

Constitution and Bylaws

Climate, Meteorological, & Atmospheric Sciences Graduate Students Organization

Revision History

- Original Version: April 2nd, 2003
- Amended: May 3rd, 2012
- Amended: September 9th, 2020
- Amended: April 10th, 2022
- Amended: February 7th, 2024
- Amended: November 19th, 2024

CliMAS page on CLiMAS website & relevant resources:

<https://climas.illinois.edu/academics/student-life/climate-meteorology-atmospheric-science-climas-graduate-student-organization>

Mission Statement

CliMAS is committed to fostering a safe, inclusive, and thriving graduate student community to aid in the Department of Climate, Meteorology and Atmospheric Sciences mission of *conducting world-class research, providing a world-class education, and guiding students to be leaders and exemplary citizens.*

To this end, we:

- 1. Strive to be the voice of CliMAS graduate students.**
 - i. Bring forth student concerns and needs to faculty members.
- 2. Offer social and cultural events to foster community and bring members of CliMAS department together.**
 - i. Including annual potlucks, fall and spring picnics, payday lunches/dinners, and trips to local parks and attractions.
- 3. Provide mentorship activities for new and existing graduate students.**
 - i. Facilitate a mentorship program to help assimilate new graduate students into the department and address their concerns.
- 4. Promote academic cohesion with graduate students**
 - i. Conduct activities such as the buddy program and student surveys.
- 5. Facilitate holistic development of graduate students.**
 - i. Organize professional development workshops and maintain a list of useful resources on the department website relevant for graduate students.

Membership

Any graduate student that enters the CliMAS department is automatically admitted as a member of the CliMAS GSO regardless of whether or not they pay membership dues.

CliMAS Dues/Finances

- o CliMAS GSO dues are paid by all CliMAS graduate students for participation in department wide functions.
- o These funds will be used to support and sponsor department-wide activities coordinated by the organization (holiday parties, picnics, etc.).
- o Dues will be set by the officers for the academic year (typically \$20/person).
 - o All organizational purchases must be recorded and the documentation saved for a minimum of 7 years in accordance with University of Illinois policy.
- o CliMAS GSO dues can be used at the discretion of CliMAS officers as long as they use the funds to promote the welfare of the department/graduate students.
- o The Treasurer is responsible for collecting dues and dispersing funds as necessary.
 - o Dues can be collected via Venmo, PayPal, or cash.
- o Upon taking office, the Treasurer should contact Patti Arthur to initiate transfer of names on the bank account.
- o All officers are permitted to conduct transactions on behalf of the CliMAS GSO.
 - o After making a purchase, officers should submit expenses to the Treasurer who will reimburse them accordingly.

CliMAS Officers

The CliMAS GSO executive board will be composed of all officers. All members of the executive board must be active members and in good academic standing. The board is responsible for fulfilling CliMAS GSO's purpose of promoting the welfare of graduate students.

Term limits:

- o An officer can only serve in a given position for two consecutive years.

The following are the main responsibilities of elected CliMAS GSO officers:

President:

- o Oversees CliMAS GSO operations.
- o Conducts weekly board meetings.
- o Provides feedback to other officers regarding their respective initiatives.
- o Acts as main contact for CliMAS GSO

Vice-President:

- o Oversees 1st year graduate student mentorship program.
- o Serves as president pro tem in the absence of the president.
- o Serves as student representative at faculty meetings and records meeting notes to share with the rest of the CliMAS GSO board.
- o Attends CliMAS department Curriculum Committee meetings on behalf of the CliMAS GSO.

Secretary:

- o Maintains the CliMAS GSO page on CliMAS website and associated materials.
- o Assists with coordinating social events and other projects.

Treasurer:

- o Collects and manages departmental dues and assets.
- o Assists with coordinating social events and other projects.

The following position is appointed by the CliMAS GSO board **during the summer/beginning of Fall semester:**

Student Affairs Chair:

- o Responsible for fostering inclusivity of all graduate students regardless of national origin, race, ethnicity, gender identity, ability status, or sexual orientation.
- o Attend CLiMAS Department Affairs Committee (DAC) meetings on behalf of the CliMAS GSO.
- o Coordinate events for all students and encourage students to attend.
- o Administer annual CliMAS graduate student survey (see resources in CliMAS Box Folder).

The following position is appointed by the CliMAS board **at the beginning of the fall semester:**

First Year Student Chair:

- o Serves as representative for first-year graduate students.
- o Disseminates information about upcoming events to first-year students.
- o Can assist with coordinating CliMAS GSO events/initiatives to gain experience serving in a leadership position.

Elected CliMAS GSO officers will take office immediately after elections (at the end of spring semester) and serve until the end of the following spring semester. Appointed CliMAS GSO officers will serve from their appointment (at the beginning of summer or fall semester) until the following spring semester.

Faculty Advisor(s)

A member of the faculty and/or the department office administrator will be selected by the officers and will serve as organizational advisor. Typically, these advisors are Patti Arthur and the faculty member serving as Director of Graduate Studies.

- o These individuals are not affected by term limits.

Member Feedback

- Member feedback will be solicited via a feedback form available in the email signature of all CliMAS GSO emails.
- At least once per month, officers should review and address feedback.
 - o Can be addressed during weekly board meetings.

Elections

- Elections should occur approximately **2 weeks** before the last day of spring semester classes.
- Announcement of candidacy
 - All candidates shall be encouraged to submit in writing a platform that shall be disseminated **1 week** prior to elections.
- Nominations
 - A candidate may be self-nominated or nominated by their peers. In order to appear on the ballot, a candidate must accept their nomination.
 - Candidates nominated must be active graduate students of CliMAS.
 - Those nominated for president have a requirement of serving on CliMAS GSO as an officer for **at least one term**, unless there are no nominees for that position.
- Voting protocol
 - The candidate receiving the most votes will win the election.
 - Ballots will be sent out electronically (i.e. via an anonymous Google Form).
 - The election will remain open for at least one week in order to ensure everyone has enough time to cast their ballot.
- Special elections
 - Should an officer resign or leave the university prior to the end of the Spring Semester their position will be filled via a special election.
 - All of the voting protocols for the normal officer elections shall apply to the special election.
 - Should the vacancy occur after elections for the next term have occurred, the officer-elect will assume the position early and no special election be held.

Transfer of Power

After election of new officers, the departing Executive Board Members are to initiate officer position transfer procedures necessary to maintain CliMAS, and to guide new officers so that it is a smooth transition. All organization-related documents, both paper and electronic, are to be disseminated to the appropriate incoming officers upon transfer of position.

If a current officer on the executive board is no longer willing or able to execute the assigned duties of their position for the remainder of the academic year for which they were elected, then a new election for that abandoned officer position must be conducted by all active members following the procedures outlined in “Officer Elections” above as soon as is prudent.

CliMAS Events & Initiatives

Typical CliMAS sponsored events/initiatives each semester that are organized collaboratively by CliMAS officers:

Fall: Welcome back kickoff event, fall picnic, holiday party

Spring: Multicultural potluck, spring picnic

Both/either: Regular pay day lunches/dinners, bowling, egg hunt, sports (volleyball, badminton), hiking (e.g., Allerton), miscellaneous (e.g., corn maze, reindeer ranch, etc.), prospective student visits/webinars (with faculty/grad ambassadors), new student orientation (with faculty/grad ambassadors)