



ALPO Standing Rules and Procedures
For Staff Management

written and edited by
The ALPO Board of Directors

December 7, 2019

The ALPO Board resolves that, the following rules and procedures be adopted by the ALPO Board.

ARTICLE I. PREAMBLE

The standing rules and procedures have been outlined below. These rules and procedures have been expanded upon in *The ALPO Staff Guidelines*. While *The ALPO Staff Guidelines* are not a codification of the standing rules for conduct of ALPO Staff, the present document serves that purpose. It is written as a formal declaration and agreement of the ALPO Board concerning the matters of conduct and performance of its Staff.

ARTICLE II. STANDING RULES FOR ALPO STAFF MEMBERS

SECTION A. Applying for the Position of Coordinator

Proposal

A simple proposal in the form of an outline or letter should be submitted to the ALPO Executive Director defining the structure of the section and its goals, and how they will be met.

Provisional Status/Permanent Status

This proposal for assuming control over a section or creating a new section is reviewed by the Executive Director. The Executive Director may share this information with the ALPO Board of Directors; however, the Executive Director can unilaterally approve the insertion of an ALPO member to a Staff level position or approve a new program or a revised program. Under this scenario, the proposed section and/or applicant is granted "provisional status". In the latter case, the applicant is appointed as an "acting section coordinator" for the section he or she wishes to manage. "Acting section coordinator status" is also defined for persons succeeding others vacating that position in previously established sections and programs. This probationary status should be no shorter than two years, but may be longer at the Board's discretion. An acting coordinator's status is reviewed annually until "permanent status" is granted by a vote of a majority of the ALPO Board. The purpose of the "provisional status" is to monitor the need for a new section and/or the performance of the acting coordinator. If the ALPO Board is satisfied with the performance of the acting section coordinator then "permanent status" is conferred to the section and/or Staff member. The Board can also remove a provisional section and/or Acting Coordinator by a majority vote, or the Executive Director may also, at his discretion and with accompanying explanatory justification, remove a provisional section and/or acting coordinator. The section is considered in "good standing" and will continue to have that status as long as it meets the needs of its participants and the ALPO.

ALPO membership is a requirement for all Staff appointments.

Assistant coordinators can be recommended by the section coordinator to assist the section, subject to approval through the ALPO approval process described above, first to provisional status by an act of the ALPO Executive Director and later permanent status through an act of the ALPO Board.

Board Oversight of Provisional Appointments

The ALPO Board shall exercise oversight for provisional appointments. This means that any provisional appointment by the Executive Director can be overruled by a majority vote of the ALPO Board. This doesn't mean that provisional appointments need to be board-approved. The Executive Director has the freedom to make Provisional Staff appointments without a formal Board endorsement until review of provisional appointments at next Board meeting. However, an appointment can be rescinded by a Board majority vote at any time.

Appointing and Dismissing Powers

The Executive Director and the ALPO Board of Directors will have the sole authority for appointing and dismissing both Provisional and Permanent Staff members from their post. This authority will not be extended or transferred to anyone that is not an ALPO Board member.

SECTION B. Section Structure and Personnel

Section Coordinator

The Section Coordinator is a voluntary position in the ALPO where a person manages an ALPO Section and is chiefly responsible for the section's productivity. The section coordinator is responsible for a wide variety of functions of the section as described in Article I, Section C.

Assistant Coordinator

Assistant coordinators can be recommended by the section coordinator to assist the section, subject to approval through the ALPO approval process described above. While it is up to the section coordinators to manage their sections and to manage their assistant coordinators, the assistant coordinators are governed by the same standing rules of performance as the full section coordinators.

SECTION C. Performance and Conduct of ALPO Staff Members

Below is a summary of the key guidelines critical for coordinators maintaining an ALPO Section.

1. Maintaining the ALPO Section as proposed when the new coordinator assumed control. The proposals should include the aims of the program and the methodologies for getting the work done.
2. Submitting to the *Journal*, periodic apparition or progress reports after planetary apparitions or on an annual basis depending on the nature of the program.
3. Answering correspondence, requests and acknowledgments promptly, politely and fully.
4. Honoring monetary transactions for goods and services in a prompt and responsible manner.
5. Maintaining the past records of the section in a well-organized manner and archiving them in a permanent form.
6. Promoting the ALPO and your section whenever and wherever possible.
7. Submitting regular annual reports to the Executive Director about the progress that your section is making and any problems that you are having managing it.

