.
 - iii. Record all monies received and all checks written no less than once per month.
 - iv. Pay bills by due date or 30 days whichever is sooner.
 - v. Reconcile bank statements monthly.
 - vi. Reconcile PayPal account monthly.
 - vii. File IRS postcard or Form 990EZ as required by the IRS no later than November 15th.
 - 1. If help is needed with filing the Form 990EZ, contact the President and select a CPA to assist.
- b. Murfee Gewin in Montgomery, Alabama 334-262-0350 is the current registered agent in Alabama for the Society. This is a requirement of the State of Alabama to maintain our organization. He bills the organization annually.
- c. Maintain membership records in MS Access and retain monthly backups.
- d. E-mail notice to members when Journal is available for download
- i. Account used is sara.journal@yahoo.com See outgoing Treasurer for password.
- e. Send new member information to editor@radio-astronomy.org by deadline required for inclusion in the next Journal

- i. Include: First Name, Last Name, City, State, Country, Ham ID
- f. Send notice of annual membership dues payable late May/early June.
 - i. Include mailing address for checks as well as instructions for PayPal (Log in to www.PayPal.com, send money to treasurer@radio-astronomy.org)
- g. PayPal Account
 - i. Log in is treasurer@radio-astronomy.org See outgoing Treasurer for password
 - ii. Check account weekly for payment details. (Sometimes notice of payment does not show up in your e-mails.)
 - iii. Record payment
 - 1. Gross amount, less PayPal fee
 - iv. Send e-mail to person who sent payment confirming receipt of money
- h. Sale of SARA Items
 - i. Record sale and mail item requested
 - ii. Use Media Mail for US shipment of printed Proceedings.

5. Board of Directors

- a. The office of Director is not an “honorary” position but one that requires active involvement.
- b. The Directors are responsible for establishing the direction and vision of SARA.
- c. The Director should provide input to the President as to the operation and direction of SARA.
- d. The Director needs to respond to and vote on business brought before the BOD.
 - i. If a Director is unable or unwilling to vote at least 80% of the time on call for votes, they may be asked to resign from the BOD as this position requires active participation for the good of SARA.
- e. The Directors are strongly encouraged to submit articles for publication in the Journal.

6. Chairman and other Appointed Positions

All chairpersons and appointed persons will send a report to President and BOD once a quarter on progress and activity for their committee. A report needs to be sent by June 1 so the President can inform the members of progress and activity of the committees during the annual meeting.

It is assumed any person accepting a chairman position will have the necessary resources (i.e., computer, software, etc.) to perform their job. SARA does not provide computers or other assets. Special requests will be considered on a case by case basis and any purchase approved by the board becomes the property of SARA.

7. Webmaster

- a. Maintain website, post material as requested in a timely manner.
- b. Create and maintain local full-site backups at least once per month.
- c. Provide power user access to members and/or officers and directors to post articles, delete inappropriate material, etc. Webmaster will consult with President on who should be a power user.
- d. Linking Policy
 - i. The Society of Amateur Radio Astronomers reserves the right to accept or reject requests to link to our website. Priority for linking to the SARA website will be given to member's radio astronomy pages and other pages that have a direct relevance to our membership. Commercial sites of a general nature will not be linked. Anyone wishing to link to the SARA site should contact the webmaster for consideration.

8. Journal Editors

- a. Publish Journal no less than six times per year
- b. Publish a schedule of deadlines for submission of materials and articles for the Journal
- c. Editor is responsible for the SARA Author's Guideline.
- d. Solicit articles for publication in the Journal

- e. Direct Contributing Editors to provide additional material for publication and assisting with editing articles submitted.
- f. Questionable articles submitted to the editor should be sent to the President for review and to work with the Journal staff to determine if it should be accepted or rejected.
- g. Send draft Journal to BOD, officers, and Journal authors for comment before final publication of Journal.
 - i. Once final Journal is approved, send to President to forward to the webmaster to post to the web and to the treasurer to send notification to members the Journal is available.

