

CONSTITUTION AND BY-LAWS
OF THE
CENTRAL ILLINOIS CHAPTER OF
THE AMERICAN METEOROLOGICAL SOCIETY

CONSTITUTION

ARTICLE I. NAME

This organization shall be called the **CENTRAL ILLINOIS CHAPTER** of the **AMERICAN METEOROLOGICAL SOCIETY**.

ARTICLE II. OBJECTIVES

The objectives of this Chapter are: the development and dissemination of knowledge of the atmospheric and related sciences in all phases and applications and the advancement of their professional ideals.

ARTICLE III. MEMBERS

Section 1. The members of this Chapter shall consist of *Members, Associate Members, Student Members, and Honorary Members*. All members except *Associate Members* shall have voting privileges.

Section 2. *Members* of this Chapter shall consist of those who hold membership and who pay their dues.

Section 3. *Associate Members* of this Chapter shall consist of those who have an interest in meteorology but are not dues paying members.

Section 4. *Student Members* of this Chapter shall consist of dues-paying individuals considered to be at least half-time students at any level of attainment.

Section 5. *Honorary Members* of this Chapter shall consist of those within the Chapter whom: (1) have been nominated for such membership by any Chapter member, and (2) have been accepted by a simple majority vote of the Executive Committee after examination of their qualifications.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

The elected officers of this Chapter shall be a PRESIDENT, a PRESIDENT-ELECT, a SECRETARY, and a TREASURER. Of these officers, only the President is required to be a National AMS Member. The term of office for each officer shall be ONE YEAR.

Section 2. Appointed Officers

The appointed officers of this Chapter shall be the Chairpersons of the Standing Committees and are appointed by the Chapter President.

ARTICLE V. MEETINGS

Section 1. The annual meeting of the Chapter will coincide with the elections meeting and shall be held in May of each year.

Section 2. The President shall have the power to fix the date of regular meetings; frequency of regular meetings will be the minimum established by the AMERICAN METEOROLOGICAL SOCIETY.

Section 3. Special meetings of this Chapter shall be called whenever deemed advisable by the President or upon written request from five (5) members of this organization.

ARTICLE VI. QUORUM

Section 1. Fifty (50) percent of the members eligible to vote shall constitute a quorum for the transaction of business.

ARTICLE VII. AMENDMENTS

Section 1. This Constitution may be amended by a three-fourths vote of members with voting privileges. The vote for approval of any amendments shall be by mail or email ballot. Ballots shall be distributed at least fourteen (14) days prior to the next regular meeting. Ballots must be returned no later than 24 hours prior to the next regular meeting.

Section 2. Only those members who are eligible to vote on the date the ballots are distributed are eligible to vote on amendments.

Section 3. The proposed amendment(s) must be made available to all members at least fourteen (14) days prior to the distribution of the ballots.

Section 4. Proposed amendments are to be prepared for Chapter vote by the Executive Committee. Any voting member wishing to propose an amendment should submit their proposed amendments to all members of the Executive Committee.

BYLAWS

ARTICLE I. DUTIES OF OFFICERS

Section 1. The President shall:

1. Appoint the chairperson of all standing committees.
2. Appoint the chairperson of such special committees as may be required.
3. Act as the chairperson of the Executive Committee, and the Nominating Committee.
4. Perform such other duties as are usually attached to the office of President.
5. Have no voting privileges at the annual elections. However, he or she shall cast the deciding vote in the event of a tie.

Section 2. The President-Elect shall:

1. A. Have all the powers and perform all the duties of the President in the absence of the latter.
B. If the President cannot complete any portion of his/her term, the President-Elect shall assume the role of President for the remainder of the term.
2. Be or designate the chairperson of the Program and Activities Committee.
3. The President-Elect will become President in his/her own right for *one* year upon completion of the term for which he/she had been elected President-Elect.

Section 3. The Secretary shall:

1. Keep a record of the proceedings of the organization.
2. Conduct the correspondence of the organization.
3. Receive and file the reports of all committee chairpersons.
4. Screen, prepare history, and dispose of obsolete records with a unanimous vote of the Executive Committee.
5. Collect annual reports from the chairperson from all standing committees, at the end of May.
6. Submit a double-spaced e-mail copy of the Chapter Meeting Minutes to the Executive Committee, and the Editor of The Bulletin of the AMS for publication.
7. Notify all members of the election results within 24 hours of the Annual Meeting.

Section 4. The Treasurer shall:

1. Send out dues notices via mail or email to all members in May of each year.
2. Receive the annual dues and all other moneys of the organization and deposit the same in an authorized depository.
3. Pay all Chapter obligations, subject to approval of the Executive Committee.
4. Keep a record of all moneys received and disbursed; these records to be retained for a minimum of three years.
5. Present a report of the financial status of the organization at each meeting.

ARTICLE II. COMMITTEES

Section 1. Standing Committees

The standing committees shall be: the Executive Committee, the Education and Outreach Committee, the Membership Committee, the Program and Activities Committee, and the Nominating Committee.

Section 2. Special Committees

The President shall authorize such special committees as may be necessary for the efficient conduct of business. In general, special committees (e.g., Regional Conference) will be authorized to perform a specific function, and may be dissolved upon completion of the duties for which they were authorized.

Section 3. Organization and Duties of Committees

All Chairpersons of the Standing Committees shall keep brief chronological records of their committee activities. Copies of these are to be filed in duplicate with the secretary at the end of May. One copy will be given to the newly appointed Committee Chairperson.

