

AMERICAN METEOROLOGICAL SOCIETY CHAPTER OFFICERS' HANDBOOK

Preface

The handbook is a result of the work of the ad hoc committee on local chapters, prepared by Headquarters staff with input from the ad hoc committee, the AMS Council, and members of various local chapters. The ad hoc committee was chaired by John Snow, AMS Commissioner of Education and Human Resources, with the membership of the committee being: Robert Carnahan, David Houghton, David S. Johnson, Larry Johnson, Troy Kimmel, and Bernard Meisner. In 1996, the Local Chapter Affairs Committee was formed by the AMS Council based upon the recommendation of the above mentioned ad hoc Committee on Local Chapters. The goals of the Local Chapter Affairs Committee are 1) to continue to enhance interaction between AMS Headquarters and local chapters, 2) to improve and facilitate interactions among chapters, and 3) to increase the number and membership of local chapters. The current members of the committee are: Ken Carey, chair; Bruce Thomas; Mike Biggerstaff; Jenny Dean; Harold J. Keeney; James Brey; Marianne Hayes; and Sherri Del Soldato. Members of the committee may be contacted through the following internet address: amschaff@ametsoc.org

It is the intention to update this handbook yearly. Suggestions for changes or additions to this handbook are encouraged and should be sent to the manager of marketing/special programs at AMS Headquarters.

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Local Chapter Affairs

Introduction

This "Local Chapter Officers' Handbook" is intended to serve as an information resource and guide to the officers of local chapters of the American Meteorological Society. Local chapters have been a part of the AMS for over 60 years, and have helped the AMS achieve its goals of the dissemination of knowledge related to the atmospheric sciences. Additionally, local chapters provide an opportunity for members to contribute their talents to the AMS and gain valuable experience preparatory to a role of broader participation in national-level committees and activities. It is hoped that this handbook will provide enough information to the officers of a newly formed chapter to allow them to build a strong and active organization, and that it will also help the officers of well-established chapters maintain continuity during the transition from one set of officers to the next. In addition to very specific information related to the organization and administration of an AMS local chapter, this handbook provides an overview of the AMS as a international professional society. In many sections of the handbook, but especially in those sections related to the organization of the national AMS and the requirements for membership, the constitution and bylaws of the Society have been paraphrased. If specific questions arise related to, say, the criteria for membership in the AMS or the role the AMS Council plays in approving new scholarships, the information in this handbook should not be considered the final authority. Instead, consult the latest August issue of the *Bulletin of the American Meteorological Society*, or contact someone at AMS Headquarters.

PART I. THE NATIONAL AMS

1. History

The American Meteorological Society was founded in 1919 by Charles Franklin Brooks of the Blue Hill Observatory in Milton, Massachusetts. Its initial membership came primarily from the U.S. Signal Corps and U.S. Weather Bureau and numbered just less than 600. Its initial publication, the *Bulletin of the American Meteorological Society*, was meant to serve as a supplement to the *Monthly Weather Review*, which, at the time, was published by the U.S. Weather Bureau. Many of the initial members were not practicing meteorologists but after the dues were raised from \$1 to \$2 in 1922, the weather hobbyists began dropping their membership and the Society moved toward a membership made up primarily of professionals in the field.

The thirties and forties were a period of significant advancement in the atmospheric sciences, and the AMS made a substantial impact through the publication of fundamental contributions to the science in the *Bulletin*, the production of books and monographs, and the organization of specialized meetings. During and after World War II, activity in meteorology increased at a phenomenal rate because of the key role it played in support of military activities—both in terms of ground operations and aviation. A large number of meteorologists were trained as part of the war-time effort. After the war, both the military and civilian sectors had a substantial number of meteorologists in their ranks. The Society saw substantial growth during this period, and with the departments of meteorology that were formed during and just after the war carrying out research and producing new meteorologists, the activities of the Society in terms of publications and meetings increased. C.-G. Rossby served as president of the Society for 1944 and 1945, and developed the framework for the Society's first scientific journal, the *Journal of Meteorology*, which later split into the two current AMS journals: *Journal of Applied Meteorology* and *Journal of the Atmospheric Sciences*.

The role of the Society as a scientific and professional organization serving the atmospheric and related sciences, which was established so well in the first few decades of the Society's history, has continued to the present. The AMS now publishes seven well-respected scientific journals in addition to the *Bulletin* and sponsors and organizes over a dozen scientific conferences each year. It has published almost 50 monographs in its continuing series, as well as many other books and educational materials of all types.

Local chapters have been a part of the Society's framework almost from the beginning, with the first chapter formed in Boston in 1929. The local chapters were viewed from the start as an effective means of increasing the awareness of meteorology among the general public, as well as providing a mechanism for local gatherings of professionals and weather enthusiasts that would ultimately lead to a growth in Society membership. The Society now has approximately 125 active local chapters, including over 40 student chapters that specifically serve the needs of meteorology students.

2. Organization

a. The Council and Executive Committee

The AMS Council serves as the principal governing body of the Society. It consists of the officers elected from the membership (the current president and president-elect), the two most recent past presidents, and 15 councilors who are elected from the membership for terms of three years. In addition, the executive director and secretary-treasurer serve as ex officio members of the Council without voting rights.

Most major policy decisions are approved by the Council at one of the two regular meetings it holds each year (one at the Annual Meeting, which is normally in January, and one in the fall, which is usually in late September). It is also possible for the Council to approve resolutions via a "mail ballot" at other times during the year for those issues that are time-sensitive and do not require substantial debate. An example of this is the approval of new members, which is often carried out through a mail ballot.

The AMS Executive Committee is made up of a subset of the Council. It is more operational, and is responsible for carrying out the decisions of the Council. Its members are the president, president-elect, the most recent two past presidents, and two additional councilors chosen by the Council. Again, the executive director and secretary-treasurer serve as members without voting rights. The Executive Committee usually meets four times each year (at the Annual Meeting and then usually in April, July, and September).

The Executive Committee also oversees several important committees, including: the Awards Committee, which nominates individuals for AMS awards to the Council for approval; the Nominating Committee, which determines the slate of candidates for each year's elections; the Admissions Committee, which reviews all membership applications and recommends individuals to the Executive Committee and Council for the various grades of membership in the Society; and several other committees and ad hoc groups. Although these committees are under the purview of the Executive Committee, most decisions that need to be made based on recommendations of the committees need to go before the Council for approval.

b. Commissions and boards

The AMS relies on a series of commissions and boards to carry out most of the special projects of the Society. The members of all commissions, boards, and committees are AMS members who serve as volunteers. There are literally hundreds of individuals who give up some of their time in order to serve the Society and it is this enormous volunteer effort by the members that has made the Society so strong.

The Commission on Professional Affairs oversees four boards responsible for programs related to professional activities. The Board of Certified Consulting Meteorologists operates the Society's CCM program, while the Board of Broadcast Meteorology carries out similar activities for the AMS Television and Radio Seal of Approval program (see section 4a for more information on these two programs). The Board of Private Sector Meteorologists and the Board for Operational Government Meteorologists carry out activities to support these two sectors of the professional meteorological community.

