

The Oklahoma Weather Lab Constitution

Article I: Organization Name

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

Article II: Organization 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 programming; (4) allow students to explore career opportunities in meteorology; (5) provide ways for students to develop communication and broadcast meteorology skills; and (6) provide support to OWL forecasters.

Article III: Membership and Non-Discrimination Policy

Section 1: Membership

- a) Only current students at the University of Oklahoma may be full members of OWL.
- b) Interested members of the University community (current 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 attended shift(s) with 66 percent or greater attendance. A member shall also be considered in good standing if the Operations Branch considers them a significant contributor.
- b) A member may also be considered in good standing if they regularly attend HOOT Meetings.
- c) If a member falls below 66 percent attendance, that member may make up attendance by attending General Meetings or HOOT meetings. Each General or HOOT Meeting attended will replace one absence at 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)
 - i) A delinquent member shall lose voting privileges, the right to hold a leadership position, and the right to claim membership for that semester on any formal documents and self proclamations. However, the student is still able to participate in OWL activities.

Section 3: Anti-Discrimination Policy

- a) Membership in this student organization association with benefits emanating from 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 on an individual's race, ethnicity, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, university major, or political beliefs will not be tolerated. Further, the purpose of this organization shall be consistent with the University of Oklahoma Non-Discrimination Policy.
- b) If members witness events of discrimination, they are encouraged to report the incident to the OWL Board and/or the Faculty Advisor, as well as the University of Oklahoma's School of Meteorology administration. The OWL Board and/or Faculty Advisor will decide if and what disciplinary actions will be taken based on the incident within the organization. These disciplinary actions within the organization, with the possibility for said individual(s) to be removed fully from all OWL activities indefinitely, will align with OWL and OU's Anti-Discrimination Policies.

Article IV: Officers

Section 1: Titles

- a) The leadership of OWL will be shared by the OWL board, each of whom will oversee a certain aspect of the organization. There are seven Voting Members of the Board: President, Vice President, Secretary/Treasurer, Director of Operations, Director of Broadcast Media, Director of Development, and Director of Outreach.
- b) In addition to the seven Voting Members, there are six Auxiliary members of the Board: a Director of Training, A Director of Shifts, a Deputy Director of Development, A historian, A Deputy Director of Broadcast Media, A Deputy Director of Outreach, and any active standing committee chairs. A position can also be co-lead by two individuals if the Board sees a need. All officers, like all members, must be current students at the University of Oklahoma. The daily duties of OWL, as defined generally in Article I, Section 2 and specifically in Article IV, Section 2(a), will be overseen by Shift Leaders who are appointed by the Operations Branch, subject to approval by the Executive Branch.

Section 2: Terms of Office

- a) All members of the OWL Board and Shift Leaders must be current students at the University of Oklahoma.
 - i) OWL Board Officers and Shift Leaders are not required to be meteorology majors, however, they are required to have vast knowledge within meteorology and weather forecasting, as well as communicative skills to uphold shift teaching.
- b) All members running for office shall have been a member in good standing, as defined by Article III Section 2, for at least two semesters, and possess previous knowledge pertinent to the Branch they desire.
- c) Should an OWL Board Officer cease to be a student at the University of Oklahoma, they must relinquish the position. A replacement will be nominated by the President and confirmed by the OWL Board. Should the position of President be vacated, the Vice President shall serve as interim President. However, a Special Election should be held to elect a new President, decided by all OWL members with good standing as soon as possible, further defined by Article X and Article XIII.
- d) Should a Shift Leader cease to be a student at the University of Oklahoma, they must relinquish the position. A replacement will be selected by the Operations Branch per Section 3(c).
- e) No officer shall be elected or nominated to the same position for more than three years.
- f) Each officer will be elected or appointed 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 their term.

