

# Oklahoma Weather Lab Constitution

## Article I: Name

The organization shall be known as the Oklahoma Weather Lab (OWL).

## Article II: Purpose

The objectives of OWL shall be: (1) provide current weather information and forecasts free of charge to the University of Oklahoma community and surrounding communities; (2) give students the opportunity to gain hands-on forecasting experience; (3) provide training in meteorological computing; and (4) provide computing support to OWL forecasters.

## Article III: Membership and Non-Discrimination Policy

### Section 1: Membership

- a) Only students at the University of Oklahoma may be full members of OWL.
- b) Interested members of the University Community (faculty, staff, and spouses) may participate in OWL activities as associate members, with all the privileges of full members except voting privileges.

### Section 2: Membership Status

- a) A member shall be considered in good standing if they have completed their assigned shift(s) with 66 percent or greater attendance. A member shall also be considered in good standing if the Director of Operations considers them a significant contributor.
- b) A member may also be considered in good standing if they regularly attend Hoot development meetings or if the Director of Development considers them a significant contributor.
- c) If a member falls below 66 percent attendance, that member may make up attendance by attending general meetings. Each general meeting attended will replace one absence on a shift.
- d) If a member is studying abroad, that member will be considered a member in good standing.
- e) A member shall be considered delinquent if they do not meet the criteria set forth in Article III, Section 2(a) and/or 2(b) and/or 2(c) and/or 2(d).
- f) A delinquent member shall lose voting privileges, right to hold a leadership position, and right to claim membership for that semester. However, the student is still able to participate in OWL activities.

### Section 3: Anti-Discrimination Policy

Membership in, association with, and benefits emanating from this student organizations and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of this organization and purposes of its activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or

political beliefs are not judgments based on such considerations. Further, the purpose of this organization shall be consistent with public policy as established by prevailing University Community standards.

## **Article IV: Officers**

### **Section 1: Titles**

- a) The leadership of OWL will be shared by the Executive Committee, each of who will oversee a certain aspect of the group's operation. There are five regular voting members of the Executive Committee: President, Vice President, Secretary/Treasurer, Director of Operations, and Director of Development.
- b) In addition to the five regular members, there are at least three auxiliary members of the Executive Committee: two Deputy Directors of Operations, a Deputy Director of Development, and any active standing committee chairs.

All officers, like all members, must be students at the University of Oklahoma. The daily duties of OWL, as defined generally in Article I, Section 2 and specifically in Article VI, Section 2(a), will be overseen by Shift Leaders who are appointed by the Director of Operations subject to the approval of the executive committee.

### **Section 2: Terms of Office**

- a) All members of the Executive Committee and Shift Leaders must be students at the University of Oklahoma.
- b) A member running for office shall have been a member in good standing for at least two semesters. To be considered for the position of Director of Development, the candidate must demonstrate working knowledge of the OWL operating systems and must have been on an OWL shift during the previous academic year.
- c) Should an Executive Committee member cease to be a student at the University of Oklahoma, he or she must relinquish the position. A replacement will be nominated by the President and confirmed by the Executive Committee. Should the position of President be vacated, and then the Vice President shall serve as interim President until such time as a Special Election can be held.
- d) Should a Shift Leader cease to be a student at the University of Oklahoma, he or she must relinquish the position. A replacement will be selected by the Director of Operations per section 3(c).
- e) No officer shall be elected or nominated to the same position for more than two years.
- f) Each officer will be elected for a one-year term, from June 1st to May 31st.
- g) The Vice President may not be a student who will be graduating at the end of his or her term.

### **Section 3: Type of Selection**

- a) The elected officers shall be the President, Vice President, and Secretary/Treasurer. Officer elections will take place at a General Meeting between April 1st and the end of the school year. The elections will follow the procedure outlined in Article VII.
- b) The appointed Executive Committee members will be the Director of Operations, Director of Development, two Deputy Directors of Operations, and the Deputy

- Director of Development. The Executive Committee will meet to appoint these positions between April 1st and the end of the school year. At this meeting, the Executive Committee members will nominate members for each appointed position. A majority vote by the Executive Committee will be required to confirm each nominee.
- c) At the beginning of each semester, the Director of Operations will appoint the Shift Leaders. A list of the appointed Shift Leaders shall be made available to the Executive Committee at least two days before posting. If a member of the Executive Committee objects to any appointment, then an Executive Committee Meeting will be held to vote on that appointment. A 4/5 vote of the Executive Committee will remove the Shift Leader.