The Commission on Education and Human Resources is responsible for the Society's activities related to education in schools and universities and for issues related to the workplace. The Board on Meteorological and Oceanographic Education in Universities provides support to university departments of meteorology and related fields. The Board of School and Popular Meteorological and Oceanographic Education carries out initiatives intended to improve education in the sciences (with emphasis on education related to the atmospheric and oceanic sciences) at the precollege level and for the general public. The Board on Women and Minorities examines workplace issues including educational and professional opportunities that affect those employed in the atmospheric and related sciences for all segments of the Society, with special emphasis on women, minorities, and the disabled. The Committee of Judges for Undergraduate Awards, which also falls under the direction of the Commission, is responsible for choosing the recipients of most of the Society's undergraduate scholarships (see section 4b).

The Publications Commission is composed of the Editors-in-Chief of the eight technical journals of the Society (*Journal of the Atmospheric Sciences*, *Journal of Applied Meteorology*, *Journal of Climate*, *Journal of Physical Oceanography*, *Monthly Weather Review*, *Journal of Atmospheric and Oceanic Technology*, *Weather and Forecasting*, and *Journal of Hydrometeorology*), plus the editors of the monograph and historical monograph series and the three at-large members. This commission oversees the publication policies of the Society to help ensure that AMS publications adequately cover the scientific research and applications that should be disseminated and that they maintain the high standard of quality for which the Society is known.

The Scientific and Technical Activities Commission (STAC) is made up of 30 committees that are primarily responsible for the organization of the various conferences carried out by the society. A complete list of the STAC committees is provided in the next section. This commission also plays an important role in the preparation of AMS Policy Statements, which are formal statements of the Society that are issued from time to time presenting the Society's consensus view on important scientific issues (such as global climate change).

The Planning Commission is responsible for the long-range planning of the Society. It reports directly to the Council with recommendations intended to ensure that the AMS carries out activities that will make it responsive to its membership and to the sciences it serves.

c. STAC committees

The STAC committees are composed of hundreds of volunteers primarily from the membership of the Society who work to further the dissemination of knowledge in the specific subject areas covered by each committee. The primary means of accomplishing this is through the organization of specialized conferences that offer an opportunity for scientists and technologists to present their findings to, and interact with, others working in their area of specialization. The 30 STAC committees are listed below, and their complete membership is given each year in the August issue of the *Bulletin of the American Meteorological Society*.

- Agricultural and Forest Meteorology
- Applied Climatology
- Artificial Intelligence Applications to Environmental Science
- Atmospheric Chemistry
- Atmospheric Electricity

Atmospheric and Oceanic Waves and Stability
Atmospheric Radiation
Aviation, Range, and Aerospace Meteorology
Biometeorology and Aerobiology
Boundary Layers and Turbulence
Climate Variations
Cloud Physics
Hydrology
Interaction of the Sea and Atmosphere
Laser Atmospheric Studies
Measurements
Mesoscale Processes
Meteorological Aspects of Air Pollution
Meteorology and Oceanography of the Coastal Zone
Meteorology and Oceanography of the Southern Hemisphere
Middle Atmosphere
Mountain Meteorology
Planned and Inadvertent Weather Modification
Polar Meteorology and Oceanography
Probability and Statistics
Radar Meteorology
Satellite Meteorology and Oceanography
Severe Local Storms
Tropical Meteorology and Tropical Cyclones
Weather Analysis and Forecasting

d. Local chapters

Local chapters of the Society are autonomous organizations that provide an outlet for local activities in the fields served by the Society. They provide a means of reaching the community to serve AMS goals and provide a practical opportunity to interact with others in the profession. The AMS is a nonprofit, 501(c)3 organization and its tax-exempt status must be carefully guarded. For this reason, among others, certain limits are placed on the interaction between local chapters and the national AMS. Part II of this handbook describes the organization of local chapters in much more detail as well as their interaction with the national AMS. To facilitate this interaction, a local chapter point of contact has been established at Headquarters.

e. Headquarters

Headquarters for the Society is located at 45 Beacon Street, Boston, Massachusetts 02108- 3693 in the beautiful and historic Third Harrison Gray Otis House on Beacon Hill. Almost all of the Society's activities are administered from this location, including all member services, publications, and meetings and conferences. The chief administrator is the executive director of the Society, who is responsible for carrying out the initiatives and activities approved

by the Executive Committee and Council. The rest of the staff includes professionals with expertise in the areas needed to fulfill Headquarter's functions: copy and technical editors; meetings planners; accounting, management of information services, member services personnel; and other staff specialists.

The Society also operates an office at 1120 G Street, NW, Suite 800, Washington, DC 20005-3826. This office provides a presence in the Washington area from which the executive director can interact with other societies and federal agencies. The corporation exhibit program for AMS meetings and the AMS precollege education programs are administered from the Washington office.

3. Membership

a. Grades of membership

The requirements for each grade of membership in the AMS are stated in the AMS Constitution (see any recent August *Bulletin* or membership application for a copy), and are explained in more detail in a document called the Interpretive Memorandum (contact AMS Headquarters for a copy). No attempt will be made here to paraphrase the requirements for membership completely; this section will only discuss the overall grades of membership and who they are intended to serve. There are six types of membership in the AMS: Associate Member, Associate Member - High School Student, Student Member, Member, Member Emeritus, and Honorary Member. Honorary Member is described in section 5 below and will not be discussed further here. In this handbook, the term "member" (lower-case) is assumed to refer to any grade of membership, and individual grades will be referred to as capitalized terms.

The grade of Member (sometimes referred to as "full Member") is the level of membership intended for professionals working in the atmospheric and related sciences. Over three-quarters of AMS members hold this grade of membership. To be approved as a Member, an applicant must have a bachelor's degree in meteorology or a related science or must have completed significant coursework in the atmospheric and related sciences in addition to professional experience (see the Interpretive Memorandum for details). Individuals must qualify for this level of membership before they can apply for the AMS Television or Radio Seal of Approval or become a Certified Consulting Meteorologist. Full Members are eligible to vote in elections for AMS officers.

The grade of Associate Member is intended to serve those individuals with a strong interest in meteorology and the related sciences but who do not qualify for the grade of Member. Associate Members receive all the benefits of membership except voting rights. Some individuals take advantage of this status while they are completing extra coursework or gaining the experience necessary to qualify for Member status. Applications for High School students must be signed by a guidance counselor or principal.

Student Membership is available to undergraduate or graduate students enrolled on at least a half-time basis. It has the same privileges as Associate Member status, with the added benefit that dues and all journal subscriptions are available at half the Member price. Student Members also receive occasional special mailings targeted to students in the atmospheric sciences offering them additional benefits. An individual who has been a student member and

who qualifies for Member status on graduation receives student rates on dues and subscriptions for his or her first year as a full Member.

Individuals 70 years or older who have been AMS members for at least 25 years are eligible for the grade of Member Emeritus. These members enjoy the benefits of membership with no dues.

b. Dues

Dues for Members and Associate Members are \$70 for the calendar year. Individuals applying late in a calendar year may take advantage of half-year dues of \$35. Student Membership, Member with Student Privileges, and Associate Member - High School student dues are \$15 for the full year and \$7.50 for the half year.

c. Benefits of membership

The most immediate and visible benefit of membership in the AMS is the subscription to the monthly *Bulletin of the American Meteorological Society* that is covered by the dues payment. Members at all grades are eligible to purchase books, monographs, conference preprint volumes, and other publications and subscribe to any of the AMS journals at the member price, which is generally significantly lower than the nonmember price. They can also register for AMS meetings and conferences at the member rate. In addition, it is not unusual for other related societies (for example the American Geophysical Union) to offer AMS members a special rate for some of their meetings or publications. A specific example of this is that Heldref Publications offers AMS members a special subscription rate on its excellent *Weatherwise* magazine.

