**National Federation of the Blind of Arizona**

**Phoenix Chapter**

**Draft Revised Constitution**

**Wednesday, May 19, 2021**

**ARTICLE I. NAME**

The name of this organization shall be the National Federation of the Blind of Arizona Phoenix Chapter (hereinafter, referred to as NFBA Phoenix Chapter); and shall be bound to actively uphold the policies, programs, Constitution, National Code of Conduct, and the Pledge of the National Federation of the Blind (hereinafter, referred to as NFB(.

**ARTICLE II. PURPOSE**

The purpose of the NFBA Phoenix Chapter shall be to promote the general welfare of the blind, locally, statewide, and nationally. The NFBA Phoenix Chapter shall not merely be a social organization, but shall serve as a vehicle for collective action by the blind of the nation; to function as a mechanism through which the blind and interested sighted persons can come together in local, state, and national meetings to plan and carry out programs to improve the quality of life for the blind; to provide a platform of shared advocacy for parents of blind children; to promote the vocational, cultural, and social advancement of the blind; to achieve the integration of the blind into society on the basis of equality with the sighted; and to take any other action that will improve the overall condition of and standard of living for the blind.

**ARTICLE III. AFFILIATION**

The NFBA Phoenix Chapter shall function as an integral part of the NFB. This organization shall comply with the provisions of the NFB Constitution, the National Code of Conduct, the NFBA Constitution, and the requirements of the contract appearing on the back of the Charter of Affiliation, issued to State Affiliates by the NFB. Policy decisions of the NFB and the NFBA (whether made by the National Convention, by the National Board of Directors, by the State Convention, or by the State Board of Directors) shall be binding on this organization, and this organization shall participate affirmatively in carrying out such policy decisions. As a condition of affiliation, it is agreed by this organization that, the NFB and the NFBA have the power and authority to expel and discipline any member, to remove officers, and to reorganize the NFBA Phoenix Chapter. In the event of reorganization, the NFBA Phoenix Chapter shall dissolve and cease to exist. It is hereby recognized by this organization that, the name National Federation of the Blind, Federation of the Blind, or any variant, thereof, is the property of the NFB; and, the Phoenix Chapter or any of its members that cease to be a part of the NFB or the NFBA (for whatever reason) shall forthwith forfeit the right to use the name National Federation of the Blind, Federation of the Blind, or any variant, thereof.

**ARTICLE IV. MEMBERSHIP**

Section 1: Membership Approval Procedure

Individuals interested in joining the NFBA Phoenix Chapter shall be approved by a simple majority of the Active Members present and voting, during any regular Business Meeting. Annual dues shall be paid to retain Active Member status in this organization, which shall automatically register them as a member of the NFBA State Affiliate and the NFB. The NFB has an Open Membership Policy, and new members shall not be excluded on the basis of race, sex, gender identity, religion, sexual orientation, disability, socio-economic status, age, or any other characteristic identified (explicitly or implicitly) in the National Code of Conduct. The majority of the Active Members of the NFBA Phoenix Chapter must be blind.

Section 2: Active Members

An Active Member of the NFBA Phoenix Chapter shall be anyone who pays his/her annual dues, attends NFBA Phoenix Chapter Business meetings, and participates in at least one significant NFB event per year. Examples of significant events include, but are not limited to: a National/Affiliate Convention, the Washington/Phoenix Seminar, or any other special event, sponsored by the Phoenix Chapter, the NFBA, and/or the NFB. Planning and/or coordinating a Federation event shall be accepted as fulfilling the “Significant Event” requirement, for those members who are unable to attend events, in person or virtually. Active Members of the NFBA Phoenix Chapter shall have the rights and privileges of speaking on the floor, making motions, voting, serving on committees, and holding office.

Section 3: Dues

The annual dues of the NFBA Phoenix Chapter shall be set by a simple majority of the Active Members present and voting, during any regular Business Meeting. The amount of the annual dues of this organization shall be specified in the Bylaws of this Constitution. Annual dues shall be paid to the Treasurer of this organization, and shall be applied to the Calendar Year in which such dues are paid. However, those dues paid between October and December shall be applied to the following Calendar Year. Dues must be paid to maintain good and proper standing. Those whose dues lapse for two or more years shall be considered inactive, and must be approved in the same manner in which new members are accepted, in order to resume Active Member rights and privileges. Membership dues paid to this organization shall not transfer to membership dues associated with State Affiliate and/or National Divisions. This organization’s Treasurer shall transfer one dollar per Active Member per year to the NFBA, according to the Affiliate’s Standard Operating Procedure.