#### **Section 4: Advisor**

OWL will have at least one Faculty Advisor, each of who must be a full-time faculty or staff member at the University as well as, preferably, the School of Meteorology. The roles and responsibilities of the Faculty Advisor(s) are to provide guidance and support, continuity, fiscal oversight, and policy interpretation and advocacy as outlined by the document titled "Roles and Responsibilities of the advisor" created by the University of Oklahoma Student Life office. The advisor(s) will be appointed at the end of each year during the Executive Committee Meeting at which next year's positions are appointed as outlined in Article IV Section 3. That is, the Executive Committee for the next academic year will appoint their advisor(s) in the spring preceding their tenureship.

#### **Article V: Duties of Officers**

- a) The President shall be responsible for the successful operation of the organization. The President shall chair all General Meetings and Executive Committee Meetings; shall set locations, dates, and times for the Executive Committee Meetings; shall submit an agenda to the Executive Committee at least one day prior to General and Executive Committee Meetings; shall be the official liaison for the organization.
- b) The Vice President shall assist the President in assuring successful operation of the organization. The Vice President shall chair General Meetings and Executive Committee Meetings in the absence of the President. The Vice President shall record all votes at General Meetings and Executive Committee Meetings. The Vice President will also be the bearer of the official membership list for the organization. The Vice President must be a student who is not graduating at the end of his or her term.
- c) The Secretary/Treasurer shall maintain a record of the organization's finances; assist in writing the budget and funding requests; check financial records with organizations maintaining the organization's funds; file an annual report of the organization's expenditures; maintain the official minutes of executive and organizational meetings.
- d) The Director of Operations shall oversee the activities of the Operations Division. The Director of Operations shall appoint shift leaders at the beginning of each semester; ensure that each shift is accomplishing the required tasks; shall train shift leaders at least once per semester.
- e) Deputy Directors of Operations
  - a. Deputy Director of Operations A shall assist the Director of Operations in maintaining smooth operations of the Operations Division. Deputy Director of Operations A shall maintain a record of attendance for all shifts; shall be responsible for any special event forecasting, including, but not limited to, event

forecasting and for adverse weather. In the absence of the Director of Operations, Deputy Director of Operations A shall vote in his/her place at Executive Committee Meetings.

- b. Deputy Director of Operations B shall oversee activities associated with media, including media shifts; shall be the liaison between the Oklahoma Weather Lab and OU Nightly; shall be responsible for the use and training of the Baron systems; shall also oversee all “Talking Up A Storm” podcasts, as well as the responsibilities associated with iTunes U. to allow for OU Nightly members to become members of the organization.
- f) The Director of Development shall oversee the activities of the Development Division. The director of Development shall schedule meetings of the Development Division Members; shall oversee all products on the OWL webpages; shall organize training sessions for OWL members; shall appoint/remove project leaders as necessary.
- g) The Deputy Director of Development shall assist the Director of Development in maintaining smooth operations of the Development Division. The Deputy Director of Development shall vote in the absence of the Director of Development at Executive Committee Meetings. The Deputy Director of Development shall maintain a record of active participation.

## Article VI: Standing Committees

### Section 1: Permanent Standing Committees

- a) The OWL Executive Committee holds shall hold the power to create a Permanent Standing Committee at the end of (Note: an Ad Hoc Committee is appropriate for most short-term endeavors. See section 2). The Constitution will be updated whenever a Permanent Standing Committee is created.
- b) Composition: Each Standing Committee shall be composed of a Committee Chairperson and at least one committee member.
  - a. Each committee chairperson shall be an OWL member in good standing. A member may only chair one committee. Committee Chairpersons are to be selected by a majority vote of the committee members at an Executive Committee Meeting between April 1st and the end of the school year. In the event that a committee becomes inactive, the Committee Chairperson shall be chosen using the same method stated in Article IV, Section 3(b). Committee Chairpersons are auxiliary members of the Executive Committee.
- c) OWL shall have the following permanent Standing Committee(s): Outreach Committee.
- d) Duties: The duties of the Standing Committees shall be as follows:
  - a. Outreach Committee: The Outreach Committee shall locate and contact potential clients for OWL services. They shall publicize OWL events and services. They shall handle recruitment efforts. They shall also handle the design and procurement of OWL T-shirts and other OWL promotional items. They shall plan and run OWL social events. They shall assist the President in planning and running general meetings.

