

# **Constitution of the Student Chapter of the American Meteorological Society & the National Weather Association**

## **Article I. Information/History**

The Student Chapter of the American Meteorological Society & National Weather Association, henceforth known as OU SCAN, was chartered in January of 2015.

## **Article II. Purpose**

The purpose of this organization is to provide educational, professional, social, and service opportunities for University of Oklahoma students interested in meteorology. The organization is also meant to provide community awareness regarding the weather. The main purpose is to have meetings that provide these services for students in meteorology, through speakers from the meteorology community and other activities.

## **Article III. Membership and Dues**

Full membership in OU SCAN is restricted to current University of Oklahoma students and one advisor. Dues will be set by the officers, and should be paid in full by the second general meeting of the fall or spring semester. Dues may be paid later than the second general meeting at the discretion of the officers. The membership in this organization is classified in these categories:

**A. Active Member** – An individual who has paid their dues to the organization, attends at least 66% of general meetings, and one (1) social event per semester, and participates in at least one service project each year through the organization. Each additional service event can be used to make-up for a missed meeting, which includes but is not limited to, Little Event, Big Event, food drives, FEMA courses, Weather Friends events, etc. OU SCAN officers may create service events for chapter members and those events/opportunities must be approved by the President and Vice Presidents. Active members of the previous semester who are studying abroad will retain their active membership status and not owe dues for that semester.

Note: A meeting is defined as, “an assembly of people, especially the members of a society or committee, for discussion or entertainment.” (Oxford Languages Dictionary)

**B. Inactive Member** – An individual who does not meet all of the criteria to be an active member.

**C. Advisor** – An individual that must be a full time member of the University faculty or staff that oversees the running of the organization and meets with the officers to give advice or assistance.

## **Article IV. Officers and Representatives**

The officers of OU SCAN shall include, but not limited to, the following, listed in decreasing order of rank:

**A. President** – The duties of the president are arranging meetings and speakers, running meetings, organizing activities, and being available for contact with all members of the organization. The President is also the liaison to the American Meteorological Society.

**B.1.** Vice President of Internal Affairs - The duties of the Vice President of Internal Affairs are to advise and assist the President in overseeing the activities of the organization that pertain directly to the internal affairs of OU SCAN and additional duties that correspond to the position will be given from the President.

**B.2.** Vice President of External Affairs - The duties of the Vice President of External Affairs are to advise and assist the President in overseeing the activities of the organization that pertain directly to the external affairs of OU SCAN and additional duties that correspond to the position will be given from the President.

- a. Both (2) Vice Presidents will serve as the liaison to the National Weather Association.
- b. This is not considered to be a co-position and each Vice President will get their own vote.
- c. If the current OU SCAN President is unable to complete their duties, a vote from the current OU SCAN Officer Board, will take place immediately following the vacancy of the President's position. If both Vice Presidents would like to be candidates for the President position, then they will get the opportunity to give a speech to the board and a vote will immediately follow both (2) speeches. The two (2) candidates will not be allowed to vote during the special election.

**C.** Secretary – The duties of the secretary are to keep accurate minutes of each meeting and post these on the Chapter's website, and maintain a membership list and attendance records.

**D.** Treasurer – The duties of the treasurer are to control the organization's funds, to maintain the organizations' bank account, and the collection of dues.

**E.** Class Representatives – The duties of the representatives are to keep the members of their respective classes informed of meetings/activities through email and class announcements and to maintain a record of the points accrued by members through community service projects, educational outreach events, seminar attendance, and conference attendance toward rewards in the incentive program. There will be one representative per class (Graduate, Senior, Junior, and Sophomore) and two representatives for the Freshman class. Freshman representatives may be of any gender.

**F.** Historian/Webmaster - The historian/webmaster will be an appointed position rather than an elected position. The position will be appointed by the elected officers to maintain and update the organizations' website and any additional online presence held by the organization. The historian/webmaster must also keep historical records about the organization.