Section 4: Associate Members and Federation Supporters

Associate Members shall be those who are dues-paying members of another Federation Chapter or Division. Federation Supporters shall include financial supporters and/or guests invited by Phoenix Chapter members. Associate Members and Federation Supporters shall be permitted to speak on the floor, during any regular NFBA Phoenix Chapter Business Meeting, but shall not be permitted to make motions, vote, serve on committees, or hold office.

Section 5: Honorary Members

Honorary Members of the NFBA Phoenix Chapter shall be those who have exemplified strong leadership in, passion for, and dedication to the work and effort of this organization. In order to be granted Honorary Member standing, Active Membership status must have been maintained in the NFBA Phoenix Chapter for at least ten years, and shall be approved by a two-thirds vote of the Active Members present and voting, during any regular Business Meeting. Honorary Members shall be exempt from paying annual dues, and the Treasurer shall, from this organization’s account, forward one dollar per year on their behalf to the NFBA State Affiliate. Honorary Members shall exercise those same rights and privileges of Active Members, including speaking on the floor, making motions, voting, serving on committees, and holding office. Honorary Membership status in this organization shall be approved and retained, on a case-by-case basis. Honorary Membership standing in the NFBA Phoenix Chapter shall not be transferrable to any other Federation chapter and/or division.

Section 6: Expulsion

The NFBA Phoenix Chapter reserves the right to revoke Active Member status, approved by a two-thirds vote of the Active Members present and voting, during any regular Business Meeting, or by a simple majority of the Board of Directors. Grounds for expulsion shall include, but are not limited to violations of the: NFBA Phoenix Chapter Constitution, the NFBA Constitution, the NFB Constitution, and/or the National Code of Conduct. These policies and procedures shall be adhered to by all members and guests attending any event sponsored by the Federation, at the national, state, and/or local level.

Any person who feels that he/she has been unjustly disciplined by or expelled from the NFBA Phoenix Chapter, may appeal to the NFBA President and Board of Directors. The NFBA State Convention of this organization may reinstate any person who has been expelled, unless such expulsion has been confirmed by the National Convention or by the NFB Board of Directors, in which event the person shall not be reinstated, except by the National Convention or by the National Board. Appeal policies and procedures stated in the National Code of Conduct are revised as needed, and should be consulted prior to filing an appeal.

**ARTICLE V. OFFICERS AND THE BOARD OF DIRECTORS**

Section 1: Officers

The NFBA Phoenix Chapter Constitutional Officers shall consist of: (1) President, (2) First Vice President, (3) Second Vice President, (4) Secretary, and (5) Treasurer. These officers shall be elected biennially. The President, the First Vice President, the Second Vice President, and the majority of the Board of Directors must be blind.

Section 2: Duties of the President

The President of the NFBA Phoenix Chapter is the principal administrative officer of this organization. As such, his/her duties shall include: carrying out the policies adopted by the Membership; conducting the day- to-day management of the affairs of the organization; authorizing expenditures from the Treasury in accordance with and implementation of the policies adopted by the Membership; establishing all committees of the organization (except the Board of Directors); coordinating all activities, including the work of other officers and committees (except that of the Nominating Committee); and taking all administrative actions necessary and proper to put into effect the programs and to accomplish the objectives of the organization. The implementation and administration of the interim policies adopted by the Board of Directors are the responsibility of the President as principal administrative officer of the NFBA Phoenix Chapter.

Section 3: Duties of the First Vice President

The First Vice President of the NFBA Phoenix Chapter shall, in the absence of the President and during such time as the President may be unable to perform the duties of that office, perform such duties. If the office of the President becomes vacant for any reason, the First Vice President shall succeed to the office of the President of the NFBA Phoenix Chapter.

Section 4: Duties of the Second Vice President

The Second Vice President of the NFBA Phoenix Chapter shall be next in the line of succession, and shall, in the absence of the President and the First Vice President, and during such time as the President and the First Vice President may be unable to perform the duties of the office of the President, perform such duties. If the office of the President and First Vice President become vacant for any reason, the Second Vice President shall succeed to the office of President of the NFBA Phoenix Chapter.

