

Iowa State University Student Chapter of
the American Meteorological Society
Constitution

Adopted – 8 September 2009 Updated – 30 January 2018

ARTICLE I – NAME

This organization shall be known as the Iowa State University Student Chapter of the American Meteorological Society, hereafter referred to as the ISU AMS.

ARTICLE II – PURPOSE

The objectives of the ISU AMS shall be:

- i. To promote interest in the atmospheric sciences and related fields of study.
 - ii. To provide fellowship among students and faculty.
 - iii. To serve the interests of members and the meteorological community as a whole.
 - iv. To provide the community with a social and scientific point of contact for meteorological interests, specifically through educational outreach.
- B. The ISU AMS shall be a non-profit organization, and none of its net income or net worth may benefit active members of the organization.
- C. The ISU AMS is a student-run organization of Iowa State University and is not directly funded by the Iowa State University Department of Geological and Atmospheric Sciences, the College of Liberal Arts and Sciences, or any other organization.
- D. The ISU AMS is an autonomous affiliation of the American Meteorological Society, headquartered in Boston, Massachusetts.

ARTICLE III – STATEMENT OF COMPLIANCE

- A. The ISU AMS abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations.
- B. The ISU AMS agrees to annually complete President's Training, Treasurer's Training, and Adviser Training (if required).

ARTICLE IV – NONDISCRIMINATION STATEMENT

The ISU AMS will not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

ARTICLE V – MEMBERSHIP

Membership is open to any undergraduate student at Iowa State University who agrees to abide by the requirements of this constitution, the Iowa State University, and the American Meteorological Society.

ARTICLE VI – RISK MANAGEMENT

- A. The Vice President of the ISU AMS will be designated as the risk management officer.
- B. The role of the risk management officer is to:
 - i. Help minimize potential risks for club activities.
 - ii. Recommend risk management policies or procedures to the ISU AMS.
 - iii. Submit documentation to ISU’s Risk Management Office.
 - iv. Ensure that Iowa State University policies are followed at all of the organization’s events.
 - v. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

ARTICLE VII – OFFICERS

- A. Officer Duties
 - i. President
 - a. Presides over general meetings, cabinet meetings, and executive meetings.
 - b. Shall have the authority to appoint committees, to delegate responsibility as appropriate, to act upon local chapter interests as necessary, and to oversee the goals and aspirations of the active membership.
 - c. Approves all official communications of the organization.
 - d. Shall be responsible for notifying the AMS headquarters of chapter election results.

- e. Provides general oversight and leadership for the entirety of the organization.
 - f. Understands and adheres to all Iowa State University policies and procedures.
 - g. Primary point of contact for all correspondence with Iowa State University, the American Meteorological Society, general members, and the organization's advisers.
- ii. Vice President
- a. Presides over meetings in the absence of the President.
 - b. Shall maintain close communication with the President and assist the other Officers in the performance of their duties.
 - c. Shall be charged with attending the Liberal Arts & Sciences Council meetings. If the Vice President is unable to attend said meetings, he or she will appoint a member of the chapter who is in good standing to attend. Preference for the appointment should be given to another cabinet member.
 - d. Responsible for the organization and oversight of the annual science fair.
 - e. Designated risk management officer.
 - f. Designs and develops the promotional material for ISU AMS, such as t-shirts and sweatshirts.
- iii. Treasurer
- a. Shall maintain accurate financial records concerning local chapter activities and have a complete understanding of all financial transactions and forms.
 - b. Shall make a report of the financial status of the chapter at each meeting.
 - c. Shall preside as the Chair of local chapter meetings in the absence of both the President and Vice President.
 - d. Manages club finances, collects dues, and receives other monies.
 - e. Purchases food, supplies, and any additional items required for activities.
 - f. Oversees and organizes fundraisers throughout the semester.
- iv. Secretary
- a. Records official meeting minutes. All minutes must be electronically sent to the chapter within 48 hours of the meeting. Approval must be obtained by the President before minutes may be sent out. The minutes must also contain start and end