**G.** Publicist – The duties of the publicist are to create posters/fliers for the meetings and activities, and to be available to create any document that may be needed for the organization. Additionally, they are responsible for documenting/videographing meetings and various other organization activities as well as processing and maintaining these videos through proper platforms that include, but are not limited to, the chapter YouTube channel.

**H.** Outreach Coordinator – The outreach coordinator will be an appointed position rather than an elected position. The duties are to coordinate and execute outreach events OU SCAN participates in, including but not limited to, the Weather Friends.

**I.** Apparel/Fundraising Chair - The Apparel/Fundraising Chair will be an appointed position rather

than an elected position. The position will be appointed by the elected officers. The job duties consist of, but are not limited to, making and creating designs for apparel as well as fulfilling orders from our OU SCAN website. In addition to apparel, the chair will also be responsible for organizing fundraisers for our organization.

Responsibilities will involve sharing additional opportunities with SCAN members. Officer may take on additional side projects as deemed necessary..**J. DEIJ Officer** - The duties of the DEIJ Officer shall include being an advocate for any and all OU SCAN members on relevant DEIJ issues. They will serve as a liaison for the organization and work alongside SoM, SAC, the College of A&GS, and the greater OU community for awareness, education, and advocacy across all groups. The DEIJ Officer will be responsible for ensuring all other officers attend mandatory DEI Trainings as provided by OU and/or the College of A&GS. Furthermore, the DEIJ Officer must be an Upperclassman and must complete a minimum of two additional trainings approved by the President & Vice Presidents.

**\*\*NOTE\*\*: While it is recommended that officers and representatives be meteorology majors, this is not a steadfast rule. The President and Vice President must be meteorology majors. Other officers/representatives are not required to be meteorology majors, but must be able to perform the specific duties listed for those positions.**

#### **Article V. Officer Voting**

**A.** All votes carried out by the OU SCAN officer board will be prompted by the President and are subject to the following:

1. Only member-elected officers are eligible to vote on constitutional amendments.
2. All officer board members are eligible to vote on non-constitutional motions.
3. The majority votes are considered to be out of the total number of officers eligible to vote for each motion as opposed to out of the total number of officers present at a given meeting.
  - a. For all voting purposes, a majority is defined as  $\geq 50.1\%$ .
  - b. In the event of a 50/50 split, changes to amendment must be made and re-voted upon at the next available meeting.
    - i. If the proposed amendment fails three times after revisions, it must be withdrawn.

#### **B. Tiebreaker Clause**

1. In the event of two people operating as co-positions, the constitutional amendment votes can end in a tie. If this is the case, there will be a re-vote where each position will get one (1) vote. That means all positions with co-holders must come to agree on the vote for that position.
  - a. This means that in the event of a tie, the next round of voting will only have 11 votes (one for each position).
  - b. If the co-holders of a position cannot agree on how to cast their position's vote, they can do whatever they see fit to determine the vote of the position with no outside influence.
2. In the event of NO Co-positions, all voting matters (outside of constitutional amendments) can end in a tie. If this is the case, the motion is denied as a majority was not reached.

## **Article VI. Advisor Clause**

OU SCAN shall have an advisor who is a full-time member of the University faculty or staff. This person is to be appointed by the officers by unanimous consent and the selected candidate for advisor expressing a willingness to serve.

## **Article VII. Rules Regarding Officers and Representatives**

**A.** If dissatisfaction with an officer is observed, impeachment may be sought if a petition with signatures of 33% of the members is presented to the officer board and the faculty advisor or by a petition with 66% of the officer board members. An impeachment proceeding will then be held and administered by a non-executive third party to be elected by a majority vote of the membership at the start of the proceeding. A final decision will be determined by a silent 66% vote from the membership at the end of the proceeding. Any impeached officer will be ineligible to run for any officer board position for a one year period after the impeachment proceeding has concluded.