Section 3: Type of Selection

- a) The elected officers shall be the President, the Vice President, and the Secretary/Treasurer. Executive Branch elections will take place at the final General Meeting of the school year, usually conducted in April. The elections will follow the procedure outlined in Article VII.
- b) The appointed OWL Board positions will be the Director of Operations, Director of Development, the Deputy Director of Development, the Historian, the Director of Training, the Director of Shifts, the Director of Broadcast Media, the Deputy of Broadcast Media, the Director of Outreach, and the Deputy of Outreach. The Executive Branch will meet to appoint these positions following the Executive Branch elections. At this meeting, the Executive Branch Officers will nominate members for each appointed position. A majority vote by the Executive Branch will be required to confirm each nominee. The Executive Branch is encouraged to briefly meet with each nomination for an appointed position. All appointments to the OWL Board must be completed before the end of the school year in May.
- c) Before the beginning of each semester, the Director of Operations, the Director of Shifts, and the Director of Training will appoint the semester's Shift Leaders. A list of the appointed Shift Leaders shall be made available to the Executive Committee at least two

days before it is made available to all of the organization's members. If a member of the OWL Board objects to any Shift Leader appointments, then an OWL Board Meeting will be held to vote on such appointments. A two-thirds (4/6) vote of the Voting Officers will remove the Shift Leader.

Section 4: Advisor

OWL will have at least one Faculty Advisor, each of whom must be full-time faculty or staff at the university as well as, preferably, within the School of Meteorology. The roles and responsibilities of the Faculty Advisor(s) are to provide guidance and support, continuity, fiscal oversight, 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 OWL Board 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. The Faculty Advisor for OWL is also the tie-breaker vote for Voting Board Members in the event of a tie.

Article V: Duties of Officers

Section 1: The Executive Branch

- a) The President, the highest Executive position, shall be responsible for the overall successful operation of the organization. The President shall chair all General Meetings and Board Meetings, set locations, dates, and times for the OWL Board Meetings, submit an agenda to the Executive Branch at least one day prior to the General and Board Meetings, oversee all Board Members, coordinate with the Faculty Advisor, and be the official liaison for the organization.
- b) The Vice President is an Executive position that shall assist the President in assuring the successful operation of the organization. The Vice President shall chair General Meetings and Board Meetings in the absence of the President, record all votes at General Meetings and Board Meetings, be the bearer of the official membership list for the organization, host at least one Shift per semester holding the position as a Shift Leader, and assist other Board Officers with their duties as needed.
- c) The Secretary/Treasurer is an Executive position that shall maintain a record of the organization's finances, write the budget and funding requests after coordination with the President and Vice President, check financial records with organizations maintaining the organization's funds, file an annual report of the organization's expenditures, take notes during all OWL Meetings (Board and General), and maintain the organization of the official minutes of executive and organizational meetings to be uploaded to the official

website. The Secretary/Treasurer will also oversee and help set-up any community service events done by the organization along with the Outreach Branch.

Section 2: The Operations Branch

- a) The Director of Operations is a Voting Officer of the Board, and shall oversee the activities of the Operations Branch. The Director of Operations shall appoint Shift Leaders at the beginning of each semester, ensure that each shift is accomplishing the required tasks, train shift leaders at least once per semester, schedule/coordinate the Annual Warning Decision Training Division Meeting (usually held in March), communicate with the authority figures at all podcast locations, and fully understand the technology necessary to conduct a Shift, whether within the lab or remote. The Director of Operations must be a Shift Leader per each semester they are serving in their position.
- b) The Director of Shifts shall be responsible for all OWL shifts, and the swift operation of shifts. The Director of Shifts, under the discretion of the Director of Operations, shall be responsible for the completion of shift duties each shift, check up on the progress of podcasts, forecast discussions, and graphic forecasts, and shift attendance. The Director of Shifts must understand how each shift should be run, and is responsible to follow through with each shift's progress throughout each semester. If a shift is having issues, the Director of Shifts should work with the Director of Operations to ensure said problem is solved.
- c) The Director of Training shall be responsible for training Shift Leaders at the beginning of each semester. The Director of Training, under the discretion of the Director of Operations, will be responsible for all training material, distributing the material to all Shift Leaders, continuing the upkeep of each Shift Leader throughout the semester, provide new information to the Shift Leaders when necessary, and learning how to properly carry out a shift themselves. The Director of Training is not required to have been a Shift Leader in the past, but is encouraged to have deep knowledge of OWL shifts, and how they run.

