SOUTHWEST PENNSYLVANIA CHAPTER OF THE AMERICAN METEOROLOGICAL SOCIETY, THREE RIVERS CHAPTER OF THE NATIONAL WEATHER ASSOCIATION & CALIFORNIA UNIVERSITY OF PENNSYLVANIA METEOROLOGY CLUB

CONSTITUTION

On 28 March 2002, the American Meteorological Society (AMS) Chapters Council voted to approve the formation of the Southwest Pennsylvania Chapter of the American Meteorological Society and the Three Rivers Chapter of the National Weather Association at California University of Pennsylvania. Henceforth, this document serves as the organization’s constitution and governing document.

MISSION STATEMENT

The Mission of the Southwest Pennsylvania Chapter of the American Meteorological Society is to promote knowledge, stimulate awareness, and enhance interest in the atmospheric and related sciences, while promoting the future careers of its members by maintaining a commitment to academic excellence and professional ideals.

ARTICLE I: NAME

This organization shall be called the Southwest Pennsylvania Chapter of the American Meteorology Society (SW-PA AMS) and the Three Rivers Chapter of the National Weather Association (Three Rivers NWA). At the California University of PA campus, the organization shall be referred to as the Meteorology Club.

ARTICLE II: OBJECTIVES & PURPOSE

The objectives of this chapter are: to share the knowledge of the science of meteorology, to advance professional ideals, to promote fellowship among members, to stimulate awareness and interest in meteorology and the activities of the chapter within the university and its community.

The purpose of the Southwest Pennsylvania Chapter is to only engage in either educational or charitable endeavors relevant to the objective and mission statement as specifically defined above in this document. No officer or member shall profit financially from any activity in which the chapter engages.

Definition: The Chapter Fiscal Year begins 01-July and ends 30-June each calendar year.

ARTICLE III: MEMBERS

The membership of this student chapter shall consist of:

A. Members‡--Any current or previously enrolled student at California University of Pennsylvania or member of the local community (see article I of the By-Laws).

B. Honorary Members--Any person who has promoted the field of meteorology may become an honorary member if voted in by two thirds (2/3) majority of the members. An honorary member will not be required to remunerate any membership dues, and will not be able to hold office.

C. Each member will adhere to the California University Anti-Hazing Policy. This prohibits
all forms of hazing by all members of the club/organization. Any infraction of state, local, or federal guidelines report to Student Cabinet will result in immediate action and can potentially result in elimination of the club.

‡ - A member in good-standing will be considered one that has attended at least two thirds (2/3) of chapter’s annual meetings in a current fiscal year and promotes the mission of the club (see mission statement).

ARTICLE IV: ELECTED OFFICES

The elective offices of this chapter shall be:

A. President  B. Vice President  C. Treasurer
D. Secretary  E. Historian  F. Social Media Coordinator

ARTICLE V: DUTIES OF OFFICERS

A. General:

It is the responsibility of the officers to organize, formulate, and initiate the policies and procedures of the Southwest Pennsylvania Chapter of the AMS.

There is to be NO FINANCIAL COMPENSATION for holding an office in this organization. Officer positions are completely voluntary.

Position terms are coincident with the Fiscal Year.

B. Specific:

1. President: The President of the chapter will preside over meetings. The President has the power to make all executive decisions. However, if two or more officers or half of the officers object, then the matter can be brought to a vote by executive committee. Also, the president is responsible for temporarily appointing new officers if any officer has vacated a position. This appointment is in effect until a new election can be held.

2. 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 and administers committee execution of duties.

3. 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 funds of the Southwest Pennsylvania Chapter of the AMS in an appropriate manner as directed by the President.
4. **Secretary:** The Secretary of the chapter shall record the minutes of all official meetings of the chapter. Other activities include submission of meeting minutes to NWA and AMS for publication in the *Bulletin of the American Meteorological Society* (BAMS). Also, the Secretary shall record the proceedings of all meetings or appoint an alternate.

5. **Historian:** The Historian shall maintain the Chapter archives and historical documents; maintain the currency of the Chapter constitution and by-laws; arrange for Chapter publicity and photography, as appropriate; coordinate chapter event and information communication; archive event information on external media storage device(s) for archival purposes; and serve as Parliamentarian or appoint an alternate.

