PSU Weather Data Science Club

Date of origin: September, 2020

1. **Purpose**
2. The PSU Weather Data Science Club will provide a professional working environment for students interested in careers in computer programming and data science.
3. Members will collaborate to upgrade and maintain the Penn State Electronic Map Wall (PSU e-Wall) (<http://mp1.met.psu.edu/~fxg1/ewall.html>), a website containing a collection of meteorological observations and model output. Students will process meteorological data, produce weather maps, and create web pages using several modern programming languages. The e-Wall website, maintained by students in the club, will serve the meteorological community by providing a source of useful forecasting and research tools.
4. This club will facilitate a mentorship relationship between experienced contributors of the e-Wall and those that intend on developing professional coding practices. The skills developed in this organization will prepare students for both future employment and research.
5. **Membership**

1. *At all times, the majority (50%+1) of all active members shall be full-time, officially registered students at University Park.*
2. *The membership shall be divided into active, associate members, and E-Wall Contributors.*

1. Only currently registered students are eligible for active membership. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.

1. *All others interested in furthering the purpose of the PSU Weather Data Science Club, including but not limited to, faculty, staff, and community members, shall be associate members or E-wall Contributors.*
2. *New E-Wall Contributors will be selected by the executive board and/or existing E-Wall contributors.*
3. *The organization shall have at least 10 active student members at all times.*
4. The organization must share the University Hazing policy with the entire membership, prescribed by Policies and Rules for Student Organizations on an annual basis. This document is available upon request by the Office of Student Activities.
5. *The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members - quorum is 75% of active members.*
6. *In the case of violations of constitutional policies and/or a conflict between members within the organization the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation procedure*
   * + 1. *The mediator shall:*
     1. *Arrange for a mediation meeting outside of the regular organization business meeting*
     2. *Explain their role as the impartial party and the objectives of the mediation*
     3. *Set ground rules*
     4. *Allow each party to express their views by allowing the conversation to go where the parties wish it to go*
     5. *Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)*
     6. *As a third party, do not suggest resolutions but rather leave the responsibility for the resolution with the parties involved*
     7. *Facilitate goal setting to reach a win-win resolution*

New Membership and Recruitment

* 1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of the following:
     1. New Membership Manual (if applicable)
     2. Schedule of New Member Events and Activities (if applicable)
     3. A list of responsibilities
     4. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations. This document is available upon request by the Office of Student Activities.
  2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
  3. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

1. **Officers**
2. *Undergraduate candidates must be full-time, officially registered active student members to be selected as officers at the time of the appointment or election.*

*Graduate candidates may be full-time or part-time, officially registered active student members to be selected as officers at the time of the appointment or election.*

Officers may change from full-time to part-time, or vice versa, after becoming an officer. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers, but should first seek approval from the Office of Student Activities.

B. Offices

1. *President*
   1. *The President presides over all meetings*
   2. *The President is responsible for the overall operation of the PSU Weather Data Science Club*
   3. *The President will serve as the primary liaison to the club advisor and other faculty members.*
   4. *The President will coordinate training events for the members.*
   5. *The President may call a mandatory or emergency meeting of the executive board and/or the general body.*
2. *Treasurer*
   1. *The Treasurer is responsible for the finances of the club.*
   2. *The Treasurer will secure funding for the computing resources that support the e-Wall website.*
3. *Secretary*
   1. *The Secretary is responsible for recording minutes from the general body meetings and the executive meetings.*
   2. *The Secretary shall keep a record of all members and enter information on OrgCentral*
   3. *The Secretary is responsible for all email communications regarding club events, training sessions, and promotions.*

C. Officer Removal

1. *An officer can be removed from office, through the process of removal.*
2. *Grounds for removal includes, but is not limited to: behavior that is detrimental to advancing the purpose*

*of this organization, a demonstrated pattern of negligence or abandonment of duty to the organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the officer may be removed through a two-thirds affirmative vote of the members in consultation with the organization’s advisor (if applicable).*

1. *In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor (if applicable), may vote to temporarily suspend an officer.*
2. *Removal proceedings may be brought against any officer of the organization by any organization member.*
3. *Such claims must be submitted in writing to the most senior executive board officer not named in the grievance or the advisor (if applicable) no later than one week prior to a meeting in which all grievances will be discussed and voted upon by present active members.*
4. *See voting article for necessary quorum to hold a vote.*
5. *The officer or advisor (if applicable) shall inform the officer in question of any*

*such grievances immediately or as soon as possible of any such claims.*

1. *The officer in question shall be given the opportunity to present their perspective on the*

*incident and how it relates to their officer role to the voting members.*

1. *The removal vote shall be taken at this meeting.*
2. *The individual being considered for removal shall not have a vote and shall not be counted amongst the number of voting members present.*

D. Filling unexpired vacancies:

1. *Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.*

1. *If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.*
2. *When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.*
3. **Meetings**
4. *The PSU Weather Data Science Club will meet at least two times per semester.*
5. Adequate advance notice must be given to all active members.
6. *Members shall be notified of all meetings by email.*
7. *The President may change meeting frequency.*
8. *The President may call special meetings should they/them see fit.*
9. **Voting**
10. Only active members may vote.
11. *Quorum for all voting shall be thirty-three percent (33%) of the active membership.*
12. *A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.*
13. **Finances**
14. All organizational funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
15. This organization will not have an off-campus account(s)
16. *Dues will not be collected.*
17. *The Officers of the PSU Weather Data Science Club may spend up to $50 of the organization’s funds without the approval of the general membership.*
18. **Elections**
19. *Nominations and elections shall take place during the third meeting of the spring semester.*
20. *This meeting shall be publicized in the meetings preceding it and via emails.*
21. *Elections codes:*

*1. Any member may nominate an active member for any office by raising their hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidate of their choice. Each active member shall have one vote per office.*

1. *If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.*

*3. In the event of a tie, the ballot will be recast.*

1. *All officers serve for a term of one year, beginning in the month following elections and ending the month of elections.*
2. No one involved in conducting the elections may be an official candidate
3. **Amendments to the Constitution**
4. *Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Office of Student Activities approval.*
5. *Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.*
6. All amendments are subject to the approval of the Office of Student Activities to ensure that they align with University policies and rules.
7. **Parliamentary Authority**
8. *“Robert’s Rules of Order, Newly Revised*” *by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.*
9. **Accessibility of this Constitution**
10. Copies of this constitution shall be made available to anyone upon request.
11. **Advisor**
12. This organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.
13. *This organization will choose an advisor through a majority vote by the executive board.*