## **Section 2: Ad Hoc Committees**

- a) At the President's discretion, ad hoc committees may be created to perform a certain task or pursue an opportunity.

## **Article VII: Meetings of the Organization**

### **Section 1: General Meetings**

- a) General Meetings of the membership will be held at least once a month. The breadth of each meeting may vary and may include (but may not be limited to): seminars, workshops, and training sessions.
  - a. Each member of the Executive Committee shall attend each General Meeting unless except in exceptional circumstances as approved by the Executive Committee.
- b) A meeting will be held for all designated Shift Leaders at the beginning of the semester. This meeting will familiarize Shift Leaders with the process and responsibilities of each shift. Additional meetings may be held during the semester as needed to communicate about the operations of OWL and to address any issues the Shift Leaders need to discuss with the Executive Committee. Other meetings designed to improve the forecasting or computing skills of the general membership or to recognize achievements of members shall be allowed, but will not be mandatory.
- c) Emergency Meetings may be held throughout the semester with a majority Executive Committee vote or by a written request by at least ten members of the general membership. Otherwise, OWL will not convene in General Meetings except per Section 1(a) and 1(b). The daily responsibilities of OWL will be executed in "Shifts," which are defined more specifically in Section 2.

### **Section 2: Shift Meetings**

- a) An OWL Shift consists of a portion of the membership meeting once weekly at a regularly-scheduled time, working under the guidance and supervision of a designated Shift Leader, to produce a weather forecast package for OWL's clients.
- b) Depending on staffing levels, Shifts will be conducted as often as possible on weekdays, up to three times daily Monday through Friday. There will also be at least one Shift on Saturday and Sunday. Each Shift will last one or two hours.
- c) Shifts may be led by one or more Shift Leaders, as selected by the Director of Operations.

### **Section 3: Hoot Development Meetings**

- a) A separate development organizational meeting will take place at the beginning of each semester to organize a common time to meet weekly during the semester.
- b) Various tasks or projects will be assigned at these meetings, but work can be done outside of the specified meeting time.
- c) Active participation will be defined by satisfactory progress on assigned tasks as determined by the Director of Development or his designee.

### **Section 4: Media Shift Meetings**

- a) A media shift consists of a portion of the membership meeting once weekly at a regularly-scheduled time to produce a video-cast and a blog post regarding the current weather forecast.

- b) Depending on staffing levels, shifts will be conducted at least once a week, with the possibility of more shifts if the amount of staffing allows it. The weekly meeting time(s) will be decided at the beginning of the semester by the Deputy Director of Operations B, and may or may not be held in conjunction with a regular forecasting shift.

#### **Section 5: Executive Committee Meetings**

- a) The Executive Committee shall meet once a month, preferably at least one week prior to the monthly General Meeting. At the Executive Committee meetings, the Executive Committee will plan OWL's activities, discuss the organization's finances, and discuss any problems arising in OWL's operations. For organizational changes, the President will poll the five voting members of the Executive Committee. In order for the change to pass, at least three of the five voting members of the Executive Committee must vote "Yes."
- b) The meetings shall be open door; that is, all members of OWL are permitted to attend an Executive Committee Meeting.
- c) At least three voting Executive Committee members must be present at the Executive Committee for the Executive Committee Meeting to be legitimate (see Article IV Section 1 for more details).

#### **Section 6: Special Events**

- a) Special Events forecasting is to be conducted under the Operations branch and supervised by the Deputy Director of Operations A.
- b) Special Events forecasting is open to any member of OWL at the discretion of the Director of Operations and the Deputy Director of Operations A.

#### **Section 7: Notification of Meetings**

- a) When General Meetings (as defined in Section 1) are required, the OWL Executive Committee will notify members via flyers, emails, and/or postings on the OWL Web pages. At least one-week notice will be given before a General Meeting.
- b) The schedule of shifts will be made available to all members on the OWL Web pages and by email.
- c) Should a scheduled shift need to be cancelled, the Shift Leader(s) for that shift will notify their affected members at least 24 hours in advance via email or phone call.
- d) In the event that the University of Oklahoma is closed, the forecast shifts will not meet.
- e) Executive Committee Meetings shall be called by the President or by three members of the Executive Committee. Each Executive Committee member shall be given at least three days notice.