9. Journal Contributing Editor

- a. Works at the direction of the Editor
- b. Provide articles, book reviews, product reviews and other pertinent material for publication
- c. Assist in editing articles as needed by the Editor

10. Librarian

- a. Maintain record of back Journals and SARA publications in electronic form
- b. Librarian may send single copy of Journal as requested
- c. Work with webmaster to post open access e-books relating to radio astronomy for publication on the web.

11. Awards Chairman

- a. Make recommendations to the President for presentation of awards for activity in SARA or achievements in radio astronomy
- b. Annual Certificates of Appreciation should be made for the following:
 - i. Outgoing officers and directors for service to SARA
 - ii. Mentor of the Year, can be more than one if appropriate
 - iii. President's Award
 - iv. Authors of significant papers and presenters at the conference

12. Technical Queries Chairman

- a. Monitor SARA e-list postings and posts made to the SARA Forum and answer technical inquiries with carbon copy to the BOD e-list. If unable to reply, direct the inquiry to the BOD. Responses should be a single unified reply to avoid confusion.

13. Educational Outreach Chairman

- a. Monitor SARA e-list postings and posts made to the SARA Forum and answer educational inquiries with carbon copy to the BOD e-list. If unable to reply, direct the inquiry to the BOD. Responses should be a single unified reply to avoid confusion.
- b. Promote the student and teacher grant program.
- c. Conduct outreach activities and provide support to members to help them provide outreach in their local area. i.e., Provide ideas for using an IBT at an optical astronomy event; talking points for making a presentation at an amateur radio astronomy group, how to approach schools and teachers with radio-astronomy, etc.

14. Mentor Program Chairman

- a. Recruit members to serve as SARA mentors
- b. Define requirements for member to serve as mentor
- c. Notify webmaster of new or dropped mentors and their e-mail address
- d. Notify treasurer to send mentor CD to new mentors
- e. Oversee development and provide educational resources for mentors
- f. Chairman of this committee should help maintain a database of names and associated skills.

15. Grant Program Chairman

- a. Promote the student and teacher grant program
- b. Review and respond to requests for grants
- c. Chairman or their designee will follow up with grant recipients on progress of project
- d. Forward e-mails of foreign Radio Jove grant awardees to Dick Flagg and Wes Greenman to mentor
- e. Grant requests over \$400 will be forwarded to the BOD e-list for consideration

- f. If a grant is deemed not worthy of an award, it will be forwarded to the President before the grant is declined so he is aware of the situation

16. Membership Chairperson

- a. Answer questions about membership as required
- b. Recruit members
- c. Aid in retention of members, contact non-renewing members asking them to renew
- d. Assist in development of recruiting materials

17. Navigator Chairman

- a. Oversee development of new and affordable IBT solutions.
- b. Oversee development of materials and manuals
- c. Manage Navigator list-serve
- d. Recruit members to serve as Navigators

18. List Serve Moderator

- a. Maintain SARA list serve on Google
- b. Monitor posts to the list serve
- c. Restrict users who have or tried to post inappropriate material to list serve

19. Affiliate Program Chairman

- a. Contact like-minded organizations to share common goals and objectives

Bylaws

ARTICLE I - NAME AND PURPOSE

SECTION 1: The Society shall be known as the Society of Amateur Radio Astronomers.

SECTION 2: The Society will be a non-profit organization operated to promote scientific research in the field of Radio Astronomy. The Society's purpose is to provide a forum for the exchange of ideas, techniques and project planning among amateur radio astronomers and other interested persons.

ARTICLE II - MEMBERSHIP AND VOTING RIGHTS

SECTION 1: Subject to the provisions hereof, the membership shall be composed of men and women who ascribe to the goals of the Society, as stated in Article I.

SECTION 2: There shall be three (3) classes of membership:

- (a) Full Member: Those who join the Society under the provisions of Article IV.
- (b) Student Member: Those who are enrolled in school and age 22 years or younger.
- (c) Honorary Members: Those who may be elected to such membership by the Board of Directors for such time specified.

