

Meteorology Club at The Ohio State University Student Organization Constitution

Article I (Name, Purpose, and Non-Discrimination Policy of the Organization.)

Section A (Name): The name of the organization shall be the Meteorology Club at The Ohio State University.

Section B (Purpose): The purpose of the Meteorology Club is to create enthusiasm for the field of meteorology through meetings and seminars held throughout the academic year.

Section C (Non-Discrimination Policy): The Meteorology Club does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, and admission.

Article II (Membership: Qualifications and categories of membership.)

Section A: Voting membership is open to any enrolled Ohio State student. Membership is attained by filling out the club membership form at any time on the club website, social media, or by contacting an executive board member. Once the form is filled out, individuals will be added to the emailing list and online communication chats. Others such as faculty, Alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Section B: Members may be removed from the organization if they cause a disruption in the operation of the club. This may be done with a majority vote from the executive board and a meeting with the president and advisor. Any member removed may appeal to the general membership. Said member shall be considered reinstated with majority approval of the members.

Article III (Organization Leadership: Titles, terms of office, type of selection and duties of the leaders)

Section A: The Meteorology Club Executive Board shall have:

- **President:** Responsible for maintaining club registration under the guidelines required by the Ohio State Center for Student Leadership Service, including club goals, roster listing, and constitution updating. Takes the lead role in both scheduling and operation of club events and outreach (with the exception of the Symposium). Secondary manager of club financials, including spending, auditing, and applying for funding. Oversees all aspects of the club operation, takes the lead role in the planning of events.
- **Vice President:** Coordinates and shares the same responsibility of the President in planning of activities and outreach; takes the role of leading events and meetings in case of the absence of the President. May assist any member of the Board as needed. Oversees American Meteorological Society relations and chapter status; manages the AMS chapter dashboard/website.
- **Symposium Coordinator:** Plans the annual Weather, Water, and Climate Symposium. The Symposium Coordinator invites speakers, books the venue and communicates closely with venue staff, makes programs and nametags, writes scripts, and overall runs the event the day of. This position holds the same authority and responsibility as a Vice President role due to the importance of the event to the club and alumni society.
- **Secretary:** Provides detailed notes at both executive board and general body meetings. Responsible for sending club emails and messages in the GroupMe. Helps create promotional material for the organization and assists generally where help is needed.
- **Treasurer:** Responsible for handling club financials. This includes keeping up-to-date records of financial transactions, applying for university funds, planning fundraisers (at least 1 per academic semester), and budgeting for future events. Also, takes the role of the primary

manager of the club bank account and ensuring good financial standing with the university and IRS. Enforces Article VIII and keeps the club informed on the current financial situation.

- **Social Media and Outreach Chair:** Responsible for club and community outreach and club promotion by managing the club Instagram, Facebook, X, Tik Tok, and any other social media accounts as the Executive Board sees fit. Responsible for all of the public Symposium advertisements. Responsible for the public outreach this includes, school career days, community volunteer presentations, community weather awareness events, and any other event that the club sees fit. Is seen as the face of the Executive Board for the public and non members.
- **Advisor:** Provides support and guidance to the club when needed (see Article IV).

Section B: All officers must be active members of the Meteorology Club:

- The President, Vice President and Symposium Coordinator must have been active in the club for at least four semesters.
- The Secretary, Treasurer, and Social Media Chair must have been active in the club for at least two semesters.
- The semester during which elections are held does count towards this minimum requirement.

Section C: The term of the officers shall be from May through April.

Section D: Election of officers shall be held annually at least two weeks before the registration date. At least two weeks' notice shall be given for the elections. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board and advisor. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two thirds approval of the members.

Section F: Any vacancy which may occur in a position shall be filled by appointment by the president pending ratification at the next group meeting.

Section G: Officers may run for reelection once in their current position once, provided they meet the requirements for said position.

Section H: Each executive board member must leave proper documentation and instructions when a transfer of power occurs. This also includes the Meteorology club Google Drive where all documents should be stored. If willing they should also provide contact information where they can provide guidance when needed.

Article IV (Advisor(s) Qualification Criteria.)

Section A: Advisors of student organizations must be full-time members of the University faculty or Administrative and Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Section B: Responsibilities and expectations of advisers should be:

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.
6. The removal of the advisor should be by a two-thirds vote and recommendations for a new advisor.

Article V (Method of Amending Constitution: Proposals, notice, and voting requirements.)

Section A: Proposed amendments should be in writing and should be read in the general meeting in which they are proposed. A two-thirds majority of the entire voting membership of the organization, present or not, is required for the passing of the amendment. The constitution should not be amended easily or frequently.

Section B: The constitution should be reviewed every year at the beginning of each autumn semester by both the Executive Board and by general club members.

Article VI (parliamentary procedure)

Section A: Robert's Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.

Article VII (GroupMe code of conduct)

Section A: Anyone who sends a message in the Met Club GroupMe that violates the non-discrimination policy will be immediately removed from the GroupMe and referred to the club removal process (see Article I, Section C).

Section B: Any other personal attacks on other members conducted through the GroupMe will be disciplined as follows: first offense will induce an official warning from an officer, second offense will induce a one week ban from the GroupMe and club events, third offense will induce a permanent ban from the GroupMe and referral to the club removal process (see Article I, Section C).

Section C: Any instances of academic misconduct as defined by the university occurring in the GroupMe will result in reporting to the relevant instructor and temporary removal from the GroupMe pending the results of an academic misconduct investigation.

Section D: All other monitoring and oversight decisions of the GroupMe will be left to the discretion of the executive board.

Article VIII (Personal financing of club finances and financial transparency within the club)

Section A: No Executive Board or General Body member shall be permitted nor required to personally finance the clubs expenses with the expectation of future reimbursement under any circumstances. All financial transactions must be conducted with only the club's current funds, and in compliance with university policies.

Section B: A financial emergency is defined as a situation where the Meteorology Club does not have adequate funds for a previously agreed upon transaction that must be paid. In the event of a financial emergency, an emergency meeting shall be convened at the earliest possible time to assess the situation and determine an appropriate course of action. This meeting must include the club advisor, provided they are available, and shall also establish a formal communication strategy with the General Body and Alumni Society. Any financial emergency must be disclosed to the General Body at the next scheduled, or emergency, General Body meeting.

Section C: The clubs' financial status shall be reviewed and presented to the General Body at least once per academic semester. This report shall include an overview of revenues, expenditures, and budgetary considerations to ensure fiscal accountability and transparency.

Section D: Any purchase over \$500 needs to be discussed with the general body and approved by a majority vote. This is a good opportunity to review club finances with the General Body as well.