

Constitution and By-Laws

North Florida Chapter
American Meteorological Society

Adopted 21 August 2003; last revised 16 October 2007.

Part I as set forth by the American Meteorological Society.

ARTICLE I: NAME

This organization can adopt any name desired by the majority of its active membership, provided the name in question is not in current use, upon approval of the Executive Committee of the American Meteorological Society.

ARTICLE II: OBJECTIVES

Primary objectives of the organization shall be to foster the growth of operational meteorology through research, forecasting, broadcasting, and education.

ARTICLE III: MEMBERSHIP

1. Membership in the local chapter is open to anyone interested in meteorology and its related fields and who agrees to abide by the requirements of this constitution.
2. Officers shall consist of President, Vice-President, Treasurer, and Secretary.
3. Officers shall be elected at the first official meeting of the chapter and at the first meeting of the calendar year thereafter. All officers shall hold their position for one year and may be re-elected.
4. Any vacated office shall be filled by action of the executive committee in accordance with the local chapter constitution.
5. The President shall report directly to the Executive Director, American Meteorological Society.

ARTICLE IV: COMMITTEES

1. The following committees are required: Program, Membership, and Publicity. The chairs of these committees will consist of the Vice-President (Program Committee), Treasurer (Membership Committee), and Secretary (Publicity Committee). Additional members of the committees shall be appointed in accordance with the local chapter constitution.
2. The Publicity Committee will keep the national American Meteorological Society advised of all local chapter activities.
3. The Executive Committee consists of the immediate past president and the current officers.

ARTICLE V: DUES

No national dues are required of chapter members. The American Meteorological Society does strongly recommend that all local chapter members become full members.

ARTICLE VI: MEETINGS

Chapters shall have a minimum of six meetings each year.

ARTICLE VII: VOTING PROCEDURES

1. All active members of the local chapter may participate in voting.
2. Voting for officers of the local chapter shall be in accordance with the local chapter constitution.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Revised Edition* shall govern in all cases to which they are applicable, and in which they are not inconsistent with the constitution.

ARTICLE IX: NON-PROFIT ORGANIZATION

This local chapter of the American Meteorological Society is organized and operated exclusively for non-profit purposes, and no part of its earnings shall inure to the benefit of any member.

ARTICLE X: DISSOLUTION

Upon dissolution or disbandment of this organization, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of the active members.

ARTICLE XI: ADOPTION

This local chapter of the American Meteorological Society shall become effective upon approval of the Executive Committee, American Meteorological Society.

Part II as set forth by the local chapter of the American Meteorological Society

ARTICLE I: NAME

This local chapter shall be known as the North Florida Chapter of the American Meteorological Society.

ARTICLE II: OBJECTIVES

The North Florida Chapter shall foster the growth of operational meteorology in North Florida, South Georgia, and Southeast Alabama by providing the community with a social and scientific point of contact for meteorological, hydrological, and other related scientific interests. The North Florida Chapter shall encourage collaborative research among its members and shall engage in continuing education on the latest developments in the various branches of atmospheric science.

ARTICLE III: MEMBERSHIP

1. Membership is open to anyone with an interest in meteorology and its related fields in the North Florida, Florida Panhandle, South Georgia, and Southeast Alabama regions who agrees to abide by the requirements of this constitution.
2. The President presides as the Chair at all local chapter meetings and is responsible for the ideological and financial well being of the chapter. The President has the authority to appoint committees, to act upon local chapter interests as necessary, and oversees the goals and aspirations of the active chapter membership.
3. The Vice-President presides as the Chair in the absence of the President and is Chair of the Program Committee. The Vice-President also assists the other officers in the performance of their duties as directed by the President.
4. The Treasurer serves as the administrative focal point for all chapter activities, presides as Chair of the Membership Committee, keeps a current list of the active membership, and maintains accurate financial records concerning local chapter activities. The Treasurer or their designee shall make a report of the financial status of the chapter at each meeting. In the absence of both the President and Vice-President, the Treasurer serves as the Chair at the local chapter meeting.
5. The Secretary is charged with keeping the active membership informed about chapter functions, presides as Chair of the Publicity Committee, and submits reports of chapter activities to the local chapter membership and to the national organization through the President. In the absence of the President, Vice-President, and Treasurer, the Secretary serves as the Chair of the local chapter meeting.
6. The active membership has the right to impeach any officer if the officer's action or activities warrant dismissal. A two-thirds (67%) majority vote by the active membership is required to dismiss a local chapter officer. This vote will be done by secret ballot.
7. Member of the Year Award (MOY) - The Member of the Year Award will recognize an outstanding member of the North Florida Chapter of the American Meteorological Society using the point system designated below.
 - a. It shall fall under the job description of the Treasurer to maintain an up-to-date count of points for all paying and active members.
 - b. Points shall be awarded as follows:
 - i. General Membership Meetings – 1 point for attendance
 - ii. Committee Meetings – 2 points for attendance