All of these above points in Section C. are expanded upon in *The ALPO Staff Guidelines*. *The ALPO Staff Guidelines* have been written to clarify the ALPO Board's interest in defining good conduct and performance of its Staff. These seven points define the critical parameters of Staff performance and conduct.

ARTICLE III. BOARD PROCEDURES FOR STAFF EVALUATION

SECTION A. ALPO Staff Evaluation

The ALPO Board will convene at the yearly business meeting to evaluate the status and performance of permanent and acting Staff members as needed. The Board may also make evaluations of the performance of permanent and acting Staff at other times as well.

SECTION B. Board Addresses Problems of Section

Communications

The ALPO Board and Staff should attempt to resolve performance and conduct problems by first communicating with one another. The ALPO Board or Executive Director should notify a Staff member about the non-productivity

of a section or of its Staff, or an inadequate number of observations received.

- This situation above, can be defined in accordance with the standing rules involving Staff performance and conduct in Article II of this document.
- The Staff member has the right to explain his actions and plans for resolving the conflicts or problems the Board has addressed.

Removal of a Staff Member

If the ALPO Board and Staff member cannot resolve their differences to the satisfaction of the Board, the Staff member may be asked to resign from their position or can be discharged from his position by a majority vote of the Board. A motion for a vote should be made in the form of a disciplinary action in accordance with procedures in Robert's Rules of Order. The Board then remediates the section's problems directly.

Reinsertion of a Staff Member

A Staff member that voluntarily resigns in good standing as a Staff member will be welcome to rejoin the Staff if and when there is a need for their expertise. A Staff member that has been removed by the Board can apply for a Staff position if the ALPO member has demonstrated his/her usefulness in a tangible manner that reinstills confidence in his/her work ethic. Also, a supermajority of two-thirds of the Board will be needed for reinstatement.

ARTICLE IV. BOARD OVERSIGHT

SECTION A. Board Member Qualifications

A person applying for ALPO Board membership should be considered for admission under the following criteria:

1. Serving as a current section coordinator or having served as former ALPO staffer in such a capacity or other demonstrated ability to serve the purpose of the ALPO. including "outside directors" that are non-members but whose knowledge and experience may benefit the Board of the ALPO.
2. Willing to work on administrative duties.
3. Accepting work on special projects when needed.
4. Committed to attending most conventions.

5. Must be capable of making important ALPO business decisions, including those involving personnel, consistent with the best interests and mission of the organization.

The actual submission for application to the ALPO Board should include a written request for inclusion. It should be accompanied by two letters of reference endorsing the applicant for ALPO Board membership. A majority Board vote in favor of inclusion of the applicant will grant the applicant induction into the Board. For further qualifications of Board membership see Article IV in the ALPO By-laws.

SECTION B. Board Member's Duties

An ALPO Board member's duties can be defined under three simple descriptions:

1. Performing current section coordinator duties if applicable.
2. Performing duties in Article IV of the By-laws as a director on the ALPO Board.
3. Performing administrative duties as an officer in the ALPO.

SECTION C. Remediation Process For Board Members

The process for resolving issues of misconduct or non-productivity should be patterned after Article II of The Standing Rules For Performance and Conduct of ALPO Staff Members and Article IV., Section 17 of the ALPO By-laws.

ARTICLE V. AWARDS

A. The Walter H. Haas, Observers Award

ALPO Awards Committee Rules (Revised as of August 18, 2019)

At its annual Business Meeting at Baltimore, MD on August 8, 1986 the Association of Lunar and Planetary Observers adopted rules for the structure and actions of the committee which bestows the annual Walter H. Haas Award. These rules were later amended at the Business Meetings in 1989 and 1991, and are again amended in 2012.

1. The essential function of the committee is to select the recipient of the award. The members of the committee should hence be familiar with the work done by ALPO members for many years. A mixture of professional and amateur astronomers is desirable.