SECTION 3: Applications for membership other than Honorary memberships, shall be made in writing, addressed to the Society.

SECTION 4: The SARA membership year shall run from July 1 to the following June 30, with dues payable June 15.

SECTION 5: The Board of Directors may, in the interest of the Society, reject any application for membership. At the request of the applicant, this decision may be appealed in writing to the membership for final approval or rejection.

SECTION 6: All classes of membership noted in Section 2, subparagraphs (a) (b) and (c), of this Article shall be entitled to vote upon any matter properly submitted to the membership for vote.

SECTION 7: The Board of Directors may terminate a membership by a majority vote for due cause, only after the member has been informed of such pending action, and given sixty (60) days to respond to the charges, in writing, to the Secretary. The Secretary shall distribute copies of the member's response to each Board member, along with a copy of a ballot for

retention/termination of such membership. At the request of the applicant, the decision may be appealed in writing to the membership for final approval or rejection.

ARTICLE III - MEMBERSHIP PRIVILEGES

Members noted in subparagraphs (a), (b) and (c), of Section 2, Article II, will receive a subscription to the Society's publication "The Journal". Only one subscription will be provided to a family, unless more than one Full Membership is maintained by that family. "The Journal" will be published on at least six times per year. The name of "The Journal" may be changed at the discretion of the Board of Directors.

ARTICLE IV - FEES, DUES, SUBSCRIPTION RATES

SECTION 1: Fees, dues, and subscription rates will be established by the Board of Directors, subject to approval or change by majority vote of the membership in attendance at any regular Society Meeting.

SECTION 2: Membership dues in the Society and the fees for "The Journal" are inseparable.

SECTION 3: Student members, as prescribed in Article II, shall be admitted at \$5.00 for full membership.

SECTION 4: Honorary membership status suspends the requirement for dues payment.

SECTION 5: Fees, dues and pre-paid subscriptions are not refundable.

SECTION 6: Any student, as defined in Article II , Section 2, part (b) of these Bylaws, who publishes an article in the SARA Journal or Conference Proceedings, or who presents a paper at the Annual SARA Conference, will be granted a gratis one year Student Membership.

SECTION 7: Full Member privileges for the life of the member are extended upon receipt by the SARA treasurer of a single payment equal to 20 times the annual membership rate currently in effect.

ARTICLE V - LIABILITY

No member shall become liable to the Society for any amount other than the yearly dues.

ARTICLE VI - MEETINGS

SECTION 1: Unless otherwise specified by the membership, the Society shall meet annually at a time and place designated by the Board of Directors. This meeting will be held for the purpose of validating results of balloting for Directors and Officers, approval of resolutions, approval of

By-laws changes, and to transact other such business as may be brought before the assembled membership. It will also be used to provide a forum for the presentation and discussion of ideas and projects relating to radio astronomy.

SECTION 2: A notice of all annual meetings shall be published in "The Journal" at least sixty (60) days prior to the meeting. At the time of notification of such meetings, members shall be informed of all known issues or motions requiring a vote by the membership, and members will be given the opportunity to request that a Director cast a proxy vote for them on such issues as the Director may desire.

SECTION 3: There will be no minimum number of members required to constitute a quorum at a properly publicized annual meeting. Any number of members exercising their voting privileges at a regular or special meeting either in person, or by proxy, will constitute a quorum capable of transacting all business properly brought before the meeting.

SECTION 4: A member may vote in person, or having been supplied with a proxy form, they may request a Director to vote for them as the member specifies. Proxy votes must be received by a Director or the Secretary of the Society, prior to the taking of the vote. In the case of an election for Directors or Officers, ballots will be completed by the voting member and forwarded directly to the Society Secretary, rather than by proxy vote through a Director.

SECTION 5: Absentees desiring to have matters considered at the annual meeting, shall submit those matters to the President in writing, prior to the start of an annual meeting.

