

CONSTITUTION AND BY-LAWS

University of South Alabama Student Chapter of the

American Meteorological Society

AKA The Meteorology Club

Part I as set forth by the national organizations.

ARTICLE I: NAME

This organization can adopt any name desired by the majority of its active membership, provided the name in question is not in current use, upon approval of the Executive Committee, American Meteorological Society.

ARTICLE II: OBJECTIVES

Primary objectives of the organization shall be to foster the growth of operational meteorology through research, forecasting, broadcasting, and education.

ARTICLE III: MEMBERSHIP

- 1) Membership in the local chapter is open to anyone interested in meteorology and its related fields and who agrees to abide by the requirements of this constitution.
- 2) Officers shall consist of President, Vice-President, Treasurer, and Secretary.
- 3) All officers must be full members (regular or student) of the American Meteorological Society.
- 4) Officers shall be elected at the first official meeting of the chapter and at the first meeting of the calendar year thereafter. All officers shall hold their position for one year and may be re-elected.
- 5) Any vacated office shall be filled by action of the executive committee in accordance with the local chapter constitution.
- 6) The President shall report directly to the Executive Director, American Meteorological Society.

ARTICLE IV: COMMITTEES

- 1) The following committees are required: Program, Membership, and Publicity. The chairs of these committees will consist of the Vice-President (Program Committee), Treasurer (Membership Committee), and Secretary (Publicity Committee).
- 2) The Publicity Committee will file (through the President) a brief synopsis of the past year's activities to the American Meteorological Society.
- 3) The Executive Committee consists of the immediate past president and the current officers.

ARTICLE V: DUES

No national dues are required of chapter members. The American Meteorological Society do strongly recommend that all local chapter members become full members of said organizations.

ARTICLE VI: MEETINGS

Chapters shall have a minimum of six meetings each year.

ARTICLE VII: VOTING PROCEDURES

- 1) All active members of the local chapter may participate in voting.
- 2) Voting for officers of the local chapters shall be in accordance with the local chapter constitution.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Revised Edition* shall govern in all cases to which they are applicable, and in which they are not inconsistent with the constitution.

ARTICLE IX: NONPROFIT ORGANIZATION

This local chapter of the American Meteorological Society is organized and operated exclusively for nonprofit purposes, and no part of its earnings shall inure to the benefit of any member.

ARTICLE X: DISSOLUTION

Upon dissolution or disbandment of the organization, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of the active members.

ARTICLE XI: ADOPTION

This local chapter of the American Meteorological Society shall become effective upon approval of the Executive Committee, American Meteorological Society.

Part II as set forth by the local chapter of the American Meteorological Society.

ARTICLE I: NAME

This local chapter shall be known as the University of South Alabama Student Chapter of the American Meteorological Society.

ARTICLE II: OBJECTIVES

The University of South Alabama Student Chapter seeks to achieve the following:

- 1) Foster the growth of operational, research, and broadcast meteorology along the Central Gulf Coast, providing the community with a social and scientific point of contact for meteorological, hydrological, and other related scientific interests.
- 2) Encourage collaborative research among its members and engage in continuing education on the latest developments in the various branches of hydrometeorological science.
- 3) Act as liaison between meteorology students at USA and national professional organizations as well as other universities.
- 4) Promote and organize social and professional events and activities.

ARTICLE III: MEMBERSHIP

- 1) Membership is open to the University of South Alabama's currently registered students.
 - a) If the above requirement is met, any student interested in meteorology and who agrees to abide by the requirements of this constitution may join.

- 2) To be considered an active member of the club, a student must meet the following:
 - a) Dues must be paid to the Treasurer by the end of the second official meeting of the year. Exceptions may be made for students under extenuating circumstances to be discussed with the Treasurer and with approval from the President and club advisor.
 - i) Students new to the university or the meteorology program during spring semester are subject to pay only half of the annual dues.
 - b) Students must meet a total of **20 points** for an academic year with no fewer than **8 points** in any one semester.
 - c) Students who join during the spring semester of the academic year must accumulate at least **10 points**.
 - d) Students who participate in club activities (e.g., student recruitment) during a summer semester should discuss awarding of potential points with the President, Treasurer, and club advisor.

