

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 a national professional organization: the American Meteorological Society
- c. Initiate and encourage interaction between students interested in the atmospheric sciences at UIUC with the Urbana-Champaign 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:
 - c.i. Dues must be paid to the Treasurer by the end of the second official meeting of the year
 - c.ii. Members can miss no more than one-half of the scheduled meetings
 - c.iii. Special consideration can be provided by officers if the need arises
- d. Inactive club members do not have voting rights

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 solely of undergraduate students. 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.i. To obtain a membership in the American Meteorological Society National Organization
- a.ii. To plan and organize chapter meetings
- a.iii. To preside over chapter meetings including:
 - a.iii.1. Maintenance of order
 - a.iii.2. Chapter elections
- a.iv. To be the designated contact with the National Organization

- a.v. To be the designated contact with the University of Illinois Office of Registered Student Organizations
- a.vi. To vote only in the event of a tie
- a.vii. To serve as a member of all SCAMS@UIUC committees
- b. Vice President**
The duties of the Vice President shall be:
 - b.i. In the President's absence, the Vice President shall assume the responsibilities of the President
 - b.ii. To assist the President with planning and organizing meetings
 - b.iii. To serve as a member of all SCAMC@UIUC committees
- c. Secretary**
The duties of the Secretary shall be:
 - c.i. Record detailed minutes for all chapter meetings
 - c.ii. Distribute the minutes to the chapter promptly
 - c.iii. Report to the National American Meteorological Society:
 - c.iii.1. Results of elections
 - c.iii.2. Meeting minutes
 - c.iii.3. Activities of the chapter
 - c.iii.4. Changes to the chapter's constitution
 - c.iv. Contact speakers and send thank-you letters
 - c.v. To serve on the academic and professional committee
 - c.vi. To take attendance at each meeting
- d. Treasurer**
The duties of the Treasurer shall be:
 - d.i. To collect and manage SCAMC@UIUC dues
 - d.ii. To serve on the fundraising committee and the social committee
- e. Webmaster**
The duties of the Webmaster shall be:
 - e.i. To keep updated information on the organization website

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.i. Policies under consideration shall be announced no less than one week before the election
 - a.ii. The quorum for policy referenda shall be less than 50% of the present or active members
 - a.iii. The voting method shall be raising hands or electronically
- b. Officer Elections**
 - b.i. The announcement of officer elections shall be no less than two weeks prior to the date of the election
 - b.ii. Nominations for officer positions may be made within the announcement period, including up until the date and time of the election
 - b.iii. The quorum for officer elections shall be less than 2/3 of the present or active members
 - b.iv. The voting method shall be paper ballots
 - b.v. Elections are to be facilitated by the President
Facilitation of the election is to include:

- b.v.1. Making ballots
 - b.v.2. Counting votes
 - b.v.3. Archiving ballots for one week
 - b.vi. Absentee voting
 - b.vi.1. Absentee voting is allowed for active members no less than two hours before the election
 - b.vi.2. Votes should be submitted to the chair of the election committee in writing (submission through e-mail is allowed)
- c. Amendments
 - c.i. All members have the right to propose amendments to this constitution
 - c.ii. The quorum to pass an amendment shall be 75% of all active members

V. Meetings

- a. **Frequency of meetings**
 - a.i. Meeting frequency, day, and time shall be determined at the first meeting of the academic year
 - a.ii. Members must sign in to verify attendance at meetings
 - a.iii. 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.

VI. Finances

- a. **Dues**
 - a.i. Dues are paid for active membership into the organization (see Section II for a description of “active” membership)
 - a.ii. Dues shall be determined by a majority vote at the first chapter meeting of the academic year
 - a.iii. Dues for membership will be the same for all undergraduate students
 - a.iv. Funds will support the operations of the organization (e.g., photocopies) and will fund student-only activities
- b. **Banking**
 - b.i. Banking for the organization will be handled through TCF Bank
- c. **Requirements for funds allocation**
 - c.i. Expenditures of SCAMC@UIUC less than \$50.00 (USD) may be authorized by a majority of the Executive Board
 - c.ii. Expenditures of SCAMC@UIUC of \$50.00 (USD) or more may be authorized by a consensus of the Executive Board

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.

- a. **Social Committee**
 - a.i. Composed of no fewer than three members
 - a.ii. Permanent membership:
 - a.ii.1. President
 - a.ii.2. Vice-President
 - a.ii.3. Treasurer

- a.iii. Additional members are to volunteer or be nominated at the first meeting of the school year
- a.iv. Responsibilities include, but are not restricted to, the following:
 - a.iv.1. Organizes social events
 - a.iv.2. Organizes recreational events
- b. Academic and professional committee**
 - b.i. Composed of no fewer than three members
 - b.ii. Permanent membership:
 - b.ii.1. President
 - b.ii.2. Vice-President
 - b.ii.3. Secretary
 - b.iii. Additional members are to volunteer or be nominated at the first meeting of the school year
 - b.iv. Responsibilities include, but are not restricted to, the following:
 - b.iv.1. Selects speakers for chapter meetings
 - b.iv.2. Selects forecast contest coordinator
 - b.iv.3. Coordinates community service activities
- c. Fundraising committee**
 - c.i. Permanent membership:
 - c.i.1. President
 - c.i.2. Vice-President
 - c.i.3. Treasurer
 - c.ii. Responsibilities include, but are not restricted to, the following:
 - c.ii.1. To develop fundraising ideas to bring back to the chapter
 - c.ii.2. To apply to the University for fundraising permission
 - c.ii.3. To lead the chapter in any fundraising projects
- d. Website committee**
 - d.i. The Webmaster will have oversight and be responsible for organizing the activities of the Website Committee
 - d.ii. Composed of no fewer than one member and the Webmaster
 - d.iii. The Webmaster will be appointed by the Executive Board at the first meeting of the academic year
 - d.iv. Responsibilities include, but are not restricted to, the following:
 - d.iv.1. To update and maintain the chapter's website including meeting minutes, the constitution, and whatever items the chapter wishes to advertise on the website
 - d.iv.2. Assist the webmaster with ideas and updates for the chapter's website
 - d.iv.3. To update content provided by other committees
- e. Ad hoc committees**
 - e.i. Any committee that is deemed necessary to fulfill a specific purpose can be instituted as needed
 - e.ii. Necessary Ad hoc committees are to be formed and disbanded as needed
 - e.iii. 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 (INSERT DATE HERE)