2. ALPO Board has the responsibility for selecting a permanent chairman of the Award Committee at its annual business meeting or sometime prior to the time when the award is scheduled to be presented. If that person is unable or unwilling so to serve, the ALPO Executive Director will name a temporary replacement, who will serve until a chairman is chosen at the next ALPO Business Meeting.
3. There will be seven members of the committee, the chairman and six others. Two of these six will serve for one year, two others for two years, and the remaining two for three years. A member whose term is expiring cannot immediately be reappointed. (This scheme is intended in part to allow persons willing and well qualified to serve on the committee, but also themselves worthy to receive the award, to have a better chance of getting the award. Most of us do find it a little embarrassing to vote for ourselves.)
4. The members of the committee will be selected by the chairman, subject to the approval of the Executive Director of the ALPO.
5. Each Committee member will make a first choice, a second choice, and a third choice for the awardee. Each first choice will be worth three points, each second choice two points, and each third choice one point. The award will be given to the person with the largest number of points. (The maximum is obviously $7 \times 3 = 21$ points.) In the event of a tie in point totals, the voting will be repeated, with each committee member again making first, second, and third choices **but only from among those nominees that are tied with the highest point total** (i.e. tied for first place), and the votes will again be scored by the same rank and point system used in the previous round of voting. This voting and point scoring will be repeated until a nominee is chosen. Should a committee member or members abstain from voting in any voting sequence or for any choice level, the committee chair will be given that member's abstained vote, so that the committee chair will then have more than one vote to cast at that voting sequence for the relevant choice level. A member will be considered by the chair to have abstained if a vote is not cast within 7 days of the opening of the voting sequence.
6. The Award Committee Chairman is not eligible to receive the award, and previous recipients are also not eligible. The previous recipients, as of August 18, 2019, are:

Richard Baum.....(2005)
 Jeff Beish.....(1989)
 Julius Benton.....(2019)
 John Boudreau.....(2011)
 Phillip W. Budine.....(1992)
 Charles ("Chick") Cape.....(1985)
 Tom Cave.....(1996)
 Tom Cragg.....(2009)
 March Delcroix.....(2018)

William Dembowski.....(2006)
 Dr. Jean Dragesco.....(1990)
 Mario Frassati.....(2003)
 Gordon Garcia.....(2000)
 Christopher Go.....(2008)
 Alan W. Heath.....(1998)
 Alike Herring.....(1991)
 Richard Hill.....(1999)
 David Levy.....(1987)
 Don Machholz.....(1994)
 Paul Maxson.....(2014)
 Frank Melillo.....(2001)
 Isao Miyazaki.....(1997)
 Detlev Niechoy.....(2010)
 Derald Nye.....(2017)
 Jose Olivarez.....(1993)
 Dr. Donald Parker.....(1986)
 Damian Peach.....(2004)
 Christophe Pellier.....(2007)
 Elmer J. Reese.....(1995)
 Dr. Richard W. Schmude, Jr.(2002)
 Randy Tatum.....(2016)
 Daniel M. Troiani.....(2012)
 Brian D. Warner.....(2013)
 Anthony Wesley.....(2015)
 Dr. John E. Westfall.....(1988)

7. The Award is bestowed for excellence in Solar System observational amateur astronomy. Work done as part of the observer's job must be regarded as professional work and cannot be considered here. The awardee need not be an active observer at the present time, nor does he or she need to be alive. Also, a professional astronomer can be recognized for work done when he or she was an amateur. Theoretical research, the publishing of papers, astronomical correspondence, financial support of amateur projects, and many other meritorious astronomical activities must likewise be ignored in choosing the awardee. (The ALPO does have another award, the Peggy Haas Award, which can recognize such outstanding services.) There is absolutely no requirement that the awardee be a citizen or resident of the United States. It is enjoyable when the awardee can attend the ALPO Convention at which the presentation is to be made, but this matter also is no criterion for the selection of the awardee. It is, however, required that the awardee well represent the ideals of the ALPO.

8. A Committee member can vote that no award is to be given in a particular year. If two or more members do thus vote, then the whole Committee will vote upon whether to give an award.

9. The Award itself consists of an engraved plaque. The awardee also receives a two-year complimentary membership in the ALPO.
10. The Award is NOT for observations in any particular year or other time interval. Thus the Award in the present year might be for contributions in the 20th Century.
11. The Award Committee Chairman will supervise the fabrication of the plaque, oversee its presentation to its recipient, and where appropriate be responsible for its handling, and possible shipment. This responsibly can be delegated to another ALPO officer, board member or volunteer staff member, or other individual with the proper oversight.

B. The Peggy Haas Service Award

The Peggy Haas Award was established to recognize a member of the ALPO for outstanding service in the organization. The award was inaugurated in 1997.

