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. Members of the committee may be contacted through the following email address: amschaps@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 AMS Local Chapters Liaison at AMS Headquarters.

Katelyn Angland
Senior Member Services Coordinator
May 2019
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 AMS website at https://www.ametsoc.org 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 121 active local chapters, including over 65 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 six 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 and Certified Broadcast Meteorologist (CBM) 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 Board of Early Career Professionals serves as a resource for the professional
development, mentoring, and guidance of early career members, and the Board on Best Practices.

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 nine technical journals of the Society (Journal of the Atmospheric Sciences, Journal of Applied Meteorology and Climatology, Journal of Climate, Journal of Physical Oceanography, Monthly Weather Review, Journal of Atmospheric and Oceanic Technology, Weather and Forecasting, Journal of Hydrometeorology, and Weather, Climate, and Society), the BAMS Editor-in-Chief and Head of the Editorial Board, the Editors-in-Chief of Meteorological Monographs and Glossary of Meteorology and several at-large members. This commission oversees all the publication policies of the Society to help ensure that AMS maintains 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 31 STAC committees and 6 boards are listed below. The complete membership is given on the AMS website and online in the AMS Annual Report:


Committees
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 Headquarters’ 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 1200 New York Ave NW, Suite 500, Washington, DC 20005-3928. This office provides a presence in the Washington area from which the executive director can interact with other societies and federal agencies.

3. Membership

a. Grades of membership

There are several types of membership in the AMS: Associate Member, Associate Member – Precollege Student, Associate Member – K-12 Teacher, Student Member, Member, Member with Student Privileges, Member from Countries with Developing Economies, Affiliate 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 AMS encourages professionals throughout the weather and climate enterprise to become members. The grade of Member (sometimes referred to as “full Member”) is defined as any person having demonstrable professional or scholarly expertise in the atmospheric or related sciences, technologies, applications, or services, whether or not this expertise is a source of livelihood. Over two-thirds of AMS members hold this grade of membership. Full Members are eligible to vote in elections for AMS officers. Individuals who meet the qualifications for Member and are enrolled at a college or university at least half-time may apply for Member with Student Privileges. Members with Student Privileges enjoy the benefits of full Member status while paying the student rate for dues and subscriptions. Individuals who meet the qualifications for Member and who are residents of countries with developing economies (CDE), approved by the AMS Council based on WMO and World Bank data, may apply for Member from CDE. Members from CDE enjoy the benefits of full Member status at a fraction of the regular member cost. Individuals who are members of the Australian Meteorological and Oceanographic Society (AMOS), the Canadian Meteorological and Oceanographic Society (CMOS), the Chinese Meteorological Society (CMS), the Royal Meteorological Society (RMetS), the Nigerian Society
of Physical Sciences (NSPS) or the Indian Meteorological Society (IMS) may apply for Affiliate Member at a reduced rate.

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 a more limited number of members benefits, and cannot vote in the AMS elections. Some individuals take advantage of this status while they are completing extra coursework or gaining the experience necessary to qualify for Member status. Special sub-categories of Associate Membership have been established for precollege students and K-12 Teachers.

Student Membership is available to undergraduate or graduate students enrolled on at least a half-time basis. It has many benefits including the fact that dues and all journal subscriptions are available at half the Member price. Student Members also receive occasional special mailings offering them additional benefits.