In addition to the many resources that the AMS provides to its members, the Society also offers an opportunity for information sharing. AMS members form an international community of scientists and professionals working on global and local environmental issues and providing service to the public.

d. Corporate membership

Corporations can also become members of the Society through Corporation Membership. This entitles the corporation to a 25% discount on the institutional subscription rate of journals and the member price for books, monographs, and preprint volumes. Corporation members also receive a discount on the rate for advertisements in the *Bulletin*, and on the charge for exhibit space at AMS meetings. In addition, all corporation members are listed in each issue of the *Bulletin* to acknowledge their support of the Society.

4. Programs and Publications

a. Professional programs (CCM and Seal of Approval)

The AMS administers two major programs involving certification of a professional meteorologist: the Certified Consulting Meteorologist program and the Seal of Approval program for

radio and television. Both programs are described in detail in the August issue of the *Bulletin*, and will be only briefly described here.

Private consulting has been an area of increasing activity within the meteorological profession over the past several decades, and the Certified Consulting Meteorologist (CCM) program provides a means for those meteorologists who have a high level of technical competence and experience to be recognized. The certification is intended to aid the public by allowing them to choose consultants with the confidence that the Society has tested them and found them to meet the standards required to attain the CCM. A meteorologist must fulfill several requirements in order to apply for the CCM, and must pass written and oral examinations, and provide an acceptable research report before the CCM is granted. There are currently over 500 active CCMs in the Society.

The goal of the Seal of Approval program is to ensure high quality radio and television weathercasts. Radio and television weathercasters are the most visible sector of the meteorological profession, and the Seal of Approval program provides a means for the Society to recognize those individuals who are especially competent in presenting the weather to the public. Sealholders are expected to meet or exceed a high standard of professional competence and communication skills. In addition to meeting the educational and experience levels required to be a full Member of the Society, Seal applicants must submit tapes of three consecutive broadcasts for review by a board made up of experienced Sealholders as part of the application process. Over 1000 Television and over 150 Radio Seals of Approval have been awarded. It is worth noting that since most Sealholders proudly display the AMS Seal of Approval logo during their broadcast, the public is made aware of the AMS.

b. Scholarship and fellowship programs

Consistent with its commitment to the support of the atmospheric and related sciences and to education in general, the Society offers an array of scholarships and fellowships. A major thrust has been made to bring the total number of students supported annually to several dozen compared to the few that were supported a little over a decade ago. Many of the new scholarships and fellowships are supported through partnerships with corporations and government agencies. The AMS is thankful for the generous support these groups have provided and continue to provide. Complete information on all of the scholarship and fellowship programs can be obtained by contacting the manager of fellowship and scholarship programs at AMS Headquarters, visiting our Web site, or by reviewing the announcements made periodically in the *Bulletin*.

The AMS/Industry/Government Graduate Fellowship program provides \$15,000 fellowships to first year graduate students pursuing careers in the atmospheric, oceanic, or related sciences in order to allow them to concentrate on their coursework in their first year and progress more quickly in their graduate studies. These fellowships are supported by corporations and government agencies. The number of fellowships offered each year depends on the number of groups providing support, but it has averaged about 15 to 18 for the past few years. Students apply for the graduate fellowship during their senior year in college.

The AMS/Industry Undergraduate Scholarship program is also sponsored through a partnership with corporations and government agencies. It provides two-year scholarships to undergraduate students studying for careers in the atmospheric, oceanic, or related sciences to help

support them in their junior and senior years. The award is for \$2,000 each year, with the second year contingent on acceptable performance in the first year. Students apply for these scholarships in their sophomore year of college.

There are a variety of scholarships that are referred to as AMS undergraduate scholarships. These scholarships are offered as a result of donations to the Society by AMS members. Each of these scholarships are for the senior year of college and therefore students apply for them during their junior year. The scholarships include: the Orville Scholarship (\$2,000); the Hanks Scholarship (\$700); the Kutschentreuter Scholarship (\$5,000); the Grau Scholarship (\$2,500); the 75th Anniversary Scholarship (\$2,000); the Schroeder Scholarship (\$5,000); the Hagemeyer Scholarship (\$3,000); and the Murphy Scholarship (\$2,000).

The Macelwane Award is given to the first, second, and third place finishers in a competition based on a student paper related to the atmospheric or oceanic sciences. A paper can be written at any time during a student's undergraduate career. A monetary award accompanies the award.

The AMS/Industry Minority Scholarship is intended to attract minority students, who are traditionally underrepresented in the sciences, especially Hispanic, Native American, and Black/African American students, to the atmospheric, oceanic, and related sciences. It is funded through industry and donations of AMS members, which currently support scholarship awards each year. The scholarship provides \$3,000 per year for the freshman and sophomore years of college, with the second year of funding depending on satisfactory academic standing after the first year of study. Candidates apply during their senior year of high school. Local AMS chapters play a prominent role in the administration of this scholarship, which is described in more detail in Part II of this handbook.

c. Scientific meetings and conferences

As part of its mission to aid in the dissemination of scientific information, the AMS administers a significant number of scientific meetings and conferences each year and co-sponsors additional meetings with other organizations. In an average year, the Society will organize 12-14 specialized meetings, some of which will be held in conjunction with the Annual Meeting. In almost all cases, the specialized meetings follow the subject areas of the STAC committees, and normally a subcommittee of the STAC committee is given the responsibility for the content of the specialized meeting in its subject area. In fact, planning these meetings is one of the most important roles of the STAC committees. Most committees have a meeting approximately every other year. There are some meetings that are held every year and are not associated with the STAC structure. They include the meeting for broadcast meteorologists, normally held in the summer, and the International Conference on Interactive Information Processing Systems in Meteorology, Oceanography, and Hydrology held each year as part of the Annual Meeting.

The conferences and meetings provide a means for scientists and professionals working in the specific subject areas to interact and exchange ideas. This is critical for the advancement and application of the sciences and these meetings represent a very important component of what the AMS does as a professional and scientific society.

Meetings are scheduled well over a year in advance to allow adequate time for scientists and professionals to prepare papers for presentation. A calendar of upcoming meetings, as well

as detailed information about the subject areas covered in each meeting is published in the *Bulletin* each month.

d. The Annual Meeting

The Annual Meeting is a very special event in the AMS meetings schedule each year. It is held in either January or February (usually January) for one week, and represents several meetings and conferences bundled into one large meeting. Typically, there are about eight specialized conferences (organized under the STAC framework) and two or three symposiums that are scheduled to run concurrently during the week of the meeting. This results in a collection of presentations covering a wide variety of subject areas so that almost any member of the Society can find meeting sessions of interest. As a result, the attendance at the Annual Meeting is much larger than that at the specialized meetings over the course of the year, with typically about 2000 attendees at the Annual Meeting.

