

By-Laws Of The National Capital Area Chapter Mars Society

On April 23, 2001, the ad hoc Board of the National Capital Area Chapter (NCAC) of the Mars Society, voted to pass a set of by-laws governing the operation of the NCAC.

I. Principles: Purpose, Goals, and Creed.

A. Purpose: The purpose of the Mars Society NCAC is to further the exploration and settlement of the planet Mars through:

1. Broad public outreach to instill the vision of pioneering the Red Planet;
2. Mobilizing support for ever more aggressive government funded Mars exploration programs around the world; and
3. Conducting Mars exploration on a private basis.

B. Goals: The goals of the Mars Society NCAC are to:

1. Expand knowledge of Mars as rapidly as possible through both robotic and human exploration; and
2. To establish a permanent human presence on Mars at the earliest possible date.

C. Creed: The Creed of the NCAC is that of the Mars Society as stated in the Mars Society's Founding Declaration. Collectively, the purpose, goals, and creed of the Mars Society NCAC comprise its principles.

II. Membership

A. NCAC membership categories shall be Mars Society members, non-Mars Society members, and students.

B. Anyone can be a member of the Mars Society NCAC who supports its principles and projects. In addition, anyone who pays the required annual NCAC dues becomes a voting member of the NCAC. Any voting member may propose changes to the annual NCAC dues. Changes in the annual NCAC dues must be approved by a majority of the voting membership.

C. All members of the Mars Society NCAC have the right to participate in NCAC events, task forces, and projects. They also have the right to receive membership benefits that do not require NCAC funds. Voting members of the Mars Society NCAC have

the right to receive membership benefits that do require NCAC funds, and set NCAC policy through their vote in NCAC general elections.

III. NCAC Email Group (Mars_DC)

Any person regardless of Mars Society or NCAC membership may join Mars_DC, the NCAC email group, both receiving and posting messages. Membership is free. Any Mars_DC member may be removed by a majority vote of the NCAC Board membership. Such removals should generally be based upon violations of list server policy. The Web Services Coordinator shall act as Moderator for this list server and may appoint additional moderators as needed.

IV. NCAC Finances

A. NCAC finances are separate from those of the Mars Society as a whole, and the NCAC is responsible for them. The NCAC may choose to initiate and conduct projects with funds raised locally. All NCAC projects should be consistent with the Mars Society's and NCAC's principles.

B. Membership dues are established to provide the NCAC with general funds for use at the discretion of the Board for incidental expenses related to NCAC activities. Accordingly, each member should pay the annual dues directly.

C. All expenditures of funds raised by the NCAC, including funds received from annual dues, must be approved by majority vote of a quorum of the NCAC Board. Ten days notice shall normally be given all Board members prior to voting on such proposed expenditures. A quorum of the NCAC Board shall be a majority of the Board membership.

D. Reimbursement of an individual for an NCAC-related expense must be approved by the Board. Prior approval by the Board of such expenditures is normally required.

V. Task Forces and Political Activities

A. Task forces are groups of Mars Society NCAC members drawn together to accomplish some task. Task forces may be formed by initiative of the NCAC Board or NCAC voting members. A task force created by some organized body of NCAC members may have its leadership appointed by the NCAC Board, or may be allowed to elect its own leadership.

B. The NCAC's political campaigns shall be conducted in a manner consistent with the policy and direction of the Mars Society Steering Committee.

VI. Chapters Council Delegate

The NCAC shall elect from the voting membership one delegate to the Mars Society Chapters Council. By virtue of this election, the delegate shall be a member of the NCAC Board. The delegate will provide a voice for the NCAC, through the Chapters Council, to the Mars Society

Steering Committee and the Mars Society Board, to ensure propagation of useful experience between chapters, and to make sure that chapters are mobilized to support national or international campaigns and projects initialed by the Mars Society Steering Committee and the Mars Society Board.

VII. General Membership Meetings and Board Meetings

Membership meetings are normally held on the last Tuesday of each month. Board meetings are normally held at least two weeks prior to each membership meeting. All NCAC Board and membership meetings are open to anyone. The NCAC Chairperson or the Chairperson's designee shall moderate each Board meeting. The Chairperson shall conduct each membership meeting or appoint a Board member to do so.

VIII. The NCAC Board

A. The Board of the Mars Society NCAC is responsible for the integrity of the NCAC and its finances. The Board is responsible for the enforcement of these by-laws, and may amend these by-laws by a two-thirds majority vote of the Board membership.