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 vary by member category. Refer to our Join AMS page for complete information.

c. Benefits of membership

The most immediate and visible benefit of membership in the AMS is a complimentary subscription to the monthly Bulletin of the American Meteorological Society, a complimentary monthly subscription to Physics Today, and a weekly subscription to the AMS News You Can Use electronic newsletter. Members also have access to the AMS Community private online forum, where they can network with colleagues and participate in dedicated discussions. Members at all grades (except Associate Members) are eligible to purchase books, monographs, and other publications and subscribe to any of the AMS journals at a reduced member price, which is generally significantly lower than the nonmember price. Also, all members (except Associate Members) can 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 the fact that Taylor & Francis offers AMS members a special subscription rate on its 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. Corporation and institutional membership

Corporations can also become members of the Society through Corporation and Institutional Membership. The four levels of AMS Corporation and Institutional Membership have been designed to meet the unique technical and marketing needs of all organizations.
Benefits vary by member level but may include a 25% discount on the institutional subscription rate of journals, member prices for books, monographs, discounts on the rates for advertisements in the *Bulletin*, and on the charge for exhibit space at AMS meetings. All Corporation and Institutional members are listed in each issue of the *Bulletin*, and the AMS website, to acknowledge their support of the Society.

4. Programs and Publications

a. The Bulletin (BAMS)

The *Bulletin of the American Meteorological Society* (*BAMS*) 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. Each issue features peer-reviewed technical articles that are of a more general interest than those published in the Society’s scientific journals. Article topics may be historical or in areas of current scientific controversy and debate, as well as review articles. Each issue contains sections reporting on news and events that may be of interest to members, such as news items concerning members, reports from local AMS chapters, and a complete listing of upcoming meetings and conferences, including 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.

b. Professional programs (CCM, CBM, and Seal of Approval)

The AMS administers three major programs involving certification of a professional meteorologist: the Certified Consulting Meteorologist program, the Certified Broadcast Meteorologist (CBM) program and the Seal of Approval program for radio and television. Each program is described in detail on the AMS website, 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 have been over 700 CCMs awarded.

In January 2005, the AMS introduced a new program called the Certified Broadcast Meteorologist (CBM) program, intended to raise the professional standard in broadcast meteorology and encourage a broader range of scientific understanding, especially with respect to environmental issues. The goal of the CBM program is to certify that the holder meets specific educational and experience criteria and has passed rigorous testing in their knowledge and communication of meteorology and related sciences needed to be an effective broadcast meteorologist. In order to acquire a CBM, new applicants must hold a degree in meteorology (or equivalent) from an accredited college/university, pass a written examination, and have their
work reviewed to assess technical competence, informational value, explanatory value, and communication skills. Over 800 CBMs have been awarded since the program’s inception.

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 1600 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. The AMS stopped accepting applications for the Seal of Approval Program on 31 December 2008.

c. AMS Fellowships and Scholarships

The AMS Fellowship and Scholarship Program is comprised of four individual programs: the AMS Graduate Fellowship Program, the AMS Freshman Undergraduate Scholarship Program, the AMS Minority Scholarship Program, and the AMS Named Undergraduate Scholarship Program. Since the Program’s inception in 1991, the AMS has awarded over 1200 fellowships and scholarships with a total dollar amount being awarded reaching over $10 million. In addition to the fellowship and scholarship stipend, students receive travel support to attend the AMS Annual Meeting.

1) AMS Freshman Undergraduate Scholarship Program is a two-year scholarship program that awards to students for their freshman and sophomore year of study. Application requirements include one written essay, one letter of reference, transcripts, and SAT or ACT scores.

**Stipend:** $5500 ($2500 per year, $500 travel support)/
**Average number of awards each year:** 9

**Program Goal:** The goal of this program is to attract students as they are making decisions on what to pursue in their studies and encourage them to look at the atmospheric and related sciences.

2) AMS Minority Scholarship Program is a two-year scholarship program intended to encourage minority students who have been traditionally underrepresented in the sciences, especially Hispanic/Latino, American Indian/Alaska Native, and Black/African American students, to pursue careers in the atmospheric and related oceanic and hydrologic sciences.

**Stipend:** $6000 ($3000 per year)/
**Average number of awards each year:** 3

**Program Goal:** The Program is designed to encourage minority students who have been traditionally underrepresented in the sciences, especially Hispanic/Latino, American Indian/Alaska Native, and Black/African American students, to pursue careers in the atmospheric and related oceanic and hydrologic sciences. The AMS Board of Women and Minorities implements a mentor program for the minority scholarship recipients.
3) AMS Named Undergraduate Scholarship Program awards scholarships to students entering their final year of undergraduate study.  