The Annual Meeting serves an important role in the governance of the Society as well as providing another opportunity for support of the scientific community. On the first day of the Annual Meeting, typically Sunday, the Society holds its Business Meeting. This important, and constitutionally required, brief meeting is when the AMS President and Commissioners report to the membership about the activities of the Society. A complete account of the business meeting is provided each year in the June issue of the *Bulletin*.

e. The Bulletin

The *Bulletin of the American Meteorological Society* is the official magazine of the Society, publishing all official notices, policy statements, and announcements. In addition, it is an important source of information for members on a much broader spectrum related to the atmospheric, oceanic, hydrologic, and related sciences. To this end, each issue except the August issue, which is used as the official organizational issue, includes about 100 pages of peer-reviewed technical articles that are of more general interest than those published in the Society's scientific journals. Each issue also contains sections reporting on news and events that may be of interest to members, such as news items concerning members, new book announcements and book reviews, announcements of deceased members and necrologies for them, reports from local AMS chapters, and a complete listing of upcoming meetings and conferences that includes those of other organizations as well as those sponsored by AMS. The *Bulletin* also includes advertisements from publishers and companies dealing in the atmospheric and related sciences and a professional directory in which Members and CCMs who carry out consulting activities can be listed.

f. Scientific journals and monographs

The AMS publishes seven scientific journals, one abstract journal, and one electronic journal. This section provides a very brief description of the journals and the subject areas they cover. Individuals wishing to learn more about the journals or who would like to submit manuscripts for publication to them should obtain a copy of a recent issue or see the *AMS Authors' Guide* published in the August 1995 issue of the *Bulletin*. Copies of the 32-page *Authors' Guide* are available at no charge from AMS Headquarters.

The *Journal of the Atmospheric Sciences* publishes the results of basic research related to the atmospheric sciences, while the *Journal of Applied Meteorology* is more oriented toward applied research covering a broad range of meteorology and related topics. *Monthly Weather Review* covers research focussed more on weather analysis and prediction with special emphasis on numerical weather prediction, while *Weather and Forecasting* concentrates on more operationally oriented forecasting and analysis techniques. The *Journal of Physical Oceanography* publishes research related to the physics and dynamics of the oceans. The *Journal of Atmospheric and Oceanic Technology* is oriented to papers describing the instrumentation and measurement methodology used in atmospheric and oceanic research. The *Journal of Climate* publishes articles on climate research and climate impact analysis. The *Journal of Hydrometeorology* publishes research related to the modeling, observing, and forecasting processes related to water and energy fluxes and storage terms, including interactions with the boundary layer and lower atmosphere, and including processes related to precipitation, radiation, and other meteorological inputs.

The Society's abstract journal *Meteorological and Geostrophysical Abstracts* is intended to serve as a high level research tool for libraries serving the atmospheric and related sciences. Each year it publishes in both print and CD-ROM format the abstracts of 9000 articles and reports originally published in several hundred journals and report series.

Earth Interactions is an electronic journal dealing with the interactions between the lithosphere, hydrosphere, atmosphere, and biosphere in the context of global issues or global change. It exploits the capabilities of electronic communications technology and provides its authors the opportunity to use animations and other visualization techniques that traditional publications cannot accommodate.

The Society's monograph series consists of over 50 books that have been published on specific topics ranging from severe local storms to air pollution or climate change. Most are collections of papers originally given at an important scientific conference that provide a view of the current state of the science on a specific topic, but some are more general or historical in scope. A listing of the Society's monographs and other books is available from Headquarters and is published each year in the *May Bulletin*.

g. *The Newsletter, Employment Announcements, and other publications*

The AMS publishes the AMS Newsletter as a means of informing the membership of news items related to the atmospheric and related sciences. It provides expanded and more timely coverage of the types of news features reported in the *Bulletin* with much more extensive coverage of the Washington, DC, scene and federal decisions that may affect the sciences. This publication may be accessed free of charge through the AMS web site at <http://www.ametsoc.org/AMS>.

The Employment Announcements is a monthly publication that announces job opportunities that may be of interest to AMS members. Each month, this announcement includes information on about 15-20 openings. The *Employment Announcements* are available on-line through our web page.

In order to provide information to individuals considering meteorology as a career, the AMS has published a 12-page booklet entitled Challenges of Our Changing Atmosphere: Careers in Atmospheric Research and Applied Meteorology. Single copies of this booklet are

available at no charge from AMS Headquarters. In addition, the AMS has published an online *Career Guide* available through the AMS Web site, that addresses topics such as what type of education is required for a degree in meteorology; what schools offer a degree; what the career choices are; what the job market is like and how it's changing; and how to go about landing a job. Another publication designed primarily to serve students is the *Curricula in the Atmospheric, Oceanic, and Hydrologic Sciences*, which lists the faculty, course titles, and other information about nearly all departments in the United States and Canada that offer degrees in the sciences represented by AMS.

5. Awards

a. Honorary Member

To be elected an Honorary Member of the AMS is truly an honor, and one that is granted to at most a few individuals each year. It is awarded to persons of acknowledged preeminence in the atmospheric, oceanic, hydrologic or related sciences. The election of an individual to this grade of membership by the Council is intended to bring as much honor to the Society as it does to the individual. A review of the list of Honorary Members presented each year in the August *Bulletin* confirms this notion, with most of the names being easily recognized as among the pioneers in the sciences.

b. Fellow

To be elected to the grade of Fellow of the AMS, an individual must have made outstanding contributions to the atmospheric and related sciences or their application over a number of years. About 20 individuals are elected to the grade of Fellow by the Council each year. Nominations of individuals for Fellow status come from the membership (nomination forms are printed in the *Bulletin* or available from Headquarters), so election to this grade of member represents recognition of the individual's contributions to the field by his or her peers.

c. Specialized individual and group awards

The Society presents a large number of awards every year to individuals or groups who have made specific contributions to the science, profession, or Society. The most prestigious award made by the Society is the Carl-Gustaf Rossby Research Medal, which is presented to an individual who has made outstanding contributions to the understanding of the structure or behavior of the atmosphere. As with the list of Honorary Members, a review of the list of the recipients of the Rossby Medal (again, published in the August *Bulletin* each year) will reveal many well known names.

Each of the awards offered by the Society is targeted for a specific area of contribution or achievement. Some awards are for research contributions in the atmospheric, oceanic, or hydrologic sciences that have been made over many years, while others recognize the significant contribution made by an individual article, conference paper, or book. There are several awards intended to recognize contributions in the applied, operational, and management sectors of the field, including an award for an exceptional specific weather prediction. There are also several awards given to individuals who have made significant contributions to the work of the Society,

including the work done by reviewers of papers submitted for publication in AMS journals. The Local Chapter of the Year Award is presented to regular and student AMS chapters that have demonstrated their involvement in activities that show evidence of innovation and support of the four themes from the AMS Ten-Year Vision Study, especially activities that serve to educate and involve their local community regarding scientific issues. In addition, the Council can make special awards or citations to individuals or groups for specific contributions that would not be recognized under the regular defined awards. A listing of all AMS awards, with descriptions of their intended recognition, is presented in the August *Bulletin* along with a complete listing of all previous recipients.

PART II. LOCAL CHAPTERS

1. Rules and Procedures for the Formation of Local Chapters

a. Regular local chapters

Any group of at least five members of the Society desiring to form a local chapter may petition the Council for authorization to do so. The petition should include a tentative plan consisting of the type of organization envisaged, the purpose of the organization, planned frequency of meetings, expected meeting places, an estimate of the potential membership and the geographic area it will serve.