**B.** If the President's position is vacated, the Vice President will assume the role of President. Otherwise, all vacated positions, including Vice President, will be filled via a special election held at the next meeting following the guidelines as established in Article VIII of this Constitution.

**C.** Other positions within the organization can be created as needed. The officers have the power to create ad-hoc committees and appoint committee chairs. The creation of a standing committee structure will require amending this constitution.

**D.** As a student leader and officer within OU SCAN, all OU SCAN officers are required to attend mandatory yearly Diversity, Equity, and Inclusion (DEI) training. At the beginning of the academic year, once the organization knows the amount of DEI trainings that are available during the semester, we as the board will vote on the required meetings for officers. If an officer is unable to attend these scheduled DEI trainings due to an unforeseen circumstance, the officer is required to be in contact with A&GS Assistant Dean to meet and discuss, and/or make up the missed training(s). If an officer refuses to make up the missed training(s), then the officer will be dismissed as a student leader within OU SCAN and cannot run for re-election for any position the following year. The vacancy will be filled by either appointment by the President or special election.

- a. If an officer cannot attend a meeting, they must contact the OU SCAN President, OU SCAN Vice President(s), and A&GS Assistant Dean via a formal email to explain why they cannot attend the training.

**E.** As a student leader and officer within OU SCAN, all OU SCAN officers must comply and uphold creating and providing an inclusive environment for all. OU SCAN does not tolerate bullying, injustice, bigotry, discrimination, etc., which is included on ALL social media platforms, including but not limited to: Facebook, Instagram, Twitter, GroupMe, Snapchat, Slack, Discord, etc.

- a. If an OU SCAN Officer breaks this rule and amendment:
  - o First time: 1 warning and mandatory training and/or meeting with the College of Atmospheric and Geographic Sciences (A&GS) Assistant Dean.
  - o After 1 warning, the officer will be dismissed from the organization and the vacancy will be filled by either appointment or special election.
    - The incident will be reported to A&GS and will be at their discretion to

officially determine if the amendment was violated.

**F.** All OU SCAN Officers are expected to and must maintain an active status within OU SCAN (See Article III: Membership and Dues, Section A). In addition to an active member status, an officer shall also attend four-fifths (80%) of all OU SCAN Officer Board Meetings. If the officer has had prior communication at least one week prior to the meeting with the OU SCAN President and OU SCAN Vice Presidents regarding being tardy/absent for the OU SCAN Officer Board Meetings, then they may receive an excused absence, which does not count towards the 80% attendance requirement. If an active status is not maintained throughout the duration of the elected term, then the officer in an inactive status (under 66% attendance, no service requirement, no paid dues, and does not attend 80% of all OU SCAN Officer Board Meetings) is stripped of any and all voting rights until active status is once again met. The inactive officer is also required to meet with the OU SCAN President and Vice President(s) to determine the best way to move forward and continue in the organization. If the officer is not an active member by the beginning of election nominations, the officer cannot run for re-election on the OU SCAN Officer Board for any position.

- a. If studying abroad as an OU SCAN Officer, active status of the previous semester will be maintained; however, officers shall attend officer meetings within reason (time zone differences) to keep up-to-date on OU SCAN information and keep in contact with the OU SCAN President regarding OU SCAN business.
- b. If the officer misses the first 15 minutes of the Officer Board Meeting, their attendance will be noted as absent.

#### **Article VIII. Meetings**

**A.** The officers and representatives of OU SCAN shall meet once a month in order to discuss the planning of Chapter meetings as regularly as possible. These meetings can be carried out through email if there is nothing of significance to meet about.

**B.** Regularly scheduled Chapter meetings shall be held at least once a month during the spring and fall semesters with discretion paid to tests that may be affecting a large number of members. These Chapter meetings should be set up at least a month in advance to benefit both the planning of speakers and members. A monthly meeting may be missed at the discretion of the President if unexpected circumstances arise.