Section 3: The Development Branch

- a) The Director of Development is a Voting Officer on the Board, and shall oversee the activities of the Development Branch. The Director of Development shall schedule meetings of the Hub of OWL Technology (HOOT), oversee all products on the OWL webpages, organize programming training sessions for OWL members, appoint/remove project leaders as necessary, and oversee the work done by the Deputy Director of Development and the Historian.
- b) The Deputy Director of Development shall assist the Director of Development in maintaining smooth operations of the Development Branch. The Deputy Director of

Development shall vote in the absence of the Director of Development at Board Meetings. The Deputy Director of Development shall maintain a record of active participation, assist website fixations, organize the website, and help the Director of Development with HOOT meetings and associated materials. The Deputy Director of Development is encouraged to host at least one shift as a Shift Leader one of the semesters during their term, per year.

- i) In the absence of the Director of Development, the Deputy Director of Development shall vote in their place at Board Meetings.
- c) The Historian shall assist the Director of Development and the Deputy Director of Development with the Development Branch as well as tracking the past and present timeline of the organization. The Historian will record the history of OWL members and Board Officers, help the Deputy Director of Development log active member participation, have a working knowledge of computer programming and website upkeep, and assist the Director and Deputy of Development with HOOT materials, meetings, and activities. The Historian, while within the Development Branch, is in charge of separate duties that pertain to the knowledge and history of the organization.

Section 4: The Broadcast Media Branch

- a) The Director of Broadcast Media is a Voting Officer of the Board, shall be in charge of the Broadcast Media Branch, and is expected to maintain the duties of their position at all times. The Director of Broadcast Media is responsible for consistent social media postings, presence, upkeep, management, and mitigation. This position shall also communicate with the OU Nightly Senior Weather Producer and OU Nightly Web Editors to ensure understanding and balanced messaging across OWL and OU Nightly platforms. The Director of Broadcast Media will be in charge of social media posting during weather events, severe and otherwise, monitoring the automated forecasts displayed on social media via Shift Leader input, create OWL graphics through Baron products (and therefore needs to have a great amount of knowledge regarding Baron graphics and technology associated), have a working skills in broadcast meteorology, be able to professionally record forecast and live weather videos using the green screen in the lab, understand how to teach others broadcast skills and green screen management, oversee green room sign up sheets along with the Faculty Advisor, uphold OWL Broadcast video recordings and continue it on a consistent basis, fix graphics and technological errors when necessary, and assist the Operations Branch when training Shift Leaders in the Baron products. The Director of Broadcast Media must keep an active record of all usernames and passwords of OWL social media, able to be passed along to any other Board Member who must use it.

- i) The Director of Broadcast Media can consist of two co-directors due to the vast responsibility required within the position.
- b) The Deputy Director of Broadcast Media shall assist the Director of Broadcast Media to ensure the Broadcast Media Branch runs smoothly and is expected to maintain the duties of the branch at all times. The Deputy Director of Broadcast Media shall track Shift Leader postings on OU Campus Forecasts on Facebook as well as bi-daily automated forecast graphics, share all OU Nightly weather briefs and posts pertaining to the OU Nightly Weather Team, re-post appropriate media from OWL members that tag the organization across all OWL social platforms, hold the monthly OU Campus Forecasts Photo Contest and upload results each time, mitigate postings during active weather days and holidays, have a working knowledge of Baron technology and products, possess a working understanding on broadcast meteorology, help the Director of Broadcast Media record videos on the OWL green screen, assist the Director of Broadcast Media in graphic creation and graphic error issues, and work with each OWL branch when necessary to get organizational information out to all members.
 - i) The Deputy Director of Broadcast Media can consist of two co-deputies due to the vast responsibility required within the position.
 - 1) There cannot be two Deputy Directors of Broadcast Media if there are two Directors of Broadcast Media in a given year.