ARTICLE IV: POINTS

- 1) Social Activities are worth **1 point**, Meetings and Weather Wednesdays are worth **2 points**, and volunteering/community service/fundraising are worth **3 points**. Student recruitment activities are worth **1-2 points** subject to approval by the Executive Committee (and club advisor, if necessary).
- 2) Members are required to participate in the activities listed below, at minimum. (Participation in these required activities will result in achieving **15 of the required 20 points** for the academic year.)
 - a) 1 meeting per semester, with a total of 3 meetings per academic year
 - b) 1 Weather Wednesday per semester, with a total of 2 Weather Wednesdays per academic year
 - c) 1 social activity per semester, with a total of 2 social activities per year
 - i) Participation in or support of 4 intramural games will count for 1 social activity.
 - d) 1 volunteer/fundraising event per academic year
- 3) Members should “check in” with the Treasurer (or designee of the Treasurer if the Treasurer cannot attend) at the beginning of each event or activity. **It is the member’s responsibility to “check in” rather than relying on the Treasurer to record one’s presence.**
- 4) Inactive members will not have voting rights.
 - a) Based on attendance records at the end of each semester, the Treasurer will report to the President who is in violation of active membership.
 - b) Members in violation of the point system at the end of either fall or spring semester and thus deemed inactive will be required to repay the year’s dues in order to regain active member status and voting rights. (This requirement means that inactive members at the end of an academic year must repay the previous year’s dues in addition to the dues for the new academic year in order to regain active status.)

ARTICLE V: OFFICERS

All officers must be active members in good academic standing. The officers shall include the President, Vice President, Secretary, and Treasurer. The duties of each office are as follows:

- 1) President
 - a) Maintains active membership with the AMS National Organization.
 - b) Presides as the Chair at all local chapter meetings and is responsible for ideological and financial well-being of the chapter.
 - c) Plans and organizes local chapter meetings.
 - d) Acts upon local chapter interests as necessary.
 - e) Appoints committees when necessary.
 - f) Oversees the goals and aspirations of the active membership.
- 2) Vice President
 - a) Presides as the Chair in the absence of the President.
 - b) Serves as chair of the Program Committee.
 - c) Aids the President with planning and organizing local chapter meetings.
 - d) Assists the other officers in the performance of their duties.
 - e) Coordinates chapter assistance in club and program recruitment activities.
 - f) Manages e-mail account for local chapter.
 - g) Coordinates plans for potential guest speakers.
- 3) Treasurer
 - a) Acts as the administrative focal point for all chapter activities.
 - b) Serves as chair of the Membership Committee.
 - c) Keeps current lists of the active membership, including current point totals.
 - d) Provides a report to the President of accumulated points for each member at the end of each semester.
 - e) Maintains accurate financial records concerning local chapter activities.
 - f) Provides a report of the financial status of the chapter at each meeting.
 - g) Serves as Chair at the local chapter meeting in the absence of the President and Vice President.
- 4) Secretary
 - a) Keeps the active membership informed about chapter functions.
 - b) Serves as chair of the Publicity Committee.
 - c) Records detailed minutes for all chapter meetings.
 - d) Submits minutes to all chapter members promptly (within 24-48 hours).
 - e) Submits reports of all chapter activities to the AMS national organization through the President.
 - f) Presides as Chair of local chapter meetings in the absence of all other officers.
 - g) Sends thank-you notes to all guest speakers.

- 5) The active membership has the right to impeach any officer if the officer's actions or activities warrant dismissal. A majority vote by the active membership is required to dismiss a local chapter officer. This vote will be done by secret ballot.