**Stipend:** varies, between $2000-$10,000

**Average number of awards each year:** 24

**Program Goal:** To recognize students with outstanding academic records and to encourage them to continue their academic studies into graduate school.

4) The AMS Graduate Fellowship Program is designed to recruit promising young people entering their first year of graduate study, from a wide range of interests: meteorology, physics, mathematics, hydrology, oceanography, marine science, computer science, and engineering. Application requirements include a minimum GPA of 3.50, GRE scores, two written essays, and three letters of reference. Fellowships must be used for first year of graduate study only and cannot be deferred.  

**Stipend:** $25,000 for first year of graduate study

**Average number of awards each year:** 8

**Program Goal:** The program has two goals: The first is to help ensure that outstanding young scientists enter the fields of the atmospheric and related oceanic and hydrologic sciences to meet the problems of the new decade. The second is to provide sufficient resources to allow each recipient to pursue a full schedule of academic studies during the first year of graduate study, which will place them in a position to make contributions to their chosen field sooner.

d. 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 Environmental Information Processing Technologies 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.

e. 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 20 specialized conferences (organized under the STAC framework) four or five symposia that are scheduled to run concurrently during the week of the meeting as well as three to four one-day symposia. 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 4000 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.

f. Scientific journals and monographs

AMS publishes our member magazine Bulletin of the AMS (BAMS), 10 scientific journals, the Meteorological Monograph series, and the Glossary of Meteorology. This section provides a very brief description of these publications and the subject areas they cover.

- **BAMS** is the flagship magazine of AMS and publishes articles of interest and significance for the weather, water, and climate community as well as news, editorials, and reviews for AMS members.
- The *Journal of the Atmospheric Sciences (JAS)* publishes basic research related to the physics, dynamics, and chemistry of the atmosphere of Earth and other planets, with emphasis on the quantitative and deductive aspects of the subject.
- The *Journal of Applied Meteorology and Climatology (JAMC)* publishes applied research on meteorology and climatology.
- *Monthly Weather Review (MWR)* publishes research relevant to the analysis and prediction of observed atmospheric circulations and physics, including technique development, data assimilation, model validation, and relevant case studies.
- *Weather and Forecasting (WAF)* publishes research that is relevant to operational forecasting.
- The *Journal of Physical Oceanography (JPO)* publishes research related to the physics of the ocean and to processes operating at its boundaries.
- The *Journal of Atmospheric and Oceanic Technology (JTECH)* publishes research describing instrumentation and methods used in atmospheric and oceanic research.
- The *Journal of Climate (JCLI)* publishes research that advances basic understanding of the dynamics and physics of the climate system on large spatial scales.
- The *Journal of Hydrometeorology (JHM)* publishes research on modeling, observing, and forecasting processes related to fluxes and storage of water and energy.
- *Weather, Climate, and Society (WCAS)* publishes research that encompasses economics, policy analysis, political science, history, and institutional, social, and behavioral scholarship relating to weather and climate.
• *Earth Interactions (EI)* publishes research on the interactions among the atmosphere, hydrosphere, biosphere, cryosphere, and lithosphere.

• Meteorological Monographs are thematic collections of peer-reviewed, original papers, survey articles, and other materials in meteorology and closely related fields that do not otherwise appear in AMS Journals. Starting with Vol. 56, individual monograph articles are open access at [AMS Journals Online](https://journals.ametsoc.org), while previous volumes are digitally archived and available through [Springer Nature](https://www.springernature.com). Many monographs are in print and available at the [AMS Bookstore](https://www.ametsoc.org/Buy-a-Bookstore), [University of Chicago Press](https://www.press.uchicago.edu), Amazon, and elsewhere.

