

Millersville University AMS Chapter Constitution

Date of Last Revision: August 19, 2009

Revision - 9.0

Article I: The Organization's Name

Section 1: The organization shall be known as the Millersville University Chapter of the American Meteorological Society. Hereafter in this Constitution, our chapter will be referred to as the "local chapter".

Article II: The Objectives

Section 1: The objectives of this Local Chapter will be: "The development and dissemination of meteorological knowledge in all its phases, forms and applications, as well as the advancement of its professional ideas and interests" which are congruent with the aims of the national society. Also, to unite Millersville University students, faculty, and staff, as well as interested members of the local community and to promote scientific exchange and enrichment among the constituencies.

Article III: Membership

Section 1: Anyone recognizing this Constitution can become an active member only after receipt of local chapter dues.

Section 2: Membership in the national American Meteorological Society (AMS) shall be strongly encouraged. Membership in the local and national AMS is required in order to receive funding from the local chapter attend the AMS Annual Meetings.

Article IV: Membership Dues

Section 1: Dues shall be ten dollars (\$10.00) per year due promptly at the first meeting of the fall semester.

Section 2: Any dues paying member may be impeached and expunged from the member list if a majority of its members deem that member to not be acting in accordance of this constitution or adversely effecting the organization in a negative manner.

Section 3: Any person not paying dues will NOT be considered an active member of the Local Chapter.

Article V: Officers

Section 1: All elective officers must hold a membership in both the local chapter and the AMS (national organization).

Section 2: Officers will be elected by the full membership to the positions of: President, Vice-President, Treasurer, Secretary, and Webmaster for a one-year term (July 1 – June 30). An officer may run for re-election.

Section 3: The succession of officers is President, Vice-President, Treasurer, Secretary, and Webmaster.

Section 4: Officers will be elected during a March/early April meeting of the local chapter. Notification of those newly elected will be sent immediately to the AMS and to the Millersville University Student Senate.

Section 5: No officers shall occupy more than one elected position at a time, nor may members run for more than 1 position per year.

Section 6: Newly elected officers will begin working with the departing officers for the remainder of their term to ensure a smooth transition of powers.

Section 7: It is the responsibility of the newly elected officers to become familiar with the constitution of the local chapter and to abide by it accordingly.

Section 8: An elected officer can be impeached and removed from their position if a majority of local chapter members deems that the officer is not performing his/her tasks, carrying out his/her responsibilities, or conducting his/herself with integrity in accordance with the local chapter constitution.

Section 9: Vacated offices shall be filled by action of the Executive Council, if necessary.

Section 10: Candidates for elective officers of the local chapter must hold a cumulative GPA of at least 2.5 to be considered for nomination. The Webmaster must also have evidence of experience in composing and maintaining Web pages.

Article VI: Officer Duties

Section 1: The President, or his/her designee, shall call meetings, preside over meetings, preside over the Executive Council, and represent the local chapter as necessary. The President is primarily responsible to setting the agenda for the academic year, providing ongoing leadership, and delegate duties, as needed, to other officers. The President will work with the Webmaster to develop the local chapter poster for presentation at the AMS Annual Meeting and other venues. The President may also chair/co-chair one committee.

Section 2: The Vice President shall report directly to the President and assist the President in his/her duties. The Vice-President will also serve as the local chapter public relations officer to all local media, speakers, Millersville organizations, and other local chapters of the American Meteorological Society. The Vice President must also chair/co-chair at least one committee.

Section 3: The Treasurer shall be in charge of all finances for the local chapter. He/ she will be in charge of all fundraising activities as well as any external funding the local chapter may solicit. He/ she will also follow any provisions of Article VIII of this constitution. The Treasurer's primary responsibility is to ensure timely and punctual budget submission to the Student Senate, as well as fiscal solvency for the next succession of officers. The Treasurer must chair/co-chair the Events/Fundraising committee.

Section 4: The Secretary shall be in charge of the meeting minutes and their distribution to the Webmaster and to the AMS national organization on a weekly basis. He/ she is responsible for keeping current the members list, as well as any contact information of the members and any other persons important to the local chapter. At no time will any officer give information on its members to anyone in or outside the organization without the permission of that individual. The Secretary will also assist the Vice President and Treasurer in fundraising and public relations activities. The Secretary must also chair/co-chair at least one committee.

