

School of Meteorology Outreach Group (SoMO)

School of Meteorology
University of Oklahoma

Adapted: Summer 2023
Last Update: Summer 2023

Article I

Name and Statement of Purpose

Section 1 - Information/History

The name of this organization shall be "School of Meteorology Outreach Group" or SoMO. SoMO was registered as an OU RSO in February 2023.

Section 2 - Statement of Purpose

"To serve our community and build relationships through atmospheric science and safety education and to provide graduate students with an opportunity to build education and communication skills."

Article II

Membership

Section 1 – Eligibility

Current Graduate and Undergraduate Students in the University of Oklahoma School of Meteorology may be full members of SoMO. Interested members of the University community (current faculty, staff, and spouses) may participate in SoMO activities as associate members, with all privileges of full members except voting privileges.

Section 2 – Member Expectations

There are no dues required of SoMO members. Good standing will be evaluated on a semester-by-semester basis. A member shall be considered in good standing and will have voting eligibility if they attend regular, bi-weekly meetings with 50% or greater attendance and contribute to at least one activity during the semester through one of the teams outlined in Article III, Section 12. Contribution to an activity is defined as, but is not limited to: helping at an event (set-up and tear-down included), preparation work for an event/activity, or tasks assigned by Team Leads or Officers. A member shall be considered in good standing and will have voting eligibility over the summer if they attend regular, bi-weekly summer meetings with 50% or greater attendance.

Exceptions can be made if a member has a previously scheduled (class, work, research meeting, etc.) or last-minute (sick leave, family/personal emergency, etc.) conflict during SoMO meeting times. For exceptions to be made, conflicts must be communicated to the Chairperson and Vice Chairperson via Slack message or email.

Section 3 - Removal for Behavior

All members must strive to create and provide an inclusive environment for all. SoMO does not tolerate bullying, injustice, bigotry, discrimination, etc., including on all social media platforms. If a SoMO Officer, Team Lead, or Member violates this expectation, the first incident will result in mandatory training and/or meeting with the College of Atmospheric and Geographic Sciences (A&GS) Assistant Dean. After this first warning, the student in question will be dismissed from the organization. If the student was an Officer or Team Lead, the vacancy can be filled either through appointment by the remaining Officers or by special election.

Article III Organization Leadership

Section 1 – Officers

There shall be five (5) officers of SoMO: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Undergraduate Representative. The Chairperson, Vice-Chairperson, Secretary, and Treasurer positions must be filled by Graduate Students. All five officers will work together to lead at least one (1) literature-review / DEIJ related discussion each semester.

Section 2 – Team Leads

There shall be three (3) Team Leads of SoMO: Website Team Lead, Resources Team Lead, Events Team Lead. Each Team Lead position must be filled by a Graduate Student.

Section 3 - Terms of Office

All members of the SoMO Executive Board and all Team Leads must be current students at the University of Oklahoma. The term of office for an officer shall be for one (1) academic year and no one person may hold the same office for more than two (2) consecutive terms. Those who hold the same office two (2) years in a row must be voted into the position each year. For the purpose of this document, an academic year begins at the beginning of May Intercession and ends on the last day of finals week during the Spring semester.

Section 4 - Yearly Elections

- i. Elections will be held during the Spring semester of each academic year. SoMO will have a joint board between the end of finals week and end of May in order to transition responsibilities, specifically in terms of summer events and logistics (i.e., OU Mini College).
- ii. It is encouraged, but not required, that those running for Chairperson have previous leadership experience in SoMO, SAC, or a similar student organization. It is required that the Chairperson has been a member in good standing for the previous academic year.
 - a. In the event that there are no accepted nominations for the Chairperson position, two people nominated for Vice Chairperson may be elected and act as co-Chairs. Responsibilities for the Chairperson and Vice Chairperson may be split and delegated between both co-Chairs as they see fit.
- iii. Call for nominations will be announced via email and Slack on the first Monday of April. The nomination period will be open for one week, ending at 5 PM on the second Monday of April. Self-nominations are allowed and encouraged. Nominees are required to accept their

nomination via email and provide a short (250 word limit) statement of how they intend to contribute to SoMO to be included in the election.