- times, attendance, and the time and location of the following meeting.
 - b. Advertises for upcoming events to the public and the organization.
 - c. Submits write-ups to the American Meteorological Society on a monthly and quarterly basis. All write-ups must be approved by the President.
- v. Social Chair
- a. Organizes those events which are intended to foster a sense of community within the organization.
 - b. Maintains an event log for the course of the academic year. This log will be assessed the following year to determine areas of improvement.
- vi. Outreach Chair
- a. Coordinates visits to local schools for the purpose of educating others and promoting STEM fields.
 - b. Maintains an event log for the course of the academic year. This log will be assessed the following year to determine areas of improvement.
 - c. Focuses on the improvement of the community at large through volunteering and outreach.
- vii. Academic Chair
- a. Promotes tutoring sessions held by the Earth, Wind, and Fire Learning Community and other academic resources at Iowa State University.
 - b. Arranges review sessions for exams.
 - c. Promotes scholarship and internship opportunities.
- viii. Webmaster
- a. Consistently develops the ISU AMS website and its associated pages.
 - b. Maintains the chapter mailing list, listserv, and roster.
- ix. Historian
- a. Documents the activities of the ISU AMS.
 - b. Crafts the end-of-the-year scrapbook.
 - c. Maintains the ISU AMS Bulletin board with current photos and events.
- x. NWA Representative
- a. Serves as a student liaison between the ISU AMS and the National Weather

Association of Central Iowa in order to coordinate events and rides.

- xi. Sophomore Chair
 - a. Primary point of contact for new members.
 - b. Provides a welcoming atmosphere for new/potential members.
- xii. Past President
 - a. Shall be an ex officio member of the Executive Committee.
 - b. Shall serve as a resource for current cabinet members.

B. GPA Requirements

The officers of this organization must meet the following requirements:

- i. Be in good standing with the university and enrolled at least half time (six or more credit hours, unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
- ii. Have a minimum cumulative grade point average (GPA) of 2.00 and a minimum GPA of 2.50 in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

C. Meetings

- i. The chapter shall have a minimum of eight meetings per chapter year. The chapter year shall run from the beginning of the fall semester through the end of the spring semester.
- ii. Time and location of the meetings will be determined by President before the beginning of the chapter year. The time and location will not be changed unless there are extenuating circumstances.
- iii. All officers are required to be present at meetings unless excused by a majority of the members of the Executive Committee.
- iv. All officers are required to be present at cabinet meetings unless excused by the President.

D. Officer Elections

- i. A quorum is defined as more than one-half of active membership and one elected officer.
- ii. Officers will be elected by an electronic secret ballot. Nominees must receive a simple majority (>50%) of the quorum in order to be elected. If a quorum is not present, voting may not occur.
 - a. If a majority is not met on the first vote, the field will be narrowed to the two nominees with the highest number of votes and the vote will be recast.
 - b. If a tie exists for the highest number of votes, all nominees who received the same number of votes will remain eligible.
 - c. If the two remaining nominees receive the same number of votes, the President shall cast the tie-breaking vote.
- iii. Following the election of each position, the losing party may elect to run for up to two additional positions.
- iv. Elections will be held at the final meeting of the semester in mid-April.
- v. All elected officers will be required to meet with outgoing officers at a transition meeting during the in order to discuss the roles and responsibilities of that office. The transition meeting should occur within 10 days of election proceedings.

E. Term of Service

- i. The term of service for each officer will be one full calendar year beginning after the transition meeting in late April.
- ii. All officers may be reelected for unlimited terms provided that they continue to meet all GPA requirements.

F. Impeachment/Removal of officers

- i. Officers may be subject to impeachment proceedings for:
 - a. Failure to conduct their duties as outlined above.
 - b. Behaviors which are in direct violation of this constitution.
 - c. General misconduct and inappropriate behavior.
- ii. A $\frac{2}{3}$ majority of cabinet members is required to petition for the impeachment of an officer.

- iii. Following the petition for impeachment, a hearing will be conducted immediately after the next general meeting.
- iv. At the hearing, the officer will be permitted to answer any questions raised, but the officer will be dismissed for formal deliberation and voting.
- v. For impeachment proceedings, a quorum is defined as more than $\frac{2}{3}$ of active membership and two elected officers.
- vi. A $\frac{2}{3}$ majority of the quorum defined for impeachment proceedings is required in order to remove someone from office.
- vii. An officer may abstain from an impeachment hearing should they choose to resign instead.

G. Officer Replacement

- i. In the incidence of a vacancy, the cabinet members shall recommend an active member to fill the vacancy.
- ii. A simple majority of cabinet members is required to fill a vacancy in this fashion.
- iii. If no candidate receives a majority, the President shall make the selection to fill the vacancy.
- iv. A simple majority of the quorum is required for election of the new officer.
- v. If a simple majority of the quorum is not met, nominations may be made by the general assembly and voting will be conducted immediately thereafter.
- vi. An interim officer may be appointed by the President until the special election is held.

