

Constitution for the Student Chapter of the American Meteorological Society at UCI

Last formatted: 8-23-2017

This document is intended to serve as a constitution for the Student Chapter of the American Meteorological Society at UCI. Constitutions are required for Registered Campus Organizations (RCOs) at the University of California, Irvine.

The Student Chapter of the American Meteorological Society at UCI was accepted as a student chapter of the American Meteorological Society on April 10, 2017.

Article 1: Name of the Organization

This organization shall be named the “Student Chapter of the American Meteorological Society at UCI”, hereinafter referred to as “zotCAMS”. This is the organization's official name that will be used in all University publicity materials and correspondence.

Article 2: Purpose of the Organization

The mission of zotCAMS is to foster undergraduate and graduate involvement in atmospheric and climate science. Our organization aims to promote undergraduate retention in atmospheric and climate science by supporting atmospheric and climate science career paths. We advocate for student research opportunities, aid in the preparation for continuing education, and stimulate professional development in atmospheric and climate science. Graduate student involvement will nurture mentorship opportunities with undergraduate students, and both parties will benefit from networking, volunteerism, and outreach with our local community. Our organization will encourage student involvement at the American Meteorological Society Annual Meeting, including participation in the student conference. We strive to expand the image of atmospheric and climate science by enhancing diversity, especially by encouraging participation from underrepresented minorities in STEM fields.

Article 3: Membership Practice

- I. Membership is open to any registered UCI student, including undergraduate and graduate students, full or part-time who are interested in meteorology and atmospheric sciences.
 - A. zotCAMS does not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, sexual orientation, military or veteran status, genetic information, and any other characteristics protected under federal, state, or local law.
- II. Members are required to attend the minimal number of official meetings per academic year as stated in the by-laws to be considered an active member.
- III. It is highly recommended that members are registered as a student member of the national American Meteorological Society, however it is not required.
- IV. Membership may be terminated if a member's activities are deemed contrary to the policies of UCI or zotCAMS. A majority vote by active members are required for membership expulsion. Any tie in the vote will be broken by the faculty advisor.

Article 4: Officers

- I. The officers of the chapter will consist of the President, the Vice-President, the Treasurer, and the Secretary.
 - A. The officers shall be elected at the inaugural meeting of the Chapter and at the last meeting of the academic year thereafter. All officers shall be elected to serve a term of one (1) year per executive position. Officers may be re-elected to a different position at the end of their term.
 - B. All elected officers must be active members of zotCAMS and enrolled at UCI.
 1. All officers must maintain good academic and disciplinary standing with the University.
- II. President
 - A. The president shall chair all meetings of the Executive Committee and the Chapter Body and communicate important issues with the faculty advisor.
 - B. The President shall oversee all of zotCAMS' operations, programs, and events and shall have the right to authority to appoint committees, to delegate responsibility as appropriate, and to oversee the goals of the active membership.
 - C. The President must be an active member of the American Meteorological Society.
 - D. 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.
- III. Vice-President
 - A. The Vice-President shall serve as the Vice-Chair of the Executive Committee and serve as Acting Chair in the absence of the President
 - B. The Vice-President shall become interim President with all its powers if the President is impeached, or if that office becomes vacant, pending a special election
 - C. The Vice-President shall assist the President and perform as assigned by the President.
- IV. Treasurer
 - A. The Treasurer shall serve as a Chair of the Executive Committee
 - B. The Treasurer shall maintain accurate financial records concerning local chapter activities.
 - C. The Treasurer is responsible for overseeing the club's fundraising activities and seeing that any funding proposals are submitted in a timely manner
 - D. The treasurer is responsible for collecting any dues from active members as specified in the by-laws.
 - E. The Treasurer shall serve as the Chair of official meetings in the absence of both the President and Vice President and shall provide the President and Vice President with an up-to-date budget and balance
 - F. The Treasurer shall keep minutes if the Secretary is absent from an official chapter meeting.
- V. Secretary
 - A. The Secretary shall serve as a Chair of the Executive Committee.

- B. The Secretary shall keep minutes of official chapter meetings and distribute them to the active membership, after the minutes are reviewed by the President.
 - C. The Secretary is responsible for notifying the AMS headquarters of chapter election results.
 - D. The Secretary shall inform members of all upcoming chapter activities and submit chapter activities to the national AMS through the President.
- VI. The officers and any other residing chairpersons will be referred to as the executive committee.
 - VII. Other chairpersons deemed necessary by majority vote of the current executive committee may be elected during regular office elections.
 - VIII. The active membership has the right to impeach any officer if the officer's actions or activities warrant dismissal. A majority vote by ballot is required to impeach. Dismissal will be enforced by the Faculty advisor.