B. The NCAC Board shall consist of more than 8 and no more than 20 people. Membership in the NCAC Board is by election of the Board from the voting membership by majority vote of the voting membership annually during the October membership meeting. Absentee voting before the meeting is permitted.

C. The NCAC Board shall include the NCAC Chairperson, coordinator positions for Programs, Media Relations, Outreach, Membership, Web Services, Records, Finance, Science, Youth, NCAC Newsletter, and Liaison to Other Space Interest Organizations, and the Mars Society Chapters Council Delegate. The Board may appoint assistants for each coordinator position. At its discretion, the Board may establish additional coordinator positions.

D. The Board may, by a vote of two-thirds of the Board membership and for proper cause, remove anyone from membership in the leadership, or in the NCAC itself. By majority vote of a quorum of the Board, the Board may appoint NCAC voting members to the Board to fill positions that become vacant between elections.

E. Any Board member may call a Board meeting by requesting one of the Chairperson. Ten days notice shall be given all Board members prior to the conduct of such a meeting.

IX. Duties and Responsibilities of the Board Member Coordinator Positions

The following list of position descriptions is provided for guidance and is not intended to be exhaustive.

Chairperson: Responsible for leading the NCAC Board and membership towards accomplishing the goals of the Mars Society NCAC. Serves as the principal spokesperson for

the NCAC to the public and news organizations. Principal NCAC contact with the Mars Society. Moderates Board meetings and conducts membership meetings.

Programs Coordinator: Responsible for planning membership meeting agendas, arranging for speakers at NCAC membership meetings and special events, and long range program planning.

Media Relations Coordinator: Prepares press releases and coordinates interface with news organizations. Coordinates NCAC presence at publicity opportunities. Coordinates publicity for the NCAC. Advises Chairperson on public relations.

Outreach Coordinator: Coordinates political activities, including preparation of congressional briefing materials, and Mars Society member visits to congresspersons and senators, and their staff. Serves as the principal interface with other space exploration advocacy groups.

Membership Coordinator: Makes the initial contact with potential new members and invites them to join the NCAC. Maintains an updated list of Mars Society members within the Washington, D.C., geographical area, and other interested persons. Ensures persons on this list who are not voting members receive notification of special events sponsored or supported by the NCAC. Promotes membership growth.

Web Services Coordinator: Acts as NCAC's liaison with the Mars Society's web site directors, maintains the NCAC web site on the servers designated by those web site directors, and establishes account access for NCAC members to that web space. An additional task is the maintenance of the NCAC focused e-mail list servers (MARS_DC and BOARD_NCAC) with respect to (1) admission of new members, (2) compliance with the rules and policies of the list servers, and (3) operating any electronic polls that may be established in the interests of the NCAC.

Records Coordinator: Prepares minutes of NCAC Board and membership meetings, and ensures Web Services Coordinator posts them on the NCAC web site once they have been approved by the board. Supervises the collection and counting of votes, including absentee votes, at the annual election of the NCAC Board. Announces the results of the election.

Finance Coordinator: Maintains an updated list of the voting membership. Collects annual NCAC dues. Maintains a record of NCAC receipts and expenditures. Ensures the safe keeping of NCAC funds. Sends membership renewal notices before each member's anniversary. Assists the Records Coordinator in supervising the annual NCAC Board elections. Collects and maintains membership registration forms and ensures their use is restricted to official NCAC business.

Science Coordinator: Responsible for promoting the membership's grasp of scientific principles necessary for understanding all aspects of Martian exploration. Keeps the membership informed of the latest scientific discoveries and news pertaining to Mars and sending people to Mars. Helps the NCAC maintain it's scientific and engineering technical

credibility. Coordinates NCAC response to requests by outside organizations for speakers and other assistance from within the NCAC membership.

Youth Coordinator: Initiates and coordinates activities, with the support of other NCAC Board members, to promote student involvement in NCAC activities and task forces.

Liaison to Other Space Interest Organizations Coordinator: Establishes and fosters mutually beneficial ties between NCAC and other organizations devoted to space exploration and commercialization, such as ProSpace, the NSS, L-5, the Space Access Society, the Planetary Society, the Space Frontier Foundation, and the Moon Society. Consults with NCAC whenever appropriate.

NCAC Newsletter Coordinator: Edits NCAC newsletter and ensures it is posted on the NCAC web site. Solicits articles for the newsletter.

Chapters Council Delegate: Represents the NCAC on the Mars Society Chapters Council. Attends council meetings or arranges for an alternate to attend. See Section VI of these by-laws.