

CONSTITUTION AND BY-LAWS

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

Preamble

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

I. Objectives

- a) Act as an interface between students interested in the atmospheric sciences at UIUC with the rest of the university
- b) Serve as a conduit between students interested in the atmospheric sciences at UIUC with national professional organization: the American Meteorological Society
- c) Initiate and encourage interaction between students interested in the atmospheric sciences at UIUC with the Champaign-Urbana area community
- d) Promote and organize social and professional events and activities
- e) Serve as a vehicle to communicate and collaborate with other atmospheric sciences student organizations at other universities
- f) Act as an outlet for relief from pressures of academia
- g) Promote the welfare of all members

II. Membership

- a) Membership is restricted to currently registered University of Illinois students. Authorized agents must also be currently registered University of Illinois students.
- b) If the above qualifications are met, anyone having an interest may join
- c) To be considered an active member of the club
 - a. Dues must be paid to the Treasurer by the end of the second official meeting of the year. Exceptions may be made for people joining later in the semester or under extenuating circumstances to be discussed with the Treasurer.
 - b. Members can miss no more than one-half of all scheduled meetings
 - c. Special consideration can be provided by officers if the need arises
 - d. Members must attend/assist with at least one of each of the following each semester
 - i. Community service activity
 - ii. Social activity organized by the Membership Services committee
 - iii. Fundraising activity
- d) Inactive club members do not have voting rights.
 - a. Based on attendance records, the Secretary will report those in violation of membership to the President. The President will then inform the Member of the situation. The

Member will be required to repay $\frac{1}{2}$ the year's dues and will be unable to vote the following semester.

- b. To regain voting rights and active membership, members must re-pay dues as highlighted in Section VI.
- c. It is suggested that if any Member wishes to terminate membership, they should inform a member of the Executive Board to be removed from any mailing or contact lists.

III. Officers

The Executive Board shall be composed of all Officers. All members of the Executive Board must be active members of the chapter in good academic standing. The executive board as a whole is responsible for attempting to acquire funds for the organization from the university and keeping the chapter in good standing with the National Organization. The Executive Board must consist of at least one undergraduate student. An individual may be elected to the same position for a maximum of two consecutive years, and the same position may be held by that individual for no more than two years in total.

A. President

The duties of the President shall be:

- a. To obtain a membership in the American Meteorological Society National Organization
- b. To plan and organize chapter meetings
- c. To preside over chapter meetings including:
 - i. Maintenance of order
 - ii. Chapter elections
 - iii .Meetings of the executive board
- d. To be the designated contact with the National Organization
- e. To be the designated contact with the University of Illinois Office of Registered Student Organizations
- f. To vote only in the event of a tie
- g. To serve as a member of all SCAMS@UIUC committees

B. Vice President

The duties of the Vice President shall be:

- a. In the President's absence the Vice President shall assume the responsibilities of the President

- b. To assist the President with planning and organizing meetings
- c. To serve as a member of all SCAMS@UIUC committees

C. Secretary

The duties of the Secretary shall be:

- a. Record detailed minutes for all chapter meetings
- b. Distribute the minutes to the chapter promptly
- c. Report to the National American Meteorological Society:
 - i. Results of elections
 - ii. Meeting minutes
 - iii. Activities of the chapter
 - iv. Changes to the Chapter's constitution
- d. Contact speakers and send thank-you letters
- e. To serve on the academic and professional committee
- f. To take attendance at each meeting, receive and track attendance from each event, and report those in violation of membership requirements to the President.

D. Treasurer

The duties of the Treasurer shall be:

- a. To collect and manage SCAMS@UIUC dues
- b. To report the financial standing of the chapter to the members at each meeting
- c. To serve on the fundraising committee and the social committee

IV. Voting

As outlined in the AMS Handbook, officer elections will be held in the spring, at the last meeting of the school year. The issue or candidate receiving the most votes will win the election.

A. Policy referenda

- a. Policies under consideration shall be announced no less than 1 week before the election
- b. The quorum for policy referenda shall be >50% of the present or active members

c. The voting method shall be raising hands

B. Officer Elections

a. The announcement of officer elections shall be no less than 2 weeks prior to the date of the election

b. Nominations for officer positions may be made within the announcement period, including up until the date and time of the election

c. The quorum for officer elections shall be $>2/3$ of the present or active members

d. The voting method shall be paper ballots

e. Elections are to be facilitated by the President

Facilitation of the election is to include:

i. Making ballots

ii. Counting votes

iii. Archiving ballots for 1 week

f. Absentee voting

i. Absentee voting is allowed for active members no less than 2 hours before the election

ii. Votes should be submitted to the President directly in writing (submission through e-mail is allowed from University/Department sanctioned e-mail addresses only) – SEND EMAIL VOTES TO THE PRESIDENT DIRECTLY, NOT ALL OFFICERS

C. Amendments

a. All members have the right to propose amendments to this constitution

b. The quorum to pass an amendment shall be 75% of all active members

V. Meetings

A. Frequency of Meetings

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

b. Members must sign in to verify attendance at meetings

c. 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.