Section 5: Duties of the Secretary

The Secretary of the NFBA Phoenix Chapter shall document and preserve the Minutes of all regular Business Meetings, Special Meetings, and Board Meetings approved by the Membership and/or the Board of Directors of the NFBA Phoenix Chapter, before providing an electronic copy to the Affiliate President and to the Phoenix Chapter President. The Secretary shall maintain a current Membership Roster of this organization, which shall be reviewed and approved by the Membership, before being submitted to the Affiliate President thirty days prior to the date of the Annual State Convention. The current Membership Roster shall also be submitted to this organization’s Board of Directors no later than thirty days, prior to the Phoenix Chapter Elections in November of even-numbered years. The Secretary shall keep a record of all Committees of the NFBA Phoenix Chapter, including member contact information. The Secretary shall annually provide contact information of the NFBA Phoenix Chapter’s Elected Officers and the Membership Roster to the Affiliate President, on or before January First, along with a copy of this organization’s Constitution, Amendments, and Bylaws, thereto. The Secretary shall generate and distribute all official communication approved by the President, the Board of Directors, and/or the Membership.

Section 6: Duties of the Treasurer

The funds of the NFBA Phoenix Chapter shall be deposited in a bank to be selected by the Treasurer, approved by the President. The Treasurer shall receive and have custody of all funds of this organization, and shall keep accurate records of all income and expenses. The Treasurer shall report account transaction activity from the current monthly bank statement to the Membership, and shall furnish such written records, as required by Federation policies and procedures. All expenditures of this organization shall be discharged by a secure, electronic process or by check, upon written authorization by the President, and signed by the Treasurer. In this way, this organization’s Treasurer and President shall be required to mutually approve any expenditure, before funds are dispersed. The President shall also be authorized as a signatory on the NFBA Phoenix Chapter bank account(s), in case of emergency or unforeseen circumstances.

Section 7: Board of Directors and Its Duties

The Board of Directors of the NFBA Phoenix Chapter shall consist of the five Constitutional officers and two additional members, which shall be elected at the same time and in the same manner as that prescribed for the election of officers. The Board shall advise the President, and shall have charge of the affairs of this organization between regular Business Meetings. Its function shall be to make policy decisions when necessary, in accordance with and implementation of those adopted by the Membership; unless such decisions can be reasonably postponed until the next meeting of this organization. The President, First Vice President, Second Vice President and a majority of the Board of Directors of the NFBA Phoenix Chapter must be blind.

Section 8: Elections

An Active Member seeking election or serving in an elected office of the NFBA Phoenix Chapter shall not be a member of another blindness Organization that, formulates policies in opposition to those of the Federation, is in violation of the NFB Constitution, and/or is in contravention of the National Code of Conduct.

No later than August of even-numbered years, the President of the NFBA Phoenix Chapter shall establish a Nominating Committee, consisting of a Chair person and three voting Members. The Chair person shall not vote, unless one Member is absent, and a tie vote is cast by the remaining two Members. The Nominating Committee shall select, from among the Active Members, a Slate of Officers, including two Board Members, to be presented in its report during the regular Business Meeting, prior to the month in which biennial Elections of the NFBA Phoenix Chapter shall be held.

There shall be elected in November of even-numbered years: a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and two Board Members. These officers and Board Members shall serve a two-year term which shall begin at the close of the Business Meeting at which they are Elected. Officers and Board Members shall be Elected by a simple majority vote of the Active Members present and voting. When 2 or more candidates are nominated for a single position, elections shall be by Secret Ballot, in the format(s) approved by the NFBA Phoenix Chapter Membership.

Candidates (whether nominated by the Nominating Committee or from the Floor) must have agreed in advance to serve on the NFBA Phoenix Chapter Board of Directors, and must be present at the Business Meeting during which Elections are being conducted. There shall be no proxy voting. If no candidate receives a simple majority vote on the first ballot, the name of the person receiving the fewest number of votes shall be dropped from the list, and a Second Ballot shall be cast. This procedure shall continue, until one of the nominees has received a simple majority vote of the Active Members present and voting. No Active Member of the NFBA Phoenix Chapter shall concurrently serve in more than one Board of Director positions.

Section 9: Vacancies

When there is a vacancy in one of the NFBA Phoenix Chapter Board of Director positions of Second Vice President, Secretary, Treasurer, or Director, that office shall be filled by Special Election at the next regular Business Meeting, following the one during which the vacancy is announced by the President; the term of which shall be served until the next regularly scheduled Election of this organization. Any candidate being considered to fill a vacancy on the NFBA Phoenix Chapter Board by Special Election shall be an Active Member in good standing, and shall agree, in advance, to fulfill the duties of that office.

Candidates shall be nominated from the Floor, and all nominees must be present at the Business Meeting during which the Special Election is being conducted. There shall be no proxy voting. If no candidate receives a simple majority vote on the first ballot, the name of the person receiving the fewest number of votes shall be dropped from the list, and a Second Ballot shall be cast. This procedure shall continue, until one of the nominees has received a simple majority vote of the Active Members present and voting. No Active Member of the NFBA Phoenix Chapter shall concurrently serve in more than one Board of Director positions.

