

# Amendment for the 1980 Constitution of the Chicago Astronomical Society

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## *Section I*

### *Article III Officers, Directors & Standing Committees*

#### Section A)

Revise sentence 3 to read: "No person shall be elected to the office of President without having previously served as an officer of the CAS.

#### Section B)

Officer responsibilities shall be revised according to the descriptions noted in Section II of this document.

#### Section D)

Revise to read: The Board of directors shall consist of the four elected officers and the holders of any of the appointed offices defined in Section II of this document.

Section G) Shall be eliminated in favor of the description of Observatory Director office in section II of this document.

#### Section K)

The Executive Committee shall be abolished, with the Board of Directors fulfilling all functions defined in this section.

#### Section L)

This section is removed, with its functions replaced by holders of offices described in Section II of this document.

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## Section II

### *Elected Annually*

#### *President*

- Presides at all meetings of the Society
- Provides leadership and vision to the Society
- Creates agenda for Board of Directors Meetings
- Chairs meetings of the Board of Directors
- Appoints non-elected officers

#### *Vice President*

- Elected Annually
- Serves as President in the absence of the President
- May assume other responsibilities at the request of the President

#### *Secretary*

- Elected Annually
- Keeps and distributes minutes of all meetings of the Society
- Responsible for official correspondence of the Society

#### *Treasurer*

- Elected Annually
- Maintains financial records of the Society
- Responsible for management of financial activities of the Society
- With approval of the President, may recruit members of a Financial Committee, and serve as its Chair, to be responsible for various tasks, e.g. Membership.

### *Appointed by the President*

#### *Program Manager*

- Appointed by the President
- Develops and executes program activities of the Society
- With approval of the President, may recruit members of a Program Committee, and serve as its Chair, to be responsible for various tasks, e.g. observing events, speakers.

#### *Relationships and Outreach Manager*

- Appointed by the President
- Responsible for the establishment and maintenance of organizational relationships between the CAS and other organizations, e.g. Cernan center, universities, parks, observatories, etc.
- Responsible for outreach to new members
- Represents CAS to these entities
- With approval of the President, may recruit members of an Outreach Committee, and serve as its Chair, to aid in these responsibilities

#### *Scientific Correspondent*

- Appointed by the President
- Responsible for the establishment and maintenance of organizational relationships between the CAS and scientific institutions
- Represents CAS to these entities

#### *Observatory Director*

- Appointed by the President
- Responsible for maintaining the CAS observatory
  - In the event that the CAS does not own an observatory, shall promote and pursue means of obtaining one
- Responsible for managing the upkeep of CAS astronomical property (telescopes, etc.)
- Coordinates with the Program Manager and Safety Officer to organize viewing opportunities
- With approval of the President, may recruit members of an Observatory Committee, and serve as its Chair, to aid in these responsibilities

#### *Safety Officer*

- Appointed by the President
- Responsible for proposing safety regulations to the Board for approval, and execution of said policies.
  - Safety rules and procedures for meetings and outside events
  - Youth Protection
  - Ensuring a safe environment for visitors at all meetings and outings
- With approval of the President, may recruit members of a Safety Committee, and serve as its Chair, to aid in these responsibilities