

# **American Meteorological Society Iowa State University Chapter Bylaws**

## Chapter 1 . Copies of the Bylaws

### 1.1 Official copies

1.1.1 Official Electronic copies of the Bylaws shall be kept on the chapter web site

1.1.2 The Executive Committee shall be responsible for maintaining the official copy of the Bylaws

1.2 A copy of the Bylaws shall be made available to any person who requests one

## Chapter 2 . Order of Supremacy of Parliamentary Laws

2.1 Whenever there is a conflict, the higher-ranking law shall take precedence over the lower-ranking law

2.2 The following shall be the rank of Parliament Laws, from highest rank to lowest rank

2.2.1 The Constitution of the American Meteorological Society

2.2.2 The Constitution of this chapter

2.2.3 The Bylaws of this chapter

2.2.4 Acts of the active membership

2.2.5 Acts of the executive committee

## Chapter 3 . Officers

### 3.1 Qualifications

#### 3.1.1 All Officers

3.1.1.1 Must maintain a cumulative grade point average of 2.00 or better while in office and the semester prior to their election.

3.1.1.2 Must maintain a semester grade point average of 2.00 or better while in office

3.1.1.3 Must be in good standing with the University and enrolled at least half-time.

3.1.1.4 With the exception of the Past-President, must be an undergraduate student.

#### 3.1.2 President

3.1.2.1 The President must be a member of the American Meteorological Society

3.1.2.2 If the President-elect is not a member of AMS, then he/she must become a member of AMS and pay membership dues to AMS before their term of office commences.

#### 3.1.3 Enforcement

3.1.3.1 If an officer fails to meet these requirements, they are immediately removed from office and the position becomes vacant.

3.2 Offices and responsibilities, listed in order of authority, from highest rank to lowest rank.

#### 3.2.1 President

3.2.1.1 Shall preside as the Chair at all local chapter meetings and is responsible for the ideological and financial well being of the chapter.

3.2.1.2 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.

3.2.1.3 Shall plan all meetings along with the Executive Committee and communicates with the faculty advisor on important issues.

#### 3.2.2 Vice-President

3.2.2.1 Shall preside as the Chair of local chapter meetings in the absence of the President.

3.2.2.2 Shall maintain close communication with the President and assists the other Officers in the performance of their duties.

3.2.2.3 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.
- 3.2.3 Treasurer
- 3.2.3.1 Shall maintain accurate financial records concerning local chapter activities and have a complete understanding of all financial transactions and forms.
- 3.2.3.2 Shall make a report of the financial status of the chapter at each meeting.
- 3.2.3.3 Shall preside as the Chair of local chapter meetings in the absence of both the President and Vice-President
- 3.2.4 Secretary
- 3.2.4.1 Shall keep minutes of chapter meetings and distributing them to the active membership through the President.
- 3.2.4.2 Shall submit reports of chapter activities to the national organization through the President.
- 3.2.4.3 Shall be responsible for notifying American Meteorological Society headquarters of chapter election results.
- 3.2.4.4 Shall be responsible for submitting meeting minutes to the national organization
- 3.2.4.5 Shall preside as the Chair of local chapter meetings in the absence of both the President, Vice-President, and Treasurer.
- 3.2.5 Social Chair
- 3.2.5.1 Shall be charged with keeping the active membership informed about chapter social activities and is responsible for signing up the chapter in university functions.
- 3.2.6 Academic Chair
- 3.2.6.1 Shall be responsible for compiling a list of courses chapter members are enrolled in and organizing study/review sessions for the chief undergraduate courses.
- 3.2.6.2 Shall appoint chapter members to lead study/review sessions if they volunteer to do so and will collaborate with these session leaders.
- 3.2.6.3 Shall inform chapter members of upcoming atmospheric science seminars.
- 3.2.7 Webmaster
- 3.2.7.1 Shall be responsible for maintaining the chapter's web site and for updating information on the web site in a timely manner.
- 3.2.7.2 Shall be responsible for maintaining the electronic mailing lists used for official chapter purposes.
- 3.2.8 Historian
- 3.2.8.1 Shall be responsible for maintaining a scrapbook of pictures and various other items to serve as a history of the chapter's events.
- 3.2.9 Sophomore Chair
- 3.2.9.1 Shall be responsible for collaborating with the Social Chair and acting as a liaison between underclassmen and upperclassmen.
- 3.2.9.2 Shall report social events to the chapter in the absence of the Social Chair.
- 3.2.10 Immediate Past-President
- 3.2.10.1 Shall be an ex officio member of the Executive Committee.
- 3.2.10.2 If there is no immediate past President the most recent past President of the Iowa State Chapter will serve on the Executive Committee.
- 3.2.10.3 If there are no past Presidents of the Iowa State Chapter this seat will be filled by special election. The winner of this election shall hold the title of Officer Without Portfolio.
- 3.2.11 Other offices may be created by the president and filled by a vote of the active

membership

- 3.3 The active membership has the right to impeach any officer if the officer's actions or activities warrant dismissal. Such impeachment proceedings shall follow the procedure as outlined in Roberts Rules of Order.
- 3.4 Election of Officers shall follow the procedure as outlined in the corresponding section of the Bylaws
- 3.5 If an Officer position becomes vacant, the remaining Executive Committee members shall recommend an active member to fill the vacancy.
  - 3.5.1 A majority of the Executive Committee is required to fill a vacancy in this fashion.
  - 3.5.2 If no candidate receives a majority, the President shall make the selection to fill the vacancy.
  - 3.5.3 The member selected to fill the vacancy must be ratified by a simple majority of the quorum present at the next chapter meeting.
  - 3.5.4 Should the selection to the vacancy not be ratified, then an election to fill the vacancy must be held immediately according to the procedures as defined in these Bylaws