The petition should be sent to the Secretary-Treasurer of the AMS (sample petitions are available through AMS Headquarters). If it meets the minimal conditions stated above and all petitioner's have been verified as active members of the Society, it will be sent to the members of the Council for vote by mail ballot unless a meeting of the Council is scheduled within the next forty days. Action by the Council will be forwarded to the petitioners by the manager of special programs, the local chapter point of contact. New chapters will be provided with a list of AMS members within the immediate area of its location upon receipt of appropriate zip codes.

b. Student chapters

Any group of five student members of the Society desiring to form a student chapter may petition the Council for authorization to do so. In addition to the signatures of five student members, the petition must also be signed by two faculty members. The signing faculty members must also be members of the Society. One faculty member must be designated as the faculty advisor for the student chapter. The petition is similar to that of a regular chapter.

The petition should be sent to the Secretary-Treasurer of the AMS (sample petitions are available through AMS Headquarters). If it meets the minimal conditions stated above and all petitioners have been verified as active members of the Society, it will be sent to the members of the Council for vote by mail ballot unless a meeting of the Council is scheduled within the next forty days. Action by the Council will be forwarded to the petitioners by the manager of special programs, the local chapter point of contact.

c. K-12 student chapters

Any group of at least five students desiring to form a pre-college student chapter may petition the Council for authorization to do so. In addition to the signatures of five students, a teacher or other adult advisor must also sign the petition. The petition format is similar to that used to form regular local chapters. The signing adult must already be a member or be willing to join the Society. This is necessary for the chapter to receive important AMS-related materials. Each pre-college chapter must have a participating adult advisor. Appropriate adult advisors may be teachers, librarians, school principals, scout leaders, etc. The petition should be sent to the Secretary-Treasurer of the AMS. If it meets the minimal conditions stated above and the petitioning adult advisor is verified as a member/associate member of the Society, the petition

will be sent to the members of the Council for vote by mail ballot, unless a meeting of the Council is scheduled within the next forty days. Action by the Council will be forwarded to the petitioners by the Manager of Marketing/Special Programs, the local chapter point of contact.

2. Chapter Organization

Following receipt of notice of approval, the organizing group should hold an initial meeting inviting all AMS members in the area and others who may be interested. Candidates for officers should be identified, and may be elected at this meeting or a subsequent one soon thereafter. **The chapter president/chairperson is required to be a member (Associate, Member, or Student) of the Society.** Although all chapter members are encouraged to become members of the Society, as appropriate, such is not a requirement for chapter members who do not hold the office of president/chairperson. Chapters may elect to subsidize the president's/chairperson's membership dues while he/she is in office.

The proposed aims and programs of the chapter should be discussed at the initial meeting, and the chapter objectives specified. The chair then should appoint an ad hoc committee to prepare the chapter's constitution. (Sample constitutions from other local chapters are available from AMS Headquarters). It is up to the discretion of the chapter to decide on dues, bank accounts, and membership renewals as well as the titles and tenure of the elected officers. These issues as well as others may be discussed among the chapter members and outlined in the constitution. All chapters are required to send a copy of their constitution to AMS Headquarters.

a. Chapter officers

The standard officer structure for a small chapter is President, Vice-President and Secretary-Treasurer. Larger chapters may have Co-Presidents and Co-Vice Presidents each with special areas of responsibility. In addition, there may be separate offices for Secretary and Treasurer. The office of Secretary may be split to include a Corresponding and a Recording Secretary with special areas of responsibility. Other offices may include Representative-at-Large and Social Chair.

The following are suggestions for chapter structure that were developed by the AMS over time. Please note that these are only suggestions and should not be regarded as set structures. As an autonomous organization, it is the responsibility of each local chapter to decide on the titles and duties of its elected officers.

President

The President may preside as the Chairperson at all local chapter meetings, and be responsible for the well-being of the chapter. This individual may also be given the authority to appoint committees, select speakers for chapter events and act in the best interest of the chapter. The President may be responsible for contacting Headquarters to request chapter letterhead, a list of members in the chapter area, science fair certificates, etc.

Vice President

The Vice President may assume the duties of Chairperson in the absence of the President. It is important, therefore, that the President and Vice President maintain close communication so that chapter programs and events will run smoothly. This individual may also be responsible for setting meeting times and locations as well as working closely with the President to organize meeting programs. Other duties may include obtaining funds to meet expenses, if any, for chapter speakers, exploring new activities for the chapter that may be of interest to the group's membership, soliciting volunteers for science fair judging and overseeing appointed committees.

Secretary

The Secretary may be the designated officer responsible for submitting news of chapter activities for inclusion in the *Bulletin*, preferably to be submitted immediately following each chapter meeting. Chapter news should be submitted to the manager of special programs at AMS Headquarters. Further, it is required that the Secretary notify AMS Headquarters of the names of the initial officers, and that he/she maintain a current list of all chapter members. It is important that the Secretary notify the manager of special programs at AMS Headquarters when new elections have taken place to ensure the accuracy of the Local Chapter section of the *AMS Bulletin* (The Chapter Directory may also be accessed via the AMS Homepage). Other duties may include taking meeting minutes and creating and distributing chapter newsletters/notices.

Treasurer

The Treasurer may handle all the finances of the chapter. This individual may collect chapter dues from members and be responsible for all financial transactions and receipts for expenditures. This function is often combined with that of the secretary to form the position of Secretary-Treasurer.

b. Autonomy of chapters

Although the Society provides guidance and assistance to chapters, they are autonomous affiliations of individuals who share a common interest. The Society neither wishes to nor could exercise control or supervision over chapter activities.

c. Chapter status

A chapter is considered active if it notifies AMS Headquarters of the results of its yearly elections and makes a concerted effort to submit information on activities and other chapter events. Any change in officers should be immediately reported to AMS Headquarters.

A chapter will be considered inactive if there has been no communication between the chapter and AMS Headquarters for more than two years. Chapters who fail to keep in contact with AMS Headquarters will be listed as inactive in the Chapter Directory.

d. Local dues and fundraising

Chapter membership dues usually are necessary in order that the chapter can carry on the correspondence, announcements, and publicity required for its proper functioning. The amount is decided by the chapter, and no payment is made to the Society. Some chapters provide for prizes and awards at science fairs and for other local activities. Chapters are expected to be financially self-sufficient.

Experience has shown that social affairs are best financed on a pay-as-you-go basis, attendees being assessed equally to cover food, refreshments, taxes and gratuities.

Normally the bank account of the chapter should be in the names of both the treasurer, or secretary-treasurer and the president to assure fluidity in the depositing and withdrawal of funds. The chapter should agree upon a sum below which the designated officers can withdraw and spend money for housekeeping and/or other predetermined purposes without further authorization.

Following each annual election of chapter officers, the new chair should appoint a committee to audit the chapter's books for the previous year. The report of the auditing committee should be presented to the new treasurer as he or she receives the chapter's accounts.