SECTION 6: Regional meetings either in or outside the US are encouraged. These meeting will not replace the annual SARA meeting however they will provide a forum for members to discuss issues of mutual interest, and it will also allow members to become better acquainted with one another.

ARTICLE VII - BOARD OF DIRECTORS, ELECTIONS, ETC.

SECTION 1: There shall be eight (8) elected Directors of the Society, with each Director being a full member. These eight (8) members shall serve with the four (4) elected Officers to provide a Board of Directors.

SECTION 2: A total of eight (8) Directors will be elected. Each year up to four (4) new Directors will be elected to terms of two (2) years. This will provide for an election of no more than four (4) Directors at any time, and will provide continuity for the Board of Directors.

SECTION 2.1: In addition to its eight elected Directors, SARA creates the voting position of Director Emeritus, to which the organization appoints its Founder for life.

SECTION 3: Elections of Directors and Officers will be accomplished by the President placing an initial call for nominations in "The Journal" no less than ninety (90) days prior to the regular scheduled meeting. Two (2) nominations from different members will be required to nominate a member for an office. No less than thirty (30) days prior to this meeting (in a newsletter issued prior to the meeting), the President will place a notice of the results of the nominations in "The Journal", along with a ballot for the members to use to vote for the nominee of their choice. This ballot will be forwarded to the Secretary for collection and counting at the regular meeting.

SECTION 4: Directors may be asked to resign from the Board by a majority of other Board members after an absence from two (2) consecutive meetings, an obvious loss of interest, or for other just cause. Directors may also be removed by majority vote of the membership at any time. Four(4) of the Directors, elected as "Directors-at-Large" will not be required to attend annual meetings, but will be asked to use Skype to video conference in to the annual board meeting.

SECTION 5: Vacancies on the Board of Directors caused by events other than the normal completion of a term of office, may be filled by majority vote of the membership in attendance at the annual meeting, provided that they are entitled to vote under Article III, Section 1; or vacancies may be filled prior to a regular meeting by majority vote of the remaining Directors, subject to validation by the voting membership at the next annual meeting. Vacancies filled in such a manner will be effective only for the remaining term of office vacated.

SECTION 6: At least one annual Board of Directors meeting will be held with five (5) Directors constituting a quorum. In cases where a quorum is not achieved, business may be discussed and conducted, but no action will be deemed official until the remaining Directors have been contacted and given a chance to comment and/or vote as necessary. Other Board meetings will be held as deemed necessary by a majority of Board members.

SECTION 7: The business management and affairs of the Society shall be under the direction and control of the Board of Directors. The Board shall have authority to establish operating budgets, to make routine expenditures, and to enter into contracts on behalf of the Society. The Board may authorize Society officers to conduct such business in the normal operation of their duties. Expenditures and obligatory contracts will not exceed the totals cash value of funds on hand in the Society Treasury at the time of obligation.

SECTION 8: To meet emergency or routine business requiring immediate action, the Board of Directors may exchange views, opinions, and may vote by means other than a collective meeting.

SECTION 9: The accounting year will begin on 1 July and terminate on 30 June of each year.

ARTICLE VIII - OFFICERS

SECTION 1: Officers of the Society shall be a President, Vice-president, Secretary and Treasurer. These elected officers shall additionally serve as members of the Board of Directors. The President shall also be an ex-officio member of all committees. The past President shall be a non-voting member of the Board of Directors for two (2) years after that person's term expires. If a past President is elected to the Board of Directors, that person shall become a voting member.

SECTION 2: Officers shall be nominated in accordance with the procedures outlined in Article VII, Section 3.

SECTION 3: Officers shall be elected by the membership at the annual scheduled meetings, with mail-in votes of members unable to attend being included.

SECTION 4: Officers will be elected for a two (2) year term.