- iii. Outreach Events – 1 point per hour of direct assistance
 - iv. Outreach Events – 1 point for attendance
 - v. Fundraising Events – 1 point per hour of direct assistance
 - vi. Fundraising Events – 1 point for attendance (Attendance points shall not be awarded for purchasing an item at a bake sale or other fundraiser that involves solely purchasing an item or service, excluding attendance based fundraisers)
 - vii. Social Events – 1 point for attendance
 - viii. A maximum of 2 points may be awarded for a specific reason at the discretion of the President as deemed necessary with a majority of the Executive Committee.
- c. The Member of the Year will be given to the member that obtains the most points in a given year, ending 10 days prior to the end of the year banquet.
 - d. Should there be no clear cut winner based solely on the point system, the officers of the chapter shall designate a member of the year from the top contenders based on the point system.
 - e. Officers shall be excluded from the Member of the Year running.
 - f. The Member of the Year shall attend the banquet without charge.
 - g. A Member of the Year plaque shall be established and placed in a communal area with each Member of the Year added as awarded annually.

ARTICLE IV: COMMITTEES

1. The Executive Committee consists of five members: the President, Vice-President, Treasurer, Secretary, and immediate past President. If there is no immediate past President, the most recent past President of the North Florida Chapter will serve on the Executive Committee. If there are no available past Presidents of the North Florida Chapter, this seat will be filled by special election. The winner of this election shall hold the title of Officer At-Large.
2. The Program Committee will be chaired by the Vice-President and have at least three other members.
 - a. The Program Committee will be responsible for the development of chapter meetings and functions, including but not limited to finding qualified speakers for each local chapter meeting. This will be done with the input and assistance of the Executive Committee.
 - b. The Program Committee shall meet at a regularly specified interval as determined by the Vice-President with input from the members of the Committee.
 - c. The Program Committee shall follow all of the procedures, provisions, and regulations outlined in this document.
3. The Membership Committee will be chaired by the Treasurer and have at least three other members.
 - a. The Membership Committee will be responsible for the recruitment of new chapter members and the development and upkeep of the chapter membership records. This will be done with the input and assistance of the Executive Committee.
 - b. The Membership Committee shall meet at a regularly specified interval as determined by the Treasurer with input from the members of the Committee.
 - c. The Membership Committee shall follow all of the procedures, provisions, and regulations outlined in this document.
4. The Publicity Committee will be chaired by the Secretary and have at least three other members.

- a. The Publicity Committee will be responsible for keeping the chapter membership notified of upcoming meetings, for maintaining minutes of each chapter meeting, and for the promotion of the local chapter in the community. This will be done with the input and assistance of the Executive Committee.
 - b. The Publicity Committee shall meet at a regularly specified interval as determined by the Secretary with input from the members of the Committee.
 - c. The Publicity Committee shall follow all of the procedures, provisions, and regulations outlined in this document.
5. The Science Education Committee will be chaired by the Science Outreach Coordinator and have at least three other members.
- a. The Science Outreach Coordinator will be appointed by the president at the beginning of each calendar year and serve as a non-voting ex officio Member of the Executive Board.
 - b. The Science Education Committee will be responsible for initiating and coordinating the outreach activities for the chapter. This will be done with the input and assistance of the Executive Committee.
 - c. The Science Education Committee shall meet at a regularly specified interval as determined by the by the Science Outreach Coordinator with input from the members of the Committee.
 - d. The Publicity Committee shall follow all of the procedures, provisions, and regulations outlined in this document.
6. Additional committees shall be organized at the discretion of the President.
7. Committee members shall consist of any interested, active member of the North Florida Chapter. Payment of dues entitles the member to active member status and voting privileges.

