

Student Chapter of the American Meteorological Society at the
University of Illinois at Urbana-Champaign

CONSTITUTION AND BYLAWS

Ratified XX Month 2009

Preamble

We, the members of the Student Chapter of the American Meteorological Society at the University of Illinois at Urbana-Champaign (SCAMS@UIUC), do ordain and establish the following bylaws for the government of our collective organization.

I. Objectives

- A. *To act as an interface through which students interested in atmospheric sciences at the University of Illinois at Urbana-Champaign (UIUC) can interact with the rest of the University*
- B. *To serve as a conduit connecting students interested in atmospheric sciences at UIUC with the national American Meteorological Society (AMS)*
- C. *To encourage and initiate interaction between students interested in atmospheric sciences at UIUC and the Champaign-Urbana area community*
- D. *To promote and organize social and professional events and activities*
- E. *To serve as a vehicle for communication and collaboration with students involved in atmospheric sciences organizations at other universities*
- F. *To act as an outlet for relief from pressures of academia*
- G. *To promote the welfare of all members*

II. Membership

A. *Active*

- 1. Restricted to students who are registered with UIUC
- 2. Can only be initiated [Section II.A.4.] between the start of the first (1st) meeting and the end of the fourth (4th) meeting of each semester
- 3. Grants an individual voting [Section IV.] rights
- 4. To initiate active membership, dues [Section V.A.] must be paid to the Treasurer by the end of the fourth (4th) meeting of a semester, unless it is the spring semester, and an individual has already paid an annual due amount to initiate active membership for that

semester. Exceptions may be made for extenuating circumstances to be discussed with the Treasurer.

5. To retain active membership, and thus prevent being classified *inactive* [Section II.B.], an individual who has paid dues must:

a) Attend $\geq \frac{1}{2}$ of the meetings remaining in the semester. Exceptions may be made if the member provides proof of concurring academic obligation, to be evaluated by the President, within one (1) week of not attending a meeting.

b) Attend/assist with at least three (3) activities within any of the following committees during the semester:

(1) Community Outreach

(2) Membership Services

(3) Fundraising

B. *Inactive*

1. Denies an individual voting [Section IV.] rights

2. Based on attendance records, the Secretary shall report any member who becomes *inactive* by violating the required attendance at $\geq \frac{1}{2}$ of semester meetings [Section II.A.5.a)] to the President, who shall grant the *inactive* member one (1) opportunity to repay the semester due and regain active semester membership...required to repay $\frac{1}{2}$ the year's dues and will be unable to vote the following semester.

3. Members who fail to satisfy required committee participation [Section II.A.5.b)] by the last semester meeting will, without exception, be classified *inactive* for that semester.

4. It is suggested that any member who wishes to be classified *inactive* should inform an officer of the Executive Board [Section III.A.1.] to be removed from all contact lists.

C. *Terminates at the end of the last meeting of each semester*

III. **Executive Board**

A. *Configuration*

1. The Executive Board shall be composed of four (4) officers:

a) President

b) Vice President

c) Secretary

d) Treasurer

2. Each officer must satisfy the commitments of active membership [Section II.A.] and be in good academic standing.
3. At least one (1) officer must be an undergraduate student.
4. An individual may be elected to the same officer position a maximum of two (2) times.
5. Any member of the Executive Board shall be granted the authority to instate grammatical, organizational, and/or stylistic modifications to this constitution if approved by the President (or the Vice President, if modifications are recommended by the President) and AS LONG AS these modifications do NOT alter interpretation of the content.

B. *President*

The duties of the President shall be:

1. To be the designated contact and ensure good standing with the national AMS
2. To be the designated contact with the University of Illinois Office of Registered Student Organizations
3. To plan and organize chapter meetings
4. To preside over chapter meeting:
 - a) Maintenance of order
 - b) Elections
 - c) Meetings of the Executive Board
5. To vote *only* in the event of a tie
6. To serve as a member of *all* committees [Section VI.]
7. To manage the transfer of officer positions [Section VIII.] and authorized signers of bank accounts

C. *Vice President*

The duties of the Vice President shall be:

1. To assist the President with planning and organizing meetings
2. To assume the responsibilities of the President in his/her absence

3. To serve as a member of *all* committees [Section VI.]

D. *Secretary*

The duties of the Secretary shall be:

1. To record detailed minutes for each chapter meeting
2. To distribute the minutes to the chapter **before the twenty-four (24) hours preceding the following meeting, or within 2 weeks of the last meeting of a semester**
3. To report to the AMS:
 - a) Results of elections
 - b) Meeting minutes
 - c) Activities of the chapter
 - d) Changes to this constitution
4. To serve as the avenue of contact for speakers, including letters (or emails) of invitation and appreciation
5. To serve on the Academic and Professional Committee [Section VI.E.]
6. To take attendance at each meeting, receive and track attendance at each event, and report those in violation of membership requirements to the President

E. *Treasurer*

The duties of the Treasurer shall be:

1. To attend the Registered Organizations/Student Organization Resource Fee (SORF) Treasurer's Workshop
2. To comply with all policies and procedures outlined in the Treasurer's Handbook
3. To collect and manage membership dues
4. To hold signature authority and ensure the safeguarding of all finances
5. **To obtain and organize copies of all vouchers and documentation associated with transactions**
6. To report the financial status of the chapter at all **business-related** meetings
7. **To educate members about and manage funding from SORF**

8. To serve on the Fundraising Committee and the Membership Services Committee

IV. Voting

A. Policy referenda

1. Policies under consideration shall be announced no less than one (1) week before an election.
2. The quorum for policy referenda shall be a majority of ~~present or~~ active members.
3. The voting method shall be raising hands.
4. **Enactment shall require approval by $\geq \frac{3}{4}$ of the quorum.**

B. Officer Elections

1. As outlined in the AMS Chapter Officers' Handbook, officer elections shall be held annually in the spring.
2. The announcement of officer elections shall be no fewer than two (2) weeks prior to the date of the election.
3. Nominations for officer positions may be made within the announcement period, up to the date and time of the election.
4. The quorum for officer elections shall be $\frac{2}{3}$ of ~~present or~~ active members.
5. The voting method shall be paper ballots.
6. The candidate for an officer position who receives the most votes is elected to serve the corresponding position.
7. In the event of a tie, the President must decide who will be elected.
8. The President is obligated to manage elections with the following:
 - a) Making ballots
 - b) Counting votes
 - c) Archiving ballots for 1 week
9. Absentee voting
 - a) Absentee voting is allowed for active members no fewer than two (2) hours before an election.

- b) Absentee votes should be submitted to the President directly – either via a hardcopy provided in person or an email sent from a UIUC account (NOTE: send email votes to the President only – NOT to all officers)

C. Amendments

1. Any active member [Section II.A.] has the right to propose amendments to the constitution.
2. To be considered for ratification:
 - a) Amendment(s) must be proposed between the second (2nd) and last meeting of a semester.
 - b) Amendment(s) must be provided (e.g., via online posting) to active members \geq one (1) week prior to voting.
 - c) A quorum of $\frac{3}{4}$ of active members is needed.
3. Voting shall be accomplished by a show of hands for approval of each proposed amendment.
4. Ratification shall require approval by $\geq \frac{3}{4}$ of the quorum.

Meetings

Meeting frequency, day, and time shall be determined at the first meeting of the academic year

Members must sign in to verify attendance at meetings

In the event of University wide cancellation of classes, the society will cancel all scheduled meetings and activities on the day of cancellation of classes. Meetings will be rescheduled by the Executive Board.

Meeting content and format shall be determined at the first meeting of each year.

V. Finances

A. Dues

1. Proposed by the Executive Board during the first (1st) meeting of each semester and instated by a majority vote of attendees
2. Paid to be initiated as an active member [Section II.A.]; however, even with payment of dues, an individual can become *inactive* if he/she does not satisfy either [Section II.A.5.a)] or [Section II.A.5.b)]
3. May be collected at once to cover an annual period but shall be interpreted as separately initiating active membership for two (2) semesters

4. Assessed equally for all qualified [Section II.A.1.] individuals who wish to become active members
5. Support operations of the organization and fund student-only activities.

B. *Banking*

1. ALL earnings/proceeds generated through the use of University property, facilities, and/or services via fundraising MUST be deposited into the Registered Student Organization (RSO) account.
2. Funds collected to benefit others (e.g., charity) through use of University property, facilities, and/or services MUST be deposited into a separate Charity Account through the Office of Registered Student Organizations and be donated (i.e., withdrawn) within 30 days of a charitable fundraiser.
3. For all remaining finances, including dues, it is at the discretion of the President and Treasurer whether to use either the RSO account or a secondary account.