SECTION 5: Unscheduled vacancies that occur may be filled by appointment or may be left vacant by the Board of Directors until the membership can elect a replacement officer at the next scheduled meeting. In case of a vacancy in the President's office, the Vice President will assume the duties of the President until the membership meets to elect a new President. In case of an appointment or election to fill an unscheduled vacancy, the term of the replacement will be only for the uncompleted portion of the term to be filled.

SECTION 6: All Officers of the Society shall serve without pay.

SECTION 7: Officers may be asked to resign from office by the Board of Directors for absences from two (2) consecutive meetings, due to non-participation, or for other just cause. Officers may be removed from office by majority vote of the voting membership at any time. Four (4) of the Directors, elected as "Directors -at-Large" will not be required to attend annual meetings, but will be asked to use Skype to video conference in to the annual board meeting.

SECTION 8: Directors and Officers are precluded from holding more than one office at a time.

ARTICLE IX - DUTIES OF OFFICERS AND COMMITTEES

Officers shall perform such duties as set forth in these by-laws and such other duties as may be assigned to them by the Board of Directors or the membership.

(a) The President shall preside over all business of the Society. The President will appoint committees as needed, and will be an ex-officio member of all committees. The President will be the official spokesman for the Society and will perform all other duties normally assigned to the office of a President.

(b) The Vice President shall preside and assume the duties of the President in any case where the President cannot assume his normal duties, or at the request of the President. The Vice President will also have the primary duties of promoting the Society in the areas of public relations, information, and membership recruiting. The Vice President shall be responsible for organizing and conduction the annual meeting.

(c) The Secretary shall keep and supervise the record keeping of the Society. The Secretary shall correspond with members and other organizations regarding organizational business as required. The Secretary shall work with the Vice President in the area of public relations and membership recruiting.

(d) The Treasurer shall conduct all financial transaction, and shall maintain an accurate accounting of such transactions of the Society to include receiving and providing receipts for fees and dues from members, accounting for all expenditures, and payment of all bills justly acquired by the Society. The Treasurer shall maintain an accurate record of membership and periods of such membership as established by dues payments, and will provide this list to the Secretary on a regular basis. A semi-annual report of the financial status of the Society shall be forwarded to the President and will include as a minimum, the beginning balance, all expenditures for the month, and the current balance of the Society's funds.

ARTICLE X - CHANGE OF BY-LAWS

The by-laws may be altered, amended, or new by-laws may be adopted by a two-thirds majority of those members who vote by ballot when such matters are submitted to the membership for vote. The Board of Directors may also perform such actions described above by a vote of two-thirds of the Board membership, subject to final approval of the majority of those members who vote by mail-in ballot or in person, at the next scheduled annual meeting. Such Board actions become effective upon approval of a majority of the Board, and will remain so until, and unless, rescinded by the membership as specified above.

ARTICLE XI - INDEMNIFICATION OF DIRECTORS AND OFFICERS

Every Director, Officer, or person designated by same to expend funds on behave of the Society, shall be indemnified against all expenses and liabilities reasonably incurred in connection with any proceeding to which may become involved as a designated representative of he Society, except when such persons are adjudged by the Board of Directors and membership of willful misfeasance or malfeasance in the performance of their duties.

Summary of Bylaw Revisions

7/97 - Bylaws revised at annual meeting. Directors-at-Large added to bylaws at this meeting.

6/05 - Bylaws Article VII Section 3 revised at annual meeting, adding the words "no less than" in two places.

6/05 - Bylaws Article VII Section 2.1 and Article VIII Section 8 added at annual meeting.

6/06 - Bylaws Article II Section 2 (b) amended at annual meeting, to revise age requirement for Student Memberships.

6/06 - Bylaws Article II, Section 4 set membership year as July 1 to June 30, with dues payable June 15.

6/06 - Bylaws Article IV, Section 6 added to extend student membership gratis under certain circumstances.

6/06 - Bylaws Article IV, Section 7 added to establish Life Membership.

7/10- Bylaws Article III changed SARA Journal will be published at least 6 times per year.