#### **Section 8: Attendance**

- a) Attendance at member's assigned shift(s) is expected throughout the semester. Should a member be absent more than 33 percent of the time from their assigned shift, they will no longer be able to claim membership in OWL for the semester unless they take advantage of the general meeting incentive outlined in Article III, Section 2(c).
- b) Shift Leaders will take attendance at each of their Shifts. The Shift Leader is responsible for properly filing the attendance sheet, but ultimately each member must ensure that the Shift Leader has properly filed the attendance sheet.
- c) For any reason, should an attendance sheet not be filed properly at the conclusion of a Shift, the members of that shift will be considered present.

## **Article VIII: Elections**

### **Section 1: Officer Elections**

- a) Officer Elections will take place at a General Meeting at the time specified in Article IV, Section 3.
- b) Nominations for officer positions shall be open one month prior to the election until 3 days before the election. The nominations shall be given to the President, unless he/she is running for office. In that case, nominations shall be given to an appointed Election Chair who is not running for office.
- c) All members in good standing shall be eligible to vote.
- d) All voting shall be closed ballot and each eligible member shall only vote once.
- e) A candidate must be a student at the University of Oklahoma and receive a majority vote to win office. If a majority vote is not received, a runoff election will be held.

### **Section 2: Other Votes**

If the membership disapproves of a decision made by the Executive Committee, the decision can be overruled by a two-thirds vote of the membership.

## **Article IX: Finances**

### **Section 1: SGA Budget**

The Executive Committee must approve the budget submitted to the University of Oklahoma Student Government Association (SGA). The budget is approved with a majority vote of the Executive Committee. The budget must be presented to each Executive Committee member five days prior to voting.

### **Section 2: Funding Appropriations**

The Executive Committee must approve requests for funding over \$50. The requests are approved with a majority vote of the Executive Committee. The requests must be presented to each Executive Committee member five days prior to voting.

### **Section 3: Notification of General Membership**

The budget and funding requests shall be made available to the general membership via email.

## **Article X: Impeachment of Executive Committee Members and Shift Leaders**

### **Section 1: Impeachment of Regular Executive Committee Members**

- a) All impeachment charges against a regular Executive Committee Member must be presented in writing to the Faculty Advisor, copied to the Executive Committee by at least one-third of the membership. The Faculty Advisor shall set an Impeachment Proceeding during the next two weeks. The officer charged will be temporarily relieved of their duties during the Impeachment Proceeding. If the officer charged is the President, the Vice President will assume his/her duties. If the officer charged is the Director of Operations or Director of Development, the Deputy Director of Operations or the Deputy Director of Development will assume his/her duties.
- b) The Faculty Advisor will notify the general membership of the Impeachment Proceeding immediately after the charges have been presented. At the Impeachment Proceeding, a

non-Executive Committee member will be elected by a majority of the membership to oversee the Impeachment Proceeding. The person elected shall oversee the Impeachment Proceeding in an impartial manner. This person will also determine when the final vote will take place once debate has finished.

- c) A non-Executive Committee Member will be elected by a majority of the membership to record votes during the Impeachment Proceeding.
- d) A two-thirds vote by the membership present at the Impeachment Proceeding shall be required to impeach the officer. Otherwise, the officer shall be reinstated. If the officer is impeached, new officers will be selected per Article IV, Section 3.

### **Section 2: Impeachment of Auxiliary Executive Committee Members**

- a) If an Auxiliary Executive Committee Member is not fulfilling their duties or no longer meets the requirements for membership, their superior or both the President and Vice-President may motion for their removal from office. The officer charged will be relieved from office.
- b) To remove the officer, a 4/5 vote of the Executive Board is required. If the vote is unsuccessful, the officer shall be reinstated.

### **Article XI: Additional Rules and Regulations**

- a) This organization's constitution is subject to all provisions of the University of Oklahoma Student Code. If there is any conflict between the rules and regulations provided henceforth and the University of Oklahoma Student Code, the Student Code preempts said rulings and regulations.
- b) This organization shall comply with all local, state, and federal laws.

### **Article XII: Constitutional Amendments**

- a) Any amendments to procedures outlined herein will be presented to the membership at a General Meeting. The amendments and the original constitution must be made available to the membership at least one week before the General Meeting.
- b) At the General Meeting, a two-thirds vote of the membership is required to pass the amendment.

### **Article XIII: Miscellaneous Procedures**

Any provisions relevant to the operations of OWL not set forth in this Constitution shall be governed by the current edition of Robert's Rules of Order.