iv. The SoMO Chairperson and Vice Chairperson will be responsible for compiling a list of nominees and their statements into a Google Form/Qualtrics Survey for voting.

v. Voting will begin at 8 AM on the Wednesday after nominations close. Voting will continue until Friday evening during the same week at 5 PM. Each full member is allowed to vote for nominees in each position. For positions with 3 or more candidates, ranked-choice voting will be used for that position within the ballot.

vi. A Member can only run for one Officer and one Team Lead position in any given election. In the event that a candidate is running for, and is elected to, an Officer and Team Lead position they will earn the position of Officer. The second highest vote getter for the Team Lead position will be declared the winner. The Officer Board may assign an interim Team Lead if the position is left unfilled.

Section 5 - Special Elections

If a position is left unfilled at the end of the Spring semester, a special election may be called at the beginning of the Fall semester to fill the position. If a special election is deemed necessary for another reason by the SoMO Chairperson, the process spelled out in Article III, Section 4 will be followed with the following exceptions:

- i. Call for nominations will be announced via email and Slack on the first Monday of September. The nomination period will be open for one week, ending at 5 PM on the second Monday of September.

Section 6 - Impeachment

ii. Impeachment: Any Officer or Team Lead demonstrating blatant disregard of SoMO's purpose may be removed from office via the following process:

a. A written petition to remove the Officer or Team Lead in question must be signed by at least 3 members of SoMO Officers, Team Leads, and the Faculty Advisor(s). The written petition must describe the nature of the charges and must be presented to the Chairperson. If the Chairperson is the officer in question, the written request must be presented to the Vice Chairperson, at which point the Vice Chairperson will assume all powers of the Chairperson until a decision is reached by SoMO Leadership.

b. The Chairperson or acting Chairperson will provide written notification to the Officer or Team Lead in question, asking them to be present at the next meeting and prepared to speak to the written petition concerns.

c. At the next meeting, the Chairperson or acting Chairperson will give the petitioner(s) time to state their information to all members in attendance. The officer in question will be given an equal amount of time to respond to the petition.

d. The Chairperson or acting Chairperson shall call for a vote on the petition. A two-thirds ($\frac{2}{3}$) majority vote is necessary to remove the Officer or Team Lead. If a two-thirds ($\frac{2}{3}$) majority vote is not achieved, the Officer or Team Lead in question shall be immediately reinstated.

Section 7 - Advisor

SoMO will have at least one Faculty Advisor, each of whom must be full-time faculty or staff within the School of Meteorology. Faculty Advisor(s) will be contacted and appointed by the five Officers by the beginning of each academic year. The roles and responsibilities of the Faculty Advisor(s) are to provide guidance and support, continuity, fiscal oversight, and advocacy as outlined by the document titled "Roles and Responsibilities of the Advisor" created by the University of Oklahoma Student Life Office. The Faculty Advisor can have a collaborative role within SoMO and be considered a full member in all matters except voting or running for elected positions. Any Advisor demonstrating blatant disregard of SoMO's purpose may be removed via the same process outlined in Article III, Section 6.

Section 8 - Duties of the Chairperson

The Chairperson shall preside at all meetings and functions of SoMO. It is the duty of the Chairperson to make sure that SoMO is registered as an RSO on Engage each year. In addition, the Chairperson shall schedule biweekly meetings at the beginning of each (Fall, Spring, Summer) semester. The Chairperson will serve as the primary point of contact with Norman Public Schools (NPS) teachers, the NWC Outreach Coordinator, SCAN/OWL Outreach Officers, and other yearly outreach event coordinators.

Section 9 - Duties of the Vice Chairperson

The Vice Chairperson shall preside at all meetings and functions that the Chairperson cannot attend. They shall be present at 75% of all meetings of SoMO. The Vice Chairperson will serve as a secondary point of contact for all communication initiated by the Chairperson. In addition, the Vice Chairperson will hold monthly check-in meetings with all team leaders and report on progress and/or potential issues to the Chairperson.

Section 10 - Duties of the Secretary

The Secretary shall take minutes of all meetings of SoMO and keep track of member attendance to determine the good standing status of each Officer, Team Lead, and Member. They shall preside at all meetings and functions in which the Chairperson and Vice Chairperson cannot attend. The Secretary shall be present at 60% of all meetings of SoMO. The Secretary is responsible for appointing someone in advance to record meeting notes and attendance in situations where they are absent.