1. Executive Committee shall:
 - A. Consist of all the elected officers.
 - B. Have the authority to conduct the routine business of the Chapter.
 - C. Appoint the members of all standing and special committees consistent with the organization as outlined in these By-Laws.
 - D. Examine qualifications of prospective Honorary Members and vote on their acceptance.

2. Education Committee shall:
 - A. Consist of an appointed Committee Chairperson and at least three (3) members.
 - B. Make known to local/regional news media, educators, and school authorities the existence of this Chapter and make available Chapter members to serve as speakers at lectures for local service organizations and schools who request speakers.
 - C. Develop means by which people and students in the local/regional area can be informed as to educational and career opportunities in meteorology.
 - D. Assume all Chapter duties relating to Science Fairs. This will include supplying judges upon request, procuring awards, choosing the persons to be recipients of awards, presenting awards, and recording these activities.
 - E. Establish and administer an annual scholarship to be presented to an outstanding high school senior or college/university student of the atmospheric or related sciences, when the Education Committee decides that there is a qualified person. The monetary value of the award will be determined by the Executive Committee.

3. Membership Committee shall:
 - A. Consist of an appointed Committee Chairperson and at least two (2) members.
 - B. Conduct the Membership recruiting of the organization.

- C. Maintain an accurate membership roster including mailing addresses, membership status, and attendance at the activities of the organization.
 - D. Conduct an active campaign to encourage all Associate Members of this Chapter to become Members of the local Chapter and the AMERICAN METEOROLOGICAL SOCIETY.
 - E. Promote attendance at all meetings.
4. Program and Activities Committee shall:
- A. Consist of the President-Elect and at least three (3) members.
 - B. Arrange the technical and entertainment aspects for all meetings of the organization.
 - C. Cooperate with the AMERICAN METEOROLOGICAL SOCIETY in all program suggestions.
 - D. Notify all members of the time and place of regular and special meetings of the organization.
 - E. Promote attendance at all meetings.
5. Nominating Committee shall:
- A. Consist of the President and at least three (3) members.
 - B. Be appointed at least two months prior to the election each year.
 - C. Recommend a list of qualified candidates and present it to the membership no later than thirty (30) days prior to the Annual Meeting. The Nominating Committee will nominate at least two (2) candidates for each office, when feasible.
 - D. Prepare ballots for the annual election as directed by the Executive Committee.
 - E. Collect all mail and e-mail ballots and submit them to the outgoing President for tabulation at the Annual Meeting. The identities of all members submitting said ballots must be kept confidential.

ARTICLE III. ELECTIONS

Section 1. The President-Elect, Secretary, Treasurer, and if necessary, a President, shall be elected annually by secret ballot at the regular meeting or by e-mail or mailed ballot in the month of May.

Section 2. Write-in candidates are permitted on all ballots.

Section 3. A plurality of the ballots cast shall decide an election. The President and President-Elect shall be responsible for the tabulation of all votes at the Annual Meeting.

Section 4. The President shall have no voting privileges at the annual elections. However, he or she shall cast the deciding vote in the event of a tie.

Section 5. The term of office shall be June 1 through May 31.

Section 6. At the end of the term for which he/she was elected President-Elect shall assume the office of President for one (1) year. If the President-Elect has assumed the office of President under provisions of Section 2, Article I of the By-Laws and has served in that office for more than six (6) months, they shall be ineligible to serve as President in the new term and a new President shall be elected under provisions of Section 1, Article III of the By-Laws.

Section 7. Candidates for office shall be recommended by the Nominating Committee. Voting members may nominate themselves or other members by submitting their name(s) to the Nominating Committee no later than thirty (30) days prior to the Annual Meeting.

Section 8. All votes by mail or e-mail will be accepted up to twenty-four (24) hours prior to the Annual Meeting. No votes received on the day of or after the elections will be accepted.

Section 9. Special Elections

- A. In the event of a vacancy in any position of the Executive Committee, except for the President, a Special Election will be held at the earliest Chapter meeting.
- B. The Executive Committee shall provide nomination(s) for vacant position(s) to the membership.
- C. The Executive Committee shall provide all ballots for the Special Election.

D. The Executive Committee shall decide the manner in which election results are disseminated.

ARTICLE IV. FINANCES

Section 1. Dues.

Dues of Members shall be fifteen (\$15) dollars, and Student Members, six (\$6) dollars for the period June 1 through May 31. Honorary Members are exempt from the payment of dues.

Section 2. Special Assessments.

Assessments for Special Purposes may be levied when approved by a vote of two-thirds of the voting members present at any regular or special meeting, a quorum being in attendance.

ARTICLE V. TRANSACTION OF BUSINESS

Section 1. A simple majority is required for all transaction of business. A quorum being in attendance, except as otherwise provided for in the Constitution and Bylaws.

ARTICLE VI. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order (Revised Edition) shall govern in all cases where it does not conflict with the Constitution and By-Laws of this organization.

ARTICLE VII. AMENDMENTS

Section 1. These By-Laws may be amended at any regular or special meeting of this Chapter by a three-fourths vote of those members present, a quorum being in attendance.

Section 2. The proposed amendment(s) must be distributed to members at least fourteen (14) days prior to the meeting at which time a vote will be taken on the amendment(s).

Section 3. The adopted amendment(s) shall become effective on the date of approval by the Chapter unless specified otherwise in the amendment(s).

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