

Constitution Guidelines

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Student Chapter of the American Meteorological Society for the purpose of expressing our interest in and expanding our knowledge of the atmospheric sciences.

Articles

I. **Name of the group** - The organization shall be known as the Student Chapter of the American Meteorological Society. *- AMS Student Chapter*

II. **Object of the organization** - We plan to express our interest in atmospheric science by attending biweekly meetings and hosting discussions regarding weather and current climate issues. *De*

We plan to expand the knowledge of ourselves and others by attending conferences and field trips, hosting guest lecturers, and sharing scientific knowledge through teaching at local schools.

III. **Affiliation with any other group** - The Student Chapter of the American Meteorological Society is associated with the American Meteorological Society, a national organization.

IV. **Qualification/Criteria for selecting membership** - Members must be full time matriculated undergraduate students at the University of Delaware, who share an interest in weather and climate.

V. **Non-Discrimination Clause** - The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. **Duties and privileges of membership** Full members are required to pay semester dues, which will be determined and paid at the beginning of each fall and spring semester. By paying dues, members have voting privileges and access to club events and activities.

VII. **Non-voting membership** - Any person associated with the University of Delaware may participate in meetings, events, and trips. They may neither vote, hold office, count towards the club's membership, nor influence the club's decisions.

VIII. **Absence Policies** - Attendance will be optional. No penalties will be inflicted for failure to participate in any meeting, event, or activity.

IX. **Policies and Procedures for Disciplining/Removing members**- Any member will be suspended for unprofessional behavior from any club activities and meetings upon the discretion of the board. Dues will not be refunded.

X. **Qualifications for Officers** - All Executive Board Members must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. In addition, they must be paying members of the club and members of the national AMS organization.

XI. **Officers** -

- **Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees.
- **Section 2: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.
- **Section 3: Vice-President** - The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- **Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary shall serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.
- **Section 5: Webmaster** The Web Master shall be responsible for regular upkeep of the Registered Student Organization web site and have it approved by the executive board.

XII. **Election of Officers** - Any paying member may run for office. Positions will be decided by voting by ballot. Should a tie exist, the board will determine the winner. Elections will be held each April, and the new board members will assume their roles at the beginning of the subsequent fall semester.

Section 1: Procedure for Disciplining/Removal of Officers - Any officer who fails to attend 80% of the semester's meeting, behaves unprofessionally, or does not fulfill their appointed obligations may be considered for removal from office. If, after a fair hearing, the executive board concludes that this person is no longer fit for the position, an existing member will be elected and will immediately replace the removed officer. Should an

officer be relieved of their position due to conduct, this person will also be suspended from any club activities and meetings for the remainder of the semester; dues will not be refunded.

Section 2: Resignations- Any officer who chooses to resign must give one month's notice to give ample time for a replacement to be voted for by the club's standard voting procedure.

Section 3: Officer Transition – Elections will be held in April in order to allow time for training of the new officers. The newly elected officers will shadow present officers for the remainder of the term. During this time, the newly elected officers will gain the experience necessary to be successful as an officer.

XIII. **Meetings** – General meetings will be held twice a month during fall and spring semesters. Executive board meetings will be held twice a month; the advisor will attend the first executive board meeting of each month.

XIV. **Dues** – Dues will be collected by the Treasurer at the start of each semester. Any member who refuses to pay dues will not be considered a voting member of the club. The policies, activities, and finances of the organization will be subject to the control of the majority of the club's voting membership.

XV. **By-Laws** – During voting sessions, issues and elections will be decided by a simple majority of present paying members. A simple majority vote of present paying members shall be required to approve by-laws or make changes to existing by laws.

XVI. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVII. **Establishment of Committees** – Although no permanent committees will be established, any ad hoc committee created will be filled with volunteers who are selected by the executive board.

XVIII. **Selection of an Advisor** –The advisor must be a full time professional faculty or staff person; no part time/salaried staff or graduate students may serve as advisor. The advisor will be decided by a majority vote of the executive board. The student organization has the right to change their advisor at any time. The Activities & Programs Office is the principle contact regarding policies and procedures for functioning as a student organization. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of your organization.

XIX. **Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. **Define a quorum** - The minimum of 50% of the members and two board members must be present at a meeting in order for business to be conducted and decisions to be made. The entire executive board must be present for decisions to be made at executive meetings.

XXI. Rules for Ratifying the Constitution – Approval of changes to the constitution requires a two thirds majority vote of the entire organization and approval by the Activities and Programs Office.

XXII. Rules for amending the Constitution – Adding articles or sections to the constitution requires a two thirds majority vote of the club's membership and advance notice of the change will be sent to all members.

Signatures:

President: Paul A. King

Vice President: Sharon McElroy

Activities & Programs Staff: Chris

Date: 10/28/2010