Section 5: The Outreach Branch

- a) The Director of Outreach shall manage the Outreach Branch. The Director of Outreach shall be in charge of flyer creation for General Meetings and other activities within the organization, book the location at the correct time and date for General and Board Meetings at the National Weather Center or wherever necessary, post organization boosting content on the OWL social media platforms, work directly with the Broadcast Media Branch to manage postings and responsibilities on socials, setup community service events for the organization to conduct at least annually, communicate with OWL members about member interests and desires for events, make brochures to be handed out at National Weather Center events where OWL is present and on display, brainstorming OWL branded merchandise on years when necessary, coordinate with the University's student chapter of the American Meteorological Society and National Weather Association Outreach Team, and generate participation and spirit in potential, current, and past OWL members.
- b) The Deputy Director of Outreach will assist the Director of Outreach to allow for smooth branch operations. The Deputy Director of Outreach will help the Director of Outreach create eye-catching meeting and event flyers, communicate OWL events and enthusiasm to members, schedule community service events, coordinate social media postings with the Broadcast Media Branch, present OWL material and information at university events

where OWL is on display, and create brochures that appropriately illustrate the goals of the organization

Section 6: General Board Member Responsibilities

- a) All appointed OWL Board Members are required to fulfill respective responsibilities to their positions. Failure to do so will result in removal from the board via the Faculty Advisor and President per Article X.
- b) If a Board Member is experiencing brief extenuating circumstances that would prevent their participation in their position to any capacity, the Executive Branch and the Faculty Advisor should be alerted so that duties can be assigned to other Board Members.
 - i) Long term extenuating circumstances should be evaluated by the Faculty Advisor and President if the outside issue is impacting position work for more than a month.

Article VI: Standing Committees

Section 1: Permanent Standing Committees

- a) The OWL Executive Committee 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. 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 OWL Board 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 OWL Board.

Section 2: Ad Hoc Committees

At the President's discretion, Ad Hoc committees may be created to perform a certain task or pursue an opportunity. Once the opportunity or task is completed, the committee will dissolve. The Faculty Advisor may also create Ad Hoc committees with Presidential approval.

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. Each member of the OWL Board is required to attend each General Meeting unless exceptional circumstances are approved by the Executive Branch and Faculty Advisor.
- b) A meeting will be held for all designated Shift Leaders at the beginning of the semester, prior to the start of that semester's shifts. 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 Operations Branch and OWL Board. 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, except if they pertain to vital shift duty changes.
- c) Emergency Meetings may be held throughout the semester with a majority OWL Board 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.
- d) In the event that General Meetings cannot be held in-person in a given month, semester, or year, General Meetings will be held via virtual video meeting and recorded to be uploaded to the OWL YouTube via the Broadcast Media Branch.

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(s) to produce a weather forecast package for OWL's clients and web interfaces. It is to be used as a learning experience for shift attendees from Shift Leaders. Shift Leaders can invite outside professional contacts within meteorology to speak at their shift if their attendees would benefit from the outside speaker's time, but must have the idea approved by the Operations Branch prior to scheduling. Shift Leaders are limited to three invites per shift per semester.

- 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 Sunday. Each Shift will last one or two hours.
- c) Shifts may be led by one to three trained Shift Leaders, as selected and approved by the Director of Operations.
 - i) Shift Leaders who are of Freshman class standing cannot host shifts alone and must be accompanied by an experienced upperclassman Leader.
- d) In the event that shifts cannot take place in-person, a remote system shall be established and the shifts will continue virtually. Attendees will meet with Shift Leaders via a video meeting, and shift responsibilities will not change.
- e) If a Shift Leader cannot attend their shift meeting for any reason, it is their responsibility to find someone to either fill in for them and complete their duties or finish their shift duties remotely. Failure to comply will result in removal from a shift for that semester.

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 monthly 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, with the goal to assist members' understanding of computer programming within meteorology.
- c) Active participation will be defined by satisfactory progress on assigned tasks as determined by the Director of Development or the Development Branch.
- d) In the event that these meetings cannot be conducted in-person in a given semester, these meetings will be held over a video meeting or recorded to be uploaded to the OWL YouTube by the Development Branch.

