

**National Council for Geocosmic Research, Inc
Boston Chapter Bylaws**

Preamble

The primary purpose of this Chapter shall be education and research of correspondences and cycles involving earthly phenomena and cosmic (celestial) events, with the following as primary goals:

1. The improvement of astrology as a science as such and as related to other fields of scientific knowledge, especially with the respect to the fostering of research and the publication of the results of said research.
2. The sponsorship of courses, programs and/or seminars to advance the above and related goals.

Article I – Name and Purpose

Section 1 – Name

The name of this organization shall be the National Council for Geocosmic Research Inc., Boston Chapter.

Section 2 – Purpose

1. The purpose of this Chapter shall conform to both the above preamble and to the Statement of Purpose in the [NCGR National bylaws](#). The bylaws of this Chapter shall also in no way contradict those of the National Organization but shall promote its aims and philosophy.
2. This Chapter is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II – Membership

Section 1 – Qualifications of Membership

1. The qualifications for Chapter membership shall be consistent with those of the NCGR National bylaws. Any member of NCGR Inc., including students or professionals in astrology or any other discipline, may be immediately eligible for admission to the Boston Chapter as a regular member, a status which confers all privileges and obligations, including that of voting in elections and in business meetings.
2. The Chapter must maintain 10 NCGR members in good standing at all times to retain its status as an NCGR chapter.

Section 2 – Obligations of Membership

1. All members agree to pay annual dues as determined by the National Board of Directors. Failure to meet this obligation will result in loss of membership.
2. Members of the Chapter are expected to be familiar with and abide by the NCGR [Code of Ethics](#). When items of information or ideas are clearly obtained from others, the

appropriate principles of documentation shall be observed by each person. Otherwise he lays himself open to charges of plagiarism and jeopardizes his good standing in the Chapter.

Section 3 – Rights of Membership:

1. **It is the right of each member to receive announcements and bulletins sent by the Chapter, and qualify for member discounts on Chapter events. Annual reports and other publications selected by the Board of Directors shall be sent to any member upon request, without cost.**
2. **All members in good standing may be elected to serve on the Chapter’s Board of Directors. Members may also attend annual business meetings and vote in chapter elections.**
3. **Members of the Boston Chapter are entitled to access the Chapter’s board meeting minutes, research reports and other materials specified by federal and state laws. Copies of such materials shall be furnished at cost upon request.**
4. **By a majority board vote, the Boston Chapter has the right to deny or rescind Chapter membership for due cause. Examples of conduct that may constitute due cause include, but is not limited to, fraud, malfeasance, creating an abusive situation or non-adherence to Chapter by-laws or the policies and regulations of the national organization. [Rev: 10/14/16.]**

Section 4 – Scholarship and Discounts: The Board of Directors may offer discounts on Chapter events and publications to non-members. Such arrangements may not conflict with these bylaws and shall be included as a policy appendix.

Article III – Meetings

Section 1 – Regular Meetings, Educational Events, and Social Functions

1. *Regular Meetings:* The **Boston** Chapter shall hold **at least three regular public meetings annually**. Program Fees for such regular meetings shall be set by the Board of Directors of the Chapter.
2. *Classes, Seminars and Private Instruction:* Classes, seminars and instruction under the auspices of the Chapter shall be approved by the Chapter’s Educational Committee, appointed by the Board of Directors. Fees for such classes, seminars and instruction shall be set by the Board of Directors of the Chapter.
3. *Social Functions:* From time to time, the Chapter may organize social events. Fees for such events shall be set by the Board of Directors of the Chapter.

Section 2 – Annual Meeting and other Chapter Business Meetings

1. *Annual Meetings:* An annual meeting of the regular (i.e. dues-current) members shall take place in June, the specific date, time and location of which will be designated by the Board of Directors. At the annual meeting, the members shall make amendments to bylaws, receive reports on the activities of the association, and determine the direction of the association for the coming year.

2. *Notice of Annual Meetings:* Printed notice of the annual meetings shall be given to each regular (i.e. dues-current) voting member, by email, phone, fax or mail, not less than two weeks prior to the meeting.
3. ***Quorum:* The quorum for a legal Chapter business meeting shall be 5 members, or 50 percent of the minimum membership needed to maintain Chapter recognition.**
4. *Proxies:* A member who is unable to attend a business meeting may give his or her proxy in writing to another qualified voting member.
5. ***Procedures:* Robert's Rules of Order shall constitute the official parliamentary authority when conducting all Chapter business meetings. Robert's Rules of Order shall also apply in deciding issues not covered by these bylaws.**
6. *Special Business Meetings:* Special meetings may be called by the President , the Executive Committee, or a simple majority of the Board of Directors. A petition signed by five percent of voting members may also call a special meeting. Special meetings will be governed by the same rules and procedures outlined above for annual meetings.