Article 5: Nominations and Elections

- I. Regular office elections shall occur annually at the last official meeting of the academic year. Special officer elections shall also be held to fill vacancies in offices until the next regular election.
- II. There will be a call for nominations prior to elections and nominations shall begin with the highest ranking office and proceed through the order of authority to the last office.
- III. Only active members qualified to hold office may be nominated.
- IV. Nominations shall close one (1) week before the meeting at which elections are to be held.
- V. Before ballots for each position are cast, all candidates will be given the opportunity to give a speech as indicated in the By-Laws
- VI. All voting shall be closed ballot conducted in person.
- VII. A candidate must receive a majority of the votes cast to win office. In cases where there are ties or no candidate receives a majority of the votes cast, runoff elections shall be held. A runoff election resulting in a tie will be settled by the outgoing executive committee.

Article 6: Committees

- I. The executive committee consists of any elected officer or chairperson. Any additional temporary committees for specific events or purposes may be created as necessary upon majority vote of the executive committee.
- II. Each temporary committee will include and be overseen by a member of the executive committee. A temporary committee member may include any active zotCAMS member.
- III. Temporary committees will last for the duration of its time of establishment up until one week following the event for which the temporary committee was established. Temporary committees must record meeting minutes for any meeting as well as a summary of the event and event outcome for which the temporary committee was established.
- IV. Decisions in a temporary committee are made by vote and must include two-thirds of the temporary committee members. A tie in the vote will be broken by majority vote of the

executive committee. A tie in the subsequent executive committee vote will be broken by the faculty advisor.

Article 7: Meetings

- I. Official meetings will be held once a month during the academic year at a time and location determined by zotCAMS. Unofficial meetings may be held during the summer months, although attendance and meeting minutes are not required.
 - A. Official meetings can consist of any activity in which the zotCAMS body convenes for official planning or hosting a guest speaker. Social events do not constitute as an official meeting.
- II. For all meetings, minutes of those meetings should be recorded and sent to all members of zotCAMS.
- III. A quorum will be defined as three-fourths majority of the membership and will be required at any meeting in which elections and voting will be conducted.
- IV. Special meetings may be called by any officer or faculty advisor if members are given sufficient notice.
- V. Any officer has the right to call a meeting between the Executive Board members. Minutes are not required, but highly encouraged, for all Executive Board meetings.

Article 8: Financial Records

- I. The University shall have the right to audit the financial records of zotCAMS. If zotCAMS receives funds from the University then zotCAMS must comply with all policies and procedures issued by the funding authorities.
- II. All funds collected by the organization shall be held in an account managed by zotCAMS.
- III. The Treasurer is responsible for collecting and monitoring fees and the organization's finances.
- IV. All expenditures must be approved with a faculty advisor's signature.
- V. Expenditures of zotCAMS less than fifty dollars (\$50.00) may be authorized by a majority vote of the executive committee
- VI. Expenditures of zotCAMS of more than fifty dollars (\$50.00) or more shall require the approval of a simple majority of the quorum present.

Article 9: Advisors

- I. The faculty advisor may be any faculty member at UCI.
- II. Criteria for selecting/electing an advisor. The faculty advisor can be nominated by any active member of zotCAMS. The faculty advisor will be voted on in each annual Executive Board election. Faculty advisors will serve for a one (1) year term. Faculty advisors may be re-elected to serve a total of three (3) consecutive terms. Faculty advisors may serve multiple non-consecutive terms.
- III. The faculty advisor is responsible for providing guidance and valuable advice and insight to students outside of classroom setting. The faculty advisor is not responsible for ensuring that regular meetings are held on time or that rooms are reserved for events or

meetings. The faculty advisor does not set goals for the organization, make leadership decisions, or take control of the organization.

Article 10: Amendments

- I. This constitution shall become effective upon ratification of two-thirds of the active membership of the chapter.
- II. This constitution shall be amendable by an affirmative vote of two-thirds of the active membership.
- III. All proposed amendments to the constitution and By-laws shall first be submitted to the Chapter body for debate.
 - A. A vote of two-thirds of active members shall be necessary for passage of an amendment.
 - B. *All amendments must agree with University regulation and policies.*