Section 4: Media Shift Meetings (OU Nightly)

- a) A media shift consists of a portion of the membership meeting once weekly at a regularly-scheduled time to produce a live newscast, a recorded weather video, and a blog post regarding the current weather forecast.
- b) Media shifts are once daily Monday through Friday, usually at Gaylord College of Journalism and Mass Communication, and leaders are determined by OU Nightly leadership. Members included are a trained weather anchor, a trained weather briefer, and weather assistants, and are considered active OWL members if their semesterly attendance aligns.
- c) Social Media posted from these shifts will be shared by the Broadcast Media Branch, as determined in Article V Section 4.

Section 5: Board Meetings

- a) The OWL Board shall meet once a month, preferably at least one week prior to the monthly General Meeting. At the Board Meetings, the Board Officers 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 six voting members of the Board. In order for the change to pass, at least four of the six voting members of the Board must vote "Yes.". For Amendment and Constitution voting within the Board, refer to Article XII.
- b) The meetings shall be open door; that is, all members of OWL are permitted to attend an OWL Board Meeting.
- c) At least three voting Board members must be present at the Board Meeting for the OWL Board 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/or the Broadcast Media Branch, and supervised by the Development Branch.
- b) Special Events forecasting is open to any member of OWL at the discretion of the Director of Operations, the Director of Broadcast Media, the Director of Development, and the Faculty Advisor.

Section 7: Notification of Meetings

- a) When General Meetings (as defined in Section 1) are required, the OWL Board will notify members via flyers, emails, and postings on all OWL platforms and the website. At least one-week notice will be given before a General Meeting to OWL members.
- b) The schedule of shifts will be made available to all members on OWL platforms and the website.
- 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, barring emergencies.
- d) In the event that the University of Oklahoma is closed, the forecast shifts will not meet but the duties of each shift must be completed by the Shift Leader(s).
- e) Board Meetings shall be called by the President or by three members of the Board. Each Board member shall be given at least three days notice before a formal Board Meeting

Section 8: Attendance

- a) Attendance at shift(s) is expected throughout the semester by OWL members. Should a member be absent more than 33 percent of the time from shifts, they will no longer be able to claim membership in OWL for the semester unless they take advantage of the General and HOOT Meeting incentive outlined in Article III, Section 2(c).
- b) Attendance is therefore filed through the OWL website. The website attendance page is to be checked often for errors and issues by the Development Branch. If a halting problem arises with the online attendance recorder, attendance should be taken via the Shift Leaders and turned into the Board after notifying the Operations Branch and the Development Branch that the attendance recorder did not operate accordingly.
- c) Shift Leaders will remind attendees to file for attendance at each of their shifts. The Shift Leader is responsible for having their attendees properly note their attendance, but ultimately each member must ensure that their account marked them as present at each given shift.
- d) For any reason, should an attendance sheet not be filed properly at the conclusion of a Shift, the regular members of that shift will be considered present.

Article VIII: Elections

Section 1: Officer Elections

- a) Officer Elections for the OWL Board 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 7 days before the election. The nominations shall be given to the President, unless they are 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, as listed in Section 8(a).
- 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 Voting Periods

If the membership disapproves of a decision made by the Board, the decision can be overruled by a two-thirds vote of the membership in good standing.