Variations from the procedures described above may be desirable with some chapters. All chapters are expected to maintain proper financial records, however, and each chapter should develop a clear procedure to be used in managing and transferring funds.

e. Tax exempt status for local chapters

The establishment and maintenance of tax exempt status can be a complicated process and requires the submission of detailed operational and accounting information. It is strongly advised that professional legal and accounting advice be sought when attempting to evaluate the benefits and burdens of obtaining tax exempt status.

Chapters interested in obtaining tax exempt status must make their own individual request to the Internal Revenue Service for a separate review by the IRS of their particular operations. As noted below, it may also be necessary to coordinate your application with appropriate state and local authorities.

The official application form for exemption pursuant to IRC Sec 501(C) (3) for a scientific/educational organization is Form 1023. The form is a detailed examination of the type of operations conducted and/or anticipated to be conducted by the applicant along with an examination of the applicant's sources and uses of funding. Once exempt status has been preliminarily granted, additional operational information and tax returns may be required on an annual basis.

There may also be particular state and local requirements that may have to be taken into consideration by the applicant and coordinated with the IRS application when tax exempt status is sought. The Office of the Attorney General of many states often has a particular interest in and maintains a separate department for the evaluation of tax exempt applications and operations and may require annual reports and other filings separate from those required by the IRS.

Each chapter should be aware, however, that they are in no way entitled to participate in any manner whatsoever in the tax exempt status already granted the Society by the IRS. The current tax exempt status of the Society is particular to it and may not be used as any type of "umbrella" under which chapters conduct tax exempt activities. In the event there are any questions about this issue, please contact the Society for further information.

f. Insurance

It is recommended that local chapters obtain an insurance policy covering liability that may arise out of chapter activities. Contact a local insurance broker for advice on this matter.

g. Chapter committees

When organizing a chapter, officers and/or members may wish to form committees with special areas of responsibility. The following is a list of potential committees and their duties:

Planning Committee - This committee may be composed of past presidents with the President as ex-officio member.

Committee for Meetings - To provide for/arrange dinners, meeting refreshments, etc. The secretary or the treasurer may be the ex-officio member.

Science/Education Committee - To judge science fairs, serve as mentors at local schools, etc. with the Vice-President or a Representative-at-Large as ex-officio member.

Program Committee - To plan, execute, or otherwise help with the periodic meeting programs on behalf of the President, with the Vice President as ex-officio member.

Nominating Committee - A special committee commissioned once yearly, to develop the slate of nominees, mail/receive/count ballots, and transmit results to the officers.

Audit Committee - A special committee commissioned once yearly, normally to audit the outgoing Treasurer. The incoming Treasurer would normally chair it.

3. Chapter Responsibilities

The primary purpose of the chapter is to serve the scientific and professional interests of the members in its own community. However, as the chapter operates under a charter granted by the Society, there are some mutual obligations of the parties to each other.

Responsibilities of the chapter toward the Society include adherence to the policies, aims and ideals of the Society. The chapter as a body and its members as individuals should always practice in a professional manner.

The loose relationship between the Society and its chapters makes it particularly imperative that chapters not speak or act, or even seem to speak or act, in the name of the American Meteorological Society. Positions of the Society on any matter (including scientific and technical issues, products or individuals, ethics, and legislation) are determined only by the AMS Council or its delegated authority. (See Part I of this handbook)

a. Chapter elections

As said before, the chapter president/chairperson is required to be a member (Associate, Member, Student) of the Society and elections are to be held annually in the spring. It is the responsibility of each chapter to notify the AMS when elections have been held and that current addresses, phone numbers, and e-mail addresses (when available) of the elected officers are provided. Election results should be updated via the Chapter Information Page on the AMS Web site. Please contact AMS Headquarters if you need your chapter id number and password. A chapter has to have submitted election results during the time period that they wish to be considered for Chapter of the Year. If these two conditions are not met, a chapter will not be eligible for the Chapter of the Year award.

b. Reports to AMS Headquarters

Chapters should inform AMS Headquarters of any changes in chapter status, structure of offices (ex. resignation or replacement of any officers), or changes in the chapter name.

4. Chapter Guidelines

a. Correct use of the AMS name and seal

Care must be exercised to ensure that the local chapter does not present itself as representing the national AMS; therefore, use of the name of the American Meteorological Society in connection with activities of a chapter needs prior written authorization by the Council or Executive Committee through the Executive Director, Associate Executive Director, or the Secretary-Treasurer. Authorization will be limited in scope to specific actions and functions. Similarly, news releases or other statements which do not reflect approved policies of the Society, require specific authorization. (This does not, of course, apply to routine announcements of local chapter meetings or reports on discussions at meetings or chapter newsletters.)

The logo of the American Meteorological Society has been a respected and recognized trademark since 1919; therefore its use is prohibited except as authorized by Society Headquarters. It is the policy of the Society that the AMS Seal only be used for scientific purposes. Although the Seal may not appear on T-shirts or other items produced by the local chapter, the display of the chapter name is acceptable. Additionally, the chapter name may appear on banners hung at chapter meetings.

Since the majority of local chapters now have links from the AMS Web site to their own individual Web pages, the AMS has created a chapter logo that is unique to the Society's seal. This logo may be found on the Local Chapters main page on the AMS Web page. Chapters may download the image from their browser and save it for use on their own sites in lieu of the Society's seal.

b. Obtaining chapter stationery

Upon request, the Society will furnish any chapter with letterhead at no cost to the chapter. This will be a standard type chapter letterhead with the name of the chapter in larger

print than the Society name. Because local chapters are independent bodies of the AMS, the consistent use of only the prescribed letterhead is required. This is to avoid any confusion between the chapters and the Society itself. Additionally, the bottom of the letterhead will carry the phrase "An autonomous chapter of the American Meteorological Society". **Chapters may not design their own letterhead.**

c. Submission of election results

It is crucial that the manager of special programs at AMS Headquarters be notified when chapter elections are held and that current addresses, phone and fax numbers, and e-mail addresses (when available) are provided. This will ensure prompt delivery of other communications from Headquarters. A spring mailing will be sent to all chapters from AMS Headquarters and will include a chapter election form as well as information on science fair activities. Election results must be submitted to the AMS no later than June of each calendar year. This allows them to appear in the annual Chapter Directory of the August *Bulletin*. The Society also maintains an online Chapter Directory that may be found in the Local Chapter Information section of the AMS Web site. The directory, which is updated regularly, includes the names, addresses, phone, fax, and e-mail addresses of all chapter officers in addition to links to individual chapter Web pages (if provided).

d. Submission of chapter news

All chapters are encouraged to share their activities, newsletters and other interesting events with other AMS members through the "Chapter News" section of the AMS Web site as well as the "Chapter Channel" Section of the AMS Bulletin (BAMS). The majority of chapter news submissions submitted to Headquarters are featured on the AMS Web site. The Chapter Channel Section, which is part of Nowcast in BAMS, focuses on particular topics or events that readers will find both fascinating and useful to some degree. Although all chapter submissions are not published in BAMS, a complete summary will be posted to the AMS Web site each month. Please note that chapter news is posted as received and is not edited. Chapter news should be submitted to chapnews@ametsoc.org. The submission of meeting news is part of the criteria used when the committee reviews applications for the Local Chapter of the Year award.