C. *Requirements for funds allocation*

1. Expenditures < fifty dollars (\$50.00) must be authorized by a majority of the Executive Board.
2. Expenditures ≥ fifty dollars (\$50.00) shall require:
 - a) A quorum existing of $\frac{3}{4}$ of active members
 - b) Approval by a majority of this quorum

VI. **Committees**

A. *Overview*

1. Each committee should designate a chair to serve as the primary liaison between the committee and the President and the committee and the general membership. If no chair is officially selected by the committee within the first (1st) two (2) meetings, the President shall designate the most active committee member as chair.
2. In addition to a committee chair, each committee must have a representative obligated to take committee meeting minutes and ensure that no good ideas are forgotten.
3. Each committee is responsible for submitting (to ams-officers@atmos.illinois.edu) a short event report within two (2) weeks of an event. This report should including a list of attendees at the event for secretarial record and images/photographs for the website committee [Section VI.G.].

4. When necessary, the President or Vice President may call for committee meetings to take place outside of scheduled chapter meetings. These committee meetings should be scheduled at the convenience of the committee members.

B. Membership Services Committee

1. Composed of no fewer than three (3) members **in addition to these chapter officers:**
 - a) President
 - b) Vice President
 - c) Treasurer
2. Responsibilities include, but are not restricted to, the following:
 - a) To organize social events
 - b) To organize recreational events

C. Community Outreach Committee

1. Composed of no fewer than three (3) members **in addition to these chapter officers:**
 - a) President
 - b) Vice President
2. Responsibilities include, but are not restricted to, the following:
 - a) To plan and execute community service activities
 - b) To solicit volunteers to conduct organized community service activities

D. National AMS Services Committee

1. Composed of no fewer than three (3) members **in addition to these chapter officers:**
 - a) President
 - b) Vice President
2. Responsibilities include, but are not restricted to, the following:
 - a) To plan and execute activities that promote the national AMS
 - b) To solicit volunteers to plan activities

E. Academic and Professional Committee

1. Composed of no fewer than three (3) members in addition to these chapter officers:

- a) President
- b) Vice President
- c) Secretary

2. Responsibilities include, but are not restricted to, the following:

- a) To select speakers for chapter meetings
- b) To select volunteers to deliver weather discussions

F. Fundraising Committee

1. Composed of no fewer than three (3) members in addition to these chapter officers:

- a) President
- b) Vice President
- c) Treasurer

2. Responsibilities include, but are not restricted to, the following:

- a) To develop fundraising ideas
- b) To lead the chapter in any fundraising projects (e.g., forecasting contests, T-shirt sales/contests)
- c) To work in close conjunction with the Treasurer to ensure that fundraising complies with RSO guidelines

G. Website Committee

1. Composed of no fewer than one (1) member in addition to a Webmaster, who shall be appointed by the Executive Board during the first (1st) meeting of the academic year

2. The Webmaster shall oversee and be responsible for organizing the activities of the Website Committee.

3. Responsibilities include, but are not restricted to, the following:

- a) To update and maintain the chapter's website including meeting minutes, the constitution, and whatever items the chapter wishes to advertise on the website
- b) To discuss ideas for improving the chapter's website

c) To develop these improvements with focus being to assist the Webmaster and so level the responsibility among all members

d) To update content provided by other committees

H. *Ad hoc committees*

1. Any committee that is deemed necessary to fulfill a specific purpose can be instituted.

2. Members are to volunteer or be nominated at the time the committee is formed.

VII. Advisor

A. *To be appointed at the time of officer elections*

B. *Obligated to assist the officers upon request*

C. *Assigned to oversee the officers' efforts and suggest and aid with avenues for enhancement*

VIII. Transfer of Office

A. *Within one (1) week of the election of new officers to the Executive Board, the President must initiate the transfer of each officer position with the Office of Registered Student Organizations.*

B. *Each existing officer is obligated to disseminate all pertinent documents, both paper and electronic, to the corresponding, newly-elected officer within this one (1)-week period following elections.*

IX. Dissolution

A. *As stated in the AMS Chapter Officers' Handbook, failure on the part of the officers to maintain contact with AMS Headquarters for four (4) or more years will result in automatic dissolution.*

B. *Willful termination of this chapter must be submitted in writing to the AMS Headquarters.*

C. *Upon dissolution or disbandment of this chapter, all funds and properties in excess of liabilities and expenses of dissolution shall be distributed, pending approval of the Office of Registered Organizations and a majority of active members, to charities.*