

## **CONSTITUTION AND BY-LAWS**

Triad Student Chapter of the American Meteorological Society at A&T

### **Part I as set forth by the American Meteorological Society.**

#### **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. 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.
4. Any vacated office shall be filled by action of the executive committee in accordance with the local chapter constitution.
5. 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). Additional members of the committees shall be appointed in accordance with the local chapter constitution.
2. The Publicity Committee will keep the national American Meteorological Society advised of all local chapter activities.
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 does strongly recommend that all local chapter members become full members.

#### **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 chapter 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 this 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 Triad Student Chapter of the American Meteorological Society (AMS) at A&T.

### **ARTICLE II: OBJECTIVES**

The purpose of the Triad Student Chapter of the AMS at A&T is to promote the growth of atmospheric and related science interest and knowledge among the North Carolina Triad region, which consists of the area centered on the cities of Greensboro, Winston-Salem, and High Point. Also, we want to foster the growth of operational meteorology, through research, forecasting, broadcasting, and education. We expect to provide the community with a social and scientific point of contact for meteorological, hydrological, and other related scientific interests through community service and network. The Triad Student Chapter shall encourage full commitment from its members with the community to enhance an increase of minorities' participation in the atmospheric and related science.

### **ARTICLE III: MEMBERSHIP**

1. Membership is open to anyone with an interest in meteorology and its related fields within the Greensboro, Winston-Salem, and High Point (Triad) area, and who agrees to abide by the requirements of this constitution. There are no restrictions (e.g. age, gender, ethnicity, GPA, etc).
2. All student members should serve 20 hours of community service per year.

### **ARTICLE IV: ELECTIVE OFFICERS**

1. The elective officers of the chapter shall be:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Secretary
2. The President presides as the Chair at all local chapter meetings and is responsible for the ideological and financial well being of the chapter. The President has the authority to appoint committees, to act upon local chapter interests as necessary, and oversees the goals and aspirations of the active membership. The President may be responsible for contacting Headquarters to request chapter letterhead, a list of members in the chapter area, science fair certificates, etc.
3. The Vice-President presides as the Chair in the absence of the President. The Vice-President may also be responsible for setting meeting times and locations as well as working closely with the President to organize meeting programs. This individual will serve as the Chair of the Program Committee. Other duties may include obtaining funds to meet expenses, if any, for chapter speakers, exploring new activities for the chapter that may be of interest to the group's membership, soliciting volunteers for science fair

judging and overseeing appointed committees. The Vice-President also assists the other Officers in the performance of their duties.

4. The Treasurer serves as the administrative focal point for all chapter activities, presides as Chair of the Membership Committee, keeps current list of the active membership, and maintains accurate financial records concerning local chapter activities. The Treasurer or designee of the Treasurer shall make a report of the financial status of the chapter at each meeting. In the absence of both the President and Vice-President, serves as the Chair at the local chapter meeting.
5. The Secretary is charged with keeping the active membership informed about chapter functions, presides as Chair of the Publicity Committee, and submits reports of chapter activities to the national organizations through the President. In the absence of the President, Vice-President, and Treasurer, the secretary serves as Chair of the local chapter meeting. It is important that the Secretary notify the manager of special programs at AMS Headquarters when new elections have taken place to ensure the accuracy of the Local Chapter section of the *AMS Bulletin*. Other duties may include taking meeting minutes and creating and distributing chapter newsletters/notices.
6. 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 IV: COMMITTEES

1. The Executive Committee consists of five members: the President, Vice-President, Treasurer, Secretary, and immediate past President. If there is no immediate past President the most recent past President of the Triad Student Chapter will serve on the Executive Committee. If there are no past Presidents of the Triad Student Chapter this seat will be filled by special election. The winner of this election shall hold the title of Officer Without Portfolio.
2. The Program Committee will be chaired by the Vice-President and have up to two other members. This Committee will plan, execute, or otherwise help with the periodic meeting programs. Also, it will provide for/arrange dinners, meeting refreshments, etc.
3. The Membership Committee will be chaired by the Treasurer and have up to two other members. This Committee will notify AMS Headquarters of the names of the initial officers, and that he/she maintain a current list of all chapter members.
4. The Publicity Committee will be chaired by the Secretary and have up to two other members. This Committee is responsible for submitting news of chapter activities for inclusion in the *Bulletin*, preferably to be submitted immediately following each chapter meeting. Chapter news should be submitted to the manager of special programs at AMS Headquarters.
5. Additional committees shall be organized at the discretion of the President, such as: *Science/Education Committee* (to judge science fairs, serve as mentors at local schools, etc.), *Nominating Committee* (a special committee commissioned once yearly, to develop the slate of nominees, mail/receive/count ballots, and transmit results to the officers), and the *Audit Committee* (a special committee commissioned once yearly, normally to audit the outgoing Treasurer).