Section 3 – Board Meetings

1. *Board Meetings:* The board shall meet at least 4 times per year at an agreed upon time and place, to discuss the business of the Chapter.
2. *Notice of Board Meetings:* An official board meeting requires that each board member have notice by email, phone, fax or mail. Emergency board meetings may be called as needed. It is recommended that there be a regularly scheduled board meeting soon after the annual meeting to assess what worked and what could be improved.
3. ***Quorum:* A quorum must be attended by at least 50 percent of board members for business transactions to take place and motions to pass.**
4. *Proxies:* A member who is unable to attend a board meeting may give his or her proxy in writing to another qualified voting member.
5. ***Procedures:* Robert's Rules of Order shall constitute the official parliamentary authority when conducting all Board Meetings. Robert's Rules of Order shall also apply in deciding issues not covered by these bylaws.**
6. *Special Board Meetings:* Special meetings of the board shall be called upon the request of the president, or one-third of the board. Special meetings of the board will be governed by the same rules and procedures outlined above for regular board meetings.

Article IV – The Board of Directors

Section 1 – Board Role, Size, Terms and Compensation

1. *Role of Board:* A Board of Directors shall be established to guide the affairs of the Chapter. The Board of Directors is empowered to conduct the business, research activities and other affairs of the Chapter. It is authorized to set policy, spend Chapter funds, and will assume final responsibility for the success or failure of all ventures, programs and policies.

2. *Size of Board:* **The Board of Directors shall consist of at least two elected officers (President and Treasurer)** and may include the Past President, as an advisor for continuity, who may have a vote, depending on the Board.
3. Board members may hold two elected board positions at once, **excepting President and Treasurer which must be separate officers. In the event a member is serving in two capacities, each person has only one vote.**
4. *Terms of Board Members:* **All officers shall be elected for three-year terms.** Officers may be nominated for re-election or election to a different post.
5. *Compensation:* **Board members receive no compensation other than for reasonable expenses associated with the operations of the Chapter.** Board members are authorized to apply to the Treasurer for financial remuneration for expenses incurred in the conduction of Chapter affairs, subject to final approval by the Board of Directors.

Section 2 – Executive Committee

1. *Executive Committee:* There shall be four executive committee positions, consisting of President, Vice-President, Treasurer and Secretary. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the board, subject to the direction and control of the full board.
2. *Officers and Duties:* Duties of Executive Committee Members are as follows:

The **President** is responsible for

- Acting as group spokesperson and promoting the Chapter’s mission and purpose
- Presiding over meetings of the Board of Directors as well as over general business meetings
- Maintaining current bylaws
- Leading the strategic planning process
- Overseeing chapter budget
- **Submitting an annual report as required for NCGR National**

The **Vice-President** is responsible for:

- Assuming the office and duties of the President on account of the absence, resignation or demise of the President
- Working to create linkages with other astrology groups.
- Cultivating contacts with national groups

The **Treasurer** is responsible for:

- Maintaining records of Chapter finances
- Assisting in preparation of Chapter budget
- Monitoring terms of checking and other bank accounts
- Maintaining proof of nonprofit status/EIN
- Collecting membership dues and other fees, and when so directed by the President and/or Board of Directors, disburse monies
- Making a written report at each board meeting and presenting oral interim reports at business meetings.
- **Submitting an annual report as required by NCGR National**

The **Secretary** is responsible for:

- Keeping records of board actions, including overseeing the taking of minutes at all board meetings
 - Distributing copies of minutes and the agenda to each board member
 - Assuring that Chapter records are maintained
 - Acting as Parliamentarian during official board and business meetings
3. *Financial Accountability:* At least two members of the Executive Committee (the Treasurer, President, Vice-President and Secretary) shall have the authority to sign checks.
 4. **No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons. [Rev. 2018] The organization shall be authorized and empowered to pay reasonable compensation for services rendered by others and to make payments and distributions in furtherance of the purposes set forth in the purposes stated herein. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these by-laws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.**

Section 3 – Additional Board-Appointed Directors

1. *Roles.* At such time as the Board of Directors deems it necessary, additional appointed Directors may be added to the Board. These individuals will be voting members of the Board and shall attend all Board meetings. Suggested job descriptions will be included as an appendix of these bylaws and may be updated without amendment to the bylaws.
2. *Standing Committees:* The Board may appoint additional individuals to form Standing Committees to assist in the fulfillment of Board duties. A Board member will serve as the Chairperson of the said committee. Standing Committees shall meet as often as necessary to accomplish their objective.