#### Chapter 4 . Advisors

- 4.1 The chapter shall have at least two faculty advisors
- 4.2 Faculty advisors shall serve as a resource for the executive committee and the chapter membership
- 4.3 Advisors shall be involved in all official correspondence with university departments and other organizations
- 4.4 Advisors must be approved by an affirmative vote of the active chapter membership, the vote will take place as needed
- 4.5 If at any the chapter has only one advisor, the second vacancy must be filled by a vote of the active chapter membership

#### Chapter 5 . Meeting Agendas

- 5.1 Each meeting shall include reports from all officers of the chapter.
- 5.2 Reports from standing committees may also be included in the agenda

#### Chapter 6 . Voting methods

- 6.1 A quorum must be present for voting to take place
- 6.2 A simple majority of the quorum is required for the election of officers and matters other than amendment of the constitution or bylaws and impeachment of chapter officers.
- 6.3 Voting may take place by one of two methods.
  - 6.3.1 If a quorum is present at a meeting, voting may take place at that time.
  - 6.3.2 If a quorum is not present at a meeting, then all matters (except officer election) that require voting will be subject to electronic voting.
    - 6.3.2.1 Electronic voting will take place one week after the minutes for the previous meeting have been made available.
    - 6.3.2.2 After the one week waiting period, the president (or the president's designee) will post the question to all active members via electronic mail.
    - 6.3.2.3 Voting will take place within a one week window beginning with the day the question is posted.
    - 6.3.2.4 Votes will be made via electronic mail directly to the president (or the president's designee).
    - 6.3.2.5 Members without electronic mail capability will have their vote forwarded by a member who does.
    - 6.3.2.6 Results of the vote will be announced at the next meeting, and by electronic mail to all active members.

6.3.2.7 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.

6.3.2.8 If a quorum is not met via electronic voting the matter shall be tabled until the next meeting.

#### Chapter 7 . Finances

7.1 All funds collected by the organization shall be held in an account approved by Campus Organizations Accounting and be deposited within one business day of being received.

7.2 All expenditures must be approved with a faculty advisor's signature.

7.3 Expenditures of the Iowa State Chapter of the American Meteorological Society less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Committee.

7.4 Expenditures of the Iowa State Chapter of fifty dollars (\$50.00) or more shall require the approval of a simple majority of a quorum present.

#### Chapter 8 . Election of Officers

##### 8.1 Nominations

8.1.1 Nominations shall take place at the second to last chapter meeting of the academic year.

8.1.2 Only active members qualified to hold office may be nominated.

8.1.3 Nominations shall begin with the highest ranking office and proceed through the order of authority to the last office

8.1.4 If an active member is nominated for a higher ranking office, they may not be nominated for a lesser office.

8.1.5 Nominations shall close one week before the meeting at which elections are to be held.

8.1.6 A list of the nominees shall be sent to all active members within 48 hours after the deadline for nominations has past.

##### 8.2 Elections

8.2.1 Elections may take place when two-thirds of the active membership is present at the meeting after nominations have closed.

8.2.2 Election shall take place in a 'trickle-down' manner

8.2.2.1 The highest ranking officer is elected first.

8.2.2.2 Nominees not voted in to office have the option to 'trickle down' the next office or any lesser office

8.2.2.3 The next highest ranking office is then elected, and this procedure is repeated until all offices are filled

8.2.3 A majority of the active membership present is needed to elect an officer

8.2.3.1 If a majority is not met on the first vote for the office, the field is narrowed to the two nominees who received the highest number of votes.

8.2.3.2 If a tie exists in the number of the highest number of votes, all nominees who received the same number of votes shall remain electable

8.2.3.3 This process is repeated until a majority is obtained

8.2.3.4 If the final two candidates receive the same number of votes, the current president shall cast the tie-breaking vote, as long as they are not running for that office.

8.2.4 The chapter shall pay for one year of the President's membership dues. This shall be for the calendar year after the year of the President's election. Thus it will include the spring semester of the President's term of office.

#### Chapter 9 . Committees

##### 9.1 Executive Committee

9.1.1 The executive committee shall follow the requirements as outlined in the constitution of the local chapter

##### 9.2 Broadcast Meteorology Committee

- 9.2.1 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 on ISUtv.
- 9.2.2 The Broadcast Meteorology Committee will be head by two co-chairs who are elected at the end of the previous year by simple majority vote of the committee.
- 9.2.3 A sub-account will be created in the main chapter account that will contain dues collected for membership in the committee.
  - 9.2.3.1 Dues collected that exceed the amount owed to ISUtv will be saved as a surplus for future broadcast meteorology use.
  - 9.2.3.2 A voucher will be written for ISUtv from chapter funds from this account when dues are required to be paid.
- 9.2.4 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 and communication with the chapter treasurer involving the committee sub-account.
- 9.2.5 Rules governing the committee shall be decided upon by the committee members, given that they do not conflict with the constitution of the Iowa State Chapter of the American Meteorological Society or other higher laws.

#### Chapter 10 . Adoption and Amendment of the Bylaws

- 10.1 These Bylaws shall be adopted by an affirmative two-thirds majority vote at a meeting when two-thirds of the active membership are present.
- 10.2 The Bylaws shall be amendable by an affirmative two-thirds majority vote at a meeting when two-thirds of the active membership are present.