

# Constitution and Bylaws

## Department of Atmospheric Sciences Student Organization

### Revision History

- Original Version: April 2<sup>nd</sup>, 2003
- Amended: May 3<sup>rd</sup>, 2012
- Amended: September 9<sup>th</sup>, 2020
- Amended: April 10<sup>th</sup>, 2022

DASSO page on ATMS website & relevant resources:

<https://atmos.illinois.edu/academics/student-life/dasso/resources>

### Mission Statement

DASSO is committed to fostering a safe, inclusive, and thriving graduate student community to aid in the Department of 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 ATMS 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 ATMS together.**
  - i. Including annual multicultural potluck, 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 DEI activities to enhance integration among graduate students of different backgrounds.**
  - i. Conduct activities such as the buddy program, multicultural potluck, and an annual international student survey.
- 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 ATMS is automatically admitted as a member of DASSO regardless of whether or not they pay membership dues.

### DASSO Dues/Finances

- DASSO dues are paid by all ATMS faculty, students, and academic professionals for participation in department wide functions.
- These funds will be used to support and sponsor department-wide activities coordinated by the organization (holiday parties, picnics, etc.).
- Dues will be set by the officers for the academic year (typically \$20/person).

- All organizational purchases must be recorded and the documentation saved for a minimum of 7 years in accordance with University of Illinois policy.
- DASSO dues can be used at the discretion of DASSO officers as long as they use the funds to promote the welfare of the department/graduate students.
- The Treasurer is responsible for collecting dues and dispersing funds as necessary.
  - Dues can be collected via Venmo, PayPal, or cash.
- Upon taking office, the Treasurer should contact Tammy Warf to initiate transfer of names on the bank account.
- All officers are permitted to conduct transactions on behalf of DASSO.
  - After making a purchase, officers should submit expenses to the Treasurer who will reimburse them accordingly.

### **DASSO Officers**

The DASSO 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 DASSO's purpose of promoting the welfare of graduate students.

#### *Term limits:*

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

The following are the main responsibilities of elected DASSO officers:

#### *President:*

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

#### *Vice-President:*

- Oversees 1<sup>st</sup> year graduate student mentorship program.
- Serves as president pro tem in the absence of the president.
- Serves as student representative at faculty meetings and records meeting notes to share with rest of DASSO board.
- Attends ATMS Curriculum Committee meetings on behalf of DASSO.

#### *Secretary:*

- Maintains the DASSO page on ATMS website and associated materials.
- Assists with coordinating social events and other projects.

#### *Treasurer:*

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

The following position is appointed by the DASSO board **during the summer semester:**

#### *Diversity, Equity, and Inclusion (DEI) Chair*

- Responsible for fostering inclusivity of all graduate students regardless of national origin, race, ethnicity, gender identity, ability status, or sexual orientation.
- Attend ATMS DEI Committee meetings on behalf of DASSO.

- Coordinate culturally inclusive events for all students and encourage students to attend.
- Administer annual ATMS international student survey (see resources in DASSO Box Folder).

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

*First Year Student Chair:*

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

DASSO should strive to elect a diverse set of officers from a variety of backgrounds in order to ensure diverse leadership. *However, note that potential officers should not be selected solely based on their gender or racial/ethnic minority status.*

Moreover, DASSO should strive to ensure that:

1. non-white and non-male students are involved in decision-making
2. there is adequate visibility of non-white and non-male students in ATMS
3. DASSO events are inclusive of everyone regardless of background.

Elected DASSO officers will take office immediately after elections (at the end of spring semester) and serve until the end of the following spring semester. Appointed DASSO 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 Tammy Warf (ATMS Administrative Aide) and the faculty member serving as Director of Graduate Studies.

- One individual will be the primary name on the organization bank account (Tammy Warf).
- 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 DASSO emails.
- At least once per month, officers should review and address feedback.
  - 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 members of DASSO.
- Those nominated for president have a requirement of serving on DASSO 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 DASSO, 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.

### **DASSO Events & Initiatives**

Typical DASSO sponsored events/initiatives each semester that are organized collaboratively by DASSO 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)