6. **Social Media Coordinator (SMC):** The SMC shall: 1) maintain any Chapter-affiliated webpages and sign-in information; 2) disseminate Chapter event summaries/photographs and marketing information to affiliated media; 3) disseminate relevant proceedings in a timely fashion to web media; 4) maintain an up-to-date Chapter calendar of meetings and events on the affiliated web media and make available to Student Association, Inc.; 5) report Quarterly (based on the Fiscal year) on the website statistics (e.g., site visits, etc.) at Chapter meetings; 6) maintain web-databases and related catalogs for digital distribution(s).

7. **Advisor:** The Advisor of the Chapter will serve as a mentor to officers and members by utilizing knowledge of the Atmospheric Sciences and related disciplines to collaborate on scientific endeavors and educational outreach events. The Advisor must be a current or formerly tenured or tenure-track Faculty member at California University of Pennsylvania. The Advisor has no voting rights but is eligible to serve as executor on fiduciary asset accounts in conjunction with the Treasurer.

8. **Alumni Liaison:** The Alumni Liaison shall coordinate and communicate with club alumni so as to involve them with various club events and activities. The Alumni Liaison shall also coordinate with a current chapter officer.

**ARTICLE VI: REQUIREMENTS OF OFFICERS**

A. **General:** Must be an active member* for 9 months.

B. **Historian, Treasurer, Secretary and Social Media Coordinator:** Must meet general requirements and must be an AMS member.

C. **Vice President:** Must be an active member* for 12 months and member must be within good academic standing** defined by meteorology club.

D. **President:** Must be an active member* for 18 months. Member must be within good academic standing** defined by meteorology club.

E. **Advisor and Alumni Liaison:** Must meet general requirements and must be an AMS member.

F. **Term Limits:** Member can only hold the same office for two consecutive terms.

* - Active member does not exceed 4 unexcused absences  
** - Overall 3.00 QPA at the time of the nomination while a current or formerly enrolled student at California University of Pennsylvania.
ARTICLE VII: ELECTION OF OFFICERS

A. All members in good standing of the Meteorology Club shall be eligible to vote.

B. Annual elections shall be held no earlier than 01 April; no later than 01 May.

C. Nominations and elections shall NOT be held during the same meeting.

D. At least 60% of the membership in good standing must be present to hold elections.

E. A person may be nominated for more than one position, but can only be elected to one.

F. Ballots will be confidential.

G. Ballots shall be tabulated by the highest ranking outgoing officer. If all outgoing officers are nominated the President or Advisor shall assign a designee from the membership to tabulate ballots.

H. The offices shall be elected on the following order: President, Vice President, Treasurer, Secretary, Historian, Social Media Coordinator.

I. Impeachment and dismissal.

1. Any officer and member are subject to impeachment/dismissal. Grounds for impeachment/dismissal is as follows:
   a. Violation of Constitution
   b. Violation of elected duties
   c. Recall (defined by a two thirds (2/3) vote of the members in good standing)

2. An impeachment/dismissal petition initialized by an elected officer including reasons for impeachment/dismissal needs at least 25% of the members in good standing signatures.

3. The impeachment/dismissal vote shall be held at the next general meeting after the petition is delivered to the advisor, provided that it is contained in the meeting announcement to the membership.

4. At least a two third (2/3) majority vote of the total membership is needed for the impeachment/dismissal.

ARTICLE VIII: AMENDMENTS

No part of the constitution or By-Laws shall be amended or annulled except by the following procedure:

A. A proposed amendment shall be submitted to the Vice President with at least 25% of the members in good standing signatures attached to be voted on at the next announced meeting (next meeting or later as allowed by Article II section A in the By-Laws).
B. There must be at least 50% of the membership in good standing present in order to conduct a vote and two-thirds (2/3) majority vote is required to approve the proposed amendment.

C. The approved amendment shall be effective immediately and incorporated into the written constitution, or By-Laws, prior to the next meeting (as defined by Article II in the By-Laws).