ARTICLE VI: COMMITTEES

- 1) The Executive Committee consists of five members: the President, Vice President, Treasurer, Secretary, and the immediate past president.
- 2) The Program Committee will be chaired by the Vice President and have up to two other active members. The Program Committee is responsible for organizing guest speakers and student recruitment activities.
- 3) The Membership Committee will be chaired by the Treasurer and have up to two other active members. The Membership Committee is responsible for maintaining current lists of the active membership, including current point totals.
- 4) The Publicity Committee will be chaired by the Secretary and have up to two other active members. The Publicity Committee is responsible for keeping the active membership informed about chapter functions.
- 5) Additional committees shall be organized at the discretion of the President.
- 6) Committee members shall consist of any active member in the University of South Alabama Student Chapter.

ARTICLE VII: DUES

- 1) Annual dues of fifteen dollars (\$15.00) shall be paid for membership in the University of South Alabama Student Chapter of the American Meteorological Society.
 - a) Dues must be paid by the end of the second meeting of the chapter year.
 - b) Payment of dues entitles the member to active member status and voting privileges. (Refer to Sections III and IV for clarification of "active member.")
 - c) Dues must be paid directly to the Treasurer (or the Treasurer's designee).
- 2) If local chapter dues are not paid by the end of the second meeting of the chapter year the individual's membership privileges and voting rights will be revoked and the individual will no longer receive announcements of future chapter activities until the dues are paid.
- 3) Members who have paid annual dues but subsequently failed to maintain active member status must repay that year's dues in order to regain active member status and voting rights.
 - a) Inactive members at the end of an academic year must repay the previous year's dues in addition to the dues for the new academic year in order to regain active status.
- 4) Students new to the university or the meteorology program during the spring semester of an academic year are subject to pay only half of the annual dues.

- 5) The Meteorology Club will pay registration fees for active members to participate in intramural activities. If that team forfeits any game, the team members will be responsible for splitting the additional fees equally.
- 6) Use of all dues shall be for activities of the University of South Alabama Student Chapter and for the betterment of the chapter.

ARTICLE VIII: MEETINGS

- 1) The chapter shall have a minimum of six meetings per chapter year. The chapter year shall coincide with the University of South Alabama academic calendar year.
- 2) Time and location of the meetings will be determined by the Executive Committee, with input from the active membership.
- 3) Chapter members must sign in to verify attendance at meetings.
- 4) All meeting minutes shall be sent in writing to all active members by the Program Committee within 24-48 hours of the meeting.
- 5) Upcoming meetings (including the time, place, and purpose of the meeting) will be announced via e-mail at least one week in advance and will be posted on the Meteorology Club calendar.
- 6) The chapter shall have a minimum of six officer meetings per chapter year. All officers are required to attend these meetings unless prior approval for absence is granted by the faculty advisor. The faculty advisor must be present at all officer meetings.

ARTICLE IX: VOTING PROCEDURES AND ELECTIONS

- 1) Voting Procedures
 - a) A quorum is defined as more than one-half of the active membership and must include one elected officer.
 - b) A simple majority of the quorum is required for the election of officers and matters other than constitutional reform. Voting may take place by one of two methods.
 - i) If a quorum is present at a meeting, voting may take place at that time.
 - ii) If a quorum is not present at a meeting, then all matters that require voting will be subject to electronic voting. Electronic voting will take place one week after the minutes for the previous meeting have been made available. After the one-week waiting period, the President (or the President's designee) will send a ballot to all active members via e-mail. Voting will take place within a one-week window beginning with the day the ballot is made available. This method will ensure the vote will be completed by the next meeting. Votes will be made electronically directly to the faculty advisor for the chapter. Results of the vote will be announced at the next meeting, and by e-mail to all active members.