ARTICLE V: DUES

1. Annual dues are decided by the Executive Board at the beginning of each chapter year and will be placed in the chapter by-laws. Payment of dues entitles a person as member and gives voting privileges. An active member is one who participates in a minimum of 40% of Chapter sponsored events and an active member in at least one committee. A Chapter sponsored event is defined as any monthly meeting or social gathering (i.e. BBQ or Chapter Banquet)
2. If local chapter dues are not paid by the end of the second meeting of the chapter year, the individual's membership privileges will be revoked and the individual will no longer receive announcements of future chapter activities until the dues are paid.
3. Use of all dues shall be for activities and the benefit of the North Florida Chapter and will be at the discretion of the Executive Committee with input from the active membership.

ARTICLE VI: MEETINGS

1. The chapter shall have monthly meetings through the chapter year, including no less than six (6) total meetings per year as mandated by the national American Meteorological Society. The chapter year shall run from 1 May to 30 April, with elections held at the last meeting of the chapter year.
2. Time and location of the meetings will be determined by the Executive Committee with input from the active membership and will be set in advance of each chapter year for a specific day and time each month.

3. An exception to the monthly meeting rule outlined in Part II, Article VI, Subsection 1 shall hold from 1 May to 31 August. Meetings during this time may be sporadic and called at the discretion of the President with input from the active membership.
4. All meeting minutes shall be made available to all active members by the Publicity Committee at least seven (7) days after the meeting. These minutes shall also include the time, location, and preliminary agenda of the next meeting.
5. Executive Committee meetings shall be held at a regular interval as established by the President with input from the other members of the Executive Committee. Minutes from these meetings shall be taken by the Secretary or their designee and made available to all chapter members upon request.

ARTICLE VII: VOTING PROCEDURES AND ELECTIONS

1. A quorum is defined as more than one-half (1/2) of the active membership and must include at least one elected Officer.
2. A simply majority of the quorum is required for the election of officers and matters other than constitutional reform.
 - a. If a quorum is present at a meeting, voting may take place at that time.
 - b. If a quorum is not achieved, the matter shall be tabled until the next meeting. No chapter business may occur without a quorum.
 - c. The President or their designee shall maintain Officer election results, irrespective of the method of voting, for a period of three (3) years.
3. A two-thirds majority of the active membership is required for amendment and approval of the chapter constitution.
 - a. Any member of the Executive Committee or any active member with the sponsorship of a member of the Executive Committee may introduce amendments to the constitution.
 - b. The President or their designee shall maintain a history of all constitutional amendments.
4. Nominations of all active members qualified to hold Officer positions shall be accepted via electronic mail from qualified candidates prior to the last meeting of the chapter year. A list of nominees shall be provided prior to voting at the last meeting of the chapter year and otherwise upon request.
5. Election of Officers shall take place during the last meeting of the chapter year.
6. If an Officer position becomes vacant, the remaining Executive Committee members shall select a qualified active member to fill the vacancy. Three votes (a three-fourths majority) shall be required to fill a vacancy in this fashion. If no candidate receives the required three votes, the President shall make the selection to fill the vacancy. In either case, the member selected to fill the vacancy must be approved by a simple majority of the quorum present at the next chapter meeting. Should the selection to the vacancy not be ratified, then an election to fill the vacancy must be held immediately.
7. Absentee ballots are an acceptable manner of voting. Procedures are explained within the chapter by-laws.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

1. Expenditures of the North Florida Chapter of the American Meteorological Society less than fifty dollars (\$50.00) may be authorized by a majority of the Executive Committee. The Treasurer shall have authority to sign checks for these expenditures.

If there is no Treasurer (present or otherwise), the President shall have signature authority.

2. Expenditures of the North Florida Chapter of fifty dollars (\$50.00) or greater shall require the approval of a simple majority of a quorum present at a chapter meeting. Both the Treasurer and the President (or the President and Vice-President, in the absence of a Treasurer) must sign checks for these expenditures.

ARTICLE IX: NON-PROFIT ORGANIZATION

The North Florida Chapter of the American Meteorological Society is organized and operated exclusively as a non-profit entity, and no portion of its earnings shall be used to the benefit of any individual maintaining chapter membership.

ARTICLE X: DISSOLUTION

The North Florida Chapter of the American Meteorological Society shall follow the procedure given in Part I, Article X of the constitution upon dissolution of the chapter.

ARTICLE XI: ADOPTION

This constitution shall become effective upon ratification by two-thirds of the people present at the August 2003 meeting of the chapter and upon approval of the party named in Part I, Article XI of this constitution.