• The peer-reviewed *Glossary of Meteorology* is an authoritative source for definitions of meteorological terms. The Glossary is an electronic, living document and is periodically updated as terms in our field evolve.

**g. AMS Career Center**

The AMS maintains a [Career Center](https://www.ametsoc.org/CareerCenter) on its website that offers a list of open positions, resume postings, student internships, and career information.

In order to provide information to individuals considering meteorology as a career, the AMS has a number of [Career Guides and Tools](https://www.ametsoc.org/CareerCenter/Resources) available online, which 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.

**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 published on the AMS website 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 (nominations are submitted via the AMS website), 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 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 on the AMS website 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). Materials can be mailed to Headquarters or scanned and submitted digitally to chappetitions@ametsoc.org. 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 AMS Chapters Liaison, 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). Materials can be mailed to Headquarters or scanned and submitted digitally to chappetitions@ametsoc.org. 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 AMS Chapters Liaison, 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 (sample petitions are available through AMS Headquarters). Materials can be mailed to Headquarters or scanned and submitted digitally to chappetitions@ametsoc.org. 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 AMS Chapters Liaison, 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 Directory, which may also be via the AMS website). 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.
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’s books; 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 Directory on the AMS website (instructions on how to update your Chapter Directory listing are available online). Please contact AMS Headquarters if you need help logging in to make these changes. 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 website 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 page on the AMS website. 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 AMS Chapters Liaison at AMS Headquarters be notified when chapter elections are held and that current addresses, phone and fax numbers, and e-mail addresses are provided. This will ensure prompt delivery of other communications from Headquarters. Election results must be submitted to the AMS no later than June of each calendar year by updating your Chapter Directory listing. 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 website 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 website. 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 website 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 Standard Mail or First Class Pre-Sorted. First Class matter consists of bills, checks, statement of dues, letters of
account, personal/other correspondence etc., while standard mail consists of advertising circulars and flyers, catalogues etc.

Standard Mail
(Formally called Bulk Mail)
(For Larger Chapter)

For guidelines, please visit the U.S. Postal Service at http://pe.usps.gov/text/dmm300/240_cover.htm

First Class Pre-Sorted Rate

For guidelines, please visit the U.S. Postal Service at http://pe.usps.com/text/dmm300/200_tab.htm

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. Materials can be mailed to Headquarters or scanned and submitted digitally to chappetitions@ametsoc.org.

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.

i. Social Networking

The following are some basic guidelines for Local Chapter Facebook pages.

● Never represent your chapter in a false or misleading way. All statements must be true and not misleading.
• Post meaningful, respectful comments — in other words, no spam and no remarks that are off-topic or offensive.

• Use common sense and common courtesy: for example, it’s best to ask permission to publish or report on conversations that are meant to be private or internal to a chapter.

• When disagreeing with others’ opinions, keep it appropriate and polite. intern

• Be smart about protecting yourself, your privacy, and your chapter’s confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.

• Posts that are offensive or inappropriate should be removed.

• The official ‘Local AMS Chapter’ logo should be used on Chapter Facebook pages and not the ‘American Meteorological Society’s’ official logo.

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 Seal and CBM holders. A complete list may be found here: https://internboard.ametsoc.org/.

b. Obtaining a list of AMS members in chapter area

Upon request, the AMS will provide an electronic 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.

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. Orders may be placed via the AMS Bookstore (https://bookstore.ametsoc.org/) using discount code AMSchapter.

\textit{d. 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.

\textit{e. Digital mailings}

The Society will sponsor will one digital marketing mailing to members from a specific region on your behalf. Just compose the message and send it to Tiernan Doyle (tdoyle@ametsoc.org), who will arrange for the mailing.

\textit{f. Local chapter affairs articles}

The ad hoc Committee on Local Chapters recommended that a column entitled “Local Chapter Affairs” becomes a regular feature in the AMS \textit{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 website.

