

**CONSTITUTION AND BY-LAWS**  
**College of DuPage Student Chapter**  
**of the American Meteorological Society**

Originated: January, 2004

Updated: September, 2011

**ARTICLE I:                   NAME**

This local chapter shall be known as the College of DuPage Student Chapter of the American Meteorological Society.

**ARTICLE II:                 OBJECTIVES**

The College of DuPage Student Chapter of the American Meteorological Society shall foster the growth of operational meteorology in the Chicago Multi-County Region by providing the community with a social and scientific point of contact for meteorological, hydrological, and other related scientific interests. The College of DuPage Student Chapter of the American Meteorological Society shall encourage collaborative research among its members and shall engage in continuing education of the latest developments in the various branches of hydrometeorological science.

In addition to activities directly relating to Meteorology, we will also be an integral part of the Student Activities program at College of DuPage as of Fall, 2004.

We shall build scholarship funds for Meteorological students. We shall seek to provide opportunities for members to broaden their academic experience beyond the classrooms, lecture halls, laboratories, etc. We shall be a means of developing rewarding field experiences in the study of severe weather events. The College of DuPage Student Chapter of the American Meteorological Society shall seek to benefit the community as a whole by providing trained, experienced severe weather spotters and ham radio operators.

## **ARTICLE III:**

## **MEMBERSHIP & OFFICERS**

1. Membership is open to any College of DuPage student with an interest in meteorology and its related fields, and who agrees to abide by the requirements of this constitution. Student members taking six or more credit hours per semester will be full members. Full members are eligible to vote and hold office.
2. Faculty, staff and community members, as well as students taking less than 6 credit hours per semester may be associate members. Associate members may participate in club meetings, functions and activities, but may not vote, serve as officers, or take precedence over full members.
3. 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.
4. The Vice-President presides as the chair in absence of the President and is Chair of the Program Committee. The Vice-President also assists the other Officers in the performance of their duties.
5. The Treasure serves as the administrative focal point of all chapter activities, presides as Chair of the Membership committee, keeps a current list of active membership, and maintains accurate financial records concerning local chapter activities. The Treasure or designee of the Treasure shall make a report of the financial status of the chapter at each meeting. In absence of both the President and Vice-President, serves as the Chair at the local chapter meeting.
6. The Secretary is charged with keeping the active membership informed about chapter activities to the national organization's through the President, as well as recording meeting minutes. In absence of the President, Vice-President, and Treasure, serves as Chair of the local chapter meeting.
7. The Webmaster is tasked with building and maintaining a functioning website for the Student Chapter of the American Meteorological Society. The website will be a professional representation and reflection of the local chapter and its goals, as well as keeping the active membership informed of local chapter activities. In absence of the President, Vice-President, Treasure, and Secretary, serves as Chair of the local chapter meeting.
8. The immediate Past President sits on the Executive Committee. If there is no immediate past President the most recent past President of the College of DuPage Student Chapter of the American Meteorological Society will serve on the Executive Committee. If there are no past Presidents of the College of DuPage Student Chapter of the American Meteorological Society this seat will be filled by special election. The winner of this election shall hold the title of Officer Without Portfolio.
9. 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. The vote will be done by secret ballot.
10. Any vacated office shall be filled by action of the Executive Committee in accordance with the local chapter constitution.

## **ARTICLE IV:                   ADVISOR**

This club shall choose a regular advisor who will:

1. be a College of DuPage faculty or staff member properly approved;
2. attend meetings and events of the club, and;
3. advise the officers and members on developing and implementing a program which allows the club to fulfill its purposes and objectives.

## **ARTICLE V:                   COMMITTEES**

1. The Executive Committee consists of six members: the President, the Vice-President, Treasure, Secretary, Webmaster and immediate past President.
2. The Program Committee will be chaired by the Vice-President and have up to two other members.
3. The Membership Committee will be chaired by the Treasure and have up to two other members.
4. The Publicity Committee will be co-chaired by the Secretary and Webmaster and have up to two other members, and will keep the national American Meteorological Society advised of all local chapter activities.
5. Additional committees shall be organized at the discretion of the Executive Committee.
6. Committee members shall consist of any active member in the College of DuPage Student Chapter of the American Meteorological Society.