6. Committee members shall consist of any active member in the Triad Student Chapter that has a GPA of 2.8 or higher and is a member of the American Meteorological Society.

#### ARTICLE V: DUES

1. Annual dues of twenty (\$12.00) shall be paid to the Triad Student Chapter of the American Meteorological Society at A&T. Dues are payable at the first meeting of the chapter year for current members. Payment of dues entitles the member to active member status and voting privileges.
2. For members joining the organization after the second official meeting, the fee will be prorated according to the month of entrance.
3. If local chapter dues are not paid by the end of the second meeting of the chapter year the individual's membership privileges will be revoked and the individual will no longer receive announcements of future chapter activities until the dues are paid.
4. Use of all dues shall be for activities of the Triad Student Chapter and for the betterment of the chapter.
5. Elected board will review dues structure every year.

#### ARTICLE VI: MEETINGS

1. The local chapter shall have six general meetings per year and a monthly elective board meeting. The chapter year shall run from October 1<sup>st</sup> to September 30<sup>th</sup> with elections held at the first meeting of the calendar year.
2. Time and location of the meetings will be determined by the Executive Committee, with input from the active membership.
3. At least four meetings shall occur in a physical location. In order to meet the six meetings per year mandate, the membership may approve up to two "cybermeetings."
4. All meeting minutes shall be sent in writing to all active members by the Program Committee at least fifteen (15) days prior to the next meeting. This message shall also include the time, place, and purpose of the next meeting.

#### ARTICLE VII: VOTING PROCEDURES AND ELECTIONS

1. A quorum is defined as more than one-half of the active membership and must include one elected Officer.
2. 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.
  - a. If a quorum is present at a meeting, voting may take place at that time.
  - b. 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 post the question to all active members via electronic mail. Voting will take place within a one week window beginning with the day the question is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the President (or the President's designee). Members without

electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.

- c. If electronic mail vote is authorized then the President or a designee of the President shall retain copies of all electronic mail ballots for a period of one year.
  - d. 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.
3. A two-thirds majority of the active membership is required for amendment of the constitution. This is almost certainly going to require an electronic mail vote. 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 post the potential amendment to all active members via electronic mail. Voting will take place within a one week window beginning with the day the potential amendment is posted. This will ensure the vote will be completed by the next meeting. Votes will be made via electronic mail directly to the president (or the president's designee). Members without electronic mail capability will have their vote forwarded by a member who does. Results of the vote will be announced at the next meeting, and by electronic mail to all active members.
  4. Nominations of active members qualified to hold Officer positions will be accepted from the floor during the last meeting of the calendar year. A list of the nominees will be sent to all active members within ten (10) days after the close of this meeting.
  5. Election of Officers will take place during the first meeting of the calendar year.
  6. 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 President shall make the selection to fill the vacancy. In either case, the member selected to fill the vacancy must be ratified by a simple majority of the quorum present at the next chapter meeting. Should the selection to the vacancy not be ratified, then an election to fill the vacancy must be held immediately.
  7. At the first meeting of the Triad Student Chapter of the American Meteorological Society at A&T, both the nomination and election of Officers shall occur.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

1. Expenditures of the Triad Student Chapter of the American Meteorological Society at A&T less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Committee. The Treasurer shall have authority to sign checks for these expenditures. If there is no Treasurer then the President shall have signature authority.
2. Expenditures of the Triad Student Chapter of fifty dollars (\$50.00) or more shall require the approval of a simple majority of a quorum present. The Treasurer, President, and the adviser must sign checks for these expenditures.

#### ARTICLE IX: NONPROFIT ORGANIZATION

The Triad Student Chapter of the American Meteorological Society at A&T 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 X:           DISSOLUTION

The Triad Student Chapter of the American Meteorological Society at A&T shall follow the procedure given in Part I, Article X of the constitution upon the dissolution of the chapter.

ARTICLE XI:           ADOPTION

This constitution shall become effective upon ratification by two-thirds of the people present at the inaugural meeting of the chapter and upon approval of the party named in Part I, Article XI of this constitution.