Section 5: The Webmaster will be the administrator of the local chapter website and any other web-based activity. He/ she will share responsibility with the President for putting together the local chapter poster for the AMS Annual Meeting and be in charge of all media based activities. The Webmaster must also chair/co-chair at least one committee.

Article VII: Committees

Section 1: There shall be an Executive Council comprised of current elected officers and any immediately retired officers, if present.

Section 2: There shall be three permanent committees: Events/Fundraising, and Community Outreach.

Section 3: Each committee will be chaired by at least one executive council member, who will be chosen by the President.

Section 4: Each committee will be co-chaired by a non-executive council member. This co-chair will be responsible for assisting the chair with the daily activities of the committee and reporting to the executive council and organization all information deemed necessary.

Section 5: Each committee will also consist of a recording secretary that will take all committee meeting minutes and distribute them to the committee chair, co-chair, and local chapter webmaster and secretary. This secretary must also be a non-executive council member.

Section 6: The committee co-chair and recording secretary will be chosen by a majority of committee members through a secret ballot of nominated candidates within two weeks of the first committee meeting. Committee officers will not be part of the executive council. Committee officer's terms will end when executive council officer terms end.

Section 7: Committee officers may be impeached by a majority of the committee in accordance with Article V, Section 8 of the constitution. New committee officers will be chosen at the discretion of the Executive Council.

Section 8: The Events/Fundraising committee is charged with planning fundraising events and any events chosen at the discretion of the Executive Council. Beginning in the fall semester, at the discretion of the Executive Council, the committee will also work to put together a budget for the following year in accordance with Article VIII, Section 3 of this constitution.

Section 9: The Community Outreach Committee is charged with planning and executing all community and business based outreach. This committee must be overseen by the faculty advisor.

Section 10: By a majority vote of the Executive Council, temporary committees can be created.

Section 11: Structure of the temporary committee must follow Article VII, Section 3, 4, and 5 and a start and end date must be assigned and followed.

Section 12: By a majority vote of the membership a temporary committee can be made permanent.

Article VIII: Finances

Section 1: Proper financial records must be maintained by the Treasurer to be reviewed and updated on a monthly basis.

Section 2: All material pertaining to the business of the local chapter shall be kept in the local chapter's private file cabinet.

Section 3: A budget proposal for the following school year must be calculated and sent to the Student Senate at the appropriate time in order for the local chapter to be allocated money at the Student Senate's appropriations meeting in the late spring.

Section 4: Major funds will be kept in an account at Student Services, Inc.

Section 5: All transaction of the local chapter must be authorized by the Treasurer and the President.

Section 6: At no time shall there be a transition of power to the newly elective officers if the total account is below forty dollars (\$40.00). Should the treasury be below this amount, the current officers will be responsible for the replacement in order before a transition of power can occur.

Article IX: Meetings

Section 1: The local chapter will meet at regular intervals set forth by the Executive Council's agenda, except for the months of June, July and August and when exams, breaks, and other activities interfere.

Section 2: Members shall be advised of an upcoming meeting by visible signs or electronic mail which will be posted/sent at least two days (2) prior to the meeting. The advisement must include the date, time, place, and purpose of the meeting.

Section 3: The business portion of the meeting shall be limited to one-half hour.

Section 4: The Executive Council shall meet with the faculty advisor no less than once each month. The Executive Council shall meet amongst themselves no less than the number of general meetings held each semester, to assess the local chapter status, activities, and budget. Additionally, no less than 5 of these meetings must take place in an "open meeting" format, open to all members.

Section 5: If a spring banquet is held, the name of the banquet shall be "The Russell L DeSouza Spring Banquet" in memory of Professor Russell L. DeSouza who died in 1997. Mrs. Sandy DeSouza will always be invited as a special guest.

Section 6: It is highly recommended that a "State of the AMS" meeting is held at the end of each fall semester.

Section 7: Amendments to the Constitution may be submitted by any member, and must be voted on by the Executive Council for inclusion in the Spring semester's voting.

Article X: Voting Procedures and Constitutional Amendments

Section 1: A quorum is defined as a vote by more than one-half of the active membership.

Section 2: All active members of the local chapter may participate in a vote.

Section 3: Only active members may vote. (See article 3 for eligibility)

Section 4: A majority of a quorum is required for the election of officers and for matters other than constitution reform.

Section 5: A majority of a quorum is required for an amendment to the constitution.

Section 6: All amendments to the constitutions must be approved by the faculty advisor, the University Constitution Committee, and the Student Senate.

Section 7: Voting for officers shall be performed by secret ballot.