ARTICLE VIII – ADVISERS

A. Adviser Duties

- i. Maintains communication with President and Vice President on a regular basis.
- ii. Provides recommendations for the betterment of the organization.
- iii. Ensures that all members adhere to the duties agreed to as set forth by this constitution.

B. Selection of Advisers

- i. In the incidence of a vacancy, a new adviser will be selected by the cabinet.
- ii. Once selected, all advisers may serve for the duration of their time at Iowa State.

C. Impeachment/Removal of Advisers

- i. Advisers may be subject to impeachment proceedings for:
 - i. Failure to conduct their duties as outlined above.
 - ii. Behaviors which are in direct violation of this constitution and its bylaws.
 - iii. General misconduct and inappropriate behavior.
- ii. A $\frac{2}{3}$ majority of cabinet members is required to petition for the impeachment of an adviser
- iii. Following the petition for impeachment, a hearing will be conducted immediately after the next general meeting.
- iv. At the hearing, the adviser will be permitted to answer any questions raised, but the adviser will be dismissed for formal deliberation and voting.
- v. For impeachment proceedings, a quorum is defined as more than $\frac{2}{3}$ of active membership and two elected officers.
- vi. A $\frac{2}{3}$ majority of the quorum defined for impeachment proceedings is required in order to remove someone from office.
- vii. An adviser may abstain from an impeachment hearing should they choose to resign instead.

ARTICLE IX – COMMITTEES

A. Executive Committee

- i. The executive committee shall be comprised of at least the President, Vice-President, Treasurer, Secretary, and the immediate past president.
- ii. Other officers may be appointed to the executive committee at the discretion of the President.

B. Broadcast Committee

- i. Membership is open to any regular member who has interest in broadcast meteorology or otherwise has interest in being a crew member for the television weather show Cy's Eyes on the Skies on ISUtv.
- ii. The Broadcast Committee will be headed by two co-chairs who are elected at the end of the previous year by simple majority vote of the Committee.
- iii. A sub-account will be created in the ISU AMS chapter account that will contain dues collected for Committee membership.

- iv. Dues collected that exceed the amount owed to ISUtv will be saved as a surplus for future Committee use.
 - v. A voucher will be written for ISUtv from the sub-account when dues are required to be paid.
 - vi. The co-chairs will be responsible for setting dues for Committee membership, determined by the amount owed to ISUtv for studio use privileges. The co-chairs will be responsible for the collection of said dues as well as communication with the chapter treasurer involving the Committee sub-account.
 - vii. Rules governing the Committee shall be decided upon by Committee members, given that they do not conflict with the constitution of the ISU AMS or other higher laws.
- C. Other committees may be created at the discretion of the President.

ARTICLE X – FINANCES

- A. All monies belonging to the ISU AMS shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- B. Expenditures
- i. Expenditures of less than fifty dollars (\$50.00) shall be authorized by a simple majority of the Executive Committee.
 - ii. Expenditures between fifty dollars and one hundred and fifty dollars (\$50.00 - \$150.00) shall be authorized by a simple majority of the cabinet members.
 - iii. Expenditures of greater than one hundred and fifty dollars (\$150.00) shall be authorized by a simple majority of the quorum present.
- C. Dues
- i. The amount for dues will be set each year by majority vote, not to exceed \$25.00. Dues are payable at the first meeting of the chapter year. Payment of dues entitles the member to active member status and voting privileges.
 - ii. 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 be able to participate in chapter activities until the dues are paid.

- iii. Use of all dues shall be for activities of the ISU AMS and for the betterment of the chapter.
- iv. All members, including cabinet members, are required to pay dues. Cabinet members who fail to pay dues will be stripped of their officer status.

ARTICLE XI – DISSOLUTION

- A. This chapter may be dissolved by an affirmative vote of two-thirds of the active membership.
- B. Upon dissolution or disbandment of the ISU AMS, 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 XII – AMENDMENTS AND RATIFICATION

- C. This constitution shall become effective upon ratification by two-thirds of the active membership of the chapter.
- D. Amended or ratified constitutions should be submitted within 10 days to Student Activities Center for approval.
- E. Amended or ratified constitutions should be promptly submitted to the AMS council.
- F. This constitution shall be amendable by an affirmative vote of two-thirds of the active membership.