Section 3: Election Campaign Rules

- a) All campaign posters may not be more than a page in length and contain only campaignable items. No slander of current, previous, or potential future boards is permitted. All posters may be posted once a week in the designated Campaign channel for members to view. Posting of posters in additional OWL channels will not be permitted.
- b) Speeches will be given ahead of the election in person. Each speech should be no more than two pages in length or 5 minutes in length. Speeches cannot slander current, previous, or potential future boards. Speeches cannot contain information current boards have not disclosed to the full membership based off of planned items. Speakers found in violation of policy will result in disqualification from election. If someone does not bring a prepared speech, the time limit still applies.
- c) If a member in good standing cannot be present due to classes, work, being abroad, other academic items, and provides proof of conflict to the board, they may submit a request for an absentee ballot three days ahead of the election. This application will be reviewed by the Executive board and faculty advisor with oversight of the current OWL board. Approval of applications rests with a majority vote of the executive branch with a 2/3rds majority vote. Any application submitted after the three day period will be discarded. The board will advertise this opportunity in earnest to ensure fair election processes.
- d) All elections conducted for OWL are subjected to oversight of the faculty advisor as well as current OWL board members. All members running for election must be present for the final general meeting in order to be eligible for election. If an extreme circumstance results in a member being unable to attend, the full board will hear the reason why and vote on a virtual option for that member. If the full event must be moved online, the event will be conducted as if it were in person just via an electronic platform. Finally, if a member is found to be conducting unsafe actions during the election, they will be disqualified from running in that election.
- e) If a position has no applicant or all applicants are all disqualified, a special virtual election will be held a week after the original election date. The disqualified member cannot run for any position until the following academic year. During this week, all members not disqualified can post posters and post a typed speech per section a. The day of the election, polls will open from 12 pm to 12 am and at the end a winner will be announced.

f) Slander against current board members, people running for positions, or members is not permitted. This includes blaming members for certain items, using disciplinary items against members in the election process, or having meetings in which bashing takes place. Elections within OWL are meant to be constructive processes used to make the organization better, not to tear down our fellow members. If slandering takes place, the faculty advisor and president will be informed. The full board (all members) will be briefed on the situation, the extent to which will be at the discretion of the faculty advisor, and discuss how to handle the situation. This could include, but is not limited to: releasing a statement against the actions, disqualification, or hosting a meeting between candidates to resolve issues.

g) If a member violates any of the above policies, the full board, including non-voting members, will convene to discuss and vote on the consequences for the member in question.

Article IX: Finances

Section 1: SGA Budget

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

Section 2: Notification of General Membership

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

Article X: Impeachment of Executive Committee Members and Shift Leaders

Section 1: Impeachment of Voting Board Members and Shift Leaders

- a) All impeachment charges against a regular Board Member and shift leaders must be presented in writing to the Faculty Advisor, and copied to the Voting Members of the Board by at least one-third of the membership. The Faculty Advisor shall set an Impeachment Proceeding during the next two weeks. The officer or leader charged will be temporarily relieved of their duties during the Impeachment Proceeding. If the officer or leader charged is the President, the Vice President will assume Presidential duties. If the officer or leader charged is the Director of Operations, Director of Broadcast Media, Director of Development, or the Director of Outreach, then the Director of Shifts, the

Director of Training, the Deputy Director of Broadcast Media, the Deputy Director of Development, or the Deputy Director of Outreach will assume their respective Directorial Branch 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, an Auxiliary Member of the Board 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 matter. This person will also determine when the final vote will take place once debate has finished.
- c) An Auxiliary Member of the Board will be elected by a majority of the membership to record votes during the Impeachment Proceeding.
- d) A two-thirds vote by the membership in good standing present at the Impeachment Proceeding shall be required to impeach the officer or leader in question. Otherwise, the officer or leader shall be reinstated to their position on the Board. If the officer or leader is impeached, new officers or leaders will be selected per Article IV, Section 3.

Section 2: Impeachment of Auxiliary Board Members

- a) If an Auxiliary Board Member is not fulfilling their duties or no longer meets the requirements for membership within OWL, 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 one-third vote of the Voting Board Members is required. If the vote is unsuccessful, the officer shall be reinstated to their position.

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) Constitutional Amendments must be Approved by two means: a Board Vote and an OWL Membership Vote.
 - i) Prior to Board voting, the Amendment(s) should be available to be read by the Board two weeks in advance of voting. Voting on the new amendment(s) will be officially noted by the Secretary/Treasurer, and needs a 4/6 vote to pass. (See Article IV)

- ii) Amendments approved by a 4/6 Board vote will move to be presented to the membership within good standing (see Article III) at a General Meeting. The amendments must be made available to the membership at least one week before voting.
 - 1) A two-thirds vote of the good-standing membership is required to pass the amendment. If it passes, the Amendment stands.

Article XIII: Miscellaneous Procedures

Any provisions relevant to the operations of OWL not set forth in this Constitution shall be governed by the acting OWL President and/or Faculty Advisor.