7/12- Bylaws Article VII, Section 4 and Article X, Section 7 change to four Directors-at-Large.

Affiliation Policy

1. Definition

It shall be the policy of the Society of Amateur Radio Astronomers, Inc. (SARA) to enter into mutual affiliation with like-minded educational, amateur radio, astronomy, and radio astronomy organizations. Such affiliation is a mechanism for formalizing collaboration and cooperation between organizations with common goals and objectives. Neither SARA nor any affiliated organization will incur any financial obligations through the act of affiliation.

2. Eligibility

Any organization, which expresses sympathy with and support for the SARA Mission Statement, is eligible to apply for affiliation. To be considered for such affiliation, a simple majority of the members of the applicant organization must be members in good standing of SARA. This requirement may be waived by the SARA Board of Directors on a case-by-case basis, when such waiver is recommended by the President and deemed in the best interests of SARA.

3. Application Process

Applications for affiliation shall be submitted by letter or email to the President, along with a copy of the applicant's membership roster, annotated to indicate which members of said applicant organization are SARA members in good standing.

The SARA president, in discretionary consultation with the Board of Directors, shall determine that the applicant organization is worthy of, and qualified for, such affiliation.

4. Privileges

Organizations affiliated with SARA may display a facsimile of the official SARA logo and corporate seal in their publications and periodicals. Affiliates will provide SARA with three (3) copies of any publication or periodical displaying said logo and seal. Affiliates will notify SARA of any electronic reproduction or distribution made by them of said logo and seal.

Each affiliated organization shall be offered the opportunity to nominate one of its members to the slate of candidates in each election for SARA Directors, provided such candidate is individually a member in good standing of both SARA and the affiliated organization in his or her own right.

5. Limitations

An organization's affiliation with SARA in no way conveys SARA membership status and voting privileges upon any individual member of such affiliated organization, unless that member is individually a member in good standing of SARA in his or her own right.

Affiliation of any organization with SARA shall in no way be construed as conferring non-profit status upon that organization. SARA's tax exempt status as an IRS [501)(c)(3)] organization does not extend to its affiliates. Affiliated organizations are prohibited from soliciting and collecting tax-exempt contributions in the name of SARA, unless such funds are collected for the exclusive use of SARA, and such solicitation is specifically authorized by the SARA Board of Directors. Affiliates soliciting contributions or raising funds for their own use must do so in their own name and under their own charter, if it so permits. SARA will not be liable for any financial liabilities of any affiliated organization.

6. Publications

Any affiliated organization which publishes a membership journal or periodical is respectfully requested to supply one copy of each issue of said journal or periodical to the Editor of the SARA journal Radio Astronomy. The SARA journal editor will in turn provide the affiliated organization's editor with one copy of each issue of Radio Astronomy. All contents of Radio Astronomy are protected under international copyright law, and any reproduction of such contents by any affiliated organization, in whole or in part, must be in compliance with all provisions of such copyright law, and specifically authorized by the SARA Board of Directors.

7. Termination

The affiliation of any organization may be terminated by majority vote of the SARA Board of Directors, should the Board deem the continuation of such affiliation to be prejudicial to the best interests of SARA.

8. Effectivity

These policies shall have the force and effect of Operating Rules of SARA. They may be amended as necessary from time to time by majority vote of the SARA Board of Directors. Amendments or revisions shall become effective as of the date of their posting to the SARA World Wide Web site.

SARA Journal Author Guide

The SARA journal, *Radio Astronomy*, is published six times per year as a Portable Document Format (PDF) file. A tentative publication schedule is provided in each issue.

We are glad to assist authors with their articles and papers and will not hesitate to work with you. It is the Editor's prerogative to accept or reject submissions for the SARA journal. If your article is rejected, it is because we have judged its quality or contents unsuitable for our publication. We will tell you our reasons for rejection. The rejection may be appealed, first to the SARA President, an appeals committee and ultimately to the SARA Board of Directors. We cannot write your article for you. We reserve the right to make editorial changes in grammar, format and layout. We may edit English word spelling to that used in the United States. Prior to publication we will provide a proof copy for your review to ensure your intended meaning is not inadvertently changed during our editing process.