The *Bulletin* deadline is the 15th of each month, two months prior to publication (the deadline for the June issue is 15 April, July's deadline is 15 May, etc.). Submissions must include a contact name and phone number or email address. Please be sure to double check for spelling and factual accuracies. It is necessary to provide first and last names of officers and speakers (plus their titles) mentioned in news. We also suggest that news summaries be reviewed by guest speakers before they are submitted for publication, especially if the discussion was very technical. News can be e-mailed to AMS Headquarters at chapnews@ametsoc.org. Please indicate that the message is chapter news on the subject line of the e-mail. It is also requested that any acronyms used be defined and that news is complete and easily understandable. Photographs of elections, special ceremonies, tours, projects, events, and awards are welcome. The BAMS news editor may make stylistic changes in the submission prior to publication, but will contact the chapter representative if significant editing of content is required.

e. Postal service guidelines

The most economical way of handling large mailings is to ship them either Third Class Bulk or First Class Pre-Sorted. First Class matter consists of bills, checks, statement of dues, letters of account, personal/other correspondence etc., while third class matter consists of advertising circulars and flyers, catalogues etc.

Third Class Bulk Rate
(For Larger Chapter)

In order to qualify for Third Class Bulk Rates, the mailing must consist of 200 or more pieces of mail or weigh a total of 50 pounds. The two types of Third Class Bulk are (1) Basic and (2) Non-profit. The Bulk mail annual fee is \$75 per year and must be paid at the post office where the mail will be deposited. This fee includes all third class mailing regardless of non-profit or basic. Postage rates must be paid by meter, pre-canceled stamps or permit imprint. Additionally, each piece of mail must be stamped 'Third Class Bulk Rate' to the left or below the metered stamp, pre-canceled stamp or permit imprint.

Each time there is a mailing using a permit imprint, a form 3602-R (basic) or 3602-N (non-profit) must be completed at the post office. When mail is being sent with metered postage or pre-canceled stamps, a form 3602-PC must be completed (please contact your local post office for specific rates).

First Class Pre-Sorted Rate

In order to qualify for First Class Pre-Sorted, the mailing must consist of 500 or more pieces with each weighing eleven ounces or less and belonging to the same processing category (flats or letter size). Each piece must be part of a group of ten or more sorted to a five digit zip code or a group of fifty or more sorted to the same 3 digit zip code prefix.

The Pre-Sort mail annual fee is \$75 per year and must be paid at the post office where the mail will be deposited. This fee includes all pre-sort mailing. As of this writing, there are no special non-profit rates for pre-sorting.

Postage rates must be paid by meter, pre-canceled stamps or permit imprint. Additionally, each piece of mail must be stamped 'First Class Pre-Sorted' to the left or below the metered stamp, pre-canceled stamp or permit imprint.

Each time there is a mailing using a permit imprint, a form 3600-R must be completed at the post office. When mail is being sent with metered postage or pre-canceled stamps, a form 600-PC must also be completed (please contact your local post office for specific rates).

Please note that booklets, charts and other preparation material concerning the above rates may be requested from your local post office. Due to reclassification, some forms and rates may be changing. Please contact your post office for current information.

f. Termination of activities

A chapter must notify AMS Headquarters, in writing, stating the reasons for the termination of chapter activities. Upon receipt of this notification, the chapter will be considered

inactive and will be listed as so in the Chapter Directory. A chapter will also be considered inactive if it has not made the mandatory reporting of officers for two or more years and attempts at contact by AMS Headquarters have failed. After being inactive for two years, the chapter will be dropped from the Chapter Directory list. If the chapter continues to be inactive for two more years, it will then be dissolved.

g. Reactivation of a chapter

All requests for the reactivation of a chapter must be submitted, in writing, to AMS Headquarters. The chapter will then notify the AMS when the election of new officers has taken place. At this time, the chapter will be considered active and will be listed as so in the Chapter Directory. A chapter that has been inactive for more than two years must include the signatures of at least five AMS members on its written request for re-activation.

h. Regulations for Joint Chapters

A chapter of the American Meteorological Society must not be united with any other organization. Notwithstanding this prohibition, it is understood that chapter officers and members may have affiliations with other organizations and may be officers in the local chapter of another organization.

5. National AMS Support

Responsibilities of the Society toward the chapter include the provision of statements of policy and other materials necessary to further the aims and ideals of the Society; assistance when possible in the provision of speakers, videotapes, etc. required for the conduct of chapter meetings; guidance when the chapter supports Society activities such as educational programs. Further, upon request by a chapter, and in the appropriate circumstance, the Society will seek to provide guidance on specific problems or issues a chapter may encounter in the conduct of its affairs.

a. Information on student internships and employment opportunities

Every spring the Society publishes a listing of summer internships for students in the atmospheric and related sciences. It is compiled by soliciting information on potential summer jobs at corporations associated with the AMS in one way or another (scholarship and fellowship sponsors, corporate members, exhibitors, and firms employing CCM's) and on internships at the stations of AMS sealholders. It is mailed to all student members of the AMS as an additional benefit of student membership and will also be sent free of charge to any individual requesting a copy. This listing is also sent to all local chapters to allow further dissemination of the information.

b. Obtaining a list of AMS members in chapter area

Upon request, the AMS will provide a list of all active members residing in the chapter area. Appropriate zip codes of all surrounding areas will be used to generate the list of members.

A chapter may contact the AMS via telephone or in writing with the zip code information. Mailing labels as well as a paper copy of the names and addresses will then be forwarded to the chapter.

c. Discounts on retail items

The AMS offers a 25% discount to chapters on retail items that will be used as gifts/awards. Retail items include ties, scarves, tie tacs, mugs, t-shirts, and umbrellas. When ordering from Headquarters, please mention that the chapter is purchasing the item(s) for a gift/award.

d. Video lending library

Headquarters has compiled a short list of videos available for chapter use on its Web site. It is the intention of the Society to add new titles as they become available. In addition, the AMS has produced a 30-minute video titled *A Video Tour of the AMS Headquarters/Meet the AMS Staff*. This video provides insight into the staff, functions, and facilities of the American Meteorological Society and would make an excellent basis for a local chapter meeting. Please contact the manager of marketing/special programs for details on titles and lending policies or view this information on the AMS Web site.

e. Chapter mailings

The Society will sponsor one chapter mailing per year. Please send two copies of the mailing along with a range of zip codes for the chapter area. It is advised that the information be sent to Headquarters at least three weeks prior to the requested mail date.

f. Local chapter affairs articles

The ad hoc Committee on Local Chapters recommended that a column entitled "Local Chapter Affairs" become a regular feature in the *AMS Bulletin*. The columns, provided by the committee, feature news and commentary from Headquarters of interest to local chapters, and tips and insights on effective chapter operations. A complete listing of articles, since their inception in June 1998, are available on the AMS Web site.