- iii) If electronic vote is authorized then the faculty advisor shall retain copies of all electronic ballots for a period of one year.
 - iv) If a quorum is not met via electronic voting, the matter shall be tabled until the next meeting. No chapter business can occur without a quorum.
- 2) Constitutional Amendments
- a) A two-thirds majority of the active membership is required for amendment of the constitution.
 - i) This vote will take place via electronic ballot, and votes will be kept confidential.
 - ii) Electronic voting will take place one week after the minutes for the previous meeting have been made available.
 - iii) After the one-week waiting period, the President (or the President's designee) will send the potential amendment to all active members via e-mail.
 - iv) Voting will take place within a one-week window beginning with the day the potential amendment is made available. This method will ensure the vote will be completed by the next meeting.
 - v) Votes will be made electronically directly to the faculty advisor.
 - b) Results of the vote will be announced at the next meeting and by e-mail to all active members.
- 3) Officer Elections
- a) A nomination period for officer positions will open two meetings prior to the final meeting of the spring semester.
 - i) The nomination period shall end one week after the minutes of that meeting have been e-mailed to all active members.
 - ii) Only active members are eligible to be nominated for officer positions.
 - iii) Active members are allowed to nominate themselves for officer positions.
 - b) Active members who accept their nomination will have an opportunity to speak to the chapter at the next-to-last meeting of the spring semester.
 - c) Voting for officer candidates shall begin following the meeting in which nominees are introduced.
 - i) The voting period shall end one week after the minutes from the next-to-last meeting and a ballot have been e-mailed to all active members.
 - ii) Only active members are eligible to vote for officer candidates.
 - iii) Votes will be made electronically directly to the faculty advisor.
 - d) If an officer position becomes vacant, the remaining Executive Committee members shall select a qualified active member to fill the vacancy. Three votes are required to fill a vacancy in this fashion. If no candidate receives three votes, the faculty advisor shall help make the selection to fill the vacancy. If the President's office is the position vacated, the Vice President shall have the option to assume the office of President, and a new Vice President shall then be elected via the Executive Committee in the process described above. In any case, the member selected to fill the vacancy must be ratified by a simple

majority of the quorum present at the next chapter meeting. If a quorum is not present at that meeting, voting will take place electronically. Should the selection to the vacancy not be ratified, then an election to fill the vacancy must be held immediately.

ARTICLE X: TRANSFER OF OFFICE

After election of new officers, departing officers are required to initiate officer position transfer procedures (i.e., transfer of passwords, documents, receipts, bank statements, student organization renewal paperwork, and any other information) necessary to the well-being of the chapter. Departing officers also must ensure that new officers are able to perform the basic duties of their positions.

ARTICLE XI: BANKING

- 1) All accounts, financial records, and transactions of the organization are subject to audit or review at the University's discretion.
- 2) Banking will be handled through the University of South Alabama Federal Credit Union.
- 3) Expenditures of the University of South Alabama Student Chapter of the American Meteorological Society of less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Committee, with final approval granted by the faculty advisor. The Treasurer shall have authority to sign checks for these expenditures. If there is no Treasurer then the President shall have signature authority. No money may be spent without final approval of the faculty advisor.
- 4) Expenditures of the University of South Alabama Student Chapter of fifty dollars (\$50.00) or more shall require the approval of a simple majority of a quorum present at a chapter meeting, with final approval granted by the faculty advisor. No money may be spent without final approval of the faculty advisor. Both the Treasurer and the President must sign checks for these expenditures.

ARTICLE XII: FACULTY ADVISOR

A faculty advisor shall oversee the well-being of the University of South Alabama Student Chapter of the American Meteorological Society. The official advisor to the organization must either be a faculty member or a full-time staff member at the University of South Alabama. The faculty advisor will be responsible for resolving any disputes, for helping to maintain the financial solvency of the chapter, and for ensuring that university regulations are followed. The faculty advisor must be present at all officer meetings.

ARTICLE XIII: NON-DISCRIMINATION POLICY

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

ARTICLE XIV: NONPROFIT ORGANIZATION

The University of South Alabama Student Chapter of the American Meteorological Society is organized and operated exclusively as a nonprofit entity, and no portion of its earnings shall be used to the benefit of any individual that is an active member.

ARTICLE XV: DISSOLUTION

Upon dissolution of the University of South Alabama Student Chapter of the American Meteorological Society, all funds and properties in excess of liabilities and expenses of dissolution shall be distributed to charities or to the general benefit of the Meteorology program as determined by a majority of those who were active members.

ARTICLE XVI: ADOPTION

This constitution shall become effective on September 9, 2014, upon ratification by two-thirds of the active membership (active membership defined here as those who have paid dues valid one week after the first chapter meeting of the year, to be held August 26, 2014).