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

VI. Finances

A. Dues

- a. Dues are paid for active membership into the organization (see Section II for a description of “active” membership)
- b. Dues shall be determined by a majority vote at the first Chapter meeting of the academic year
- c. Dues for membership will be the same for ~~graduate students, undergraduate students, and meteorology enthusiasts~~ all members.
- d. Funds will support the operations of the organization (e.g., photocopies) and will fund student-only activities
- e. One must pay dues to reactivate membership after not meeting the qualifications for active membership.

B. Banking

- a. As a registered student organization, banking will be handled through the Office of Registered Organizations in the Illini Union.
- b. A secondary account may be set up for a more fluid use of club funds by the Treasurer and President at their discretion.

C. Requirements for funds allocation

- a. Expenditures of SCAMS@UIUC less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Board.
- b. Expenditures of SCAMS@UIUC of fifty dollars (\$50.00) or more shall require the approval of a simple majority of a quorum present.

VII. Committees

All committees should designate a chairman who will serve as the primary liaison between the committee and the president and the committee and the general membership. If no chairman is officially selected by the committee within the first two meetings, the President shall designate the most active committee member as chairman. In addition to a committee chairman each committee must have a representative take committee meeting minutes to ensure that no good ideas are forgotten. Each committee is responsible for submitting an event report to the Officers upon the completion of each event including a list of the attendees to be given to the Secretary. These will be used as a guide to keep our website current and improve the nature of activities. When necessary, the President or Vice President may call for committee meetings to take place outside of scheduled committee time. Such meetings will be scheduled at the convenience of the committee members.

~~A. Social Committee~~

A. Membership Services Committee

- a. Composed of no fewer than 3 members
- b. Permanent membership:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
- c. ~~Additional members are to volunteer or be nominated at the first meeting of the school year~~
- d. Responsibilities include, but are not restricted to, the following:
 - i. Organizes social events
 - ii. Organizes recreational events
 - iii. Write an event report discussing each event, including what was done, what things worked/didn't work, etc.

B. Community Services

- a. Composed of no fewer than 3 members
- b. Permanent membership:
 - i. President
 - ii. Vice-President
- d. Responsibilities include, but are not restricted to, the following:
 - i. Planning and executing community service activities
 - ii. Soliciting volunteers to work on community service activities
 - iii. Write an event report discussing each event, including what was done, what things worked/didn't work, etc.

C. National AMS Services

- a. Composed of no fewer than 3 members

b. Permanent membership:

- i. President
- ii. Vice-President

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

- i. Planning and executing activities to promote the National Organization
- ii. Soliciting volunteers to work planned activities
- iii. Write an event report discussing each event, including what was done, what things worked/didn't work, etc.

D. Academic and professional committee

a. Composed of no fewer than 3 members

b. Permanent membership:

- i. President
- ii. Vice-President
- iii. Secretary

~~c. Additional members are to volunteer or be nominated at the first meeting of the school year~~

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

- i. Selects speakers for Chapter meetings
- ii. Selects volunteers to deliver weather discussions
- ~~ii. Selects forecast contest coordinator~~
- ~~iii. Coordinates community service activities~~
- iii. Write an event report discussing each event, including what was done, what things worked/didn't work, etc.

E. Fundraising Committee

a. Permanent membership:

- i. President

ii. Vice-President

iii. Treasurer

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

i. To develop fundraising ideas to bring back to the chapter

ii. To apply to the University for fundraising permission

iii. To lead the chapter in any fundraising projects, including but not limited to forecast contests, T-shirt sales/contests, etc.

iv. Write an event report discussing each event, including what was done, what things worked/didn't work, etc.

F. Website Committee

a. The Webmaster will have oversight and be responsible for organizing the activities of the Website Committee

b. Composed of no fewer than one member and the Webmaster

c. The Webmaster will be appointed by the Executive Board at the first meeting of the academic year

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

i. To update and maintain the chapter's website including meeting minutes, the constitution, and whatever items the chapter wishes to advertise on the website

ii. Assist the webmaster with ideas and updates for the chapter's website

iii. To update content provided by other committees

G. Ad hoc committees

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

b. Necessary Ad hoc committees are to be formed and disbanded as needed

c. Ad hoc committee members are to volunteer or be nominated at the time the committee is formed

VIII. Advisor

A faculty advisor for SCAMS@UIUC is to be appointed at the time of officer election.

IX. Transfer of Office

After election of new officers, the departing Executive Board Members are to initiate officer position

transfer procedures necessary to maintain status as a UIUC Registered Student Organization, and to guide new officers in reapplying for Registered Student Organization status. All organization related documents, both paper and electronic, are to be disseminated to the appropriate incoming officers upon transfer of position.

X. Dissolution

- A. 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 to charities pending approval of UIUC office of registered organizations.
- B. Willful termination of this organization must be submitted in writing to the AMS Headquarters.
- C. Failure on the part of the officers to maintain contact with AMS Headquarters for four or more years will result in automatic dissolution as outlined in the AMS Handbook.

XI. Adoption

This constitution shall become effective upon ratification by two-thirds of the people present at the chapter meeting on November 15, 2007.