



OFFICIAL CONSTITUTION & BY-LAWS
The Northern Vermont University at Lyndon
Local Chapter of the
American Meteorological Society and National Weather Association



Last ratified: May 5, 2021

CONSTITUTION

ARTICLE I ... NAME

This organization shall be called the Northern Vermont University at Lyndon chapter of the American Meteorological Society and the National Weather Association (NVU-Lyndon AMS & NWA).

ARTICLE II ... OBJECTIVES

A. The objectives of this chapter are:

- (1) To share the knowledge of meteorology among members and the outside meteorological community.
- (2) To promote professional ideals among members and the outside meteorological community.
- (3) To promote fellowship among members and the outside meteorological community.
- (4) To stimulate awareness of and interest in meteorology among the campus and surrounding community.
- (5) To involve the campus and surrounding community in the activities of the chapter.

ARTICLE III ... MEMBERS

A. Definitions - the membership of this student chapter shall consist of:

- (1) Student Members - Any person of the college community upon payment of dues. The NVU-Lyndon AMS & NWA does not discriminate on the basis of college major, race, color, ethnicity, gender, religion, sexual orientation, age, disabilities, sex, or marital status. A student member will not be able to hold office.
- (2) Associate Members - Any person who is not a member of the Northern Vermont University Student body that wishes to be associated with the society upon payment of dues. An associate member will not be able to vote or hold office.
- (3) Honorary Members - Any person who has promoted the field of meteorology may become an honorary member. An honorary member will not be required to remunerate any membership dues and will not be able to vote or hold office.
- (4) Active Members - An active member is defined as a member who attends at least two thirds (2/3) of general business meetings with excused absences permitted by majority vote of the executive board and has participated in at least (5) AMS events (i.e. committee meetings, fundraisers, trips, etc) and at least three (3) other school sponsored events (i.e. Bingo, RA Socials, CAB events, performances, etc).

B. Terms of Membership

- (1) All memberships (except honorary) will expire at the beginning of the first general business meeting of the academic year.

ARTICLE IV ... EXECUTIVE BOARD

A. Members of the executive board

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Public Relations Director
- (6) Community Outreach
- (7) Historian
- (8) Club Representative

B. Duties of the executive board

- (1) General Duties - Newly elected officers shall draft a "Roles of Officers" contract at the first executive board meeting following elections. The officers shall abide by this contract at all times. The contract can only be amended by a majority vote by the executive board.
- (2) President - The President of the Chapter will preside over meetings and will be the liaison to the advisor and Northern Vermont University administration. The President has the power to make all executive decisions, but must inform the entire executive board within twenty-four (24) hours. However, if two or more officers object, then the matter can be brought to a vote by the executive board. Also, the President is responsible for temporarily appointing new officers if any officer has vacated a position. This appointment is in effect until new elections can be held.
- (3) Vice President - The Vice President of the chapter shall assist the President with his or her duties. Also, the Vice President assumes the duties of the President in his/her absence and assists the other officers in their duties.
- (4) Secretary - The Secretary of the chapter shall record the minutes of all official meetings of the chapter, and write/submit newsletter materials to the national AMS. The secretary will also be responsible for maintaining the club event tracker.
- (5) Treasurer - The Treasurer of the chapter shall record and report on all financial matters of the chapter. Also, the treasurer shall be responsible for collecting, depositing, and dispersing the funds of the NVU-Lyndon AMS & NWA in an appropriate manner as directed by the Executive Board.
- (6) Public Relations Director - The Public Relations Director will notify all club members about NVU-Lyndon AMS & NWA activities and meetings. He/she will be responsible for organizing the talent show. He/She is also responsible for updating any online social media, i.e. Facebook page, twitter, etc.
- (7) Community Outreach - The Community Outreach Officer is in charge of organizing activities in the surrounding community. Also, the Community Outreach Officer shall promote educational meteorology material to the surrounding community. The Community Outreach Officer will also be responsible for organizing the Northeast Kingdom Regional Science Fair.

- (8) Historian - The Historian is in charge of organizing, filing, and presenting data from all club events and Northeastern Storm Conferences. The Historian will be responsible for taking photos at all club events, designing the club poster, and maintaining the club bulletin board. He/she is also responsible for managing the club website.
- (9) Club Representative - The Club Representative will be responsible for representing the club at Atmospheric Science department meetings and Student Government Association (SGA) meetings. They are responsible for being a liaison between the club and the department and will organize and oversee the PeerNet program.

C. Term of Office

- (1) The term of office for executive board members shall be May 1st to May 1st of the following year.

ARTICLE V ... ADVISOR

A. The advisor of the NVU-Lyndon AMS & NWA shall:

- (1) Have a vote on issues not funded by the student government at executive meetings.
- (2) Be a faculty or staff member at Northern Vermont University.
- (3) Be kept informed about all club activities through regular contact with the President.