1. The current Executive Director will be the sole person to select a recipient of this Award.
2. The Award will recognize an ALPO officer, board member, volunteer staff member, or non staff member that has contributed outstanding service in some way to the organization in a capacity excluding observational skills (observational skills are recognized by the Walter H. Haas Award).
3. The Award is not considered an annual award and will be given when appropriate and not at any specific time interval.
4. Recipients of the Peggy Haas Service Award in the past are:

Wayne Bailey.....(2017)
 Jeff Beish.....(2016)
 Dr. Julius L. Benton, Jr. ... (2011)
 Shawn Dilles.....(2019)
 Walter H. Haas.....(1997)
 Richard E. Hill.....(2005)
 Harry D. Jamieson.....(2001)
 Don Machholz.....(2000)
 Matthew L. Will.....(2003)
 Larry T. Owens.....(2013)
 Donald C. Parker(2015)
 Kenneth T. Poshedly.....(2010)
 Tim Robertson.....(2018)
 Dr. Richard W. Schmude, Jr. .(2012)
 Elizabeth W. Westfall.....(2004)
 Dr. John E. Westfall.....(1998)
 Matthew L. Will.....(2003)

5. The Award itself consists of an engraved plaque. The awardee also receives a lifetime membership in the ALPO.
6. The Executive Director will supervise the fabrication of the plaque, oversee its presentation to its recipient, and where appropriate be responsible for its handling, and possible shipment. This responsibly can be delegated to another ALPO Officer, Board Member or Volunteer Staff Member, or other individual with the proper oversight.

ARTICLE VI. TRUST FUND PROCEDURES

SECTION A. REMOVAL

Members of the Board of Trustees for the Endowment Trust Fund can be removed from office at any time in accordance with the Bylaws under Article 5 Sections 1 and 2.

SECTION B. TERM OF OFFICE FOR TRUSTEES

A trustee will not serve more than five years in anyone term but may succeed himself or herself with Board approval. Term of office for each trustee should be staggered so that no more than one trustee is elected by the Board of Directors to office in any one year.

SECTION C. TRUST FUND CHAIR

The trustees shall elect a Chairperson from among their group to serve as a financial officer for the Trust Fund. That person will serve for as long as he/she remains as Trustee or until his/her term expires. The responsibilities of the Trust Fund chairperson are:

- a) To invest most of the Trust Fund principle in low risk securities to produce a maximum income to be reinvested into the trust fund.
- b) Make any disbursements countersigned by another of the trustees, in accordance with Article VI, Section E of the Standing Rules.
- c) Prepare an annual report of income, disbursements, and holdings of the Trust Fund to the Treasurer in accordance with Article VI, Section F of the Standing Rules.

SECTION D. PURPOSE AND GOAL

The purpose of the Trust Fund as stated in the Bylaws, is to create enough capital, so that a central office or headquarters for the ALPO can be funded from income generated from such capital. The Board of Directors, by majority vote, will determine when such capital has reached the point where income

from the capital is sufficient to fund operations of a central office.

At the point where funding would presume to be sufficient for a central office or headquarters, the ALPO Board of Directors will commence with the planning stages for the central office with the income of the Trust Fund to either deposited with the ALPO's general business account or with the Trust Fund until such a time arises where the income can be used for the central office, subject to the approval by the ALPO Board of Directors.

SECTION E. DUTIES OF THE TRUSTEES

- a) To promote the acquisition of funds from both inside and outside the ALPO to increase the principal of the Trust Fund.
- b) To assist the Executive Committee of the ALPO Board of Directors in ensuring that the interest income be applied to the principle of the Trust Fund until such time that the ALPO Board of Directors decides that the income can be utilized to the operations of a central office.
- c) To administer the handling or sale of any real property and/or items donated to the Trust Fund. Items to be sold will be deposited in the Trust Fund as a part of the principal.

SECTION F. SUBMISSION OF ANNUAL FINANCES TO THE TREASURER

The Trust Fund Chairperson will submit an annual financial report for the previous year, giving the balance and financial activity, to the ALPO Treasurer no later than 31 days after the first of the present year to incorporate into the Treasurer's annual report.

SECTION G. DISPOSITION OF THE TRUST FUND

- a) The principal of the trust fund will be inviolate except under conditions specified in Article 13, Section 1, of the Bylaws.
- b) In the event of disbandment of the ALPO, distribution of the Trust Fund will be followed under Article 12 of the ALPO Bylaws.