\textit{g. Chapter of the Year Awards}

Each year the Society recognizes outstanding chapters by awarding a Chapter of the Year and Student Chapter of the Year. A chapter must submit an \textit{application} in order to be eligible for the award. The deadline is May 1st. Applications are reviewed by the Local Chapter Affairs Committee and their recommendations are forwarded to the AMS Council through the Awards Oversight Committee. The Council will make the final award selections at its fall meeting, as it does with all other Society awards. Award winning chapters will be notified by late October and will be presented the award at the following annual meeting at the Local Chapter Breakfast. The award will consist of a banner indicating the year of the award, along with certificates for each officer serving during the year for which the award is presented. The chapter(s) who receive the award will also be listed in the annual meeting award’s brochure.

Those chapters who do not receive an award for a particular year may, at the discretion of the Local Chapters Affairs Committee, be added to a “Local Chapter Honor Roll” for meritorious service. The Honor Roll will be maintained on the AMS Website. Special notation of chapter of the year and chapter honor roll status will also be made in on the AMS Website near the chapter’s local news submissions during the 12 month period following the award.

A chapter may not win the Local Chapter of the Year Award more than 2 years in a row. After receiving the award 2 years in a row, there will be a one year hiatus before that chapter will
be eligible to apply for the award again. Chapters, however, will be eligible for Honor Roll Status during this hiatus.

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

      Chapters are often engaged with events happening in local schools including serving as science fair judges or guest speakers and so on. STEM educators, with little to no connection to the national AMS, may even be members of the local chapter. Due to these connections to K-12 educators, Chapter officers and members are encouraged to share AMS professional development opportunities in weather, ocean, and climate science with teachers throughout their communities. Semester-long online courses and competitive summer workshops that include stipends, all of which come with graduate credit, are offered by the AMS Education Program. More information about these renowned courses, Project Atmosphere, the Maury Project, and three different DataStreme courses are available at [www.ametsoc.org/K12Teachers](http://www.ametsoc.org/K12Teachers). Help promote science literacy in your area by sharing these opportunities with teachers in your region.

   c. 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 Society for Science & the Public located in Washington D.C. Society for Science & the Public, a nonprofit corporation founded in 1921, also conducts the International Science and Engineering Fair. Through its youth programs and publications, Society for Science & the Public strives to increase public understanding and appreciation of science, especially in young students. Many of the fair directors affiliated with Society for Science & the Public may need assistance with the judging of these fairs. Each year the AMS contacts Society for Science & the Public 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 Society for Science & the Public, award certificates are available through AMS Headquarters. Certificates for Society for Science and the Public fairs are sent directly to the fair directors.

      Chapters are also encouraged to submit a summary of winners when the fairs have ended. Science fair results should be forwarded to the attention of Katelyn Angland, AMS Headquarters
for inclusion in the *BAMS*. The preferred format is electronic submission of the results via e-mail to sciencefair@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 Tiernan Doyle at tdoyle@ametsoc.org.
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:

Tiernan Doyle, Local Chapters Liaison  
(617) 227-3918  
tdoyle@ametsoc.org

Katelyn Angland, Senior Member Services Coordinator  
(617) 227-2426  
kangland@ametsoc.org

Donna Fernandez, Coordinator of Fellowship/Scholarship Programs  
(617) 226-3907  
dfernandez@ametsoc.org

Beth Farley, Director of Member/Subscription Services  
(617) 226-3910  
bfarley@ametsoc.org

Keith Seitter, Executive Director  
(617) 226-3901  
kseitter@ametsoc.org

Local Chapter Affairs Committee  
amschaps@ametsoc.org

AMS Website: https://www.ametsoc.org
APPENDIX

Chapter Directory

List of Atmospheric Educational Resource Agents

List of Maury Project Peer Trainers

Local Chapter Affairs Newsletters