Section 4 – Appointment of Ad Hoc Committees and Chairpersons

1. *Ad Hoc Committees:* The Board of Directors is empowered to institute and discontinue Ad Hoc committees as it deems necessary, according to the growth and needs of the Chapter. Committee duties shall be defined by the Board of Directors. Ad Hoc Committees shall meet as often as necessary to accomplish their objective.
2. *Ad Hoc Committee Chairpersons:* In addition, the Board of Directors may appoint Ad Hoc Committee chairpersons for indefinite terms as circumstances may demand their duties to be defined by the Board of Directors. The Board of Directors shall meet in session with committee Chairpersons at least once per year. Chairpersons may be invited to attend any or all other meetings of the Board of Directors.

Section 5 – Vacancies and Removal of Board Members

1. ***Vacancies:* When a vacancy on the board exists mid-term, the Secretary must receive nominations for new members from present board members two weeks in advance of a**

board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term. Should the presidency fall vacant, the Vice President shall act as President and shall schedule interim-elections.

2. ***Resignation, termination, and absences:*** Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member also may be removed for due cause by a two-thirds vote of the remaining directors. Examples of conduct that may constitute cause for removal include, but are not limited to, fraud, malfeasance, creating an abusive faction or non-adherence to Chapter bylaws or the policies and regulations of the national organization.

Article V – Election and Voting Procedures

Section 1 – Board elections: New directors shall be announced at the annual meeting. [Rev. 2018].

Section 2 – Election procedures

1. **An Election Committee consisting of at least three members appointed by the Board shall be responsible for nominating a slate of prospective board members. In addition, any dues-current member can nominate a candidate to the slate of nominees. The Election Committee will then contact prospective members to assure their willingness to serve.**
2. **No later than six weeks before the annual meeting in June, the Election Committee shall prepare a list of the nominees in secret ballot form and email it to Chapter members with Email addresses and mail it to members without email addresses, noting a date in two weeks to return the ballot. the Nominating Committee shall have two weeks to determine nominees and two weeks to prepare the ballot. Results will be tallied by the Election Committee [Rev. 2018].**

Section 3 – Terms of Office: Following election in the Spring, the term of office shall begin July 1 and end at the expiration of the elected term.

Article VI – Amendments to Bylaws

Section 1 – General Amendments: Amendments proceedings may be initiated by either a two-thirds vote of the Board of Directors or by a petition signed by 10 percent of the **dues-current** membership. Bylaws may be revised or amended by a two-thirds vote of the Chapter membership. The President shall forward a copy of the amendments to the National Director of Chapter Affairs within 30 days of the for approval.

Section 2 – Amendments to the Preamble and Article 1. The provisions in the Preamble or Article I and Article II of these Bylaws may not be changed in any way by amendment without specific approval in writing for the Chapter to do so from the National Board of NCGR.

Section 3 – If deemed in the best interest of all Chapters, the right to make amendments is reserved by National. [Rev. 2018]

Article VII – Dissolution of the Chapter or its Withdrawal from NCGR

Section 1 – Dissolution of the Chapter. Withdrawal from NCGR requires the approval of two-thirds of all members of the Chapter. Should the Chapter membership vote to withdraw from NCGR, the

Chapter President shall write NCGR's Executive Secretary explaining the reasons for such action. Such withdrawal may not become effective for 60 days after the receipt of such letter by the Executive Secretary.

***Section 2 – Disposition of Chapter Assets.* At the time of notice of withdrawal all Chapter funds shall revert to National NCGR. Should the Chapter wish to dissolve, after all ordinary financial obligations are met, the Treasurer shall return all remaining moneys and assets to the Executive Secretary of the NCGR national office, along with all Chapter records and documents.**

***Section 3 – In the event of the dissolution of NCGR,* Chapter assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.**

The Boston NCGR Chapter was originally chartered on September 23, 1979

Appendix A – Additional Board-Appointed Directors

Positions will be filled, as needed, at the discretion of the Board of Directors.

Membership Director

- Promotes the benefits of membership through the Chapter website
- Welcomes new members via email
- Regular renewal reminder email to members with recently expired membership
- Provides timely response to membership related questions that come into the Chapter email account
- Tracks member engagement at Chapter events
- Reports membership status to the Chapter Board

Outreach Director

- Oversees promotion of Chapter events to membership
- Maintains social media platforms
- Manages e-mail marketing lists
- Creates Chapter event registration forms and post-event surveys