ARTICLE VI ... ELECTION OF OFFICERS

- A. All active members of the chapter shall be eligible to vote.
- B. Annual elections shall be held no earlier than April 1st and no later than May 1st.
- C. Nominations and elections shall be held during the same meeting.
- D. At least fifty percent (50%) of the active membership must be present to hold elections. If attendance must be less than fifty percent (50%) then elections can proceed with a two thirds (2/3) majority vote of those present to continue.
- E. Each person shall be nominated and elected by Robert's Rules of Order. A person may be nominated for more than one position, but may only accept a maximum of two (2) nominations and can only be elected to one.
- F. Only Active Members may be nominated for a position and have attended an election informational meeting prior to elections.
- G. Ballots will be secret. A nominee will be elected by a fifty percent (50%) plus one (1) majority vote. In the case of three or more nominees for one position, where no candidate receives 50% plus one vote, the lowest-voted nominee is eliminated from contention and a revote shall commence.
- H. Ballots shall be tabulated by the Advisor and the highest ranking outgoing officer. If all outgoing officers are nominated, the Advisor shall assign a designee from the membership to assist in the tabulating of the ballots immediately following each vote.
- I. The officers shall be elected in the following order: President, Vice President, Secretary, Treasurer, Public Relations Officer, Community Outreach, Historian, and Club Representative.

ARTICLE VII ... IMPEACHMENT AND DISMISSAL

- A. Any officer or member is subject to impeachment/dismissal.
- B. Grounds for impeachment and dismissal shall include:
 - (1) Violation of constitution
 - (2) Negligence of elected duties
 - (3) Violation of NVU codes of conduct
- C. An impeachment petition including reasons for impeachment and at least twenty-five percent (25%) of the active members' signatures must be presented to the Executive Board.
- D. The dismissal vote shall be held at a general business meeting seven (7) to ten (10) academic days following the submission of the petition.
- E. The dismissal vote shall be advertised at least one (1) academic week prior to the vote.
- F. At least half of the active members must be present for a dismissal vote to occur. At least a two thirds (2/3) majority vote of the active membership present is needed for the impeachment/dismissal.

ARTICLE VIII ... AMENDMENTS

- A. Review of the constitution will be done every year to ensure it is current and its requirements are being fulfilled.
- B. No part of the constitution or By-Laws shall be amended or annulled except by the following procedure:
 - (1) A proposed amendment(s) shall be submitted to the Vice President with at least twenty-five (25%) of the active members' signatures. The amendment(s) will be voted on during the following general business meeting.
 - (2) There must be at least fifty percent (50%) of the active membership present in order to conduct a vote and a two-thirds (2/3) majority of the active members present is required to approve the proposed amendment(s).
 - (3) The approved amendment(s) shall be effective immediately and incorporated into the written constitution, or By-Laws, prior to the next meeting.

ARTICLE IX ... BOARD OF TRUSTEES

- A. The board of trustees is the legal governing body of the VSC system and nothing within this constitution is being constructed as to grant the faculty, students, or other body concerned, the authority to act outside the policies of this board.
- B. The board of trustees has the right to suspend any NVU-Lyndon AMS & NWA activity as they see fit.

BY-LAWS

ARTICLE I ... DUES

- A. All members of this Student Chapter will be required to pay the \$10 dues no later than thirty (30) days after registering for the club, unless prior alternative payment arrangements are made with the Treasurer. A late fee of \$10 may be applied at the discretion of the Treasurer.
- B. Changes in dues and fees will be decided as a constitutional change and must be voted on.

ARTICLE II ... COMMITTEES AND CLUB MEMBER POSITIONS

- A. The President has the right to set up committees and appoint chairs consisting of officers and/or members to accomplish tasks determined by the officers. Committee members shall be invited by committee chairs.
- B. The committee chairs have the responsibility to keep the membership and officers informed of the committee's activities.

ARTICLE III ... MEETINGS

- A. General meetings shall be held at least once a month during the academic year.
- B. Notice of meetings and meeting agendas shall be announced to the membership not less than one (1) week prior to the date of the meeting.
- C. Meetings shall be governed by Robert's Rules of Order.
- D. Officers must meet at least twice a month.
- E. Any two officers can call an Executive Board meeting.
- F. Any Executive Board meetings shall be announced at least forty-eight (48) hours to the meeting.
- G. During the summer, or when college is not in session, there will be no required meetings, but the officers' duties to the club remain. The officers have the responsibility to stay in touch over breaks and plan future activities for the club in the upcoming semester.

ARTICLE IV ... NORTHEASTERN STORM CONFERENCE

- A. The executive board will decide before the summer the date and potential locations of the Northeastern Storm Conference.
- B. The President will be responsible for contacting hotels and speakers and will act as chairperson for the conference.
- C. The Vice President will be responsible for all matters pertaining to the panel discussion as well as audio/visual equipment for the conference. He/she will also be responsible for collecting and recording all registrations and oral presentations prior to/during the conference.
- D. The Secretary will be responsible for ordering relevant conference materials, making nametags for all attendees, and check in attendees at the conference.

- E. The Treasurer will be responsible for collecting all registration fees and check in attendees at the conference.
- F. The Historian will be responsible for making the conference booklet and designing the nametags.
- G. The Public Relations Officer, the Community Outreach Officer, and the Club Representative will assist the other executive board members with their duties for the conference.

ARTICLE V ... EMERGENCY CLAUSE

- A. In addition to any other emergency powers enumerated in this constitution, the advisor, Director of Student Life, or Dean of Students shall have the authority to supersede portions of this document in order to continue the proper functioning of the Student Government Association, and in order to provide quality and valuable services for students. These emergency powers can be invoked in case of local, state, national, or global crisis, emergency, or pandemic, in response to a declaration of emergency by government officials and/or at the direction of the College President or their designee.

ARTICLE VI ... INCLUSIVE POLICY

- A. In the NVU-Lyndon AMS & NWA, we value all members as unique individuals, and we welcome the variety of experiences they bring to our chapter. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity, disability, veteran status, age, economic or social class, political affiliation, major, or minor.