North Carolina Association of Blind Students

Constitutional Amendment 2012-04

Currently:

At the conclusion of Article IV, Section One, the constitution reads:

 The duties of each officer shall be those ordinarily associated with that office.

Proposed Amendment:

Remove this line and add a Section Three, as follows:

**Section Three � Leadership Position Descriptions**

These descriptions outline the leadership positions within NCABS. The President, First Vice President, Second Vice President, Secretary, and Treasurer are elected each year, and committees are formed on a need basis. All aspiring officers must display good character, and a strong knowledge of the NFB and its philosophy. Officers must pay their annual membership fee to run for office, and are strongly encouraged to attend the annual business meeting at the NFB of NC convention. During the business meeting, candidates may spend a few minutes explaining why they want their position, and why they feel they will be successful as well as answer any questions posed by members. Any candidate unable to attend the annual business meeting must submit their membership fee to the treasurer prior to the meeting as well as a written version of what they would like the president to read on their behalf.

President

The president oversees NCABS and delegates tasks to board members. The president must have a tangible vision for their year of service, and work with the board to implement this vision through strong leadership and delegation. The president must exhibit a strong NFB philosophy, and be an available example in his or her everyday life. The president must be willing to represent NCABS at functions such as NFB of NC state board meetings, and must maintain a report on NCABS that can be shared at outside functions. The president must present an annual report of the previous year at the business meeting, and during an NFB of NC convention general session. The president must maintain contact with the NFB of NC state board as well as the National Association of Blind Student board. The president must also complete any other tasks decided upon by NCABS

First Vice President

The first vice president must act in the place of the president during the president’s absence. The first vice president must also complete any other tasks decided upon by NCABS.

Second Vice President

The second vice president must assist the president and first vice president in the management of NCABS operations. The second vice president must also complete any other tasks decided upon by NCABS.

Secretary

The secretary is responsible for keeping up with all NCABS related documents. The secretary must be competent in using word processing and spreadsheet software, email, and social networking sites. The secretary must distribute announcements about upcoming events such as student seminars or conference calls. During each NCABS meeting, the secretary must take minutes in the proper form and distribute them to the webmaster and the email list no later than 48 hours following the call. The secretary must maintain and update a membership database, and locate missing contact information when necessary. The secretary must keep up with registrations to all NCABS events, and complete any other assignments decided upon by the NCABS board.

Treasurer

The treasurer must be competent in the areas of math and handling money. The treasurer must have access to a BB&T bank, and be willing to travel to the bank to withdraw and deposit money. The treasurer is responsible for collecting all membership and event fees, and for making any purchases approved by NCABS. The treasurer must keep an updated treasury report, and be ready to present this report during any NCABS meeting. The treasurer must maintain good character, and is subject to scrutiny from the board should any suspicion arise. The treasurer must also complete any other assignments delegated by NCABS.

Committee Chair

Committee chairs are not on the NCABS board, but work closely with the board on specific assignments. Committee chairs are responsible for overseeing other committee members by delegating tasks and assisting other members. They also must keep documentation of what each member is doing, and results of their tasks, and be ready to report this information to any board member or during an NCABS meeting.

Committee Member

Committee members work with committee chairs to complete specific tasks decided on by NCABS. Committee members should be delegated specific responsibilities, document their completion, and stay in communication with and report to the Committee chair.

Justification:

We have had officer descriptions listed as a bylaw-our only bylaw-instead of in our constitution. If we move them into our constitution, they will be more noticeable and have more effect.