**ARTICLE VI. MEETINGS**

Section 1: Regular Business Meetings

The NFBA Phoenix Chapter shall hold regular Business Meetings, the time and place of which shall be fixed by a simple majority vote of the Active Members present and voting at any regular Business Meeting, or by the Board of Directors. At least one-fourth of this organization’s Active Members must be present to constitute a quorum, in order to transact business. Business Meetings shall be held in a public location, including an accessible virtual platform. All meetings of the NFBA Phoenix Chapter shall follow Robert’s Rules of Order. A reminder notice shall be sent to the Membership, at least three days prior to the date of this organization’s Business Meeting.

Section 2: Board Meetings

The NFBA Phoenix Chapter Board of Directors shall hold meetings as called by the President, or by the written request of any three members. There shall be no proxy voting by Board members. The Board of Directors shall be polled on any question, by telephone, by electronic ballot, or by any method agreed upon by the Members. At least four members of the Board of Directors must be present to constitute a quorum in order to transact business. Except in cases of emergency, notice shall be sent to this organization’s Membership, at least three days prior to the date of the Board Meeting. All meetings of the NFBA Phoenix Chapter Board of Directors shall follow Robert’s Rules of Order.

Section 3: Special Meetings

The President of the NFBA Phoenix Chapter shall call a Special Meeting at any time he/she or a majority of the Board of Directors deems such action to be necessary. At such a Special Meeting, at least one-fourth of the Active Members must be present to constitute a quorum in order to transact business. Except in cases of emergency, notice shall be sent to the Membership at least three days prior to the date of the Special Meeting. All Special Meetings of the NFBA Phoenix Chapter shall follow Robert’s Rules of Order.

**ARTICLE VII. COMMITTEES**

The President of the NFBA Phoenix Chapter shall, at his/her discretion, establish and/or suspend Standing and Ad Hock committees of this organization, and shall appoint a chair and members to serve on such committees. Only Active Members of this organization shall be eligible to serve on NFBA Phoenix Chapter committees. The core committees of this organization shall include, but are not limited to: the Membership Recruitment and Retention Committee, the Fundraising Committee, the Social Committee, and the Community Outreach Committee. The President shall serve as an ex officio member of all Phoenix Chapter committees, except that of the Nominating Committee, which is the only Federation Committee closed to the Federation’s Members.

The President of the NFBA Phoenix Chapter shall also appoint representatives from among Active Members to serve on NFBA Affiliate Committees. Recommendations based on the work of Committees shall be presented during regular Business Meetings or Special Meetings for a binding decision, approved by a simple majority vote of the Active Members present and voting.

**ARTICLE VIII. AMENDMENTS AND BYLAWS**

During any NFBA Phoenix Chapter Business Meeting , this organization’s Constitution shall be amended by an affirmative vote of two-thirds of the Active Members present and voting, provided that the proposed amendment has been submitted in writing and read at the previous, regular Business Meeting; provided that it is in compliance with the provisions of the NFBA’s Charter of Affiliation received from the NFB; provided it is in compliance with the policies of the NFB and the NFBA; and provided it is in compliance with the NFBA Constitution, with the NFB Constitution, and with the National Code of Conduct.

Any situation not covered by the NFBA Phoenix Chapter Constitution shall be considered by the Active Members in the form of a motion or resolution, and when adopted, shall become a Bylaw when so designated by the membership. The adoption or repeal of a Bylaw shall require a simple majority vote of the Active Members present and voting, during any regular Business Meeting.

The Secretary shall, without delay, send a copy of the NFBA Phoenix Chapter Constitution, including all amendments and Bylaws, thereto, to the President of the NFBA, upon request; or in the event that a biennial review of this organization’s Constitution results in revisions, requiring approval by the NFBA Board of Directors.

**ARTICLE IX. DISSOLUTION**

In the event of the dissolution of the NFBA Phoenix Chapter, or if (for whatever reason) this organization ceases to be a member of the NFBA and the NFB, its assets shall be given to the NFBA to be held in trust for a reorganized chapter in the City of Phoenix. In the event that no new chapter is reorganized for a period of two years from the date this organization ceases to be an affiliate of the NFBA and the NFB, the assets shall become the property of the NFBA.

**Bylaws**

Annual Dues

Dues of the NFBA Phoenix Chapter shall be set at five dollars per Active Member per Calendar Year, beginning January First, and concluding December Thirty First, and shall be payable to this organization’s Treasurer.