#### **C. Unforeseen Circumstances Clause**

1. In the event of unforeseen circumstances that hinder the operation of the chapter (e.g., global pandemic, severe weather, loss of access to NWC for any reason, etc.), the OU SCAN Board has the ability to hold meetings however they see fit during the duration of the unforeseen circumstances.

#### **Article IX. Elections**

Elections shall be held at the “Elections Meeting”. The “Elections Meeting” is designated as the last regularly scheduled meeting of the spring semester. All active members are eligible for any office and have voting privileges.

**A.** Nominations can be self-nominations or can come from another active member of the organization.

1. Nominees for President must be a member of the previous year's board.
2. Nominees for Vice-President, Secretary, Treasurer, and Publicist should be active members that will still be enrolled through the spring semester of the following year. Candidates for these positions will be voted upon by the population of active members in attendance at the meeting.
3. Nominees for Class Representatives should be members of the curriculum class they are running for by the fall semester of the same year. Representatives can only be voted on by members of their respective classes. Freshmen and Graduate Representative elections will occur via a virtual vote. The nominations will begin on the day of the meeting and close exactly one week later. The following day, voting will open and will close one week from that day. Voting will be held in the fall semester by a simple majority of active members of their class who are in attendance at the meeting.

Note: This allows both freshmen and graduate students to understand the conditions of being a student leader within OU SCAN and allows them to learn about the position to decide if they want to commit to the leadership position.

**B.** All nominees will give a speech at the elections meeting explaining why they should be elected. If a nominee cannot be present at the elections meeting, a designated individual can present the speech in their place. All nominees, even if running unopposed, must give a speech.

**C.** The ballots will be counted by unbiased officers/representatives. Unbiased means that they are not being voted on themselves, and will typically fall to the duty of the outgoing President and senior class representative. Others may be designated to count ballots. Election results will be reported immediately at this meeting.

**D. Tiebreaker Clause**

1. There are two different scenarios that can take effect regarding the handling of a tiebreaker in elections:
  - a. First: Co-Positions
    - i. This provision cannot occur regarding the office of the President, Vice President of Internal Affairs, and Vice President of External Affairs of the OU SCAN Board. All other elected positions can select this option.
    - ii. In the event of a tie - regardless of the number of nominees - the two tying nominees can elect to hold the position together in a co-position. This can only occur if and only if both parties mutually agree to hold said position together, without input from any other members of the board.
  - b. Second: Run-off Elections
    - i. Only those eligible to vote in the first election are eligible to vote in run-off elections.
    - ii. In the event of a tie in which two nominees are running:
      1. A succession of two runoff elections will occur.
      2. If no winner is determined in the two runoff elections, the active OU SCAN Board will elect one of the two nominees to the position at their next Officer Meeting.
    - iii. In the event of a tie in which more than two nominees are running:
      1. A succession of two runoff elections will occur between the two tying nominees.
      2. If no winner is determined in the two runoff elections, the active OU SCAN Board will elect one of the two nominees to the position at

their next Officer Meeting.

2. If two runoff elections are completed and a tie still exists, the board members will decide on the winner with approval from the advisor.

#### **E. Unforeseen Circumstances Clause**

1. In the event of unforeseen circumstances that hinder the operation of the chapter (e.g., global pandemic, severe weather, loss of access to NWC for any reason, etc.), the board has the ability to conduct elections virtually and prior to the “Elections Meeting”. However, results from said virtual election must still be read at the “Elections Meeting” in accordance with Article IX Section C.
2. This clause also grants the board certain decisions relating to elections.
  - a. Article IX Section A can be re-interpreted such that nominations can be called for prior to the “Elections Meeting” in order to allow for voting to occur prior to the “Elections Meeting”.
  - b. Article IX Section B can be re-interpreted such that a nominee can write a statement to be included on the voting form and it will satisfy the requirement for a speech.

#### **Article X. Finances**

**A.** All expenditures by Officers must be approved beforehand by the Treasurer or the President, who will both make sure that the spending is necessary and beneficial to the Chapter. In the case of a conflict of interest, the Vice President may preside in place of either position. The officer board must also be made aware of all major expenditures (in excess of \$25) made by the President or the Treasurer prior to purchase. These expenses can be challenged and are subject to rejection if 66% of the officer board votes in opposition to the expense.