**ARTICLE IX: ORGANIZATION DISSOLUTION**

In the instance that this chapter organization is dissolved by lack or membership† or no eligible serving officers, the remaining assets of the Southwest Pennsylvania Chapter must be used exclusively for tax-exempt educational and scientific purposes as deemed appropriate by the American Meteorological Society. In such an instance, the overriding organization (American Meteorological Society) will, by default, make all decisions regarding the disbursements of residual assets.

The organization may also be dissolved by a unanimous vote of the officers and a three-quarters majority vote by members in good standing.

†- “lack of membership” defined as fewer than five members in good-standing.

**BY-LAWS**

**ARTICLE I: COMMITTEES**

A. The President has the right to set up committees consisting of officers and/or members to accomplish tasks determined by the officers. Committee chairs shall be invited by the President and approved by the majority of elected officers.

B. The committee chairs have the responsibility to keep the membership, officers, and Advisor informed of the committee's activities and invite members.

C. The committees shall be:
   1. Educational Outreach
   2. Colloquium Speaker Series
   3. Fundraising
   4. Ad Hoc

D. The committee members and chair may be removed or dismissed by the President with the approval of the majority of elected officers.

**ARTICLE II: MEETINGS**

A. General meetings shall be held at least once every full month in a given academic year

B. Notice of meetings shall be announced to the membership not less than one week prior to the date of the meeting by the Secretary via e-mail distribution list.

C. The fiscal year of the Chapter shall end in June of each year.

D. All elected officers must meet at least once every full month during the academic year.
CONFLICT OF INTEREST POLICY (COI)

COI ARTICLE I: PURPOSE
The purpose of the conflict of interest policy is to protect the Southwest Pennsylvania Chapter’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Southwest Pennsylvania Chapter of AMS or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

COI ARTICLE II: DEFINITIONS
1. Interested Person: Any officer, or member of a committee with officer or Presidential-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   a. An ownership or investment interest in any entity with which the Southwest Pennsylvania Chapter of AMS has a transaction or arrangement,
   b. A compensation arrangement with the Southwest Pennsylvania Chapter of AMS or with any entity or individual with which the Southwest Pennsylvania Chapter of AMS has a transaction or arrangement, or
   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Southwest Pennsylvania Chapter of AMS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under COI Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

COI ARTICLE III: PROCEDURES
1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall resign their position as officer or committee while the determination of a conflict of interest is discussed and voted upon. The remaining officers shall decide if a conflict of interest exists. A special committee of members (approved by three-quarters of the members in good-standing) may be formed to expedite this determination.

3. Procedures for Addressing the Conflict of Interest:
   a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
b. The chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the committee shall determine whether the Southwest Pennsylvania Chapter of AMS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the committee shall determine by a two-thirds majority vote of the disinterested directors whether the transaction or arrangement is in the Southwest Pennsylvania Chapter of AMS best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy:
   a. If the committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

COI ARTICLE IV: RECORDS OF PROCEEDINGS

The minutes of the officers and all committees with officer-delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the committee’s decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

COI ARTICLE V: COMPENSATION

a. A voting member of the Southwest Pennsylvania Chapter of AMS who receives compensation, directly or indirectly, from the Southwest Pennsylvania Chapter of AMS for services is precluded from voting on matters pertaining to that member’s compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Southwest Pennsylvania Chapter of AMS for services is precluded from voting on matters pertaining to that member’s compensation.

c. No officer or any committee member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Southwest Pennsylvania Chapter of AMS, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
COI ARTICLE VI: ANNUAL STATEMENTS

Each officer and member of a committee with officer-delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Southwest Pennsylvania Chapter of AMS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

COI ARTICLE VII: PERIODIC REVIEWS

To ensure the Southwest Pennsylvania Chapter of AMS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

COI ARTICLE VIII: USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Southwest Pennsylvania Chapter of AMS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve officers of their responsibility for ensuring periodic reviews are conducted.

AUTHORIZING SIGNED COUNCIL OF MEMBERS

We, the undersigned, do hereby validate the approval of this constitution by the current members of the California University of Pennsylvania Meteorology Club as of __________, 2012.

________________________  ________________________
President                    Vice President
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<th>Treasurer</th>
<th>Secretary</th>
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<td>Historian</td>
<td>Academic Affiliation Advisor</td>
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