

**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 such a copy.

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, hereafter referred to as the AMS

2.2.2 The Constitution of the Iowa State Chapter of the American Meteorological Society, hereafter referred to as the ISU AMS

2.2.3 The Bylaws of the ISU AMS

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 2.50 or better while in office and the semester prior to their election.

3.1.1.2 Must maintain a semester grade point average of 2.50 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.

3.1.1.5 Must be pursuing an undergraduate degree in meteorology. If a non-meteorology student desires to run for office, he or she may request a vote of the majority of the quorum to run for office.

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 the AMS, then he or she must become a member of the AMS and pay membership dues to the AMS before his or her 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 communicate 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 assist 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.

3.2.3.4 Shall provide the President and Vice President with an up to date budget and balance.

3.2.4 Secretary

3.2.4.1 Shall keep minutes of chapter meetings and distribute them to the active membership, after the minutes are reviewed by 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 the AMS 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 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 enrolling the chapter in university functions.

3.2.6 Outreach Chair

3.2.6.1 Shall be responsible for reaching out to the community in search of outreach opportunities including: school visits, science nights, open houses, etc.

3.2.7 Academic Chair

3.2.7.1 Shall be responsible for compiling a list of courses in which chapter members are enrolled and for organizing study/review sessions for the chief undergraduate courses.

3.2.7.2 Shall appoint chapter members to lead study/review sessions if they volunteer to do so and shall collaborate with these session leaders.

3.2.7.3 Shall inform chapter members of upcoming atmospheric science seminars.

3.2.8 Webmaster

3.2.8.1 Shall be responsible for maintaining the chapter's web site and for updating information on the web site in a timely manner.

3.2.8.2 Shall be responsible for maintaining the electronic mailing lists used for official chapter purposes.

3.2.9 Historian

3.2.9.1 Shall be responsible for maintaining a scrapbook of pictures and various other items to serve as a history of the chapter's events.

3.2.10 Sophomore Chair

3.2.10.1 Shall be responsible for collaborating with the Social Chair and acting as a liaison between underclassmen and upperclassmen.

3.2.10.2 Shall report social events to the chapter in the absence of the Social Chair.

3.2.11 Immediate Past-President

3.2.11.1 Shall be an ex officio member of the Executive Committee.

3.2.11.2 If there is no immediate past President, the most recent past President of the ISU AMS will serve on the Executive Committee.

3.2.11.3 If there are no past Presidents of the ISU AMS this seat will be filled by special election. The winner of this election shall hold the title of Officer Without Portfolio.

3.2.12 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 Robert's 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 . Advisers

4.1 The chapter shall have at least two faculty advisers.

4.2 Faculty advisers shall serve as a resource for the executive committee and the chapter membership.

4.3 Advisers shall be involved in all official correspondence with university departments and other organizations.

4.4 Advisers must be approved by an affirmative vote of the majority of the quorum of the active chapter membership; the vote will take place as needed.

4.5 If at any time the chapter has only one adviser, 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 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, the President or the President's designee 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 adviser's signature.

7.3 Expenditures of the ISU AMS 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 (\$150.00) 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 of the nomination deadline.

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 into office have the option to "trickle down" to the next office or any lesser office, but nominees may only trickle down twice during the election process.

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 quorum is needed to elect an officer.

8.2.3.1 If a majority is not met on the first vote, 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 highest number of votes, all nominees who received the same number of votes shall remain eligible.

8.2.3.3 This process is repeated until a majority of votes 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 he or she is not running for that office.

- 8.2.4 The chapter shall pay for one year of the President's membership dues. This shall cover the school year during which the President holds his or her 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 ISU AMS.

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 Cy's Eyes on the Skies on ISUtv.

- 9.2.2 The Broadcast Meteorology 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.

- 9.2.3 A sub-account will be created in the ISU AMS chapter account that will contain dues collected for Committee membership.

- 9.2.3.1 Dues collected that exceed the amount owed to ISUtv will be saved as a surplus for future Committee use.

- 9.2.3.2 A voucher will be written for ISUtv from the sub-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 as well as communication with the chapter treasurer involving the Committee sub-account.

- 9.2.5 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.

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.