**B.** Any remaining OU SCAN funds at the end of a school year may be donated to a nonprofit organization as chosen by the Officers, should a majority of the board vote to donate. Otherwise, the board may determine to save funds for following years or use funds for outreach activities related to OU SCAN.

**C.** A small portion of funds must be set aside each year for maintenance of the website. Hosting services are at the discretion of the board. At no point should OU SCAN not have an operational and updated website, as the website is a crucial part to the success of the organization.

**D.** Conference Travel Fund – A sum of money can be set aside at the officer board’s discretion with approval from the advisor with the purpose of funding attendance of a national conference. This fund will be awarded to one outstanding active member (officers included) who demonstrates a financial need and has gone above the call of an active member by serving the chapter or national organization. This fund will be used to pay for annual meeting registration fees or travel to the annual meeting to the minimum of \$200. Applications for this travel fund must be reviewed and approved by the advisor exclusively. The officer board has the authority to withhold these funds if the awarded active member does not attend the conference in which they applied to the travel fund for.

**E.** Any funds allocated for fundraising towards disaster relief and aid that is not used prior to the end

of April 30th will be forfeited back to the organization's general funds and may be used for other organizational purposes.

**F.** If the need for a fundraiser arises in the transition period of the boards the two boards will hold a meeting to discuss how they wish to spend their funds and/or conduct a fundraiser.

#### **Article XI. Dissolution of Chapter**

The Chapter may be dissolved if 66% of all active members vote to dissolve and it is approved by the advisor.

#### **Article XII. Amendments**

This Constitution can be amended by approval of the Chapter Advisor and a simple majority of the board, with unanimous consent from class representatives. Amendments must be presented in a board meeting at least one month prior to a vote on ratification. Records must be kept of all votes pertaining to amendments in the constitution.

#### **Article XIII. Non-discrimination**

Membership in, association with, and benefits emanating from OU SCAN and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.

#### **Article XIV. Compliance with Student Code**

OU SCAN is subject to Local, State, and Federal Laws. If there is a conflict between our national or parent organization's rulings, constitution, or direction and the University of Oklahoma Student Code, the Student Code preempts the national or parent ruling.

#### **Article XV. Parliamentary Authority**

For any provisions relevant to the operations of OU SCAN not set forth in this Constitution, the current edition of Robert's Rules of Order shall be the primary reference.

**This Constitution was ratified January 2015 at a meeting of the Student Chapter of the American Meteorological Society & the National Weather Association by the following officers:**

Kate-Lynn Wals  
Rachel Norris  
Joshua Wadler  
Mandy Bailey  
Zackery Zounes  
Joey Patton  
Jarrett Quinn

**This Constitution was modified in April of 2022 to reflect changes made to the organization over the past year and updates to the status of the organization. The following members of the 2021-2022 Board have reviewed and unanimously approved this document to become the legally binding articles of organization, establishment, or**



**incorporation for OU SCAN. This document serves as the legal document outlining the structure of OU SCAN, and is subject to no changes unless unanimously approved and documented by members of the SCAN Board and approval by the SCAN Advisor. The members are as follows:**

President: Savannah Southward

Vice President of Internal Affairs: Andrew Kenny

Vice President of External Affairs: Alexa Dringus

Secretary: Danielle Crutchfield

Treasurer: Jack Shumaker

Publicist: Liam Thompson

DEIJ Advocate: Sage Lail

Historian/Webmaster: Preston Roesslet

Outreach Coordinator: Scotty Allen

Apparel/Fundraising: Jacob Widanski

Graduate Representative: N/A

Senior Representative: Colin Welty

Junior Representative: Malachi Bowen

Sophomore Representative: Ethan Stroberg

Freshman Representative: N/A

Freshman Representative: N/A