We are always looking for basic radio astronomy articles, news pertinent to radio astronomy, announcement of radio astronomy star parties, meetings and outreach activities, book reviews, radio astronomy tutorials, puzzles (including word challenges, riddles and crossword puzzles), anecdotes, expository on "bad astronomy", profiles and interviews with amateur and professional radio astronomers, articles on radio astronomy observations, suggestions for reprint of articles from past journals and other publications, theoretical articles, and application and construction articles. We also would like to publish photographs of your radio telescope, including antennas, receivers, accessories and software screenshots.

Submissions can be written on any word processor that is able to save the article as a Microsoft Word document (.doc). Other formats may be accepted with prior arrangements but may introduce delays in publishing. Submit as an attachment to an email with "SARA Journal" in the subject line. Do not send your submission in the body of the email and do not send it as a PDF file or any other file-type without prior consent. Send submissions or inquiries to editor@radio-astronomy.org. There are no file size limitations but your submissions must be reasonable. Keep in mind limits imposed by internet and email providers and our need to limit the overall journal file size so that download times are reasonable. There is no minimum length requirement.

Additional guidelines:

- ✓ 1-inch margins (top/bottom/left/right)
- ✓ Times New Roman, 11-point font for text, 10-point for figure and table captions
- ✓ Illustrate your work, color is okay but different line types or annotations should be used in chart curves so they can be identified if printed in black/white, and color images should be checked that they rendition properly in black/white
- ✓ Number figures (figure 1), tables (table 1) and equations (Eq. 1)
- ✓ Cite illustration and photograph credits if applicable (Note: The author is responsible for obtaining permission to publish illustrations and photographs that do not specifically belong to them)
- ✓ Verify that web links are functional
- ✓ Embedded figures should be JPEG (.jpg) format. Do not use Portable Network Graphics (.png), TIFF (.tif) or Bitmap (.bmp) formats because they may become unusable when compressed for publication. Generally, we compress image files to 200 dpi or less. If you desire to make higher resolution images available, you should consider providing web links to the images on your website
- ✓ Do not use footnotes, but endnotes are okay
- ✓ Advanced articles should be novice-friendly by providing clarifying statements and/or linking to websites offering good basic background material
- ✓ Use single space after periods and colons (not double spaces)
- ✓ Use single space between a number and its units (e.g., 1.41 GHz, 0.12 W, 2.5 mH)
- ✓ Do not indent paragraphs but do provide a 1-line space between them, set Word for Single line-spacing
- ✓ Use superscripts for exponents (for example, do not use x² for "x-squared," use x₂; do not use E-4 for "ten to negative four power," use 10₋₄)
- ✓ Do not write subscripted variables or chemical formulae on a level line, use subscripts wherever necessary (for example, H₂O should be written H₂O and "x-nought" should not be written x₀ but x₀)
- ✓ Use Microsoft Equation Editor 3.0 or MathType to create equations. If your version of Word does not have Equation Editor installed, go to the Microsoft Office website to find out how to install it
- ✓ Define all acronyms on first use except the most obvious ones such as SARA and NASA

- ✓ Use the spell-checker; proofread your work and ask someone else to proofread your work
- ✓ Include abstract, biography and contact info; head-shoulders photograph is desired, but not mandatory

SARA Non-Profit Status

SARA was incorporated in the state of Alabama in 1987 as a nonprofit educational and scientific corporation, exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in section [501(c) (3)] . This status allows SARA to receive grants and donations, with a taxable deduction available to donors in the US. Our taxpayer identification number is 63-0942523. Determining the deductibility of individual contributions is the responsibility of you, the taxpayer, and your tax advisor.