Section 11 - Duties of the Treasurer

The Treasurer shall handle all dues and accounts of SoMO. They shall preside at all meetings in which the Chairperson, Vice Chairperson, and Secretary cannot attend. It is the responsibility of the Treasurer to make sure that SoMO submits an appropriate budget with SGA each year. The

Treasurer will work with the Faculty Advisor to secure funding when needed. The Treasurer will also keep track of and store all supplies, notifying the rest of the Officers and Faculty Advisor when more supplies need to be purchased. The Treasurer shall be present at 60% of all meetings of SoMO.

Section 12 - Duties of the Team Leads

Team Leads shall delegate tasks and keep a list of SoMO members currently involved with the work of their specific team. These teams shall serve the following purposes:

- Website
 - The Website Team will ensure continuous maintenance of the SoMO website. They will be responsible for uploading content from the Resource Team, and will serve as the point of contact with SoM IT for tech-related issues. They will record and keep track of passwords and any other information/instructions needed to pass on to future Website Teams.
- Resources
 - The Resource Team will create resources for events such as OU Mini College, National Weather Festival, and other yearly events. They will also create content to be housed on the website that corresponds to Oklahoma Academic Standards for different grade levels and subjects.
- Event Coordination
 - The Events Team will be responsible for creating a timeline for each event with which to gather materials and do the appropriate preparatory tasks. The Events Team will also organize volunteers into shifts for each event. They will look for opportunities for events to pass along at regularly scheduled meetings for a vote by all Members.

Section 13 - Duties of all Position Holders

All position holders (Officers, Advisors, and Team Leads) shall keep an updated record of the expectations, tasks, and overall role they have had relative to their position over the past year to provide documentation of all positions within SoMO. These records shall be completed and appended to the record by the end of every Summer term and stored in the SoMO Google Drive.

Section 14 - Event Participation

Any Officer, Team Lead, Advisor, or Member may propose an event for SoMO to participate in. When possible, the event must be proposed at least one SoMO meeting in advance of the event date. A vote of three-fourths ($\frac{3}{4}$) of all Members present at the meeting when the event is proposed shall be required to commit SoMO to participation in the event.

Article IV Meetings

Regular SoMO meetings shall be scheduled every other week during the semester. Additional meetings may be scheduled over the summer to be used as work periods for content development or website updates. Meetings counting towards attendance requirements will only

occur every other week. The Chairperson will be responsible for sending a meeting availability poll, scheduling a time, booking a room, and sending a calendar meeting invite to all Members within the first two weeks of each semester.

Article V

Website Publishing and Permissions

All material published on the SoMO Website will be credited to the organization in its entirety, with no specific credit given to individual Members. The material on the website will be open resource with requests for citation by those using the material. Any new pages or topics published on the website must be approved by the Website Team Lead and a Website Team Member designated by the Team Lead.

Article VI

Amendments

Full members in good standing may propose amendments to this document at regularly scheduled SoMO meetings. After this, the proposal must be sent to all Members via Slack or email. The proposal will be read and discussed in the next SoMO meeting and will be voted on in the following SoMO meeting. That is, the amendment process is to take place over 3 regularly scheduled SoMO meetings. A vote of three-fourths ($\frac{3}{4}$) of all Members present shall be required to pass the proposal.

Article VII

Compliance with Student Code

SoMO is subject to Local, State, and Federal Laws in addition to 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.

Article IIX

Non-Discrimination Policy

Membership or participation in SoMO will not be based on race, gender, color, religion, national origin, age, sexual orientation, disability, veteran status, marital status, or political belief.

Article IX

Miscellaneous Procedures

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

This Constitution was ratified 31 July 2023 at a monthly meeting of SoMO by the following members: Arianna Jordan, Sam Emmerson, Sadiksha Rai, Margaret Hollis, Tatianna Esteva-Ingram, Emily Luschen, Hrag Najarian, Rachael Cross, Laura Shedd, Melanie Schroers, Alethia Kielbasa, and Emily Lenhardt