6. Participation of Local Chapters in National AMS Programs

Chapters, although autonomous bodies of the AMS, do provide necessary and valuable support for certain programs of the Society.

a. Serving as host chapter for scientific conferences

Chapters located at or near a planned national meeting of the Society may be invited to assist in the local arrangements for the meeting.

b. AMS K-12 education initiatives

Project ATMOSPHERE is the educational initiative of the AMS to foster the teaching of atmospheric topics across the curriculum in grades K-12. It is a unique partnership between scientists and teachers with the ultimate goal of attracting young people to further studies in science, mathematics, and technology. Project ATMOSPHERE now has a companion precollege teacher enhancement program, called Project Maury, that focuses on the physical foundations of oceanography. Master teachers involved in the projects are called Atmospheric Education Resource Agents (AERAs) or Oceanic Education Resource Agents (OERAs). Chapters are encouraged to include AERAs and OERAs in local chapter activities. Chapters also provide excellent resources for use by regional AERAs or OERAs in their local programs. A current list of AERAs and OERAs, with contact information, may be found on the AMS Web site.

c. AMS minority scholarships

The AMS Minority Scholarships are intended to help support college education for minority students who are traditionally underrepresented in the sciences, and who intend to pursue careers in the atmospheric or related oceanic and hydrologic sciences. The two-year scholarships, are for \$3,000 per year. Second year funding depends on successful completion of the first academic year. Minority students who will be entering their freshman year of college are eligible to apply.

The AMS requests the help of local chapters for both dissemination of the information and the collection and initial screening of applications for the Minority Scholarships. Chapters may contact the Manager of Fellowship/Scholarship Programs at AMS Headquarters for additional information.

d. Science fair support

Every spring, the AMS sponsors science and engineering fairs across the country and all local chapters are encouraged to become involved. If chapters are interested in participating, the AMS suggests contacting the school systems in their local area. Additionally, there are several regional fairs affiliated with Science Service located in Washington D.C. Science Service Inc., a nonprofit corporation founded in 1921, also conducts the International Science and Engineering Fair. Through its youth programs and publications, Science Service strives to increase public understanding and appreciation of science, especially in young students. Many of the fair directors affiliated with Science Service may need assistance with the judging of these fairs. Each year the AMS contacts Science Service and provides them with copies of our chapter directory. The directory is distributed to fair directors across the country.

If chapters become involved with local science fairs not affiliated with Science Service, award certificates are available through AMS Headquarters. Certificates for Science Service fairs are sent directly to the fair directors.

Chapters are also encouraged to submit a summary of winners when the fairs have ended. A '[Science Fair Results Sheet](#)' will be forwarded to all chapters in early Spring. Science fair results should be forwarded to the attention of the manager of marketing/special programs, AMS Headquarters for inclusion in the *Bulletin*. The preferred format is electronic submission of the results via e-mail to kgarvey@ametsoc.org.

Where chapters have an extensive involvement in science fairs or other educational activities, the chapter may want to create a special office, such as Representative-at-Large, with responsibility for these activities.

PART III. PROGRAM IDEAS FOR LOCAL CHAPTERS

The following program activity ideas are based on activities previously carried out by local chapters. These activities have been successfully administered with positive results. As additional proven ideas are provided to AMS Headquarters, they will be written up and distributed to all active chapters for inclusion in this handbook. Chapters are encouraged to submit ideas that they have found to be successful. They may be sent to the special programs manager at AMS Headquarters.

Name of activity: **Chapter Sponsored Conference**

Type of activity: Scientific Conference

Objective:

Provide the opportunity for chapters to interact with each other through the joint sponsorship of a scientific conference. Chapter members will also benefit from presentations and discussions on their chosen topic of interest.

How activity is carried out:

After reserving meeting space at a local hotel, chapters may contact potential speakers for the event as well as design and create registration materials. Chapters may want to welcome papers on all aspects of the topic including case studies, analysis software, etc.

Special notes to ensure success:

An announcement including the dates of the conference, instructions on format, and deadline for submissions may be published in the AMS Bulletin 6-8 months prior to the meeting date. A contact person with an address, phone number, and e-mail address should also be included so that potential presenters will know who to contact for registration forms and additional information.

Name of activity: **Job Night**

Type of activity: Meeting program

Objective:

Provide opportunity for students and others considering careers in meteorology to learn about the types of jobs available and what the employment outlook is. Also, stimulate discussion among those currently in the field on things that can be done to help people find jobs.

How activity is carried out:

A panel is formed of four to six meteorologists from various employment sectors (private forecasting firm, National Weather Service, civilian government such as the EPA or a government lab, air pollution consulting firm, etc., and maybe military as well). Each panel member takes 2-5 minutes to describe the types of jobs in their sector, and then the meeting opens up for questions and discussion.

Special notes to ensure success:

This activity is best suited for a student chapter or a local chapter near a university that has a degree program in the atmospheric or related sciences. In the case of the latter, special effort should be made to invite students to this meeting. This kind of meeting should probably only be held every other year, at most.

Name of activity: **Chapter Newsletter**

Type of activity: Chapter publication

Objective:

To encourage interest in the chapter.

How activity is carried out:

One of the chapter officers, such as the corresponding secretary or a committee head reporting to an officer, could serve as editor of the chapter newsletter. The publication could include membership status, treasurer's status, solicitation of ideas, news about members, news about other chapters, news about the national AMS, news about NWS, AWS, Navy, or other government, modernization status, etc.

Special notes to ensure success:

A portion of the chapter's dues should be set aside for expenses such as mailing and printing costs. Additionally, a section of each newsletter should include a deadline for submission of ideas as well as a list of all chapter officers with phone numbers.

Name of activity: **High School Apprenticeship Program**

Type of activity: Educational program

Objective:

To encourage interest in the atmospheric and related sciences.

How activity is carried out:

Apprenticeship programs can range from allowing students a day as an apprentice in a local weather-related activity to an ongoing program in which a student works for a year or so in the field. Chapters could contact their local television stations and/or national weather service offices, for example, to see if they would be interested in participating in the program.

Special notes to ensure success:

Once the program is implemented, chapters may want to create a flyer to be posted in local area high schools. Additionally, students may be invited to a chapter meeting where the program could be discussed in detail.

Name of activity: **Tours and Talks**

Type of activity: Educational program

Objective:

To encourage interest in the atmospheric and related sciences.

How activity is carried out:

Tours and talks are the most widespread methods used by local chapters to contact young people. Local weather stations and national weather service offices could be visited. Additionally, chapter members who are professionals in the field may want to arrange a tour at their place of business.

Chapters could also organize a Speaker's Bureau through which civic groups or schools could obtain speakers for meetings or science classes. Weather broadcasters are often in demand. Women and minority speakers may also have a great impact on those groups.

Special notes to ensure success:

Chapters should first compile a list of chapter members and professionals in the field who are willing to volunteer as speakers. In addition, television stations, weather service offices and local weather companies should be contacted about the possibility of setting up tours. Once this is completed, chapters should work together with science teachers and civic groups in their local area to schedule talks and/or tours.

CONTACT POINTS AT AMS HEADQUARTERS:

Kelly S. Garvey, Manager of Marketing/Special Programs (617) 227-2426, ext. 215
kgarvey@ametsoc.org

Donna Fernandez, Coordinator of Fellowship/Scholarship Programs (617) 227-2426, ext. 246
dfernand@ametsoc.org

Beth Farley, Director of Member/Subscription Services (617) 227-2426, ext. 214
bfarley@ametsoc.org

Keith Seitter, Deputy Executive Director (617) 227-2426, ext. 220
kseitter@ametsoc.org

Local Chapter Affairs Committee
amschaff@ametsoc.org

AMS Web Site: <http://www.ametsoc.org/AMS>

APPENDIX

Chapter Directory

List of Atmospheric Educational Resource Agents

List of Maury Project Peer Trainers

Local Chapter Affairs Articles