Important notice to non-US donors:

The conditions for tax deductibility described above may only be applied to taxes paid within the United States of America. For any other country or territory, local legislation and/or international conventions may sometimes allow the donor to benefit from similar local deductions, which would apply for the reasons of supporting educational projects and scientific research. It is the responsibility of the individual donor to verify that such benefits may accrue.

Please note that financial charges for negotiating non-US currency or endorsement of foreign checks from a non-US bank may considerably reduce the amount actually contributed to SARA. Please use valid international payment orders, such as checks drawn on a US correspondent bank. In case of doubt as to the validity of your contribution, please contact SARA .

Guidelines for Submitting Papers

The Society of Amateur Radio Astronomers publishes a paper copy of the Proceedings as well as a computer disk of the Proceedings. SARA members submitting electronic or camera-ready copy for inclusion in Proceedings books should follow the guidelines below.

1. **Topics:** SARA solicits for its Conference Proceedings technical papers dealing with any scientifically credible aspect of amateur or professional radio astronomy. Acceptable topics include, but are not limited to: radio astronomy hardware, radio astronomy software, search strategies, astrophysics, planetary science, data reduction and analysis, and radio astronomy education. The Conference Chair or designated Editor will accept for publication such papers as are, in his or her sole discretion, consistent with the vision and mission SARA.
2. **Copyright:** Authors retain exclusive copyright to their submitted manuscripts. Submission constitutes an authorization for publication by SARA on a non-exclusive basis. No compensation is offered for published manuscripts.
3. **Length:** Papers will normally run no less than five, nor more than ten single-spaced manuscript pages. Deviations from these guidelines will require prior approval from the Conference Chair or designated Editor.
4. **Paper:** Camera-ready copy should be submitted on white paper measuring 8½ by 11 inches.
5. **Margins:** Top and sides should be not less than 0.75 inches; bottom must be not less than 1 inch.
6. **Type:** You may use any font you'd like. The type should be clean and easy to read. The type face most popular among SARA authors is 12-point Times New Roman. When equations are included, they should be formatted using an Equation Editor capable of reproducing subscripts, superscripts, Greek characters, and mathematical symbols, as appropriate.
7. **Layout:** Either a one or two-column format is fine.
8. **Page numbers:** Don't include them on the front of your paper. You may write the page number on the reverse side in light pencil. This is helpful especially in the case of very long papers.
9. **Drawings:** Should be in black ink, dark pencil, or computer generated in high resolution. Please center them properly on each page. Place drawings where you'd like them to appear in the text, or leave a space for the drawing and mark the space and drawing. If placement is not indicated, photos will run after the text.
10. **Photos:** Color or black-and-white prints, or GIF, BMP, or JPG files 640 x 480 pixels or larger. Leave a space for the photo and mark the space. Do not write directly on the back of the photo. Use a post-it or piece of paper, then attach it to the back of the photo to indicate placement. If placement is not indicated, photos will run after the text.
11. **Electronically:** SARA will accept papers submitted on disk or via email attachment as Microsoft Word (.doc) or Portable Document Format (.pdf) files. Disks submitted by post

should be accompanied by a hardcopy of the submission. Please do *not* submit large email attachments without prior approval. We are moving toward all-electronic submission, though we can still accept hard copy.

12. **Colors:** Drawings and photos inserted electronically in your paper can be black-and-white or color. Conference proceedings are printed in black and white. Color graph, drawing or photo may not print as well as black and white. The Proceedings CD's will be in color.
13. **Printers:** If at all possible, do *not* use a color printer. The ink has a tendency to smudge when page numbering and during the printing process. If you have to use a color printer, please include a note and we'll process the paper differently.
14. **Printing:** We print what we receive. If your paper is not centered or has "copy" marks, that's the way it will appear in the Proceedings. If it's over the margin dimensions, it will be photo reduced.
15. **Deadlines:** It takes time to compile and print Proceeding books in time to be distributed at our annual Conference. Please plan your submission schedule accordingly, as papers submitted late will *not* appear in the Proceedings.

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