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**National Council For Geocosmic Research, Inc.  
NCGR Long Island Chapter**

**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., Long Island 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 NCGR Long Island Chapter as a regular member, a status which confers all privileges and obligations, including that of voting in elections and in business meetings.

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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 attend every full meeting of the NCGR Long Island Chapter, and 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 NCGR Long Island 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.**

*Section 4 – Scholarship and Affiliate Memberships:* 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:** NCGR Long Island 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

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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 members shall take place in October, the specific date, time and location of which will be designated by the Board of Directors. At the annual meeting the members shall elect directors and officers, 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 the annual meetings shall be given to each regular, 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 chair, 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 twice, 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 at least two weeks in advance.
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. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance. 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),** plus the past President, who shall serve in an advisory capacity, unless s/he had been re-elected or elected to a different post. 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.
3. *Terms of Board Members:* Members of the founding Board of Directors shall be elected for a term of one year. After this initial one-year period, **all officers shall be elected for one-year terms.** Officers may be nominated for re-election or election to a different post.
4. *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

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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
- Overseeing the Chapter scholarship program

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
- Sending out meeting announcements, 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
- Maintaining supplies of letterhead, logo, P.O. Box, software and other office items
- Managing member online discussion forums

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. All checks written from Chapter accounts and any other cash withdrawals will require at least two signatures.
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, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered 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 Elected Directors*

1. *Roles of Additional Elected Directors*. At such time as the Board of Directors deems it necessary, additional elected officers may be added to the Board. These officers will be voting members of the Board and shall attend all Board meetings. Suggested job descriptions of additional elected officers will be included as an appendix of these bylaws, and may be updated without amendment to the bylaws.
2. *Standing Committees*: Additional officers may form Standing Committees to assist in the fulfillment of their duties, serving 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

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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 by-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 and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting.

*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 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 one month before the annual meeting in October, **the Election Committee shall prepare a list of the nominees in ballot form and mail it to all Chapter members, noting a date to return the ballot two weeks before the election. A member who is unable to attend the annual meeting may vote by mailing his or her ballot in a sealed envelope to the Nominations Committee postmarked two weeks before the date of the meeting.**
3. **Members who are present at the annual meeting will vote by secret ballot and all votes, including any absentee ballots and proxies, will be tallied by the**

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**Election Committee.** The result of the vote will be announced at the close of the meeting.

*Section 3 -- Terms of Office:* Following election at the annual meeting in October, the term of office shall begin the following January 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 membership. Bylaws may be revised or amended by a two-thirds vote of the Chapter membership. The President shall forward a copy of the new bylaws to the National Director of Chapter Affairs within 30 days of the amendment(s) 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.

#### **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 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.**

**Signed by (two signatures required):**

1.   
**Lenore Grafmuller- President**

**Date: September 8, 2010**

2.   
**Maryann Dellinger -Treasurer**

**Date: September 8, 2010**

**This NCGR Chapter was originally chartered on October 10, 1987**