## **ARTICLE VI:                 DUES**

1. No national dues are required of chapter members. The American Meteorological Society does strongly recommend that all local chapter members become full members.
2. Annual dues of fifteen dollars (\$15.00) shall be paid to the College of DuPage Student Chapter of the American Meteorological Society. Dues are payable at the first meeting of the chapter year. Payment of the dues entitles of member to active member status, as well as voting privileges if they are taking six or more credit hours per semester. Membership dues shall not be pro-rated for mid-year applications.
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 College of DuPage Student Chapter of the American Meteorological Society and for the betterment of the chapter.

## **ARTICLE VII:               MEETINGS**

1. The chapter shall have a minimum of six meetings per chapter year. Meetings will be held at the College of DuPage Weather Department in Glen Ellyn, or a location deemed appropriate for the purposes of the meeting under the approval of the Executive Committee and the chapter Advisor(s). The chapter year shall run from August 23rd to August 1st with elections held at the first official meeting of the 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 minimum six meetings per year mandate, the membership may approve up to two "cybermeetings."
4. All meeting minutes will be submitted to the Executive Committee for approval and then sent to the Publicity Committee and posted on the chapter's website for review by all active members 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 VIII: VOTING PROCEDURES**

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 as 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 Executive Committee. Members without electronic mail capability may vote through an advisor. 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 vote 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 Executive Committee. Members without electronic mail capability may vote through an advisor. 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 Fall semester. A list of 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 Fall term.
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 of the vacancy not be ratified, then an election to fill the vacancy must be held immediately.

7. At the first meeting of the College of DuPage Student Chapter of the American Meteorological Society, both the nomination and election of Officers shall occur.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

1. 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.
2. Expenditures of the College of DuPage Student Chapter of the American Meteorological Society less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Committee. The treasurer shall submit requests for these expenditures. If there is no Treasurer, then the President will have signature authority.
3. Expenditures of the College of DuPage Student Chapter of the American Meteorological Society of fifty dollars (\$50.00) or more shall require the approval of a simple majority of a quorum present. The Treasurer will submit requests for these expenditures.

#### **ARTICLE X: NONPROFIT ORGANIZATION**

The College of DuPage Student Chapter of the American Meteorological Society is organized as a part of the College of DuPage which is a nonprofit entity. No portion of the club's earnings shall be used to the benefit of any individual that is an active member.

#### **ARTICLE XI: DISSOLUTION**

Upon dissolution or disbandment of the College of DuPage Student Chapter of the American Meteorological Society, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of the active members.

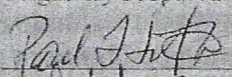
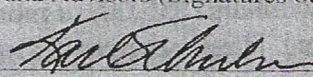
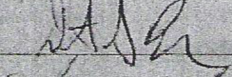
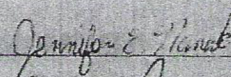
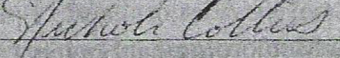
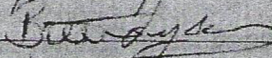
**ARTICLE XII: ADOPTION**

This local chapter of the American Meteorological Society shall become effective upon approval of the Executive Committee, American Meteorological Society.

This constitution shall become effective upon approval of the Student Activities Department, College of DuPage and the Executive Committee, American Meteorological Society.

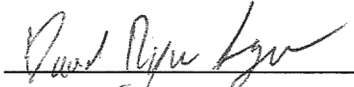
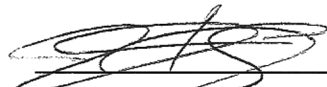
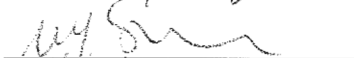



Amendments/Revisions to this constitution shall be submitted to the President in writing for submission to the members for a vote. These amendments in final form (i.e., a revised copy of the constitution) should be forwarded to the Student Activities staff for approval and filing.

Originally Prepared by the Founding Officers and Advisors (Signatures below)

Submitted on September, 2004 and Approved by Student Activities on October 1, 2004.

Revised by the current officers and Advisor(s) (Signatures below)

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Submitted on September 6th, 2011 and Approved by Student Activities November 15th, 2011.

Approved 11/15/11  
